

AGENDA
MAIN STREET ADVISORY BOARD
5:30 pm – February 13, 2023
Taylor City Hall Conference Room

Main Street is a grassroots effort of Economic Development through Historic Preservation.

The Main Street Movement is based on the 4 Point Process:

1. ORGANIZATION - Bringing together your stakeholders (property & business owners, residents, employees, schools, government, organizations, etc.) to work toward a goal of a revitalized OT.
2. DESIGN - Improving the curb appeal of downtown and creating a safe, welcoming, and inviting environment both in the overall district and in the individual stores.
3. PROMOTION - Telling your downtown's story. So much more than special events - it is marketing to your residents, workers, visitors, and shoppers.
4. ECONOMIC VITALITY - Supporting your existing business mix while actively recruiting new businesses to bolster your Downtown business stock.

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZEN COMMUNICATION

(The Main Street Advisory Board welcomes public comment on items not listed on the agenda. However, the Board cannot respond until the item is posted on a future agenda. All public comments are limited to 3 minutes.)

III. CONSENT AGENDA:

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

- A. Review and approve minutes from the MSAB regular meeting held on January 18, 2023 – Chairman Moss
- B. Review and receive the financial reports from February 2023 – Jan Harris

IV. REGULAR AGENDA-New Business:

- A. Consider and take possible action authorizing staff to submit a budget adjustment to move the remaining funds from 440-353 (MSCS revenue) into 615-235 (MSCS expenditures).
- B. Distribute the 2023 Taylor Main Street Advisory Board member commitment sheet for members' signatures – Jan Harris

V. REGULAR AGENDA - Continuing Business:

- A. Main Street Manager's reports - Jan Harris:
 - Manager's activity report
 - Main Street business & property report
- B. Consider and take possible action on the revisions of the Façade Improvement Grant packet - Jan Harris
- C. Receive report from February 11th Breakfast Bites - Jan Harris
- D. Receive report on the February 4th Special Events Work Session and take possible action – Jan Harris & Doug Moss

- E. Receive report on Second Saturday Shop & Stroll – Jan Harris
- F. Receive report on Blackland Prairie Days – Jan Harris
- G. Update on Downtown Improvements - Jan Harris
- H. Membershipware project update - Update on database and video/photography – Jan Harris
- I. Discuss items for upcoming agendas.

VI. ADJOURN

NEXT MEETING DATE: MARCH 15, 2023

Posted by: Jan Harris Date: Feb. 8, 2023
Main Street Manager

I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 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.

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

III-A

Review and approve minutes from the MSAB regular meeting held on January 18, 2023

MINUTES

City of Taylor, Texas Main Street Advisory Board

5.30 pm on January 18, 2023
Taylor City Hall Conference Room

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

GUESTS PRESENT: Jina Self, John Jones, Chuck Farr, and Richard Stone

STAFF PRESENT: Jan Harris, Main Street Manager

- I. **CALL TO ORDER AND DECLARE A QUORUM:** The meeting was called to order by Chairman Doug Moss at 6.15 pm. A quorum was present.
- II. **CITIZEN COMMUNICATION:** No citizens signed up to speak before the board.
- III. **CONSENT AGENDA:**
 - A. **Review and approve minutes from the MSAB regular meeting held on December 19, 2022 and the special called meeting held on January 11, 2023:**
MOTION: To approve the meeting minutes from the December 19th, 2022 and the January 11, 2023 meetings as presented. R RIVERA/E STAUFFER/UNANIMOUS
 - B. **Review and receive the financial reports from December 2022:**
MOTION: To receive the financial reports as presented. J MCRAE/A DOSS/UNANIMOUS
- IV. **REGULAR AGENDA – New Business:**
 - A. **Establish committees based on the 4-Points to work on the projects associated with the work plan:** Jan reported that the National Main Street Program was emphasizing the importance of active and working boards with committees made up of board members and volunteers. She reported that the absence of working boards and active committees could result in Main Street programs being demoted from Accredited to Associate. She had sent out an interest questionnaire earlier to the board which was a tool to determine where strengths and interest lay for the individual board members to assist in placement on committees.
Organization Committee – the Board makes up this committee.
Promotion Committee –
Economic Vitality Committee – Doug volunteered to serve on this committee.
Design Committee – Doug volunteered to chair the committee. John McRae agreed to serve on the committee.

- B. Discuss and take possible action on the partnership proposed by Richard Stone, Chairman of the Public Arts Advisory Board for the purpose of installing festival lights in Potters Alley:** Richard presented his proposal to the board noting that there were two issues: (1) How to do the project – this involved obtaining permission from the affected property owners to hang the lights from their buildings and Oncore’s cost to run the power to the meter. (2) How to fund the project. Richard had a bid from Stence electric company for \$7,000 to set the meter and install the lights. Richard proposed that this cost be split between the PAAB and the MSAB. Richard noted that he wanted the City to fund Oncore’s costs and the ongoing power bill to run the lights. At this time, the City has not been approached for these additional funds.
- The board agreed that this was a project they would like to see and that they could support it. But the issue was the \$3,500. Jan pointed out that there were no excess/non allocated funds in the budget. She was already searching for funds to cover the cost of the artist fees for shop/downtown sidewalk stickers.
- MOTION:** To support the Potters Alley Lighting proposal with a monetary contribution not to exceed \$3,500 pending approval of the project by the PAAB and Taylor City Council which would also agree to handle ongoing costs and maintenance.
C HUMPHREYS/A DOSS/UNANIMOUS
- C. Establish a committee to develop a plan of action to encourage store owners and downtown employees to park on the periphery of the downtown core:** Jan reported that she had already gathered information for a committee to begin work with including letters/flyers/promotions to encourage business cooperation. Erwin suggested that 2-hour parking be enforced with tire marking and ticketing. But Jan pointed out that takes staff and the police will not take on that duty. It was agreed that this task would fall under the Economic Vitality Committee whose membership had not yet been determined by the board. The item was tabled pending the establishment of an EV Committee.
- ACTION:** A board member to volunteer to chair the EV Committee and to bring in additional committee members to take on this project.
- D. Establish a committee to develop a list of items to be included in a packet for building renovation/improvements targeted at business owners:** Doug had brought up the need for this project. Jan provided suggestions to assist the committee get started. It was determined that the Design Committee made up of Doug and John would handle this project.
- ACTION:** The Design Committee will report on their progress at the next meeting.
- E. Discuss and take possible action regarding increasing the allowable reimbursement amount for Façade Improvement Grants:** Doug reported that he was planning to discuss this issue with City Manager Brian LaBorde and Assistant City Manager/Development Services director Tom Yantis as they meet to discuss the

upcoming agenda for the joint meeting of the City Council and the TIF #1 board. He suggested raising the reimbursement amount from \$5,000 to \$25,000. **ACTION:** Doug asked for the board's input regarding how much to raise both the Façade Improvement Grant and the Signage Grant before next meeting.

- F. Discuss and take possible action regarding a Façade Improvement Grant application from John Jones for 117 North Main Street:** Property owner John Jones gave the board a brief history of his involvement with the property and noted that he had plans to put 4 residential units upstairs and 4 retail spaces downstairs once the building was completely renovated. He was requesting funds to offset the costs of pressure washing and repairing/replacing stucco on the building's façade. He had reached out to Jose Martinez who provided estimates for 3 of the building's facades. John McRae asked how chunks of the stucco can be prevented from falling off of the building and John Jones responded that Mr. Martinez will use a grinder to enlarge the area for new stucco for a greater adhesive surface. **ACTION:** Jan to look through files for any renderings of the building and share with John Jones.

MOTION: To approve the FIG request from John Jones for his property at 117 N Main Street. The total cost of the project is \$16,234.25 and the grant reimbursement upon completion and presentation of invoices marked paid in full to be \$5,000. J SNYDER/C HUMPHREYS/UNANIMOUS.

