Notice of Meeting for the
Main Street Advisory Board and the governing body
of the City of Georgetown
November 8, 2019 at 9:00 AM
at Georgetown City Hall Community Room, 808 Martin Luther King St.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Call to order - Trisha Tallman, Board Chair
B Consideration and possible action on the minutes of the October 11, 2019 board meeting - Trisha Tallman, Board Chair
C Discussion and possible action on a Facade Grant request for 712 S. Austin Avenue - Kim McAuliffe, Downtown Development Manager
D Annual Main Street Community Accreditation Report - Trisha Tallman, Board Chair
E Discussion on Project Teams, Partner updates, and BRE Visits
F Staff Report - Kim McAuliffe, Downtown Development Manager

Adjournment

Adjourn

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _______ day of ______________, 2019, at _________, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

__________________________________
Robyn Densmore, City Secretary
SUBJECT:
Call to order - Trisha Tallman, Board Chair

ITEM SUMMARY:

FINANCIAL IMPACT:
NA

SUBMITTED BY:
Kim McAuliffe
SUBJECT:
Consideration and possible action on the minutes of the October 11, 2019 board meeting - Trisha Tallman, Board Chair

ITEM SUMMARY:

FINANCIAL IMPACT:
NA

SUBMITTED BY:
KM

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>Minutes</td>
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Minutes of a Meeting of the
Main Street Advisory Board of the
City of Georgetown, Texas
Friday, October 11, 2019

The Main Street Advisory Board met on Friday, October 11, 2019 at 9:00 AM at the Georgetown City Hall, Community Room, 808 Martin Luther King St.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary’s Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Street for additional information; TTY users route through Relay Texas at 711.

Trisha Tallman called the meeting to order at 9:02 AM. T. Tallman, A. Adams, S. Rodocker, C. Tomaszewski, K. Hill, K. Curry and D. Gaume were in attendance.

Guests in attendance: Colton Hunter

Staff in attendance: Kim McAuliffe, Downtown Development Manager and Britin Bostick, Historic & Downtown Planner.

Regular Session
(This regular session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A. Call to order at 9:02 a.m.

B. Discussion and possible action regarding approval of the September 13, 2019 board meeting minutes – Trisha Tallman, Board Chair

Motion by K. Curry to approve the minutes as presented. Second by K. Hill

Approved: 6-0

C. Project Team, Block Captains for BR&E, & Partner Updates

A. Adams reported on the Breakfast Bites event planning for three future programs. The December program will feature the Georgetown 2030 Comp Plan with Nat and Susan from the Planning Department. The March and June 2020 program ideas are developed, and the speakers will be requested in the coming months. The project team is looking for more members to join and help with generating ideas for future speaker topics. The suggestions are from past program attendees and staff will reach out to invite them to take part in future planning sessions for 2020 programs.

D. Gaume entered the meeting at 9:10 a.m.

K. Hill reported on the fundraising team’s activities. The ornaments are in! The insert cards are in development and the goal is to have these put together in time for November 1st, for First Friday. The holiday greeting cards are in process. The original art is scanned, and the graphic designer is working on preparing the files for print. The cards will be sold in packs of 10 for $12 at the Visitors Center. An inventory report on items at the visitor’s center and in the storage was given. Volunteers will be needed to help prep the card packs and ornaments.

A. Adams reported on the Shop Small – Small Business Saturday event. They are working on gathering volunteers and also prizes for the raffle gifts for attendees. Everything seems to be underway and looking positive. There are over 30 businesses participating this year. The advertising will be primarily done on social media, since there is no longer a contract with City Lights where we advertised in the past.

K. Hill reported on the Georgetown Swirl. The line art for the artwork has come in, staff showed the board what that looks like. The response was positive and complimentary.

C. Tomaszewski reported on the volunteer lunch. The last one was at Monument Café and the October lunch will be at Blue Corn Harvest. The next two lunches are planned, and she will send out a notification soon. The December “ugly sweater” party will likely be at Wildfire as in year’s past.
Staff reported on the BRE at The Flowerbox. The meeting included Britin and Chelsea from Planning because the owners are interested in doing some improvements to their landscaping and signage. They also invited the board to attend their holiday open house on November 16.

D. Staff Report

Staff introduced Britin Bostick, the new historic & downtown planner. She has jumped in and been working on projects already. She thanked the board for their support and told the board that she is working on on-boarding right now and will be looking forward to working with Main Street in the future. Staff also introduced Colton Hunter, who is interning with Main Street/Economic Development for the semester. He talked about his project which involves updating photos of properties in the district as well as updating the details for properties in downtown were talked about. There was also a discussion related to social media postings and if we should have some with recent new developments and new business openings. Staff is anticipating more façade grant submissions to come in this fall.

New developments include: Blue Corn Harvest Bar & Grill expansion, The Golden Rule, a new ramen & sake restaurant created by the owners of 600 Degrees, Mango Tango, KORK Wine Bar, a new tea shop, Salado Glassworks, and Wag Heaven.

Staff is working to get a BRE scheduled with Handcrafts Unlimited, the goal is to have this scheduled for early November. There was also an announcement made about the upcoming mural painting project on the rear of city hall. Community members were invited to participate in the painting, sign ups are being conducted by the Arts & Culture Department. Upcoming partner meetings include the DGA meeting at Grace Heritage on 10/18 and the Arts & Culture Commission meeting on 10/15, board members were encouraged to attend if they are available.

Adjourn

Motion by D. Gaume to adjourn the meeting. Second by. K. Curry. T. Tallman adjourned the meeting at 9:53 AM.

Approved by the Main Street Advisory Board on ________________________________

Main Street Advisory Board Chair    Main Street Advisory Board Secretary
SUBJECT:
Discussion and possible action on a Facade Grant request for 712 S. Austin Avenue - Kim McAuliffe,
Downtown Development Manager

ITEM SUMMARY:

FINANCIAL IMPACT:
Facade Fund

SUBMITTED BY:
Kim McAuliffe

ATTACHMENTS:

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<th>Description</th>
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<tr>
<td>Staff Report</td>
<td>Cover Memo</td>
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<tr>
<td>Application</td>
<td>Backup Material</td>
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<tr>
<td>Supplemental Materials 1</td>
<td>Exhibit</td>
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<td>Supplemental Materials 2</td>
<td>Exhibit</td>
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AGENDA ITEM DESCRIPTION
Discussion and possible action on a Main Street Façade Grant Fund application request for the property located at 712 S. Austin Avenue. The planned improvements include adding fire suppression to the entire building. The applicant will be investing a combined $200,000 worth of improvements to the structure including a lower façade restoration to more accurately reflect the historic look (rendering devised by the Texas Main Street Program Designers) that was original to the structure based on historic photos.

Applicant has selected AAA Fire & Safety to perform the required work for the fire suppression and underground fire line. The estimate provided by applicant totals $42,200 and applicant seeks a grant for the maximum award of 50% or $20,000.

AGENDA ITEM DETAILS
- Business Name: Opossum Creek, LLC
- Applicant: Kristofer Kasper
- Property Owner: Opossum Creek, LLC
- Property Address: 712 S. Austin Avenue
- Historical/Current Building Name: Doering Building
- Legal Description: S3667 - Georgetown City Of, BLOCK 41, Lot 5(PT), ACRES 0.06
- Historic Overlay: Williamson County Courthouse Historic District
- Application History: This is the first review for this application

ECONOMIC IMPACT
Extended hours of operation: Yes, the owner is seeking a tenant that will offer extended hours
First Floor Use: Yes, the owner is seeking a retail tenant
Occupy a Vacant Structure: No, the building is not vacant
Sales Subject to Sales Tax: The tenant will be subject to 100% sales tax
Capital Expenditures: The applicant is investing $200,000 into the property for tenant improvements

HISTORIC PRESERVATION
Date of construction: 1895
2016 Historic Resources Survey Level of Priority: High Priority
National Register Designation: Contributes to the Williamson County Courthouse District.
Texas Historical Commission Designation: None
LOCATION
On the Square vs. Off the Square: The property does face the Courthouse and is considered to be On the Square

STAFF ANALYSIS
Staff has met with applicant and reviewed the application in its entirety and finds that the request is complete and eligible for funding consideration by the Main Street Advisory Board. The applicant has requested an extension of 180 days for starting their project due to tenant vacation of the building. This request can be made at the discretion of the Main Street Advisory Board.

