

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
Monday, November 16, 2015 – 6:00 P.M.
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

1. CALL TO ORDER

2. PUBLIC COMMENT(S)

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.

3. REGULAR BUSINESS

- 3.1. Oaths of Office for Board Members/Swearing In Ceremony. Discussion of documents for providing bonds for Directors. (Page 3)
- 3.2. Approval of meeting minutes of the Regular Board Meeting of September 21, 2015 (Page 8), and Joint Workshop Meeting of October 20, 2015 (Page 12).
- 3.3. Consideration, discussion and possible action on acceptance of the BEDC’s financial summary report for period ending October 31, 2015. (Page 16)

4. ACTION ITEMS

- 4.1. Consideration, discussion and possible action on approval of a proposed Internal Financial Control Policy #3 and Resolution for BEDC to Participate in Texas Class, related specifically to Public Fund Investment Act compliance, adoption of an investment policy, and investment through investment pools meeting the requirements of the Act and as recommended by BEDC auditor. (Page 31)
- 4.2. Presentation and discussion on the development west of the Colorado River and retail development in Bastrop. (Page 36)

5. UPDATE(S), REPORT(S), AND/OR ANNOUNCEMENT(S) – The BEDC, City of Bastrop, and Main Street Program will provide written reports and be available to answer questions from the Board. (includes items for update, discussion, and possible action)

- 5.1. BEDC Projects and/or Business (Page 37)
- 5.2. Main Street Program Monthly Report (Page 43)
- 5.3. City Manager’s Report (Page 44)
- 5.4. City of Bastrop Comprehensive Plan
- 5.5. City of Bastrop Construction Projects (Page 46)

6. EXECUTIVE SESSION

- 6.1. The BEDC 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: including, but not limited to, potential sales, acquisitions, exchanges, leases, dispositions or values of real property: ‘Project Bronze Star’ and/or ‘Project MT Star Wars’.

(3) **Section 551.087** – Deliberation regarding economic development negotiations: ‘Project Bronze Star’, ‘Project MT Star Wars’, ‘Project Jetblue’, ‘Project TC Williams’ and/or ‘Project Paul Bunyan’.

(4) **Section 551.074** – Personnel Matters: Executive Director’s Six Month “Interim Performance Review” and Update.

6.2. The BEDC 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.

7. BOARD INPUT ON FUTURE AGENDAS

7.1. 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.

8. ADJOURNMENT

CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (BEDC), certify that this Notice of Meeting was posted on the front window of the BEDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the BEDC’s website on this the 13th day of November 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.



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: November 10, 2015

MEETING DATE: November 16, 2015

1. Agenda Item:

Oaths of Office for Board Members/Swearing In Ceremony. Discussion of documents for providing bonds for Directors.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Attached for the Board are the required "Statement of Elected/Appointed Officer" and "Oath of Office". Also included is the "Form 10-E" from CNA Surety, which needs to be completed for the Board members to be bonded.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



City of Bastrop

Statement of Elected/Appointed Officer

(Pursuant to Tex. Const. art. XVI, §1(b), amended 2001)

I, _____, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

This ____ day of _____, 20__.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

City of Bastrop

OATH OF OFFICE

I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____, of the City of Bastrop, Texas, and will to the best of my ability preserve, protect, and defend the Constitution, laws and ordinances of the United States, of this State, and of this City, so help me God.

SWORN TO and Subscribed before me by on this ___ day of _____, 2005.

Signature of Person Administering Oath

(Seal)

Printed Name

Notary Public, State of Texas

Premium Requested:

- 1 yr
- 2 yrs
- 3 yrs



Form 10-E
EASY APPLICATION FOR BONDS

(Application Number) _____

- Individual
- Partnership
- Corporation
- Limited Liability Company
- Limited Liability Partnership

PLEASE PRINT OR TYPE.

Applicant(s) - Individual, partners, or corporate owner(s). List the principal owner first. Attach additional Form 10-E's and cross reference if more than three owners. **EACH MUST SIGN AT BOTTOM RIGHT.**

1. Name _____
Residence Address _____

Telephone # _____ Single
Social Security No. _____ Married (spouse must sign at bottom right.)

Does this applicant own real estate? Yes No

2. Name _____
Residence Address _____

Telephone # _____ Single
Social Security No. _____ Married (spouse must sign at bottom right.)

Does this applicant own real estate? Yes No

3. Name _____
Residence Address _____

Telephone # _____ Single
Social Security No. _____ Married (spouse must sign at bottom right.)

Does this applicant own real estate? Yes No

Business or Corporate Name:

Business Address _____

Telephone # _____

Number of Years in this Business:	Number of Years Licensed:
Type of Bond Requested:	
Amount of Bond: \$	License No.
Effective date:	

Has the business, or any other owner/applicant:

- a. Ever been convicted of a crime? Yes No
 - b. Ever had their license suspended, revoked or denied? Yes No
 - c. Ever been party to a surety bond claim? Yes No
- (If any answers are yes, provide details.)

Underlying this bond (and address):

Agent's recommendation/additional comments:

INDEMNITY

The undersigned applicant and indemnitors hereby request Western Surety Company, Universal Surety of America, Surety Bonding Company of America and any affiliated company, their successors or assigns (with such company/companies referred to herein as the "Company") to become their surety. The undersigned hereby certify the truth of all statements in the application, authorize the Company to verify this information at the time of application and as needed, on an ongoing basis and to obtain additional information from any source, including obtaining credit reports at the time of application, in any review or renewal, at the time of any potential or actual claim, or for any other legitimate purposes as determined by the Company in its reasonable discretion, and jointly and severally agree:

- (1) To pay premiums, including renewal premiums and any other charges, to the Company or its agents, when due,
- (2) To completely INDEMNIFY the Company from and against any liability, loss, cost, attorneys' fees and expenses whatsoever which the Company shall at any time sustain as surety or by reason of having been surety on this bond or any other bond issued for any applicant and or indemnitor, or for the enforcement of this agreement, or in obtaining a release or evidence of termination under such bonds, regardless of whether such liability, loss, costs, damages, attorneys' fees and expenses are caused, or alleged to be caused, by the negligence of the Company,
- (3) To furnish the Company with satisfactory and conclusive termination evidence that there is no further liability on this bond or any other bond issued for applicant,
- (4) Upon demand by the Company for any reason whatsoever, to deposit current funds with the Company in an amount sufficient to satisfy any claim against the Company by reason of such suretyship,
- (5) That the Company shall have the right to handle or settle any claim or suit in good faith and the Company's decision shall be binding and conclusive on the undersigned. An itemized statement of loss and expense incurred by the Company, shall be prima facie evidence of the fact and extent of the liability of the undersigned to the Company,
- (6) That the Company may decline to become surety on any bond and may cancel or amend any bond without cause and without any liability which might arise therefrom,
- (7) That the Company shall, without notice, have the right to alter the penalty, terms and conditions of any bond issued for undersigned, and this agreement shall apply to any such altered bond. The liability for the undersigned shall not be affected by the failure of the undersigned to sign any bond, nor any claim that other indemnity or security was obtained, nor by the release of any indemnity, nor the return or exchange of any collateral obtained and if any party signing this agreement is not bound for any reason, this agreement will still be binding on each and every other party
- (8) That if a contract or performance bond is issued hereunder, the undersigned hereby assign to the Company any monies now due or hereafter becoming due under the contract, including all deferred payments and retained percentage, supplies, tools, plants, equipment and materials due or used on the contract,
- (9) At the Company's discretion, this indemnity agreement shall be governed in all respects by the laws of the State of South Dakota and the undersigned applicant and indemnitors consent to the jurisdiction of the courts of the State of South Dakota and the United States District Court for the District of South Dakota in all actions or proceedings arising from or relating to this indemnity agreement,
- (10) That this indemnity may be terminated by the undersigned, or any one or more parties so designated, upon written notice sent registered mail to the office of the Company at Sioux Falls, South Dakota 57104, of not less than twenty (20) days. In no event, shall any termination notice operate to modify, bar, discharge, limit, affect or impair the liability of any party hereto, for any bonds, undertakings and obligations executed prior to the date of the Company's receipt and notice of such termination
- (11) In the event of any payment by the Company, to pay the Company interest on such amounts at the highest legal rate from the date such payments are made.