- G. Discuss and take possible action regarding a Sign Grant request for Citizens National Bank, 316 N Main by Ryan Stiba, Bank President:** Mr. Stiba was unable to be present. This project sought to upgrade the internally lit sign on the façade of the building. No sign permit had been obtained at this time. The sign is non-conforming but has been grandfathered in. It is unknown at this time whether a sign permit will be granted. This project will cost \$11,839.00 and Mr. Stiba was requesting \$5,000 in reimbursement funds.

ACTION: The board denied the Sign Grant request and instead authorized Jan to reach out to Mr. Stiba with the option to install flat fascia signs with external illumination. He would be encouraged to apply for both Façade Improvement Grant for the electrical work and lighting fixtures and a sign grant for the actual signage. She would also note that he could replace the non-conforming internally-lit signage on the rear façade of the bank and incorporate all of the work into those two grant requests.

V. REGULAR AGENDA – Continuing Business:

A. Main Street Manager's Reports:

- 1. Manager's Activity Report of December activity through January 11th:** Jan reported that she'd added additional information to her report to Council (which is this report provided to the MSAB) noting property and business statistics:

Property:

- Number of properties listed for sale: 5
 - Commercial Square Footage: 9,456/SF

- o Industrial Square Footage: 45,384/SF
- Number of properties listed for lease: 10 (+ 1 apartment)
 - o Commercial Square Footage: 24,834/SF
 - Average Price/SF: \$1.64/SF
 - o Build to Suit Rental Space on a Vacant Lot: 6600/SF
 - o Residential Square Footage: 2900/SF
- Leased properties during reporting period: 4
 - o Square footage of lease properties: 22,956/SF
 - o Property uses - professional office (2), restaurants (2)

Businesses:

- New businesses in development: 3
 - o Square footage: 7,366/SF
 - o Property uses - bakery (1); restaurants (2)
- New businesses opened during reporting period: 2
 - o Square footage: 2523
 - o Property uses - retail (2)
- Businesses Relocating: 2
 - o Square footage: 4,643/SF
 - o Property uses - personal service (1); bar (1)
- Businesses Closed: 2
 - o Square Footage: 2,220/SF
 - o Property uses - restaurant (1); retail (1)

Jan also reported that she provided permits for 4 special events and 3 film projects during the reporting period.

B. Façade Improvement Grant revision: Discuss and approve the proposed changes to the Façade Improvement Grant project.

ACTION: Doug presented Jan with some suggestions to incorporate into her revisions and bring the packet back before the board in February. Item tabled until February.

C. Blackland Prairie Days: Establish a committee to plan for the May 6, 2023 event:

Jan reported that the board's help with this project would be critical to its success.

Sponsorship Committee: Doug and Ruth agreed to seek sponsorships as they did last year.

Music Committee:

Logistics: Curie & Ashley

Tractors: Jeff agreed to seek out the classic tractor clubs for participation

D. Receive staff update on MembershipWare Digital Map project: Jan provided John with additional information regarding the types of photos she needed for the website. No additional information was available.

E. Discuss items for upcoming agendas: No suggestions were made.

VI. ADJOURNMENT:

MOTION: To adjourn the meeting at 8.45 pm. E STAUFFER/R RIVERA/UNANIMOUS

Respectfully submitted,
Jan Harris, Main Street Manager

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

III-B

Review and receive the financial reports from February 2023

C I T Y O F T A Y L O R
 FINANCIAL STATEMENT
 AS OF: FEBRUARY 28TH, 2023

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	112,128.00	2,793.34	35,811.91	31.94	0.00	76,316.09
***	TOTAL EXPENDITURES ***	112,128.00	2,793.34	35,811.91	31.94	0.00	76,316.09
***	TOTAL PROFIT / (LOSS) ***	(112,128.00)	(2,793.34)	(35,811.91)	31.94	0.00	(76,316.09)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023100-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

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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	69,225.00	2,597.54	23,353.71	33.74	0.00	45,871.29
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	144.00	0.00	144.00	100.00	0.00	0.00
524-118	INSURANCE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
524-119	CERTIFICATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	69,369.00	2,597.54	23,497.71	33.87	0.00	45,871.29
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	190.00	0.00	81.92	43.12	0.00	108.08
524-121	FICA SOCIAL SECURITY	5,400.00	193.19	1,748.26	32.38	0.00	3,651.74
524-122	WORKERS COMPENSATION	160.00	0.00	125.30	78.31	0.00	34.70
524-123	STATE UNEMPLOYMENT TAXES	162.00	2.61	7.81	4.82	0.00	154.19
524-124	RETIREMENT- TMRS	9,030.00	0.00	2,033.42	22.52	0.00	6,996.58
524-126	HEALTH INSURANCE	7,575.00	0.00	3,154.95	41.65	0.00	4,420.05
524-127	DENTAL INSURANCE	300.00	0.00	93.24	31.08	0.00	206.76
524-128	LONG TERM DISABILITY	205.00	0.00	87.25	42.56	0.00	117.75
524-129	VISION INSURANCE	50.00	0.00	15.84	31.68	0.00	34.16
	* SUB-CATEGORY TOTAL *	23,072.00	195.80	7,347.99	31.85	0.00	15,724.01
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	1,000.00	0.00	137.50	13.75	0.00	862.50
	* SUB-CATEGORY TOTAL *	1,000.00	0.00	137.50	13.75	0.00	862.50
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	1,250.00	0.00	0.00	0.00	0.00	1,250.00
524-142	PROFESSIONAL CONFERENCES	1,600.00	0.00	450.00	28.13	0.00	1,150.00
524-143	MEMBERSHIPS AND DUES	1,325.00	0.00	1,260.00	95.09	0.00	65.00
524-144	SUBSCRIPTIONS AND BOOKS	2,074.00	0.00	1,048.14	50.54	0.00	1,025.86
524-146	TRAINING- TRANSPORTATION	1,100.00	0.00	0.00	0.00	0.00	1,100.00
524-147	TRAINING- LODGING	2,050.00	0.00	548.55	26.76	0.00	1,501.45
524-148	TRAINING- MEALS	850.00	0.00	106.96	12.58	0.00	743.04
	* SUB-CATEGORY TOTAL *	10,249.00	0.00	3,413.65	33.31	0.00	6,835.35

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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 **		103,690.00	2,793.34	34,396.85	33.17	0.00	69,293.15

200-OPERATIONAL SUPPLIESOFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,030.00	0.00	469.56	45.59	0.00	560.44
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	300.00	0.00	278.54	92.85	0.00	21.46
524-215	POSTAGE	100.00	0.00	1.71	1.71	0.00	98.29
* SUB-CATEGORY TOTAL *		1,430.00	0.00	749.81	52.43	0.00	680.19

PROGRAM/SPECIAL EVENTS

524-232	FOOD/MEALS	0.00	0.00	0.00	0.00	0.00	0.00
524-233	CITY SPONSORED EVENTS	0.00	0.00	0.00	0.00	0.00	0.00
524-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
524-235	PROMOTIONAL SUPPLIES	2,163.00	0.00	0.00	0.00	0.00	2,163.00
* SUB-CATEGORY TOTAL *		2,163.00	0.00	0.00	0.00	0.00	2,163.00

OPERATIONAL EQUIPMENT (ADMIN)

524-261	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
524-267	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00
524-269	OTHER OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00

** CATEGORY TOTAL **		3,593.00	0.00	749.81	20.87	0.00	2,843.19
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300-FACILITIES OPERATIONS/MAINUTILITIES

524-323	TRUNK TELEPHONE SYSTEM	10.00	0.00	0.00	0.00	0.00	10.00
524-324	CELL PHONES	600.00	0.00	144.73	24.12	0.00	455.27
* SUB-CATEGORY TOTAL *		610.00	0.00	144.73	23.73	0.00	465.27