ATTACHMENTS
Exhibit A – Application
Exhibit B – Estimates (1-3)

SUBMITTED BY
Kim McAuliffe, Downtown Development Manager
FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM

Application Instructions

If you have any downtown grant application questions, please contact the Downtown Development Manager at 512/930-2027. If you have any building or sign permit/historic preservation or design approval questions, please contact the Historic District Planner at 512/930-3581.

The Georgetown Main Street Program is a preservation-driven, economic development organization. We utilize diverse community partners to create a destination downtown for everyone. As a downtown economic incentive, the Georgetown Main Street Program has designed the following façade & sign reimbursement grant program.

FAÇADE & SIGN REIMBURSEMENT GRANT DETAILS (please read carefully):

The Georgetown Main Street Façade & Sign Reimbursement Grant Program is set up as a single payment reimbursement to commercial property owners per building/business located in the Downtown Overlay District (see attached map), and in some situations, tenants.

Facade grants are available on a 50/50 matching basis with a cap of $20,000 per grant ($40,000+ total project cost). Facade grant funds focus on exterior work on storefronts, roof and foundation work, fire sprinklers or suppression systems, and removal of barriers to public accessibility on commercial buildings and upper story residential buildings (as defined in Section 5.02.020 of the City’s Unified Development Code) located in the Downtown Overlay District. (Tax Incentives for Improving Accessibility information, https://www.ada.gov/archive/taxpack.pdf)

Sign grants are available on a 50/50 matching basis with a cap of $500 per grant ($1,000+ total grant project cost). Grant funds focus on signs which may include signboards, projecting signs and pedestrian signage (includes signage attached to the building such as window/door sign, hanging sign and awning/canopy sign) for commercial buildings located in the Downtown Overlay District.

All sign grants are available throughout the year, on a first come, first serve basis until total funds are depleted. All façade grants are available throughout the year, awarded on a competitively scored criteria system with sliding scale to determine award amount. No grants will be awarded for work that has already been done or for work that is covered by insurance. All submitted work will be reviewed based on the Secretary of the Interior’s Standards for Rehabilitation (see page 6) and approved by the Georgetown Main Street Advisory Board before any eligible work may begin. If awarded a façade or sign reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
GRANT APPLICATION PROCESS:

1. **Determine eligibility:** Discuss project plans and determine grant eligibility with Downtown Development Manager. If requested, set up an appointment for free design assistance in selecting paint, fabrics, color schemes and/or sign materials for building façade and signs through the Texas Main Street Center’s Design Assistance Program. The Downtown Design Guidelines for the Downtown Overlay District should be a reference guide when making any design improvements to properties in the Downtown Overlay District. The Downtown Design Guidelines for the Downtown Overlay District are available from the City of Georgetown Planning office and online at [https://historic.georgetown.org/](https://historic.georgetown.org/)

2. **Complete facade & sign reimbursement grant application form and sign the agreement form.** All grant applications must include a drawing/graphic by the Texas Main Street Architect, the project architect or contractor of the proposed grant work to be done. **Color samples of all final paint selections and/or final fabric or sign color selections must be included with the application to be first approved by the Georgetown Historic and Architectural Review Commission (HARC).** Obtain **itemized** written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor. Digital photos of the building’s exterior, interior, roof or foundation where work is to be performed.

3. **Return the completed grant application form** with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to the Downtown Development office at 809 MLK Jr. no later than 5 p.m. the Thursday prior to the first Friday of each month.

4. **The grant approval process will include without limitation, the following:**
   
   (a) All façade & sign grant projects must meet current building standards and codes, as well as building permit requirements.

   (b) The Georgetown **HARC meets at 6 p.m. every fourth Thursday of the month**, and all grant applicants are required to attend and present their grant reimbursement project to the commission for design review and approval if exterior changes, including new signage are being made.

   (c) Notwithstanding anything stated in this grant application to the contrary, final approval for any grant shall be vested in the Main Street Advisory Board.

   (d) The Main Street Advisory Board shall consider only grant applications which have been properly and fully completed and which contain all information required in the grant application or requested by HARC or the Main Street Advisory Board.

   (e) All construction bids submitted by Applicant must be current and must be dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor’s or project architect’s letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid components and authenticity of the bid.
(f) An Applicant who submits an application that was denied a grant by the Main Street Advisory Board shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was declined by the Main Street Advisory Board.

(g) Applicants receiving approval by the Main Street Advisory Board shall commence construction described within the application within ninety (90) days from the date the grant is awarded by the Main Street Advisory Board. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved by the Main Street Advisory Board. If the Applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request and verbal presentation for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial can not be appealed and shall be final with the Main Street Advisory Board.

(h) As a condition of this grant application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow the Main Street Advisory Board to request City inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application.

(i) 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 all codes and ordinances.

(j) The Main Street Advisory Board shall have sole discretion in awarding grants, except in cases appealed to and reviewed by the Georgetown City Council. The Main Street Advisory Board shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.

(k) No Applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives, overall redevelopment of the Downtown Overlay District, extended hours, first-floor usage, occupy a vacant or underutilized structure, subject to sales tax, capital expenditures, location and historical property.

(l) The Applicant shall be required to furnish photographs of the building’s exterior facade, roof and foundation if relevant part of the application request, and also after the construction is completed, as a condition of final grant reimbursement.
The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive a façade grant approval on the same property address if requested within **three (3) years** from the date a previous grant was awarded by the Main Street Advisory Board.

An Applicant should attend and present their grant project at Main Street Advisory Board meetings which consider the application or when requested to do so by the Main Street Advisory Board. **Failure to attend a Main Street Advisory Board meeting when required may be cause for rejection of the application.**

5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Georgetown Main Street Program office with copies of all paid invoices, including copies of credit card receipts and/or cancelled checks, as well as digital photos of the building’s exterior, interior, roof or foundation where work has been performed for a single payment reimbursement of the approved funding. In addition, the Applicant must complete a City of Georgetown Vendor Form to receive payment from the City.

6. **Appeal Process:** Any application rejected by the Main Street Advisory Board shall be entitled to review by the Georgetown City Council. The Applicant shall submit a written request for review to the Assistant City Manager no later than ten (10) days from the date the application is denied by the Main Street Advisory Board. The request for review by the Georgetown City Council shall state reasons why the Applicant believes the application was improperly refused by the Main Street Advisory Board and the reasons why the Applicant believes the application should be approved. The written review request shall be furnished by the Assistant City Manager to the Chair of the Main Street Advisory Board. The Chair of the Main Street Advisory Board shall, within ten (10) days of receipt of the Applicant’s written request from the Assistant City Manager, furnish to the Assistant City Manager the Main Street Advisory Board reasons for refusing the application and shall state reasons why the application should not be approved by the Georgetown City Council. Review by the Georgetown City Council will be scheduled within the time restraints and business issues of the Georgetown City Council, but in no event later than ninety (90) days from the date the written request for review is received by the Assistant City Manager from the Applicant. The City Council shall review the application and consider the action taken by the Main Street Advisory Board regarding the application. The Georgetown City Council shall not be required to reverse the Main Street Advisory Board unless the Georgetown City Council determines the Main Street Advisory Board did not act in substantial compliance with the application request and applicable policies relating to the Georgetown Façade & Sign Grant Program. The Georgetown City Council determination shall be deemed final action regarding the application.
INCLUSIONS AND EXCLUSIONS TO
FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM

REHABILITATION TIPS:

- Roof, foundation and structural items should be given priority over cosmetic improvements.
- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or the foundation.
- Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
- Carefully locate air conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices that project above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture, material composition and striking of the joint.
- Do not sandblast or use harsh chemicals to clean exterior facades. Gentle cleaning with water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are designed to be repaired. Frames, sash cords, and other components can be repaired. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can be replaced exactly.
- Do not use aluminum siding, stucco or other materials that cover the original facade. It can hide water penetration into the walls and accelerate deterioration.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings and appropriate for the structures historical development.
- Retain a sense of continuity by carrying exterior building design inside the structure.
FAÇADE REIMBURSEMENT GRANT REVIEW PROCESS

