

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION**

**Monday, May 18, 2015 – 6:30 P.M.
903 Main Street, Bastrop, Texas**

ANNOUNCEMENTS

- 1. Call to Order
- 2. Public Comment(s)
- 3. Presentation(s)
- 4. Announcement(s)

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

- A. Update on BEDC Projects and/or Business:
 - 1. Update on the Bastrop EDC Business Park
 - a) Project status update
 - b) Update on master plan for the BEDC Business Park
 - c) Update on Land Use Study
 - 2. Bastrop Opera House
 - 3. FY 2015/2016 Budget Preparation
 - 4. 2015 Bastrop Career and Job Fair
 - 5. Update on BEDC office roof leak
 - 6. Update on BEDC Board appointments

- B. Update from the City of Bastrop
 - 1. City Manager’s update
 - a) Water development update
 - b) Comprehensive Plan
 - 2. City of Bastrop Update on Construction Projects

- C. Update(s) from Community Partners
 - 1. Bastrop Main Street Program
 - 2. Paul Grabowski, Chairman of Vocational Services of the Bastrop Rotary Club
 - 3. BISD

 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 April 20, 2015.

B. PUBLIC HEARINGS

C. OLD BUSINESS

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 April 30, 2015.

D.2 Consideration, discussion and possible action regarding governance of the Bastrop Economic Development Corporation and the role of the Board of Directors, related to BEDC's 7th Amended Bylaws pertaining to the selection/election of the Officers of the Board of Directors, and approval of a process for development of agendas for the BEDC Board meetings.

D.3 Consideration, discussion, and possible action regarding Education and Workforce Development in Bastrop, Texas, and role of the Bastrop Economic Development Corporation.

D.4 Consideration, discussion, and possible action regarding Bastrop Business Park development and infrastructure.

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 Crystal Tupperware', 'Project Blue Star', 'Project Artic Sea' and/or potential sales, acquisitions, exchanges, leases, dispositions or values of real property.
3. Section 551.087 - Deliberation regarding economic development negotiations: 'Crystal Tupperware', 'Project AJ', 'Project Foot Loose', and/or 'Project Blue Star'.

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, Assistant Director of 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 15th day of May 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 Assistant Director

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.



May 15, 2015

Memorandum

To: BEDC Board of Directors

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC April 2015 update

Bastrop Business Park. – Coghlan has submitted plans to the City for construction and his approvals and permitting. Good Soul Brewing's plans are under development and Staff is in communication to review the project in the coming weeks. Project Blue Star is prepared to move forward with the tentative offer and legal has prepared the first draft contract for Staff to review. Expected presentation for approval at the June 2015 BEDC Board meeting.

Bastrop Business Park – Infrastructure. Staff is preparing a presentation for the Board meeting of the available options for the next phase of infrastructure.

Bastrop Business Park – Land Use. First draft has been reviewed and Staff is awaiting direction from the Board on the next phase of infrastructure to proceed with mark-ups and revisions.

Bastrop Area Housing Study – Staff has reviewed the latest draft and is working on developing the necessary data related to multi-family development. In addition, Staff is in the beginning stages of developing an implementation plan once the final study is accepted by the Board.

Bastrop Opera House – City Council is providing \$68,000 in tier 3 HOT funding to assist the Opera House in addressing structural issues with their roof. It was requested by the City Council and Board member Gary Schiff that the BEDC explore funding options. Staff advised the City Council that the Opera House would need a definitive scope of work related to the necessary repairs. Staff is scheduled to meet with Mike Talbot and Kayli Head to discuss the options available to assist the Opera House in formulating a definitive scope of work.

FY 2015-2016 Budget Preparation – Budget preparation is underway and the Staff will be presenting a template to the Board and overview of the budget. First budget workshop will be scheduled in June 2015 at a later date.

2015 Bastrop Career and Job Fair – According to the feedback we've received about the Career Fair, it was a huge success. The students were excited about the opportunity to engage with so many employers and posts-secondary educational institutions all under one roof. On Saturday we

did note that some of the students from Friday came back with their business attire and resumes in hand. Walgreens had so many qualified applicants that they were able to fill all of the 20+ positions they had available. HEB was excited about talking with the students to educate them on the potential job growth with them through HEB's career program. On Saturday we had over 300 job seekers and 60 vendors/employers seeking qualified applicants. Many of the jobseekers and vendors have approached us about doing this on an annual basis. Home Depot indicated that they would speak to the Convention Center about holding their next corporate meeting there because it's actually closer than the Hyatt, where they usually hold it.

BEDC Office Roof Leak – The initial repairs by the City Public Works Department have slowed the water penetration. With the continued rains and water penetration, Staff is working with Jim Whitten Roofing Consultants to explore our options in replacing the rear portion of the roof and repairs to front portion of the roof. The scope of work has been defined and one quote has been received. Additional quotes have been requested and Staff will consult with Steve and Gary in the coming weeks about proceeding with necessary replacement/repairs.

BEDC Board Appointments – The City Council did not confirm appointments and it is expected appointments will be reconsidered at the May 26th Council meeting.

Project Management/CRM Database – Staff has completed the demo portion of evaluating the available commercial options. Awaiting formal quotes from 2 of the 3 companies. In the coming weeks Staff will make a recommendation and offer the Board the opportunity to go through a second demo of the preferred software.

BEDC Director Update – BEDC Director will be moving and out of the office the following days. He will be available by phone and e-mail. Dates are subject to change.

