

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION
Monday, February 23, 2015 – 6:30 P.M.
903 Main Street, Bastrop, Texas**

ANNOUNCEMENTS

- 1. Call to Order
- 2. Public Comments [No discussion or action will occur beyond that allowed by State Open Meetings Laws]
- 3. Presentations – Presentation by Rachel Clampffer, Bastrop County, regarding Transportation Planning
- 4. Announcements

EXECUTIVE DIRECTOR’S INFORMATIONAL UPDATE REPORT: Items for update, discussion and possible action: presented by Mike Talbot and/or Angela Ryan.

- A. Meetings, Events and Travel attended/upcoming:
 - 1. Meet & Greet for the new General Manager of the Hyatt Lost Pines, February 26
 - 2. Bastrop Job and Career Fair, May 8 and 9, Bastrop Convention Center

- B. Update on BEDC Projects and/or Business:
 - 1. Main Street Program Update (Nancy Wood)
 - 2. Update on the Bastrop EDC Business Park
 - a) Project status update
 - b) Review of the proposed Master Plan for the BEDC Business Park
 - 3. Update on Bastrop Area Housing Study
 - 4. Update on Downtown Parking and Traffic Study
 - a) Main Street Improvement Project
 - b) Alley D improvements (former Advertiser building)
 - c) Parking lot at the southwest corner of Pine Street and Water Street
 - 5. Update on the City of Bastrop’s water resources project(s)
 - 6. Update on BEDC’s FY2014/2015 Façade/Mega Grant Program
 - 7. Update on construction projects in the City of Bastrop

 The BEDC Board reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item. In compliance with the Open Meetings Act, Chapter 551 Government Code, Vernon’s Texas Code, Annotated, the item below will be discussion in closed session:
 1. Section 551.071 – Consultations with Attorney – duty to advise on legal matters.

A. CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Bastrop Economic Development Corporation Board of Directors and will be enacted with one motion. There will be no separate discussion, or separate action, on these items unless a Board Member so requests.

- A.1 Approval of meeting minutes of the Regular Board Meeting of January 12, 2015.

B. PUBLIC HEARINGS

C. OLD BUSINESS

C.1 Consideration, discussion and possible action on a request by Deborah Jones for **final approval** of a **mega-grant** in the amount of **\$6,250**, for renovations to the interior and exterior of the building at 713/717 Chestnut Street, with a total project cost estimate of \$25,000.

C.2 Consideration, discussion and possible action on approval of the proposed revisions to the BEDC Bylaws.

D. NEW BUSINESS

D.1 Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending January 31, 2015.

D.2 Consideration, discussion and possible action on a request for the Bastrop Economic Development Corporation to sponsor the Bastrop Job and Career Fair scheduled for May 8 and 9 at the Bastrop Convention Center, in an amount up to \$5,000.

D.3 Consideration, discussion and possible action on a request by Lee Harle, owner of the Bastrop River Company, for **preliminary approval** of a **façade grant** in the amount of **\$3,000**, for renovations to the building at 601 F Chestnut Street, with a total project cost estimate of \$6,000.

D.4 Consideration, discussion and possible action on a request by Anne and Richard Smarzik for **preliminary approval** of a **mega-grant** in the amount of **\$25,000** for renovations to the building at 925 Main Street, with a total project cost estimate of \$112,892.

D.5 Consideration, discussion and possible action on a request by Anne Beck and Stan Ginsel for the Bastrop EDC to fund a video about the Baron de Bastrop, in the amount of \$8,000.

D.6 Consideration, discussion and possible action on a request by Mayor Kesselus for the Bastrop EDC to approve a resolution concerning the staggering of BEDC Board terms.

D.7 Consideration, discussion and possible action on a request from the City of Bastrop to join the City in providing a second grant of funds to the Bastrop Fine Arts Guild Lost Pines Art Center Project, in the requested amount up to \$100,000, as authorized by the Economic Development Act, Section 505.152 (tourism, exhibition centers) and/or Section 501.103 (existing business infrastructure only), *et seq.*" (First BEDC Grant made in September 2010 for \$100,000.)

E. EXECUTIVE SESSION

E.1 The Bastrop Economic Development Corporation Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

1. Section 551.071(1)(A) and Section 551.071(2) - Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.
2. Section 551.072 - Deliberation about real property: 'Project Copper' and/or potential sales, acquisitions, exchanges, leases, dispositions or values of real property: Purchase of real property by the BEDC, disposition of real property by the BEDC, and/or City use of BEDC property.
3. Section 551.087 - Deliberation regarding economic development negotiations: 'Project Copper' and/or 'Project AJ'.
4. Section 551.074 - Personnel Matters: BEDC staffing, hiring, and performance and/or employment of an Executive Director/CEO.

E.2 The Bastrop Economic Development Corporation Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items.

F. BOARD INPUT ON FUTURE AGENDAS

Inviting input from the Board of Directors related to issues for possible inclusion on future agendas, related to (but not limited to) issues such as BEDC projects, property, economic development prospects, community events, and BEDC business.

G. ADJOURNMENT

CERTIFICATE

I, Angela Ryan, Executive Assistant to the Bastrop Economic Development Corporation, certify that this Notice of Meeting was posted on the front window of the Bastrop Economic Development Corporation offices, 903 Main Street, at the Bastrop City Hall, 1311 Chestnut Street, and on the Bastrop Economic Development Corporation website on this the 20th day of February 2015 at 5:00 p.m. Copies of this agenda have been provided to those members of the media requesting such information.

Angela Ryan

Angela Ryan, BEDC Executive Assistant

THE BASTROP ECONOMIC DEVELOPMENT CORPORATION IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS WILL BE PROVIDED UPON REQUEST. PLEASE CALL 512-303-9700.

City of Bastrop Update on Construction Projects as of 02/20/15

Major Construction Projects in Process:

- Hunter's Crossing Retail Center FM 304 – 99% complete; ADA issue & drainage fixtures fixed; exterior (fence) still pending
- Coghlan Group – silt fencing installed, site work started
- HEB – 99.9% complete; cleaning up exterior; permanent CO pending
- Chicken Express Remodel – approximately 90% complete
- Burleson Crossing: Five Below and Ulta: pre-construction meeting held 2/4/15; construction trailer on site and site work for pad preparation in process

Engineer Report:

- Hobby Lobby (Five Below, Ulta, vacant) Site Development plans – Grading work underway
- Bastrop Station Site Development – Site development plans revised per owner; awaiting resubmittal.
- Murphy Oil (west of Wal-Mart) – site development received 2/6/15; under review
- 2014 Water/Wastewater Improvements (Klotz Assoc.) – bid advertisement sent to newspaper; bid opening date is 3/6/15
- Water & Wastewater Line Replacement Project: Pre-bid scheduled for 3/27/15
- Bastrop County Medical Center – comments issued 8/20/14; awaiting resubmittal (development on-hold due to fire)
- Hunters Crossing 7B - Maintenance Bond – Phase 1 repairs complete, coordinating final seal coat. Bond remains in effect.
- Buttonwood Administrative Plat two residential lots - accepted; waiting on Mylar – owner may apply for variance to subdivision requirements in order to not dedicate ROW
- SH 71 Improvements (Tahitian Drive) – Attended Pre-construction meeting 2/19/15; construction start date: 3/2/15
- Wastewater Master Plan – awaiting update from Befco
- RFP – Comprehensive Plan – RFP pre-submission meeting scheduled for
- FM 969 - Preliminary Plat 12 residential lots in ETJ – will go to P&Z 2/26/15 and CC 3/10/15
- XS Ranch Road – Final plat received 2/11/15
- Colony MUD – Replat received 2/12/15
- Colony MUD – Preliminary plat, 57 residential lots – received 2/12/15
- Colony MUD – Preliminary plat, 42 residential lots – received 2/12/15
- Tahitian Village – Administrative plat combining 5 lots – received 2/12/15

FY 2014/15 BEDC FAÇADE/MEGA GRANT USAGE

KEY DATES		PROJECT INFO				FINANCIAL INFO	
Pre-App Approval	BEDC Final Approval	Project Address	Name of Business / Building	Grant Applicant	Grant Type	BEDC Approved	Total Project Cost
03/17/2014	08/25/2014**	919 Main	Baxters on Main	Terri Knop	Façade	\$1,500**	\$3,000
01/12/2015	02/23/2015*	713/717 Chestnut	Jones Square	Deborah Jones	Mega	\$6,250*	\$25,000
01/12/2015		711 Chestnut	Former Karate Studio/Mary's Cantina	Donald Bennet	Mega	\$20,000*	\$80,000
02/23/2015*		601F Chestnut	Bastrop River Company	Lee Harle	Façade	\$3,000*	\$6,000
02/23/2015*		925 Main	Relic Jewelry (Former Jo & Mary's)	Anne Smarzik	Mega	\$25,000*	\$112,892
TOTAL GRANTS						\$55,750	
BUDGETED AMOUNT FY14/15						\$50,000	
04/15/2013	09/16/2013**	1008 Main	Former Lady Bug Picnic	Charlie Amos	Mega	\$25,000	Expires 3/2015

* Pending Board approval

** Carried over from previous FY(s)



September 18, 2013

Mr. Charlie Amos
1204 Church Street
Bastrop, TX 78602

Dear Mr. Amos:

Thank you for your application to participate in the BEDC/Main Street Revitalization Grant Program. On behalf of the BEDC Board of Directors, I am pleased to inform you that grant funds have been approved for renovations of the building at 1008 Main Street in the maximum amount of \$25,000.

The funds will be paid upon completion of all work, provided that it complies with the grant criteria as outlined in the BEDC Grant Application. All original receipts, invoices, and/or proofs of payment must be submitted for verification after the work is complete. You have six months to begin the project, and 18 months to complete it.

Please follow the steps below to ensure timely reimbursement:

- 1) Keep all receipts and proofs of payment for submission.
- 2) Complete the work within the allotted amount of time. (A one-time six month extension may be considered by BEDC, upon written request and acceptable documentation.)
- 3) Upon completion of the project, please contact the BEDC office at (512) 303-9700 for certification of the project.
- 4) Submit all receipts to our office, along with the contractor release of liens and applicable Bastrop building official's certification.

Please contact Angela Ryan in my office at (512) 303-9700 if you have any questions.

Thank you for participating in this program and for continuing to support Bastrop's revitalization efforts.

Sincerely,

Dave Quinn, CEcD
Executive Director

CDQ/ar
Enclosures: 2

cc: Nancy Wood, Bastrop Main Street Program

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 19, 2015

MEETING DATE: February 23, 2015

1. Agenda Item: **Approval of BEDC Board Meeting minutes of the 01/12/15 Regular Board Meeting.**

2. Party Making Request: Angela Ryan, BEDC Executive Assistant

3. Nature of Request: (Brief Overview) Attachments: Yes X No _____

Attached for approval are the minutes from the 01/12/15 BEDC Board Meeting.

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No X N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing:	<u>NAME/TITLE</u>	<u>INITIAL</u>	<u>DATE</u>	<u>CONCURRENCE</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

**BASTROP ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
Minutes of Monthly Meeting, January 12, 2015
903 Main Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, January 12, 2015, at 6:30 p.m. in the BEDC Boardroom at 903 Main Street for the Regular Monthly Meeting.

Board members present were: Steve Mills, Gary Schiff, Gary Gutierrez, Dr. Neil Gurwitz, Pat Crawford, Mayor Ken Kesselus, Willie DeLaRosa, and Mike Talbot (ex-officio).

Staff members present: Angela Ryan and JC Brown, BEDC Attorney.

Others in attendance: Nancy Wood, Bonnie Coffey, Lee Harle, and Debbie Moore.

ANNOUNCEMENTS

1. Call to Order – Steve Mills, Chairman of the Board, called the meeting to order at 6:30 p.m.
2. Public Comments – Bonnie Coffey requested that the Board consider a change to the Bylaws, and use the words “Chair” and “Vice-Chair” instead of “Chairman” and “Vice-Chairman”.
3. Presentations – None.
4. Announcements – None.

EXECUTIVE DIRECTOR’S INFORMATIONAL UPDATE REPORT - Items for update, discussion and possible action:

- A. Meetings, Events and Travel attended/upcoming
 1. Bluebonnet Electric Cooperative Economic Forum held on November 20. Mr. Talbot said that the forum had a very dynamic and informative speaker. Mr. Mills said they had talked about the importance of having ready sites available for prospects.
- B. Update on BEDC Projects and/or Business:
 1. Main Street Program Update (Nancy Wood) – Ms. Wood reported that on her quarterly report to Texas Main Street, she showed \$24 million in overall investment in the downtown area, with a net of two new businesses for the fourth quarter. She said Main Street Café is now open in the former Deli Depot location. Ms. Wood reported that the Bastrop Fine Arts Guild had removed the building on Chestnut in preparation for the gallery, and they saved as much of the original wood and materials as possible. They should begin construction on the new building by the end of the year.
 2. Update on the Bastrop EDC Business Park
 - a) Project status update – Mr. Talbot said he was able to work it out with Mr. Coghlan to dump the 2,000 yards of dirt he needed to haul away as part of his expansion project, for BEDC’s future in the Business Park.
 - b) Review of the proposed Master Plan for the BEDC Business Park – Mr. Talbot presented a preliminary master plan of the Business Park to the Board. He explained that it was divided into four phases, each of which could be broken down further into sub-phases. Phase 1 is the area south of South Street and would produce six marketable lots, including the 10.5 acre tract with regional detention, at a cost estimate of \$1,379,000. Phase 2 would include the detention pond for phases 2, 3, and 4, extend Technology Drive and open up the 22 acres south of JAMCo, at a projected cost of \$2,522,000. Phase 3 would open up the 15 acres east of the Jackson Street extension, with a cost estimate of \$1,654,000. Phase 4 would extend the road from Jackson Street to the lot he recently acquired on behalf of BEDC, at a projected cost of \$1,004,000. Mr. Talbot said that once the Board approves the master plan, he would like to put all the information together into

- a booklet to give to prospects. He asked the Board to consider all of the options so they can discuss what steps they want take at the next Board meeting.
3. Update on Bastrop Area Housing Study – Mr. Mills reported that the committee met for a conference call with RCLCO to review the second draft of the study. He said they're still working on the depth of the housing demand in the Bastrop area, and trying to drill down the numbers to better reflect Bastrop as opposed to the MSA. He said it is obvious that we need to continue working on creating good paying jobs, but he would like input as to what is needed to create that job growth. Mr. Mills said Bastrop has a lot of strengths: strong community, historic downtown, outdoor recreation, lower land costs, improvements in the school system, and close proximity to the airport. He said he would like to consider the possibility of hiring a marketing firm to make sure that areas such as Dallas/Fort Worth, Houston, and San Antonio know about the great things happening in Bastrop.
 4. Update on Downtown Parking and Traffic Study
 - a) Proposed SH 71 transportation improvements – Mr. Talbot reported that TxDOT said both the Hwy 71/Tahitian Village overpass and the Hwy 71/95 overpass have been funded. The one at Tahitian Village will be started by March 1 and will take approximately 22 months to complete. The 71/95 overpass is currently expected to begin in December. Mr. Talbot said that after the construction of the first overpass is underway, we will be better able to gauge the effect on downtown traffic.
 - b) Main Street Improvement Project – Mr. Talbot suggested postponing the project until January 2016, to avoid the potential for increased downtown traffic during TxDOT's work on Hwy 71. Mr. Talbot said BEDC has about two years left on the bond proceeds. Mr. Talbot explained that the City Council asked him to undertake a downtown parking and traffic study in anticipation of the Main Street project, as well as address head-in versus parallel parking. Mr. Talbot said he had decided to do a lot of the work in-house and hire a traffic engineer on an hourly, as needed basis. Mr. Talbot said they were considering a pilot program to test parallel parking, and they might install a camera on the electrical pole to videotape throughout the day to see how it is working.
 - c) Alley D improvements (former Advertiser building) – Mr. Talbot explained that he envisions the Alley D Project as a joint project between the City and the BEDC. He reported that the City now owns the building, and the asbestos evaluation has been completed. The Veterans of Foreign Wars have requested the building be donated to them. Mr. Talbot said he is going to request that the Council stipulate a timeframe for removal of the building. He said once the building has been removed, they will put in temporary parking, with the ultimate goal to put in one straight slab of concrete that will provide an opportunity to build a parking garage in the future. Mr. Talbot said it would require the relocation of some infrastructure, but that he anticipates the lot will be ready for parking by May or June.
 - d) Parking lot at the southwest corner of Pine Street and Water Street – Mr. Talbot said the lot has been working well. The traffic consultant suggested installing larger signage to let people know the parking lot is open to the public.
 5. Update on construction projects in the City of Bastrop – The Board discussed construction projects within the City under various stages of completion. Mrs. Ryan reported that Hobby Lobby had submitted their site plans.