Total project scores can range from 0 to 20 points

Recommendations will be based on:

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<th>Recommendation</th>
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<tr>
<td>0-9 points</td>
<td>No funding recommendation</td>
</tr>
<tr>
<td>10-19 points</td>
<td>Grant recommendation up to $10,000</td>
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<td>20-30 points</td>
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Grant applications will be scored based on:

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<td>0-2</td>
</tr>
<tr>
<td>First Floor Usage</td>
<td>0-5</td>
</tr>
<tr>
<td>Occupy a Vacant/Underutilized Structure</td>
<td>1-6</td>
</tr>
<tr>
<td>Sales Subject to Sales Tax</td>
<td>1-2</td>
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<tr>
<td>Capital Expenditures</td>
<td>1-5</td>
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<tr>
<td>Historic Preservation</td>
<td>1-4</td>
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<tr>
<td>Enhance Historic Significance</td>
<td>0-2</td>
</tr>
<tr>
<td>Location – On or Off the Square</td>
<td>0-4</td>
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<tr>
<td>On the square</td>
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SECRETARY OF INTERIOR’S
STANDARDS FOR REHABILITATION

All Façade & Sign Reimbursement Grant applications will be reviewed by the HARC for design appropriateness and approved by the Main Street Advisory Board. The HARC and Main Street Advisory Board will maintain an awareness of the Standards of Rehabilitation as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Additional information regarding the Secretary of the Interior’s Standards for Rehabilitation is available from the National Park Service, the Texas Historical Commission and the City of Georgetown Planning office.
FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM PROCESS CHECKLIST

Use this form as a cover sheet and checklist to follow all steps needed to complete the Façade & Sign Reimbursement Grant Program application to receive approval. Please return completed with necessary attachments and signatures to the Georgetown Downtown Development office, 809 MLK Jr., no later than the THURSDAY prior to the first Friday of each month. If you have any grant application questions, please contact the Downtown Development Manager at 512/930-2027. If you have any building or sign permit/historic preservation or design questions, please contact the Historic District Planner at 512/930-3581.

1. Meet with Georgetown Downtown Development Manager (512/930-2027) to determine eligibility and to walk through Façade & Sign Reimbursement Grant and instructions, and to possibly set up appointment for free assistance from the Texas Main Street Center’s Design Assistance Program.

2. Meet with the City’s Historic District Planner (512/930-3581) if any design work may involve receiving a building or sign permit or dealing with historic preservation and inspection issues.

3. Attend and present grant project to HARC for their design approval. Receive design approval of proposed work listed on grant application. **Get approval signature of the Historic District Planner on last page of application form.**

4. Complete Façade & Sign Reimbursement Grant application form and sign agreement form. (Also include required attachments: color samples of all paint, signage, and fabric awnings, digital photographs of building’s exterior, interior, roof or foundation if applicable to grant project)

5. Return completed grant application and agreement form with required attachments **no later than the Thursday prior to the first Friday of the month** to the Georgetown Downtown Development Office at 809 MLK Jr. to be added to the next Main Street Advisory Board meeting agenda.

6. Attend and present Façade & Sign Reimbursement Grant application project at the Main Street Advisory Board meeting for their approval.

7. Façade & Sign Reimbursement Grant project construction may commence immediately after board approval. Grant work on the building must commence within **90 days of approval** from Georgetown Main Street Advisory Board meeting and be completed within **one year**.

8. Upon completion of Façade & Sign Reimbursement Grant project, furnish digital photographs of the building’s exterior, interior, roof and foundation if applicable to the grant; copies of all paid invoices, including copies of credit card receipts and/or cancelled checks, to receive a single payment reimbursement of the approved funding. In addition, the applicant must complete a City of Georgetown Vendor Form to receive payment from the City.
**FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM APPLICATION**

Please return completed with necessary attachments and signatures to Georgetown Downtown Development office, 809 MLK Jr., no later than the THURSDAY prior to the first Friday of each month. If you have any grant application questions, please contact the Downtown Development Manager at 512/930-2027. If you have any building or sign permit/historic preservation or design questions, please contact the Historic District Planner at 512/930-3581.

- **Applicant Name:** Kristofer Kasper  
  **Date:** 10.15.19
- **Business Name:** Opossum Creek, LLC
- **Mailing Address:** 1602 E. 18th St., Georgetown Tx 78626
- **Contact Phone:** 512-966-9781  
  **Email Address:** kris@kasperproperties.com
- **Building Owner** *(if different from applicant)*: Opossum Creek, LLC
- **Historical/Current Building Name:** Doering Building
- **Physical Building Address:** 712 S. Austin Ave., Georgetown Tx 78626

**Type of Work:** *(check all that apply)*
- Sign  
- Paint  
- Masonry cleaning/paint removal  
- Awning/Canopy  
- Fire Sprinklers or Suppression Systems  
- Uncovering/replacing windows  
- Roof work  
- Foundation work  
- Removal of barriers to public accessibility  
- Other: __________________________

**Details of Planned Improvements for Façade & Sign Reimbursement Grant:** *(attach additional information if necessary)*

We are contemplating approximately $200k in improvements overall. I have attached our full HARC application. We are only seeking a reimbursement grant based on the cost of fire suppression.

- **How will this project benefit downtown?** *(Check all that apply)*
  - Extended business hours  
  - First floor usage  
  - Occupying vacant/underutilized structure  
  - Subject to sales tax  
  - Enhance historic significance  
  - Location is on the square  
  - Location is off the square

- **List Contractor/Project Architect Proposals and Total Amounts** *(attach original proposals):*
  1. Koetter Fire Protection - $87,000
  2. Austin Fire Protection - $50,900
  3. AAA Fire and Safety - $42,200

**Total Cost of Proposed Grant Project (capital expenditures):** **Approximately $200,000**

**Amount of Façade and/or Sign Grant Requested** *(May not exceed 50% of Total Grant Costs; $500 Sign max, $20,000 Facade max):** **$20,000**

Include all required color samples of paint fabric canopy, sign design, etc., as well as digital photographs of building's exterior, roof and foundation if applicable to grant.

**Applicant’s Signature**  
**Date** 10.15.19
FAÇADE & SIGN REIMBURSEMENT GRANT AGREEMENT FORM

Please return completed with necessary attachments and signature to Georgetown Downtown Development office, 809 MLK Jr. no later than the Thursday prior to the first Friday of each month. If you have any grant application questions, please contact the Downtown Development Manager at 512/930-2027. If you have any historic preservation/design questions, please contact the Historic District Planner at 512/930-3581.

I have met with the Georgetown Downtown Development Manager, and I fully understand the Façade & Sign Reimbursement Grant Procedures and Details established by the Georgetown Main Street Advisory Board. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and historic preservation program known as the Georgetown Main Street Program. I have not received, nor will I receive insurance monies for this revitalization project.

I have read the Façade & Sign Reimbursement Grant Application Procedures including the Façade & Sign Reimbursement Grant Details.

I understand that if I am awarded a Façade & Sign Reimbursement Grant by the Georgetown Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the Façade & Sign Reimbursement Grant. If the façade or sign is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Georgetown immediately for the full amount of the Façade & Sign Reimbursement Grant.

Opossum Creek, LLC

______________________________
Business/Organization Name

Kristofer Kasper

10.15.19

______________________________
Applicant’s Signature

Printed Name

Date

10.15.19

______________________________
Building Owner’s Signature (if different from applicant)

Printed Name

Date

This section to be completed by City Staff:

Georgetown HARC’s Design Approval (obtain signature of Historic District Planner or City Planning staff) Date

Georgetown Main Street Advisory Board’s Approval Date
Thank you! So, with tax, that will be $42,200, correct?
Thanks
Kris

Please click the embedded links for Information About Brokerage Services and Consumer Protection regarding State of Texas mandated disclosures.

