

MEMO

To: City Council

From: Brian Ziegler, Chair of Economic Development & Tourism Board (ED&T)

Date: Jan. 11, 2017

Re: Economic Development & Tourism Board Recommendation regarding request to amend scope of work for awarded Downtown Revitalization Grant to the Live Oak Masonic Lodge.

The ED&T board discussed a request submitted by Live Oak Masonic Lodge at the January 11, 2017 meeting and has made the following recommendation to City Council:

A *unanimous* recommendation is made by the Economic Development and Tourism Board to City Council to amend the scope of work to only include the work they have already completed and reimburse the amount of the grant awarded on June 21, 2016 in the amount of \$3,138.06 . (Please see attached documents for details on work completed.) Based on the work they have completed and the cash investment of \$4,500, the Masonic Lodge is eligible for reimbursement based on the guidelines of the Downtown Revitalization Grant.

Original
application
submitted 5-20-16

Applicants must complete the *Kyle Downtown Business Revitalization Program* application form and submit it to the Economic Development Department at 100 West Center Street. Decisions regarding the grant applications are the sole discretion of the City of Kyle, and will usually be formally considered at the first City Council meeting, following review/recommendation by the City of Kyle ED&T Committee. The deadline for the ED&T Committee agenda is one week prior to the meeting, which is held on the second Thursday of each month. It is mandatory that the applicant be present at the appropriate ED&T Committee meeting and City Council meeting to answer any questions.

**CITY OF KYLE ECONOMIC DEVELOPMENT
DOWNTOWN BUSINESS REVITALIZATION PROGRAM
GRANT APPLICATION**

Part A: (Please type or print requested information)

Business Name: Live Oak Masonic Lodge

Type or Nature of Business: Non-profit

Property Owner: Live Oak Lodge

Mailing Address: 107 W Center St

City/State/Zip: Kyle Texas 78640

Address of Property (if different from above): _____

Contact Person: Steven Cook

Telephone: 512-262-8012

Email: 1963 Buick special@gmail.com

Project Manager/Contractor: Julio Trevino

Telephone: 512-820-0246

Email: _____

Requested Amount: \$3138.06

Matching Funds Amount: \$2,550

Total Projects Costs (please attach detailed cost summary): \$8,500

Source for Matching Funds: Bank account (Lodge)

Estimated Timetable for Completion

Project Start Date: 7-1-2016 Project Completion Date: 8-1-2016

Goals of Program Addressed: _____

Description of Proposed Project (attach copies of all applicable construction bids/estimates):

To enhance and repair outside
of Building located at 107
W. Center Street Kyle.

.....
In consideration and acceptance of the grant application above, I hereby release the City of Kyle, and certify that I have the legal authority to execute this release on behalf of the above address. I understand that the City of Kyle and program staff have the right to use grant projects and photographs for marketing and promotion purposes.


Signature of Applicant

SR Warden
Title

5-20-2016
Date

015 902 123
Tax ID#

(Decisions regarding awarding Grants are at the sole discretion of the City of Kyle).

Please submit application to:
Department of Economic Development
City of Kyle
100 West Center Street
Kyle, TX 78640
Kyle-ED@cityofkyle.com

(If grant applicant is not property owner, please include the following)

PROPERTY OWNER AUTHORIZATION MUST BE OBTAINED, IF APPLICANT IS NOT THE PROPERTY OWNER:

In consideration and acceptance of the grant application above, I hereby release the City of Kyle, and certify that I have the legal authority to execute this release on behalf of the above address. I understand that the City of Kyle and program staff have the right to use grant projects and photographs for marketing and promotion purposes.

I, Steven Cook, owner of the property at 107 W. Center, give my authorization for construction project to make the improvement(s) described in this grant application.


Signature, Property Owner

5-20-2016
Today's Date

Attach separate sheet with "Designated Downtown Area, City of Kyle"

RECEIVED
5-20-16

City of Kyle Economic Development

DOWNTOWN BUSINESS REVITALIZATION PROGRAM

If you are starting, relocating, or own a small business within the designated downtown Kyle area (see attached map), the City of Kyle has some great news! We have developed an assistance program for small businesses that have a capital investment of under \$1 million. The program provides matching grants to businesses for various capital improvements to existing building or properties within the designated downtown areas.