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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 **		610.00	0.00	144.73	23.73	0.00	465.27
 <u>400-EQUIPMENT OPERATIONS/MAINT</u>							
<u>OFFICE EQUIPMENT</u>							
524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	1,030.00	0.00	488.06	47.38	0.00	541.94
* SUB-CATEGORY TOTAL *		1,030.00	0.00	488.06	47.38	0.00	541.94
** CATEGORY TOTAL **		1,030.00	0.00	488.06	47.38	0.00	541.94
 <u>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
524-512	ENGINEERING SERVICES	1,425.00	0.00	0.00	0.00	0.00	1,425.00
524-519	OTHER PROFESSIONAL SERVICES	600.00	0.00	0.00	0.00	0.00	600.00
* SUB-CATEGORY TOTAL *		2,025.00	0.00	0.00	0.00	0.00	2,025.00
<u>FEES FOR SERVICES</u>							
524-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
524-528	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRACT SERVICES</u>							
524-532	SOFTWARE MAINT/LICENSING	980.00	0.00	32.46	3.31	0.00	947.54
524-539	OTHER CONTRACT SERVICES	200.00	0.00	0.00	0.00	0.00	200.00
* SUB-CATEGORY TOTAL *		1,180.00	0.00	32.46	2.75	0.00	1,147.54
** CATEGORY TOTAL **		3,205.00	0.00	32.46	1.01	0.00	3,172.54

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
524-714	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
*	SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
**	CATEGORY TOTAL **	0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
524-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
*	SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
**	CATEGORY TOTAL **	0.00	0.00	0.00	0.00	0.00	0.00
***	DEPARTMENT TOTAL ***	112,128.00	2,793.34	35,811.91	31.94	0.00	76,316.09
***	TOTAL EXPENSES ***	112,128.00	2,793.34	35,811.91	31.94	0.00	76,316.09
***	TOTAL PROFIT / (LOSS) ***	(112,128.00)	(2,793.34)	(35,811.91)	31.94	0.00	(76,316.09)

*** END OF REPORT ***

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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		60,625.00	0.00	0.00	0.00	0.00	60,625.00
430-USE OF MONEY AND PROP		0.00	0.00	0.00	0.00	0.00	0.00
440-DONATIONS FROM PRIVAT		46,600.00	450.00	31,749.00	68.13	0.00	14,851.00
450-INTERFUND OPERATING T		49,600.00	0.00	12,400.00	25.00	0.00	37,200.00
*** TOTAL REVENUES ***		156,825.00	450.00	44,149.00	28.15	0.00	112,676.00
<u>EXPENDITURE SUMMARY</u>							
615-CONTRIBUTE TO CIVIC P		156,825.00	0.00	43,206.75	38.77	17,600.00	96,018.25
*** TOTAL EXPENDITURES ***		156,825.00	0.00	43,206.75	38.77	17,600.00	96,018.25
*** TOTAL PROFIT / (LOSS) ***		0.00	450.00	942.25	0.00	(17,600.00)	16,657.75

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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	60,625.00	0.00	0.00	0.00	0.00	60,625.00
330-236	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		60,625.00	0.00	0.00	0.00	0.00	60,625.00
<u>430-USE OF MONEY AND PROPERTY</u>							
430-331	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
430-335	REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>440-DONATIONS FROM PRIVATE SOURCES</u>							
440-351	TAYLOR PRIDE	0.00	0.00	0.00	0.00	0.00	0.00
440-352	FARMERS' MARKET RENTAL FEES	7,000.00	450.00	2,963.00	42.33	0.00	4,037.00
440-353	MAIN STREET CAR SHOW	22,000.00	0.00	28,786.00	130.85	0.00	(6,786.00) *1
440-354	WINE SWIRL	0.00	0.00	0.00	0.00	0.00	0.00
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	1,600.00	0.00	0.00	0.00	0.00	1,600.00
440-357	SALES AND OTHER FUNDRAISINGS	0.00	0.00	0.00	0.00	0.00	0.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	16,000.00	0.00	0.00	0.00	0.00	16,000.00
440-359	SPOOKTACULAR	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		46,600.00	450.00	31,749.00	68.13	0.00	14,851.00
<u>450-INTERFUND OPERATING TRANSFERS</u>							
450-361	TRANSFER FROM TIF	30,000.00	0.00	7,500.00	25.00	0.00	22,500.00
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	14,600.00	0.00	3,650.00	25.00	0.00	10,950.00
** REVENUE CATEGORY TOTAL **		49,600.00	0.00	12,400.00	25.00	0.00	37,200.00
*** TOTAL REVENUES ***		156,825.00	450.00	44,149.00	28.15	0.00	112,676.00

*1 440-353 shows that CoT anticipated MSCS raising \$25,000 for its expenses. MSCS revenues exceeded this by \$3786.

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
615-111	REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>200-OPERATIONAL SUPPLIES</u>							
<u>PROGRAM/SPECIAL EVENTS</u>							
615-231	TAYLOR PRIDE	14,500.00	0.00	0.00	0.00	0.00	14,500.00
615-232	FARMERS' MARKET	2,000.00	0.00	1,138.44	56.92	0.00	861.56
615-233	CITY SPONSORED EVENTS	5,225.00	0.00	1,185.00	22.68	0.00	4,040.00
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	25,000.00	0.00	33,941.40	206.17	17,600.00	(26,541.40) *2
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	25,000.00	0.00	0.00	0.00	0.00	25,000.00
615-237	WINE SWIRL	5,000.00	0.00	0.00	0.00	0.00	5,000.00
615-238	CHRISTMAS GAZAAR	1,000.00	0.00	0.00	0.00	0.00	1,000.00
615-239	SPOOKTACULAR	1,500.00	0.00	1,139.79	75.99	0.00	360.21
* SUB-CATEGORY TOTAL *		79,225.00	0.00	37,404.63	69.43	17,600.00	24,220.37
<u>PUBLIC SAFETY SUPPLIES</u>							
615-240	CITY PARADES	25,000.00	0.00	0.00	0.00	0.00	25,000.00
* SUB-CATEGORY TOTAL *		25,000.00	0.00	0.00	0.00	0.00	25,000.00
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	3,000.00	0.00	0.00	0.00	0.00	3,000.00
* SUB-CATEGORY TOTAL *		3,000.00	0.00	0.00	0.00	0.00	3,000.00
** CATEGORY TOTAL **		107,225.00	0.00	37,404.63	51.30	17,600.00	52,220.37

*2 A budget adjustment will request funds to be moved from the MSCS Income line (440-353) to the expenditure line (615-235) to offset the funds in arrears.

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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
500-CONTRACT SERVICES AND FEES							
PROFESSIONAL SERVICES							
615-519	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							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	5,000.00	0.00	0.00	0.00	0.00	5,000.00 *3
	* SUB-CATEGORY TOTAL *	5,000.00	0.00	0.00	0.00	0.00	5,000.00
** CATEGORY TOTAL **		5,000.00	0.00	0.00	0.00	0.00	5,000.00
700-CAPITAL OUTLAY							
OFFICE FURNITURE/EQUIPMENT							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
800-CONTRIBUTIONS & CONTINGENC							
CONTRIBUTIONS/TRANSFERS							
615-811	RENTAL ASSISTANCE	14,600.00	0.00	802.12	5.49	0.00	13,797.88 *4
615-813	FACADE GRANT	30,000.00	0.00	5,000.00	16.67	0.00	25,000.00 *5
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	44,600.00	0.00	5,802.12	13.01	0.00	38,797.88
** CATEGORY TOTAL **		44,600.00	0.00	5,802.12	13.01	0.00	38,797.88

*3 Funds available for advertising to encourage visitors to Taylor, etc.

*4 All Rental Assistance grants have been paid out. Staff recommends that these funds be moved from Rental Assistance (615-811) into Facade Grant (615-813). If approved, a budget adjustment request will be submitted.

FIGs outstanding: 108 E 2nd St - window/door replacement \$5,000 and 117 N Main St - pressure washing and stucco replacement - \$5,000

*5 FIGs paid to date: 303 N Main - painting facade \$5,000.