KASPER PROPERTIES, LLC
KRISTOFER KASPER, Realtor®, Assoc. Broker, GRI, a division of Access Realty
Texas Monthly 5 Star Award
2315 E. 8th St., Austin, TX 78702
c:512.966.9781 f:512.833.7318
kris@kasperproperties.com
www.kasperproperties.com

From: AAA Fire and Safety
Sent: Tuesday, August 13, 2019 3:01 PM
To: kris@kasperproperties.com <kris@kasperproperties.com>
Subject: Fire Sprinkler System Installation

Good afternoon Kris,

Our estimated cost to install a complete fire sprinkler system for 4600 sq ft facility excluding underground, fire pump and fire alarm system is $24,000.00 plus tax. And, I found an underground company who can run the underground fire sprinkler line from the City line to your building. I was told that they can do it for $15,000.00 plus tax.

Thank you!

Tess
AAA Fire & Safety Equipment Co., Inc.
6700 Guadalupe Street
Austin, Texas 78752
(512) 451-4116
aaafire@outlook.com
https://aaafiresafety.com
August 2, 2019  
Proposal #19094  
Job Name: Kasper Properties  
Job Location: 712 S Austin Ave., Georgetown TX 78626

Project – Installation of Fire Sprinkler and Fire Alarm Monitoring System

Austin Fire Protection, LLC will provide all design, equipment, installation, testing, commissioning and training for the above referenced systems described in the following Bid Documents. The Fire Alarm System will be designed in accordance with IBC 2015, IFC 2015, NFPA #13, 70, 72 (latest edition accepted by AHJ), and the Local Fire Marshal’s Office, and will be based on the intent of the system layout in the following documents.

Austin Fire Protection, LLC will provide a complete fire sprinkler and fire alarm sprinkler monitoring system per field survey of existing site. Provide and install NEW sprinkler and fire alarm system, where required, per NFPA All equipment and devices installed will be UL Listed and FM Approved. Includes material, pipe, wire, alarm equipment, termination and programming.

Provide fire sprinkler and fire alarm shop drawings prepared by NICET level III personnel and all submittals and as built documentation including fire marshal review and acceptance per specs.

All NEW devices will be new, in the box, damaged free with current UL 864 9th edition listing.

Scope of Supply

I. Complete shop drawings, submittal package, and design/battery/flow calculations. Submit safety plan, MSDS, and complete site orientation (when required).

II. Upon approved submittal place order for all equipment. QA/QC and inventory will be performed at Austin Fire Protection, LLC office location prior to delivery at site.

III. Proposal includes installation materials for the complete deployment of fire alarm system and delivery as a “Turn Key” system.

- **Design/Permit:**
  - Permit from fire marshal’s office
  - Shop drawings and design for submittals to Georgetown Fire Department

- **Installation**
  - Install (1) wet fire sprinkler system starting at underground tap at city main in back alley behind proposed location. Install approximately (20ft) of C900 6” piping and new stainless-steel riser on exterior of building. Core wall and install new riser and wet pipe sprinkler system to cover 100% of space including combustible concealed space above 2nd floor ceiling. All mains and branch line piping will be exposed on first and second floors.

- **Material**
  - All grooved pipe will be schedule 10 and all threaded pipe will be schedule 40
  - Hydraulically sized RPZ backflow preventer in new riser room
  - Building mounted FDC w/ locking Storz Knox Cap as required by city
  - Brass uprights sprinkler heads
Training, Testing and Warranty

I. Proposal includes perform a pre-test prior to scheduling project completion/hand off meeting. Final testing will be performed with the owner or owner’s representative as witness. Certificate of completion, O&M manuals, and as built documents will be furnished at least 5 days prior to owner acceptance test.

II. Coordinate training on site with owner or owner’s representative on the function, maintenance and testing procedures, and operation of systems and components installed will be performed during hand off.

III. Factory warranties offered by the manufacturers will be extended to the customer, assume 1 year from certificate of completion unless otherwise noted.

Fee Schedule

Base Bid:

- Interior Fire Sprinkler Material and Labor: $32,000.00
- Underground Water Line: $16,000.00
- Fire Alarm Monitoring System: $2,900.00

Total: $50,900.00 Fifty thousand nine hundred dollars

This proposal is valid for 30 days.

Clarifications and exclusions:

1. Allow a minimum of 3 weeks from receipt of CAD files to use as backgrounds for Shop Drawings and Submittal Delivery.
2. 50% Payment will be required prior to work starting with direct owner contracts.
3. Includes installation of all wire for complete fire alarm system within Scope.
4. Proposal limits the scope of work in this building to fire alarm notification systems only. This proposal specifically excludes any work associated with fire sprinkler systems, fire alarm systems, and any other portable or fixed fire protection systems outside the scope of work specified.
5. Overtime pay scales for scope labor are not included. Installation shall be performed during normal working hours.
6. Owner/Contractor shall provide the following at no cost: **120V power for tools, trash disposal.**
7. This proposal excludes engineering, engineer review, and/or study. System calculations will be performed using software provided by the system manufacturers. All design and installation practices will be performed within the criteria outlined by the manufacturers, which includes the standards set forth by NFPA 72, and Underwriters Laboratories and Factory Mutual.
8. Austin Fire Protection, LLC scope of work excludes installation of dampers and all shut downs of any HVAC associated shutdowns.
9. Duct Detectors are excluded by Austin Fire Protection, LLC
10. Austin Fire Protection, LLC excludes painting of pipe or protection from painting Austin Fire Protection, LLC excludes adequate city water supply including fire pump and water storage tank.
11. Fire extinguishers are not included.
12. Crane(s), hoist(s), or other lifting device(s) for Austin Fire Protection, LLC material only, as require by the contract documents, are included. Buyer shall provide a clear, level, solid, and unobstructed
area to set up such lifting device(s), as well as a clear, level, solid, and unobstructed access to such lifting device(s).

13. Complete AutoCAD backgrounds of the project are to be provided by the Buyer at no cost to Austin Fire Protection, LLC.

14. Customer has indicated prevailing wage rates do not apply. If prevailing wage rates are required, additional charges shall apply.

15. Customer has indicated certified payroll not required. If certified payroll is required, additional charges shall apply.

16. Applicable use and/or sales taxes are included.

17. Any CCIP or OCIP credit is not included. Bid bonds are not being provided.

18. OCIP/CCIP value is not factored into selling price or cost, if an optional project selling price adjustment.

19. Bid Bonds are NOT included.

20. Payment & Performance bonds are NOT included.

21. This proposal is based on providing a complete and operational system per the proposed scope of work. Any additional labor or materials required due to schedule revisions, work stoppages, owner, insurance underwriter or AHJ review comments, delays caused by others or circumstances beyond Austin Fire Protection, LLC control may result in additional charges.

22. Terms and conditions of the purchase order or contract shall be subject to review. Final agreement to terms shall be by written agreement between the purchaser/contractor and Austin Fire Protection, LLC and be based on a contract in like nature to a standard AIA subcontract document and shall reference this proposal.

SUBMITTALS: Shop Drawings, Voltage/Battery Calculations, and Material Data Submittals will be prepared by an individual who holds a Level III certification from the National Institute for Certification in Engineering Technologies for Fire Alarm Systems Layout. If a Fire Protection Engineer, a Fire Protection Specialist or a Professional Engineer's Stamp are required, it shall be provided by others.

WORKING CONDITIONS: This proposal is based upon the installation being made from finished, unobstructed concrete flooring by using rolling scaffolding, forklift, mobile crane, or other similar equipment at Austin Fire Protection, LLC option.

OVERTIME LABOR CLAUSE: This proposal is predicated on the assumption that all installation labor can be performed during regular working hours, unless specifically stated herein. If any of the installation labor be desired or required during other than regular working hours, the Buyer is to pay as an Extra to the contract price, the additional expense involved, at Seller's market price.

ASBESTOS: Should it be discovered that Austin Fire Protection, LLC employees or others are being exposed to asbestos fibers in excess of limitations established by various applicable governmental agencies, all additional costs necessary to properly protect these individuals shall be borne by the Buyer and since the Buyer desires to
have this work completed, said Buyer shall indemnify Austin Fire Protection, LLC against all claims or suits brought by exposed individuals. It should also be duly noted, that any costs involved for "Qualified Laboratory Sample Testing" of any work area for asbestos exposure concentrations, are not included in this proposal price.