A. CONSENT AGENDA

A.1 Approval of meeting minutes of the Regular Board Meeting of November 17, 2014. Ms. Crawford made the motion to approve the minutes as submitted, Mr. Gutierrez seconded, and the motion passed.

B. PUBLIC HEARINGS

C. OLD BUSINESS

C.1 Consideration, discussion and possible action on approval of an amended 'Economic Development Agreement' between the Bastrop Economic Development Corporation and Niece Equipment; status update on contracts and discussions with Niece and lender. Mrs. Ryan reported she had not heard back from Mr. Niece but had attended the meeting with Mr. Niece's architect, civil engineer, and the Planning Department. Mrs. Ryan reported they may be requesting additional variances to the Restrictive Covenants.

C.2 Consideration, discussion and possible action on a proposal by the Bastrop Parks Board to use a portion of the Bastrop Business & Industrial Park for a disc golf course. Mr. Mills reported that he and Mr. Talbot had toured the acreage and he wanted to discuss it in Executive Session.

C.3 Consideration, discussion and possible action on approval of the proposed revisions to the BEDC Restrictive Covenants for the Bastrop Business and Industrial Park. Ms. Brown went through the edits to the covenants. Dr. Gurwitz pointed out a discrepancy in the height of tree measurement, where in one instance it said four feet and in another it said one foot. Mr. Schiff made the motion to approve the Restrictive Covenants with the change to four feet, Mrs. Crawford seconded, and the motion passed.

C.4 Consideration, discussion and possible action on approval of the proposed revisions to the BEDC Bylaws. Ms. Brown went over the edits made from the last Board meeting, which included changing references to "President/CEO" to "Executive Director", making absences and vacancies consistent with the other City boards, and removing the requirement to have two signatures on checks, since the City's Finance Department processes all of BEDC's payments. Ms. Brown said Mayor Kesselus had requested she add verbiage which would allow the Mayor to designate another City Councilmember to take his/her place on the BEDC Board until such time as he/she wished to resume the seat. After lengthy discussion, Dr. Gurwitz made the motion to approve the edits that were submitted for review, the change from Chairman and Vice-Chairman to Chair and Vice-Chair, and the change proposed by Mayor Kesselus, that the Mayor be given unilateral authority to designate a City Councilmember to serve on the BEDC Board in his/her place. Mr. Schiff seconded, and the motion passed, with Mr. DeLaRosa and Mr. Gutierrez opposed.

D. NEW BUSINESS

D.1 Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's preliminary financial summary report for periods ending October 31, 2014, November 30, 2014, and December 31, 2014. Mr. Talbot reported that revenues are exceeding expenditures, and recommended acceptance of the financial reports. Mr. DeLaRosa made the motion to accept the financial summary reports as submitted, Dr. Gurwitz seconded, and the motion passed.

D.2 Consideration, discussion and possible action on a request for the Bastrop Economic Development Corporation to sponsor a table at the Eric Johnson/Mike Stern Concert on February 17, benefitting the Bastrop County Boys and Girls Club, in the amount of \$1,000. Mr. Schiff explained this concert was known as the Jazz Jam in past years. This year's concert will be at the Performing Arts Center on February 17th, and it is the only Austin area stop on Eric Johnson's concert tour. A sponsorship includes eight seats and back stage passes at the reception. Mr. Gutierrez made the motion for the BEDC to sponsor the concert in the amount of \$1,000, Mrs. Crawford seconded, and the motion passed.

D.3 Consideration, discussion and possible action on the Bastrop Economic Development Corporation's sponsorship of the 2015 Naturefest, in an amount to be determined at the discretion of the BEDC Board. Mr. Talbot explained that the City's Park Department is bringing back the Naturefest event and they are requesting donations in any amount. Mr. Gutierrez made the motion for the BEDC to sponsor Naturefest in the amount of \$3,000, Mrs. Crawford seconded, and the motion passed.

D.4 Consideration, discussion and possible action on a request by Donald Bennet for pre-approval of a mega-grant in the amount of \$20,000, for renovations to interior and exterior of the building at 711 Chestnut Street. Ms. Wood said that Mr. Bennet purchased the two-story building that used to be leased as a karate studio, and he is planning to live upstairs and have a retail business downstairs. Mr. Bennet anticipates doing about \$80,000 worth of renovations to the building, including floor stabilization, plumbing and electrical work, and installation of new windows. After a brief discussion, Mr. Schiff made the motion to approve the preliminary application, Mr. DeLaRosa seconded, and the motion passed.

D.5 Consideration, discussion and possible action on a request by Deborah Jones for pre-approval of a mega-grant in the amount of \$6,250, for renovations to interior and exterior of the building at 713/717 Chestnut Street. Ms. Wood explained that Ms. Jones is leasing the building for a mediation center, and she has obtained approval from the property owner. Mr. Gutierrez made the motion to approve the preliminary application, Mr. DeLaRosa seconded, and the motion passed.

E. EXECUTIVE SESSION –

E.1 At 8:33 p.m., Mr. Mills convened the Bastrop Economic Development Corporation Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

1. Section 551.071(1)(A) and Section 551.071(2) - Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.
2. Section 551.072 - Deliberation about real property: 'Project Copper' and/or potential sales, acquisitions, exchanges, leases, dispositions or values of real property: Purchase of real property by the BEDC, disposition of real property by the BEDC, and/or City use of BEDC property.
3. Section 551.087 - Deliberation regarding economic development negotiations: 'Project Copper' and/or 'Project Gnome'.
4. Section 551.074 - Personnel Matters: BEDC staffing, hiring, and performance and/or employment of an Executive Director/CEO.

E.2 The Bastrop Economic Development Corporation Board of Directors reconvened from Executive Session at 9:27 p.m.

Mr. Talbot recommended the Board's ratification of the lot in Pine Forest Unit #6 adjacent to the Business Park so the road could be extended. Mr. DeLaRosa made the motion to ratify the purchase of the property (R52158) in the amount of \$11,200, Mr. Schiff seconded, and the motion passed.

Mr. Schiff made the motion authorizing Mr. Mills to select a land planner and coordinate it with Mr. Talbot, to come up with a preliminary land plan for the 40 acres in the Business Park that the

Parks Department requested they be allowed to use for a disc golf course. Mr. DeLaRosa seconded, and the motion passed.

Mr. Gutierrez made the motion to deed the BEDC-owned property near the rodeo grounds at Mayfest Hill (R36831 and R48757) to the City of Bastrop, Mr. Schiff seconded, and the motion passed.

F. BOARD INPUT ON FUTURE AGENDAS

Inviting input from the Board of Directors related to issues for possible inclusion on future agendas, related to (but not limited to) issues such as BEDC projects, property, economic development prospects, community events, and BEDC business. A summary of the current year's budget for façade and mega grants was requested for the next Board meeting.

G. ADJOURNMENT – Gary Schiff moved to adjourn and Gary Gutierrez seconded. The BEDC Board of Directors adjourned the meeting at 9:30 p.m.

DRAFT

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: 2/18/2015

MEETING DATE: 2/23/2015

1. Agenda Item: **Final approval for project to renovate interior and exterior of 713/717 Chestnut Street (old Bastrop Abstract one story building); estimate is \$25,000 with Mega Grant to reimburse \$6,250; tenant has permission to renovate the interior and replace doors and windows on the exterior; new space will house a mediation center/hourly office rental space and second building will house various professional services related to website design and social media management.**

2. Party Making Request: Nancy Wood

3. Nature of Request: (Brief Overview) Attachments: Yes X No

New tenant of the building, Deborah Jones, will replace front door and frame, redo rear entrance and parking surface, replace all interior flooring, replace awnings on exterior, and reframe interior and supports, paint. Tenant has owner permission as part of lease and has submitted all estimates with this final application. BEDC gave preliminary approval at the 01/12/15 Board meeting.

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**
a) _____
b) _____
c) _____

8. Staff Recommendation: Yes to the application; Design Committee: Yes to application (at 2/10 meeting; Scoring Sheet attached)

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

EXISTING - Score 20 of 40
INFILL - Score _____ of 25

Scoring Criteria for the Bastrop Economic Development Corporation and Historic Restoration Grants in the Main Street Program Area

Property Location

- Within the Main Street Program Area
- Within the Central Business District
- Other Property Location – Please Describe general location and why this property should be considered: _____

Property Legal Description

Criteria	Score
1. Identified with site survey, by staff, as	<u>5</u>
Existing Property currently Contributing, or approved proposed infill will be contributing to the overall neighborhood or area	(5)
Existing Property currently Non-Contributing, but approved work performed or proposed approved restoration work will make the property contributing.	4
Proposed project deemed as Non-Contributing	0
2. Available to public, encouraging Tourism	<u>4</u>
Commercial Property open to the public - retail, public museum, restaurant, bed and breakfast, etc.	5
Non retail Professional Property open to the public - Non sales tax generating – law offices, realtors, etc.	(4)
Not open to the public	2
3. Use of Structure	_____

Application is part of a project that will allow reoccupation of a structure or property that is currently vacant and has been for:

- Five or more years 5
- Two to five years 4
- Less than two years 3
- Currently occupied 2

4. Previous Funding

5

- Applicant has not applied for nor received funding from this program in the past 3 years. 5
- Applicant has applied before and satisfactorily completed the proposed project to receive funding. 4
- Applicant has applied before but has not been selected to receive funding. 3
- Applicant has applied before and did not satisfactorily complete project to receive funding. -1

5. Jobs Created

4

Application is part of a proposed project that will allow the creation of full time or part time salaried positions that did not exist prior to completion of this project.

- Greater than 10 new jobs created. 5
- 5 – 10 new jobs created. 4
- 3 – 5 new jobs created. 3
- 1 – 2 new jobs created. 2
- No new jobs created. 0

IF APPLICATION IS FOR PROPOSED INFILL STOP SCORING PROCESS HERE. CONTINUE IF APPLICATION IS FOR EXISTING STRUCTURE

6. Danger of Structure (determined by staff)

2

- Currently threatened or likely to be threatened within 1 year. 5
- Severe deterioration evident; roof damage or severe structural damage threatens loss of entire property.*

Moderately threatened or likely to be within 1 to 5 years.
Deterioration has begun, but does not pose immediate threat of collapse.

4

In potential danger with localized minor damage to structure or limited damage to major features.

3

Not in danger. Project is cosmetic.

2

7. National / Texas Historic Register Status

0

Listed on *both* the National and Texas Register

5

Listed on *either* the National or Texas Register

4

Application submitted for registration, pending approval

3

Not eligible but approved work performed or proposed restoration work will make the property eligible.

2

Not Eligible.

0

8. Designated as City of Bastrop Significant or Historic Landmark

0

Designated Landmark

5

Application submitted, pending approval

4

Eligible, but not Designated

3

Not eligible but approved work performed or proposed restoration work will make the property eligible.

2

Not Eligible

0

Signed

[Signature]
Bastrop Main Street Program Manager

Date 2.10.2015

Signed

[Signature]
Historic Landmark Commission and/or Main Street Design Committee

Date 2.10.2015

Signed

Bastrop Economic Development Corporation

Date _____

**BASTROP ECONOMIC DEVELOPMENT CORPORATION / MAIN STREET
REVITALIZATION GRANT PROGRAM**

GRANT APPLICATION

APPLICANT [OWNER(S)/REPRESENTATIVE] (Note: If Applicant is not the building or property owner(s), the building and property owner(s) must sign the Application or submit a notarized 'letter of authorization' with this Application). If the property/building is owned by more than one individual or entity, then all co-owners must personally sign the Application.

Name Michael and Deborah Jones

Address 715 Chestnut St City Bastrop State Tx Zip 78602

Telephone (Work) (512) 303-1010 (Home/Cell) (512) 567-5719
ruralappraiser@gmail.com

PROJECT/BUILDING OR PROPERTY Jones Square

Project/Building Name 715 / 717 Chestnut St, #

Project/Building Address (including legal description) _____

Project/Building Owner _____

Address _____

Building Age _____ Date of Original Construction _____

Architect/Builder (if known) _____

Brief History of Building (Bastrop County Historical Museum and/or Library and/or County Courthouse are resources) _____

Is this property a City of Bastrop Significant Landmark? No () Yes
Date established as a Significant Landmark _____, 20__

Is this property a City of Bastrop Historic Landmark? No () Yes
Date established as a Historic Landmark _____, 20__

Note: If the structure involved is designated by the City as a Historic Landmark, then Applicant must also make Application for a Certificate of Appropriateness with the City of

Bastrop, so that the Project may be reviewed and approved by the City of Bastrop's Historic Landmark Commission.

Is this property on the National Register of Historic Places or a Recorded Texas Historic Landmark? () No () Yes-Explain which _____

DESCRIPTION OF PROJECT/WORK PROPOSED

Exterior New front door & framing, new paint, signs, new awnings (front & rear)

Interior Finish front office, flooring, paint, fixtures, Carpet, update bathroom and kitchen hardware

Windows New Paint

Roof No work to be done on roof

Façade (Storefront/Doors) New front doors, signs, paint Frame (replace rotten wood) and windows, new door knobs and locks
Painting paint inside and out

Awning Awnings for front and rear doorways

Other Flooring, trim, wainscot, lighting, phone system

Total Estimate \$ 25,000

Qualified Bids and/or cost estimates must be obtained and submitted with Application in order to substantiate cost of improvement(s)

Requested Grant amount:

Façade Grant (up to \$5,000 matching, as 50%/50%)

() \$ _____

Mega- Grant (up to \$25,000 as 25%/75%)

() \$ 5,125 \$0 6,250 Wood (math error)

Project Architect/Designer Michael & Deborah Jones Phone: (512) 567-5719

Project Contractor/Coordinator Michael & Deborah Jones Phone: (512) 567-5719

Are you planning to apply for a Tax Credit for rehabilitation of historic structures? () Yes () No

I don't know

CRITICAL TIMING AND COMPLETION REQUIREMENTS:

1. Construction must not have begun on any part of the proposed grant related Project prior to submission of the BEDC Pre-Application form.
2. For Façade Grant Projects - Construction on Façade Grant improvements must begin within 60 days of Project Application Approval. To be eligible for reimbursement through the Grant Program, Façade Grant Projects must be completed on or before 6 months after Final Approval by BEDC.
3. For Mega-Grant Projects – Construction on Mega-Grant improvements must begin within 6 months of Project Application Approval. To be eligible for reimbursement through the Grant Program, Mega-Grants Projects must be completed within 18 months from Final Approval by BEDC.
4. A one-time 6 month extension to these deadlines may be considered by BEDC, upon written request and acceptable documentation force majeure type justification for the delay of initiation of work or completion.

