

AGENDA
CITY OF TAYLOR, TEXAS
MAIN STREET ADVISORY BOARD MEETING
LOCATION
MARCH 26, 2024, 6:00 PM

MISSION STATEMENT: The Taylor Main Street Program strives to fill all downtown buildings with businesses and residents by prioritizing historic preservation, cultural experiences, community partnerships, and cultivated growth.

VISION STATEMENT: Taylor, where experiences are on every block; where you are greeted with a Texas smile; and where growth is cultivated to create a vibrant historic downtown that has something for everyone. To be that place!

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.)

1. Approve the February 21, 2024 meeting minutes. *Jan Harris*
2. Receive the March financial report for the Main Street Operating Budget (100-524). *Jan Harris*
3. Receive the March financial report for the 123 Main Street Revenue Account. *Jan Harris*

IV. REGULAR AGENDA - NEW BUSINESS

4. Mural Application - 519 N. Main Street - Sweet & Southern Finds. *Jan Harris*

V. REGULAR AGENDA - CONTINUING BUSINESS

5. Receive the Main Street Manager's monthly reports as information. *Jan Harris*
6. Receive the Special Event Coordinator's monthly activity report. *Ruby Fisher*
7. Receive an update on the RFQ for the management of the Heritage Square Farmers Market. *Jan Harris*
8. Receive the report from the New Justice Center-City Hall Advisory Committee. *Jan Harris*
9. Receive the report from the Downtown Beautification Committee. *Jan Harris*

10. Receive the report from the Stakeholders Communication Committee. *Jan Harris*
11. Receive the report from the Taylor Fest Committee. *Ruby Fisher*
12. Discuss items for upcoming agendas. *Jan Harris*

VI. ADJOURN

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.

Posted by: _____ Date: _____
Main Street Manager

MINUTES
MAIN STREET ADVISORY BOARD
6:00 pm – February 21, 2024
City of Taylor Conference Room

MEMBERS PRESENT: Jeff Snyder, Curie Humphreys, John McRae, Jennifer Lopez, Ruth Rivers, and Chairperson Doug Moss

MEMBERS ABSENT: None

GUESTS PRESENT: Chuck Farr, Karyn Morris, Alex Sargent, Alyse Mervosh, and Jim Buzan

STAFF PRESENT: Ruby Fisher, Special Events Coordinator and Jan Harris, Main Street Manager

MISSION STATEMENT: The Taylor Main Street Program strives to fill all downtown buildings with businesses and residents by prioritizing historic preservation, cultural experiences, community partnerships, and cultivated growth.

VISION STATEMENT: Taylor, where experiences are on every block; where you are greeted with a Texas smile; and where growth is cultivated to create a vibrant historic downtown that has something for everyone. To be that place!

I. CALL TO ORDER AND DECLARE A QUORUM – Chairperson Moss called the meeting to order at 6:00 pm with a quorum present.

II. CITIZEN COMMUNICATION – Jim Buzan addressed the board expressing concern for downtown businesses as 2 businesses (Trouvaille and Friends of the Bride) have closed, there is low foot traffic in the district, and there are several vacant spaces for lease. He asked what can be done to assist. Jan responded that a meeting with key partners is planned once the date is determined. Mr. Buzan did note that in addition to the downturn in DT businesses, the ISD school enrollment is also down, and he cited the lack of available housing as a key reason for this.

ACTION ITEM: Ms. Harris will reach out to TxMS cities and the NMSC listserv for examples of how other cities handled a downturn in businesses while also experiencing unprecedented industrial growth.

III. CONSENT AGENDA:

A. Review and approve minutes from the MSAB regular meeting held on January 17, 2024 –

MOTION: To approve the minutes from the January 17, 2024 meeting as presented.

McRae/Snyder/unanimous

B. Review and receive the financial reports from February 2024 – The board accepted the financial reports as presented and took no action.

IV. REGULAR AGENDA-New Business:

A. Receive information, discuss, and take possible action on a sign grant for Curio Mrvosa (114 N Main Street owned by Alyse Mervosh and Alex Sergeant –

** At this time, Doug Moss recused himself from the meeting as his company, Public Sketch, owns the property where the applying business is located. Vice Chairperson Ruth Rivera chaired the meeting.**

A sign grant for Curio Mrvosa was presented. The business recently relocated to 110 N Main

from 302 N Main St. The business has never received a grant from the MSAB. Ms. Mervosh and Mr. Sargent presented drawings of the hand painted signs and the faux neon sign they proposed installing on their storefront windows. The total cost is \$1877.00 with a 50% reimbursement grant requested for \$938.50. MOTION: To approve the request for a signage grant in the amount of \$938.50 upon the successful completion of the project and submission of proof of prior payment. McRae / Snyder / Moss recused/unanimous.

- B. Receive information, discuss, and take possible action on a sign grant for the Shop Downtown Taylor pole sign located at 519 N Main Street and presented by Karyn Morris – This sign, while located on the property associated with 519 N Main St promotes the entire shopping district rather than Sweet & Southern Finds. The sign will be repainted by Adam Davenport and reinstalled. The cost of the project is estimated to be \$1,200 with a grant of \$600 sought. MOTION: To approve the grant request for the Shop Downtown Taylor sign with a reimbursement NTE \$600 upon the successful completion of the project and submission of proof of prior payment. Humphreys / Rivers / unanimous
- C. Receive the resignation of Erwin Stauffer from the Main Street Advisory Board – MOTION: To receive the resignation of Erwin Stauffer from the Main Street Advisory Board. Moss / McRae / unanimous
- D. Receive information, discuss, and take possible action on downtown parking challenges and solutions – Issue with business owners and employees parking in prime spaces in the downtown core. Ms. Harris had presented several suggestions for informative postcards or letters to business owners informing them of the value of a downtown parking space and encouraging them to park away from the core. The board was not in favor of written messages but wanted someone to speak with the problematic business owners. Chairperson Moss asked for a committee to work with Jan on this matter. Jennifer Lopez agreed to serve. Curie Humphreys asked about the city placing a 3-hour parking limit on spaces. ACTION ITEM: Ms. Harris will follow up on the likelihood of timed parking downtown. No action was taken by the board.
- E. Receive information, discuss, and take possible action to determine dates/times for a Special Called Meeting to discuss strategies to increase the number of retail/food service businesses in downtown Taylor with the City Council, Greater Taylor Chamber of Commerce staff, and the Taylor EDC staff – The board suggested the following dates: March 25, March 26, April 1 and April 2. ACTION ITEM: Ms. Harris will communicate with the other groups in the meeting to determine the best date and move forward.