GUARANTEE: The guarantee clause in your (Contract, purchase order, specifications, etc.,) contains language that can be read to mean that we warrant the operation of the fire protection system. Since once the system is turned over to the Owner, it is the responsibility of the Owner to maintain it in operative condition (over which we have no control), we are not in a position to guarantee its operation. We are prepared to agree to turn it over to the Owner fully tested, inspected, insurance approved, and in operative condition and to make good, at our expense, any defects in material or workmanship developing within the guarantee period (of one year).

**General Terms & Conditions**

**ENTIRE CONTRACT**
The provisions herein contained constitute all of the terms and conditions of this contract. No changes or additions hereto shall be binding upon Seller unless in writing and signed by an authorized representative of Seller. Any terms or conditions of Purchaser’s order inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected and Purchaser’s order shall be governed by only the terms and conditions appearing herein.

**PROPOSALS AND CONTRACT**
Seller’s proposals, when accepted, and any resulting contract, are not subject to cancellation, suspension or reduction in amount, except with Seller’s written consent and upon terms, which reimburse Seller for work performed, reasonable overhead and lost profit.

**PAYMENT**
Terms of payment have been set at net 10-days. A service charge will be added and added to the prices on all payments past due and owed by the Purchaser under this contract, at a rate of 25% per annum, or if such rate is prohibited under applicable law, then at such maximum rate as is under applicable law. Purchaser shall pay all attorney’s fees incurred in the collection of past due accounts.

**DELAYS**
Seller shall not be liable for any damage or penalty for delays in work due to acts of God, acts or omissions of the Purchaser, acts of civil or military authorities, Government regulations or priorities, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, differences with workmen, accidents to machinery, car shortages, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller’s subcontracts, failure of or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility or impracticability of performance or any other cause beyond the control of Seller, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay, and this contract shall not be void or avoidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing, all unpaid installments of the contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of the invoice by Purchaser.

**EXCAVATION**
In the event the work herein includes excavation, the Purchaser shall pay as an extra to the contract price the cost for any additional work performed by the seller due to water, quicksand, rock or other unforeseen obstruction encountered or if shoring is required.

**SITE FACILITIES**
Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Where wet pipe system is installed, Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

**STRUCTURE AND SITE CONDITIONS**
White employees of Seller will exercise reasonable care in this respect, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, wiring, fixtures or other equipment or conditions or water pressure. All shoring or protection of foundations, walls, or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the fire alarm and or fire sprinkler system and its related equipment. The Purchaser shall have all things in readiness for service, including, but not limited to, other materials, floor or suitable working base, connections, and facilities at the time technician is on site. In the event the Purchaser fails to have all things in readiness for service at the job site, the Purchaser shall reimburse Seller for any and all expenses caused by such failure to have such things in readiness. Failure to make areas available to Seller during performance in accord with schedules, which are the basis of Seller’s proposal, shall be considered a failure to have all things in readiness for erection in accord with the terms of this contract.

**INTERFERENCE’S**
Purchaser shall be responsible to coordinate the work of other trades (ducting, piping, electrical, etc.) and Purchaser shall be responsible for additional costs incurred by Seller arising out of interferences to Seller’s work caused by such other trades.

**LIMITATIONS OF LIABILITY**
The Seller makes NO WARRANTIES, EXPRESS, OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. No promise not contained herein or affirmation of fact made by any employee, agent or representative of the Seller constitute a warranty by the seller or give rise to any liability or obligation. Seller’s liability to Purchaser for personal injury, death, or property damage arising from the performance under this contract shall be limited to the contract price. Purchaser shall hold Seller harmless from any and all third-party claims for personal injury, death or property damage, arising from Purchaser’s failure to maintain these systems or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall Seller be liable for any special, indirect, incidental, consequential or liquidated, penal or any economical damage of any character, including but not limited to loss of use of the Purchaser’s property, lost profits or lost production, whether claimed by the Purchaser or by any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise.

**WARRANTY**
Seller agrees that for a period of one (1) year after completion of said service it will, at its expense, repair or replace defective materials or workmanship supplied or performed during this service/repair by Seller. Upon completion of the service work, the system will be turned over to the Purchaser fully inspected, tested, and in operative condition. As it is thereafter the responsibility of the Purchaser to maintain it in operative condition, it is understood that the Seller does not guarantee the operation of the system. Seller further warrants the products of other manufacturers supplied hereunder, to the extent of the warranty of the respective manufacturer but no longer than one-year. ALL OTHER EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OF FITNESS OR OTHERWISE ARE HEREBY EXCLUDED.
MODIFICATIONS AND SUBSTITUTIONS
Seller reserves the right to modify material of Seller’s design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of later design to fulfill this contract providing that the modifications or substitutions will not materially affect the performance of the material, or lessen in any way the utility of the material to the Purchaser.

SEVERABILITY
Should any part, term, or provision of this contract be found by the courts to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected thereby.

ASSIGNMENT
Any assignment of this contract by Purchaser without the written consent of Seller shall be void. Seller may assign this contract to its subsidiaries and affiliates.

CHANGES, ALTERATIONS, ADDITIONS
Changes, alterations, and additions to the plans, specifications, or construction schedule for this contract shall be invalid unless approved in writing by Seller. Changes approved by Seller, which increase or decrease the cost of work to Seller, shall constitute a corresponding increase or decrease in the contract price as herein provided. The value of additional work shall be agreed upon in writing prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller’s Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

PRICES
In addition to the prices specified herein, Purchaser shall pay for all extra work requested by Purchaser or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Purchaser with respect to location, type of occupancy, or other details of work to be performed hereunder. In the event the layout of Purchaser’s facilities has been altered, or is altered by Purchaser prior to completion of this contract, Purchaser shall advise Seller, and prices, delivery, and completion dates quoted herein shall be changed by Seller as may be required.

LEGAL NOTICE
For the purposes of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

CLAIMS
Any claims against Seller arising hereunder shall be deemed waived unless they are presented in writing, with particulars, within ten (10) days after they arise.

TERMS AND CONDITION/TECHNICAL SPECIFICATIONS
The terms and conditions specified herein shall be in addition to those put in Seller’s technical specifications and Seller’s authorized representative shall resolve any inconsistencies.

ARBITRATION
All claims against the Seller, any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. Any arbitration proceeding shall be held in California.

OVERTIME
Unless otherwise specified by Purchaser, all service work will be performed during regular working hours. If Purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium cost including all related payroll costs, plus Seller’s overhead and profit, payable monthly, one (1) month after overtime expense was incurred.

PROPRIETARY DATA
All specifications, drawings, designs, descriptive matter, and other data furnished by Seller to Purchaser pertaining to the work proposed herein shall be deemed proprietary and shall be kept in confidence by Purchaser and shall not be disclosed to any third party except as may be necessary in the performance of any contract with the Seller. In the event Seller requests the return of any such proprietary material and/or any reproductions thereof, Purchaser shall promptly return the same to Seller.

DEFAULT
In case of any default by Purchaser, Seller shall be entitled to payment for all work performed, all termination costs incurred, and any other costs incurred by Seller, including overhead and profit. All such remedies of Seller are cumulative and not exclusive. Default by Purchaser shall consist of: Failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of Purchaser whereby Seller is prevented from completing said service, or receivership, bankruptcy, assignment for the benefit of creditors or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, liened or seized by process of law and such attachment or lien shall not be vacated or seizure terminated within ten (10) days after its occurrence.

BACK CHARGE
No charges shall be levied by the Purchaser against the Seller unless (48) hrs prior written notice is given to Seller to correct any alleged deficiencies/ clean-up which necessitates such charges and unless deficiencies are the direct fault of Seller.

OSHA
Purchaser will indemnify and hold harmless the Seller from and against any claims, demands or damages resulting from the enforcement of the Occupational Safety Health Act (Public Law 91-596), unless said claims, demands or damages are a direct result of causes within the exclusive control of Seller.
Kris,

The budget figures provided are:

Area 1 with dimensions of 20x125. $ 44,000.00.

Area 2 with dimensions of 20x100. $ 35,000.00.

These are flange up numbers. The underground supply will need to be provided by an underground company.

The underground should run around 7 to 8k if the supply is in the ally near the back of the building.

These budgets were provided in March. The market has seen up to 12% increase on pipe and fittings.