Signage Grants outstanding: 303 N Main St - \$895.62 and 108 E 2nd St - \$1,500
TOTAL GRANTS ISSUED/ENCUMBERED: \$12,396 RESULTING IN AN AVAILABLE BALANCE IN CURRENT BUDGET LINE OF \$12,604.

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2023

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
***	DEPARTMENT TOTAL ***	156,825.00	0.00	43,206.75	38.77	17,600.00	96,018.25
***	TOTAL EXPENSES ***	156,825.00	0.00	43,206.75	38.77	17,600.00	96,018.25
***	TOTAL PROFIT / (LOSS) ***	0.00	450.00	942.25	0.00	(17,600.00)	16,657.75

*** END OF REPORT ***

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

IV-A

Consider and take possible action authorizing staff to submit a budget adjustment to move the remaining funds from 440-353 (MSCS revenue) into 615-235 (MSCS expenditures).

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: Request to reallocate Rental Assistance funds into Façade Grant line

The Rental Assistance program has officially ended with the last of the grants issued to Hayley's Grains in November 2022. The Rental Assistance line (123-615-811) has a remaining balance of \$13,797.88.

The Façade Grant line (123-615-813) had a starting balance of \$25,000 at the beginning of the FY. One grant for

\$5,000 (303 N Main St.) has been paid.

There are 2 Façade Grants outstanding:

108 E 2nd St

(window & door replacement) = \$5,000

117 N Main St (pressure wash & patch stucco) = \$5,000

Signage is included in the Façade Grant line and there are 2 Sign Grant awards which are still outstanding:

303 N Main St = \$895.62

108 E 2nd St = \$1,500

The total of encumbered funds for the grants is \$12,395.62. Add in the \$5000 grant already issued, and the total amount of funds either expended or encumbered totals

\$17,395.62

Therefore, the total amount of available grant funds remaining in the Facade Grant line is

\$7,604.38

The addition of the remaining funds in the Rental Assistance program would bring the total available amount for Façade/Signage grants to

\$21,402.26.

Staff requests that the board vote to recommend a budget adjustment from line item 123-615-811 into 123-615-813.

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

IV-B

Distribute the 2023 Taylor Main Street Advisory Board member commitment sheet for members' signatures.

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: 2023 Taylor Main Street Advisory Board Accountability Agreement

You were selected by the Taylor City Council to serve on the Main Street Advisory Board. In my opinion as a seasoned Main Street Manager, it is an honor that you were selected for service in this capacity. But I must make clear that board member status comes with responsibilities that you should keep in the forefront of your mind and consciously work to fulfill.

It goes beyond the overall City requirement that all members miss no more than 3 meetings in a given 12-month period. Board responsibilities also include:

- Being an ambassador for downtown and your Main Street Program.
- Providing general direction & vision for the program.
- Work Planning & Annual Evaluation.
- Fund Raising, as needed.
- Advocating for downtown improvements that require Council action (budget increases, policies, ordinances, etc.)
- Chairing a committee – and/or taking an active leadership role in at least one aspect of the program.
- Working in harmony with your manager to move revitalization forward.
- Remembering that your manager should have only ONE boss.

The National Main Street Center developed this Board Member Accountability Agreement to ensure that current and new board members understand the level of commitment that it takes for a Main Street Program to run successfully. Each board member needs to step up and embrace their commitment to the Main Street Program because it is through this commitment multiplied by the 7 board members that the level of success and positive economic growth for Downtown Taylor is achieved.



MAIN STREET ADVISORY BOARD ACCOUNTABILITY AGREEMENT 2023



Purpose of Board Position

Collectively, the Advisory Board is charged with advising City Council on Main Street program goals and activities. The Main Street Advisory Board, with staff assistance, is responsible for determining the annual goals and action plan of the program, as well as carrying out the projects that accomplish the annual goals and projects.

Board Job Requirements

Each board member should have or provide one or more of the following:

Policy Administration

- A demonstrated interest in the Taylor Main Street Program's mission, vision, and goals.
- With the Main Street Manager, developing an annual action plan of goals, objectives, and activities for the program.

Volunteers

- Participating in the recruitment and development of individuals to serve as volunteers on committees and eventually to apply for the advisory board.

Public Relations

- Giving sponsorship and prestige to the program and inspiring confidence in its activities.
- Serving as advocates of economic development through historic preservation and heritage tourism throughout the community and beyond.
- Understanding and interpreting the program's work to the community and region.
- Relating the benefits and services of the program to the work of other local, county, regional, state and federal organizations and agencies.

Evaluation

- Monitoring the program's activities.
- Counseling and providing good judgment on plans recommended by the committees and adopted by the advisory board.

Individual Standards

A responsible Main Street Advisory Board member:

- Understands the mission and vision of the Taylor Main Street Program and promotes its goals and activities to his or her own network of contacts and to the overall community.
- Is loyal to the program and honors his/her commitment to it.
- Commits to at least 3 (three) years of service.
- Learns the Main Street Four-Point Main Street Approach
- Cooperatively drafts an annual board action plan and takes responsibility for board action plan goals and projects.
- Works 4-10 hours monthly on Main Street program action plan projects.
- Participates actively and contributes to one primary Main Street committee.
- Prepares in advance for monthly board and committee meetings.

- Encourages orderly, systematic, and incremental implementation of the Taylor Main Street Advisory Board Action Plan, discouraging advisory board members from being distracted by secondary issues or projects not included in the board's annual action plan.
- Delegates responsibilities to other board members or committee members when appropriate.
- Takes responsibility of his/her position on the board and takes appropriate action if life situations alter his/her time commitment.
- Does not commit more time to the Main Street program than he/she can realistically afford.
- Attends the majority of annual special events and activities of the Taylor Main Street Program.
- Recruits/orients new board and committee members.
- Reads selected board training/orientation materials.
- Attends as many of the training programs and workshops as possible held each year by the Texas Historical Commission, Texas Downtown Association and other heritage tourism or preservation-related organizations.
- Always represents the program positively to the public.
- Supports board decisions and the Main Street Manager, even when he or she may disagree with the majority decision.
- Respects the need for the Main Street Manager to report to only one "boss".
- Contributes knowledge, talents, financial resources, and/or labor to the Main Street program.
- Offers opinions honestly, without reservation and in a constructive, professional way.
- Promotes unity within the organization and seeks to resolve conflicts.
- Attends the majority (minimum 75%) of board meetings.

Expectations for a Committee Chair or Co-Chair:

- Commit to at least one (1) year of service
- Work five (5) to eight (8) hours a month in committee
- Call and run committee meetings, including selecting date and time, producing a draft agenda, and emailing out final posted agenda to all committee members a week in advance of meeting.
- Recruit and orient committee members
- Teach others the Main Street Four-Point Approach
- Represent the committee to the board
- Report on board issues to the committee
- Remove oneself from office if any personal conflicts-of-interest arise
- Organize the committee's annual action plan
- Delegate tasks to responsible committee members
- Oversee any subcommittees
- Take responsibility for committee results
- Manage and reward volunteers' efforts

Board Member _____ Date

Board Chair _____ Date

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-A

Main Street Manager's reports:

Manager's activity report

Main Street business & property report

**Main Street Monthly Report
for January 2023 through February 11, 2023**

Downtown Property & Business Report:

Property:

- Number of properties listed for sale: 5
 - Commercial Square Footage: 9,456/SF
 - Industrial Square Footage: 45,384/SF
- Number of properties listed for lease: 10 (+ 1 apartment)
 - Commercial Square Footage: 24,834/SF
 - Average Price/SF: \$1.64/SF
 - Build to Suit Rental Space on a Vacant Lot: 6600/SF
 - Residential Square Footage: 2900/SF
- Leased properties during reporting period: 2
 - Square footage of lease properties: 4648/SF
 - Property uses - professional office /call center (1); retail (1)