The Goals of this program are:

- To improve the attractiveness and utility of commercial buildings or property, in the designated downtown area.
- To promote the economic vitality of the designated downtown area.
- To support and promote start-up efforts of new and/or developing businesses within the designated downtown area.
- To promote the restoration and continued maintenance of historic commercial buildings in the designated downtown area.

CAPITAL IMPROVEMENTS

If you are a business owner and your facility exterior is in need of a good sprucing up...this is the program for you! Projects such as repairing walls, replacing windows or a new coat of paint go a long way towards making your establishment a more inviting place to visit.. It will also add to the overall appearance and perception of the business community. This program provides a matching grant with a maximum of \$25,000.

PROPERTY IMPROVEMENTS

If your business gets a citation for safety and/or code violations, this program can help get your property back in compliance! With a correction plan approved by the city's Building Official, you may qualify for a matching grant for repairs with a maximum grant award of \$25,000.

The matching funds for approved projects will be distributed on a reimbursement basis upon submission of paid third-party invoices including proof of canceled checks to the Economic Development Department at the City of Kyle, delivered to 100 W. Center St or via email to Kyle_ED@cityofkyle.com. Invoices submitted must reflect work approved in the submitted application. The applicant's match must be cash; no in-kind services will be accepted. Businesses within the designated downtown area in the City of Kyle are eligible to apply and may only receive one form of assistance per year. The program will be available during the fiscal year (October 1 to September 30) on a first come – first serve basis.

Applications will be accepted by the Economic Development Department at the City Administration Office and will be reviewed for recommendation by the City of Kyle Economic Development & Tourism Committee (ED&T). Upon recommendation of the ED&T Committee, applications will go before City Council for consideration and action.

Decisions regarding awards are within the sole discretion of the City of Kyle and may not be appealed. The City reserves the right to amend the program guidelines at anytime. Applications can be picked up at the City Administrative Offices, 100 West Center Street or are available to download at www.KyleED.com and are due one week prior to the ED&T committee

meeting, which is held the second
Thursday of each month.

Department of Economic Development
City of Kyle

100 West Center Street
Kyle, Texas 78640
(512) 262-3926
Email: Kyle-ED@cityofkyle.com

CITY OF KYLE ECONOMIC DEVELOPMENT **DOWNTOWN BUSINESS REVITALIZATION PROGRAM**

OVERVIEW

This program is intended to promote the economic vitality of existing buildings and property within designated downtown areas in the city of Kyle, by providing matching grants for eligible projects designed to improve the buildings and infrastructure for businesses in the designated downtown area. Eligible projects may receive up to \$25,000 reimbursement in the form of matching grant.

GOALS OF THE PROGRAM:

- To improve the attractiveness and utility of commercial buildings or property in the designated downtown area
To promote the economic vitality of the designated downtown.
- To support and promote start-up efforts of new and/or developing businesses within the designated downtown area.
- To promote restoration and continued maintenance of historic commercial buildings in the designated downtown area.

POTENTIAL GRANT AWARDS & REQUIRED MATCHING FUNDS:

Maximum grant awards and required matching funds for eligible projects are as follows:

- \$3,001 to \$5,000 – *25% Matching Cash Investment*
- \$5,001 to \$10,000 – *30% Matching Cash Investment*
- \$10,001 to \$15,000 – *40% Matching Cash Investment*
- \$15,001 to \$25,000 – *50% Matching Cash Investment*

GRANT CRITERIA:

Grants will be awarded for permanent capital improvements to commercial buildings or property, within the designated downtown area in the city of Kyle, subject to the following conditions:

- 1) The project must satisfy at least two (2) of the stated "Goals of the Program".
- 2) Eligible improvements to buildings are restricted to exterior elements of the structure (e.g., facades, awnings or canopies, lighting, etc.) visible by the general public.
- 3) Eligible improvements must be consistent with all applicable design guidelines and procedures required by the City of Kyle, including but not limited to, Section 66 "Conditional Use Overlay Districts" of the City Zoning Ordinance No.438.
- 4) Eligible improvements to property adjacent to commercial buildings or to other commercial property located within the designated area must be visible by the general public. Such improvements (e.g., lighting, street furniture, landscaping, sidewalks, etc.) must be deemed appropriate by the City.
- 5) Required applicant matching funds must represent documented cash investment in project; in-kind contributions will not be considered in meeting required matching investment.
- 6) Construction projects that are the subject matter of grants awarded under this program must be fully completed and invoiced within ninety (90) days of approval of said grant; City Council, at their sole discretion, may grant an extension of this time limitation for compelling reasons.
- 7) Invoices and proof of payment (*in the form of cancelled check*) are to be submitted to the Economic Development Department at the City of Kyle within sixty (60) days of job completion.