If the above deadlines are not met, or extensions are not approved by the BEDC Board, the funding for the Project will be denied.



When do you expect to begin Project work? January, 2015

[Note: Work may begin after Pre-Application submission and before Final Approval of the Board; however, Applicants undertake this work at their sole risk, acknowledging that BEDC may – at its sole discretion – ultimately determine not to fund the Project.]

What is the anticipated completion date? February, 2015



OWNER'S/APPLICANT'S AGREEMENT:

I have met with the Bastrop Main Street Program Manager and I acknowledge that I have received, reviewed and fully understand the criteria, standards, rules and procedures established by the BEDC and the Main Street Program pertaining to the Project Grant Program and, further, that my request to be considered for Grant funds and agreement to abide by the Mains Street Program/BEDC criteria, standards, rules and procedures is binding and contractual in nature, in the event that the proposed Project is funded by the BEDC.

I understand that, if I am awarded a Façade Grant or a Mega-Grant by the BEDC, any deviation from the Project detail approved by the Board and/or deviation from this Agreement will result in the withdrawal of the Final Approval for the Grant and loss of Grant funds for my proposed Project.

All Owner(s)/Representative(s) who are signatories to the Pre-Application/Application affirm and represent that neither they, nor any representative or contractor associated with the Project whom will participate in the Project on behalf of the Owner, have any common law or Statutory conflict of interest with respect to this Grant and/or the resulting funding that may be provided by the BEDC.

Signed Deborah Jones
Owner/Applicant

Date 1/25/15

Signed _____
Co-Owner/Co Applicant

Date 1/25/15

Signed Nancy Wood
Bastrop Main Street Program Manager

Date 2/5/15

Signed [Signature]
Representative of Applicable Reviewing Entity
[Historic Landmark Commission or
 Main Street Design Committee]

Date 2.10.15

Signed _____
Bastrop Economic Development Corporation

Date _____

February 6, 2015

Jones Square
715/717 Chestnut St.
Bastrop, Texas 78602
Michael and Deborah Jones
512-303-1010

Expense:

New front door	\$2,600
Install with glass	\$1,300
Hardware	\$1,000
Rebuild front door frame	
Labor	\$850
Supplies	\$400
Take Down Entry Wall	
Labor	\$1,600
Supplies	\$500
Electrical	\$400
Rebuild/Rework Light Fixtures	
Labor	\$650
Supplies	\$100
Paint	
Interior	\$900
Exterior	\$300
Labor	\$4,500
Flooring	
Carpet	\$3,000
Labor	\$4,500
Cedar	\$1,000
Labor	\$1,000
Drainage	\$1,100
Tear Out	\$1,500
Counter	\$850
Wainscot	
Cedar	\$450
Labor	\$1,000
Total Cost	\$25,000

02/20/2015

NOTICE: Disclosure of a conflict of interest does not disqualify an Applicant or Project from grant funding: Rather, disclosure of conflicts will trigger an evaluation of the facts and circumstances involved in the reported conflict, consideration of potential conflict mitigation alternatives, and a final decision on funding by the Board of Directors, as deemed appropriate in the Board's discretion and in compliance with applicable legal requirements.

BASTROP ECONOMIC DEVELOPMENT CORPORATION

CONFLICTS OF INTEREST DISCLOSURE STATEMENT

Grant Applied For:

Name of Applicant:

Tax ID number:

(or last four digits of SS #)

With regard to my application to the Bastrop Economic Development Corporation for a grant of funds, I have the following potential conflict(s) of interest to report:

1. I have, or I am affiliated¹ with, another corporation, organization, individual or entity that has already received a Bastrop Development Corporation Grant. (Yes No)

If Yes, please explain in detail:

2. I am, or I am affiliated with, an individual who is, employed by the City of Bastrop. (Yes No)

If Yes, please explain in detail:

3. I am, or I am affiliated with, a member of a City of Bastrop Board, Council, Commission, or Committee. (Yes No)

If Yes, please explain in detail:

4. I am affiliated with any vendor, supplier, or any other party providing or bidding for providing services, having a direct or indirect interest in any business transaction(s) with the Bastrop Economic Development Corporation, including a grant recipient. (Yes No)

If Yes, please explain in detail:

5. I am, or I am affiliated with, a staff member or employee of the Bastrop Economic Development Corporation. (Yes No)

If Yes, please explain in detail:

6. I am, or I am affiliated with, any party that potentially could or will receive a financial benefit from the Bastrop Economic Development Grant contemplated herein, other than for the specific purposes stated in the grant (e.g., I am, or I am affiliated with, the contractor, architect, designer, property owner, or supplier(s) for a new business to be constructed in the City of Bastrop). (Yes No)

If Yes, please explain in detail:

7. Any other potential conflict? No

No

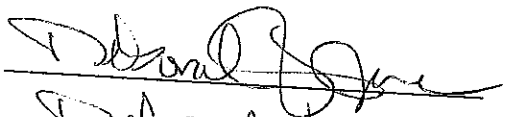
¹ "Affiliated" refers to the following: Spouse, domestic partner, child, mother, father, brother or sister or close associates; any corporation, business or non-profit organization of which you serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.

If Yes, please explain in detail: _____

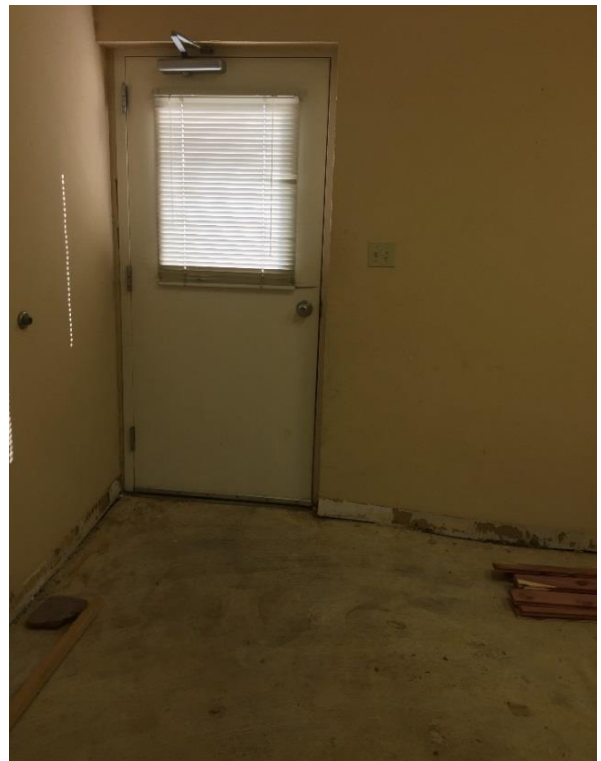
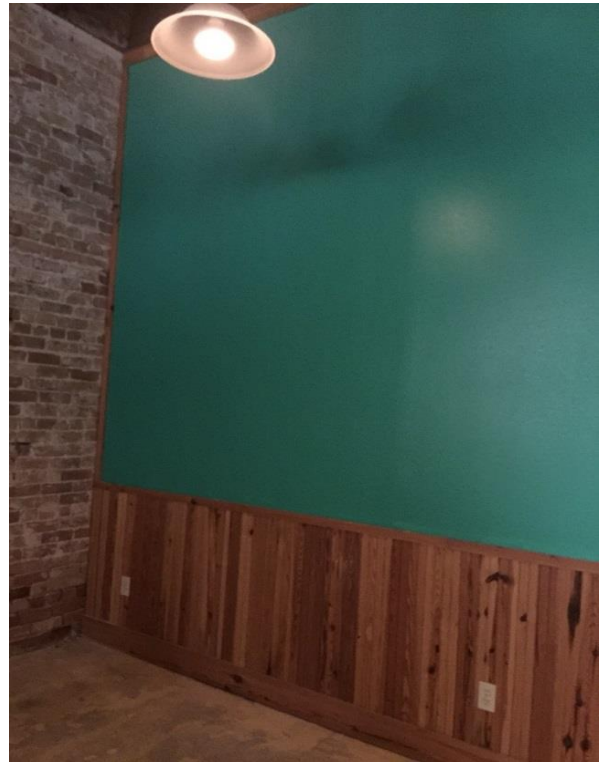
I understand that by signing the statement and submitting this form, I am certifying that I have read this document and all Bastrop Economic Development Grant related material provided to me. If I did not fully understand the request for disclosures stated herein, I have requested that the disclosures be explained to me in further detail by a member or employee of the Bastrop Economic Development Corporation.

I acknowledge that I am requesting that the Bastrop Economic Development Corporation determine my eligibility for a Grant and, if it is determined that I am eligible, I agree to utilize all funds provided to me in accord with Texas Local Government Code, Section 501, *et seq.* and any other applicable federal, city or state rules and regulations.

In addition, I hereby confirm that the disclosure(s) made herein above is complete and correct, and that if I become aware of any information that might indicate that this disclosure(s) is inaccurate, I agree to immediately notify, in writing, the Board of the Bastrop Economic Development Corporation.

Signature: 
 Name: Deborah Jones
 Position: Agent





STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 2, 2015

MEETING DATE: February 23, 2015

1. Agenda Item: **Consideration, discussion and possible action on approval of the proposed revisions to the Bastrop EDC's Bylaws.**

2. Party Making Request: Mike Talbot, Interim BEDC Executive Director

3. Nature of Request: (Brief Overview) Attachments: Yes X No

A committee composed of Mike Talbot, JC Brown, Gary Schiff, Pat Crawford, Ken Kesselus and Angela Ryan met on 10/29/14 to review and make necessary changes to the current BEDC Bylaws. The revisions to the BEDC Bylaws were reviewed at the 11/17/14 BEDC Board meeting and additional edits were suggested. They were reviewed again at the 01/12/15 Board meeting, and two additional suggestions were made: changing references to Chairman and Vice-Chairman to Chair and Vice-Chair, and giving the Mayor sole authority to designate a City Councilmember to serve in his place on the BEDC Board. The Board approved the proposed changes at the 01/12/15 Board meeting, with Mr. Gutierrez and Mr. DeLaRosa opposed. The City Council did not approve the amended Bylaws at their 01/13/15 Council meeting, and made recommendations concerning the verbiage. Ms. Brown has made the revision to the Bylaws, which now require approval by the BEDC Board.

A copy of the revised Bylaws is included for the Board's review and possible approval.

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No _____ X _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**
a) _____
b) _____
c) _____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

**SEVENTH AMENDED BYLAWS OF
THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
OF THE CITY OF BASTROP, TEXAS
A NON-PROFIT CORPORATION**

SECTION 1
OFFICES

1.01 Registered Office and Registered Agent

The Corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The Board of Directors may, from time to time, change the registered office, provided that such change is appropriately reflected in these Bylaws and in the Articles of Incorporation, and filed with the Secretary of State.

The registered office of the Corporation shall be 903 Main Street, Bastrop, Texas, 78602, and the registered agent shall be the current Executive Director of the Corporation, whose mailing address is 903 Main Street, Bastrop, Texas 78602, and who may be served with process at 903 Main Street, Bastrop, Texas, 78602.

1.02 Principal Office

The principal office of the Corporation in the State of Texas shall be located at 903 Main Street, City of Bastrop, County of Bastrop, and it shall be identical with the registered office of the Corporation.

SECTION II
PURPOSES

2.01 Purposes

The Corporation is a non-profit corporation specifically governed by the Texas Development Corporation Act of 1979, Local Government Code, Subchapter A, Sections 501.001 and 505.001, *et seq.* as amended (hereinafter referred to as the "Act"). The purpose of the Corporation shall be to promote, assist, and enhance economic development in accordance with its Articles of Incorporation, and to engage in any and all activities authorized by the Act, as amended. The Corporation shall have all of the powers enumerated in the Act, except as limited by these Bylaws, its Articles of Incorporation, or vote of the City Council.

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

SECTION III **MEMBERS**

3.01 Members

The Corporation shall have no members.

SECTION IV **BOARD OF DIRECTORS**

4.01 Board of Directors

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"), appointed by the governing body of the City of Bastrop, and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Texas Business Corporation Act, the Texas Development Corporation Act, its Articles of Incorporation, or these Bylaws. The Board may, by contract, resolution, or otherwise, provide general or limited special power and authority to the officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give powers of attorney to agents of the Corporation to transact any special business requiring such authorization.

4.02 Number, Qualification and Terms of Service

The authorized number of Directors of this Board shall be seven (7). The City Council shall appoint the Directors of the Corporation in accordance with the Act and the City's Home Rule Charter, as each may be amended. The membership of the Board of Directors shall include the Mayor ~~(provided that the Mayor may, at his/her sole discretion, designate another City Council member to take his/her place on the Board, and provided further, that the Mayor may, at his/her sole discretion, reestablish his/her service on the Board thereby replacing the City Council member previously designated to serve in his/her stead, as the Mayor deems appropriate)~~ and may include up to two (2) other City Council members; however, in no event shall there be more than three (3) members of the Board of Directors who are also members of the City Council. At least four (4) Directors of the Board shall not be officers or employees of the City of Bastrop or members of its City Council, and these four (4) Directors shall be referred to as "Public Members" and/or as "Public Directors" of the Board of Directors.

The terms of office for the Directors of the Board are as follows: (a) The term of Directors who are also members of the City Council, shall be two (2) years and shall for those two (2) years will run concurrently with the Council member's term of elected office; (b) The terms of Public Members shall vary in length, with no term exceeding two (2) years, and such Public Member shall be appointed by the City Council for a term duration which results in staggered periods of service for such Directors on the Board. Directors may be removed at any time by vote of the City Council. Any Director who is

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

a member of the governing body of the City shall cease to be a Director at the time he or she ceases to be a member of the City Council.

All Directors must be residents of the City of Bastrop or Bastrop County with no more than one Director residing outside the municipal corporate city limits but within Bastrop County, Texas.

The City Council shall consider an individual's experience, accomplishments, and educational background in appointing members to the Board, to ensure that the interests and concerns of all segments of the community are considered.

The City Manager of Bastrop may be appointed by the City Council to be a non-voting *ex officio* member of the Board of Directors, and may attend all meetings of the Board. The City Manager shall provide staff assistance and administrative support to the Board, as needed. When the City Manager participates in Board activities as a non-voting *ex officio* member, his or her participation shall not count as one of the seven (7) Board of Director positions.

4.03 Bonds

The Chair of the Board, Vice- Chair, and Treasurer of the Board shall give an official bond in the sum of not less than One Hundred Thousand and no/100 Dollars (\$100,000). The bonds referred in this section shall be considered for the faithful accounting of all monies and things of value coming into the hands of such officers. The bonds shall be procured from some regularly accredited surety company authorized to do business in the State. The premiums thereafter shall be paid by the Corporation. A copy of each officers bond shall be filed with the Secretary of State.

4.04 General Duties of the Board

The Board is hereby required to perform the following duties:

1. The Board shall develop an overall economic development plan for the City, which shall include an annual budget, and the goals which the Board deems necessary to accomplish its overall economic development plan. Such plan must be approved by the City Council of the City of Bastrop before being adopted.