Friday, May 22nd (afternoon)
Monday, May 25th (Memorial Day)
Tuesday, May 26th and 27th
Friday, May 29th
Monday, June 1st

BEDC Meetings and Upcoming Travel

Monday, April 20th

Ground Breaking: Pecan Park

Meeting: Rachel Clampffer

Meeting: BEDC Board Meeting

Tuesday, April 21st

Meeting: CoBastrop Staff Meeting

Event/Presentation: Job Fair Pre-event

Walk-through

Meeting: TX EDT/Opportunity Austin

Wednesday, April 22nd

Meeting: Steve Murray, BISD

Meeting: Steve Miller and Bastrop D&D
Committee

Thursday, April 23rd

Meeting: Opportunity Austin Regional
Partners

Event: ED Meet and Greet

Friday, April 24th

Meeting: County Breakfast

Sunday April 26th – Wednesday, April 29th

IAMC Spring Forum

Tuesday, April 28th

Conference Call: Project Foot Loose

Thursday, April 30th

Meeting: Tad Curtis, TX EDT

Meeting: Project Artic Sea, et al

Webinar: Executive Pulse

Event: Nancy Wood Retirement Reception

Friday, May 1st

Meeting: Mike Talbot

Friday, May 1st – Sunday May 3rd

OU EDI CEcD Review Course

Monday, May 4th

Meeting: Bowman Consulting

Meeting: Mike Talbot and Gene Kruppa

Meeting: Main Street

Tuesday, May 5th

Meeting: CoBastrop Staff

Meeting: Carlos Liriano

Meeting: Project Artic Sea, et al

Wednesday, May 6th

Meeting: Cam Chavez

Meeting: Dock Jackson

Meeting: Rick Arnic, LCRA

Meeting: Donna Cunningham, BFAG

Meeting: Doris Hodge, Bastrop D&D
Committee

Thursday, May 7th

Conference Call: Salesforce.com

Event: Realtor Appreciation

Friday, May 8th – Saturday, May 9th

Bastrop Job Fair

Monday, May 11th

Meeting: Alycyn Keeling, Bush Institute

Tuesday, May 12th

Meeting: Job Fair Post-event

Meeting: CoBastrop Staff

Meeting: Bastrop City Council

Wednesday, May 13th

Meeting: CoBastrop Finance Department

Meeting: Brett Farris

Meeting: Alan Plotkin, Huston-Tillotson
University

Meeting: Steve Mills

Webinar: Synchronist Suite

Thursday, May 14th

Meeting: Carlos Liriano

Event: BEST Mixer

Monday, May 18th

Meeting: RECA Power Luncheon

Meeting: Mike Talbot

Meeting: BEDC Board Meeting

City of Bastrop Update on Construction Projects as of 05/13/15

Major Construction Projects in Process:

- Bastrop Retail Station – site work: silt fencing installed; clearing vegetation
- Vitalogy Skincare (formerly First State Bank – 208 Hwy 71) – remodel; interior demo approximately 70% complete
- Hunter's Crossing Retail Center FM 304 – 100% complete; awaiting final closeout documentation
- Coghlan Group – site work 50% complete, building construction not started
- HEB – 100% complete; CO issued 5/12/15
- Burleson Crossing:
 - Five Below & Ulta: building shell approximately 80% complete
 - Hobby Lobby: work has been rain delayed; density issues on dirt; brought in more dirt, entire project approximately 20% complete
 - Building J - slab complete, tilt walls starts. Site work approximately 80% complete & building is approximately 10% complete (next to TSO, Subway)

Engineer Report:

- Murphy Oil (west of Wal-Mart) – site development staff comments issued 3/6/2015; awaiting resubmittal
- 2014 Water/Wastewater Improvements (Klotz Assoc.) – Agreements received from Facilities Rehab; Pre-construction meeting date TBC
- 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 regs in order not to dedicate ROW
- SH 71 Improvements (Tahitian Drive) – Preparing water line relocation plans; improvement project approximately 10% complete
- Wastewater Master Plan – awaiting on an update
- XS Ranch Road and Colorado River Bridge Phase 1 – construction plans received 4/29/15; under review
- Colony MUD 1E, Phase A & B utility construction plans – comments issued 3/24/15
- Colony MUD 1E – offsite imp plans for force main – received 2/27/2015 – in review
- 969 Final Plat – Plat recorded 5/1/15
- Piney Ridge Administrative Plat – Mylar recorded 5/7/15
- Wal-Mart Replat for Murphy Oil – staff comments issued 4/29/15; awaiting resubmittal

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: May 14, 2015

MEETING DATE: May 18, 2015

1. Agenda Item: **Approval of meeting minutes of the Regular Board Meeting of April 20, 2015.**

2. Party Making Request: Angela Ryan, Assistant Director

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

Attached for approval are the draft minutes from the 04/20/15 BEDC Regular 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, April 20, 2015
903 Main Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, April 20, 2015, at 6:30 p.m. in the BEDC Boardroom at 903 Main Street for the Regular Monthly Meeting.

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

Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider, and JC Brown, BEDC Attorney.

Others in attendance: John Landwehr, Les Hudson, Becki Womble, Martha Granger, Merle Breiland, Bret Farris, Jennifer Long, Anne Smarzik, Richard Smarzik, Kayli Head, Nancy Wood, Johnny Sanders, and Brent Golemon.

ANNOUNCEMENTS

1. Call to Order – Pat Crawford, Secretary/Treasurer of the Board, called the meeting to order at 6:31 p.m.
2. Public Comments – None.
3. Presentations – None.
4. Announcements – Mr. Kirkpatrick introduced himself as the new Executive Director of the BEDC, and reminded the Board that the Bastrop County Museum, Chamber of Commerce, and BEDC were sponsoring a Meet & Greet for him on April 23 at the museum. Mrs. Ryan welcomed the new part-time assistant, Jean Riemenschneider, and Mr. Kirkpatrick welcomed the new director of the Main Street Program, Kayli Head.

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

- A. Update on BEDC Projects and/or Business:
 1. Executive Director's monthly report – Mr. Kirkpatrick explained that he included a memo in the board packet regarding his meetings and travel. He will be attending the IAMC Spring Forum and OU EDI in the coming weeks.
 2. Update on the Bastrop EDC Business Park
 - a) Project status update – Mr. Kirkpatrick reported he will be meeting with Mr. Kruppa and Mr. Talbot to discuss engineering in the Park and the next phase of infrastructure.
 - b) Review of the proposed master plan for the BEDC Business Park – Mr. Kirkpatrick reported that the draft land use study is expected on April 24th, and he will be meeting with the consultant after he returns from OU EDI.
 3. Update on Bastrop Area Housing Study – Mr. Kirkpatrick said he anticipates bringing the study to the Board for acceptance at the June meeting. He reported that the draft report had been sent to about 10 business leaders for their input, and he had received comments from three of those. Mr. Kirkpatrick explained that he was going to work with the consultant to provide additional information on one particular area of the study.
 4. FY 2015/2016 Budget Preparation – Mr. Kirkpatrick handed out a tentative schedule for budget planning, and said he would be presenting a budget preview at the May Board meeting if time permits so that the Board can provide feedback about next year's budget. Mr. Kirkpatrick said he is planning to do Board training in conjunction

with budget workshops in June and July. Mr. Kirkpatrick reported he was obtaining quotes for a CRM database to be used to track projects.