V. REGULAR AGENDA - Continuing Business:

- A. Main Street Manager's reports
 - 1. Manager's activity report
 - 2. Main Street business & property reportThe board received Ms. Harris' reports as presented. No action was taken.
- B. Special Events Coordinator's report -
The board received Ms. Fisher's reports as presented. No action was taken.

- C. Receive information, discuss, and take possible action regarding the RFQ for the operation of the Heritage Square Farmers Market – Ms. Harris brought the board up to date on progress with the RFQ noting that the new farmers market would be independent of the city regarding their finances but would remain a project of the MSAB so that it could continue under the Farmers Pavilion without charge. The new market would be required to provide its own insurance. Chairperson Moss expressed concern that reports from the new market would take up more time in board meetings and suggested that a farmers market committee be established, and a board member agree to be a liaison with the market. ACTION: No volunteers agreed to serve, and no further action was taken.
- D. Receive and take possible action on committee reports:
1. New Justice Center-City Hall Advisory Committee - Mr. McRae informed the board that the City Hall Committee and CoT representatives were participating in a day-long tour of County Courthouses the next day. The purpose of the trip was to learn how public buildings can be organized. Then on Friday, a Design Charette was planned to present the layout of the building's interior and to consider how the building will relate to the site.
 2. Downtown Beautification Committee – Ms. Lopez informed the board that her committee was continuing to work on possible locations for additional trashcans and benches.
 3. Stakeholders Communication Committee – Ms. Lopez reported that this committee continues to work on increasing the visibility of downtown businesses to the general public. She enquired whether Arsenal could help with more downtown promotions. ACTION ITEM: Ms. Harris will enquire when Arsenal's contract is up for renegotiation.
 4. Festival Committee – Ms. Fisher reported that the City Council was to consider approving the name change to Taylor Fest at the Council meeting this Thursday.
- E. Discuss items for upcoming agendas – No new items were added.

VI. ADJOURN – MOTION: To adjourn the meeting at 7.58 pm. Humphreys / McRae /Unanimous

NEXT MEETING DATE: March 20, 2024

Respectfully submitted,



Jan Harris
Main Street Manager

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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	200,132.00	6,582.52	79,996.16	39.97	0.00	120,135.84
***	TOTAL EXPENDITURES ***	200,132.00	6,582.52	79,996.16	39.97	0.00	120,135.84
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	(200,132.00)	(6,582.52)	(79,996.16)	39.97	0.00	(120,135.84)
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS O F : MARCH 31ST, 2024

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

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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	130,701.00	4,809.24	52,866.62	40.45	0.00	77,834.38
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	192.00	0.00	192.00	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 *	130,893.00	4,809.24	53,058.62	40.54	0.00	77,834.38
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	297.00	18.90	113.40	38.18	0.00	183.60
524-121	FICA SOCIAL SECURITY	10,012.00	362.91	3,997.32	39.93	0.00	6,014.68
524-122	WORKERS COMPENSATION	344.00	0.00	237.62	69.08	0.00	106.38
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.99	18.00	11.11	0.00	144.00
524-124	RETIREMENT-TMRS	17,300.00	1,278.68	6,351.23	36.71	0.00	10,948.77
524-126	HEALTH INSURANCE	15,400.00	0.00	7,256.42	47.12	0.00	8,143.58
524-127	DENTAL INSURANCE	576.00	0.00	283.44	49.21	0.00	292.56
524-128	LONG TERM DISABILITY	369.00	31.36	188.16	50.99	0.00	180.84
524-129	VISION INSURANCE	99.00	0.00	57.48	58.06	0.00	41.52
	* SUB-CATEGORY TOTAL *	44,559.00	1,692.84	18,503.07	41.52	0.00	26,055.93
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	1,500.00	0.00	507.44	33.83	0.00	992.56
	* SUB-CATEGORY TOTAL *	1,500.00	0.00	507.44	33.83	0.00	992.56
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	400.00	0.00	0.00	0.00	0.00	400.00
524-142	PROFESSIONAL CONFERENCES	1,545.00	0.00	479.00	31.00	0.00	1,066.00
524-143	MEMBERSHIPS AND DUES	1,375.00	0.00	1,260.00	91.64	0.00	115.00
524-144	SUBSCRIPTIONS AND BOOKS	2,250.00	0.00	1,326.56	58.96	0.00	923.44
524-146	TRAINING- TRANSPORTATION	1,700.00	0.00	0.00	0.00	0.00	1,700.00
524-147	TRAINING- LODGING	2,500.00	0.00	0.00	0.00	0.00	2,500.00
524-148	TRAINING- MEALS	880.00	0.00	0.00	0.00	0.00	880.00
	* SUB-CATEGORY TOTAL *	10,650.00	0.00	3,065.56	28.78	0.00	7,584.44