Businesses:

- New businesses in development: 4
 - Square footage: 10,116/SF
 - Property uses - bakery (1); restaurants (2); retail (1)
- New businesses opened during reporting period: 1
 - Square footage: 1898/SF
 - Property uses – business office/call center
- Businesses Relocating: 0
 - Square footage:
 - Property uses:
- Businesses Closed: 0
 - Square Footage:
 - Property uses -

Community Outreach / Meetings Attended:

- Farmers Market Meeting – 1/9
- City Council – 1/10; 1
- Main Street Advisory Board meeting – 1/18
- Main Street Advisory Board – 1/18
- Public Arts Advisory Board meeting – 1/25
- Breakfast Bites Meeting – 1/11; 2/8
- Incentive meeting re: 219-221 N Main St
- Met with Rick Rosenberg re: updating the TIF#1 Projects & Funding Report – 1/5
- Heritage Square Farmers Market Committee – 1/12; 1/26; 2/9
- Taylor TIF#1 Discussion Meeting – 1/5; 1/25
- Pride Festival Planning Meeting – 1/22
- Holiday Parade Recap Meeting – 1/25
- City Special Events Policy Meeting – 1/31
- TxDT Education & Outreach Committee – 1/8

Local Business / Owner Visits:

- Meeting with a Committee of DT Retailers to reestablish 2nd Saturday Shop & Stroll event – 1/11; 1/26; and 2/3
- Met with David Brooks re: Canopy for Shepherd's Heart (121 E 2nd St) – 1/11
- Met with Shannon Gilbert Bagent re Black Sparrow (113 W 2nd St) – 1/11
- Issued SurveyMonkey survey to retail, personal service, food/food service businesses re: impact of different types of special events on their sales – 1/5
- Met with Judy Blundell re: 2nd Saturdays Shop & Stroll – 2/7

Event Planning:

- MLK March and Service Meeting – 1/10 – 2 meetings – City Staff and Committee
- City-sponsored events policy meeting – 12/6
- Developed & sent out Special Event Packet for MLK March & Event (1/16) – 12/19-1/4

Special Events:

- Every Saturday – check on Farmers Market
- Feb. 11, 2023 – 2nd Saturday Shop & Stroll – 10 am – 4 pm

Film Friendly Taylor –Film Events in Taylor:

- None during the reporting period

Professional Development:

- Imagine the Possibilities Tour informational meeting – 1/18
- Leadership Meeting – 1/20; 2/6
- Civility in the Workplace Training – 2/7
- Regional Main Street Partners Meeting – 2/10

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Updating Directory Map for downtown business directories
- Updating Taylor property database on DowntownTX.org – ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database

Upcoming Projects:

- Digital map & Main Street business directory project underway
- Breakfast Bites monthly downtown business meetings (2nd Wednesday of each month)

Upcoming Calendar of Events:

- **Every Saturday 10am-2pm – Taylor Farmers Market – Heritage Square Pavilion**
- February 11th – 10am – 4 pm - 2nd Saturday Shop & Stroll – Downtown

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JANUARY 2023

PROPERTY FOR	ADDRESS:	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	STATUS
Xchange Nightlife bldg	115 W 2nd St	Ian Reddy/Alyson McGee; JB Goodwin Realtors	512-900-2460	3714 SF	\$1,375,000 \$433/SF	
old Taylor Bedding Co.	417 W. 2nd St	Taylor Second LLC/Ryan Perry; Asterra Properties	512-694-5426	Bldg: 23,100SF; land: 103,398SF	serious enquiries only	
fmr 46 & 2 Apothecary	313 N Main St	Ian Reddy/JB Goodwin Properties	512-502-7715	3278SF	\$875,000 \$267/SF	
Fmr Vol Fire Equipment Storage	301 W 2nd St	Erwin Teggemann/Keller Williams Realty	5125-868-1771	22,284 SF	\$759,000 \$34/SF	PENDING
Urban Threads bldg	117 E. 3rd St	Cliff Samuels/Brasfield Realty	512-947-5713	2464 SF	\$900,000 \$365/SF	
PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	
Vacant lot	104 N Main St	Public Sketch/Julie Downs	(512) 365-8563	6600SF	\$30/SF/Y	will build 2-800-SF buildings to suit
Xchange Nightlife bldg	115 W 2nd St	Ian Reddy/Alyson McGee; JB Goodwin Realtors	512-900-2460	3714 SF	\$1.55/SF \$5750/MO	
Fmr. Amy's Attic	717 N Main St	John Jones	512-461-5743	2750SF	\$2000/month - includes empty lot to the south for parking	\$0.73/SF
fmr 46 & 2 Apothecary	313 N Main St	Ian Reddy/JB Goodwin Properties	512-502-7715	3278SF	NNN - \$3800/mo	\$1.16/SF
	700 N Main St	Daniel Reuter	512-991-2849	7202 SF	\$3.49/SF/MO	

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT
JANUARY 2023

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F ²	PRICE	
	407 S Main St	Johan Borge/Realty Assoc.	713-464-7656	1500/SF	\$2/SF/MO \$3000/mo	
	409 S Main ST	Johan Borge/Realty Assoc.	713-464-7656	2000/SF	\$1.60/SF/MO \$3,200/MO	
	113 W 4th St	Rick Pfeil		1440/SF	\$1/SF/MO	
fmr Cherrytree	104 E 2nd St	Ed Hile/Julie Downs		2000/SF	\$27/SF/YR = \$2.25/SF/mo = \$4,500/MO	
fmr Downtown Social	119-B E 3rd	Richard Torres	209-605-4155	950/SF	call for pricing	
upstairs apartment	103 W 4th St	Monica Luxon	monica@luxonrealty.com	2900/SF	\$2900/MO with \$173/MO preventative maintenance fee	
SOLD PROPERTIES	ADDRESS	PURCHASER	CONTACT INFO	PROPOSED USE	SALES PRICE	
NONE						
LEASED PROPERTIES	ADDRESS	TENANT	CONTACT INFO	PROPOSED USE	LEASE \$	
Fmr. Amy's Attic	717 N Main St	Urban Cottage	https://www.urbancottageatexas.com/	Retail		

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT
JANUARY 2023

LEASED PROPERTIES	ADDRESS	TENANT	CONTACT INFO	PROPOSED USE	LEASE \$	
Space within the Taylor Press Building	211 W 3rd St; Ste 130	Texas Concrete	Joseph Miller 512-861-7100	call center for purchasing ready mixed concrete	\$2400/mo	
PROPOSED NEW CONSTRUCTION/MAJOR RENOVATION	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
None						
NEW CONSTRUCTION/MAJOR RENOVATION PROJECTS	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
Talbot Commons Pocket Hotel	114 W 6th St	Public Sketch	Julie Downs 512-365-8653	pocket hotel in a mixed use development		
NEW BUSINESS COMING ON LINE	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
Flake Bakery & Larder	103 W 5th St		512-643-5989	bakery	TBD	no CO as of 2/6/23
El Cantoncito Salvadoran Restaurant	105 E 3rd St	Cliff Olle/Property Owner		full service restaurant	TBD	CO app submitted 2/6/23

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT
JANUARY 2023

NEW BUSINESS COMING ON LINE	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
La More Mexican Restaurant	405 S Main St	Yenifer Coto Redriguez & Mariela Carreto Martinez		full service restaurant	TBD	Has CO
Texas Concrete	211 W 3rd St; Ste 130	Joseph Miller	512-861-7100	call center for purchasing ready mixed concrete		Has CO
NEW BUSINESSES OPEN	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
NONE						
BUSINESS CLOSING	ADDRESS	OWNER	CONTACT INFO	FORMER USE	# EMPLOYEES LOST	
NONE						
BUSINESS EXPANDING	ADDRESS	OWNER	CONTACT INFO		GAINED OR	
NONE					0	
BUSINESS RELOCATING	NEW ADDRESS	OWNER	CONTACT INFO	OLD ADDRESS	# EMPLOYEES GAINED OR LOST	
NONE						

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT
JANUARY 2023

BUSINESS BEING SOLD	ADDRESS	NEW OWNER	CONTACT INFO	OLD OWNER	# EMPLOYEES GAINED OR LOST	
NONE						

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-B

Consider and take possible action on the revisions of the Façade Improvement Grant 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 or design questions, please contact the Main Street Manager at 512-352-3463.