B. Update from the City of Bastrop

1. City Manager's update

a) Alley D improvements (former Advertiser building) – Mr. Talbot reported that the building has been moved and the slab will probably have to be removed because of the difference in grade. He has asked Public Works to look into the drainage issues in the rear of the buildings in that area.

2. City of Bastrop Update on Construction Projects – Mr. Talbot reported that he had met with TxDOT about the Hwy 71 construction project, and the City would need to relocate a water line. Mr. Talbot said they would be making a recommendation at the next City Council meeting on a firm to conduct the City's Comprehensive Plan. Mr. Talbot encouraged the Board to attend the Lost Pines Groundwater District public hearing on April 29th.

C. Update from Community Partners

1. Update from Bastrop Main Street Program – Ms. Wood said that they reported a total investment in downtown revitalization since 2007 of \$24 million, with 66 new business starts and 179 jobs.

2. Update from Bastrop Chamber of Commerce – Becki Womble, the President of the Bastrop Chamber, said that they continue to partner with the BEDC, BISD, and the City of Bastrop for the betterment of the business community. She said one example of that was the Bastrop Career and Job Fair on May 8 and 9. Friday's focus would be high school students, and Saturday was for jobseekers. Mrs. Womble said the B.E.S.T. County mixer would be on May 14th at the Bastrop State Park refectory. She said the Bastrop Chamber has been asked to make a presentation to the Texas Association of School Boards about the We Believe in BISD campaign. Mrs. Womble reported that the Chamber's membership continues to grow, with 651 members currently.

3. Update from Bastrop Independent School District – Les Hudson, the Director of Career and Technology for Bastrop ISD, said that enrollment in their program has increased over 59% over the last year. He said BISD is working on providing programs that would prepare students for the workforce after high school. The automotive technology program has been working with their advisory board to obtain NATEF certification. Mr. Hudson said that some of their future plans include certifications in phlebotomy, pharmacy technician, and medical billing and coding. Some of BISD's current programs include agriculture, construction, hospitality, STEM, and culinary arts.

A. CONSENT AGENDA

A.1 Approval of meeting minutes of the Special Board Meetings of February 23, 2015, and March 4, 2015, and the Regular Board Meeting of March 16, 2015. Mrs. Ryan said she needed to make a correction in the adjournment time of the minutes from the special meeting of February 17, 2015. Mayor Kesselus made the motion to approve the minutes as amended, Mr. DeLaRosa seconded, and the motion passed.

B. PUBLIC HEARINGS

None

C. OLD BUSINESS

C.1 Consideration, discussion and possible action on a request by Donald Bennet for **final approval** of a **mega-grant** in the amount of **\$25,000**, for renovations to interior and exterior of the building at 711 Chestnut Street, with a total project cost estimate of \$107,307. Ms. Wood said that Mr. Bennet plans to have three businesses downstairs with 11 employees.

C.2 Consideration, discussion and possible action on a request by Lee Harle, owner of the Bastrop River Company, for **final approval** of a **façade grant** in the amount of **\$3,261**, for renovations to the building at 601 F Chestnut Street, with a total project cost estimate of \$6,522.

C.3 Consideration, discussion and possible action on a request by Anne and Richard Smarzik for **final 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 \$111,287.

Mr. Kirkpatrick explained that with these three grants receiving final approval and the two preliminary grants pre-approval, we would be \$20,750 over the amount budgeted in the façade/mega grant line item. He said that amount could be transferred from the contingency line item to cover the grants if all reimbursements were requested this fiscal year, and he could bring a formal request for a budget amendment to the City Council. Ms. Wood pointed out that the grant program has not been utilized very much over the last few years, with a total of \$19,400 in rebates made during fiscal years 2013 and 2014. It was agreed that Mr. Kirkpatrick would discuss the program funding with Mr. Talbot and decide how best to approach it. After discussion, Mr. DeLaRosa made the motion to approve all three grants as submitted, Dr. Gurwitz seconded, and the motion passed.

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 March 31, 2015. Mr. Kirkpatrick reported that at 50% through the budget year, revenues are at \$984,496, or about 55%, and expenses are at \$767,428, or 42.86%. He said we continue to track along the same sales tax revenues as previous years. Mr. DeLaRosa made the motion to accept the financial summary report as submitted, Mr. Liriano seconded, and the motion passed.

D.2 Consideration, discussion and possible action on resolution of the Bastrop Economic Development Corporation, authorizing an increase in the authority of the Executive Director to make purchases and execute contracts; and providing for an effective date. Mr. Kirkpatrick and Mr. Talbot explained that the resolution would bring the authority of the BEDC director into alignment with the other City directors. Mayor Kesselus made the motion to approve the resolution, Mr. DeLaRosa seconded, and the motion passed.

D.3 Consideration, discussion and possible action on a request by Laurie Schneider, owner of the Best Lil' Hair House, for **preliminary approval** of a **façade grant** in the amount of **\$5,000**, for renovations to the building at 1005 Chestnut Street, with a total project cost estimate of \$12,000. Ms. Wood said that the owner is working with the design committee on the color scheme of the building, and it will be a great enhancement to that area of Chestnut.

D.4 Consideration, discussion and possible action on a request by Becki Womble of the Bastrop Chamber of Commerce for **preliminary approval** of a **mega-grant** in the amount of **\$15,000**, for renovations to the building at 927 Main Street, with a total project cost estimate of \$60,000. Ms. Wood explained the roof of the Chamber building needs to be replaced, and the inside of the

building had sustained damage, as well. They are also planning to do some work on the front of the building and the awning.

After discussion, Mayor Kesselus made the motion to approve both preliminary grant applications as submitted, pending City Council approval. Mr. DeLaRosa seconded, and the motion passed.

D.5 Consideration, discussion and possible action authorizing the Executive Director and/or Board Chair to take any action necessary to repair and/or replace the roof of the BEDC building and/or any other additional repairs related to water damage. After discussion, Mayor Kesselus made the motion to authorize Mr. Kirkpatrick to take any action necessary to repair the roof and related damage, with the approval of the BEDC chair and vice-chair, Mr. DeLaRosa seconded, and the motion passed.