Thanks

Jason Ferguson
Managing Member
Koetter Fire Protection
SUBJECT:
Annual Main Street Community Accreditation Report - Trisha Tallman, Board Chair

ITEM SUMMARY:

FINANCIAL IMPACT:
.

SUBMITTED BY:
Kim McAuliffe

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Report</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
To: Staff and Boards of Texas Main Street communities  
From: Debra Drescher, State Coordinator, Texas Main Street Program  
Date: October 1, 2019  
Report due date: Monday, Dec. 16, 2019

The template and process for the annual Accreditation review of local programs is being revised by the National Main Street Center/Main Street America™ as part of a nationwide strategic effort by the Center –in conjunction with coordinating programs – to ensure that the Accreditation framework remains a viable tool for reviewing progress, highlighting accomplishments, and setting targeted program goals, while giving coordinating programs an opportunity to participate in the review and provide recommendations based on local information and on the coordinating program’s broader perspective working with many Main Street communities.

Several important points:

- The process is still evolving and is currently in draft form; the final version to be used across all coordinating programs will not be finalized for distribution until the 2021 review cycle.
- The new process is largely a self-assessment checklist, which should make the report less time consuming to complete.
- ‘10 Criteria’ will no longer exist. It is now Main Street Community Accreditation Standards. There are six, instead of 10, strategy areas- outlined below. Texas Main Street continues to do the review and makes the recommendation for national accreditation for Texas, as do all other coordinating programs for their local programs.
- The new process aligns with the Main Street Transformation Strategy model we’ve been talking about for several years now, and you’ll see that reflected in the different sections.

Foundational elements/strategy areas of the new National Accreditation Standards:

1. Broad-based Community Commitment
2. Leadership & Organizational Capacity
3. Diverse and Sustainable Funding
4. Strategy-Driven Programming
5. Preservation-Based Economic Development
6. Demonstrated Impact & Result

The Texas Main Street Program will review all submitted reports and provide feedback to you prior to making our Accreditation recommendations to Main Street America™ in early 2020. National Accreditation for all programs nationally is announced on-screen during the opening session of the annual conference: Monday, May 18, 2020 in Dallas.
A local program not achieving accreditation in a given year remains a designated Main Street program and has the opportunity in the next year to work toward achieving the standard.

National Main Street has recommended a system for our office to determine final cumulative scores and alignment with the standards based upon your completion of the assessment and our additional input, as well as your work driving toward the Transformation Strategy model.

**INSTRUCTIONS**

This template is largely a self-evaluation checklist with added narrative and should be completed by board and staff between now and the **due date of Monday, Dec. 16, 2019**. You do not need to turn in a monthly report in December or January as it is assumed that the information will be covered in this assessment. *(However, you’ll still turn in your quarterly reinvestment report for 2019 4th quarter, due January 10, 2020.)*

**How to submit.** As in the past, please submit reports electronically via:

1. A compressed email, with ‘Accreditation Report’ and your city name in the subject line.
2. Upload to a sharing site of your choosing (Dropbox, Google Docs etc.) and share with us.

Regardless of the submission method, the whole report should be in a single document or email and sent to mainstreet-reports@thc.texas.gov. The exceptions are the Work Plan and Design/Improvement project examples that can be separately submitted. Please contact us if you have any submission issues.
*Some questions are asked in more than one place due to the integrated nature of Main Street and the Four Points.

Value:

1 = We do not do this.
2 = Marginal performance. We do not consistently do this.
3 = Average performance. We do this, but there is general agreement improvement is needed.
4-5 = Strong/exceptional performance. It’s part of our plan; it consistently helps us reach stated goals; our organization’s credibility is high because of how well this is done etc.

# STANDARD I. BROAD-BASED COMMUNITY COMMITMENT

A. The Main Street organization fosters a culture of community engagement, collaboration and commitment to the revitalization process.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We build awareness of the value of the district and show the measurable impact of our efforts through regular external communications.</td>
<td></td>
</tr>
<tr>
<td>2. An inclusive outreach strategy exists through which all sectors of the community are invited to participate, and which encourages volunteer effort.</td>
<td></td>
</tr>
<tr>
<td>3. Connecting with businesses in the district regularly is a program priority. This includes an active visitation program (by staff, board and committee leaders) and stakeholder meetings/activities that provide opportunities for businesses to regularly come together.</td>
<td></td>
</tr>
<tr>
<td>4. The Main Street volunteer base reflects district and community demographics (age, race &amp; ethnicity, gender, skills &amp; interests, socio-economic, etc.). This is clearly demonstrated by the make-up of the supporting volunteer structure.</td>
<td></td>
</tr>
<tr>
<td>5. There is active participation from the public sector in the volunteer structure that supports Main Street (i.e. ex-officio board membership, engagement in program activities etc.)</td>
<td></td>
</tr>
<tr>
<td>6. Main Street regularly updates City officials and share progress and impact of the revitalization effort at council meetings and throughout the year.</td>
<td></td>
</tr>
<tr>
<td>7. The supporting volunteer structure of Main Street includes participation from partner organizations such as chamber, economic development corporations, tourism agencies, schools &amp; universities, and anchor corporations.</td>
<td></td>
</tr>
</tbody>
</table>
B. **Public sector participation.** In addition to what is covered in the previous section, the public sector is a crucial leader and foundational partner to build and sustain a successful revitalization program.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The City promotes the district as an important community asset.</td>
<td></td>
</tr>
<tr>
<td>2. Main Street/downtown is a priority of the City.</td>
<td></td>
</tr>
<tr>
<td>3. The City adequately funds the Main Street program at a level which allows it to achieve its goals and objectives.</td>
<td></td>
</tr>
<tr>
<td>4. Main Street is included in municipal decisions pertaining to planning and implementation of initiatives for the district.</td>
<td></td>
</tr>
</tbody>
</table>

C. **District Stakeholders,** including property and business owners, organizations, and residents are the most immediate beneficiaries and the most important investors for successful revitalization.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A majority of district property and business owners show commitment to the district’s vitality through direct <em>investment</em> of resources in physical, economic, and promotional improvements.</td>
<td></td>
</tr>
<tr>
<td>2. A broad base of district property and business owners, residents, workforce, and other organizations participate in revitalization through direct <em>involvement</em> in Main Street activities.</td>
<td></td>
</tr>
</tbody>
</table>

D. The **Community-at-large,** including residents, local organizations and corporations outside the district, but within the community.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A broad base of community members/residents is engaged in Main Street activities. <em>(Refer to similar questions under A.)</em></td>
<td></td>
</tr>
<tr>
<td>2. Local corporations actively support and invest in the district’s revitalization program through investment of human (leadership &amp; employee participation) and financial resources directly and in partnership with the Main Street program. <em>(Refer to similar question under A.7.)</em></td>
<td></td>
</tr>
<tr>
<td>3. We have downtown residents and they are involved in program activities. <em>(Mark n/a if you do not have downtown residents.)</em></td>
<td></td>
</tr>
</tbody>
</table>
Project profile/narrative. (Please provide a project/activity profile or brief narrative to elaborate on one or more of the key indicators in the section above. One page or less. If you choose to provide any supplemental information such as images, posters, newspaper clips etc. please include all of them at the end of the report.)

STANDARD II. ACTIVE LEADERSHIP & ORGANIZATIONAL CAPACITY

Main Street has a unique position to be able to offer a diverse range of opportunities for people to come together to become active leaders in various capacities and at different points in the revitalization process.