The overall development plan developed by the Board shall be one that includes at least the following elements:

- a) An economic development strategy to permanently bolster the business climate throughout the City.
- b) Strategies to fully develop and utilize the assets of the City which enhance economic development.

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

- c) Strategies to improve the communication, cooperation, and coordination of public, private, municipal and academic resources which are necessary to develop and enhance business opportunities for all citizens of Bastrop.
 - d) Assurance of accountability of all revenue and expenditures of the Corporation.
 - e) Identification of strategies and implementation of those strategies for direct economic development, as stipulated in this Section.
 - f) An annual work plan outlining the activities, tasks, projects or programs to be undertaken by the Board during the upcoming fiscal year. The annual work plan shall be submitted with the annual budget as outlined in Article 7.02 of these Bylaws.
2. The Board shall review and update its overall economic development plan each year to ensure that said plan is up to date with the current economic climate and is capable of meeting Bastrop's current economic development needs.
 3. The Board shall expend, in accordance with all applicable laws, the funds received by it on the implementation of its overall economic development plan and on direct economic development. Such expenditures will have a direct benefit to the citizens of Bastrop. Before expending funds to undertake a project, the Corporation shall hold public hearing(s) on the proposed project in compliance with the requirements of the then applicable State law and other applicable local regulations, if any.

As used in this article, "direct economic development" shall mean projects or programs that directly accomplish or aid in the accomplishment of creating new jobs or retaining existing jobs, including educational, job training or planning and research activities necessary to promote job creation or retention. The Corporation's focus for direct economic development will be primarily in the areas of:

- a. Job and Investment Creation
 - b. Business Retention and Expansion
 - c. Infrastructure Development
 - d. Work Force Development
4. The Board of Directors shall make a detailed annual report to the City Council of Bastrop and at such other times as requested by the City Council. Such report shall include, but not be limited to, the following:
 - a) A review of all expenditures made by the Board in connection with their activities involving implementation of its overall economic development

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

plan and for direct economic development as detailed in this article, together with a report of all other expenditures made by the Board.

- b) A review of the accomplishments of the Board in the area of direct economic development.
- c) The policies and strategy followed by the Board in relation to direct economic development, together with any new or proposed changes in these policies and strategy.
- d) The activities of the Board for the budget year addressed in the annual report, together with any proposed change in activity relating to direct economic development.
- e) A review of the activities of the Board in areas of endeavor other than direct economic development, together with any proposed changes in such activities.
- f) The annual required report shall be made to the City Council no later than September 1st of each year.
- g) The annual report shall be presented to the City Council for its review.

4.05 Vacancies

Any vacancy occurring on the Board of Directors through death, resignation, removal, or otherwise shall be filled pursuant to the City Code of Ordinances, Sections 1.04.001 and 1.04.002, as amended from time to time, for terms not to exceed, two (2) years from the date of appointment, and for a length of time that results in staggered the terms of service. Directors may be removed at any time by majority vote of the City Council.

4.06 Meetings

The Board shall hold a regular meeting within the municipal limits of Bastrop on the third Monday of each month (except holidays), or upon a date and time determined to be most convenient to the majority of Directors, unless there is a determination by the Chair of the Board that there is insufficient pending business for the Board to consider. In the event that a determination is made not to hold the regularly scheduled monthly meeting, then the Board shall provide notice to the public of the cancellation by posting a cancellation notice, in a timely fashion, and in a place generally accessible to the public. The Board may hold additional special meetings during a month, as may be necessary for the transaction of the Board's business. Such special meetings may be called, as necessary, by either: (1) the request of the Chair of the Board, or (2) the request of any three Board members. The requesting party (ies) shall make such requests, in writing, to the Executive Director of the EDC, who shall then provide timely notice to the members

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

and public regarding same. All meetings of the Board shall provide notice thereof as provided and set forth in Chapter 551, Texas Government Code (The Texas Open Meetings Act). Any member of the Board may request that the Chair place an item on the Board's agenda, and such requests shall be made no later than five (5) days prior to the date of the Board meeting.

Notice of any meeting shall be given to the public in accordance with the requirements of the Texas Open Meetings Act. The notice shall contain information regarding the particular time, date, and location of the meeting and the agenda to be considered. All meetings shall be conducted in accordance with the Texas Open Meetings Act.

The annual meeting of the Board of Directors shall be in May, June or July of each year, at the offices of the Bastrop Economic Development Corporation, Bastrop, Texas.

4.07 Attendance

Regular attendance of the Board meetings is required of all Directors, and the attendance record of each Director shall be submitted to the Council prior to any reappointment to the Board. Board attendance requirements, notice of absences and attendance records shall comply with City Code of Ordinance Section 1.02.002 (b), as amended from time to time.

4.08 Quorum

For the purpose of convening a meeting, a simple majority of the Directors then serving on the Board shall constitute a quorum. For purposes of transacting the business of the Corporation at any meeting, a simple majority of the appointed Directors shall constitute a quorum. If there is an insufficient number of Directors present to constitute a quorum, the presiding officer shall adjourn the meeting.

4.09 Compensation

The duly appointed Directors of the Board shall serve without compensation, but may be reimbursed for actual cost of travel, lodging and incidental expenses as authorized by the Board, in accordance with State law.

4.10 Voting; Action of the Board of Directors

Directors must be present in order to vote at any meeting. Unless otherwise provided in these Bylaws or in the Articles of Incorporation, or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors. In the event that a Director is aware of a conflict of interest or potential conflict of interest, with regard to any particular vote, the Director shall bring the same to the attention of the Board and shall abstain from the

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

vote. In absence of a conflict of interest, each Director present at the meeting shall vote for or against each question brought before the Board. The Board's Directors are subject to the City's Code of Ethics, set forth in the City's Code of Ordinances, Article 1.15, *et seq.*, and shall conform thereto for purposes of addressing potential and/or actual conflicts of interest.

4.11 Board's Relationship with City Council

In accordance with State law, the City Council may require that the Corporation be responsible to it for the proper discharge of its duties. All policies for program administration shall be submitted for City Council approval, and the Board shall administer said programs accordingly. The Board shall determine its policies and direction within the limitations of the duties imposed by applicable laws, its Articles of Incorporation, these Bylaws, contracts entered into with the City and others, and budget and fiduciary responsibilities.

4.12 Board's Relationship with Administrative Departments of the City

Any request for services made to the administrative departments of the City shall be made by the Board or its designee in writing to the City Manager. The City Manager may approve such request for assistance from the Board, subject to terms acceptable to the Board and the City Manager.

Any requests for legal assistance may be made by the Board or its designee to the City Attorney. When such services are unavailable, the Board may obtain other counsel.

SECTION V **OFFICERS**

5.01 Officers of the Corporation

The elected officers of the Corporation shall be a Chair of the Board, Vice Chair, Secretary, and Treasurer. The Board may appoint one or more Assistant Secretaries or one or more Assistant Treasurers as it may consider desirable. Such officers shall have the authority and shall perform the duties of the office as the Board may from time to time prescribe or as the Secretary or Treasurer may from time to time delegate to his or her respective Assistant. Any two (2) offices may be held by the same person, except the office of Chair of the Board.

5.02 Selection of Officers

The Board shall appoint from among its Directors individuals to hold the offices of Chair of the Board, Vice-Chair, Secretary and Treasurer. The term of office for each of these Officers shall always be for a period of one year, provided, however, that such Officers shall continue to serve until the election of their successors.

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

5.03 Vacancies in Offices

Vacancies in any office which occur by reason of death, resignation, disqualification, removal, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other officers are appointed by the Board.

5.04 Chair of the Board

The Chair of the Board shall:

1. Preside over all meetings of the Board.
2. Have the right to vote on all matters coming before the Board.
3. Have the authority, upon notice to the Directors of the Board, to call a special meeting of the Board, when in his or her judgment such meeting is required.
4. Have the authority to appoint ad hoc committees of the Board, which may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.
5. Have the authority to appoint advisory committees to the Board to further the overall development plan of the Board.

In addition to the above mentioned duties, the Chair of the Board shall sign with the co-signature of the Secretary of the Board, any deed mortgage, bonds, contracts, or other instruments which the Board of Directors has approved, unless the execution of said document has been expressly delegated to some other officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these Bylaws, or by statute. In general, the Chair of the Board shall perform all duties incident to the office, and such other duties as shall be prescribed from time to time by the Board of Directors.

5.05 Vice-Chair

In the absence of the Chair of the Board, or in the event of his or her inability to act, the Vice-Chair shall perform the duties of the Chair of the Board. When so acting, the Vice-Chair shall have all power of and be subject to all the same restrictions as those incumbent upon the Chair of the Board. The Vice-Chair shall also perform other duties as from time to time may be assigned to him or her by the Chair of the Board.

5.06 Secretary

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

The Secretary shall keep the minutes of all proceedings of the Board of Directors and make a proper record of the same, which shall be attested by the Secretary. The Secretary shall keep such books as may be required by the Board of Directors, and shall perform such other duties as may be required by the Board of Directors. The Secretary shall cause notices to be posted of all Board meetings in accordance with the Texas Open Meetings Act.

5.07 Treasurer

The Treasurer shall, in general, perform all the duties incident to that office and such other duties as from time to time may be assigned to him or her by the Chair of the Board, or the Board in general. The Treasurer shall receive and give receipt for money due and payable to the Corporation and shall deposit such monies received by the Corporation, in accordance with Article VII of these Bylaws, if such monies are not directly deposited in the Corporation's accounts.

5.08 Assistant Secretaries and Assistant Treasurers

The Assistant Secretaries and Assistant Treasurers, if any, shall in general, perform such duties as may be assigned to them by the Secretary or the Treasurer, or by the Chair of the Board or the Board of Directors.

5.09 Contracts for Service

The Corporation may, with approval of the City Council, contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties. However, no such contract shall ever be approved or entered into which seeks or attempts to divest the Board of Directors of its discretion and policy-making functions in discharging the duties herein above set forth in this section.

5.10 Executive Director

The Board shall create the position of Executive Director, who shall be the Chief Administrative Officer of the Corporation and who shall serve at the pleasure of the Board. The Board shall be responsible for hiring the Executive Director. The Executive Director shall have responsibility for all day to day activities of the Corporation, and shall be responsible for all applicable administrative requirements of its Articles of Incorporation, these Bylaws, and the Act, as amended. The Executive Director may have a staff to assist in the carrying out of his responsibilities, and the hiring of any staff shall require Board approval. The Executive Director shall have the authority to make purchases and sign contracts up to the value of five thousand dollars (\$5,000), on behalf of the Board, with the knowledge and approval of the Chair and Vice-Chair.

The Board shall develop a job description for the Executive Director position, and the Executive Director shall serve at the pleasure of the Board of Directors. The Board

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

shall develop a performance review schedule and criteria for review, and shall review the performance of the Executive Director based upon the schedule and criteria. Nothing in this section shall be construed to convey that the Executive Director position is anything other than an at-will position as defined by the Texas Workforce Commission. The Executive Director and staff shall be required to follow all other current Personnel Policies of the City of Bastrop, and for such purposes, the Executive Director shall be under the same provisions as those for the City Manager.

SECTION VI **COMMITTEES**

The Board may constitute from time to time committees of the Board that are deemed necessary or appropriate. No such committee shall have independent authority to act for or in the stead of the Board.

SECTION VII **FINANCIAL ADMINISTRATION**

The Corporation shall contract with the City for financial and accounting services. The Corporation's financing and accounting records shall be maintained according to the following guidelines.

7.01 Fiscal Year

The fiscal year of the Corporation shall begin on October 1 and end on September 30 of the following year.

7.02 Budget

The Board of Directors shall cause to be prepared, and shall submit to the City Council of the City of Bastrop, a budget for the forthcoming fiscal year, and in accordance with the annual budget preparation schedule set forth by the City Manager. The budget shall be submitted to the City Manager for inclusion in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board of Directors and the City Council. No budget amendments shall become effective without City Council approval. No expenditures of funds shall be made by any Officer, employee or agent of the Corporation unless such expenditure is provided for in the approved budget of the Corporation that has been approved by the City Council.

7.03 Contracts

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

As provided in Article V above, the Chair of the Board and Secretary shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided, however, that the Board may by appropriate resolution, authorize any other officer or officers or any other agent or agents, including the Executive Director, to enter into contracts or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority may be confined to specific instances or defined in general terms. When appropriate, the Board may grant a specific power of attorney to carry out some action on behalf of the Board, provided, however, that no such power of attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.

7.04 Checks and Drafts

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be handled in compliance with the finance and payment policies, and applicable Codes, of the City of Bastrop, Texas, as amended from time to time.

7.05 Deposits

All funds of the Corporation shall be deposited on a regular basis, consistent with generally accepted accounting practices, in a local bank that is a depository of the City, which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code. All deposits shall be properly accounted for as deposits of the Corporation.

7.06 Gifts

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purpose or for any special purposes of the Corporation.

7.07 Purchasing

All purchases made and contracts executed by the Corporation shall be made in accordance with the requirements of the Texas Constitution and Statutes of the State of Texas and Ordinances of the City of Bastrop, Texas.

7.08 Investments

Temporary and idle funds, which are not needed for immediate obligations of the Corporation, shall be maintained on deposit in the Corporation's depository, or may be invested in any other legal manner with the approval of the City Council.

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

7.09 Bonds

Any bonds issued by the Corporation shall be in accordance with the statute governing this corporation, but in any event, no bonds shall be issued without approval of the Bastrop City Council, after review and comment by the City's bond counsel and financial advisor.

SECTION VIII **RECORD KEEPING AND AUDITING PROCEDURES**

The Corporation shall keep correct and complete books and records of all actions of the Corporation, including books and records of account and the minutes of meetings of the Board of Directors. All books and records of the Corporation may be inspected by Directors of the Corporation or his agent or attorney at any reasonable time; and any information, which may be designated as public information by law, shall be open to public inspection at any reasonable time. The Texas Open Records Act and Open Meetings Act shall apply to disclosure of public information. The Board of Directors shall provide for an annual financial audit to be performed by a competent independent audit firm. The Corporation may contract with the auditing firm retained by the City of Bastrop to perform the audit required by this section.

SECTION IX **AMENDMENTS TO BYLAWS**

These Bylaws may be amended or repealed and new Bylaws may be adopted by an affirmative vote of a two-thirds majority of the Board of Directors, at a meeting of the Directors held for such specific purpose, and the notice requirements stated hereinabove regarding special meetings shall apply.

No amendment to these Bylaws shall become effective without City Council approval.

SECTION X **DISSOLUTION**

On petition of ten (10) percent of the registered voters of the City of Bastrop requesting an election on the dissolution of the Corporation, the City Council shall order an election on the issue. The election must be conducted according to the applicable provision of the Texas Election Code. The ballot for the election shall be printed to provide for voting for or against the proposition:

"Dissolution of the Bastrop Economic Development Corporation of the City of Bastrop, Texas"

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

If a majority of voters voting on the issue approve the dissolution, the Corporation shall continue operations only as necessary to pay the principal and interest on its bonds and to meet obligations incurred before the date of the election and, to the extent practicable, shall dispose of its assets and apply the proceeds to satisfy those obligations. When the last of the obligations is satisfied, any remaining assets of the Corporation shall be transferred to the City, and the Corporation is dissolved.