E. EXECUTIVE SESSION –

E.1 At 7:47 p.m., Mrs. Crawford 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 Blue Star' and/or potential sales, acquisitions, exchanges, leases, dispositions or values of real property.
3. Section 551.087 - Deliberation regarding economic development negotiations: 'Project AJ', 'Project Foot Loose', and/or 'Project Blue Star'.

E.2 The Bastrop Economic Development Corporation Board of Directors reconvened from Executive Session at 9:00 p.m.

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. Mr. Liriano and Dr. Gurwitz requested education and workforce development be included on a future agenda. Mr. Liriano asked that the Board have a discussion regarding infrastructure, and Mr. Talbot commented that the Comprehensive Plan would be addressing some of those issues.

G. ADJOURNMENT – Mayor Ken Kesselus made the motion to adjourn and Willie DeLaRosa seconded. The BEDC Board of Directors adjourned the meeting at 9:10 p.m.

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: May 14, 2015

MEETING DATE: May 18, 2015

1. Agenda Item: **Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending April 30, 2015.**

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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 April 30, 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: _____

05/15/2015

FINANCIAL STATEMENT

13

AS OF: APRIL 30TH, 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
TAXES & PENALTIES							
00-00-4005 SALES TAX		970,251.82	1,715,000.00	136,675.51	1,119,345.19	595,654.81	65.27
TOTAL TAXES & PENALTIES		970,251.82	1,715,000.00	136,675.51	1,119,345.19	595,654.81	65.27
CHARGES FOR SERVICES							
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
OTHER REVENUE							
TOTAL							
INTEREST INCOME							
00-00-4400 INTEREST INCOME		946.55	3,400.00	176.80	1,010.67	2,389.33	29.73
00-00-4401 INTEREST RECEIVED ON NOTES		1,182.00	3,250.00	155.95	1,148.80	2,101.20	35.35
TOTAL INTEREST INCOME		2,128.55	6,650.00	332.75	2,159.47	4,490.53	32.47
MISCELLANEOUS							
00-00-4512 LAND/OTHER SALES		84,275.53	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS		84,275.53	0.00	0.00	0.00	0.00	0.00
TRANSFERS-IN							
00-00-4732 TRANS IN - BOND FUND		102,637.50	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS-IN		102,637.50	0.00	0.00	0.00	0.00	0.00
OTHER SOURCES							
TOTAL							
** TOTAL REVENUE **		1,159,293.40	1,790,650.00	137,008.26	1,121,504.66	669,145.34	62.63

05/15/2015

FINANCIAL STATEMENT

14

AS OF: APRIL 30TH, 2015

601-BASTROP E.D.C. FUND

NON-DEPARTMENT

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
--------------	-----	----------------	-------------------	-----------------	-----------------	-------------------	----------------

00-NON-PROGRAM

=====

TRANSFERS OUT		_____	_____	_____	_____	_____	_____
TOTAL		_____	_____	_____	_____	_____	_____
TOTAL							

TOTAL

05/15/2015

FINANCIAL STATEMENT

15

AS OF: APRIL 30TH, 2015

601-BASTROP E.D.C. FUND

BEDC ADMINISTRATION

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
00-NON-PROGRAM							
=====							
PERSONNEL SERVICES							
70-00-5101	BEDC OPERATIONAL SALARIES	80,707.20	165,050.00	10,245.42	65,388.93	99,661.07	39.62
70-00-5114	BEDC PRE-EMPLOYMENT EXPEN	0.00	10,000.00	1,200.00	1,200.00	8,800.00	12.00
70-00-5116	LONGEVITY	270.00	350.00	0.00	222.00	128.00	63.43
70-00-5150	SOCIAL SECURITY	6,266.77	12,660.00	873.08	4,633.70	8,026.30	36.60
70-00-5151	RETIREMENT	8,045.75	17,490.00	1,568.99	9,968.75	7,521.25	57.00
70-00-5155	GROUP INSURANCE	19,149.67	32,970.00	691.92	4,843.45	28,126.55	14.69
70-00-5156	WORKER'S COMPENSATION	183.11	550.00	78.62	243.66	306.34	44.30
	TOTAL PERSONNEL SERVICES	114,622.50	239,070.00	14,658.03	86,500.49	152,569.51	36.18
SUPPLIES & MATERIALS							
70-00-5201	SUPPLIES	1,726.04	4,500.00	465.45	1,937.64	2,562.36	43.06
70-00-5203	POSTAGE	67.82	670.00	0.00	12.62	657.38	1.88
70-00-5206	OFFICE EQUIPMENT	598.99	5,000.00	165.02	1,496.07	3,503.93	29.92
	TOTAL SUPPLIES & MATERIALS	2,392.85	10,170.00	630.47	3,446.33	6,723.67	33.89
MAINTENANCE & REPAIRS							
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.	2,244.00	3,500.00	145.00	1,587.97	1,912.03	45.37
	TOTAL MAINTENANCE & REPAIRS	3,069.00	19,500.00	145.00	1,587.97	17,912.03	8.14
OCCUPANCY							
70-00-5401	COMMUNICATIONS	3,301.42	5,700.00	412.21	2,699.33	3,000.67	47.36
70-00-5403	UTILITIES	1,623.71	3,810.00	261.29	1,594.90	2,215.10	41.86
	TOTAL OCCUPANCY	4,925.13	9,510.00	673.50	4,294.23	5,215.77	45.15
CONTRACTUAL SERVICES							
70-00-5505	PROFESSIONAL SERVICES	37,094.18	60,000.00	4,255.00	49,141.68	10,858.32	81.90
70-00-5525	LEGALS	10,499.55	30,000.00	6,137.38	25,534.49	4,465.51	85.11
70-00-5540	PROPERTY INSURANCE	557.91	2,000.00	240.22	720.66	1,279.34	36.03
70-00-5561	CONTRACTUAL SERVICES	0.00	5,000.00	500.00	2,500.00	2,500.00	50.00
70-00-5573	PARKS/RECREATION SUPPORT	23,041.62	39,500.00	3,291.66	23,041.62	16,458.38	58.33
70-00-5596	MAIN STREET PROG SUPPORT	23,333.31	40,000.00	3,333.33	23,333.31	16,666.69	58.33
70-00-5598	CITY ADMINISTRATIVE SUPPORT	46,666.69	50,000.00	(13,333.41)	26,666.61	23,333.39	53.33
	TOTAL CONTRACTUAL SERVICES	141,193.26	226,500.00	4,424.18	150,938.37	75,561.63	66.64