Agency _____

Address _____
Street _____

City _____ State _____ Zip _____

Agent's Code _____

Signed this _____ day of _____, _____

Signature & Business/Corporate Title "Indemnitor"

Signature & Business/Corporate Title "Indemnitor"

Signature & Business/Corporate Title "Indemnitor"

NOTE: Personal indemnitors should sign their names before the word "indemnitor". See Guidelines on reverse side.

Check here if this correspondence was previously faxed or emailed.



PHONE (800) 331-6053

FAX (605) 335-0357

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BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: November 10, 2015

MEETING DATE: November 16, 2015

1. Agenda Item:

Approval of meeting minutes of the Regular Board Meeting September 21, 2015, and Joint Workshop Meeting of October 20, 2015.

2. Party Making Request: Angela Ryan, Assistant Director

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

The draft minutes from the 09/21/15 BEDC Regular Board meeting and 10/20/15 Joint Workshop Meeting are attached for the Board's review.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:
Over/(Under) Budget:

Budgeted Amount:
Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL
Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL
Against: SM GS CC KK WD KLK CL
Abstained: SM GS CC KK WD KLK CL

BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS
Minutes of Monthly Meeting, September 21, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, September 21, 2015, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

Board members present were: Steve Mills, Gary Schiff, Kristi Koch, Carlos Liriano, Mayor Ken Kesselus, and Mike Talbot (ex-officio). Board members Cam Chavez and Willie DeLaRosa were absent. Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider, and JC Brown, BEDC Attorney.

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Board Meeting to order at 6:01 p.m.
2. **PUBLIC COMMENT(S)** – None.
3. **REGULAR BUSINESS**
 - 3.1. Approval of meeting minutes of the Regular Board Meeting of June 15, 2015, and Special Board Meetings of June 24, 2015, and July 8, 2015. Mr. Schiff made the motion to approve the three sets of minutes as submitted, Mr. Liriano seconded, and the motion passed.
 - 3.2. Consideration, discussion and possible action on acceptance of the BEDC's financial summary report for period ending August 31, 2015. Mr. Schiff made the motion to accept the financial report as submitted, Mayor Kesselus seconded, and the motion passed.
4. **WORKSHOP SESSION** – At 6:08 p.m., the Bastrop Economic Development Corporation convened into a Workshop Session to discuss:
 - 4.1. Strategic Plan – A review and discussion regarding the BEDC's Strategic Plan and Scope of Work (Mike Barnes, Facilitator). Mr. Kirkpatrick said he had asked Mr. Barnes to review the existing Strategic Plan and make recommendations based on his 30-plus years in economic development. Mr. Barnes explained he had gone through the target industries identified in the Strategic Plan and provided NAICS codes for each. Those target industries were Hospitality, Life Sciences, IT, and Manufacturing. He had also provided some best practices and recommendations on how to attract these industries.

Hotels, Motels & Resorts – Mr. Barnes reported that research from July 2015 showed there are about 40,000 companies within the industry, operating about 53,000 properties, and the 50 largest generate about 45% of the revenue; those would be the ones to target.

Life Sciences – Mr. Barnes said he believes Bastrop is ideally poised to get into the instrumentation business to supplement the life sciences, which would include plastics. He identified a list of NAICS codes that were also growth industries. Mr. Barnes said the cost of doing business in Bastrop is less than other locations and would be a good fit. He also suggested scientific consulting, such as Lockheed Martin, who has a strong presence in Texas. Mr. Barnes pointed out that Texas is second only to the Washington DC Beltway area as far as location for these types of services. He said medical equipment and supplies manufacturing would also be a good fit for the area.

Information Technology – IT includes medical inbound call centers, which are typically a function of the business process, such as the healthcare industry outsourcing their medical claims processing. These are not telemarketers, but well-educated employees who can answer complex and technical support questions. The category also includes custom computer programming services, and with the number of graduates coming out of the many colleges and universities in the area, the labor force for this industry would be plentiful.

Manufacturing – Mr. Barnes said this category includes a lot of construction and metal manufacturing, which are high growth industries, and that Bastrop should be viewed as a cost-effective manufacturing center. Mr. Barnes stated he felt materials management would also be a good fit, pointing out that today's warehousing and distribution, such as Amazon, is high tech, clean, and has minimal impact on infrastructure. He said with Bastrop's close proximity to the Austin airport, logistics distribution makes a lot of sense in this area.

Mr. Barnes explained his method for measuring the success of an economic development organization's strategy: 1) Are inquiries increasing? 2) Are site visits increasing? 3) Are we submitting more proposals? 4) Are we becoming a finalist in the site selection process? 5) Are we locating more firms? Mr. Barnes said it is a circular process operating together, not in a vacuum.

Mr. Barnes commended BEDC's participation in IAMC and Team Texas, and encouraged the Board to continue that presence with those organizations. He also recommended joining CoreNet if the budget allowed. Mr. Barnes said that belonging to these organizations and participating in their events comes with a high price, but he compared it to the cost of a full page, four color ad, pointing out that being able to meet with decision makers and having a personal dialogue has a much greater impact than running a one-time ad in a magazine. In addition, Bastrop could host a familiarization (FAM) tour, hosting site selectors and taking them around Bastrop, and then possibly to F1 or some other area event, the way Louisville does for the Kentucky Derby. Mr. Barnes explained this builds relationships, which are extremely important. The other option is to go visit the site selectors, again building relationships and getting Bastrop's name known to the right people.