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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 **		187,602.00	6,502.08	75,134.69	40.05	0.00	112,467.31
<u>200-OPERATIONAL SUPPLIES</u>							
<u>OFFICE SUPPLIES</u>							
524-211	GENERAL OFFICE SUPPLIES	1,545.00	0.00	525.33	34.00	0.00	1,019.67
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	500.00	0.00	139.20	27.84	0.00	360.80
524-215	POSTAGE	100.00	0.00	44.70	44.70	0.00	55.30
* SUB-CATEGORY TOTAL *		2,145.00	0.00	709.23	33.06	0.00	1,435.77
<u>PROGRAM/SPECIAL EVENTS</u>							
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
524-235	PROMOTIONAL SUPPLIES	2,100.00	0.00	0.00	0.00	0.00	2,100.00
* SUB-CATEGORY TOTAL *		2,100.00	0.00	0.00	0.00	0.00	2,100.00
<u>OPERATIONAL EQUIPMENT (ADMIN)</u>							
524-261	OFFICE FURNITURE	800.00	0.00	135.98	17.00	0.00	664.02
524-267	COMPUTERS	2,000.00	0.00	1,827.30	91.37	0.00	172.70
524-269	OTHER OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		2,800.00	0.00	1,963.28	70.12	0.00	836.72
** CATEGORY TOTAL **		7,045.00	0.00	2,672.51	37.93	0.00	4,372.49
<u>300-FACILITIES OPERATIONS/MAIN</u>							
<u>UTILITIES</u>							
524-323	TRUNK TELEPHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00
524-324	CELL PHONES	600.00	80.44	498.93	83.16	0.00	101.07
* SUB-CATEGORY TOTAL *		600.00	80.44	498.93	83.16	0.00	101.07
** CATEGORY TOTAL **		600.00	80.44	498.93	83.16	0.00	101.07

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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>							
524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	2,000.00	0.00	620.87	31.04	0.00	1,379.13
	* SUB-CATEGORY TOTAL *	2,000.00	0.00	620.87	31.04	0.00	1,379.13
** CATEGORY TOTAL **		2,000.00	0.00	620.87	31.04	0.00	1,379.13
 <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	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	1,425.00	0.00	0.00	0.00	0.00	1,425.00
 <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	1,260.00	0.00	1,034.00	82.06	0.00	226.00
524-539	OTHER CONTRACT SERVICES	200.00	0.00	35.16	17.58	0.00	164.84
	* SUB-CATEGORY TOTAL *	1,460.00	0.00	1,069.16	73.23	0.00	390.84
** CATEGORY TOTAL **		2,885.00	0.00	1,069.16	37.06	0.00	1,815.84

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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 ***		200,132.00	6,582.52	79,996.16	39.97	0.00	120,135.84
		=====	=====	=====	=====	=====	=====
*** TOTAL EXPENSES ***		200,132.00	6,582.52	79,996.16	39.97	0.00	120,135.84
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		(200,132.00)	(6,582.52)	(79,996.16)	39.97	0.00	(120,135.84)
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*** END OF REPORT ***

C I T Y O F T A Y L O R
F I N A N C I A L S T A T E M E N T
A S O F : M A R C H 3 1 S T , 2 0 2 4

PAG 1

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	32,600.00	1,100.00	25,514.00	78.26	0.00	7,086.00
450-	INTERFUND OPERATING T	156,100.00	0.00	40,000.00	25.62	0.00	116,100.00
***	TOTAL REVENUES ***	188,700.00	1,100.00	65,514.00	34.72	0.00	123,186.00
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	188,700.00	0.00	85,062.35	48.48	6,425.00	97,212.65
***	TOTAL EXPENDITURES ***	188,700.00	0.00	85,062.35	48.48	6,425.00	97,212.65
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	0.00	1,100.00	(19,548.35)	0.00	(6,425.00)	25,973.35
		=====	=====	=====	=====	=====	=====

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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	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>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	0.00	7,238.00	103.40	0.00	(238.00)
440-353	MAIN STREET CAR SHOW	10,000.00	0.00	16,251.00	162.51	0.00	(6,251.00)
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 FEST	14,000.00	1,100.00	2,000.00	14.29	0.00	12,000.00
440-359	SPOOKTACULAR	0.00	0.00	25.00	0.00	0.00	(25.00)
440-360	2ND SATURDAY	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		32,600.00	1,100.00	25,514.00	78.26	0.00	7,086.00
<u>450-INTERFUND OPERATING TRANSFERS</u>							
450-361	TRANSFER FROM TIF	75,000.00	0.00	37,500.00	50.00	0.00	37,500.00
450-362	TRANSFER FROM H.O.T.	5,000.00	0.00	2,500.00	50.00	0.00	2,500.00
450-365	TRANSFER FROM GENERAL FUND	76,100.00	0.00	0.00	0.00	0.00	76,100.00
** REVENUE CATEGORY TOTAL **		156,100.00	0.00	40,000.00	25.62	0.00	116,100.00
*** TOTAL REVENUES ***		188,700.00	1,100.00	65,514.00	34.72	0.00	123,186.00
		=====	=====	=====	=====	=====	=====

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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	0.00	0.00	0.00	0.00	0.00	0.00
615-232	FARMERS' MARKET	7,000.00	0.00	1,530.96	21.87	0.00	5,469.04
615-233	CITY SPONSORED EVENTS	15,100.00	0.00	2,486.78	16.47	0.00	12,613.22
615-235	MAIN ST CAR SHOW	30,000.00	0.00	25,123.96	83.75	0.00	4,876.04
615-236	TAYLOR FEST	20,000.00	0.00	0.00	0.00	0.00	20,000.00
615-237	WINE SWIRL	5,000.00	0.00	561.27	11.23	0.00	4,438.73
615-238	CHRISTMAS BAZAAR	1,600.00	0.00	0.00	0.00	0.00	1,600.00
615-239	SPOOKTACULAR	1,500.00	0.00	1,371.62	91.44	0.00	128.38
	* SUB-CATEGORY TOTAL *	80,200.00	0.00	31,074.59	38.75	0.00	49,125.41
<u>PUBLIC SAFETY SUPPLIES</u>							
615-240	CITY PARADES	25,000.00	0.00	1,600.00	32.10	6,425.00	16,975.00
615-241	2ND SATURDAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	25,000.00	0.00	1,600.00	32.10	6,425.00	16,975.00
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	3,500.00	0.00	374.51	10.70	0.00	3,125.49
	* SUB-CATEGORY TOTAL *	3,500.00	0.00	374.51	10.70	0.00	3,125.49
	** CATEGORY TOTAL **	108,700.00	0.00	33,049.10	36.31	6,425.00	69,225.90