A. Active Volunteer Leadership. The Board.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Board has balanced representation from district stakeholders, public sector leaders, essential partners and community members. <em>(Refer to similar questions under Standard I.)</em></td>
<td></td>
</tr>
<tr>
<td>2. The Board leads through strategy, which includes annual review of organizational and programming efforts in a retreat setting; an active work plan guided by the Board that aligns with strategies; and focus on strategies through the business segments of monthly Board meetings.</td>
<td></td>
</tr>
<tr>
<td>3. Each board member demonstrates an active level of board participation through regular attendance at board meetings.</td>
<td></td>
</tr>
<tr>
<td>4. Board members are active advocates for the program and the district.</td>
<td></td>
</tr>
<tr>
<td>5. Every Board member, in addition to attending meetings, has a working role in different aspects of the program, by leading or participating in committees or teams and projects throughout the year.</td>
<td></td>
</tr>
<tr>
<td>6. Board members sign an Accountability Agreement that outlines the commitment for board service. <em>(Note: examples are in the Online Resource Library)</em></td>
<td></td>
</tr>
<tr>
<td>7. Board members participate in leadership development and trainings that support board roles and knowledge base in revitalization.</td>
<td></td>
</tr>
<tr>
<td>8. New board members receive an orientation to become more familiar with the Main Street Approach, board roles &amp; responsibilities, the district, agreements with the coordinating program, and ongoing program efforts.</td>
<td></td>
</tr>
<tr>
<td>9. There is adherence to bylaws, including term limitations, and other elements related to Board service.</td>
<td></td>
</tr>
</tbody>
</table>
### B. Supporting Volunteer Structure.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All four points of the Approach are addressed through the work plan and program activities. <em>Note: Specific questions about the Work Plan is covered in Standard IV.</em></td>
<td></td>
</tr>
<tr>
<td>2. There is a volunteer coordination structure in place that includes rotation and retention initiatives.</td>
<td></td>
</tr>
<tr>
<td>3. Each volunteer committee, team, task force, and project or activity has active chair or co-chairs and enough supporting members to implement their focus effectively and carry appropriate planning and implementation successfully.</td>
<td></td>
</tr>
<tr>
<td>4. To avoid ‘silos’ there is a mechanism in place that regularly brings volunteers together throughout the year to ensure cross-collaborative effort and alignment of strategy. <em>(i.e. annual retreat, quarterly meetings etc.)</em></td>
<td></td>
</tr>
<tr>
<td>5. Volunteers not in board leadership roles also receive orientation and training.</td>
<td></td>
</tr>
<tr>
<td>6. The organization has active volunteer recognition initiatives and activities that highlight the talent, contributions, and impact provided by individuals and groups within the organization.</td>
<td></td>
</tr>
</tbody>
</table>

### C. Professional Program Management.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The organization has continually had a Program Director in place for at least 8 of the 12 months during the past year.</td>
<td></td>
</tr>
<tr>
<td>2. Within the existing organizational structure (city employee or urban/non-profit), Main Street staff salary &amp; benefits are sufficient at a level, and which reflects the perceived value of the revitalization effort. Regular salary increases occur. <em>(Note: see related questions under Standard III)</em></td>
<td></td>
</tr>
<tr>
<td>3. A staff job description is in place that includes clearly defined performance expectations.</td>
<td></td>
</tr>
<tr>
<td>4. There is a formal staff performance review process (typically will be completed in the city structure by the program manager’s supervisor).</td>
<td></td>
</tr>
<tr>
<td>5. There is regular staff communication among staff, board and committees, task forces etc.</td>
<td></td>
</tr>
<tr>
<td>6. The chain of command/relationship between staff and board is clearly defined and results in effective, positive and strong two-way relationships throughout the program.</td>
<td></td>
</tr>
<tr>
<td>7. Main Street staff receives professional development annually aligned with the Texas Historical Commission Main Street contract.</td>
<td></td>
</tr>
<tr>
<td>8. Monthly reports of activities as required in the contract are consistently submitted. <em>(Note: December 2019 and January 2020 monthly reports will be not required because you’ll be submitting this annual report. Fourth quarter reinvestment reports, due January 10, 2020, will be due.)</em></td>
<td></td>
</tr>
</tbody>
</table>
D. Defined mission and organizational foundation. Note: the Work Plan is covered in Standard IV.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Main Street program has a clearly defined purpose, outlined through a mission statement. The Board reviews the mission statement annually and uses it as a tool to help evaluate the organization’s priorities, areas of focus and involvement, and to drive the program’s work.</td>
<td></td>
</tr>
<tr>
<td>2. The mission statement is highly visible and promoted in the program’s online, printed communication tools, and projects and activities.</td>
<td></td>
</tr>
<tr>
<td>3. The Main Street organization has by-laws. Please note when they were last reviewed: ( )</td>
<td></td>
</tr>
<tr>
<td>4. Program activities are effectively coordinated.</td>
<td></td>
</tr>
</tbody>
</table>

Please provide your Vision and Mission statements and Core Values (if you have adopted a Value statement):

_Project profile/narrative._ (Please provide a project/activity profile or brief narrative to elaborate on one or more of the key indicators in this section. One page or less. If you choose to provide any supplemental information such as images, posters, newspaper clips etc. please include all of them at the end of the report.)

_Indicate in this section trainings/professional development staff and volunteers have completed in the past 12 months._

STANDARD III. DIVERSE FUNDING & SUSTAINABLE PROGRAM OPERATIONS

A. The Main Street Program Has Diversified Funding Sources.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Main Street funding structure has a balanced mix of sources that includes adequate city funding.</td>
<td></td>
</tr>
</tbody>
</table>
2. District stakeholders (businesses and property owners, workforce, residents, organizations) invest in Main Street programming and revitalization efforts through partnerships, sponsorships, marketing, memberships, and fundraising initiatives etc. *(Also asked in Standard I.)*

3. Similarly, community-wide individual and organizational stakeholders understand downtown’s value and invest in the effort. *(Also asked in Standard I.)*

**B. The Main Street Program Has Sustainable Program Operations.**

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Main Street funding structure provides for balanced distribution of attention to all four points.</td>
<td></td>
</tr>
<tr>
<td>2. Work aligns with financial capacity.</td>
<td></td>
</tr>
<tr>
<td>3. A detailed budget is in place that adequately covers operations, including program personnel, office administration, financial management activities.</td>
<td></td>
</tr>
<tr>
<td>4. The budget adequately covers programming and activity expenses.</td>
<td></td>
</tr>
<tr>
<td>5. The budget adequately covers professional development and training expenses.</td>
<td></td>
</tr>
<tr>
<td>6. For city-based programs: The Main Street Board is kept apprised of and is familiar with the Main Street budget allocated through the City and related sources. They advocate for additional funding when needed.</td>
<td></td>
</tr>
<tr>
<td>7. For city-based programs: If a separate fundraising or similar account is maintained under the authority of the City, the Main Street Board regularly reviews and manages it effectively, and, if applicable, effectively raises funds to support the program.</td>
<td></td>
</tr>
<tr>
<td>8. For urban non-profits: The Main Street Board understands its responsibility for program finances, manages it effectively, and takes individual responsibility for fundraising/development.</td>
<td></td>
</tr>
<tr>
<td>9. For urban non-profits: There has been an independent financial review in the last 12 months.</td>
<td></td>
</tr>
</tbody>
</table>

Every other year, we alternate an Incentives/Tools Survey with an Operations and Funding Survey. The information is quite frequently requested as a reference tool for communities to set a budget for applying to Main Street (a required part of the application process); and for existing programs looking to increase or adapt their funding. **Please answer the following:**

<table>
<thead>
<tr>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of time your city has been a designated Main Street community</td>
</tr>
<tr>
<td>Length of time you have been in your position as a Main Street program manager</td>
</tr>
<tr>
<td>The position</td>
</tr>
<tr>
<td>Who do you report to (i.e. city manager)?</td>
</tr>
<tr>
<td>Do you have other job titles (i.e. Historic Preservation Officer). If so, what are they?</td>
</tr>
</tbody>
</table>
Do you find that you are effectively able to manage these additional job duties, given current funding and available time?