Mr. Barnes complimented the BEDC's website and emphasized the importance of keeping it current and user-friendly. He explained the standard process now involves a site selector doing online research first and foremost, and if a community doesn't seem to offer what they're looking for based on that research, they will eliminate that community from their list, and the community will have no idea they were ever being considered. Mr. Barnes said that the internal marketing component is also very critical, to get the word out locally as to what the EDC is doing. He suggested public service spots, newsletters, newspaper columns, and anything else that allows the EDC to tout their success stories. Mr. Barnes said that business expansion and retention (BRE) is also a very important component to success, and suggested a goal of at least 50 onsite visits to local businesses each year, which also enhances internal marketing. This will also allow for the possibility of discussing expansions that the EDC can help facilitate.

Mr. Barnes finished by saying that the BEDC has a solid foundation with a good track record, as well as good leadership and staff. He suggested continued emphasis on workforce development skills, further engagement with organizations such as IAMC and Team Texas, enhancing the marketing program and BRE initiative, and continued focus on infrastructure and affordable housing. He gave an example of a timeframe for the strategy, to set up the programs in the first year, increase site selector visits in the second year, and then evaluate the efforts in the third year by asking questions such as "Are we getting jobs and capital investment?" He cautioned the Board that it is a very competitive landscape; there are approximately 10,000 other agencies in the United States doing the same thing as BEDC, and very few large companies locate each year. Mr. Barnes said he has seen many organizations not allow enough time for the strategy to succeed, suggesting it can take up to three years for the programs to really begin to demonstrate success.

During the Q&A portion, Mr. Barnes elaborated on some key areas. He said in the current climate, site selectors are most concerned with available sites and infrastructure, workforce, operating costs, incentives, and whether or not it is a "can-do" community, with a skilled and cost-effective labor force probably being the most critical currently, as it has become an issue nationwide. (For Mr. Barnes' complete presentation, please follow this [link](#) to the BEDC website.)

- 4.2. Presentation regarding open meetings, conflicts of interest, and City of Bastrop Ethics Policy (JC Brown). This item was postponed until a future Board meeting.
- 4.3. Discussion regarding BEDC meetings and related matters, including:
- a) Agenda and Board packet format and preparation – Mrs. Ryan went over the proposed changes to the format of the agenda, which included eliminating any unused headings, combining “Old Business” with “New Business” to allow greater flexibility in the placement of agenda items, and moving the “Updates” to the end of the agenda before executive session, since most will now be included in writing in the Board packets.
 - b) Presentation regarding the use of digital board books – Mrs. Ryan explained that in preparation for the move to electronic Board packets, she had placed page numbers by each agenda item, which are linked to that portion of the packet. This system will work well if the BEDC moves forward with purchasing iPads for the Board members, similar to what the City Council has already done. Mr. Kirkpatrick explained that the packets and other information would be uploaded into a shared account such as Dropbox, accessible to all Board members. He explained that moving to a digital Board packet would not only save staff time but also the cost of printing all of the packets.
 - c) Time, date and location of BEDC Board meetings – Mr. Kirkpatrick suggested moving the meetings to Wednesdays to give the Board members additional time to review the packets. After discussion, it was decided that the deadline for agenda items would be moved up instead; items would be due to the BEDC office by the Monday prior to the Board meeting, allowing the Staff time to send the draft agenda to Mr. Mills, Mr. Talbot, and Ms. Brown, and then make the necessary changes. This would facilitate getting the Board packets assembled and sent out by Thursday prior to the meeting. The Board meetings would continue to be held at 6:00 p.m. at City Hall. Mr. Talbot said he was working on microphones for the Council Chambers, and it was also requested that he try to remediate the issues with the acoustics because some attendees have difficulty hearing.
 - d) Length of meetings – Mr. Kirkpatrick explained that the Staff is trying to streamline the meetings and keep them as short as possible by proposing the changes to the agenda format. It was the consensus of the Board to move forward with those changes and a digital packet.
- 4.4. Discussion related to “What does BEDC success look like?” Mr. Kirkpatrick explained he needed direction from the Board members as to what their expectations are of him and the BEDC, saying that he has his own set of metrics he uses to evaluate success, but he wanted to make sure they didn’t have different goals or objectives. Mr. Kirkpatrick said his metrics include creating and retaining primary jobs and capital investment, and that BEDC’s focus should be the three core economic development practices: education and workforce development; business retention and expansion; and marketing and recruiting. The Board’s input included: providing a summarized list to the Board about inquiries, site visits and other contacts (which will be provided using the new CRM software); developing a specific process for connecting with site selectors; identifying the top ten items that other successful economic development organizations focus on and prioritizing them; and developing a more concise and detailed list of recommendations based upon the information Mr. Barnes had presented. The Board’s consensus was that they agreed with Mr. Kirkpatrick’s assessment on BEDC’s objectives. (For the complete presentation, go to this [link](#).)
- 4.5. The BEDC Board of Directors adjourned the Workshop Session and reconvened into the regular session at 8:27 p.m. to take any necessary action(s) pertaining to the workshop items. There was no action taken.

5. ACTION ITEMS

- 5.1. Consideration, discussion and possible action on a request to transfer \$15,000 from BEDC’s “Contingency” line item to the City of Bastrop to repay the advance on the Housing Study. Mr. Kirkpatrick explained when the Housing Study was contracted, the City of Bastrop had expended the funds for the \$15,000 deposit, and the funds needed to be repaid to the City via a transfer from

the FY15 contingency line item in order to repay the expenditure. Mr. Liriano made the motion to approve the transfer from contingency, Ms. Koch seconded, and the motion passed.

5.2. Consideration, discussion and possible action on acceptance of the Comprehensive Housing Supply and Demand Analysis prepared by Robert Charles Lesser & Co Real Estate Advisors (RCLCO). Mr. Kirkpatrick said that developers and builders he had shown the study to have viewed it very favorably. He said the study shows Bastrop currently needs a greater market segmentation between the price points of \$150,000 and \$350,000, and that the lower end will shift upward in the next five to ten year timeframe. Mr. Kirkpatrick recommended updating the study on an as-needed basis. Mr. Schiff made the motion to accept the Housing Study as submitted, Ms. Koch seconded, and the motion passed. Mr. Kirkpatrick said a press release would be issued about the study.

5.3. Consideration, discussion and possible action on FY2015 Main Street Façade/Mega-Grant Program close-out. Mr. Kirkpatrick explained that the Board and Kayli Head needed to go into Executive Session to consult with the attorney. At 8:44 p.m., Mr. Mills convened the BEDC Board of Directors into a closed/executive session, and reconvened into open session at 9:02 p.m. There was no action taken.

6. **UPDATE(S), REPORT(S), AND/OR ANNOUNCEMENT(S)** – The BEDC, City of Bastrop, and Main Street Program will provide written reports and be available to answer questions from the Board. (includes items for update, discussion, and possible action)

6.1. BEDC Projects and/or Business – Mr. Kirkpatrick's report was included in the Board packet.

6.2. Main Street Program Monthly Report – Ms. Head's report was included in the packet.

6.3. City Manager's Report – Mr. Talbot said Phase 2 of the TxDOT overpass project was still on schedule to begin in February. Phase 3 connecting the service roads across the river is under design. The earliest that project is expected to begin would be three to four years.

