

AGENDA

CITY OF TAYLOR, TEXAS

MAIN STREET ADVISORY BOARD

Meeting held remotely by Zoom

<https://zoom.us/j/185131095?pwd=bDRMdW1DZINDKzFSUIIseVR1eE93QT09>

Meeting ID: 185 131 095

Password: 027241

One tap mobile:

+13462487799,,185131095# US (Houston)

+16699006833,,185131095# US (San Jose)

Dial by your location:

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

Meeting ID: 185 131 095

April 16, 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 February 25, 2020 meeting.
2. Receive the February and March 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. Discuss and consider Main Street Advisory Board Officers – Scott Dean
6. Update and discussion of assistance for small businesses due to COVID-19 – Jan Harris
7. Discuss, review and vote on possible revisions to the following grant applications and guidelines:
 - Façade Improvement Grant (FIG) which combines the Sign, Façade, and Paint Grants
 - Fire Suppression System
 - Rental Assistance

- ²
8. 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.
 9. Discuss items for the upcoming agenda.

ADJOURN

NEXT MEETING DATE: Wednesday, May 20, 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 April 8, 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: Jan Harris Date: April 8, 2020
Jan Harris, CMSM; Main Street Manager

Main Street Advisory Board
April 16, 2020

Agenda Item Cover Sheet
Agenda Item 1 – Minutes for February 25, 2020



MAIN STREET ADVISORY BOARD MEETING February 25, 2020

MINUTES

The meeting was called to order by Scott Dean, at 5:30 pm and a quorum was declared.

Present - Stephen Truex, Erwin Stauffer, Stacey Smith, and Scott Dean.

Absent - Shannon Grace, and Sharla Gola

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

Guests Present – Bo Brasfield and Judy Blundell

PUBLIC COMMENT

No public comments.

CONSENT AGENDA

1. Approve the Minutes from the Main Street Advisory Board Meeting for January 15, 2020

Board members had been provided copies of the minutes in the February meeting packet.

2. Receive Financials for December for the Main Street Advisory Board.

Board members had been provided copies of the January financials in the February meeting packet.

MOTION: MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED. TRUES/SMITH/APPROVED UNANIMOUSLY

REGULAR AGENDA

3. Main Street Manager Report and Updates – Jan Harris

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

- Presented the program at the Taylor Lions Club meeting
- Attended New Texas Main Street Manager training in Elgin

- Preparing for upcoming events including:
 - Blackland Prairie Days,
 - Main Street Car Show
 - American Legion 5K Beer Run
 - Public Arts Advisory Board Arts Event
 - Easter Events
 - National Day of Prayer
- Submitted draft of Historic Preservation Demolition/Demolition by Neglect Ordinance for review
- Rewriting policies and procedures for Heritage Square Farmers Market
- Developing policies and procedures for Film Friendly Taylor

4. Discuss, review and take possible action regarding Mural Application submitted by Judy Blundell for the Stomp N Holler Mural on Talbot Street

The board noted that no application had been presented for the mural prior to its installation in 2018. MSAB Minutes from July 26, 2018 note that murals are being installed without Main Street approval. Judy reported that she had been asked by the Chamber and the Stomp N Holler Committee to install the mural on her building's wall.

MOTION: A motion was made to retroactively approve the request for a mural provided that the white arrow be painted in obliterating the 2018 date and that the website's address also be painted over. TRUEX/SMITH/UNANIMOUS

ACTION ITEM: Staff was directed to speak with the Chamber about the procedures for having a mural installed in the downtown district.

5. Discuss, review, and take possible action regarding a façade grant application submitted by Bo Brasfield to replace the canopy located at 202 N Main Street

Two contractors estimated were provided in the packet. The last grant applied and approved for this property was for roof replacement on 10/15/2007.

MOTION: A MOTION WAS MADE TO APPROVE THE REQUEST FOR A FAÇADE GRANT FOR THE PURPOSE OF REPLACING THE EXISTING CANOPY ON 202 N MAIN STREET. UPON SUCCESSFUL COMPLETION, REVIEW OF ALL RECEIPTS, AND INSPECTION OF THE PROJECT, THE MAIN STREET ADVISORY BOARD WILL REIMBURSE BO BRASFIELD FOR 50% OF THE COST OF THE CANOPY REPLACEMENT NOT TO EXCEED \$3,425.00. TRUEX/STAUFFER/UNANIMOUS

6. Report on the square footage of available property in the Main Street District

Jan provided the board with a spreadsheet showing properties available for either lease or sale. No action was required.

7. Discuss, review, and vote on possible revisions to the following grant applications and guidelines: Sign, Façade, Paint, Fire Suppression System, and Rental Assistance

Jan provided the board with a draft of a Façade Improvement Grant (FIG) which combines the sign, façade, and paint grants into one package.

ACTION ITEMS: The board suggested that the phrase “for masonry building” be added to the last bullet point on the 1st page; also that it be made a requirement rather than a recommendation that applicants seek the assistance of the Texas Main Street Design Team under section E. Evaluation Criteria. Staff will bring the FIG Packet back before the board for further review and approval.

8. Discuss items for upcoming agenda:

- a. Discussion and possible action regarding edits to Façade Improvement Grant and Rental Assistance Grant applications and guidelines
- b. Discuss ways to increase the use of Heritage Square and the Skate Park during the year

Adjournment -

There being no further business the meeting adjourned at 6.15 pm.

**MOTION – MOTION WAS MADE TO ADJOURN THE MEETING
STAUFFER/SMITH/UNANIMOUS**

Respectfully Submitted,
Jan Harris, CMSM
Main Street Manager

Main Street Advisory Board

April 16, 2020

Agenda Item Cover Sheet

Agenda Item 2 – February and March Financials

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>							
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
524-MAIN STREET PROGRAM		<u>113,681.00</u>	<u>6,646.13</u>	<u>32,087.30</u>	<u>28.23</u>	<u>0.00</u>	<u>81,593.70</u>
*** TOTAL EXPENDITURES ***		113,681.00	6,646.13	32,087.30	28.23	0.00	81,593.70
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		(113,681.00)	(6,646.13)	(32,087.30)	28.23	0.00	(81,593.70)
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2020

100-GENERAL FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL	CURRENT	Y-T-D	% OF	Y-T-D	BUDGET
		BUDGET	PERIOD	ACTUAL	BUDGET	ENCUMB.	BALANCE
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 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	<u>57,680.00</u>	<u>4,769.24</u>	<u>19,384.65</u>	<u>33.61</u>	<u>0.00</u>	<u>38,295.35</u>
	* SUB-CATEGORY TOTAL *	57,680.00	4,769.24	19,384.65	33.61	0.00	38,295.35
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	134.00	13.21	52.83	39.43	0.00	81.17
524-121	FICA SOCIAL SECURITY	4,426.00	366.04	1,372.35	31.01	0.00	3,053.65
524-122	WORKERS COMPENSATION	131.00	0.00	75.96	57.98	0.00	55.04
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	8.37	5.17	0.00	153.63
524-124	RETIREMENT- TMRS	7,337.00	618.18	2,250.75	30.68	0.00	5,086.25
524-126	HEALTH INSURANCE	0.00	615.11	2,460.44	0.00	0.00	(2,460.44)
524-127	DENTAL INSURANCE	310.00	25.85	42.17	13.60	0.00	267.83
524-128	LONG TERM DISABILITY	173.00	15.50	62.00	35.84	0.00	111.00
524-129	VISION INSURANCE	<u>48.00</u>	<u>3.96</u>	<u>15.84</u>	<u>33.00</u>	<u>0.00</u>	<u>32.16</u>
	* SUB-CATEGORY TOTAL *	12,721.00	1,657.85	6,340.71	49.84	0.00	6,380.29
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-135	BUSINESS MEALS	<u>1,100.00</u>	<u>0.00</u>	<u>140.06</u>	<u>12.73</u>	<u>0.00</u>	<u>959.94</u>
	* SUB-CATEGORY TOTAL *	1,100.00	0.00	140.06	12.73	0.00	959.94
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-142	PROFESSIONAL CONFERENCES	1,900.00	0.00	0.00	0.00	0.00	1,900.00
524-143	MEMBERSHIPS AND DUES	1,550.00	0.00	1,543.00	99.55	0.00	7.00
524-146	TRAINING- TRANSPORTATION	1,000.00	0.00	0.00	0.00	0.00	1,000.00
524-147	TRAINING- LODGING	1,900.00	0.00	0.00	0.00	0.00	1,900.00
524-148	TRAINING- MEALS	<u>850.00</u>	<u>10.15</u>	<u>10.15</u>	<u>1.19</u>	<u>0.00</u>	<u>839.85</u>
	* SUB-CATEGORY TOTAL *	7,200.00	10.15	1,553.15	21.57	0.00	5,646.85
** CATEGORY TOTAL **		78,701.00	6,437.24	27,418.57	34.84	0.00	51,282.43

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 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
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200-OPERATIONAL SUPPLIES

OFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,000.00	166.89	476.84	47.68	0.00	523.16
524-214	COMPUTER SUPPLIES	450.00	0.00	114.33	25.41	0.00	335.67
524-215	POSTAGE	<u>0.00</u>	<u>0.00</u>	<u>5.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5.00)</u>
* SUB-CATEGORY TOTAL *		1,450.00	166.89	596.17	41.12	0.00	853.83

PROGRAM/SPECIAL EVENTS

524-233	CITY SPONSORED EVENTS	25,500.00	0.00	255.36	1.00	0.00	25,244.64
524-235	PROMOTIONAL SUPPLIES	<u>2,000.00</u>	<u>0.00</u>	<u>400.00</u>	<u>20.00</u>	<u>0.00</u>	<u>1,600.00</u>
* SUB-CATEGORY TOTAL *		27,500.00	0.00	655.36	2.38	0.00	26,844.64

OPERATIONAL EQUIPMENT(ADMIN)