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
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
<u>FEES FOR SERVICES</u>							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	5,000.00	0.00	1,392.94	27.86	0.00	3,607.06
	* SUB-CATEGORY TOTAL *	5,000.00	0.00	1,392.94	27.86	0.00	3,607.06
** CATEGORY TOTAL **		5,000.00	0.00	1,392.94	27.86	0.00	3,607.06
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
615-811	RENTAL ASSISTANCE	0.00	0.00	0.00	0.00	0.00	0.00
615-813	FACADE GRANT	75,000.00	0.00	50,620.31	67.49	0.00	24,379.69
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	75,000.00	0.00	50,620.31	67.49	0.00	24,379.69
** CATEGORY TOTAL **		75,000.00	0.00	50,620.31	67.49	0.00	24,379.69

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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 ***	188,700.00	0.00	85,062.35	48.48	6,425.00	97,212.65
***	TOTAL EXPENSES ***	188,700.00	0.00	85,062.35	48.48	6,425.00	97,212.65
***	TOTAL PROFIT / (LOSS) ***	0.00	1,100.00	(19,548.35)	0.00	(6,425.00)	25,973.35

*** END OF REPORT ***

APPLICATION FOR MURAL REVIEW AND APPROVAL
BY MAIN STREET ADVISORY BOARD

Name of Building Owner: KARYN MORRIS
Address of Building: 519 N Main Street
Building Owner Phone: (512) 415-1653 Email: KARYN@SweetandSouthernFinds.com

Name of Artist: Adam Davenport
Artist Business Name, if applicable: _____
Artist Phone: (318) 381-4630 Email: davenportadam@yahoo.com

Content Description of Mural: thin outline of florals painted on
building corners + wall

Projected Start Date: asap Projected Completion Date: 2 Weeks

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

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

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

Signature of Building Owner: Km Morris Date: 2/23/2024

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

Signature of Artist: Adam Davenport Date: 3-2-24

Reviewed by Main Street Advisory Board? ☐ YES ☐ NO

Comments from Main Street Advisory Board: _____

Main Street Advisory Board Chairman
Date: _____

Main Street Manager
Date: _____

Open with ▾



Open with ▼



Main Street Monthly Report for January through February 16, 2024

Downtown Property & Business Report:

Property:

- Number of properties listed for sale: 6
- Number of commercial properties listed for lease: *13**Note: some of these are small spaces within larger buildings with other occupied spaces.*
- Number of residential properties listed for lease: 2
- Leased properties during reporting period: 0
- Sold properties during reporting period: 2

Businesses:

- New businesses in development: 0
 - Square footage:
 - Property uses –
- New businesses opened during reporting period: 2 (Color Collective Studio – 114 E 2nd St; Outpost 512 – 302 N Main St)
 - Square footage: 2,600 SF
 - Property uses: personal service and retail
- Businesses Relocating: 0
 - Property uses:
- Businesses Closed: 1 (Friends of the Bride – 407-A N Main)
 - Square Footage: 1,181
 - Property uses – retail

Community Outreach / Meetings Attended:

- TIF #1 meeting – 2/21
- Main Street Advisory Board meeting – 2/21
- Public Arts Advisory Board meeting – 2/28
- Taylor Area Businesswomen – 2/27
- TAB Officers Meeting –
- Heritage Farmers Market Meeting – no meeting
- Breakfast Bites – 2/14
- Farmers Market RFQ Meeting – 2/6, 2/29
- Meeting with G. Ginn, B LaBorde, H Fluck & J Lagrone – 2/16
- Discussion re: Open Container District for Elgin with Kristin Alvarez, Elgin MS Manager – 2/22
- Moody Museum – 2/22

Local Business / Owner Visits:

•	
• Light House Boutique	• Karch Music
• Tierra Grande	• Brookshire Insurance
• The Nail Shack	• 74 Man Store
• Friends of the Bride	• Greg Ginn
• Hayley's Grains	• Hola Aloha
• Mixtape	• Good Strangers

• Taylor Bike Company • Hayley's Grains • MIXTAPE • Vintage Affaire Taylor • Curio Mrvosa Books & Vintage • Western Darlin • ALCHEMY • Neighborhood Bottle Shoppe • KINCLS House of Antiques • Hola Aloha • Talbot Commons • Good Strangers • Drip-n-Rip Vapes • 2nd Street Kitchen & Bar • The Nail Shack	• Red Cap Cigar Lounge • Taylor Sporting Goods • Taylor Soap Bar • The Spot Taylor • Sweet & Southern Finds • The Rhinestone Cowgirl • Mezoozah Boutique & Corner Sweets • The HAWT Spot Salon and Boutique • 74 Man Store • Karch Music • Netta's Nook • Tierra Grande Real Estate
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Pre-Application Meeting:

- None

Building Project/Renovation Meeting:

- Taylor Bank Building (Tx Main Street Design Lead and Tax Credit Lead participating) – 2/2
- New City Hall-Justice Center: 2/8, 2/9, 2/23
- Howard Theater – 2/20
- 204 W 2nd St – 2/26
- Talbot Commons – Old Presbyterian Church – 2/29

Event Planning:

- Skate Park Palooza Planning: 1/10, 02/05
- Second Saturday Committee Meeting: 2/19
- Martin Luther King Jr. Day March and Celebration: 2/20
- Taylor Fest Committee Meeting: 02/12
- Taylor Shred Fest: 1/2/19, 2/21
- Mamma Jamma Meeting: 02/09
- Main Street Car Show Committee Meeting – 2/20, 2/27

Special Events:

- Every Saturday – Heritage Square Farmers Market 9 am until 1 pm
- 2nd Saturday Shop & Stroll: Second Saturday Sweeties – 2/10

Special Event Permits Issued or Pending:

- Good Life Bird Parade - Pending
- City of Taylor Easter Egg Hunt – Pending
- Taylor Fest – Pending
- Shred Fest – Bike & Board Competition - Pending

Film Friendly Taylor –Film Events in Taylor:

- None

Professional Development:

- DTTX Mtg – updating Taylor’s district on the website – 2/28
- LEAD Taylor – 2/15
- Taylor EDC Introduction Meeting – 2/16
- Texas Downtown Meeting – 2/21

Other Duties:

- Development Team Meetings – Every Monday at 9am
- 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 updates
- Breakfast Bites monthly downtown business meetings (2nd Wednesday of each month)

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

PROPERTY FOR SALE:	ADDRESS:	OWNER/REALTOR	CONTACT INFO	SQUARE FEET	PRICE	STATUS
McCrary-Timmerman & Titsworth Buildings	201 N Main St	CWYMRY Boyd II / Partner Austin (Aaron Gill - 512-660-5682; aaron.gill@partnersrealestate.com	Aaron Gill - Sr. Assoc (512-660-5682; aaron.gill@partnersrealestate.com) - Todd Mahler, Sr. VP (512-643-8071; todd.mahler@partnersrealestate.com	43,890 (building size) 30,834 (net rentable)	\$15,750,000.00 - \$341.00/SF	
Threadgill Building	401 N Main St	Rick Northcutt	512-914-7727	7,926 SF	\$2,250,000.00 / \$283.88 SF	
Eanes/Prewett Building	119-121 E 3rd St	Richard Torres / Bracket McLain Commercial - Jonathan Diamond	214-707-8009	9916 SF	In negotiation.	
Restaurant building	405 S Main St	Johan Borge	johanborge@gmail.com	1800 SF	\$875,000 (reduced \$25,000)	zoned P4 - mixed
single story house	407 S Main St	Johan Borge	johanborge@gmail.com	1450 SF	\$750,000	zoned P4 - mixed
2 story house	409 S Main St	Johan Borge	johanborge@gmail.com	2000 SF	\$850,000	zoned P4 - Mixed

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	SQUARE FEET	PRICE	
2nd & Main Lofts	102 E 2nd St; Loft 202	2nd & Main Lofts, LLC / Julie Downs - Tierra Grande Realty	512.497.3697 juliedowns4@gmail.com	1000 SF	\$1,661.00	
2nd & Main Lofts	102 E 2nd St; Loft 203	2nd & Main Lofts, LLC / Julie Downs - Tierra Grande Realty	512.497.3697 juliedowns4@gmail.com	1000SF	\$1,661	Leased
2nd & Main Lofts	102 E 2nd St; Loft 205	2nd & Main Lofts, LLC / Julie Downs - Tierra Grande Realty	512.497.3697 juliedowns4@gmail.com	960 SF	\$1,680	Leased
Fmr Edward Jones location	107 W 4th Street	Gary & Sharla Gola / Cornerstone Realty	512.365.9548	900		
Luhn-Johns Building	109 W. 3rd St	Ujjal Ghostagore / Monica Luxon-Luxon Realty Services	512.203.7663 monica@luxonrealty-services.com	875SF	\$1,750.00	LEASED
Richter Furniture Building	111 W 3rd St	Ryder Jeanes - CLD Realty	rjeanes@cldrealth.com 512.441.8888	Ste 200 (1829 SF) Ste 300 (1829/SF) Ste 500 (1245/SF)	STE 200 - \$25/SF/YR (NNN); STE 300 \$25/SF/YR (NNN); STE 500 \$24/SF/YR/(NNN)	
Richter Furniture Building	111 W 3rd St	Ryder Jeanes - CLD Realty	rjeanes@cldrealth.com 512.441.8888	Ste 100 (2848 SF)	\$26/SF/YR/(NNN)	PENDING

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	SQUARE FEET	PRICE	
Luhn-Johns Building	117-119 N Main St Ste 217 (1st Floor)	Ujjal Ghostagore/Julie Downs	512.203.7663 monica@luxonrealty services.com	2 spaces for rent: Ste 221 - 2364 SF and Back Bar - 1800 SF	Upon Request	
McCrory-Timmerman Building	201 N Main St; #105	CWMRY Boyd II / CWMRY Boyd / Kelly Eddleman	512-619-3579	420 SF		
McCrory-Timmerman Building	201 N Main St; #201	CWMRY Boyd II / CWMRY Boyd / Kelly Eddleman	512-619-3579	2,148 SF		
the Hawt Spot	211 N Main St; Ste B-1	Ricardo Zuniga / Julie Downs- Tierra Grande Real Estate	Julie Downs-512- 487-3967	405 SF	\$2.73SF/mo. \$1106/mo.	
The Hawt Spot	211 N Main ST; Ste B-2	Ricardo Zuniga / Julie Downs- Tierra Grande Real Estate	Julie Downs-512- 487-3967	1497 SF	\$2994/MO; \$2/SF/MO	
Young's Store	315 N Main St	Young Chong Kin & Howard Martin / Se Kyu Kim - Austin Grace Realty	512.947.5599	3158 SF	\$3,663.00	

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	SQUARE FEET	PRICE	
Restaurant building	405 S Main St	Johan Borge	713-464-7656	1800 SF	\$3,500/SF/MO	
Large Office Building	700 N Main St	TC Building One LLC / Dan Reuter	512-991-2849	2000-7202 SF	\$1.40/SF/MO	was \$3.49/SF
SOLD PROPERTIES	ADDRESS	PURCHASER	CONTACT INFO	PROPOSED USE	SALES PRICE	
Taylor Feed Company	113-115 E 3rd St	Amanda Feely		Taylor Feed & Seed to remain in south end of the building and furniture & mattresses will be in the north end of the building.	not disclosed	SOLD
Nelson-Davis & Son Wholesale Grocer	110 W 1st St	Charles Dailey / Erica Urbanovsky - REMAX & Associates	512.365.8563	4825 SF	\$189,000	built in 1900