6.4. City of Bastrop Construction Projects – The construction updates were included in the packet.

7. EXECUTIVE SESSION

7.1. At 9:08 p.m., Mr. Mills convened the BEDC 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: including, but not limited to, potential sales, acquisitions, exchanges, leases, dispositions or values of real property: 'Project Bronze Star'.

(3) **Section 551.087** – Deliberation regarding economic development negotiations: 'Project Footloose/Quench', 'Project Bronze Star', 'Project MT Star Wars', and/or 'Project Building Blocks'.

7.2. At 9:31, the BEDC Board of Directors reconvened 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. There was no action taken.

8. BOARD INPUT ON FUTURE AGENDAS

8.1. 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.

9. **ADJOURNMENT** – Gary Schiff made the motion to adjourn and Cam Chavez seconded. The BEDC Board of Directors adjourned the meeting at 9:33 p.m.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS / BASTROP CITY COUNCIL
Minutes of Joint Workshop Meeting, October 20, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Tuesday, October 20, 2015, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for a Joint Workshop Meeting with the Bastrop City Council. BEDC Board members present were: Steve Mills, Kristi Koch, Carlos Liriano, Cam Chavez, and Mike Talbot (ex-officio). City Councilmembers present were Kelly Gilleland, Kay Garcia McAnally, and Dock Jackson. BEDC Board members who are also City Councilmembers present were Gary Schiff, Willie DeLaRosa, and Mayor Ken Kesselus. Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider, and JC Brown, City of Bastrop/BEDC Attorney.

1. **CALL TO ORDER – Bastrop City Council** – Mayor Kesselus called the City Council meeting to order at 6:02 p.m.
2. **CALL TO ORDER – Bastrop Economic Development Corporation** – Mr. Mills called the BEDC Board meeting to order at 6:03 p.m.
3. **JOINT WORKSHOP SESSION:** The Bastrop City Council and the Bastrop Economic Development Corporation convened into a joint workshop session to discuss the following:

3.1. PRESENTATIONS AND DISCUSSION:

3.1.1. Presentation and discussion on the BEDC Strategic Plan and Scope of Work by Shawn Kirkpatrick. Mr. Kirkpatrick gave an overview of Mike Barnes' presentation at the September BEDC Board meeting. The consensus of the Board was to move forward with Mr. Barnes' recommendations. Mr. Barnes had stressed that communities are as unique as the people who live there, and that it was important to take a look at our assets and determine what fits best. Mr. Kirkpatrick went over the target industries from the Strategic Plan that Mr. Barnes had reviewed and how to measure success, explaining that economic development is a lengthy process. He said the BEDC's Program of Work areas include: Primary Job Creation and Expansion, Business and Industrial Park, Business Retention and Expansion, Education and Workforce Development, Retail Development, Infrastructure, Affordable Housing, Main Street Program, Entrepreneurial and Small Business Development, Downtown Redevelopment, Community Development, and Marketing. Mr. Kirkpatrick said these are the areas that the BEDC office works on daily or weekly, and the team does a really good job of balancing the work to ensure a continued pipeline of projects, in order to create jobs and allow Bastrop to be a "live/work community."

When asked about the type of incentives BEDC offers, Mr. Kirkpatrick replied that it was really on a case-by-case basis and depended on the type of industry, the value of the jobs and capital investment to the community. Incentives might include land grants, job incentives, infrastructure incentives, 380 agreements, and skills development training, as well as possible state programs. He said every project is different, and their needs are different. Land may not be what the company needs. (For Mr. Kirkpatrick's full presentation, go to this [link](#).)

3.1.2. Presentation and discussion on City and BEDC Projects by Mike Talbot. Mr. Talbot gave an update on the City's water supply projects, saying that it was the number one project the City staff was working on. The City's Comprehensive Plan is moving forward, with the completion of community input and planning context and vision. During the last steering committee meeting, they discussed the vision statement, growth patterns, population

projections, and areas of annexation. The Comprehensive Plan should be complete by June 2016 and will contain nine chapters, including some that are not in the current plan.

Mr. Talbot also gave an update on the water distribution system, wastewater collection systems and treatment plant, the Main Street Improvement and Alley D Projects, the Gills Branch Fuel Reduction Project, and the TxDOT overpass projects. He said the Main Street Project would include new sidewalks from Spring Street to Pine Street. He currently has obtained about 55% of the easements, and plans to have a report on the project for the November BEDC Board meeting. Mr. Talbot said they would like to begin the project sometime after the beginning of 2016, and expects it to take about nine months to complete. Mr. Talbot said he wants to improve the parking in Alley D prior to beginning the work on Main Street. On the TxDOT overpasses, work is currently underway at Hwy 71 and Tahitian Village. The one at Hwy 71 and 95 will be let in December and started in February 2016. The last phase will be on the service roads, and it is currently still in the design phase and not funded. (For Mr. Talbot's full presentation, go to this [link](#).)

- 3.1.3. Presentation and discussion on BEDC programs by Shawn Kirkpatrick. Mr. Kirkpatrick went over the structure of the BEDC and the industry definition of economic development. He explained that primary jobs are important because it brings money in from outside the area. Mr. Kirkpatrick went over the differences between Type A and Type B corporations, and what they can and cannot do per state law. The BEDC is a Type B, and they can do anything a Type A is authorized to do as well as certain quality of life projects and water supply facilities, with a special election, which Bastrop voters approved. Mr. Kirkpatrick explained that primary jobs provide the disposable income needed to create secondary jobs, such as retail and restaurants. He said the multiplier effect shows that each technology job creates approximately seven new jobs and each wealthy retiree creates three new jobs, whereas a restaurant job creates 0.10 of a new job.

Mr. Kirkpatrick explained that the core economic development practices are Marketing & Recruiting, Business Retention & Expansion, and Education & Workforce Development, which is the number one site selection criteria companies are looking at. Mr. Kirkpatrick explained if the BEDC succeeds in primary job creation, capital investment, and workforce development, then the results will be commercial development, affordable housing, and community development.

Mr. Kirkpatrick gave an update on the Business and Industrial Park, and explained the importance of bringing high speed fiber for certain industries. Mr. Kirkpatrick reported that Bowman Consulting had conducted a land use study on the eastern 80 acres of the Park, and determined that the highest and best use of that property would probably be some type of residential or multi-family development, and that study had been accepted by the Board. He explained that as an asset of the Corporation, they have an obligation to protect that asset and put it to beneficial use.

Mr. Kirkpatrick briefly reviewed the results of the housing study, saying that there was market segmentation needed between \$150,000 and \$350,000 and that there may be an opportunity to attract an active adult community into our market. The multi-family analysis showed the Bastrop market could handle 175 – 225 market rate units annually for the next five years. Mr. Kirkpatrick said a current trend is walkable, mixed-use developments, with retail on the first floor and either office or multi-family on the second floor, which is attractive to the younger workforce.