524-261	OFFICE FURNITURE	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>
* SUB-CATEGORY TOTAL *		200.00	0.00	0.00	0.00	0.00	200.00

** CATEGORY TOTAL **	29,150.00	166.89	1,251.53	4.29	0.00	27,898.47
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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	<u>600.00</u>	<u>42.00</u>	<u>263.00</u>	<u>43.83</u>	<u>0.00</u>	<u>337.00</u>
* SUB-CATEGORY TOTAL *		630.00	42.00	263.00	41.75	0.00	367.00

** CATEGORY TOTAL **	630.00	42.00	263.00	41.75	0.00	367.00
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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>400-EQUIPMENT OPERATIONS/MAINT</u>							
<u>OFFICE EQUIPMENT</u>							
524-462	OFFICE EQUIPMENT MAINT/REPAIR	<u>1,000.00</u>	<u>0.00</u>	<u>501.73</u>	<u>50.17</u>	<u>0.00</u>	<u>498.27</u>
* SUB-CATEGORY TOTAL *		<u>1,000.00</u>	<u>0.00</u>	<u>501.73</u>	<u>50.17</u>	<u>0.00</u>	<u>498.27</u>
** CATEGORY TOTAL **		1,000.00	0.00	501.73	50.17	0.00	498.27
<u>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
<u>FEES FOR SERVICES</u>							
<u>CONTRACT SERVICES</u>							
524-539	OTHER CONTRACT SERVICES	<u>0.00</u>	<u>0.00</u>	<u>2,652.47</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,652.47)</u>
* SUB-CATEGORY TOTAL *		<u>0.00</u>	<u>0.00</u>	<u>2,652.47</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,652.47)</u>
** CATEGORY TOTAL **		0.00	0.00	2,652.47	0.00	0.00	(2,652.47)
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 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>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
524-819	OTHER CONTRIBUTIONS	<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>
* SUB-CATEGORY TOTAL *		<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>
** CATEGORY TOTAL **		<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>
***	DEPARTMENT TOTAL ***	<u>113,681.00</u>	<u>6,646.13</u>	<u>32,087.30</u>	<u>28.23</u>	<u>0.00</u>	<u>81,593.70</u>
***	TOTAL EXPENSES ***	<u>113,681.00</u>	<u>6,646.13</u>	<u>32,087.30</u>	<u>28.23</u>	<u>0.00</u>	<u>81,593.70</u>
***	TOTAL PROFIT / (LOSS) ***	<u>(113,681.00)</u>	<u>(6,646.13)</u>	<u>(32,087.30)</u>	<u>28.23</u>	<u>0.00</u>	<u>(81,593.70)</u>

*** END OF REPORT ***

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2020

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	1,125.00	36,529.30	152.21	0.00	(12,529.30)
450-	INTERFUND OPERATING T	<u>29,600.00</u>	<u>0.00</u>	<u>7,400.00</u>	<u>25.00</u>	<u>0.00</u>	<u>22,200.00</u>
***	TOTAL REVENUES ***	53,600.00	1,125.00	43,929.30	81.96	0.00	9,670.70
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	<u>47,500.00</u>	<u>8,587.25</u>	<u>36,670.49</u>	<u>77.20</u>	<u>0.00</u>	<u>10,829.51</u>
***	TOTAL EXPENDITURES ***	47,500.00	8,587.25	36,670.49	77.20	0.00	10,829.51
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	6,100.00	(7,462.25)	7,258.81	119.00	0.00	(1,158.81)
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2020

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 SOU</u>							
440-353	MAIN STREET CAR SHOW	0.00	0.00	28,535.00	0.00	0.00	(28,535.00)
440-354	WINE SWIRL	0.00	0.00	4,439.30	0.00	0.00	(4,439.30)
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	0.00	0.00	1,855.00	0.00	0.00	(1,855.00)
440-357	SALES AND OTHER FUNDRAISINGS	8,000.00	0.00	0.00	0.00	0.00	8,000.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	16,000.00	1,125.00	1,700.00	10.63	0.00	14,300.00
440-359	SPOOKTACULAR	<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 **		24,000.00	1,125.00	36,529.30	152.21	0.00	(12,529.30)
<u>450-INTERFUND OPERATING TRANSE</u>							
450-361	TRANSFER FROM TIF	10,000.00	0.00	2,500.00	25.00	0.00	7,500.00
450-362	TRANSFER FROM H.O.T.	5,000.00	0.00	1,250.00	25.00	0.00	3,750.00
450-365	TRANSFER FROM GENERAL FUND	<u>14,600.00</u>	<u>0.00</u>	<u>3,650.00</u>	<u>25.00</u>	<u>0.00</u>	<u>10,950.00</u>
** REVENUE CATEGORY TOTAL **		<u>29,600.00</u>	<u>0.00</u>	<u>7,400.00</u>	<u>25.00</u>	<u>0.00</u>	<u>22,200.00</u>
*** TOTAL REVENUES ***		53,600.00	1,125.00	43,929.30	81.96	0.00	9,670.70
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2020

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	<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 *		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00

200-OPERATIONAL SUPPLIES

<u>PROGRAM/SPECIAL EVENTS</u>							
615-233	CITY SPONSORED EVENTS	7,900.00	0.00	0.00	0.00	0.00	7,900.00
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	0.00	7,066.50	21,468.41	0.00	0.00	(21,468.41)
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	10,000.00	0.00	0.00	0.00	0.00	10,000.00
615-237	WINE SWIRL	0.00	0.00	3,521.60	0.00	0.00	(3,521.60)
615-238	CHRISTMAS BAZAAR	0.00	79.25	285.95	0.00	0.00	(285.95)
615-239	SPOOKTACULAR	<u>0.00</u>	<u>0.00</u>	<u>467.90</u>	<u>0.00</u>	<u>0.00</u>	<u>(467.90)</u>
* SUB-CATEGORY TOTAL *		17,900.00	7,145.75	25,743.86	143.82	0.00	(7,843.86)
<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 *		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
** CATEGORY TOTAL **		17,900.00	7,145.75	25,743.86	143.82	0.00	(7,843.86)

500-CONTRACT SERVICES AND FEES

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2020

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>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>600.00</u>	<u>12.00</u>	<u>0.00</u>	<u>4,400.00</u>
* SUB-CATEGORY TOTAL *		5,000.00	0.00	600.00	12.00	0.00	4,400.00
** CATEGORY TOTAL **		5,000.00	0.00	600.00	12.00	0.00	4,400.00
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
615-719	OTHER CAPITAL OUTLAY	<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
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
615-811	RENTAL ASSISTANCE	14,600.00	1,441.50	10,326.63	70.73	0.00	4,273.37
615-813	FACADE GRANT	10,000.00	0.00	0.00	0.00	0.00	10,000.00
615-819	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>
* SUB-CATEGORY TOTAL *		24,600.00	1,441.50	10,326.63	41.98	0.00	14,273.37
** CATEGORY TOTAL **		<u>24,600.00</u>	<u>1,441.50</u>	<u>10,326.63</u>	<u>41.98</u>	<u>0.00</u>	<u>14,273.37</u>
*** DEPARTMENT TOTAL ***		47,500.00	8,587.25	36,670.49	77.20	0.00	10,829.51
		=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***		47,500.00	8,587.25	36,670.49	77.20	0.00	10,829.51
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2020

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

		ANNUAL	CURRENT	Y-T-D	% OF	Y-T-D	BUDGET
ACCT #	ACCOUNT NAME	BUDGET	PERIOD	ACTUAL	BUDGET	ENCUMB.	BALANCE
***	TOTAL PROFIT / (LOSS)	***					
		6,100.00	(7,462.25)	7,258.81	119.00	0.00	(1,158.81)
		=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 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
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
524	MAIN STREET PROGRAM	<u>113,681.00</u>	<u>7,635.79</u>	<u>39,732.44</u>	<u>34.95</u>	<u>0.00</u>	<u>73,948.56</u>
***	TOTAL EXPENDITURES	***	113,681.00	7,635.79	39,732.44	34.95	0.00
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS)	***	(113,681.00)	(7,635.79)	(39,732.44)	34.95	0.00
		=====	=====	=====	=====	=====	=====

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FINANCIAL STATEMENT

AS OF: MARCH 31ST, 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: MARCH 31ST, 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
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100-EMPLOYEE SERVICES

WAGES & SALARIES

524-111	REGULAR FULL TIME	57,680.00	4,769.24	24,153.89	41.88	0.00	33,526.11
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	<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 *		57,680.00	4,769.24	24,153.89	41.88	0.00	33,526.11

PAID BENEFITS

524-120	UNUM LIFE	134.00	13.21	66.04	49.28	0.00	67.96
524-121	FICA SOCIAL SECURITY	4,426.00	366.04	1,738.39	39.28	0.00	2,687.61
524-122	WORKERS COMPENSATION	131.00	0.00	75.96	57.98	0.00	55.04
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	8.37	5.17	0.00	153.63
524-124	RETIREMENT- TMRS	7,337.00	618.18	2,868.93	39.10	0.00	4,468.07
524-126	HEALTH INSURANCE	0.00	615.11	3,075.55	0.00	0.00	(3,075.55)
524-127	DENTAL INSURANCE	310.00	25.85	68.02	21.94	0.00	241.98
524-128	LONG TERM DISABILITY	173.00	15.50	77.50	44.80	0.00	95.50
524-129	VISION INSURANCE	<u>48.00</u>	<u>3.96</u>	<u>19.80</u>	<u>41.25</u>	<u>0.00</u>	<u>28.20</u>
* SUB-CATEGORY TOTAL *		12,721.00	1,657.85	7,998.56	62.88	0.00	4,722.44

ALLOWANCES/REIMBURSEMENTS

524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	<u>1,100.00</u>	<u>17.53</u>	<u>157.59</u>	<u>14.33</u>	<u>0.00</u>	<u>942.41</u>
* SUB-CATEGORY TOTAL *		1,100.00	17.53	157.59	14.33	0.00	942.41