SECTION XI **INDEMNITY**

The Board of Directors shall authorize the Corporation to pay or reimburse any current or former Director or Officer of the Corporation for any costs, expenses, fines, settlements, judgments, and other amounts, actually and reasonably incurred by such person in any action, suit, or proceeding to which he or she is made a party by reason of holding such position as Officer or Director, provided, however, that such Officer or Director shall not receive such indemnification if he be finally adjudicated in such instance to be liable for gross negligence or intentional misconduct in office. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation of, or preparation for, threatened or proposed litigation. The Board of Directors may, in proper cases, extend the indemnification to cover the good faith settlement of any such action, suit, or proceedings, whether formally instituted or not.

Furthermore, as set out in the Act, the Corporation, a Director of the Corporation, the City creating the Corporation, a member of the governing body of the City, or an employee of the Corporation or City is not liable for damages arising from the performance of a governmental function of the Corporation or City. For the purposes of Chapter 101, Civil Practice and Remedies Code, the Corporation is a governmental unit and its actions are governmental functions.

Corporation further agrees that it shall at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, licensees, invitees, and other persons, as well as their property, while in the vicinity where activities are being performed. It is expressly understood and agreed that the City of Bastrop shall not be liable or responsible for the negligence of Corporation including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

These Seventh Amended Bylaws of the Bastrop Economic Development Corporation were approved and adopted at a meeting of the Board of Directors of the Bastrop Economic Development Corporation, held on _____, 20____.

Steve Mills, Chair of the BEDC

Approved by the BEDC, with comments and revisions suggested by the Council 1.5.15

Approved and adopted at a meeting of the City Council held on _____, 20____.

Ken Kesselus, Mayor of Bastrop, Texas

Attest:

Elizabeth Lopez, City Secretary

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 17, 2015

MEETING DATE: February 23, 2015

1. Agenda Item: Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending January 31, 2015.

2. Party Making Request: Angela Ryan, BEDC Executive Assistant

3. Nature of Request: (Brief Overview) Attachments: Yes No

Attached for the Board's review and consideration is the BEDC financial summary report for the period ending January 31, 2015.

4. Policy Implication: _____

5. Budgeted: Yes No N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing:

	<u>NAME/TITLE</u>	<u>INITIAL</u>	<u>DATE</u>	<u>CONCURRENCE</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

8. Staff Recommendation: _____

9. Advisory Board: Approved Disapproved None

10. Manager's Recommendation: Approved Disapproved None

11. Action Taken: _____

Bastrop Economic Development Corporation

Financial Summary For Period Ending January 31, 2015



Bastrop Economic Development Corporation
 Summary of Revenues and Expenditures
 As of January 31, 2015

Fiscal year 2015 is 4 month or 33% complete as of January 31, 2015. These reports provide an unaudited and preliminary snapshot of the BEDC financial information.

☐ Revenues reflect 35.53% collected or \$636,132. Revenues during this same time period last year reflected \$550,773. Additional analysis concerning revenues are on the next two pages.

☐ Expenses for the BEDC reflect 27.04% spent or \$484,128. Expenses during this same time period last year reflected \$427,106. Additional analysis concerning the expenses, year to year comparisons, and capital outlay is located within this report.

Revenues

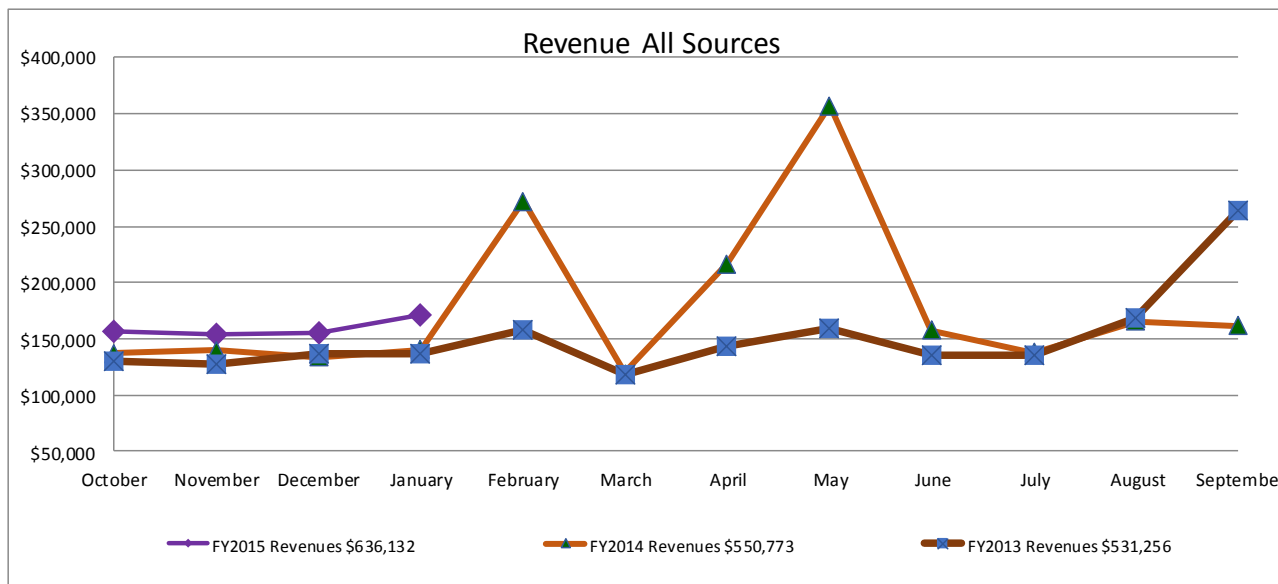
Expenditures

FY 2015 Budget	FY 2015 Actual	% of FY2015 Budget	FY 2015 Budget	FY 2015 Actual	% of FY2015 Budget
\$ 1,790,650	\$ 636,132	35.53%	\$ 1,790,650	\$ 484,128	27.04%

02/20/2015
 Summary of Revenues and Expenditures
 As of January 31, 2015

- **REVENUE:** Sales Tax receipts represent 96% of the total budgeted revenue for the BEDC. As such, the line graph will be a good performance indicator as a comparison of sales tax receipts of the two previous fiscal years to the current fiscal year. Due to an audit adjustment that accrues our revenue into the period it was earned, the revenue earned in October and November is an estimate. Other revenue is included within the line graph to include Lease Agreement Income, Interest Income, and Miscellaneous Income.

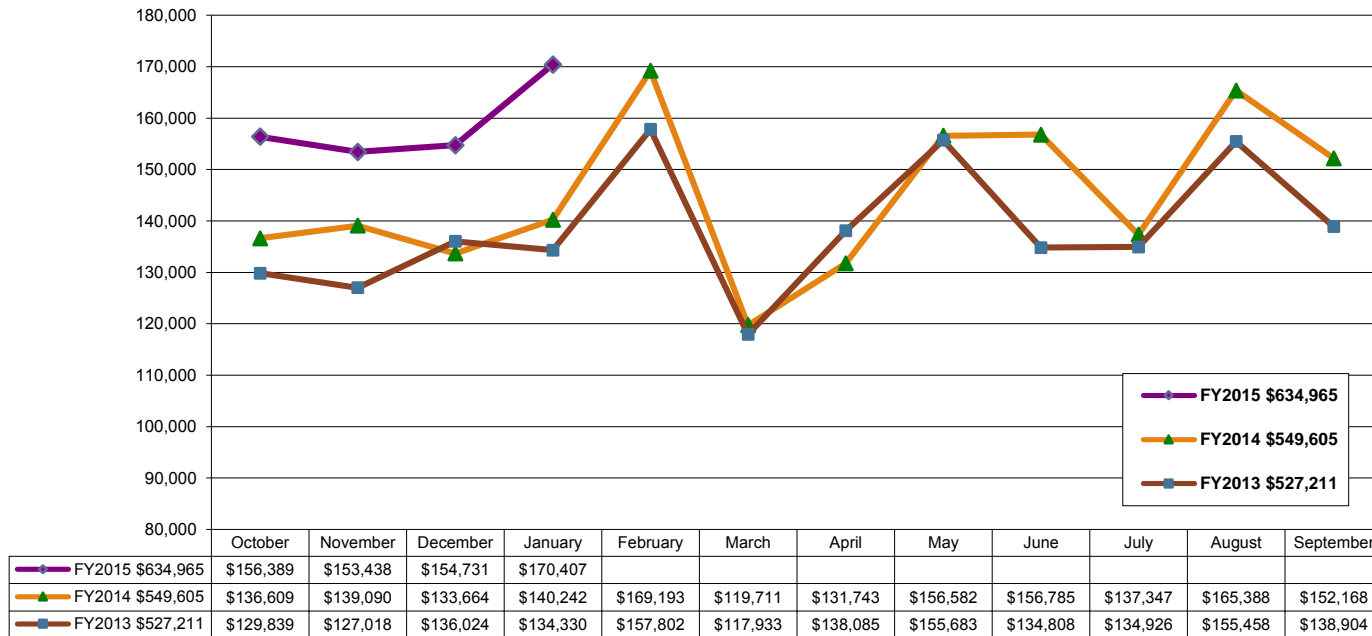
- The spikes reflected on the graph in FY2014 are tied to specific transactions. These include the reimbursement of expenses from the Combination Tax and Revenue Certificates of Obligation, Series 2013 in February 2014 of \$102,638; and the transfer from Bond Fund proceeds to cover debt service costs in May 2014 of \$200,261; and the sale of land in April and September for \$93,475.



Line graph chart reflects monthly revenue incurred for three fiscal years. FY2013 includes October 1, 2012 thru September 30, 2013. FY2014 includes October 1, 2013 thru September 30, 2014. FY2015 reflects revenue received year-to-date for October 1, 2014 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.

Sales Tax Revenue Chart As of January 31, 2015

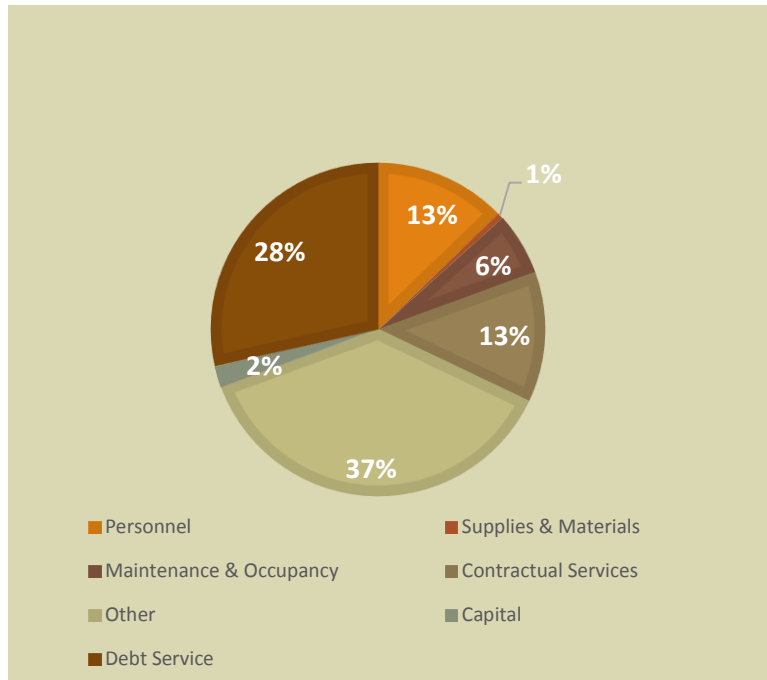
Sales Tax Receipts YTD reflect \$634,965 and are greater than the prior year to date Sales Tax Receipts of \$549,605.



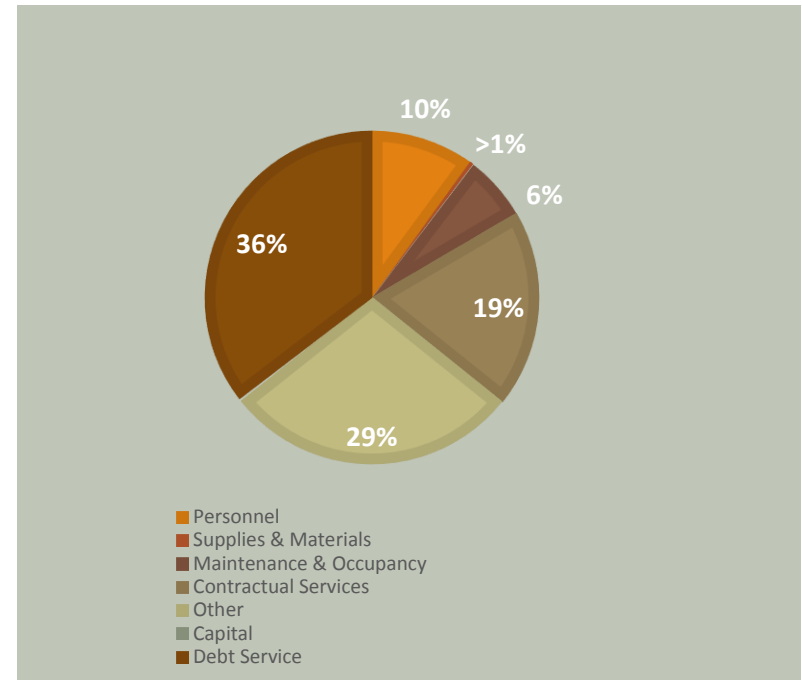
* Date range in chart reflects current data of October 1, 2012 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.

02/20/2015
 Expenditure Charts
 As of January 31, 2015

FY 2015 Budget



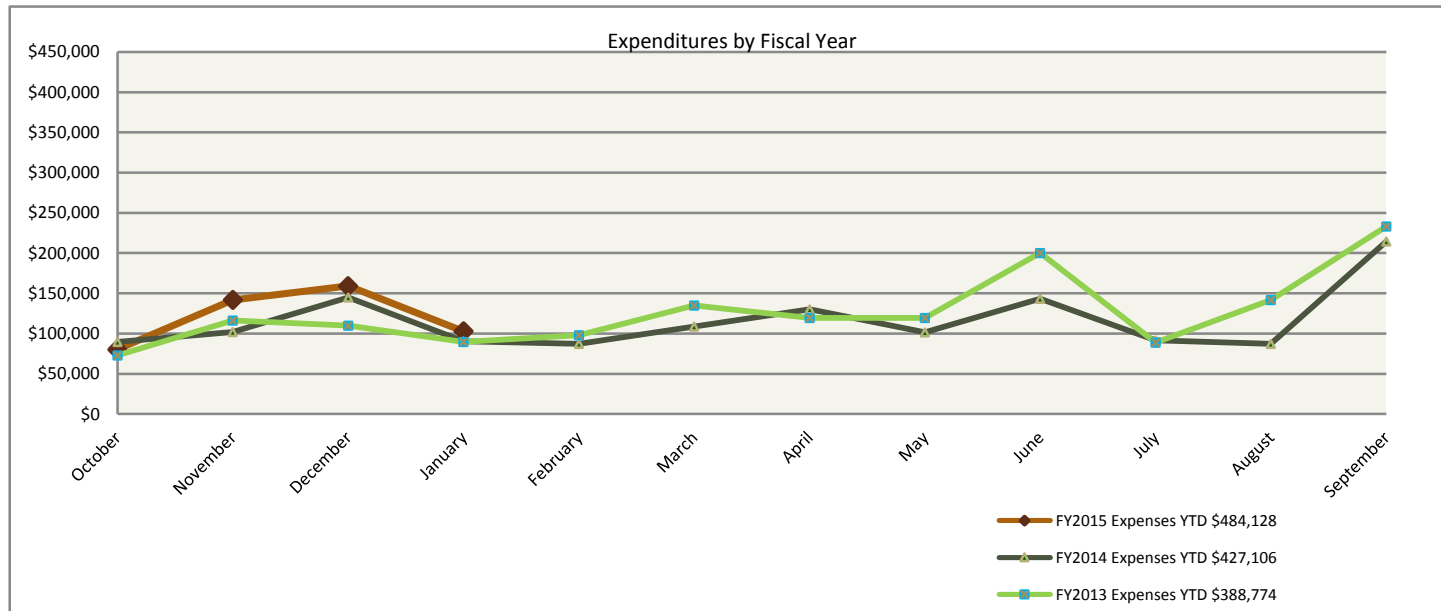
FY2015 Expenses - January



* Pie charts reflect FY2015 adopted budget and fiscal year-to-date expenses as of January 31, 2015. Data provided by City of Bastrop Finance Department records.