Mr. Kirkpatrick showed that sales tax revenues have more than doubled over the last ten years. He said that BEDC does do retail recruiting, and some of the most recent openings included Academy, Hobby Lobby, and Five Below. He explained the challenges Bastrop

faces with attracting certain retailers, such as its population and lower household income that some retailers require, and that the planned development at the Hwy 71 and 130 area may decrease Bastrop's retail trade area. He said more residents in the core Bastrop area would help create the critical mass that retailers and restaurants need in order to build here. (For Mr. Kirkpatrick's full presentation, go to this [link](#).)

- 3.1.4. Presentation and discussion on community marketing: BEDC, HOT, and Main Street Program by Shawn Kirkpatrick and JC Brown. Ms. Brown explained that Hotel Occupancy Tax (HOT) revenue is a revenue source that comes to the cities, and the cities adopt an ordinance that implements this tax, with the City Council being the sole body in deciding how that money can be expended. The tax is a fee that is placed on every hotel stay on every room within the city and the ETJ, with a population under 35,000. The statute says that the funds can be used by answering two questions: 1) Is the primary purpose to get more people to come spend the night in hotels, motels, resorts, B&Bs, etc.? and 2) Does it fit within one of the statutorily approved types of expenditures [convention and visitor centers; administrative costs of conventions; tourism related advertising and promotion of the City and its hotels; enhancement of the arts; historical preservation and restoration; sporting events for out of town participants that result in hotel stays; upgrading and enhancing existing sport facilities; signage that attracts and assists tourists staying in local hotels; and tourist transportation (to convention center and between hotels)]? Ms. Brown said some cities don't distribute HOT funds; they keep it for convention centers, internal tourism related marketing, etc. Different communities view the expenditure of HOT funds in different ways.

Type B sales tax revenue is accrued and controlled solely by the Type B Corporation. Approved expenditures include the creation of primary jobs, as well as certain projects without primary jobs [job training classes and career centers; commuter or light rail or buses; professional sports/athletic facilities (election required); entertainment and tourist convention facilities; public parks related to open space improvements; affordable housing; water supply and conservation; solid waste disposal facilities; and infrastructure to promote or expand new or existing businesses, such as streets, roads, sewer utilities, electric and gas utilities drainage, site improvements, etc.]. Mr. Kirkpatrick explained that by law, BEDC can spend up to 10% of its annual budget on marketing, and can roll unspent marketing funds into the following year. In order to expend funds outside the city limits, the Board and City Council would have to approve the project, as well as the county. There is no check list for allowable economic development expenditures because it is much more complex and everything must be statutorily authorized under Local Government Code Chapters 501 – 505. Ms. Brown said when a project comes to the BEDC, the first thing she does is check the NAICS code to make sure it is allowable, or if it falls within another category.

Regarding the Main Street Program, Ms. Brown explained the reason that they need to receive funds in addition to HOT funding is that they have expenses that cannot be covered by HOT funds, and that is the reason the BEDC has traditionally assisted with the funding of the program. In turn, the Main Street Program assists the BEDC with promotion of existing businesses and programs such as the Façade/Mega Grant Program. Mr. Kirkpatrick also added they assist with the BRE program and Entrepreneurial Readiness Program. (For the full presentation, go to this [link](#).)

- 3.2. **OPEN DISCUSSION:** General discussion between the City Council and BEDC Board of Directors regarding posted items and items for potential consideration and discussion on agendas for upcoming sessions of BEDC and City Council. Mr. Chavez commented that he feels it is very important as we move forward to look at all marketing, such as BEDC, Chamber of Commerce, and Main Street, and make sure that we all have the same message. He said we have to have a

uniform message so that it is not segmented, and he thinks a strategic marketing plan is needed. Ms. McAnally said the whole reason for the DMO is to concentrate on a unified message.

3.3. **ADJOURN WORKSHOP SESSION** – The workshop session was adjourned at 8:32 p.m.

4. **ADJOURN** – Bastrop City Council – Dock Jackson made the motion to adjourn the City Council meeting and Willie DeLaRosa seconded. The City Council meeting was adjourned at 8:33 p.m.

5. **BEDC WILL RECONVENE INTO REGULAR SESSION** – Mr. Mills reconvened the BEDC Board into regular session at 8:34 p.m.

6. **REGULAR BUSINESS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION**

6.1. Approval of meeting minutes of the BEDC Regular Board Meetings of July 20, 2015, and August 17, 2015, and Special BEDC Board Meeting of August 5, 2015. Mr. DeLaRosa made the motion to approve the three sets of minutes as submitted, Mr. Schiff seconded, and the motion passed.

6.2. Consideration, discussion and possible action on acceptance of the BEDC's preliminary financial summary report for period ending September 30, 2015. Mr. Schiff made the motion to accept the preliminary financial report as submitted in the packet, Mr. DeLaRosa seconded, and the motion passed.

7. **EXECUTIVE SESSION**

7.1. At 8:40 p.m., Mr. Mills convened the BEDC 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 551.087** – Deliberation regarding economic development negotiations: 'Project Bronze Star', 'Project MT Star Wars', and/or 'Project TC Williams'.

7.2. At 9:25 p.m., the BEDC Board of Directors reconvened 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. There was no action taken.

8. **BEDC BOARD INPUT ON FUTURE AGENDAS**

8.1. 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. Kirkpatrick asked that each Board member come by the office to sign their oath of office. Items for future agendas included: update on the Main Street Improvement Project, BEDC committee structure, lighting of the historic bridge, development west of the Colorado River, Bastrop retail development, reconsideration about the land use study of 80 acres in the Business Park, and an update on the City's comprehensive plan.

9. **ADJOURNMENT OF BEDC** – Gary Schiff made the motion to adjourn and Willie DeLaRosa seconded. The BEDC Board of Directors adjourned the meeting at 9:44 p.m.



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: November 12, 2015

MEETING DATE: November 16, 2015

1. Agenda Item:

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

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL

Bastrop Economic Development Corporation

Financial Summary For Period Ending October 31, 2015

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



Fiscal year 2016 is 8.3% complete as of October 31, 2015. These reports provide an unaudited and preliminary snapshot of the BEDC financial information.

☐ Revenues reflect 7.9% collected over budgeted or \$153,428. Revenues during this same time period last year reflected \$156,672. Additional analysis concerning revenues are on the next two pages.

☐ Expenses for the BEDC reflect 4.6% spent or \$89,165. Expenses during this same time period last year reflected \$80,3500. Additional analysis concerning the expenses, year to year comparisons, and capital outlay is located within this report.