TRAINING/PROFESSIONAL DEVELOPM

524-141	WORKSHOP TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
524-142	PROFESSIONAL CONFERENCES	1,900.00	633.36	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

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 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	7,413.25	34,831.82	44.26	0.00	43,869.18

200-OPERATIONAL SUPPLIES

OFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,000.00	55.17	541.36	54.14	0.00	458.64
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	<u>0.00</u>	<u>0.00</u>	<u>5.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5.00)</u>
* SUB-CATEGORY TOTAL *		1,450.00	55.17	660.69	45.56	0.00	789.31

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	70.09	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	<u>2,000.00</u>	<u>0.00</u>	<u>400.00</u>	<u>20.00</u>	<u>0.00</u>	<u>1,600.00</u>
* SUB-CATEGORY TOTAL *		27,500.00	70.09	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	<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 *		200.00	0.00	0.00	0.00	0.00	200.00

** CATEGORY TOTAL **		29,150.00	125.26	1,386.14	4.76	0.00	27,763.86
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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
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FINANCIAL STATEMENT

AS OF: MARCH 31ST, 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	305.00	48.41	0.00	325.00

400-EQUIPMENT OPERATIONS/MAINT

OFFICE EQUIPMENT

524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	<u>1,000.00</u>	<u>55.28</u>	<u>557.01</u>	<u>55.70</u>	<u>0.00</u>	<u>442.99</u>
* SUB-CATEGORY TOTAL *		1,000.00	55.28	557.01	55.70	0.00	442.99
** CATEGORY TOTAL **		1,000.00	55.28	557.01	55.70	0.00	442.99

500-CONTRACT SERVICES AND FEES

PROFESSIONAL SERVICES

524-512	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
524-519	OTHER PROFESSIONAL SERVICES	<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

FEES FOR SERVICES

524-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
524-528	ADVERTISING	<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

CONTRACT SERVICES

524-539	OTHER CONTRACT SERVICES	<u>0.00</u>	<u>0.00</u>	<u>2,652.47</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,652.47)</u>
* 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)

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FINANCIAL STATEMENT

AS OF: MARCH 31ST, 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	<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 *		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
** 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	<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>
* SUB-CATEGORY TOTAL *		<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>
** CATEGORY TOTAL **		<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,200.00</u>
 *** DEPARTMENT TOTAL ***							
		113,681.00	7,635.79	39,732.44	34.95	0.00	73,948.56
		=====	=====	=====	=====	=====	=====
 *** TOTAL EXPENSES ***							
		113,681.00	7,635.79	39,732.44	34.95	0.00	73,948.56
		=====	=====	=====	=====	=====	=====
 *** TOTAL PROFIT / (LOSS) ***							
		(113,681.00)	(7,635.79)	(39,732.44)	34.95	0.00	(73,948.56)
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2020

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	(1,100.00)	35,429.30	147.62	0.00	(11,429.30)
450-	INTERFUND OPERATING T	<u>29,600.00</u>	<u>7,400.00</u>	<u>14,800.00</u>	<u>50.00</u>	<u>0.00</u>	<u>14,800.00</u>
***	TOTAL REVENUES ***	53,600.00	6,300.00	50,229.30	93.71	0.00	3,370.70
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	<u>47,500.00</u>	<u>12,649.00</u>	<u>49,319.49</u>	<u>103.83</u>	<u>0.00</u>	<u>(1,819.49)</u>
***	TOTAL EXPENDITURES ***	47,500.00	12,649.00	49,319.49	103.83	0.00	(1,819.49)
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	6,100.00	(6,349.00)	909.81	14.91	0.00	5,190.19
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2020

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 SOU</u>							
440-353	MAIN STREET CAR SHOW	0.00	0.00	28,535.00	0.00	0.00	(28,535.00)
440-354	WINE SWIRL	0.00	0.00	4,439.30	0.00	0.00	(4,439.30)
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	0.00	0.00	1,855.00	0.00	0.00	(1,855.00)
440-357	SALES AND OTHER FUNDRAISINGS	8,000.00	0.00	0.00	0.00	0.00	8,000.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	16,000.00	(1,100.00)	600.00	3.75	0.00	15,400.00
440-359	SPOOKTACULAR	<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 **		24,000.00	(1,100.00)	35,429.30	147.62	0.00	(11,429.30)
<u>450-INTERFUND OPERATING TRANSF</u>							
450-361	TRANSFER FROM TIF	10,000.00	2,500.00	5,000.00	50.00	0.00	5,000.00
450-362	TRANSFER FROM H.O.T.	5,000.00	1,250.00	2,500.00	50.00	0.00	2,500.00
450-365	TRANSFER FROM GENERAL FUND	<u>14,600.00</u>	<u>3,650.00</u>	<u>7,300.00</u>	<u>50.00</u>	<u>0.00</u>	<u>7,300.00</u>
** REVENUE CATEGORY TOTAL **		<u>29,600.00</u>	<u>7,400.00</u>	<u>14,800.00</u>	<u>50.00</u>	<u>0.00</u>	<u>14,800.00</u>
*** TOTAL REVENUES ***		53,600.00	6,300.00	50,229.30	93.71	0.00	3,370.70

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2020

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
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100-EMPLOYEE SERVICES

WAGES & SALARIES

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

200-OPERATIONAL SUPPLIES

PROGRAM/SPECIAL EVENTS

615-233	CITY SPONSORED EVENTS	7,900.00	(19.70)	(19.70)	0.25-	0.00	7,919.70
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	0.00	7,066.50	28,534.91	0.00	0.00	(28,534.91)
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	10,000.00	0.00	0.00	0.00	0.00	10,000.00
615-237	WINE SWIRL	0.00	0.00	3,521.60	0.00	0.00	(3,521.60)
615-238	CHRISTMAS BAZAAR	0.00	0.00	285.95	0.00	0.00	(285.95)
615-239	SPOOKTACULAR	0.00	0.00	467.90	0.00	0.00	(467.90)
* SUB-CATEGORY TOTAL *		17,900.00	7,046.80	32,790.66	183.19	0.00	(14,890.66)

SPECIALTY SUPPLIES

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 **		17,900.00	7,046.80	32,790.66	183.19	0.00	(14,890.66)

500-CONTRACT SERVICES AND FEES

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2020

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	<u>0.00</u>	<u>4,257.02</u>	<u>4,257.02</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,257.02)</u>
	* SUB-CATEGORY TOTAL *	0.00	4,257.02	4,257.02	0.00	0.00	(4,257.02)
<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>600.00</u>	<u>12.00</u>	<u>0.00</u>	<u>4,400.00</u>
	* SUB-CATEGORY TOTAL *	5,000.00	0.00	600.00	12.00	0.00	4,400.00
** CATEGORY TOTAL **		5,000.00	4,257.02	4,857.02	97.14	0.00	142.98

700-CAPITAL OUTLAY

OFFICE FURNITURE/EQUIPMENT

615-719	OTHER CAPITAL OUTLAY	<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

800-CONTRIBUTIONS & CONTINGENC

CONTRIBUTIONS/TRANSFERS

615-811	RENTAL ASSISTANCE	14,600.00	1,345.18	11,671.81	79.94	0.00	2,928.19
615-813	FACADE GRANT	10,000.00	0.00	0.00	0.00	0.00	10,000.00
615-819	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>
	* SUB-CATEGORY TOTAL *	24,600.00	1,345.18	11,671.81	47.45	0.00	12,928.19

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2020

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

		ANNUAL	CURRENT	Y-T-D	% OF	Y-T-D	BUDGET
ACCT #	ACCOUNT NAME	BUDGET	PERIOD	ACTUAL	BUDGET	ENCUMB.	BALANCE
***	TOTAL PROFIT / (LOSS)	***					
		6,100.00	(6,349.00)	909.81	14.91	0.00	5,190.19
		=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

Main Street Advisory Board
April 16, 2020

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

Main Street Monthly Report – February 2019

Community Outreach:

- Addressed the Taylor Rotary Club – 2/6/2020
- Addressed Taylor Area Businesswomen – 2/25/2020
- Texas Downtown Association Education & Outreach Committee Meeting – 2/11/2020
- Hosted Texas DT Association Regional Partners Meeting – 2/20/2020
- Marketing Meetings with Arsenal Team & Staff
 - 2/4/2020
 - 2/27/2020

Local Business / Owner Visits:

- Business/Stakeholder Visits:
 - Richard Stone - PAAB
 - Renegade Studios
 - Catherine Parker
 - Josh Richards
 - Paul Herrera
 - Curie Humphries
 - Ashley Doss

Event Planning:

- Ongoing meetings regarding Farmers' Market – Market scheduled to open 3.6.2020
- Blackland Prairie Days
 - Met with PW Dir Jim Gray – 2/5/2020
 - Safety & Logistics Mtg – 2/6/2020
 - Meeting with Lucretia Alvarez – ongoing
 - Fielding calls and emails from vendors
- Main Street Car Show
 - Conference Call with Brad Duncan – 2/6/2020
 - MSCS Committee Meeting – 2/20/2020
- Working with PAAB to plan “Coming Out Party” and Skatepark Reveal
- Working with Mary Flores on Easter in the Park event and National Day of Prayer
- Worked with Fear the Walking Dead production crew for filming opportunity in downtown Taylor

Other Duties:

- Development Team Meetings –
 - 2/3/2020;
 - 2/10/2020;
 - 2/24/2020

- Public Arts Advisory Board Meeting –
 - 2/19/2020
 - 2/26/2020
- Main Street Advisory Board Meeting – 2/19/2020
- TIF Board Meeting – 2/19/2020
- FY 2020-2021 Budget Meeting – 2/3/2020
- East Williamson County Realtor Tour Planning Meeting – 2/12/2020
- MLK Committee Meeting – 2/18/2020
- Mentor Meeting with Forrest Williams – new Community Development Director for City of Caldwell – 2/28/2020
- Developing policies and procedures for Film Friendly Taylor (working with Renegade Studios on this) – ongoing
- Updating Taylor property database on DowntownTX.org - ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed

Main Street Monthly Report – March 2019

Community Outreach:

- Attended Film Friendly Texas Workshop in Galveston – March 2nd-4th
- Attended Frills Ribbon Cutting – 4/5/2020
- Starting 3/16/2020, the Development Services Department divided into 2 teams which alternated working in City Hall and at home to reduce the number of staff in City Hall at one time. I worked from home starting on 3/17/2020.
- Starting 3/24/2020, the Development Services Department began working remotely until at least 5/4/2020.
- Issues Main Street Matters e-newsletters via Constant Contact to DT stakeholders, business/property owners, etc. with timely information and additional links for service and information regarding coping during COVID-19
 - 3/17/2020
 - 3/20/2020
 - 3/28/2020

Local Business / Owner Visits:

- Business/Stakeholder Visits:
 - Renegade Studios

Event Planning:

- Ongoing telephone meetings regarding Farmers' Market – Market remains open on Saturdays with only food vendors allowed to participate while actively practicing social distancing and other sanitary practices

Other Duties:

- Development Team Meetings –
 - 3/9/2020
 - 3/16/2020
 - 3/23/2020
 - 3/30/2020
- Public Arts Advisory Board Meeting – 3/25/2020 - cancelled
- Main Street Advisory Board Meeting – 3/18/2020 – cancelled
- B&C Orientation – 3/25/2020 – cancelled
- Main Street Car Show Meeting – 3/25/2020 - cancelled
- Public Relations Team Meeting – 3/6/2020
- FY 2020-2021 Budget Meeting (via Teams) – 3/19/2020
- Developing policies and procedures for Film Friendly Taylor (working with Renegade Studios on this) – ongoing
- Updating Taylor property database on DowntownTX.org - ongoing
- Fielding telephone and email enquiries; providing technical assistance as needed

Main Street Advisory Board

April 16, 2020

Agenda Item Cover Sheet

Agenda Item 4 - Farmers' Market on Main

Taylor Farmers Market Association

Member Application



Application must be submitted and approved before the applicant is eligible to sell at the Market.

The Annual Membership fee is \$50 and for 2020, covers from **March 6, 2020** to **December 19, 2020**. See page 2 for additional fees.

Applicant's Name: _____

Address _____ City _____ ZIP _____ County _____

Cell # _____ Other _____ E-mail _____

Please enter contact information for 2nd TFM member who is also a part of this particular membership application, if applicable.

2nd Applicant's Name _____

Cell # _____ Other _____ E-mail _____

Business Name: _____

Business Type (check all that apply):

- | | |
|--|--|
| ☐ Farm (Produce) | ☐ Crafts and Arts |
| ☐ Meat/Eggs/Dairy/Honey | ☐ Personal Care Products |
| ☐ Baked Goods | ☐ Pet Treats and Products |
| ☐ Ready-to-Eat Foods | ☐ Nursery Products |
| ☐ Value Added Foods* | ☐ Service |
| ☐ Beverages | ☐ Other |

**Value Added products are items made from a raw agricultural product to which additional value has been added through preparing, cooking, blending, packaging, or other methods.*

Business address (where product is produced) if different than above:

Address _____ City _____ ZIP _____ County _____

Web site: _____

Social Media Sites: _____

Requested Number of 10 x 10 Spaces: _____ *Please note that additional spaces come at additional cost.*

Is your product produced in Williamson County or an adjoining county?

☐ Yes ☐ No

Where else are your products available? (Check all that apply.):

- ☐ Wholesale/Grocery: _____
- ☐ Retail/Farm stand: _____
- ☐ CSA: _____
- ☐ Online: _____
- ☐ Restaurants: _____

- ☐ Farmers Markets (list which ones): _____
- _____
- ☐ Other. (Please explain): _____
- _____

Are you a Go Texan Member?

☐ Yes ☐ No

Are you operating under the Cottage Food Law?

☐ Yes ☐ No

Vendors are responsible for complying with state, county, and city regulations governing sale of your product.

Check and provide copies of all licenses that apply:

- | | |
|---|--|
| ☐ Food Handlers | ☐ Butchering facility permit stamp (TX or USDA) |
| ☐ Food Managers | ☐ Alcoholic Beverage Permit |
| ☐ Nursery/Floral | ☐ Texas Parks and Wildlife stamp |
| ☐ Food Manufacturer | ☐ Sales Tax Permit |
| ☐ Graded Egg | ☐ Organic Certification |
| ☐ Food Establishment Permit (<i>inspected kitchen</i>) | ☐ Other _____ |
| ☐ Weights and Measures | |

Market Participation:

All Market members must pay the Annual Market Membership Fee of \$50 in addition to the. Indicate below whether you plan to participate in the market on a seasonal, full-time, or daily basis. *(Check all that apply)*

Cost Analysis

- _____ \$160 Full Season with reserved vendor space
(March – December) 42 Market Days
- _____ \$100 Spring-Summer ONLY
(March – August) 26 Market Days
- _____ \$60 Fall-Winter ONLY
(September – December) 16 Market Days
- _____ Weekly Basis one space only \$10 per week.

	Membership Fee	Seasonal Fees	Subtotal	Market Day Count	Cost Per Market
Full Season	\$50.00	\$160.00	\$210.00	42	\$5.00
Spring-Summer Only	\$50.00	\$100.00	\$150.00	26	\$5.77
Fall-Winter Only	\$50.00	\$60.00	\$110.00	16	\$6.88
Drop-In Only	\$50.00	\$10 per market. Total cost varies with attendance			

Product List:

- List all items to be sold and approximate dates of season or availability.
 - Specific dates/months, seasonally (spring, summer, fall, winter), year round
- You may list several items on each line. Attach a separate sheet if more room is needed.

Farm (Produce)				Dates Available
Eggs	Type	Graded	Appr.Do./wk.	Dates Available
Meat	Frozen	Cured	Blended	Dates Available
☐ Beef				
☐ Poultry				
☐ Lamb				
☐ Pork				
☐ Rabbit				
☐ Goat				

Product List:

- *List all items to be sold and approximate dates of season or availability.*
 - *Specific dates/months, seasonally (spring, summer, fall, winter), year round*
- *You may list several items on each line. Attach a separate sheet if more room is needed.*

Dairy and Cheese			Dates Available
Beverages			Dates Available
Baked Goods	☐ Cottage Food Law	Dates Available	
"Ready to Eat" Foods		☐ Cottage Food Law	Dates Available
Describe	Fresh	Frozen	

Product List:

- *List all items to be sold and approximate dates of season or availability.*
 - *Specific dates/months, seasonally (spring, summer, fall, winter), year round*
- *You may list several items on each line. Attach a separate sheet if more room is needed.*

Value Added Food	☐ Cottage Food Law	Dates Available
Nursery Products		Dates Available
Personal Care Products		Dates Available
Crafts and Arts		Dates Available
Service Providers		Dates Available
Other		Dates Available

Employee/Agent/Direct Representative Assignment:

The following person(s) may serve as my employee(s)/agent(s)/direct representative(s) for the Taylor Farmers Market and may sell items on my behalf.

Name:	Phone Number:	Text ok?

Participation Agreement:

I agree to allow a representative of the Taylor Farmers Market to inspect my operation.

I, the undersigned, have read and agree to comply and abide by the terms defined in the Taylor Farmers Market Rules and Regulations which outlines the terms of my participation as a Member of the Taylor Farmers Market. I understand, and agree to the above outlined fees associated with the Farmers Market. I agree that my booth will sell only the approved items that have been listed in the above application and that I am responsible for the quality and safety of what I sell. I understand that I may be barred from participation if the Taylor Farmers Market's Rules are violated.

Applicant Signature: _____ Date: _____

APPLICATION SUBMITTAL LIST - CHECK ALL INCLUDED:

- ☐ Completed and Signed Vendor Participation Application
- ☐ \$50 Market Membership Fee (non-refundable)
- ☐ Indemnity Form
- ☐ Completed Bio Form
- ☐ Product Labels for all listed Market Products
- ☐ Copies of All Current Licenses and Permits
- ☐ Seasonal Fee Paid (Full / Spring-Summer / Fall-Winter)

All required items and information (including all applicable above listed documents and fees) must be received by the Market Manager for an application to be considered complete.

Incomplete submissions will not be reviewed or scheduled for further action until all deficient items or information has been received. Admittance to the Market is pending the approval of the Market Manager and the Main Street Manager.

By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:

Applicant Signature: _____ Date: _____



INDEMNITY AGREEMENT:

The vendor shall indemnify, keep and save harmless the “Heritage Square Farmers Market” and all agencies the “Heritage Square Farmers Market” has agreements with including, but not limited to the State of Texas and The City of Taylor, from and against, any and all claims and demands, whether for injuries to person, or loss of life, or damage to property n, on or off the premises, arising out of the use or occupancy of the premises by vendor and shall defend at vendor’s own expense any actions brought against the “Heritage Square Farmers Market” and any of the above mentioned organizations or any other person or organization with the “Heritage Square Farmers Market” has a contractual relationship by vendor’s acts or omissions.