05/15/2015

FINANCIAL STATEMENT

16

AS OF: APRIL 30TH, 2015

601-BASTROP E.D.C. FUND

BEDC ADMINISTRATION

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
OTHER CHARGES							
70-00-5603	MARKETING TRIPS	275.00	8,500.00	1,177.00	1,727.00	6,773.00	20.32
70-00-5604	BUSINESS DEVELOPMENT	6,630.72	7,500.00	547.00	3,266.71	4,233.29	43.56
70-00-5605	TRAVEL & TRAINING	6,195.01	6,500.00	478.90	574.00	5,926.00	8.83
70-00-5606	AUTO ALLOWANCE - STAFF	3,230.64	6,000.00	230.77	230.77	5,769.23	3.85
70-00-5610	ISSUANCE COST	0.00	6,375.00	0.00	6,372.50	2.50	99.96
70-00-5611	BILLBOARDS	6,440.00	13,000.00	1,900.00	7,600.00	5,400.00	58.46
70-00-5615	DUES, SUBSCRIPTIONS & PUBLI	5,605.84	8,500.00	385.00	5,345.22	3,154.78	62.88
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	16,690.03	27,500.00	0.00	17,220.00	10,280.00	62.62
70-00-5634	NATIONAL ADVERTISING	13,971.00	30,000.00	0.00	23,505.00	6,495.00	78.35
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	1,500.00	48,500.00	3.00
70-00-5644	380 AGREEMENT REIMBURSEMENT	112,816.10	320,000.00	0.00	141,124.96	178,875.04	44.10
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	397.42	50,000.00	0.00	36,823.00	13,177.00	73.65
70-00-5648	SPL PROJECTS - BUS OUTREACH	1,000.00	8,000.00	2,347.50	4,597.50	3,402.50	57.47
70-00-5655	EQUIPMENT RENTAL	0.86	150.00	0.00	1.15	148.85	0.77
70-00-5689	OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700	TARGETED MARKETING	2,892.72	14,500.00	0.00	450.00	14,050.00	3.10
	TOTAL OTHER CHARGES	181,333.75	629,205.00	7,066.17	250,579.81	378,625.19	39.82
CONTINGENCY							
70-00-5900	CONTINGENCY	0.00	27,087.00	0.00	0.00	27,087.00	0.00
70-00-5901	SALARY ADJUSTMENT PLAN	0.00	2,700.00	0.00	0.00	2,700.00	0.00
	TOTAL CONTINGENCY	0.00	29,787.00	0.00	0.00	29,787.00	0.00
CAPITAL OUTLAY							
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
	TOTAL CAPITAL OUTLAY	0.00	21,175.00	0.00	1,173.21	20,001.79	5.54
DEBT SERVICE							
70-00-7133	C OF O SERIES 2013 PRINCIPL	0.00	41,140.00	3,428.33	23,998.31	17,141.69	58.33
70-00-7134	C OF O SERIES 2013 INTEREST	42,875.00	102,161.00	8,513.42	59,593.94	42,567.06	58.33
70-00-7137	C OF O SERIES 2010 PRINCIPA	22,674.19	41,640.00	3,470.00	24,290.00	17,350.00	58.33
70-00-7138	C OF O SERIES 2010 INTEREST	21,186.69	34,952.00	2,912.67	20,388.69	14,563.31	58.33
70-00-7152	GO REFUNDING SER 2014 INT	0.00	4,446.00	0.00	1,282.63	3,163.37	28.85
70-00-7501	C OF O SERIES 2008A PRINCIP	11,340.00	20,655.00	1,721.25	12,048.75	8,606.25	58.33
70-00-7502	C OF O SERIES 2008A, INTERE	11,777.50	14,771.00	1,601.42	11,209.94	3,561.06	75.89
	TOTAL DEBT SERVICE	109,853.38	259,765.00	21,647.09	152,812.26	106,952.74	58.83

05/15/2015

FINANCIAL STATEMENT

17

AS OF: APRIL 30TH, 2015

601-BASTROP E.D.C. FUND

BEDC ADMINISTRATION

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>							
TRANSFERS OUT							
TOTAL							
TOTAL 00-NON-PROGRAM		557,389.87	1,444,682.00	49,244.44	651,332.67	793,349.33	45.08
<hr/>							
ADMINISTRATION							
=====							
CAPITAL OUTLAY							
70-10-6602 TECHNOLOGY AND JACKSON DRIV		0.00	15,000.00	0.00	0.00	15,000.00	0.00
TOTAL CAPITAL OUTLAY		0.00	15,000.00	0.00	0.00	15,000.00	0.00
<hr/>							
DEBT SERVICE							
70-10-7097 INTEREST EXPENSE ON FNB NO(57.87)	500.00	14.04	120.05	379.95	24.01
70-10-7603 BOND PRINCIPAL 2006		125,416.69	220,000.00	18,333.33	128,333.31	91,666.69	58.33
70-10-7604 BOND INTEREST 2006		23,800.00	30,888.00	2,574.00	18,018.00	12,870.00	58.33
TOTAL DEBT SERVICE		149,158.82	251,388.00	20,921.37	146,471.36	104,916.64	58.27
TOTAL ADMINISTRATION		149,158.82	266,388.00	20,921.37	146,471.36	119,916.64	54.98
<hr/>							
BEDC INDUSTRIAL PARK							
=====							
MAINTENANCE & REPAIRS							
70-71-5301 PARK MAINTENANCE		46,421.62	79,580.00	6,631.66	46,421.62	33,158.38	58.33
TOTAL MAINTENANCE & REPAIRS		46,421.62	79,580.00	6,631.66	46,421.62	33,158.38	58.33
TOTAL BEDC INDUSTRIAL PARK		46,421.62	79,580.00	6,631.66	46,421.62	33,158.38	58.33
<hr/>							
TOTAL BEDC ADMINISTRATION		752,970.31	1,790,650.00	76,797.47	844,225.65	946,424.35	47.15
*** TOTAL EXPENSES ***		752,970.31	1,790,650.00	76,797.47	844,225.65	946,424.35	47.15