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

LEASED PROPERTIES	ADDRESS	TENANT	CONTACT INFO	PROPOSED USE	LEASE \$	
Luhn-Johns Building	109 W 3rd St	Logan Leal and Jesse Tuscano	LealLogan@gmail.com & JTuscano87@yahoo.com	Ripple and Rose Café		
PROPOSED NEW CONSTRUCTION/MAJOR RENOVATION	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
lot corner of N main & E 1	104 N Main St	Public Sketch LLC	Julie Downs-512-487-3967	offices, bars, restaurants		will build 2-800-SF buildings to suit
Taylor National Bank Bldg.	200 N Main St	512-487-3987	chism@getchismed.com	boutique hotel and restaurant		pre-app held 1/10; mtg w/ THC staff (MS Design & Tax Credit) 1/11 Tax Credit Project
NEW CONSTRUCTION/MAJOR RENOVATION PROJECTS	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
lot to the west of Art Office Signs on W 1st	W 1st Street	Jay McNabb	jan.mcnabb@outlook.com	Office space for contractors, etc.	Grading has begun on the site.	One building with 4 subdivisions (offices and storage behind)

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT
MARCH 2024

NEW CONSTRUCTION/MAJOR RENOVIATION PROJECTS	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
Heidenheimer Co Wholesale Grocery Warehouses	209 E 1st St	Jeff Snyder	512.365.5346	storage associated with Jeff's Resurrections		Tax Credit Project
Richter Furniture Building	115 W 3rd St	Ryder Jeanes	rjeanes@cldrealth.com 512.441.8888	retail / office spaces		Possible Tax Credit Project
Historic Presbyterian Church building	114 W 6th St	Talbot Commons LLC	Julie Downs 512-365-8653	restaurant/event center		
Talbot Commons Pocket Hotel	114 W 6th St	Talbot Commons LLC	Julie Downs 512-365-8653	pocket hotel in a mixed use development		OPENING SOON
Talbot Commons Kiosk	114 W 6th St	Talbot Commons LLC	Julie Downs 512-365-8653	coffee shop		OPENING SOON

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

NEW BUSINESS COMING ON LINE	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
Outpost 512	302 N Main St	Steven & Jennifer Piper	jen@pipermotion.com	retail	TBD	HAS CO
TW Sales II, LLC	203 Washburn St	Anthony Whittington	twcars@outlook.com ; 737-216-4960			Car dealer only repair shop doing mechanical repairs only. HAS CO
NEW BUSINESSES OPEN	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
none						
BUSINESS CLOSING	ADDRESS	OWNER	CONTACT INFO	FORMER USE	# EMPLOYEES LOST	YEARS IN BUSINESS
None						

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

MARCH 2024

BUSINESS RELOCATING	NEW ADDRESS	OWNER	CONTACT INFO	OLD ADDRESS	# EMPLOYEES GAINED OR LOST	
None						
BUSINESS BEING SOLD	ADDRESS	NEW OWNER	CONTACT INFO	OLD OWNER	# EMPLOYEES GAINED OR LOST	
Taylor Office Products	305 N Main St	Andrew Gonzales	512-352-8964	Dean Threadgill		Eagle Office Products purchased to combine with Taylor Office Products

**Main Street Special Events Coordinator Monthly Report
February 12th, 2024 – March 8th, 2024**

Event Planning:

- Taylor Shred Fest Planning: 02/19, 02/21
- Second Saturday Committee Meeting: 02/19
- Martin Luther King Jr. Day March and Celebration: 2/20
- Taylor Fest Committee Meeting: 02/12
- Main Street Car Show Committee Meeting: 02/20, 02/27

Special Events:

- Second Saturday – Second Saturday Sweeties – February 10th

Special Events Permits Issued or Pending:

- Good Life Bird Parade – Pending
- City of Taylor Easter Egg Hunt – Pending
- Taylor Fest – Pending
- Shred Fest: Bike and board Competition - Pending

Other Meetings Attended:

- Development Services Staff Meeting:
- Moody Museum Advisory Board Meeting: 02/21
- City Council Meeting: 02/21
- Moody Museum Liaison: 02/22
- Public Arts Advisory Board Meeting: 02/28
- Breakfast Bites: 02/14

Professional Development:

- LEAD Taylor: 2/15
- Taylor EDC Introduction Meeting: 02/16
- Texas Downtown Meeting: 02/21

Business Visits:

• Taylor Bike Company • Hayley's Grains • MIXTAPE • Vintage Affaire Taylor • Curio Mrvosa Books & Vintage • Western Darlin • ALCHEMY • Neighborhood Bottle Shoppe • KINCLS House of Antiques • Hola Aloha	• Red Cap Cigar Lounge • Taylor Sporting Goods • Taylor Soap Bar • The Spot Taylor • Sweet & Southern Finds • The Rhinestone Cowgirl • Mezoozah Boutique & Corner Sweets • The HAWT Spot Salon and Boutique • 74 Man Store • Karch Music
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• Good Strangers • Drip-N-Rip • 2nd Street Station Kitchen and Bar • The Nail Shack	• Netta's Nook • Tierra Grande Real Estate
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CITY OF TAYLOR, TEXAS
REQUEST FOR QUALIFICATIONS
RFQ 2024-6

**Farmers Market Coordination and
Management Services**

Date Due: **May 6, 2024**

Time Due: **3:00 p.m.**

Envelopes/packages must be sealed and marked with the project title.

Respondents must submit one (1) original and five (5) complete bound copies of their response, as well as an electronic (PDF) copy saved to flash drive.

RFQ QUESTIONS:

Deadline to submit questions: April 12, 2024 @ 5:00 p.m.