Vendor Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Verification of Market & Main Street Managers: (pending Review and Inspection)

Application Received Date: _____ Market Fee Received: _____ Cash/Check #: _____

Application Approved Date: _____ Inspection Date: _____ First Market: _____

Inspector/s: _____

Inspection: ☐ Pass ☐ Fail If failed, why: _____

Licenses/Permits Submitted:

- | | |
|---|--|
| ☐ Food Handlers | ☐ Butchering facility permit stamp (TX or USDA) |
| ☐ Food Managers | ☐ Alcoholic Beverage Permit |
| ☐ Nursery/Floral | ☐ Texas Parks and Wildlife stamp |
| ☐ Food Manufacturer | ☐ Sales Tax Permit |
| ☐ Graded Egg | ☐ Organic Certification |
| ☐ Food Establishment Permit (<i>inspected kitchen</i>) | ☐ Other _____ |
| ☐ Weights and Measures Certificate | |

Product Labels Attached? ☐ Yes ☐ No

I affirm that the above applicant is accepted into the Farmers Market, pending Review and Inspection

Signature of Market Manager_____
Date_____
Signature of Main Street Manager_____
Date Application Approved**Notes:**



TAYLOR HERITAGE SQUARE FARMERS MARKET ONLINE BIO

To improve our local outreach and internet presence, we're looking to enhance the information on our vendors

Name of Vendor Booth: _____

Briefly describe your products and/or Farmer's Market presence:

What makes your products/service unique?

(You may provide logo and/or photos, emailed to HeritageSquareMarket@gmail.com)

Do you have Social Media Accounts?

Facebook _____

Twitter _____

Instagram _____

Are you a GoTexan member?

☐ Yes ☐ No

Do you provide any of the following:

- ☐ Delivery
☐ Online Ordering
☐ CSA

What forms of payment do you accept at the market?

- ☐ Cash
☐ Check
☐ Credit/Debit card

Do you have a website? _____

The best email address we can share with people who might have a question about your products:

Do you offer products that are:

- ☐ Certified Organic ☐ Sustainably Grown ☐ GMO Free
☐ Gluten Free ☐ Vegetarian ☐ Vegan

Received on/by:

 Date, initials

2020 Farmers Market on Main Report Heritage Square

Market Date	# Vendors on Roster	Total # Vendors Present	# Submitted Data	# Cottage Food Vendors	# Farmer / Growers	# Artisans	# Market Visitors / Shoppers	# transacti ons	Total Sales \$		
3/6/2020	18	9	9	2	3.5	3.5	150+/-	133	\$1,970.52		
3/14/2020	18	7	7	3	2	2		59	\$1,173.50		
3/21/2020	18	4	4	2	2	0		97	\$2,436.54	Covid-19 Market	
3/28/2020	18	4	4	2	3	0		79	\$1,668.54	Covid-19 Market	
March Totals		24	24	9	10.5	5.5	0	368	\$7,249.10		
4/4/2020	20	7	6	2.5	4.5	0		76	\$883.68	waiting on one vendor	
4/11/2020											
4/18/2020											
4/25/2020											
April Totals									\$883.68		
5/2/2020											
5/9/2020											
5/16/2020											
5/23/2020											
5/30/2020											
May Totals									\$0.00		
6/6/2020											
6/13/2020											
6/20/2020											
6/27/2020											
June Totals									\$0.00		
7/4/2020											
7/11/2020											
7/18/2020											
7/25/2020											
July Totals									\$0.00		
8/1/2020											
8/8/2020											
8/15/2020											

2020 Farmers Market on Main Report Heritage Square

8/22/2020											
8/29/2020											
August Totals									\$0.00		
9/5/2020											
9/12/2020											
9/19/2020											
9/26/2020											
September Totals									\$0.00		
10/3/2020											
10/10/2020											
10/17/2020											
10/24/2020											
10/31/2020											
October Totals									\$0.00		
11/7/2020											
11/14/2020											
11/21/2020											
11/28/2020											
November Totals									\$0.00		
12/5/2020											
12/12/2020											
12/19/2020											
December Totals									\$0.00		

[illegible]

The image shows a 14x14 grid with a light gray background. The grid is divided into several horizontal bands of color:

- Row 1: Light gray background.
- Rows 2-5: A solid blue band, 4 rows high.
- Row 6: Light gray background.
- Rows 7-10: A solid orange band, 4 rows high.
- Row 11: Light gray background.
- Row 12: A solid gray band, 1 row high.
- Row 13: Light gray background.
- Row 14: Light gray background.

The blue and orange bands are separated by a single light gray row (row 6). The gray band at row 12 is also separated by light gray rows (row 11 and row 13).