<table>
<thead>
<tr>
<th>Are you salaried or hourly?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your annual salary/hourly pay?</td>
<td></td>
</tr>
<tr>
<td>Do you have an assistant?</td>
<td></td>
</tr>
<tr>
<td>If yes, what is the salary/hourly pay for your assistant?</td>
<td></td>
</tr>
</tbody>
</table>

**Benefits**

<table>
<thead>
<tr>
<th>Are you covered by medical insurance from your employer?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a pension from your employer?</td>
<td></td>
</tr>
<tr>
<td>Do you have a car allowance?</td>
<td></td>
</tr>
<tr>
<td>Do you have paid vacation?</td>
<td></td>
</tr>
<tr>
<td>Do you earn comp time?</td>
<td></td>
</tr>
<tr>
<td>If hourly, do you receive overtime?</td>
<td></td>
</tr>
<tr>
<td>Other benefits?</td>
<td></td>
</tr>
</tbody>
</table>

**Program funding: OPERATIONS.** Please indicate below the sources and amount that fund your program’s basic OPERATIONS (i.e. salary, office, supplies, travel and training etc.)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City General Fund</td>
<td></td>
</tr>
<tr>
<td>HOT funds (Hotel Occupancy Tax)</td>
<td></td>
</tr>
<tr>
<td>Economic Development (Type A or B?)</td>
<td></td>
</tr>
<tr>
<td>CDBG or other federal sources</td>
<td></td>
</tr>
<tr>
<td>Assessment district (TIRZ, PID etc.)</td>
<td></td>
</tr>
<tr>
<td>Foundations, grants, memberships and/or corporate donations (Please indicate which ones)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL OPERATING BUDGET**

**Program funding: SPECIAL PROJECTS.** Please indicate below the sources and amount that fund your program’s SPECIAL PROJECTS (i.e. local grant program, events, etc.)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>What is funded? (i.e.improvement grant program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City General Fund</td>
<td></td>
<td></td>
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<td>HOT funds (Hotel Occupancy Tax)</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STANDARD IV. STRATEGY-DRIVEN PROGRAMMING

Decades of experience implementing the Main Street Approach™ has demonstrated that building and sustaining a successful downtown effort is not a project, but an ongoing process that requires long-term commitment.

A. Main Street Has a Vision for the future of District and Defined Strategic Direction for the Program’s Work.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Feedback from district stakeholders is regularly collected.</td>
<td></td>
</tr>
<tr>
<td>2. We have up-to-date district market, economic and demographic data.</td>
<td></td>
</tr>
<tr>
<td>3. Our vision and mission (outlined in Standard II-Leadership) drives our work.</td>
<td></td>
</tr>
<tr>
<td>4. To understand and act upon market opportunities, we have conducted a consumer survey in the last 2 years.</td>
<td></td>
</tr>
<tr>
<td>5. To understand and act upon market opportunities, we have an up-to-date building and business inventory.</td>
<td></td>
</tr>
</tbody>
</table>

B. Main Street’s Work Plan is Aligned to Selected Strategies and the Main Street 4-Point Approach.

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We have a Plan of Work driven by market understanding.</td>
<td></td>
</tr>
<tr>
<td>2. We are (please indicate which one) exploring / have begun / have adopted a Transformation Strategy plan of work.</td>
<td></td>
</tr>
<tr>
<td>3. Our work plan has activities across all four points of the Approach.</td>
<td></td>
</tr>
</tbody>
</table>

*Please submit your current work plan as a separate document.*
STANDARD V. PRESERVATION-BASED ECONOMIC DEVELOPMENT

The Main Street Program was developed with historic preservation at its core. A community’s historic buildings and structures are some of its greatest assets to reflect the richness of its fabric and the strength of its character and to convey a unique and inviting sense of place. Consequently, preservation and rehabilitation should be a priority goal for all Main Street programs. Promoting a historic preservation-based program includes educating the public on their value and history to the community, as well as, working with businesses and property owners on appropriate improvements, uses and utilizing as possible the services of the TMSP design staff.

### Key Indicators

<table>
<thead>
<tr>
<th>Value (1=low to 5=high/strong)</th>
<th>1. There have been visible changes in the appearance of downtown over the last year through reinvestment activity and appropriate design work from façade and building rehabilitations, signage, awnings, maintenance etc. <em>(We will reference your reinvestment reports for this section.)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Downtown/the commercial district is listed in the National Register of Historic Places or eligible. If not, has this been previously explored?</td>
</tr>
<tr>
<td></td>
<td>3. There is an educational program in place to build community awareness about the value of the district’s historic assets and history.</td>
</tr>
<tr>
<td></td>
<td>4. The community is a Certified Local Government, has a preservation ordinance, or the organization has design guidelines, based on the Secretary of Interior Standards, in place and applies them during reviews as applicable. <em>Please provide details.</em></td>
</tr>
<tr>
<td></td>
<td>5. We have a design review process that ensures appropriate preservation outcomes.</td>
</tr>
<tr>
<td></td>
<td>6. There is a design review process. <em>(Mark as ‘3’ if it only applies to projects receiving local grants; ‘5’ if there is review for any work in the Main Street district.)</em></td>
</tr>
<tr>
<td></td>
<td>7. There is a recent business/property inventory. <em>(Also asked in Standard IV)</em></td>
</tr>
<tr>
<td></td>
<td>8. Volunteer leadership, staff seek out preservation-based training, whether in person, or through seminars, webinars etc. and as a result are confident in their understanding of basic concepts of historic preservation.</td>
</tr>
<tr>
<td></td>
<td>9. Preservation-based economic incentives are in place to encourage appropriate improvements to historic resources in the district.</td>
</tr>
<tr>
<td></td>
<td>10. Ordinances, activities and/or incentives have been put into place to address and target issues such as building underutilization, long-term vacancies, storage etc.</td>
</tr>
<tr>
<td></td>
<td>11. We have not lost any historic resources/assets/properties in the district over the past 12 months.</td>
</tr>
<tr>
<td></td>
<td>12. We are live on DowntownTX.org.</td>
</tr>
<tr>
<td></td>
<td>13. We are actively working to become live on DowntownTX.org.</td>
</tr>
</tbody>
</table>

*From the information provided in your quarterly reinvestment reports, please submit several examples of design projects/building improvements that were completed during the last 12 months. Please provide below before/during/after images and a brief description of the work.*
## Key Indicators

<table>
<thead>
<tr>
<th>Key Indicators</th>
<th>Value (1=low to 5=high/strong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reinvestment reports are submitted as required in the contract.</td>
<td>Texas Main Street office will score this based on your report submissions.</td>
</tr>
<tr>
<td>2. Reinvestment into the district during the year and over time indicates improvement is occurring.</td>
<td></td>
</tr>
<tr>
<td>3. The Main Street program is recognized and valued locally as the driver of the revitalization effort and for the resulting contribution to quality of life.</td>
<td></td>
</tr>
<tr>
<td>4. Downtown/the program/projects have been recognized with external awards, grants or designations over the year (i.e. Texas Downtown Association President’s Awards, THC Texas Treasures awards for downtown businesses, Cultural District, Texas Capital Fund, etc.)</td>
<td></td>
</tr>
<tr>
<td>5. Downtown is generally viewed as an active marketplace which the community supports.</td>
<td></td>
</tr>
<tr>
<td>6. There are long-time businesses in downtown, providing evidence that there is a marketplace that can support them.</td>
<td></td>
</tr>
<tr>
<td>7. Property values and market activity means that new businesses opening in our downtown are prepared for and capable of effectively running a business. ‘Hobby’ businesses have decreased over time.</td>
<td></td>
</tr>
<tr>
<td>8. Property owners generally understand the inherent value of historic buildings and their responsibility to be good stewards of them.</td>
<td></td>
</tr>
<tr>
<td>9. Property owners see a positive return on their investments.</td>
<td></td>
</tr>
<tr>
<td>10. Downtown’s occupancy rate has increased over time, including second floor uses.</td>
<td></td>
</tr>
<tr>
<td>11. Downtown has destination businesses.</td>
<td></td>
</tr>
</tbody>
</table>

**Project profile/narrative.** (Please provide a project/activity profile or brief narrative to elaborate on one or more of the key indicators in this section. One page or less. If you choose to provide any supplemental information such as images, posters, newspaper clips etc. please include all of them at the end of the report.)

- end -
SUBJECT:
Discussion on Project Teams, Partner updates, and BRE Visits

ITEM SUMMARY:
Breakfast Bites
Fundraising
Shop Small - Small Business Saturday
Georgetown Swirl
Volunteer Lunch
BRE Visits

FINANCIAL IMPACT:
NA

SUBMITTED BY:
Kim McAuliffe
SUBJECT:
Staff Report - Kim McAuliffe, Downtown Development Manager

ITEM SUMMARY:

FINANCIAL IMPACT:

SUBMITTED BY:
SUBJECT:
Adjourn

ITEM SUMMARY:

FINANCIAL IMPACT:
NA

SUBMITTED BY:
Kim McAuliffe