Applicant Name	Date
Business Name	
Mailing Address	
Contact Phone	Email Address
Building Owner	
Contact Phone	Email Address
Project Site/Address	

SCOPE OF WORK (see required attachments):

1. Clean and/or repair brick \$ _____
2. Sand and paint weathered boards \$ _____
3. Repair/replace storefront window and/or door system \$ _____
4. Repair/replace upper floor windows \$ _____
5. Repair/replace transom windows \$ _____
6. Repair/replace awnings or canopy \$ _____
7. Paint stucco, wood or painted masonry \$ _____
8. Repair roof, parapet, and /or flashing \$ _____
9. Other: _____ \$ _____
- _____ \$ _____
- _____ \$ _____

TOTAL ESTIMATED COSTS: \$_____

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

REQUIRED ATTACHMENTS:

____ 1. Color photographs, (1) showing the entire façade(s) where work will take place and
(2) showing existing conditions in detail

____ 2. A detailed narrative describing the scope of work for each enumerated section on the application sheet. This brief narrative should describe accurately how the proposed work is to be conducted and the materials to be used.

____ 3. Drawings indicating proposed design and showing the scope of work, location and description of new materials, and any details that will be changed on the building.

____ 4. Photos or catalogue cuts of any materials that are being proposed (i.e., photographs and description of proposed new windows, awnings, etc.)

____ 4. Signed and ITEMIZED construction bid on company letterhead from contractor(s) covering ALL proposed work. All construction bids/estimates must be current and must be dated no earlier than thirty (30) days prior to the Application request.

*** If you are unable to provide any of the items listed above, you must submit a written explanation as to why this information is unavailable. ***

TOTAL COST OF PROPOSED PROJECT: \$ _____

TOTAL GRANT REQUEST
(May not exceed 50% of TOTAL COST up to \$10,000) \$ _____

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

1. _____

2. _____

INTENT OF THE FAÇADE IMPROVEMENT GRANT:

The intent of the Façade Improvement Grant is to rehabilitate buildings to reflect the history and character of the original buildings. Your application will be considered based on the Secretary of the Interior's Standards for the Treatment of Historic Properties. Though not all standards need to be followed to be approved for this grant, these standards will be strongly considered while evaluating the application. For more information, go to www.nps.gov and type in "tax incentives for preserving historic properties."

HISTORIC PRESERVATION TAX CREDIT PROGRAM:

Though this façade improvement grant does not require building owners participate in the Texas Historic Preservation Tax Credit Program or the Federal Historic Preservation Tax Credit Program, these are two strong programs that could provide up to 45% of a majority of your construction costs to be provided in tax credits. You can learn more about these programs by contacting the Main Street Manager or by going to www.thc.texas.gov and typing in "historic tax credits" for a full description.

CITY OF TAYLOR BUILDING DEPARTMENT:

This grant application is separate from the required building department review and approval that must be attained by the City of Taylor. Details of this application process can be found on the City of Taylor website. Please visit www.ci.taylor.tx.us and go to "Development Services – Building" for more detailed information.

GUIDELINES:**Grant Application Guidelines:**

1. Submit completed application PRIOR to starting your project. Incomplete applications will not be considered.
2. Include a written description of the work to be completed and a cost estimate.
3. Submit color photographs of the building façade(s) to be improved.
4. Applications will be reviewed and acted upon by the Taylor Main Street Advisory Board and the Main Street Manager. For additional information, contact the Taylor Main Street office at 512-352-3463 or jan.harris@taylortx.gov.
5. An applicant who submits and Application declined for a grant by the Main Street Advisory

Board (MSAB) shall not be eligible to re-submit a grant Application for six (6) months from the date the prior application was declined by the MSAB, or in a case reviewed by the Taylor City Council, from the date the Taylor City Council declined the Application.

Façade Improvement Grant Guidelines:

1. Projects must be located in the Taylor Downtown Improvement District.
2. Applicants must be current in their payment of city utilities and local property taxes (city, county, and TISD).
3. Reimbursement will be made after the completion of the work specified in the application and upon evidence of paid receipts.
4. Legal disclaimer: The City of Taylor accepts no liability for the quality or future maintenance of the project work.
5. The Applicant is required to obtain all City permits and City approval is required for the construction if a grant is awarded.
6. Contractors must be licensed and registered with the City of Taylor.
7. Applicants receiving approval by the Main Street Advisory Board (MSAB) shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the MSAB, or in a case reviewed by the City Council, from the date the awarded is granted by the Taylor City Council. All Applicants must complete the construction described withing the Application within one (1) year from the date the grant is approved by the MSAB or the Taylor City Council when reviewed by the Taylor City Council. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within one (1) year from the date the award approval is granted, the Applicant can submit a written extension for the commencement date, or the completion date PROVIDED the request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions buy may be granted for good cause determined solely by the MSAB.

8. The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which is in compliance with the codes and ordinances pertaining to the construction.
9. No Applicant shall be entitled to receive grant approval if requested within three (3) years from the date a previous grant was awarded either by the Taylor Main Street Advisory Board or the Taylor City Council.
10. An Applicant must attend the Main Street Advisory Board meetings which consider the Application or when requested to do so by the MSAB. Failure to attend a Main Street Advisory Board meeting when required shall be cause for rejection of the Application.
11. Any application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) from the date the Application was denied by the MSAB. The request for review by the Taylor City Council what state reasons why the Applicant believes the Application was improperly refused by the MSAB and the reasons why the Applicant believes the Application should be approved. The written review request shall be furnished by the City Manager to the Chairman of the MSAB. The Chairman shall, within ten (10) days of the receipt of the Applicant's written request from the City Manager, furnish to the City Manager the MSAB reasons for refusing the Application and shall state reasons why the Application should not be approved by the Taylor City Council. Review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but in no event later than sixty (60) days from the date of the written request for review is received by the City Manager. The City Council shall review the Application and consider the action taken by the MSAB regarding the Application. The Taylor City Council shall not be required to reverse the MSAB unless the Taylor City Council determines the MSAB did not act in substantial compliance with the Application request.

OWNER APPROVAL FOR TENANT APPLICANT:

I, (please print clearly) _____, owner of the building at

_____, give my consent to the applicant to go forward with the façade work on the building as outlined in the Scope of Work section of this application.

Signature: _____ Date: _____

Please send completed application packets to:

Taylor Main Street
400 Porter Street
Taylor, Texas 76574
512-352-3463
ian.harris@taylortx.gov

Complete Façade Grant Application packets must be received by the Main Street Manager no later than the first (1st) Friday of the month for the Main Street Advisory Board to consider it at their regularly scheduled meeting on the third (3rd) Wednesday of the month.

Please initial below to attest that you have read and understand the following:

_____ 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 a renovation project to advance the efforts of revitalization and historic preservation of Taylor's historic downtown.

_____ I attest that 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 Taylor Main Street Board and/or 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 façade work and the facade 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.)

I hereby certify that I have been informed and understand the regulations regarding this program. I also certify that to the best of my knowledge all data in this application is true and correct.

Applicant's Signature

Date

(For official use only)

Date FIG Packet was received: _____ Is the FIG Packet complete: YES NO

Date FIG Packet was considered by the MSAB: _____

Results of MSAB's consideration: _____

Main Street Manager's Signature: _____ Date: _____

MSAB Chairman's Signature: _____ Date: _____

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-C

Receive report from February 11th Breakfast Bites

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: February 8th Breakfast Bites

RSVPs for this event are down but attendance usually brings more people beyond the respondents. We will be discussing Special Events – especially 2nd Saturday Shop and Stroll. I will also review the responses from the MSAB's work session last Saturday on Special Events with the Breakfast Bites crowd.