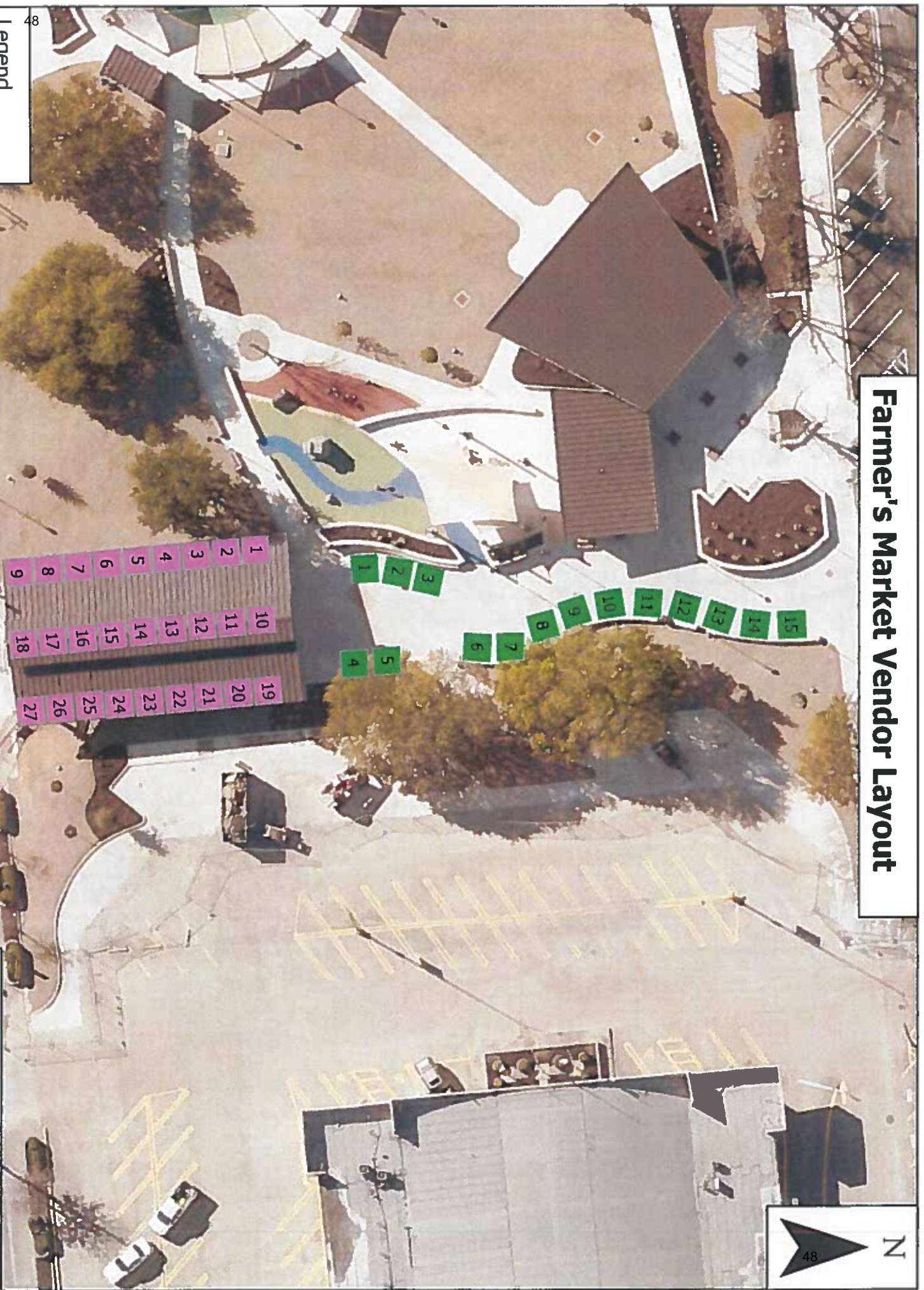
Farmer's Market Vendor Layout

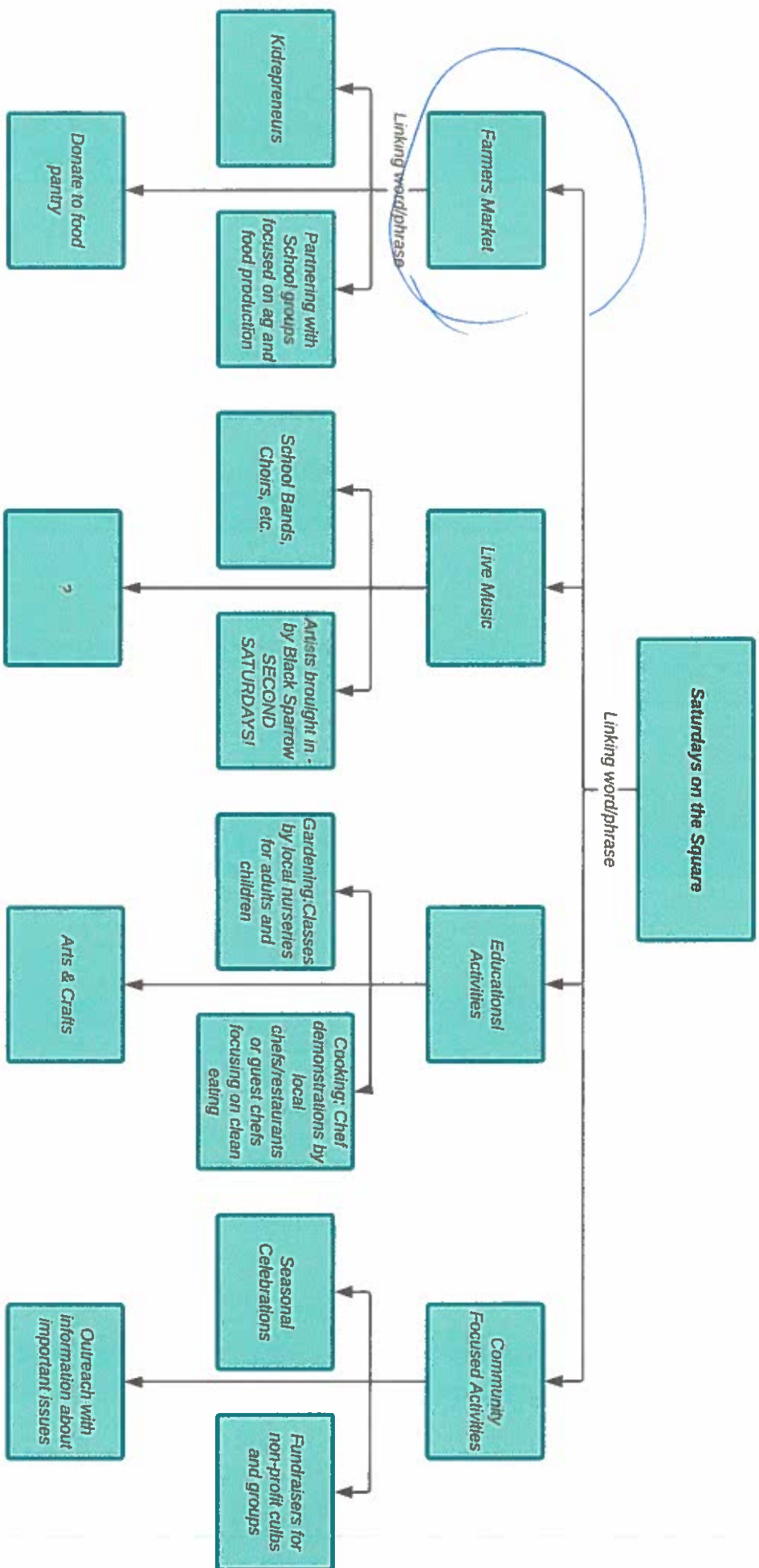


Legend

- Vendors
- Vendors Back Up

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, U







Kidpreneur Program

Age: Grade Schoolers (5-12)

Price: FREE with purchase of a KIDPRENEUR t-shirt

What a Great Opportunity In allowing your kids to learn about entrepreneurship, sales, money exchange and encouraging them to explore their creative and artist side by fueling their curiosity.

We are allowing 3 kids per market to sell their original artwork, jewelry or building a fun lemonade stand and etc. All items must be approved by the Farmer's Market first.

All parents/guardians must fill out an application for each child. Once items are approved we will email you the invitation letter with instructions. Hurry, invitations are made on first-come basis.

*All kids must be accompanied by an adult

<https://kidpreneurs.org/>



Little Farmers

Ages: 5 to 13

Price: \$5.00 per class

Little Farmers, will learn about the seasonality of food, meet local farmers, and prepare ingredients purchased fresh at the market.

Classes include a guided market tour, hands-on instruction and recipes to take home so students can share what they learn with family and friends. Signing up early is strongly recommended, as class size is limited.

Register below or email us for more information. You can also register at the market. Please note that payment is required at time of registration.

*All Kids must be accompanied by an adult

[Register Now](#)

FAQ Section 5 - Farmers Market Coalition

Saturday, February 15, 2020 4:07 PM

Clipped from: <http://farmersmarketcoalition.org/education/market-manager-faq/market-growth-outreach-and-evaluation/>


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Market Growth, Outreach, and Evaluation

[About Farmers Markets](#)
[Market Manager FAQ](#)
[Resource Library](#)
[Webinars](#)
[SNAP Guide for Farmers Markets](#)
[Funding Opportunities](#)
[Newsletter](#)
[How do we get out the word about our new market?](#)
[We have a solid loyal customer base, but how can we expand by reaching those who don't yet shop at our market?](#)
[How can we get more farmers to sell at the market?](#)
[How do we engage kids, teens, and young adults at the market?](#)

Engaging kids, teens, and young adults at the market will increase the reach of your market by making it easier for families to shop at the market and bringing in a new generation of avid farmers market shoppers. To engage this audience, make your market into an event—something fun, lively, and exciting to witness and participate in, instead of something akin to a trip to the grocery store. Here are a few ideas:

Young Children

- Hire child-friendly musicians, jugglers, or other entertainers to perform in a central area of the market, where one parent or supervisor can keep an eye on them while the other shops.
- Think about different programming you can offer for youth like gardening or environmental education programs. Enlist volunteers, community organizations, or teen groups to teach these programs. [Sustainable Food Center's Farmers Market](#) in Austin has a "Be Groovy, Be Green" presenter and a garden school program called "Gardenheads" for young children. Lexington (MA) Farmers Market launched [Kids Cooking Green](#), a nutrition and cooking curriculum for elementary aged children.
- Consider coordinating a small babysitting service for parents who have brought their children to the market. Older teens can plan and implement games and art activities for younger kids in a designated area of the market.

Marketing the Market

Market



Funding



Expanding Your Customer Base



Engaging Kids and Teens



Evaluating Success

- Consider coordinating a small babysitting service for parents who have brought their children to the market. Older teens can plan and implement games and art activities for younger kids in a designated area of the market. Be sure to let your insurance agent know about such plans, and check local regulations about what constitutes an official babysitting service that might require additional regulation or certification.
- Become a 'Power of Produce' (POP) Club chapter. Learn more about POP by watching the FMC webinar, [The Power of POP](#).

Teens and Young Adults

- Create volunteer opportunities for youth. Have them help collect unwanted produce from vendors for delivery to local food pantries, roast corn for a corn festival, or assist with EBT. By partnering with local nonprofits, you can connect kids with seniors or people with young children to help them get their groceries to their cars or hold things while they shop.
- Start a vendor apprentice program, where teens can be matched with vendors to learn about how they get their produce from farm to table, and how they can help out.
- Enlist school bands, choruses, dance troupes, and other young performers to provide entertainment for the market, perhaps with a donation box for themselves or a charity of their choosing. Student artists could help create signage for the market.
- Encourage teens to start their own market business. Talk with schools, churches, sports teams, youth groups, etc. to see if there's interest in supporting a youth farmers market entrepreneurship program. Teens could grow produce in a community garden, at home, or perhaps on school or church property and sell it at a market stall, or they could purchase produce from other vendors to make value-added products like jams, juices, pickles, or pies. You could allot one or two stalls for this purpose depending on interest, and offer reduced market fees. [Grow Dai Youth Farm](#) in New Orleans is a good example.
- If you have young farmers at your market, highlight them in your newsletter or special events so teens and young adults know that farmer and farmers markets are something they can be involved in too.
- Bring in musical acts that would appeal to older children and teenagers.
- Consider the timing of your market—many middle and high school students have sports or musical practice from 3-7 on weekdays, and they are of course in school during the day. A midday weekend market might be your best bet; too early and the late-rising teenagers may not show up.
- Hold special events at the farmers market that teens and young adults would be interested in participating in like talent shows and young chef cooking contests.
- Hold a Youth Farmers Market. Good examples include the [Denver Urban Gardens \(DUG\)](#) and [GrowNYC's Youth Market](#). While DUG's [Youth Farmers' Market Manual](#) was developed for single-stand markets at or near schools, it might help markets looking to partner with local schools to recruit youth-run businesses as vendors at their existing markets.

How do we promote the market in the community affordably? >

What signs should we have made for our market? >

How do we increase our market's web presence? >

How can our market raise funds to cover operating costs? What grants can we apply for? >

Meet Me at the Market | Market Umbrella | Crescent City Farmers Market

Saturday, February 15, 2020 1:45 PM

Clipped from: <https://www.marketumbrella.org/our-work/meet-me-at-the-market>



Home Our Markets ▾ About Us ▾ Our Work ▾ Events ▾ Vendors ▾ Support Us ▾



Kid Chef Eliana visits the CCFM

Meet Me at the Market

The Meet Me at the Market program at Crescent City Farmers Market is often the first place many local children get to encounter the hard working families that produce the food we eat. Children in grades pre-kindergarten through sixth meet farmers, learn to identify produce, and understand that food is not just something that comes from a shelf. This unique, hands-on experience is part of our **Farm to School** programming.

If you are a group looking for an activity that informs and entertains, please contact our market manager via telephone (504) 861-4485 or via email: cristina@marketumbrella.org.



About Us

Market Umbrella is an independent nonprofit 501(c)(3),



The Crescent City Farmers Market operates weekly year-



Little Farmers

Tuesday, February 11, 2020 3:51 PM



Little Farmers

Ages: 5 to 13

Price: \$5.00 per class

Little Farmers, will learn about the seasonality of food, meet local farmers, and prepare ingredients purchased fresh at the market.

Classes include a guided market tour, hands-on instruction and recipes to take home so students can share what they learn with family and friends. Signing up early is strongly recommended, as class size is limited.

Register below or email us for more information. You can also register at the market. Please note that payment is required at time of registration.

*All Kids must be accompanied by an adult

[Register Now](#)

Kids Cook at the Market

Saturday, February 15, 2020 1:24 PM

Kids Cook at the Market

2020 dates to be announced soon!

Kids Cook at the Market is a summertime program that gives junior chefs ages 7 to 12 the opportunity to learn about the seasonality of food, meet local farmers, and prepare ingredients purchased fresh from the market.

Location: *Lents International Farmers Market*

Day & Time: Sundays 10 to 11 am

Tickets: We have a grant supporting the Lents International Farmers Market that allows us to provide these classes to the community for free, though registration is required.