Expenditure Comparison Graph As of January 31, 2014

EXPENSES: The line graph makes a comparison of the current fiscal year expenses to the last two fiscal year on a monthly basis. The funds' basic operations or fixed expenses should stay relatively flat or fixed on the line graph.



* Line graph chart reflects monthly expenses incurred for three fiscal years. FY2013 includes October 1, 2012 thru September 30, 2013. FY2014 includes October 1, 2013 thru September 30, 2014. FY2015 reflects year-to-date, October 1, 2014 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.

BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2014-2015 BUDGET

Projected Fund Balance 9-30-2014	\$ 2,366,890
 FY 2014-2015	
Budgeted Revenues	<u>\$ 1,790,650</u>
Total FY 2015 Resources	\$ 4,157,540
 Budgeted Expenditures:	 <u>\$ (1,790,650)</u>
 Projected Ending Gross Fund Balance 09-30-2015	 \$ 2,366,890

* The projected operating balance includes a \$150,000 reduction for designated operating equity.

** In order to maintain a 25% or 90 day balance, the ending operating balance cannot be less than \$841,890. The budgeted expenditures for the Bastrop Economic Development Corporation can only increase \$1,525,000 and the total budgeted expenditures may not exceed \$3,315,650. These figures are subject to change depending upon actual Revenues and Expenditures.

BEDC Financial Statements attached

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

REVENUES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>TAXES & PENALTIES</u>							
00-00-4005 SALES TAX		549,604.86	1,715,000.00	475,312.31	634,964.90	1,080,035.10	37.02
TOTAL TAXES & PENALTIES		549,604.86	1,715,000.00	475,312.31	634,964.90	1,080,035.10	37.02
<u>CHARGES FOR SERVICES</u>							
00-00-4047 LEASE AGREEMENT		0.00	69,000.00	0.00	0.00	69,000.00	0.00
TOTAL CHARGES FOR SERVICES		0.00	69,000.00	0.00	0.00	69,000.00	0.00
<u>OTHER REVENUE</u>							
00-00-4381 GTG SETTLEMENT TRUST FUNDS		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4389 2006 BOND RECEIPTS		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE		0.00	0.00	0.00	0.00	0.00	0.00
<u>INTEREST INCOME</u>							
00-00-4400 INTEREST INCOME		565.91	3,400.00	135.18	494.57	2,905.43	14.55
00-00-4401 INTEREST RECEIVED ON NOTES		602.48	3,250.00	164.14	672.74	2,577.26	20.70
TOTAL INTEREST INCOME		1,168.39	6,650.00	299.32	1,167.31	5,482.69	17.55
<u>MISCELLANEOUS</u>							
00-00-4512 LAND/OTHER SALES		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4514 MISCELLANEOUS INCOME		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4522 WORKERS COMPENSATION REIMBURS		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4537 INSURANCE PROCEEDS		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4558 BEDC GRANT RECEIPTS		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS-IN</u>							
00-00-4718 TRANS IN - SPECIAL PROJECTS		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4730 TRANS IN C OF O'S 2008 #718		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4732 TRANS IN - BOND FUND		0.00	0.00	0.00	0.00	0.00	0.00
00-00-4736 TRANS IN - FUND #724		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS-IN		0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER SOURCES</u>							
00-00-4999 DONATED ASSETS		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0.00
** TOTAL REVENUE **		550,773.25	1,790,650.00	475,611.63	636,132.21	1,154,517.79	35.53

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT							
=====							
00-NON-PROGRAM							
=====							
<u>TRANSFERS OUT</u>							
00-00-8120 TRANS OUT-DEBT SERVICE FUND		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM		0.00	0.00	0.00	0.00	0.00	0.00

TOTAL NON-DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00
BDC ADMINISTRATION							
=====							
00-NON-PROGRAM							
=====							
<u>PERSONNEL SERVICES</u>							
70-00-5101 BDC OPERATIONAL SALARIES		45,798.40	165,050.00	8,860.80	37,421.91	127,628.09	22.67
70-00-5114 BDC PRE-EMPLOYMENT EXPEN		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5116 LONGEVITY		270.00	350.00	0.00	222.00	128.00	63.43
70-00-5117 OVERTIME		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5150 SOCIAL SECURITY		3,576.85	12,660.00	275.06	2,063.00	10,597.00	16.30
70-00-5151 RETIREMENT		4,525.29	17,490.00	1,263.04	5,873.68	11,616.32	33.58
70-00-5155 GROUP INSURANCE		10,959.24	32,970.00	691.92	2,767.69	30,202.31	8.39
70-00-5156 WORKER'S COMPENSATION		117.27	550.00	86.41	165.04	384.96	30.01
70-00-5159 RETIREE BENEFITS EXP		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES		65,247.05	229,070.00	11,177.23	48,513.32	180,556.68	21.18
<u>SUPPLIES & MATERIALS</u>							
70-00-5201 SUPPLIES		1,117.05	4,500.00	235.26	719.99	3,780.01	16.00
70-00-5203 POSTAGE		53.52	670.00	8.03	12.62	657.38	1.88
70-00-5206 OFFICE EQUIPMENT		129.99	5,000.00	0.00	1,063.77	3,936.23	21.28
70-00-5210 SMALL EQUIPMENT-PARKS		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES & MATERIALS		1,300.56	10,170.00	243.29	1,796.38	8,373.62	17.66

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE & REPAIRS</u>							
70-00-5301 MAINT OF EQUIPMENT		0.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5331 INDUSTRIAL PARK MAINT EXP		825.00	15,000.00	0.00	0.00	15,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.		<u>1,564.00</u>	<u>3,500.00</u>	<u>145.00</u>	<u>952.97</u>	<u>2,547.03</u>	<u>27.23</u>
TOTAL MAINTENANCE & REPAIRS		2,389.00	19,500.00	145.00	952.97	18,547.03	4.89
<u>OCCUPANCY</u>							
70-00-5401 COMMUNICATIONS		2,041.67	5,700.00	340.16	1,582.25	4,117.75	27.76
70-00-5403 UTILITIES		<u>628.47</u>	<u>3,810.00</u>	<u>268.23</u>	<u>928.26</u>	<u>2,881.74</u>	<u>24.36</u>
TOTAL OCCUPANCY		2,670.14	9,510.00	608.39	2,510.51	6,999.49	26.40
<u>CONTRACTUAL SERVICES</u>							
70-00-5505 PROFESSIONAL SERVICES		14,668.51	60,000.00	2,042.50	28,771.68	31,228.32	47.95
70-00-5525 LEGALS		7,389.15	30,000.00	1,174.50	8,818.23	21,181.77	29.39
70-00-5530 ENGINEERING		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5540 PROPERTY INSURANCE		371.94	2,000.00	240.22	480.44	1,519.56	24.02
70-00-5544 UNEMPLOYMENT TAX		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5561 CONTRACTUAL SERVICES		0.00	5,000.00	1,000.00	1,500.00	3,500.00	30.00
70-00-5571 PARKS SUPERINTENDENT		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5572 PARKS/RECREATION PLANNING		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5573 PARKS/RECREATION SUPPORT		13,166.64	39,500.00	3,291.66	13,166.64	26,333.36	33.33
70-00-5596 MAIN STREET PROG SUPPORT		13,333.32	40,000.00	3,333.33	13,333.32	26,666.68	33.33
70-00-5598 CITY ADMINISTRATIVE SUPPORT		<u>26,666.68</u>	<u>50,000.00</u>	<u>6,666.67</u>	<u>26,666.68</u>	<u>23,333.32</u>	<u>53.33</u>
TOTAL CONTRACTUAL SERVICES		75,596.24	226,500.00	17,748.88	92,736.99	133,763.01	40.94
<u>OTHER CHARGES</u>							
70-00-5600 DEPRECIATION EXPENSE		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5603 MARKETING TRIPS		275.00	8,500.00	0.00	0.00	8,500.00	0.00
70-00-5604 BUSINESS DEVELOPMENT		6,048.83	7,500.00	1,500.00	1,500.00	6,000.00	20.00
70-00-5605 TRAVEL & TRAINING		3,511.48	6,500.00	0.00	21.45	6,478.55	0.33
70-00-5606 AUTO ALLOWANCE - STAFF		1,846.08	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5610 ISSUANCE COST		0.00	6,375.00	6,372.50	6,372.50	2.50	99.96
70-00-5611 BILLBOARDS		3,680.00	13,000.00	1,900.00	4,750.00	8,250.00	36.54
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI		5,352.84	8,500.00	3,000.00	4,741.29	3,758.71	55.78
70-00-5631 BONDS FOR BEDC OFFICERS		242.00	680.00	0.00	242.00	438.00	35.59
70-00-5633 LOCAL/MISC ADVERTISING		5,179.20	27,500.00	10,130.00	14,220.00	13,280.00	51.71
70-00-5634 NATIONAL ADVERTISING		5,474.00	30,000.00	(550.00)	7,130.00	22,870.00	23.77
70-00-5635 BEDC NEWSLETTER		0.00	2,000.00	0.00	0.00	2,000.00	0.00
70-00-5638 SPL PROJECTS-DOWNTOWN GRANT		4,946.41	50,000.00	0.00	0.00	50,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT		53,963.27	320,000.00	0.00	59,891.45	260,108.55	18.72
70-00-5645 WATER RIGHTS PROP FUNDING		0.00	60,000.00	0.00	0.00	60,000.00	0.00
70-00-5646 SPECIAL PROJ/INCENTIVES		0.00	50,000.00	0.00	36,823.00	13,177.00	73.65
70-00-5647 UNFORESEEN PROJECTS/INCENTI		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5648 SPL PROJECTS - BUS OUTREACH		1,000.00	8,000.00	0.00	2,250.00	5,750.00	28.13
70-00-5655 EQUIPMENT RENTAL		0.43	150.00	0.00	0.35	149.65	0.23
70-00-5685 CIVIC CENTER PROJECT		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5689 OPPORTUNITY AUSTIN		0.00	10,000.00	0.00	0.00	10,000.00	0.00

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
70-00-5698 BEDC GRANT EXPENSE		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5699 MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.00
70-00-5700 TARGETED MARKETING		737.79	14,500.00	0.00	400.00	14,100.00	2.76
TOTAL OTHER CHARGES		92,257.33	629,205.00	22,352.50	138,342.04	490,862.96	21.99
<u>CONTINGENCY</u>							
70-00-5900 CONTINGENCY		0.00	37,087.00	0.00	0.00	37,087.00	0.00
70-00-5901 SALARY ADJUSTMENT PLAN		0.00	2,700.00	0.00	0.00	2,700.00	0.00
70-00-5999 DONATED ASSETS		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY		0.00	39,787.00	0.00	0.00	39,787.00	0.00
<u>CAPITAL OUTLAY</u>							
70-00-6012 OFFICE EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00
70-00-6030 PARK TRUCK		0.00	20,000.00	0.00	0.00	20,000.00	0.00
70-00-6060 REAL PROPERTY		0.00	1,175.00	0.00	1,173.21	1.79	99.85
70-00-6104 MAIN STREET LIGHTING IMPROV		0.00	0.00	0.00	0.00	0.00	0.00
70-00-6177 PARKING LOT - LIBRARY/PARK		0.00	0.00	0.00	0.00	0.00	0.00
70-00-6605 WEST-GATEWAY-LOOP 150/CHEST		0.00	0.00	0.00	0.00	0.00	0.00
70-00-6606 EAST-GATEWAY-LOOP 150/CHEST		0.00	0.00	0.00	0.00	0.00	0.00
70-00-6607 LOOP 150/CHESTNUT IMPROVEME		0.00	0.00	0.00	0.00	0.00	0.00
70-00-6712 ALLEY B INFRASTRUCTURE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY		0.00	21,175.00	0.00	1,173.21	20,001.79	5.54
<u>DEBT SERVICE</u>							
70-00-7002 INTEREST EXPENSE		0.00	0.00	0.00	0.00	0.00	0.00
70-00-7133 C OF O SERIES 2013 PRINCIPAL		28,333.32	41,140.00	3,428.33	13,713.32	27,426.68	33.33
70-00-7134 C OF O SERIES 2013 INTEREST		6,193.32	102,161.00	8,513.42	34,053.68	68,107.32	33.33
70-00-7137 C OF O SERIES 2010 PRINCIPAL		12,956.68	41,640.00	3,470.00	13,880.00	27,760.00	33.33
70-00-7138 C OF O SERIES 2010 INTEREST		12,106.68	34,952.00	2,912.67	11,650.68	23,301.32	33.33
70-00-7151 GO REFUNDING SER 2014 PRINC		0.00	0.00	0.00	0.00	0.00	0.00
70-00-7152 GO REFUNDING SER 2014 INT		0.00	4,446.00	1,282.63	1,282.63	3,163.37	28.85
70-00-7501 C OF O SERIES 2008A PRINCIPAL		6,480.00	20,655.00	1,721.25	6,885.00	13,770.00	33.33
70-00-7502 C OF O SERIES 2008A, INTEREST		6,730.00	14,771.00	1,601.42	6,405.68	8,365.32	43.37
TOTAL DEBT SERVICE		72,800.00	259,765.00	22,929.72	87,870.99	171,894.01	33.83
<u>TRANSFERS OUT</u>							
70-00-8001 TRANS OUT - GENERAL FUND #1		0.00	0.00	0.00	0.00	0.00	0.00
70-00-8124 TRANS OUT - MAIN STREET #50		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM		312,260.32	1,444,682.00	75,205.01	373,896.41	1,070,785.59	25.88

ADMINISTRATION

=====

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>							
70-10-6602 TECHNOLOGY AND JACKSON DRIV		3,190.00	15,000.00	0.00	0.00	15,000.00	0.00
TOTAL CAPITAL OUTLAY		3,190.00	15,000.00	0.00	0.00	15,000.00	0.00
<u>DEBT SERVICE</u>							
70-10-7097 INTEREST EXPENSE ON FNB NO(137.20)	500.00	17.60	75.74	424.26	15.15
70-10-7135 BOND PRINCIPAL 2008A		0.00	0.00	0.00	0.00	0.00	0.00
70-10-7136 BOND INTEREST 2008A		0.00	0.00	0.00	0.00	0.00	0.00
70-10-7601 BOND PRINCIPAL-REV 1996		0.00	0.00	0.00	0.00	0.00	0.00
70-10-7602 BOND INTEREST-REV 1996		0.00	0.00	0.00	0.00	0.00	0.00
70-10-7603 BOND PRINCIPAL 2006		71,666.68	220,000.00	18,333.33	73,333.32	146,666.68	33.33
70-10-7604 BOND INTEREST 2006		13,600.00	30,888.00	2,574.00	10,296.00	20,592.00	33.33
70-10-7999 FISCAL AGENT FEES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE		85,129.48	251,388.00	20,924.93	83,705.06	167,682.94	33.30
TOTAL ADMINISTRATION		88,319.48	266,388.00	20,924.93	83,705.06	182,682.94	31.42
<u>BEDC INDUSTRIAL PARK</u>							
<u>MAINTENANCE & REPAIRS</u>							
70-71-5301 PARK MAINTENANCE		26,526.64	79,580.00	6,631.66	26,526.64	53,053.36	33.33
TOTAL MAINTENANCE & REPAIRS		26,526.64	79,580.00	6,631.66	26,526.64	53,053.36	33.33
TOTAL BEDC INDUSTRIAL PARK		26,526.64	79,580.00	6,631.66	26,526.64	53,053.36	33.33
TOTAL BEDC ADMINISTRATION		427,106.44	1,790,650.00	102,761.60	484,128.11	1,306,521.89	27.04
*** TOTAL EXPENSES ***		427,106.44	1,790,650.00	102,761.60	484,128.11	1,306,521.89	27.04