Subcontractor *Disabile Veterian Owned*

Quotation

Bill To:

Steve Cook
Live Oak Lodge 304
P. O. Box 1331
Kyle, Tx. 78640
512-703-0451

Quotation valid until: June 23, 2016
Prepared by:

Comments or special instructions:

Original scope of work

If you have any questions concerning this quotation, contact Julio Trevino, 512-820-0246, jbtrevino512@aol.co

THANK YOU FOR YOUR BUSINESS!

LIVE OAK RENOVATION PROJECT

RECEIVED
1-11-17

Discription	Cost	Status
* Power wash building, sand blast all maonry, fill in all cracks in masonry	\$ 1,500.00	Completed
Remove and add new oning to front of building	4,000.00	
* Remove and replace salon and lodge doors.	2,500.00	Completed
Uniflex coating on roof	2,300.00	
Spray Insullation roof	1,575.00	Completed
* Roof Repair	500.00	Completed
Paint and seal windows	1,000.00	Completed
Total renovations completed	\$ 7,075.00	
Total renovations outstanding	6,300.00	

* submitted with original application

Completed
* 4,500

Subcontractor Disable Veterian Owned

Bill To:

Quotation valid until: January 21, 2017
Prepared by:

Description	AMOUNT
Power wash building, sand blast all maonry, fill in all cracks in masonry	\$ 1,500.00
Paint and seal windows	1,000.00
Roof repair	500.00
	\$2,000
Paymens applied	(3,000.00)
TOTAL	PAID IN FULL

THANK YOU FOR YOUR BUSINESS!

Bennie L. Hudson
512-423-5135

Albert L Hudson
512-658-2596

BENNIE'S GLASS
560 COUNTY ROAD 213
JOHNSON CITY, TX78636
PHONE 512-423-5135
E-Mail: brotherlarge@hiramswweb.com

Invoice #	304	8/2/2016
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Name	Live Oak Lodge # 304
Job Name	Beauty Shop
Address	First Floor
City/State	Kyle, Texas

Quantity		Amount
1	3070 LHSO Continuous hinge, lock/thumbturn/lock indicator, HD closer	
2	sidelights and transom	
	INSTALLED	\$2,500.00

PAID IN FULL

Net Due

\$ 2,500.00

LIVE OAK LODGE #304

P.O. BOX 1331
KYLE, TX 78640-1331

2790

37-8541118 1127
2099108675

7-5-16

Date

Pay to the Order of T & C Construction \$ 5000.00
five thousand 00 Dollars ☒ SEMI-ANNUAL COLLECTIBLE



Wells Fargo Bank N.A.
Texas
wellsfargo.com

For Lodge Restoration Michael L. Puri

⑆111900659⑆ 2399108675⑈ 02790

T.W.C.'s Construction
Julio P. Puri LLC

ALFRED E. BIRD

6-16-16

Pay to the
Order of: T & G Construction \$ 5000.00
five thousand 00/100 Dollars



For Construction Supply Method Inc

⑆111900659⑆ 2399108675⑈ 02788

T & G Construction
Julio P. Lopez

Seq: 3
Batch: 743573
Date: 06/16/16

Seq: 080003 06/15/16
BAT: 743573 CC: 0991000264
WT: 01 LTPS: Dallas CT
BC: Kyle Crossing BC TX9-333

Security Features:
• 12 digit MICR line at the bottom of the check
• Large, bold numerals for the amount
• Security patterns and colors
• Watermark of the number 100
• Portrait of Benjamin Franklin
Do not cash if:
• Any of the above features are missing
• Or the check is torn, stained, or otherwise damaged
• Or the check is dated after 12/31/2016
• Or the check is not payable to the right person
If the check appears clearly to be right
it is safe to cash