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-D

Receive report on the February 4th Special Events Work Session and take possible action

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: Special Events Work Session Report

****QUESTION** WHAT DO WE WANT TO ACHIEVE THROUGH SPECIAL EVENTS?**

- Notoriety/Visibility
- Public Relations Traction
- Downtown Customers
- Attract Visitors
- Attract Local Community
- Sales Tax Revenue
- Main Street Customers
- Attract additional food & drink options to DT via food trucks to bridge the gap

****Question** WHICH EVENTS ARE SPONSORED/RUN/ &/OR HEAVILY PARTICIPATED IN BY THE MAIN STREET BOARD?**

- Main Street Car Show
- Blackland Prairie Day
- Easter Egg Hunt
- Spooktacular
- 2nd Saturday Shop and Strolls
- Christmas Fair on the Square
- Wine Swirls

****Question** WHICH MAIN STREET AFFILIATED EVENTS ARE CONSIDERED BIG AND WHICH ARE SMALL?**

- BIG EVENTS (take a lot of time and resources):
 - Main Street Car Show
 - Blackland Prairie Day
 - Wine Swirls
 - Christmas Fair on the Square
- SMALL EVENTS (not that time or labor intensive):
 - 2nd Saturday Shop & Stroll
 - Easter Egg Hunt
 - Spooktacular
- WHAT EVENTS (SEPARATE OR IN CONJUNCTION WITH EXISTING EVENTS) COULD WE ADD?
 - Movies
 - Farm-to-Table Dinners
 - Dances

- o Holiday Window Decoration Contests
- o Kid's events:
 - Something involving the splash pad
 - Games like potato sack races
- o Scavenger Hunt
- o Flash mobs
- o Something with the Farmers Market

****Question** FUTURE DOWNTOWN EVENTS**

- Summer Splash Pad events
- Wine Swirl
- Farm-to-Table Dinner
- 2nd Saturday Shop & Strolls
- City-wide Field Day
- Event in conjunction with the Moody Museum
- Scavenger Hunt –
 - o Architectural
 - o Find the Golden Duck
- Storefront window decoration contests
- Dances

Concerning all of these

1. Research the amount of staff time such events will take in addition to regular duties.
2. Find partners
3. Secure funding for these events.

****Question** HOW TO MARKET MAIN STREET/DT EVENTS**

- Social Media is the best way and how many area events are promoted.
- Seeking assistance from Arsenal who markets Taylor Made Texas
- Publishing adverts in Travel Magazines, etc
 - o Austin American Statesman
 - o Texas Highways
 - o TxDOT publications
 - o Texas Monthly
 - o Texas Country Reporter
 - o Daytripper
 - o Community Impact
 - o Insider
 - o Get assistance from the Chamber's Tourism Committee

****Question** HOW TO OPERATE OUR EVENTS:**

- Staff
- Committees – populated by board members and community members.
- Volunteers to help run the festival.

****Question** BLACKLAND PRAIRIE DAYS**

- ❖ WHAT'S IN A NAME?
 - ❖ It's a single day event – inaccurate name.
 - ❖ Recommend changing it to BLACKLAND PRAIRIE DAY – Celebrating Our Rich Culture
 - ❖ After the 2023 Festival, seek Council buy in to rename the event TAYLOR HERITAGE FEST
- ❖ COMMITTEES:
 - ❖ Big Vision Committee – Curie Humphreys & Ashley Doss
 - ❖ Promotion Committee – (ask Channing Kingery-Boles and Trey Ancira)
 - ❖ Logistics Committee –
 - ❖ Fundraising/Sponsorships Committee: Doug Moss and Ruth Rivera
 - ❖ Tractor Show Committee: Jeff Snyder

Members who haven't yet volunteered for a committee chairmanship or place:
Erwin Stauffer, John McRae

- ❖ TYPES OF MUSIC: Czech, Hispanic, Ballet Folklorico, R&B

PROPOSED SPECIAL EVENT CALENDAR

JANUARY:

2nd Saturday

FEBRUARY

2nd Saturday – Feb 11th– Valentine's Day push

MARCH

2nd Saturday – March 11th – St Patrick's Day push

APRIL

2nd Saturday and EASTER EGG HUNT are on the same day – April 8th. Find ways to keep families in downtown after the egg hunt (10 am-11.30 or so)

Music on Main – April 20th

MAY

May 6th – BLACKLAND PRAIRIE DAY

Find the Golden Ducks event to win a big prize

2nd Saturday – May 13th – Spring into Shopping and Fun

Music on Main – May 18th

JUNE:

2nd Saturday – June 10th

Music on Main – June 18th (if funding is available)

JULY:

2nd Saturday – July 8th – Red, White, and YOU in Downtown Taylor

Possible downtown storefront window decorating contest

AUGUST:

2nd Saturday – August 12th – Back to School

SEPTEMBER:

2nd Saturday – September 9th – Let's Go Ducks!

Reds, Whites, & Brews Wine Swirl – September 16th in conjunction with the Texas Mamma Jamma Ride

Music on Main – September 21st (if funding is available)

OCTOBER:

2nd Saturday – October 14th – Scary Good Savings in Downtown

SCARECROW STOMP – a listing of participating stores decorating their windows for Halloween

Music on Main – October 19th (if funding is available)

MAIN STREET CAR SHOW – October 28th

Find the Golden Ducks event to win a big prize

SPOOKTACULAR – October 31st – Find ways to bring families to downtown before the event at 7 pm.

NOVEMBER:

2nd Saturday – November 11th – A cornucopia of fun and savings

Music on Main – November 16th (if funding is available)

DECEMBER:

CHRISTMAS PARADE & TREE LIGHTING – December 2nd

Find ways to bring people to downtown before the parade starts at 7 pm

(I would like to have a walking unit of Downtown Partners/Business owners/Employees participate in a “Silver Belles” routine with shopping carts or shopping baskets to music as an entry in the Christmas Parade)

DECKING YOUR HALLS (storefronts) – window decorating contest – be ready by Dec 2nd

2nd Saturday – December 9th - Merry Christmas and Happy Shopping

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-E

Receive report on Second Saturday Shop & Stroll

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: 2nd Saturday Shop & Stroll

The first of the reinvigorated 2nd Saturday events was held on February 11th. As of Wednesday, February 8th, 20 downtown businesses had signed up to participate. Volunteers will continue to approach other DT businesses to see if they want to join.

Jan purchased 2 small helium tanks, lots of balloons (green, yellow, & white), crepe paper streamers (green, yellow, & white), plastic tablecloths (white with stars and another very sparkly design that will catch the light), and two large hanging "photo wall streamers on a string" which I will pull apart to add to the mix for the hanging streamers.

Andrew Gonzales (Taylor Sports) offered his shop and his children for me to blow up balloons and finish up any streamers I didn't get to before the event. I will be there at 8 am on Saturday.

We will reach out to the participants and ask them to come get the swag from Taylor Sporting Goods before 10 am.

The logo and posts/pushes have been going out on multiple sites. We are hitting this hard. Next month, we can determine whether we need to expand to adverts in the Taylor Press for March.

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-F

Receive report on Blackland Prairie Days

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: Blackland Prairie Day Update

- I. Sponsorship Packet
 - A. Design completed. Added an additional category of Rhodium Sponsorship level (\$3,000-up). Major sponsor(s) with banner across the stage.
 - B. These packets were sent out to Ruth and Doug electronically last week.

- II. Entertainment
 - A. Spoke with Shannon Bagent about R&B, Hispanic, & Country musicians.