*** END OF REPORT ***

BALANCE SHEET

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

00-00-1000	CLAIM ON CASH-BEDC FUND	0.00
00-00-1010	BEDC OPERATING ACCT	138,005.48
00-00-1014	ESCROW ACCT-JAMCO JEMS LL	110,830.36
00-00-1015	ESCROW ACCT-KKG INV #0824	0.00
00-00-1016	BEDC RESERVE FUND	0.00
00-00-1020	BEDC BOND PROJECT	0.00
00-00-1023	BOND DEBT SERVICE	0.00
00-00-1100	TEXPOOL	2,836,148.60
00-00-1121	BOND RESERVE CD	0.00
00-00-1133	BOND FUND PROJECT - CD	0.00
00-00-1134	OPERATING RESERVE CD	0.00
00-00-1135	SALES TAX - CD	0.00
00-00-1200	RESTRICTED-DESIGNATED OPE	0.00
00-00-1201	RESTRICTED-BOND RESERVES	0.00
00-00-1202	RESTRICTED-BOND PROJECTS	0.00
00-00-1203	RESTRICTED-BOND PROJECTS-	0.00
00-00-1224	ACCT RECEIVABLE-SALES TAX	306,352.49
00-00-1227	ACCOUNTS RECEIVABLE-OTHER	582.00
00-00-1272	NOTES RECEIVABLE-GARMENT	104,167.29
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	33,999.37
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	31,663.62
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	762.23
00-00-1319	DUE FR BEDC BOND FUND PRO	0.00
00-00-1320	DUE FROM ELECTRIC FUND	0.00
00-00-1321	DUE FROM BEDC OPERATING	0.00
00-00-1325	DUE FROM CLEARING FUND #9	0.00
00-00-1336	DUE FR BEDC INTEREST/SINK	0.00
00-00-1420	EQUIPMENT	6,503.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1441	IMPROVEMENTS TO BALLFIELD	0.00
00-00-1460	FIXED ASSETS - BUILDING	921,879.73
00-00-1470	FIXED ASSETS - LAND	933,058.97
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRAST	1,217,391.04
00-00-1491	CONST IN PROGRESS-GARMENT	0.00
00-00-1499	ACCUMULATED DEPRECIATION(1,463,812.19)
00-00-1580	OTHER ASSETS	0.00
00-00-1587	PREPAID EXPENSES	0.00
00-00-1589	NET PENSION ASSETS-PREPAI	7,677.24

7,488,142.45

TOTAL ASSETS

7,488,142.45

BALANCE SHEET

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

00-00-2000	ACCOUNTS PAYABLE	0.00	
00-00-2001	ACCOUNTS PAYABLE-REGULAR	0.00	
00-00-2020	ACCRUED WAGES PAYABLE	0.00	
00-00-2025	PAYROLL TAX PAYABLE	1,391.85	
00-00-2027	RETIREMENT PAYABLE	855.21	
00-00-2028	OPTTOANL INSURANCE PAYABL	0.00	
00-00-2029	INSURANCE PAYABLE	0.30	
00-00-2030	LCRA CREDIT UNION PAYABLE	0.00	
00-00-2031	WAGE GARNISHMENT PAYABLE	0.00	
00-00-2033	DEFERRED COMPENSATION	0.00	
00-00-2034	SECT 125 FLEX PLAN PAYABL	0.00	
00-00-2039	RETAINAGE PAYABLES	0.00	
00-00-2041	BURLESON CROSSING PAYABLE	0.00	
00-00-2043	BUC-EE'S 380 PAYABLE	0.00	
00-00-2071	ESCROW PAYABLE-CITY-GTG	0.00	
00-00-2080	NOTES PAYABLE-CITY-WTR PR	480,000.00	
00-00-2081	NOTES PAYABLE-CITY-TDC	79,167.30	
00-00-2082	NOTES PAYABLE-1ST NATL BK	531.79	
00-00-2083	NOTES PAYABLE - FNB 20290	0.00	
00-00-2084	ESCROW ACCT-JAMCO JEMS LL	0.00	
00-00-2085	ESCROW-DIG TECH	0.00	
00-00-2086	KKG BASTROP INVESTMENTS E	0.00	
00-00-2087	ESCROW-INDUSTRIAL PARK IM	0.00	
00-00-2089	ESCROW-BARGAS HOLDINGS, L	0.00	
00-00-2101	BONDS PAYABLE CURRENT POR	417,269.00	
00-00-2102	TAX/REV 2006 BOND PAYABLE	450,000.00	
00-00-2105	BONDS PAYABLE-CURRENT YR	95,761.92	
00-00-2125	ACCRUED INTEREST PAYABLE	29,750.43	
00-00-2127	ACCRUED EXPENSES-OTHER	152,246.41	
00-00-2128	A/P - BEDC I&S	0.00	
00-00-2340	DUE TO GENERAL FUND	2.51	
00-00-2341	DUE TO BEDC OPERATING	0.00	
00-00-2345	DUE TO BEDC BOND FUND PRO	0.00	
00-00-2346	DUE TO CLEARING FUND	22,198.75	
00-00-2347	DUE TO BEDC INTERST/SINKI	0.00	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,900,365.44	
00-00-2405	ENCUMBRANCE ACCOUNT (6,351.12)	
00-00-2406	RESERVE FOR ENCUMBRANCE	6,351.12	
00-00-2407	PRIOR YR ENCUMBRANCE ACCT	0.00	
00-00-2408	PR YR RESERV FOR ENCUMBRA	0.00	
00-00-2870	COMPENSATED ABSENCES PAYA	8,439.63	
			<u>5,637,980.54</u>
TOTAL LIABILITIES			5,637,980.54
	SURPLUS (DEFICIT)	152,004.10	
00-00-3000	NET ASSETS	587,876.31	
00-00-3100	RESERVED NET ASSETS	0.00	
00-00-3119	DESIGNATED OPERATING	150,000.00	

BALANCE SHEET

AS OF: JANUARY 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT#	TITLE		
00-00-3400	CONTRIBUTED CAPITAL	521,695.50	
00-00-3501	RESTRICTED-KKG INVEST	0.00	
00-00-3502	RESTRICTED - JAMCO	110,467.00	
00-00-3503	RESTRICTED-GOOD SOUL BREW	9,700.00	
00-00-3504	RESTRICTED-DEBT SERVICE	37,056.00	
00-00-3505	RESTRICTED-COGLAN GRP	10,000.00	
00-00-3700	PRIOR PERIOD ADJ	<u>271,363.00</u>	
	TOTAL EQUITY		<u>1,850,161.91</u>
	TOTAL LIABILITIES & FUND EQUITY		7,488,142.45
			=====

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 19, 2015

MEETING DATE: February 23, 2015

Agenda Item: **Consideration, discussion and possible action on a request for the Bastrop Economic Development Corporation to sponsor the Bastrop Job and Career Fair scheduled for May 8 and 9 at the Bastrop Convention Center, in an amount up to \$5,000.**

2. Party Making Request: City Councilmember Kelly Gilleland

3. Nature of Request: (Brief Overview) Attachments: Yes _____ No X

In December 2014, Councilmember Gilleland met with Councilmember McAnally, Mayor Kesselus, Bastrop Chamber President Becki Womble, BEDC Assistant Angela Ryan, and Workforce Solutions' Murphy Roland to discuss holding a job fair in Bastrop. Since that time, the Bastrop City Council agreed to sponsor the event by donating the use of the Convention Center. In order for BISD students to attend, the event will be two days: Friday will be focused on students looking for either a job or a career path. Saturday will be for job-seeking adults and those considering a career change. For two weeks leading up to the event, Workforce Solutions will offer free seminars on resume writing, communication, interview preparation, etc.

This is the first year for the Bastrop Job and Career Fair, and additional funds are required to pay for advertising, snacks and lunch for the employers/vendors, signage, a pre-event luncheon to bring all of the potential employers to the Bastrop Convention Center, etc. Councilmember Gilleland is requesting BEDC sponsor the event in an amount up to \$5,000.

4. Policy Implication: _____

5. Budgeted: _____ Yes X No _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**
a) _____
b) _____
c) _____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: 2/18/2015

MEETING DATE: 2/23/2015

1. Agenda Item: Pre-approval for Façade Grant for 601 F Chestnut Street, Bastrop River Company (owner, Lee Harle) to repair and upgrade windows, door, stairs and decking to front entrance; tenant has approval from property owner; estimate for full project is \$6000 (BEDC approximate reimbursement is \$3000).

2. Party Making Request: Nancy Wood

3. Nature of Request: (Brief Overview) Attachments: Yes X No

Tenant wishes to repair and upgrade windows, door, stairs and decking to front entrance; tenant has approval from property owner; estimate for full project is \$6000.

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**
a) _____
b) _____
c) _____

8. Staff Recommendation: Yes to the pre-application; Design Committee: Yes to the pre-application

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

BASTROP ECONOMIC DEVELOPMENT CORPORATION
MAIN STREET PROGRAM AREA REVITALIZATION GRANT PROGRAM

RECEIVED

FEB 20 15

BY: BEOC/an

PRE-APPLICATION CHECKLIST

Proposed Project Address 601 Chestnut St. Ste F
Project Owner Lee Hawk - Bastrop River Co.

Please describe the Project, including details of proposed improvements being planned for the building(s)/property:

- Repair Handrails on upstairs porch (main public entryway)
- Repair and widen stair case on south side of building (main public entryway)
- Rebuild double doors
- Convert window to service window

Total Estimated Project Costs \$6,000.00. Basis for Estimate:

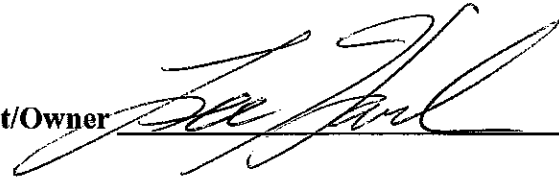
Estimate based on cost estimate from Herring Construction dated 12-1-14

[Attach any bids solicited or received, if available.]

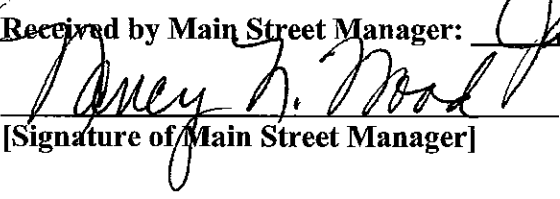
I understand that the following criteria must be met in order for the proposed Project to qualify for the BEDC Grant money:

- No BEDC grants will be offered or approved for any Project that has initiated work prior to submission of this Pre-Application.
- Façade Grant - approved costs are 50% reimbursable, with adequate documentation, up to \$5,000 for Projects receiving Final Approval from BEDC.
- Mega-Grant - approved costs are 25% reimbursable, with adequate documentation, up to \$25,000 for Projects receiving Final Approval from BEDC.
- All Project receipts remitted for reimbursement must be original and submitted within 30 days of completion of the Project to receive consideration for reimbursement.
- Zoning for the Project property must be Commercial. No Grants will be provided for residential structures.
- Applicant is solely responsible for obtaining any necessary and appropriate City of Bastrop permits, including payment of any required fees.
- Owner representatives must provide a signed authorization from the Property Owner if the proposed Project is being proposed by a person or entity other than the Property/Building Owner(s).
- Applicants must be willing to work within the established Grant Criteria, Standards and Procedures, as set forth in the Application and BEDC materials.
- Applicant will provide preliminary design details as per request of the Staff and Board.

APPLICANT ACKNOWLEDGES AND AGREES THAT THE SUBMISSION OF THIS PRE-APPLICATION FORM DOES NOT OBLIGATE OR OTHERWISE COMMIT THE BEDC OR THE MAIN STREET PROGRAM TO CONSIDER OR GRANT FUNDS FOR THE PROPOSED PROJECT. RATHER, THIS PRE-APPLICATION FORM IS MERELY A PRELIMINARY TOOL THAT WILL ALLOW INITIATION OF DISCUSSIONS BY AND BETWEEN THE BEDC, MAIN STREET AND THE APPLICANT, CONCERNING THE PROPOSED PROJECT.

Signature of Project Applicant/Owner 

Date January 29, 2015

Received by Main Street Manager: January 29, 2015

[Signature of Main Street Manager]

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: 2/18/2015

MEETING DATE: 2/23/2015

1. Agenda Item: Pre-approval for Mega Grant to renovate 925 Main Street; new owners Anne and Richard Smarzik purchased the building on 2/6/2015 and will be making major renovations to this building which has been empty since 2008; Anne will be moving her business, Relics Jewelry and Gifts, to this space on completion of the renovation.

2. Party Making Request: Nancy Wood

3. Nature of Request: (Brief Overview) Attachments: Yes X No

Building will be totally renovated from roof repairs and new HVAC to interior wall removals, update of bathroom and kitchen, new floors (both upstairs and down), new exterior windows and doors (including removing metal bars on front door), paint inside and out and possibly re-pointing the brick wall (with the City) on the 921 Main Street side. Estimate for renovations is \$112,892 so BEDC is being asked to reimburse \$25,000.

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE
a) _____
b) _____
c) _____

8. Staff Recommendation: Yes to the pre-application; Design Committee: Yes to the pre-application

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

**BASTROP ECONOMIC DEVELOPMENT CORPORATION
MAIN STREET PROGRAM AREA REVITALIZATION GRANT PROGRAM**

PRE-APPLICATION CHECKLIST

RECEIVED
FEB 20 2015
BY: AL/BEDC

Proposed Project Address 925 Main Street
Project Owner Richard and Anne Smarzik

Please describe the Project, including details of proposed improvements being planned for the building(s)/property:

Remodel 925 Main Street for a new Retail Footprint in the Bastrop Main Street business district. The remodeling shall include a façade update, restructuring the building interior to allow for an open concept retail space for vendors and Relics Jewelry and Gifts. Space utilization plan calls for:

- Two 177 sq ft Premier vendor spaces with street facing windows,
- Two 112 sq ft Prime vendor spaces,
- One second floor 590 sq ft Boutique space,
- One 590 sq ft Retail Space for Relics Jewelry and Gifts,
- One 627 sq ft workshop space to be used by Relics Jewelry and Gifts for the manufacturing of unique jewelry items,
- One 135 sq ft office and inventory storage space to be used executively by Relics Jewelry and Gifts.

Relics Jewelry and Gifts shall provide each vendor with shabby chic display cases and glass shelving displays that allows the vendor to setup shop by just supplying their products, merchandising their products with the provided fixtures, while maintaining a common look and feel for the entire retail environment.