*** END OF REPORT ***

05/15/2015 BALANCE SHEET

AS OF: APRIL 30TH, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1000	CLAIM ON CASH-BEDC FUND	20,000.08
00-00-1010	BEDC OPERATING ACCT	80,614.07
00-00-1014	ESCROW ACCT-JAMCO JEMS LL	110,921.48
00-00-1100	TEXPOOL	3,121,062.41
00-00-1224	ACCT RECEIVABLE-SALES TAX	306,204.67
00-00-1227	ACCOUNTS RECEIVABLE-OTHER	582.00
00-00-1272	NOTES RECEIVABLE-GARMENT	97,917.30
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	31,999.36
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	30,027.95
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	722.75
00-00-1420	EQUIPMENT	6,503.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
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
00-00-1499	ACCUMULATED DEPRECIATION(1,463,812.19)
00-00-1589	NET PENSION ASSETS-PREPAI	7,677.24

7,725,683.08

TOTAL ASSETS

7,725,683.08
=====

05/15/2015 BALANCE SHEET

AS OF: APRIL 30TH, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2025	PAYROLL TAX PAYABLE	218.40	
00-00-2027	RETIREMENT PAYABLE	855.21	
00-00-2029	INSURANCE PAYABLE	0.30	
00-00-2080	NOTES PAYABLE-CITY-WTR PR	480,000.00	
00-00-2081	NOTES PAYABLE-CITY-TDC	72,917.31	
00-00-2082	NOTES PAYABLE-1ST NATL B(1,439.57)	
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	207,981.68	
00-00-2125	ACCRUED INTEREST PAYABLE	29,750.43	
00-00-2127	ACCRUED EXPENSES-OTHER	152,246.41	
00-00-2340	DUE TO GENERAL FUND	2.51	
00-00-2346	DUE TO CLEARING FUND	31,639.51	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,900,365.44	
00-00-2405	ENCUMBRANCE ACCOUNT (2,815.37)	
00-00-2406	RESERVE FOR ENCUMBRANCE	2,815.37	
00-00-2870	COMPENSATED ABSENCES PAYA	8,439.63	
			5,750,246.26
	TOTAL LIABILITIES		5,750,246.26
	SURPLUS (DEFICIT)	277,279.01	
00-00-3000	NET ASSETS	587,876.31	
00-00-3119	DESIGNATED OPERATING	150,000.00	
00-00-3400	CONTRIBUTED CAPITAL	521,695.50	
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	271,363.00	
	TOTAL EQUITY		1,975,436.82
	TOTAL LIABILITIES & FUND EQUITY		7,725,683.08

=====

Bastrop Economic Development Corporation

Financial Summary For Period Ending April 30, 2015

Bastrop Economic Development Corporation
 Summary of Revenues and Expenditures
 As of April 30, 2015



Fiscal year 2015 is 7 month or 58% complete as of April 30, 2015. These reports provide an unaudited and preliminary snapshot of the BEDC financial information.

- ☐ Revenues reflect 62.63% collected or \$1,121,505. Revenues during this same time period last year reflected \$1,159,293. Additional analysis concerning revenues are on the next two pages.
- ☐ Expenses for the BEDC reflect 47.15% spent or \$844,226. Expenses during this same time period last year reflected \$752,970. Additional analysis concerning the expenses, year to year comparisons, and capital outlay is located within this report.

Revenues

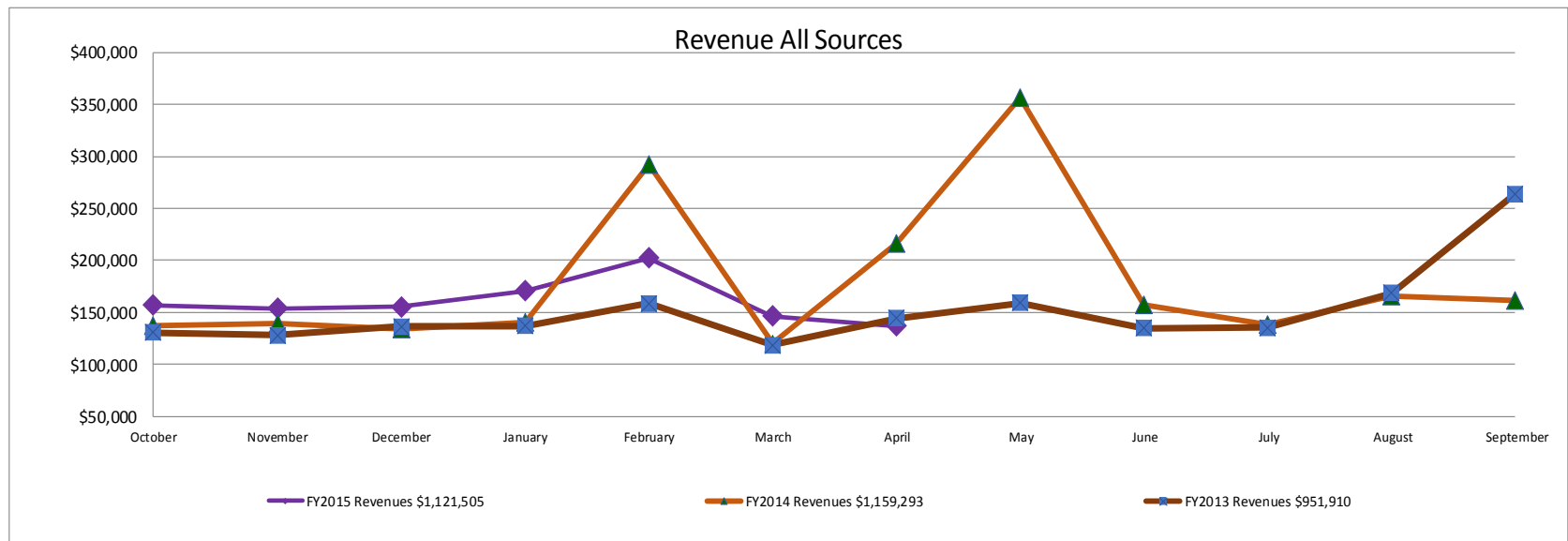
Expenditures

FY 2015 Budget	FY 2015 Actual	% of FY2015 Budget	FY 2015 Budget	FY 2015 Actual	% of FY2015 Budget
\$ 1,790,650	\$ 1,121,505	62.63%	\$ 1,790,650	\$ 844,226	47.15%