Revenues

Expenditures

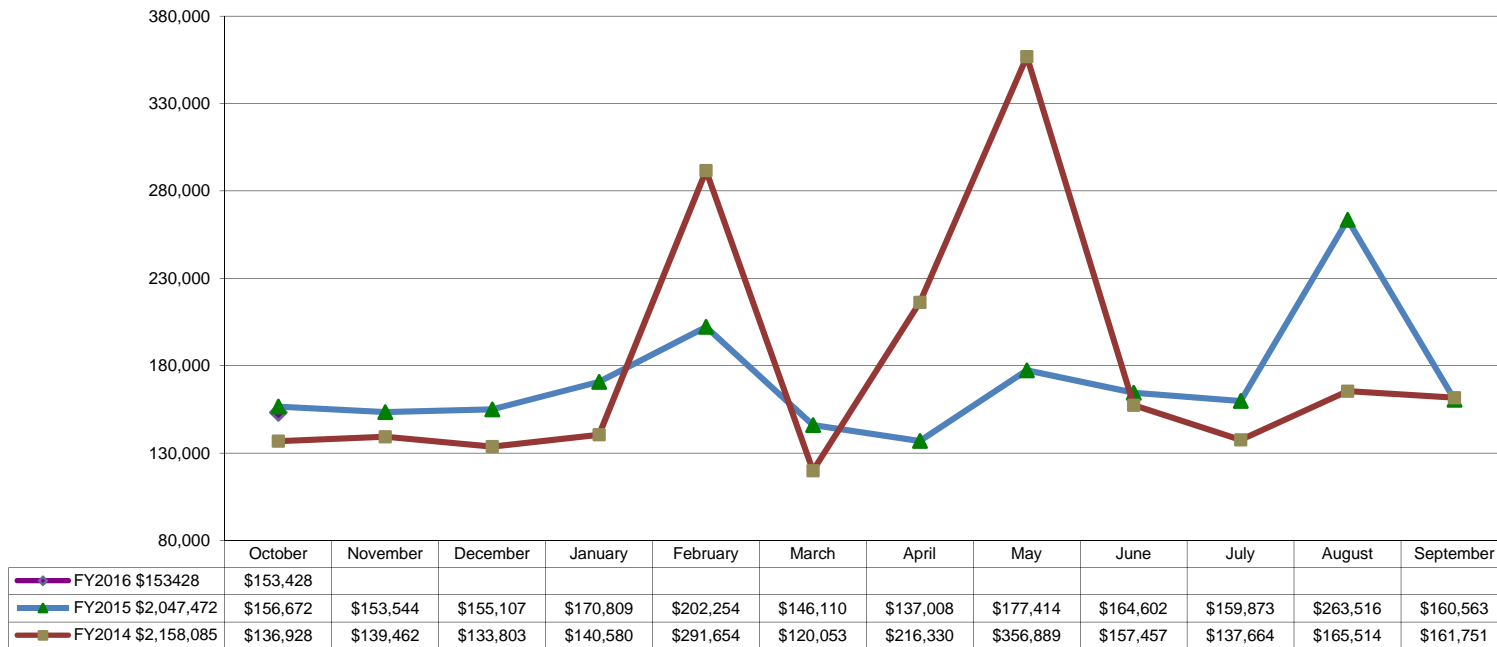
FY 2016 Budget	FY 2016 Actual	% of FY2016 Budget	FY 2016 Budget	FY 2016 Actual	% of FY2016 Budget
\$ 1,933,000	\$ 153,428	7.94%	\$ 1,933,000	\$ 89,165	4.61%



Summary of Revenues As of October 31, 2015



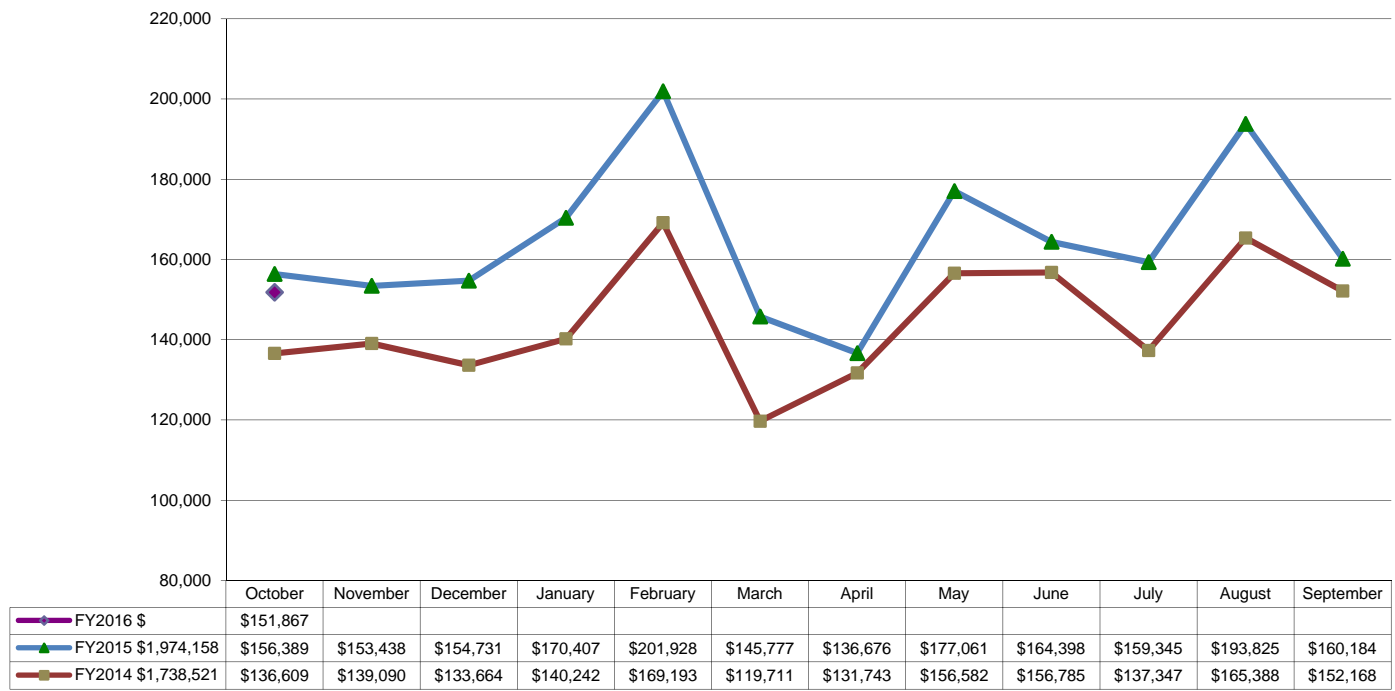
- REVENUE: Sales Tax receipts represent 99% of the total budgeted revenue for the BEDC. As such, the line graph will be a good performance indicator as a comparison of sales tax receipts of the two previous fiscal years to the current fiscal year. Due to an audit adjustment that accrues our revenue into the period it was earned, the revenue earned in September 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.