All questions shall be submitted by email to Jan Harris at:
jan.harris@taylortx.gov

Jan Harris, CMSM
Main Street Manager
City of Taylor
512-352-3463
Email: jan.harris@taylortx.gov

SUBMIT QUALIFICATIONS PACKET TO:

**Jan Harris CMSM
Main Street Manager
City of Taylor
400 Porter Street
Taylor, Texas 76574**

1.0 INTRODUCTION

The City of Taylor, Texas is seeking qualifications for a person or management team to develop and coordinate a farmer and artisan market in the Farmers Pavilion of Heritage Square; 400 Porter Street; Taylor, Texas 76574.

The expectation is that the selected person/management team will have a solid track record of successfully developing and managing a local farmers market.

2.0 RESPONSE PREPARATION & SUBMISSION

2.1 PROPOSED TIMELINES

Sunday, March 17, 2024	Release of Request for Qualifications
Friday, April 12, 2024	Deadline for Questions Submitted
Friday, April 19, 2024	Questions Answered
Monday, May 6, 2024 @ 3:00 PM	Deadline for Submission of Qualifications
June 3-7, 2024	Interviews (tentative)
Thursday, June 13, 2024	Selection of Market Manager (tentative)
August 3, 2024	Market Manager Begins Operating Heritage Square Farmers Market

*The City of Taylor reserves the right to modify this schedule at its discretion. Proper notification of changes will be made to all interested parties.

2.2 QUALIFICATIONS SUBMITTAL

Individuals, teams, or partnerships are invited to submit a response outlining their experience and qualifications in performing work directly related to the services required as detailed in this Request for Qualifications (RFQ) packet.

One (1) original and (5) complete bound copies of the response, as well as an electronic copy (PDF) saved to an external storage device, should be forwarded to, and received by:

Jan Harris, Main Street Manager
400 Porter Street
Taylor, Texas 76574

The response shall be clearly marked “Qualifications – Farmers Market Development & Coordination”, and received no later than **3:00 PM, on Monday, May 6, 2024.**

Respondents shall put their name and address on the outside of the envelope. It is the respondent’s responsibility to ensure responses are received prior to the stated deadline. The City of Taylor shall not be responsible for the proper identification and handling of any responses submitted incorrectly.

Responses may not be considered unless fully completed in the manner provided in the RFQ packet. Any response received after the deadline date and time stated will be returned to the submitting firm unopened after the contract has been awarded for the required services.

The City of Taylor reserves the right to postpone, accept, or reject any and all responses, in whole or in part, on such basis as the City deems to be in its interest to do so.

2.3 SUBMISSION REQUIREMENTS

All requested forms and attachments must be submitted with the response and in the required format. The submission and signing of a response shall indicate the intention of the individual/managerial team to adhere to the provisions described in this RFQ.

2.4 COST OF PREPARING A RESPONSE

The RFQ does not commit the City of Taylor to paying any costs incurred by respondent in the submission or presentation of a response, or in making the necessary studies for the preparation thereof.

2.5 INTERPRETATIONS AND ADDENDA

All questions regarding this RFQ shall be directed to Jan Harris, Main Street Manager, via email, by the listed deadline. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum to all prospective respondents within a reasonable time prior to the response deadline, but in no case less than 72 hours before the response deadline. If an addendum is necessary after that time, City of Taylor, at its discretion, can extend the deadline. Any addenda issued, as a result of any change in the RFQ, must be acknowledged by submitting the “Acknowledgment of Addendum” with the response. Only questions answered by formal written

addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

2.6 RESPONSE VALIDITY PERIOD

No response may be withdrawn for at least ninety (90) days after the scheduled response deadline.

2.7 PUBLIC RECORD

All material submitted by the respondent shall become the property of the City of Taylor and is public record unless otherwise specified and authorized by law.

3.0 BACKGROUND AND OVERVIEW

The City of Taylor is seeking a qualified individual or management team to provide comprehensive management services for a non-profit farmers and artisans market in downtown Taylor. The goal is to develop, coordinate, and manage a farmers market featuring locally and regionally grown and produced food and food products, flowers, and artisan goods.

The City of Taylor supports and promotes downtown development that embraces entrepreneur development, existing business support, adaptive reuse of downtown's authentic older properties, public improvements, and other programs.

Recent gains include rehabilitation of Heritage Square, a public park located in the heart of Downtown Taylor. Improvements to Heritage Square include the Heritage Amphitheater, a splash pad (currently undergoing renovation with a target completion date of late May 2024), a children's playground, public restroom facilities, and the large Farmers Pavilion.

A farmers market has been in Heritage Square for several years. After the completion of the Heritage Square renovation project in January 2019, the farmers market began to utilize the pavilion as its main location. The Farmers Pavilion offers several amenities for a farmers market including easy access to power and proximity to both the public restroom facilities and the City Hall parking lot. The play area is adjacent to the pavilion so children can play while parents shop at the market. The farmers market, though a popular destination since its inception, has great potential for growth.

4.0 SCOPE OF WORK

To curate, produce, and manage a non-profit farmers market that provides locally and regionally grown and produced food and food products, and artist/artisan goods in accordance with all State, County and City of Taylor requirements and regulations.

Contract duration will be one (1) year with four (4) annual renewals. An initial review will be held at six (6) months with annual reviews thereafter.

5.0 RESPONDENT REQUIREMENTS

5.1 GENERAL

The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

5.2 RESPONDENTS QUALIFICATIONS

Respondents shall be teams, individuals, or partnerships which possess both the knowledge and experience necessary to develop and maintain a non-profit farmers market.

5.3 EXPERIENCE REQUIREMENTS

Respondents shall present qualifications necessary for the development and maintenance of a non-profit farmers market. Qualifications shall include resumes and specific examples of similar farmers market projects undertaken by the members proposed to be on the development and management team.

5.3.1 The farmers market manager or management team shall have demonstratively completed similar successful projects;

5.3.2 The solicitation response shall include on a flash drive examples of related market management experience by the farmers market manager.

6.0 RESPONSE REQUIREMENTS

6.1 GENERAL

To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses shall be as brief as possible to convey the information requested.

The respondent shall submit one (1) original signed paper copy and five (5) copies of its response, as well as an electronic (PDF) copy saved to USB drive.