Please see attached Project Charter for detailed information

Total Estimated Project Cost \$112,891.64

Basis for Estimate:

Estimate from Caspro Builders for Façade and Interior	\$65,431.00
Proposal from Thermal Mechanical Contractors, Inc. for ne AC Unit and Ducting	\$22,250.79
Quote from G&L Electric Inc for Electrical Work for Façade and Interior of Building	\$18,100.00
Quote from ABC for Plumbing	\$6,584.85
Quote from Rick Ostrander for Rear Exterior Brick Repointing	\$525.00

Bids Attached

_____ [Attach any bids solicited or received, if available.]

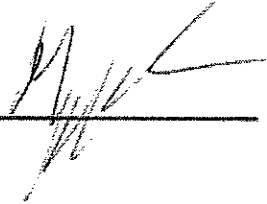
I understand that the following criteria must be met in order for the proposed Project to qualify for the BEDC Grant money:

- MS AB✓ No BEDC grants will be offered or approved for any Project that has initiated work prior to submission of this Pre-Application.
- MS AB✓ Façade Grant - approved costs are 50% reimbursable, with adequate documentation, up to \$5,000 for Projects receiving Final Approval from BEDC.

- N/S AS ✓ Mega-Grant - approved costs are 25% reimbursable, with adequate documentation, up to \$25,000 for Projects receiving Final Approval from BEDC.
- R/S AS ✓ All Project receipts remitted for reimbursement must be original and submitted within 30 days of completion of the Project to receive consideration for reimbursement.
- R/S AS ✓ Zoning for the Project property must be Commercial. No Grants will be provided for residential structures.
- R/S AS ✓ Applicant is solely responsible for obtaining any necessary and appropriate City of Bastrop permits, including payment of any required fees.
- R/S AS ✓ Owner representatives must provide a signed authorization from the Property Owner if the proposed Project is being proposed by a person or entity other than the Property/Building Owner(s).
- R/S AS ✓ Applicants must be willing to work within the established Grant Criteria, Standards and Procedures, as set forth in the Application and BEDC materials.
- R/S AS ✓ Applicant will provide preliminary design details as per request of the Staff and Board.

APPLICANT ACKNOWLEDGES AND AGREES THAT THE SUBMISSION OF THIS PRE-APPLICATION FORM DOES NOT OBLIGATE OR OTHERWISE COMMIT THE BEDC OR THE MAIN STREET PROGRAM TO CONSIDER OR GRANT FUNDS FOR THE PROPOSED PROJECT. RATHER, THIS PRE-APPLICATION FORM IS MERELY A PRELIMINARY TOOL THAT WILL ALLOW INITIATION OF DISCUSSIONS BY AND BETWEEN THE BEDC, MAIN STREET AND THE APPLICANT, CONCERNING THE PROPOSED PROJECT.

Signature of Project Applicant/Owner

Anne Smarjda 

Date 2-19, 2015

Received by Main Street Manager: _____, 20__

[Signature of Main Street Manager]

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 19, 2015

MEETING DATE: February 23, 2015

Agenda Item: Consideration, discussion and possible action on a request by Anne Beck and Stan Ginsel for the Bastrop EDC to fund a video about the Baron de Bastrop, in the amount of \$8,000.

2. Party Making Request: BEDC Board Member Pat Crawford

3. Nature of Request: (Brief Overview) Attachments: Yes X No _____

Mrs. Beck contacted Mrs. Crawford and requested she be added to the BEDC Board meeting agenda for the Board to hear a presentation from Mr. Ginsel and consider funding his video project, *Mark of the Baron: When Texas Began*, in the amount of \$8,000. Attached for the Board's review is an email with a brief summary of the purpose of the video, a budget showing the cost of producing the video, and a resume detailing Mr. Ginsel's qualifications.

4. Policy Implication: _____

5. Budgeted: _____ Yes X No _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**
a) _____
b) _____
c) _____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

Angela Ryan

Subject: FW: Budget and Stan's Resume**From:** Stan Ginsel [mailto:srginsel@gmail.com]**Sent:** Friday, February 20, 2015 12:20 PM**To:** Angela Ryan**Subject:** Re: Budget and Stan's Resume

Yes, \$8,000.00 is correct. This funding will be used to complete a 4-minute video titled "When Texas Began" depicting the highlights of the Baron's life and focusing on his infamous meeting with Moses Austin in San Antonio. This was the meeting in which the Baron convinces the Spanish governor of Texas to change his mind and allow Moses to establish the very first American colony in Texas. This exchange has never been dramatized so we'll be making history by portraying history.

Once complete, this video will replace the current one currently being played at the Museum and will also serve as a promotional tool to acquire the funding for the full mini-series documentary titled "Mark of the Baron," an in-depth video biography of the Baron's life. Footage shot in making "When Texas Began" will also be used in the full documentary.

The large screen / laptop combo will work great. My presentation consists of addressing the board and playing the unfinished video which is self-explanatory in its needs for completion.

Here's a link to the video which I've stored on YouTube...

<https://www.youtube.com/watch?v=G7zIYR6avq8>

I will bring the same video file on a memory stick which I can play directly from your laptop. I'll come in a little early on Monday to make sure everything works.

Thanks!

PRE-PRODUCTION:

TASK 1	STATUS	COST	AMOUNT
WRITE NARRATION	DONE		
STORYBOARD AND SCRIPT SEGMENT	DONE		
CREATE TEMP VIDEO PRESENTATION	DONE		
Locate and prepare A / V elements			
Edit A / V elements			
Transcode and render to video file format			
Upload to preview website			
TASK 2	STATUS	COST	AMOUNT
PERFORM ADMINISTRATIVE FUNCTIONS			\$2,100.00
Create Production Schedule			
Set Production Dates			
Produce Scene Shot-List			
Scout Locations			
On-Site Camera and Lighting Test		\$100.00	
Secure Permissions for Date			
Select Principal Actors			
Arrange Casting Call			
Choose Actors			
Acquire Extras	DONE		
Contact Re-enactors and Secure for Date			
Make Purchases			
Wardrobe	DONE	\$1,200.00	
The Baron and Moses			
Costume Rental		\$400.00	
Gov. Martinez and Lieutenant			
Additional Props		\$200.00	
Hair and Makeup		\$100.00	
Perform Actors Fittings and Camera Tests		\$100.00	
Arrange Craft Service and Meals			
Assemble Production Crew			

Mark of the Baron
"When Texas Began"
BUDGET

PRODUCTION:**PRINCIPAL PHOTOGRAPHY**

Primary Crew Costs	<i>Day Rate</i>	\$900.00
Cinematographer	\$400.00	
Camera Operator	\$100.00	
Key Grip	\$150.00	
Hair Makeup Artist	\$150.00	
Production Assistant	\$100.00	

TASK 3	STATUS	COST	AMOUNT
SHOOT EXTERIOR SCENE			\$1,980.00

Baron and Moses Meeting – Town Plaza

LOCATION: Presidio La Bahía in Goliad

1 Day

Primary Crew Costs	\$900.00
Additional Rental Equipment	\$200.00
Craft Service	\$100.00
Lunch-Each @ \$10.00	\$280.00
2 Principal Actors	
15 Re-enactors	
5 Crew	
3 Unpaid Production Assistants (UPA's)	
3 Extras	
Travel Expenses	\$200.00
Actors and UPA's @ \$40.00 each	
Permits and Fees	\$300.00

TASK 4	STATUS	COST	AMOUNT
SHOOT INTERIOR SCENES			\$1,580.00

Meeting in Governor's Office and Baron's Home

LOCATION: Governor's Palace in San Antonio

1 Day

Primary Crew Costs	\$900.00
Craft Service	\$50.00
Lunch-Each @ \$10.00	\$130.00
3 Principal Actors	
2 Re-enactors	
5 Crew	
3 Extras	
Travel Expenses	\$200.00
Actors and UPA's @ \$40.00 each	
Permits and Fees	\$300.00

Mark of the Baron
"When Texas Began"
BUDGET

POST-PRODUCTION:

<i>TASK 5</i>	<i>STATUS</i>	<i>COST</i>	<i>AMOUNT</i>
PERFORM EDITING			\$2,250.00
Transfer and edit re-enactment segments		\$600.00	
Process and mix sound track		\$100.00	
Edit picture and sound		\$800.00	
Colorize picture		\$100.00	
Create master video file		\$100.00	
Create broadcast-quality visual elements			
Static graphics and titles		\$300.00	
Animated graphics and titles		\$250.00	
		PROJECTED BUDGET	\$7,910.00

Stan Ginsel

13301 Hwy 290 East
Manor, Texas 78653

(512) 468-7676
srginsel@gmail.com

Summary of Qualifications

Over 30 years experience in all aspects of feature film and television production.

Career Chronology

Independent Video Producer.....1984 - Present

Produced numerous documentaries for governmental agencies such as the Texas Judicial System and corporate clients including Homeaway Incorporated, an online vacation rental company. Conferred with staff on program style and content, wrote scripts, set production schedule, determined shooting locations, set up and operated cameras, lights, audio and related equipment, conducted on-screen interviews, edited content with music and graphics to produce a finished presentation. Produced episodes of "City Talk" for the City of Bastrop.

Producer - M.D. Anderson Research Center.....2006 – 2011

Produced many educational video documentaries for in-house and public viewing.

Manager - The Austin Film Center.....1997 - 2000

Managed film facility in downtown Austin. Responsible for scheduling rental of editorial suites and equipment, along with the center's 30 seat screening room. Served as dailies projectionist, assistant editor and sound engineer for a number of Hollywood films.

Assistant Manager - Texas Motion Picture Service.....1982 - 1996

Assistant Manager of 16 / 35 mm film and audio production facility in north Austin. Operated the facility's audio recording studio creating soundtracks for many independent films, television and radio commercials. Served as projectionist and sound engineer for several Hollywood productions.

Achievements

Founder of The Austin Studios.....1999 - 2000

Conceived the idea and authored the proposal to convert a portion of the abandoned Robert Mueller Municipal Airport into a movie and television soundstage facility known today as The Austin Studios. Served as the studio's consultant during the initial year of operation while continuing to work on feature films.

Creator - "Mark of the Baron".....2006 – Present

Conducted research and authored the script for a video documentary highlighting the true story of Bastrop's namesake, Philip Hendrick Nering Bogel, aka the Baron de Bastrop.

References

Gary Bond, Director of Film Marketing - Austin Film Commission (512) 583-7229.

Carol Pirie, previous Deputy Director - Texas Film Commission (512) 463-9200.

Joseph Reyes, previous Community Outreach Director – M.D. Anderson (512) 237-9447.

Robbie Sanders, Bastrop County Historical Society Trustee, Exhibit Mgr (512) 303-3389.

Sandra Chipley, Bastrop County Historical Society President (512) 303-0057

Additional references available upon request.

Please visit <http://www.stanginsel.com> for a biography and list of film credits.

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 9, 2015

MEETING DATE: February 23, 2015

1. Agenda Item: **Consideration, discussion and possible action on a request by Mayor Kesselus for the Bastrop EDC to approve a resolution concerning the staggering of BEDC Board terms.**

2. Party Making Request: Mayor Ken Kesselus

3. Nature of Request: (Brief Overview) Attachments: Yes No

Ms. Brown drafted the attached resolution in order to address concerns about staggering the terms for BEDC Board members, so that no more than four Board members' terms expire in any given year.

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing:	<u>NAME/TITLE</u>	<u>INITIAL</u>	<u>DATE</u>	<u>CONCURRENCE</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

RESOLUTION No. 02232015-1**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION, CONCERNING STAGGERING THE TERMS OF SERVICE OF THE DIRECTORS OF THE CORPORATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council appoints and confirms the members of the Board of Directors of the Bastrop Economic Development Corporation (“BEDC” or “Corporation”), which operated pursuant to the Texas Development Corporation Act, its Articles of Incorporation, its Bylaws, and the City’s Code of Ordinances, as applicable; and

WHEREAS, the City Council of the City of Bastrop has determined that it is in the best interest of the administration of all of the City’s Boards and Commissions, including the BEDC, to have the Directors of the Corporation stagger their terms of service, to avoid instances where the overwhelming majority of the Board is ‘newly appointed’ by the Council, at any single point in time; and

WHEREAS, the Directors of the Corporation agree that staggered terms enhance the historical knowledge of the Board overall, and provide for good administration and, therefore, agree to take actions noted herein in order to accomplish same.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. Pursuant to State law and Article IV of the Bylaws of the Corporation, there are seven (7) Directors of the Board, each of whom is appointed by the City Council to serve a standard term of service of two (2) years. Further, as per Section 4.02 of the Bylaws, the term of Directors who are also members of the City Council shall be two (2) years and shall run concurrently with the Councilmember’s terms of elected office.

Section 2. The Mayor shall serve on the Board of Directors. The Mayor’s term shall lapse and be automatically renewed every two (2) years during the term of his/her service on the Council, as Mayor, but shall end sooner if his/her term expires prior to a full two (2) year term. Upon expiration of his/her term as Mayor, he/she will be automatically replaced on the Board of Directors by the newly elected Mayor.

Section 3. Up to two (2) other Councilmembers may serve on the Board of Directors. The terms of those two (2) Councilmember Directors shall expire on the sooner of either: (a) the end of two years from their appointment dates, or (b) the expiration of their term(s) on the City Council. Their vacancies are filled by appointments made by the City Council, in accordance with the Charter and State law.

Section 4. Staggering of non-Councilmember Directors' terms of service shall be accomplished as follows:

- Board Seat 1. Currently held by Mayor Kesselus shall expire in June 2016.
- Board Seat 2. Currently held by DeLaRosa shall expire in May 2015.
- Board Seat 3. Currently held by Schiff shall expire in June 2016.
- Board Seat 4. Currently held by Crawford shall expire in June_____.
- Board Seat 5. Currently held by Gutierrez shall expire in June_____.
- Board Seat 6. Currently held by Mills shall expire in June_____.
- Board Seat 7. Currently held by Dr. Gurwitz shall expire in June_____.

Section 5. Effective Date. This Resolution shall be in force and effect from and after its passage on the date shown below.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 511, Texas Gov't. Code.

PASSED AND APPROVED on the _____ day of February, 2015, by a majority of the Board of Directors of the Bastrop Economic Development Corporation at a regular meeting with a quorum present.

/s/
Steve Mills, Chair

ATTEST:

/s/
Angela Ryan, BEDC Executive Assistant

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: February 5, 2015

MEETING DATE: February 23, 2015

Agenda Item: **Consideration, discussion and possible action on a request from the City of Bastrop to join the City in providing a second grant of funds to the Bastrop Fine Arts Guild Lost Pines Art Center Project, in the requested amount up to \$100,000, as authorized by the Economic Development Act, Section 505.152 (tourism, exhibition centers) and/or Section 501.103 (existing business infrastructure only), et seq.” (First BEDC Grant made in September 2010 for \$100,000.)**

2. Party Making Request: Mayor Ken Kesselus

3. Nature of Request: (Brief Overview) Attachments: Yes _____ No X

Mayor Kesselus requested an item on the BEDC’s Board meeting agenda that would allow the Board to consider and possibly act on paying for one-third of the \$300,000 that the City Council has pledged to assist the Bastrop Fine Arts Guild to help finish out their building project on Chestnut.

4. Policy Implication: _____

5. Budgeted: _____ Yes X No _____ N/A
Bid Amount: _____ Budgeted Amount: _____
Under Budget: _____ Over Budget: _____
Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**
a) _____
b) _____
c) _____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager’s Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____