05/15/2015
 Summary of Revenues and Expenditures
 As of April 30, 2015



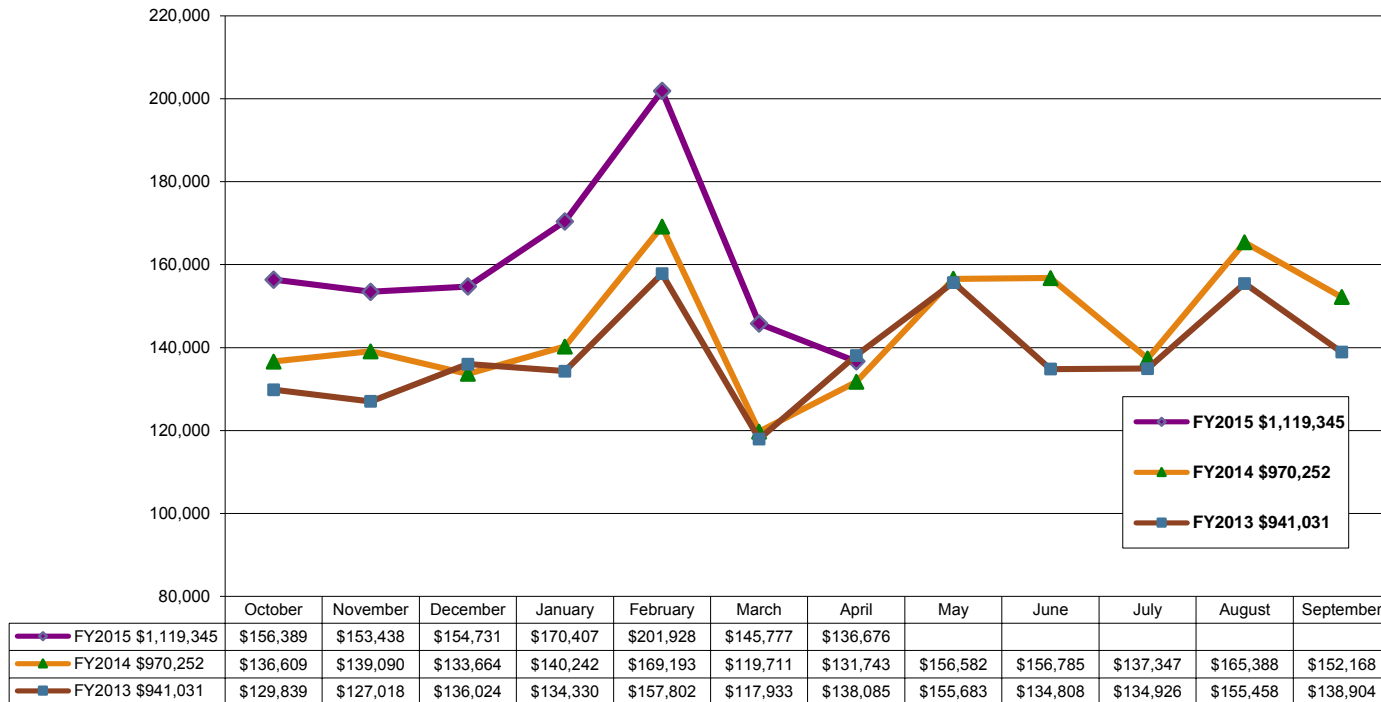
- REVENUE: Sales Tax receipts represent 96% of the total budgeted revenue for the BEDC. As such, the line graph will be a good performance indicator as a comparison of sales tax receipts of the two previous fiscal years to the current fiscal year. Due to an audit adjustment that accrues our revenue into 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. The spike in the graph in September 2013 reflects the sale of land 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 April 30, 2015

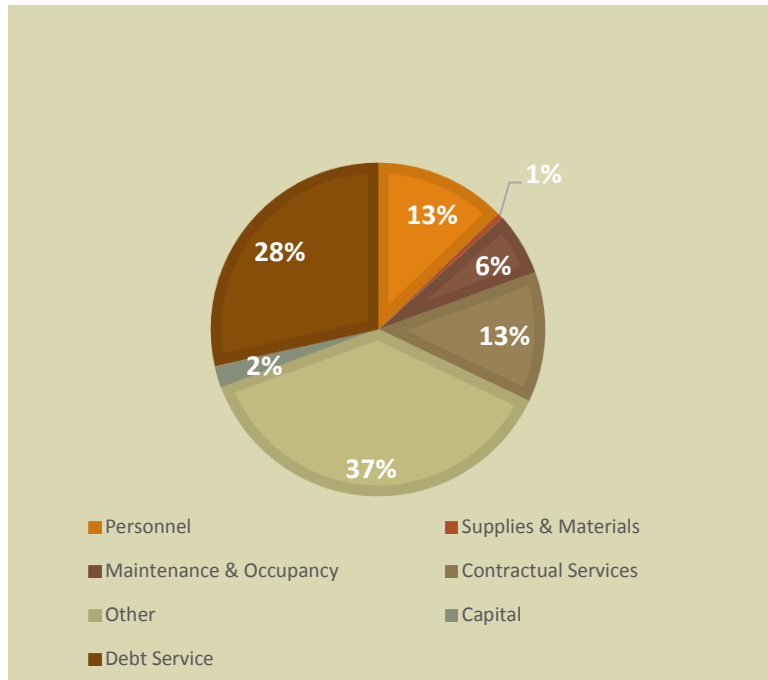
Sales Tax Receipts YTD reflect \$1,119,345 and are greater than the prior year to date Sales Tax Receipts of \$970,252.



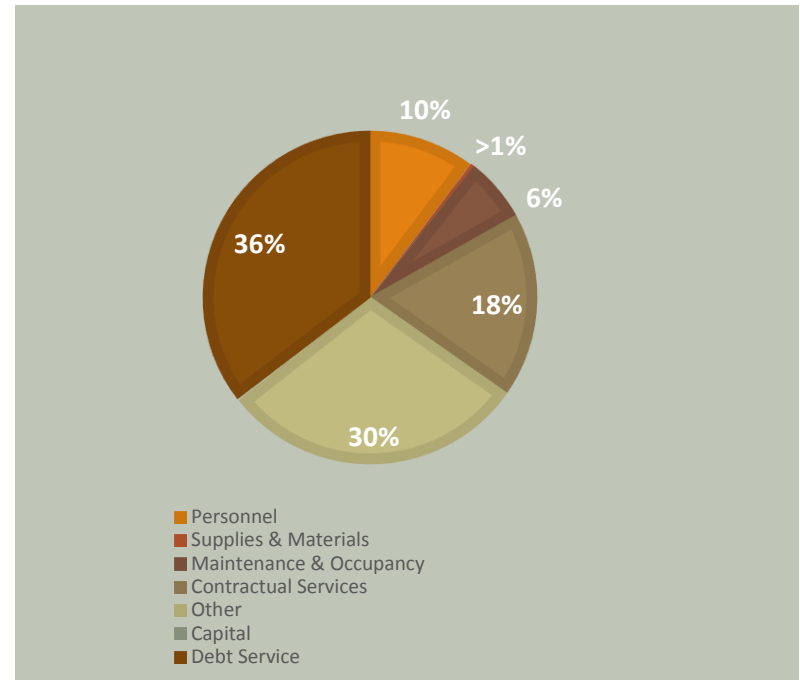
* Date range in chart reflects current data of October 1, 2012 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.