6.2 TITLE PAGE

Include a title page with the title "[Individual or Management Team's name] Qualifications for the Development and Management of the Heritage Square

Farmers Market”. Include the individual/management team’s address, phone number, and contact person’s name and email address.

6.3 COVER LETTER [Tab #1]

Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified. The person signing the letter must be an individual who has the authority to bind the management team or partnership. The name, title and contact information of the individual(s) signing the letter shall be clearly shown.

6.4 TABLE OF CONTENTS [Tab #1]

Identify the response contents by tab and page number.

6.5 QUALIFICATIONS [Tab #2]

Respondent shall provide information on the individual/management team’s history and qualifications for developing and managing a successful local farmers market. The individual/applicant should also highlight their unique qualifications relevant to the needs of a local farmers market in Taylor, Texas.

Provide Letters of reference with sufficient information to evaluate the market manager/management team’s past performance, ideally on those projects of similar type, size, and/or scale to the project scope anticipated in this RFQ.

References should include company/organization, names, titles, telephone numbers, and email addresses for individuals who can provide information related to the capabilities of the market manager/management team.

6.6 FARMERS MARKET MANAGEMENT TEAM EXPERIENCE AND QUALIFICATIONS [Tab #3]

Include an organizational chart with the name and role for each member of the market management team. Clearly identify the farmers market manager who shall be the City’s primary point of contact.

Include a brief resume including relevant farmers market experience for each team member. More than one resume may be included on a page.

6.7 KNOWLEDGE OF DOWNTOWN TAYLOR [Tab #4]

Describe your understanding of Taylor’s downtown district, the impact that the Heritage Square Farmers Market has had on the downtown, and how that

relationship will be addressed by your approach to the development and management of the new Heritage Square Farmers Market.

6.8 PROJECT APPROACH [Tab #5]

Describe the method and approach to be used for the project. Specifically describe the following:

- methodology for recruiting and vetting vendors for the farmers market.
- how you propose to balance the ratio between locally and regionally grown and produced food and food products and artist/artisan goods;
- how you would ensure that all participants obtain all required certifications and/or training required by the State, County, and City;
- your vision for the market, and in particular how the market will be run, and how you plan to achieve this;
- any unique practices or tools that your team has successfully utilized on similar projects.

6.9 PROJECT SCHEDULE [Tab #6]

Respondent must review the proposed project schedule in Section 2.1 of this RFQ and agree to or make suggestions for schedule adjustments. Provide a detailed project timeline including establishing the standard operating procedures of the market, the recruitment of vendors, and the target date for opening the market to the public.

7.0 RESPONSE CONTENT AND FORMAT

Required Components (defined above in section 6):

- Title Page
- Tab 1 – Cover Letter & Table of Contents
- Tab 2 – Management Team’s Qualifications and References
- Tab 3 – Individual Management Team Members and Qualifications
- Tab 4 – Knowledge of the City of Taylor
- Tab 5 - Market Approach
- Tab 6 - Market Schedule
- Conflict of Interest Questionnaire
- Flash Drive – Reference Project Deliverables, PDF of Response

8.0 EVALUATION AND AWARD CRITERIA

Each response will be evaluated for compliance with this RFQ and scored using the following weighted criteria.

- | | |
|--|------------------|
| • Management Team experience and qualifications | 15 Points |
| • Individual team members' qualifications | 25 Points |
| • Understanding of the City of Taylor | 15 Points |
| • Proposed project approach and methodology | 20 Points |
| • Project Schedule | 10 Points |
| • Examples of previous experience and references | <u>15 Points</u> |
| | 100 Points |

The City reserves the right to modify, without notice, the evaluation structure, and weighted criteria to accommodate any additional considerations to serve the best interest of the City.

9.0 SPECIAL CONDITIONS

Rejection of Responses: The City of Taylor reserves the right to accept or reject any or all responses and to waive any informality in responses. By submitting a response to this RFQ, you acknowledge that the response shall not be binding on the City of Taylor unless incorporated into a definitive agreement to be negotiated by the City of Taylor and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Taylor reserves the right to cancel the project, reject all responses, negotiate with one or more respondents, or otherwise take any other action it deems prudent with respect to the services contemplated herein.

Your response may be mailed or hand delivered as follows:

**City of Taylor
Attn: Jan Harris
Main Street Manager
400 Porter Street
Taylor, Texas 76574**



CITY OF TAYLOR, TEXAS

Farmers Market Coordination and Management Services

List of Expectations

The following is a list of expectations the City of Taylor has for the operation of the Heritage Square Farmers Market (this list is not exhaustive and may be added to at the discretion of the City of Taylor):

1. The market will retain the name Heritage Square Farmers Market.
2. A formal lease agreement will be issued by the City of Taylor and signed by both parties.
3. The farmers market will formally establish the days and hours the Heritage Square Farmers Market will be open and provide these to the City of Taylor.
4. The Heritage Square Farmers Market will operate as an 80-20 market comprised of at least eighty percent locally produced (80%) agricultural products and not more than twenty percent (20%) locally produced non-agricultural products. Locally produced means raised, grown, made, crafted, processed, or produced within Williamson County or any county contiguous to Williamson County (Bell, Milam, Lee, Bastrop, Travis, and Burnet).
5. The City of Taylor will evaluate the success of the Heritage Square Farmers Market. The initial evaluation will be 6 months after the market opens and then annually.
6. The market manager will provide a monthly written report to the Main Street Director including market statistics, market revenue, the number of vendors participating, and a record for vendor turnover.
7. All publications, promotions, and advertising must state that the Heritage Square Farmers Market is a program of Main Street Taylor.
8. The market manager will provide a list of contact information for all market vendors to the Main Street Manager and provide timely updates as needed as vendors are added/removed.
9. An on-site manager of the market must be present when the farmers market is in Heritage Square, whether the actual Market Manager or their designee to act as the responsible representative of the Heritage Square Farmers Market to the vendors and the public..