R&B:

[Rochelle & The Sidewinders](#)

Blues, Soul & Funk:

[Blue Vibe](#)

Tex Mex:

[Blackbird Sing](#)

[South Train](#)

Country:

[The Jerrells](#)

[The Merles](#)

I will also reach out to Ballet Folklorico and the Czech Music Masters

- B. Sound service – I will send invitations to bid for the sound.
- III. Vendors:
 - A. **I need direction from the Board regarding type(s) of vendors.** Do we want to open it up to all and sundry as we have in the past? I would like to eventually get to where we are a Maker's Market for vendors – having hand crafted items (pottery, wood work, leather craft, knitting/weaving, etc.) instead of items purchased elsewhere and resold, dealers in gutters, windows, cosmetics, etc. But I don't think I have time this year to pull off the Maker's Market as I will need to build those contacts.
 - B. Vendor Fees. Last year, BPD charged \$100 for a 10 x 10 space – it goes up \$100 each time for a 10 x 20 and a 10 x 30 whether food or craft. This is also what we charged at the Car Show. Verified non-profits are \$75 for a 10 x 10 space.

Downtown businesses within the Main Street district footprint are not charged for a space. **Shall I keep these fee rates?**

- C. Once the prices are set, I will update the application and get it out on the City's website.

IV. Footprint

- A. **Please provide input on the proposed footprint for the event.** I am going to present the request to approve the general layout at the Feb 23rd Council Meeting. It would be nice to have board members there to support me.

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-G

Update on Downtown Improvements

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-H

Membershipware project update - Update on database and video/photography

MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, Main Street Manager
RE: MembershipWare Project

I now have a wealth of photos to use on the website thanks to John and also to Arsenal's database of posts for TaylorMadeTexas.com. I have signed up for a training with the MembershipWare staff to learn how best to place those photos and will take that training next week.

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

February 13, 2023

V-I

Discuss items for upcoming agendas.

**Main Street Monthly Report
for January 2023 through February 11, 2023**

Downtown Property & Business Report:

Property:

- Number of properties listed for sale: 5
 - Commercial Square Footage: 9,456/SF
 - Industrial Square Footage: 45,384/SF
- Number of properties listed for lease: 10 (+ 1 apartment)
 - Commercial Square Footage: 24,834/SF
 - Average Price/SF: \$1.64/SF
 - Build to Suit Rental Space on a Vacant Lot: 6600/SF
 - Residential Square Footage: 2900/SF
- Leased properties during reporting period: 2
 - Square footage of lease properties: 4648/SF
 - Property uses - professional office /call center (1); retail (1)

Businesses:

- New businesses in development: 4
 - Square footage: 10,116/SF
 - Property uses - bakery (1); restaurants (2); retail (1)
- New businesses opened during reporting period: 1
 - Square footage: 1898/SF
 - Property uses – business office/call center
- Businesses Relocating: 0
 - Square footage:
 - Property uses:
- Businesses Closed: 0
 - Square Footage:
 - Property uses -

Community Outreach / Meetings Attended:

- Farmers Market Meeting – 1/9
- City Council – 1/10; 1
- Main Street Advisory Board meeting – 1/18
- Main Street Advisory Board – 1/18
- Public Arts Advisory Board meeting – 1/25
- Breakfast Bites Meeting – 1/11; 2/8
- Incentive meeting re: 219-221 N Main St
- Met with Rick Rosenberg re: updating the TIF#1 Projects & Funding Report – 1/5
- Heritage Square Farmers Market Committee – 1/12; 1/26; 2/9
- Taylor TIF#1 Discussion Meeting – 1/5; 1/25
- Pride Festival Planning Meeting – 1/22
- Holiday Parade Recap Meeting – 1/25
- City Special Events Policy Meeting – 1/31
- TxDT Education & Outreach Committee – 1/8

Local Business / Owner Visits:

- Meeting with a Committee of DT Retailers to reestablish 2nd Saturday Shop & Stroll event – 1/11; 1/26; and 2/3
- Met with David Brooks re: Canopy for Shepherd's Heart (121 E 2nd St) – 1/11
- Met with Shannon Gilbert Bagent re Black Sparrow (113 W 2nd St) – 1/11
- Issued SurveyMonkey survey to retail, personal service, food/food service businesses re: impact of different types of special events on their sales – 1/5
- Met with Judy Blundell re: 2nd Saturdays Shop & Stroll – 2/7

Event Planning:

- MLK March and Service Meeting – 1/10 – 2 meetings – City Staff and Committee
- City-sponsored events policy meeting – 12/6
- Developed & sent out Special Event Packet for MLK March & Event (1/16) – 12/19-1/4

Special Events:

- Every Saturday – check on Farmers Market
- Feb. 11, 2023 – 2nd Saturday Shop & Stroll – 10 am – 4 pm

Film Friendly Taylor –Film Events in Taylor:

- None during the reporting period

Professional Development:

- Imagine the Possibilities Tour informational meeting – 1/18
- Leadership Meeting – 1/20; 2/6
- Civility in the Workplace Training – 2/7
- Regional Main Street Partners Meeting – 2/10

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Updating Directory Map for downtown business directories
- Updating Taylor property database on DowntownTX.org – ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database

Upcoming Projects:

- Digital map & Main Street business directory project underway
- Breakfast Bites monthly downtown business meetings (2nd Wednesday of each month)

Upcoming Calendar of Events:

- **Every Saturday 10am-2pm – Taylor Farmers Market – Heritage Square Pavilion**
- February 11th – 10am – 4 pm - 2nd Saturday Shop & Stroll – Downtown

AGENDA
MAIN STREET ADVISORY BOARD
5:30 pm – February 13, 2023
Taylor City Hall Conference Room

Main Street is a grassroots effort of Economic Development through Historic Preservation.

The Main Street Movement is based on the 4 Point Process:

1. ORGANIZATION - Bringing together your stakeholders (property & business owners, residents, employees, schools, government, organizations, etc.) to work toward a goal of a revitalized OT.
2. DESIGN - Improving the curb appeal of downtown and creating a safe, welcoming, and inviting environment both in the overall district and in the individual stores.
3. PROMOTION - Telling your downtown's story. So much more than special events - it is marketing to your residents, workers, visitors, and shoppers.
4. ECONOMIC VITALITY - Supporting your existing business mix while actively recruiting new businesses to bolster

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZEN COMMUNICATION

(The Main Street Advisory Board welcomes public comment on items not listed on the agenda. However, the Board cannot respond until the item is posted on a future agenda. All public comments are limited to 3 minutes.)

III. CONSENT AGENDA:

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

- A. Review and approve minutes from the MSAB regular meeting held on January 18, 2023 –
Chairman Moss

- B. Review and receive the financial reports from February 2023 - Jan Harris

IV. REGULAR AGENDA-New Business:

- A. Consider and take possible action authorizing staff to submit a budget adjustment to move the remaining funds from 440-353 (MSCS revenue) into 615-235 (MSCS expenditures).
- B. Distribute the 2023 Taylor Main Street Advisory Board member commitment sheet for members' signatures – Jan Harris

V. REGULAR AGENDA - Continuing Business:

- A. Main Street Manager's reports - Jan Harris:
 Manager's activity report
 Main Street business & property report
- B. Consider and take possible action on the revisions of the Façade Improvement Grant packet - Jan Harris

- C. Receive report from February 11th Breakfast Bites - Jan Harris
- D. Receive report on the February 4th Special Events Work Session and take possible action – Jan Harris & Doug Moss
- E. Receive report on Second Saturday Shop & Stroll – Jan Harris
- F. Receive report on Blackland Prairie Days – Jan Harris
- G. Update on Downtown Improvements - Jan Harris
- H. Membershipware project update - Update on database and video/photography – Jan Harris
- I. Discuss items for upcoming agendas.

VI. ADJOURN

NEXT MEETING DATE: MARCH 15, 2023

Posted by: _____ Date: _____
Main Street Manager

I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before the scheduled time of said meeting. I further certify that the following news media was notified of this masting: Taylor Daily Press.