05/15/2015
Expenditure Charts
As of April 30, 2015

FY 2015 Budget



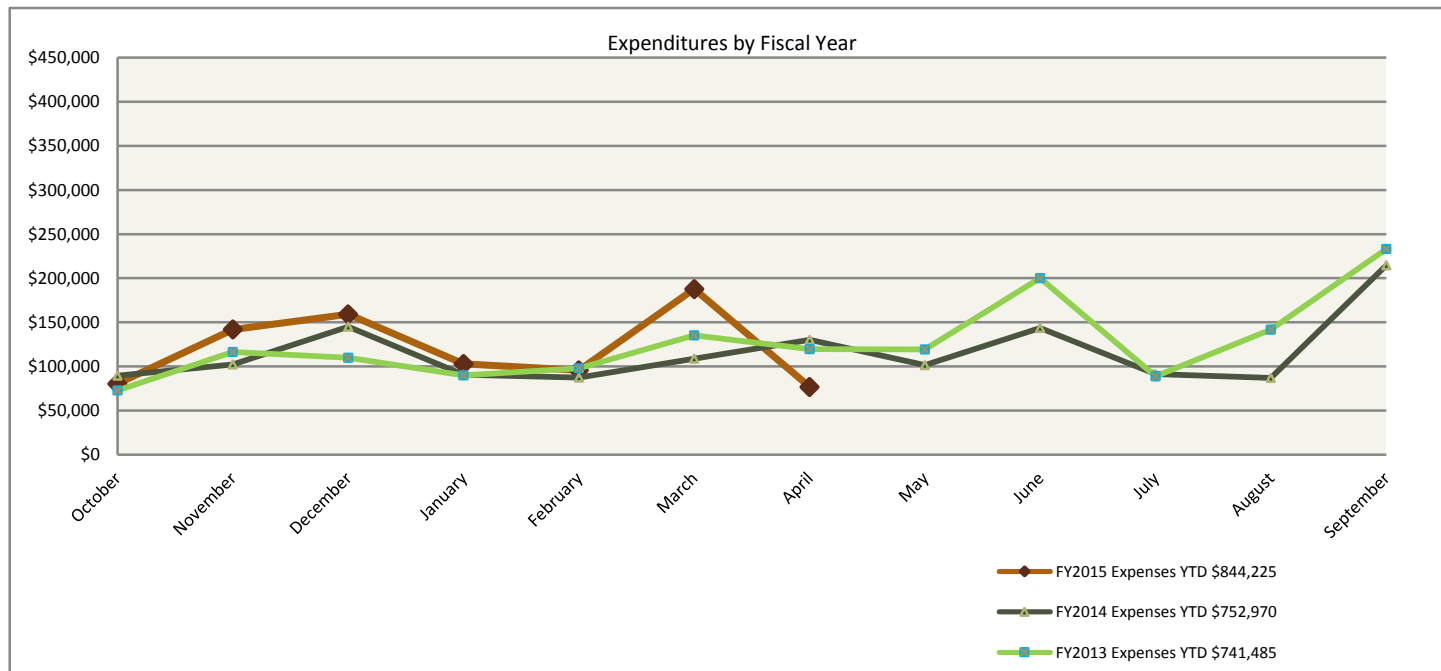
FY2015 Expenses – April



* Pie charts reflect FY2015 adopted budget and fiscal year-to-date expenses as of April 30, 2015. Data provided by City of Bastrop Finance Department records.

Expenditure Comparison Graph As of April 30, 2015

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

Audited Fund Balance 9-30-2014	\$ 2,563,789
 FY 2014-2015	
Budgeted Revenues	<u>\$ 1,790,650</u>
Total FY 2015 Resources	\$ 4,354,439
 Budgeted Expenditures:	 <u>\$ (1,790,650)</u>
 Projected Ending Gross Fund Balance 09-30-2015	 \$ 2,563,789

* 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 \$1,721,899 and the total budgeted expenditures may not exceed \$3,512,549. These figures are subject to change depending upon actual Revenues and Expenditures.

BEDC Financial Statements attached

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: May 13, 2015

MEETING DATE: May 18, 2015

1. Agenda Item: **Consideration, discussion and possible action regarding governance of the Bastrop Economic Development Corporation and the role of the Board of Directors, related to BEDC's 7th Amended Bylaws pertaining to the selection/election of the Officers of the Board of Directors, and approval of a process for development of agendas for the BEDC Board meetings.**

2. Party Making Request: Pat Crawford, Secretary/Treasurer

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

Request by Board member related to BEDC governance.

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: Staff does not provide recommendation on Board governance issues.

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Action Taken: _____

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: May 13, 2015

MEETING DATE: May 18, 2015

1. Agenda Item: **Consideration, discussion, and possible action regarding Education and Workforce Development in Bastrop, Texas, and role of the Bastrop Economic Development Corporation.**

2. Party Making Request: Carlos Liriano

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

Requested at April 2015 Board meeting by Carlos Liriano and Dr. Neil Gurwitz.

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: Staff does not provide recommendation on Board governance issues.

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Action Taken: _____

STANDARDIZED AGENDA RECOMMENDATION FORM

BEDC

DATE SUBMITTED: May 13, 2015

MEETING DATE: May 18, 2015

1. Agenda Item: **Consideration, discussion, and possible action regarding Bastrop Business Park development and infrastructure.**

2. Party Making Request: Steve Mills, Board Chair

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

Overview of the available options and recommendation from Board Chair and Staff on the proposed infrastructure in the Bastrop Business Park.

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: Staff does not provide recommendation on Board governance issues.

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Action Taken: _____