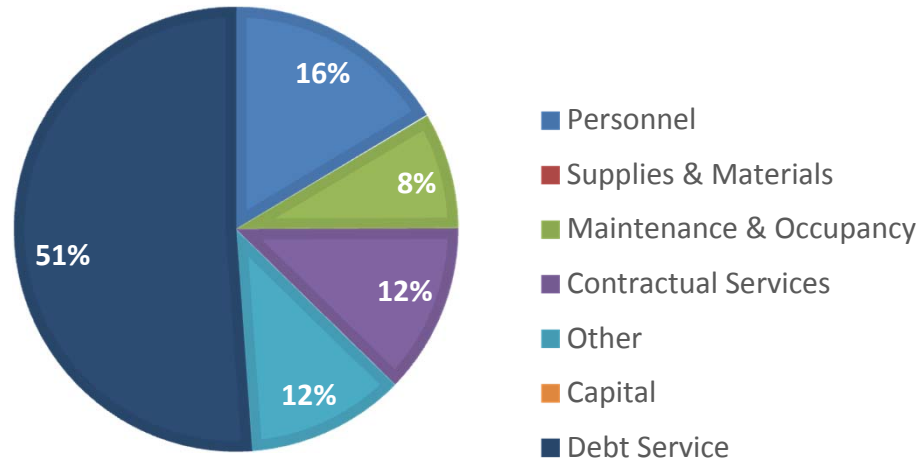
Sales Tax Revenue Chart As of October 31, 2015

Sales Tax Receipts YTD reflect \$151,867 and are less than the prior year to date Sales Tax Receipts of \$156,389.



Expenditure Charts

As of October 31, 2015



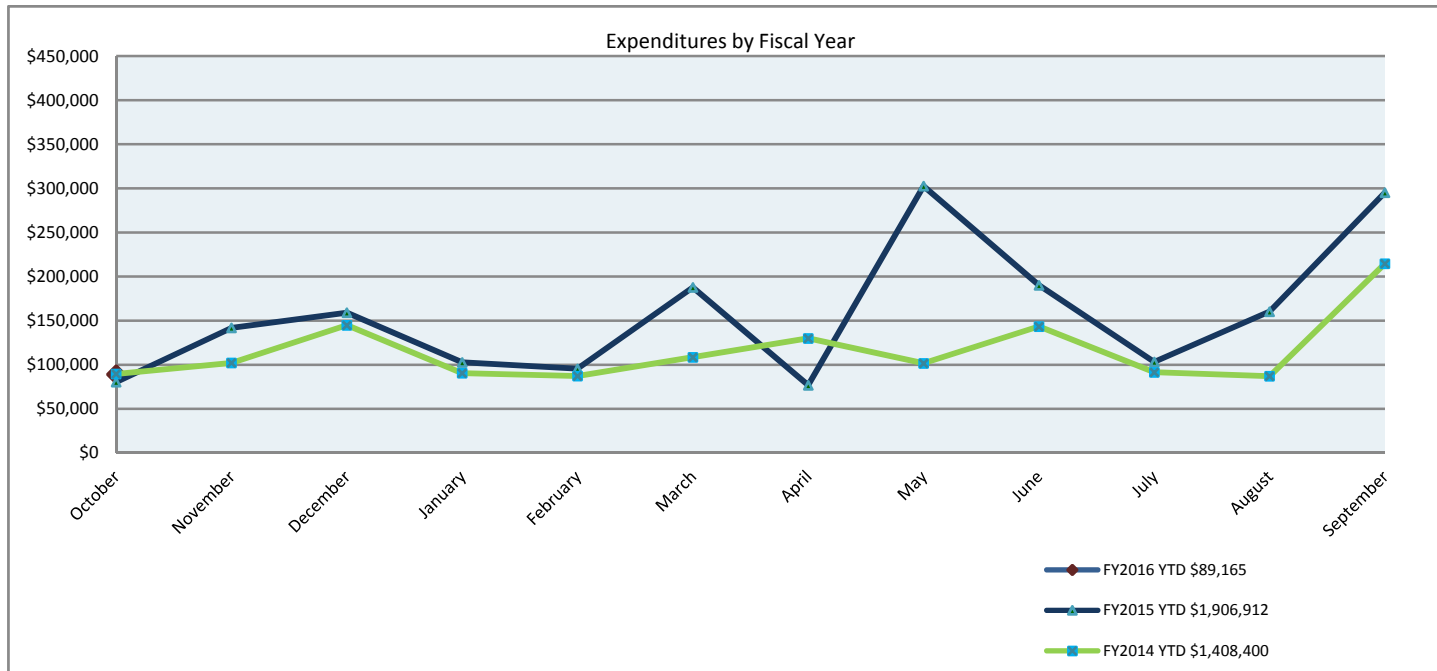
* Chart reflects FY2015 Fiscal Year-to Date expenses as of September 30, 2015. Data provided by City of Bastrop Finance Department records.



Expenditure Comparison Graph As of October 31, 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. The spike in May 2015 is due to the entry required for the donation of the Arena land to the City.





BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2015-2016 BUDGET

Unaudited Fund Balance 9-30-2015	\$	2,642,528
 FY 2015-2016		
Budgeted Revenues	\$	<u>1,933,000</u>
Total FY 2016 Resources	\$	4,575,528
 Budgeted Expenditures:	 \$	 <u>(1,933,000)</u>
 Projected Ending Gross Fund Balance 09-30-2016	 \$	 2,642,528

* 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 \$483,250. The budgeted expenditures for the Bastrop Economic Development Corporation can only increase \$2,159,278 and the total budgeted expenditures may not exceed \$4,092,278. These figures are subject to change depending upon actual Revenues and Expenditures.

BEDC Financial Statements attached



C I T Y O F B A S T R O P
 FINANCIAL STATEMENT
 AS OF: OCTOBER 31ST, 2015

601-BASTROP E.D.C. FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>						
TAXES & PENALTIES						
00-00-4005 SALES TAX	156,388.73	1,930,000.00	151,866.84	151,866.84	1,778,133.16	7.87
TOTAL TAXES & PENALTIES	156,388.73	1,930,000.00	151,866.84	151,866.84	1,778,133.16	7.87
<hr/>						
CHARGES FOR SERVICES						
00-00-4047 LEASE AGREEMENT	0.00	0.00	1,150.00	1,150.00	(1,150.00)	0.00
TOTAL CHARGES FOR SERVICES	0.00	0.00	1,150.00	1,150.00	(1,150.00)	0.00
<hr/>						
OTHER REVENUE						
<hr/>						
INTEREST INCOME						
00-00-4400 INTEREST INCOME	110.91	1,500.00	272.37	272.37	1,227.63	18.16
00-00-4401 INTEREST RECEIVED ON NOTES	172.22	1,500.00	139.19	139.19	1,360.81	9.28
TOTAL INTEREST INCOME	283.13	3,000.00	411.56	411.56	2,588.44	13.72
<hr/>						
MISCELLANEOUS						
<hr/>						
TRANSFERS-IN						
<hr/>						
OTHER SOURCES						
<hr/>						
** TOTAL REVENUE **	156,671.86	1,933,000.00	153,428.40	153,428.40	1,779,571.60	7.94