2019 Class Schedule Recap so you can get a taste of what we offer:

- Sunday, July 7: Quick Strawberry Jam on Pancakes
- Sunday, July 14: Smiley Face Veggie Omelettes
- Sunday, July 21: Vegetable Fritters
- Sunday, July 28: Hand Pressed Tortillas = Veggie Tacos!
- Sunday, August 4: Summer Salad
- Sunday, August 11: Caterpillar Kabobs
- Sunday, August 18: Fruit and Tomato Salsas
- Sunday, August 25: Gazpacho

-All classes will have a gluten free and dairy free option.

-Classes last approximately 60 minutes.

-Please note that this is the same program that was previously offered at the PSU Market.

[Register Now on Eventbrite](#)

Join the

POP Club!



Visit our tent for **FREE** activities, samples, and prizes for kids of **ALL** ages!



**FARMERS
MARKET
COALITION**

Brought to your local farmers market in partnership with the Farmers Market Coalition.. Learn about POP Club at farmersmarketcoalition.org..

Introduction

The Power of Produce (POP) Club is farmers market-based children program, that seeks to teach children about fruits and vegetables, local food systems, and healthy food preparation through fun activities. Participants engage in the full farmers market experience by trying new foods, having conversations with farmers, and buying local produce. Fun weekly activities ranging from cooking demonstrations to farmers market scavenger hunts provide nutrition, food, agriculture, and exercise education to the children and families that participate each week. POP Club kids are encouraged to try new healthy foods and overcome picky eating through exposure to healthy food options in a fun and exciting environment. Through the Two-Bite Club, POP participants are rewarded for taking two bites of the featured fruit or vegetable, and receive vouchers to spend on the foods of their choice at the market. These vouchers also serve to empower kids, by giving them the purchasing power to buy from farmers and local vendors at the market.

This POP Club Guidebook provides tips, sample activities, templates, and guidance for you to start a POP Club at your farmers market. The resources and materials provided by FMC are intended to assist market managers in implementing a POP Club at their market, but aren't required for use at all POP Club programs—feel free to be creative and customize your POP Club to your own market! **The only requirement of POP Club is to hand out at least \$2 in market-specific currency (POP Bucks) to children attending the farmers market.**

POP Resources Guide

FMC provides the following tools to markets running the POP program:

- **POP Activity guide** featuring educational, cooking, physical, gardening, and artistic activities for children.
- **POP Passport** to be kept at the market to track attendance, parent contact information, and participant age. This is also a great tool to use to offer prizes and incentives for families to attend POP Club throughout the season!
- **POP Booklet evaluation tool** to track lessons learned and for kids to collect stamps for new foods tasted and activities completed.
- **Parent Information Sheet** provides parents with a basic understanding of the program, and has space for parents to give signature permission for their children to participate and a disclaimer for markets to use photos taken at POP Club.
- **Two-Bite Club button template.** After each week's activity, POP kids can try two bites of the 'Vegetable of the Week' to receive additional stickers to add to their Two-Bite Club button. Kids can bring their Two-Bite Club buttons back each week to show with pride their ability to try new vegetables as their number of stickers grow!
- **POP Bucks & token template.** Markets can choose to order POP tokens, or use FMC's printable POP vouchers for kids to use to shop for produce at the market's participating vendors. InDesign token template can be edited to display the market name.
- **Promotional graphics bundle (5 items)** includes POP logo, social media graphics, flyers, banner, and a sponsorship campaign graphic.
- **Budget template** to help plan and organize the funding needs for POP.
- **POP Club Facebook Group** facilitates networking with other POP Markets to learn best practices and lessons learned from markets around the country.
- **Prizes and treats** for kids participating in POP Club. Stickers, temporary tattoos, and more are available for purchase at FMC's online store.



POP Vision And Goals

Each POP Club activity is driven by the Farmers Market Coalition's mission, which we call our triple bottom line:



Similarly, the Power of Produce Club Program is made up of three main components and goals:



What makes POP unique is that it puts the buying power into the hands of children, giving children the opportunity to be the consumers and connect with farmers the same way regular market shoppers do. POP Club satisfies all aspects of FMC's triple bottom line:

1. **Farmers** benefit from young POP consumers buying fresh produce directly from them at the farmers market. The market currency sales provide both new revenue and the potential for new, dedicated consumers. Farmers' produce is featured as children try new foods each week through Two Bite Club. Further, weekly educational activities instruct children on the important role of farmers markets, farming, and reinforce the connection between the land and our food.
2. **Young consumers** are empowered to make healthy food choices on their own by having the direct buying power. Giving children tokens to spend at the farmers markets gives them access to fresh produce each week. Through both the Two-Bite Club and weekly activities they get to try fresh, nutritious food that they might not have otherwise, growing to recognize new, healthy food options that will be foundational to maintaining a healthy lifestyle. Parents of POP kids also discover new, fun ways to get their children to eat healthier and enjoy doing it.
3. **Communities** benefit from the additional families the POP Club brings to the farmers market both through additional local sales and energy at the farmers market as well as benefits to surrounding local businesses. Having an energetic POP Club with dedicated families and young customers can be an important part of having a lively farmers market that encourage other customers to return to be a part of the vibrant public space both now and in future seasons. The POP Club is a win-win-win for the farmers at your market, the POP Club kid and parent consumers, and the surrounding local community. This handbook will provide you with guidance, tips, and resources for you to join the national POP Movement and start a POP Club of your own.

POP Planning

While the basic mission of each POP Club is the same—providing kids with opportunities to buy and try fresh produce at the farmers market, no POP Club is exactly alike. Each POP program should be designed to respond to local needs, market capacity, funding opportunities, and partnership interests. It is this creativity that makes the POP movement so powerful because it means that each Club is uniquely local, just like the farmers market where the program takes place.

It's easy to forego planning in excitement for just getting your POP Club started, but **planning ahead** is important for being able to coordinate with the local organizations needed to make POP truly a community program. Without taking time to estimate how many kids are likely to attend, it is difficult to plan for how much time, money, and staff (or volunteers) will be required to run the program successfully. Without taking time in advance to plan for marketing your POP program, it is difficult to spread the word to families in your community.

This section walks you through this design process to help you think through some of the different choices that will need to be made in planning for a POP Club program.

Level of POP programming. POP Clubs can range from simple to complex levels of programming. This usually depends on the number of staff available to run and organize the program, funding available, and options for partnerships. All POP Clubs are required to maintain the **Baseline** level of programming. **The only requirement each week at POP Club is to hand out at least \$2 in market currency to children attending the farmers market.** While POP has the potential to have multiple activities each week, the staff, funding, and planning required for such a program is not always possible for a market. Each element of POP can be done simply at this **Baseline level** or expanded depending on available resources.



Main Street Advisory Board

April 16, 2020

Agenda Item Cover Sheet

Agenda Item 5 – MSAB Officers

MAIN STREET ADVISORY BOARD
OFFICER JOB DESCRIPTIONS

Chairperson:

- Oversee board and executive committee meetings
- Serve as ex-officio member of all committees
- Work in partnership with the Main Street Manager to make sure board resolutions are carried out
- Call special meetings if necessary • Assist MS Manager in preparing agenda for board meetings
- Assist ED in conducting new board member orientation
- Act as an alternate spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance

Vice Chairperson:

- Attend all board meetings
- Serve on the executive committee
- Assist Main Street Manager in preparing agenda for board meetings
- Assume responsibilities of the chair in the absence of the board chair and vice chair
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Main Street Advisory Board

April 16, 2020

Agenda Item Cover Sheet

**Agenda Item 6 – Assistance to Small Businesses Affected by
COVID-19**



MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, CMSM
RE: Assistance for Small Businesses during COVID-19
DATE: 4/8/2020

On the local level, a group (Brian LaBorde, Jeff Jenkins, Tia Stone, Mark Nibbelink, Mark Thomas, Diana Phillips, Jesse Ancira, and myself) representing the City, Chamber, Taylor EDC, area foundations, and other key interests have been meeting to develop a grant program to assist small brick & mortar businesses in Taylor. We are basing our efforts on those being implemented in both Round Rock and Georgetown and expect to launch the grant program very shortly. Care will be taken to reach out to all small businesses including those that are less technologically savvy so that it will be available to all equally.

The City has taken steps to work with water customers by not ceasing service due to non-payment, not charging late fees, and working with customers to help them during this difficult time. Currently these measures will be in place until May 1, 2020 but may be extended as the situation warrants. This information, along with links to further information, is available on the City's website and was also sent out by the Main Street program via Constant Contact.

The Main Street Program has been reaching out to our business/property owners and other stakeholders via Constant Contact providing timely information, links to financial assistance, and other information in the hope of aiding help our residents cope during this stressful time. I am in contact with the Texas Main Street Program, Texas DT Association, the National Main Street Center, and colleagues around the country in order to maintain a flow of pertinent information to our local stakeholders.

Main Street Advisory Board
April 16, 2020

Agenda Item Cover Sheet
Agenda Item 7 – FIG Packet

TAYLOR MAIN STREET
Façade Improvement Grant (FIG) Program Application

Please return completed the application with necessary attachments and signatures to the Main Street Office in Taylor City Hall. If you have any application questions, please contact the Main Street Manager at 512-352-3463.

Applicant Name

Date

Business Name

Mailing Address

Contact Phone

Email Address

Building Owner (if different from applicant)

Historical/Current Building Name

Project Site/Address

Type of Work: (check all that apply)

☐ Paint Only

☐ Signage

☐ Masonry Cleaning/Paint Removal

☐ Facade & Building Renovation

☐ Awning/Canopy

☐ Uncovering/Replacing Windows

☐ Other: _____

Details of planned improvements relating to grant request (attach additional information if necessary).

How will this project benefit Downtown?

Project Categories	Estimated Costs	Grant Requested
Facade/Building Rehab		
Awning/Canopy		
Signs		
Masonry Clean/Paint Removal		
Paint		
Uncovering/Replacing Windows		
Other:		
Totals		

TOTAL COST OF PROPOSED PROJECT

\$

TOTAL GRANT REQUEST

(May not exceed 50% of TOTAL COST up to \$25,000)

\$

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

1.

2.

3.

Attach all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building 's exterior facade, roof and foundation.

Applicant's Signature

Date

OFFICE USE ONLY:

Date completed packet was received:

DOWNTOWN REINVESTMENT GRANT AGREEMENT FORM

Please complete and return with the Façade Improvement Grant Application to the Main Street Office in City Hall; 400 Porter Street. If you have any questions, please contact the Main Street Manager at 512-352-3463.

I have met with the Main Street Manager, and I have read and fully understand the Façade Improvement Grant procedures established by the Taylor Main Street Advisory Board. I intend to use this grant program for the aforementioned renovation projects to advance the efforts of revitalization and historic preservation of Taylor's historic downtown. *I have not received, nor will I receive insurance monies for this revitalization project.*

I understand that if I am awarded a Façade Improvement Grant by the City of Taylor, any deviation from the approved project may result in the partial or total withdrawal of the grant. (If I am awarded a reinvestment grant for facade, awning or sign work and the facade, sign or awning 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 grant.)

Business/Organization Name

Applicant's Signature

Printed Name

Date

*Building Owner's Signature
(if different from applicant)*

Printed Name

Date

This section is to be completed by Taylor Main Street staff:

Date considered by TMS

Recommendation

Staff Signature

*Date considered by Main Street
Advisory Board*

Recommendation

Staff Signature

REVIEW PROCESS

Factor	Weight	Points	Score
Improvement needs and type of work being proposed for grant funding	20%		
Consistency with Secretary of the Interior's 10 Standards for Rehabilitation	20%		
Recommendations of the Texas Main Street Design Team	15%		
Recommendations of the Taylor Main Street Manager	15%		
Overall impact of the project on the Downtown District.	15%		
Amount of investment by the property owner (a higher percentage of owner investment will be given a higher weight)	10%		
Willingness to adhere to renovation guidelines for buildings listed on the National Register of Historic Places	5%		
Total Score			



Façade Grant Applicant Checklist

Date _____

Name of Applicant _____

_____ Application Received

_____ Meeting – overview of process _____ (date)

_____ Grant is not retroactive; must be approved prior to start of work

_____ Applicant is current on all taxes and utilities

_____ Permission from Property Owner if needed _____ Yes _____ No

_____ TMS Guidelines _____ (date emailed)

_____ Submit overview of work/façade renderings to Main Street Office

_____ Submit Bids for work/who is conducting the work

_____ Permits pulled

_____ Additional applications as needed

_____ Improvements must be maintained for a minimum of one year

_____ Final meeting/MOU/approval to begin after all conditions are met

_____ Funds to be paid directly to supplier/contractor – must submit invoice to RDA

_____ Closeout statement signed by both parties _____ (date)

If you have any questions, please do not hesitate to contact Jan Harris at 512-352-3463 or via email at Jan.Harris@TaylorTX.gov. We look forward to working with you!

Main Street Advisory Board
April 16, 2020

Agenda Item Cover Sheet

Agenda Item 8 – Discussion of ways to increase utilization of Heritage Square and Pierce Park skate park once social distancing is lifted

Heritage Square

Pavilion & Amphitheater Rental Policies

Availability: HERITAGE SQUARE PARK PAVILION AND AMPHITHEATER ARE ONLY AVAILABLE FOR PUBLIC EVENTS

- A special event permit is required for all events where the general public is invited.
- The City designee has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facility. All rentals must be approved in writing by the designee. Exceptions to the rental policy may be permitted with prior approval of the City.

Set Up Requirements:

- It shall be the responsibility of the person signing the rental agreement to be on-site for the entire duration of the rental and to comply with and enforce all City policies, rules, and regulations pertaining to pavilion and amphitheater usage.
- Renter shall comply with all laws – federal, state and local – including all ordinances of the City of Taylor and all rules, regulations, and requirements of the Parks and Recreation, Police, and Fire Departments.
- Renter is responsible for the set up and clean-up of the facility and must include time needed for set up, decoration, and clean up in the requested rental time.
- Renter shall be permitted to use only the areas which have been rented during the time period. Renter shall not do or permit to be done, in or upon any portion of the facility or its premises, anything that will obstruct or interfere with the rights of the other renters of the facility.
- At no time shall a renter sub-lease or assign its rental to another individual, group, or organization.
- Additional services which are not normally provided by the City such as special sound and lighting equipment, additional stage facilities, extra electrical and utility services, etc., must be furnished solely by the individual or association who agrees to acquire necessary electrical, health, sound, and other permits as may be required and to comply with all codes and laws of the City of Taylor, as well as all County, State and Federal codes and laws.
- Water access is limited to the restroom sinks and water fountains.

Decorations:

- Renter requiring additional services/equipment other than which are normally provided by the facility must be furnished solely by the renter and are subject to the department's approval. Renter agrees to assume all necessary expenses.
- Renter shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the facility. Masking tape, painter's tape or scotch tape are preferred, if necessary. No items may be hung from the ceiling. All decorative materials must be treated with flame proofing and meet the requirements of the City of Taylor Fire Codes.
- All decorations must remain inside area that is rented and completely removed at conclusion of rental.

Cleaning Requirements:

- All trash must be bagged and disposed of properly in trash receptacles. Large events may be required to provide dumpsters.
- All decorations must be removed.
- The City will be reimbursed by user/renter/group for any costs incurred due to damages or additional cleaning, an additional charge may be deducted from the damage deposit.

Cancellation:

- If a rental event needs to be rescheduled due to weather or schedule conflicts, the renter must contact the designated number by the next business day following their rental date to reschedule or request a refund.

Security Requirements:

- One chaperone (at least 21 years old) shall be required for every 25 minors (up to 18 years of age). Chaperones shall be present when the rental begins, be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.
- City staff shall reserve the right to determine whether police security shall be required during a scheduled activity and, in collaboration with the Taylor Police Department, shall determine the amount of security required during the occupancy of the facility. If the renter refuses to assume the cost of such police security, then the rental shall be subject to cancellation.
- All applications must state the maximum expected attendance. A rental may be shut down immediately by City staff or Taylor Police Department without refund of deposit or rental fees on the following conditions:
 1. If expected attendance exceeds maximum number stated by greater than 10%.
 2. Breach of the Peace.

Prohibited Activities and Items:

- Sidewalk chalk, confetti eggs, water balloons and piñatas are prohibited.
- Commercial solicitation and transactions are prohibited.
- Golfing, archery, remote control vehicles including planes, and horseback riding are prohibited. Firearms are prohibited except as authorized by law. Pets shall be kept on leashes at all times.
- Bounce houses are not allowed on any grass area of the park.
- Glass containers ARE NOT permitted in the parks, leased facilities, or parking lots.
- Where vehicle parking lots or areas have been set aside in any park in the city, no vehicle shall be driven over or across the curbs, sidewalks, grass or lawn within the park, and vehicles shall be parked in the parking lots or areas as designated and not elsewhere unless approved by City staff.
- Campfires and open burning are not allowed in Heritage Square Park. Personal barbeque grills are allowed in the parking lot only.

Disclaimer:

- The City reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its security deposit and shall be grounds for prohibiting future use of City facilities.

- All events will be required to provide liability insurance with limits of \$1,000,000 naming the City of Taylor as additionally insured.
- Bounce Houses/Amusements: Must be approved by City designee. Generators (not provided by the City) must be used for all bounce houses/amusements.
- Renter agrees to indemnify and hold harmless the City, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by renter. The renter does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.

YOUR SIGNATURE WILL BE COLLECTED ON THE SIGNATURE PAD DURING BOOKING

Fee Schedule – Amphitheater

Deposit:	\$500 refundable deposit
Rental:	
All day -	\$250 (4+ hours)
Half day -	\$125 (less than 4 hours)
Non-profit rate	
All Day -	\$125
Half Day -	\$62.50

Fee Schedule – Pavilion

Deposit:	\$300 refundable deposit
Rental:	
All day (4+ hours) -	\$150
Half day (less than 4 hours) -	\$75
Non-profit rate	
All Day -	\$75
Half Day -	\$37.50

Non-profit renter must be able to produce proof of non-profit status.

Police Fees (established by ordinance)

\$42.00 per hour per officer, with a three-hour minimum. If a police vehicle(s) is/are needed, then the cost is \$25.00 per hour per vehicle.

CITY OF TAYLOR
HERITAGE SQUARE PARK PAVILION & AMPITHEATER RENTAL APPLICATION

PAVILION: _____

AMPITHEATER: _____

NAME: _____

EVENT: _____

ADDRESS: _____

WORK PHONE: _____ **CELL PHONE:** _____

EMAIL: _____

IF NON-PROFIT PROOF OF STATUS: _____

INSURANCE LIABILITY: _____

DATE(S) REQUESTED: _____

TIME (Arrival to Departure – include cleanup): _____

TYPE OF ACTIVITY (be specific) _____

NUMBER OF PEOPLE ATTENDING: _____

WILL THERE BE MUSIC? _____

It is understood that granting use of the Pavilion and/or Amphitheater is based upon the availability of the facilities. It is further agreed that all fees and deposits shall be paid by the applicant before use of the facilities may begin. If insurance is required, applicant agrees to provide such in the amount specified by the City Manager.

Applicant hereby agrees that the Heritage Square Park Pavilion and Amphitheater has been inspected and is suitable for the intended use. Applicant agrees to indemnify and hold

harmless the City of Taylor of any liability including but not limited to court costs and reasonable attorney's fees.

Applicant has received, read, and agrees to the terms of the Heritage Square Park Pavilion & Amphitheater Rental Policy.

RENTERS FORFEIT DEPOSIT IF THEY VIOLATE ANY TERM(S) OF THIS POLICY AND ARE SUBJECT TO IMMEDIATE CLOSURE OF THE FACILITY.

APPLICANTS SIGNATURE: _____ DATE: _____