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT						
=====						
00-NON-PROGRAM						
=====						
TRANSFERS OUT						
BEDC ADMINISTRATION						
=====						
00-NON-PROGRAM						
=====						
PERSONNEL SERVICES						
70-00-5101 BEDC OPERATIONAL SALARIES	3,982.54	212,696.00	11,281.22	11,281.22	201,414.78	5.30
70-00-5116 LONGEVITY	0.00	500.00	0.00	0.00	500.00	0.00
70-00-5150 SOCIAL SECURITY	976.02	16,000.00	850.83	850.83	15,149.17	5.32
70-00-5151 RETIREMENT	1,194.98	21,400.00	1,106.53	1,106.53	20,293.47	5.17
70-00-5155 GROUP INSURANCE	2,731.91	24,912.00	1,388.66	1,388.66	23,523.34	5.57
70-00-5156 WORKER'S COMPENSATION	78.63	1,100.00	0.00	0.00	1,100.00	0.00
TOTAL PERSONNEL SERVICES	8,964.08	276,608.00	14,627.24	14,627.24	261,980.76	5.29
SUPPLIES & MATERIALS						
70-00-5201 SUPPLIES	81.31	4,500.00	74.29	74.29	4,425.71	1.65
70-00-5203 POSTAGE	0.00	480.00	0.00	0.00	480.00	0.00
70-00-5206 OFFICE EQUIPMENT	1,063.77	7,500.00	0.00	0.00	7,500.00	0.00
TOTAL SUPPLIES & MATERIALS	1,145.08	12,480.00	74.29	74.29	12,405.71	0.60
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	0.00	5,000.00	0.00	0.00	5,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	267.97	3,600.00	200.00	200.00	3,400.00	5.56
TOTAL MAINTENANCE & REPAIRS	267.97	9,600.00	200.00	200.00	9,400.00	2.08
OCCUPANCY						
70-00-5401 COMMUNICATIONS	481.22	10,000.00	804.75	804.75	9,195.25	8.05
70-00-5402 OFFICE RENTAL	0.00	36,000.00	6,000.00	6,000.00	30,000.00	16.67
70-00-5403 UTILITIES	247.20	6,000.00	522.73	522.73	5,477.27	8.71
TOTAL OCCUPANCY	728.42	52,000.00	7,327.48	7,327.48	44,672.52	14.09

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL SERVICES						
70-00-5505 PROFESSIONAL SERVICES	650.00	50,000.00	6,500.00	6,500.00	43,500.00	13.00
70-00-5525 LEGALS	0.00	30,000.00	0.00	0.00	30,000.00	0.00
70-00-5530 ENGINEERING	0.00	15,000.00	0.00	0.00	15,000.00	0.00
70-00-5540 PROPERTY INSURANCE	240.22	1,000.00	192.73	192.73	807.27	19.27
70-00-5561 CONTRACTUAL SERVICES	0.00	5,000.00	1,000.00	1,000.00	4,000.00	20.00
70-00-5573 PARKS/RECREATION SUPPORT	3,291.66	0.00	0.00	0.00	0.00	0.00
70-00-5574 CITY CONTRACT FOR SERVICE	0.00	139,000.00	0.00	0.00	139,000.00	0.00
70-00-5596 MAIN STREET PROG SUPPORT	3,333.33	40,000.00	3,333.33	3,333.33	36,666.67	8.33
70-00-5598 CITY ADMINISTRATIVE SUPPORT	6,666.67	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL CONTRACTUAL SERVICES	14,181.88	330,000.00	11,026.06	11,026.06	318,973.94	3.34
OTHER CHARGES						
70-00-5603 MARKETING TRIPS	0.00	9,000.00	1,496.03	1,496.03	7,503.97	16.62
70-00-5604 BUSINESS DEVELOPMENT	0.00	9,000.00	1,055.00	1,055.00	7,945.00	11.72
70-00-5605 TRAVEL & TRAINING	0.00	9,000.00	675.00	675.00	8,325.00	7.50
70-00-5606 AUTO ALLOWANCE - STAFF	0.00	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5611 BILLBOARDS	950.00	13,000.00	1,000.00	1,000.00	12,000.00	7.69
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	123.95	9,550.00	500.00	500.00	9,050.00	5.24
70-00-5631 BONDS FOR BEDC OFFICERS	242.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5633 LOCAL/MISC ADVERTISING	4,090.00	10,000.00	2,056.48	2,056.48	7,943.52	20.56
70-00-5634 NATIONAL ADVERTISING	0.00	40,000.00	175.00	175.00	39,825.00	0.44
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	75,000.00	0.00	0.00	75,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT	0.00	320,000.00	0.00	0.00	320,000.00	0.00
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	48,500.00	0.00	0.00	48,500.00	0.00
70-00-5648 SPL PROJECTS - BUS OUTREACH	350.00	0.00	0.00	0.00	0.00	0.00
70-00-5655 EQUIPMENT RENTAL	0.00	50.00	0.00	0.00	50.00	0.00
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	100.00	20,000.00	3,356.48	3,356.48	16,643.52	16.78
TOTAL OTHER CHARGES	5,855.95	655,100.00	10,313.99	10,313.99	644,786.01	1.57
CONTINGENCY						
70-00-5900 CONTINGENCY	0.00	49,626.16	0.00	0.00	49,626.16	0.00
TOTAL CONTINGENCY	0.00	49,626.16	0.00	0.00	49,626.16	0.00
CAPITAL OUTLAY						

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
DEBT SERVICE						
70-00-7133 C OF O SERIES 2013 PRINCIPL	3,428.33	76,230.00	6,352.50	6,352.50	69,877.50	8.33
70-00-7134 C OF O SERIES 2013 INTEREST	8,513.42	100,926.00	8,410.50	8,410.50	92,515.50	8.33
70-00-7137 C OF O SERIES 2010 PRINCIPA	3,470.00	42,334.00	3,527.83	3,527.83	38,806.17	8.33
70-00-7138 C OF O SERIES 2010 INTEREST	2,912.67	33,494.00	2,791.17	2,791.17	30,702.83	8.33
70-00-7152 GO REFUNDING SER 2014 INT	0.00	6,326.00	527.11	527.11	5,798.89	8.33
70-00-7501 C OF O SERIES 2008A PRINCIP	1,721.25	21,263.00	1,771.92	1,771.92	19,491.08	8.33
70-00-7502 C OF O SERIES 2008A, INTERE	1,601.42	10,766.84	897.25	897.25	9,869.59	8.33
TOTAL DEBT SERVICE	21,647.09	291,339.84	24,278.28	24,278.28	267,061.56	8.33
TRANSFERS OUT						
TOTAL 00-NON-PROGRAM	52,790.47	1,676,754.00	67,847.34	67,847.34	1,608,906.66	4.05
ADMINISTRATION						
=====						
CAPITAL OUTLAY						
DEBT SERVICE						
70-10-7097 INTEREST EXPENSE ON FNB NOT	20.51	500.00	5.66	5.66	494.34	1.13
70-10-7603 BOND PRINCIPAL 2006	18,333.33	235,000.00	19,583.33	19,583.33	215,416.67	8.33
70-10-7604 BOND INTEREST 2006	2,574.00	20,746.00	1,728.83	1,728.83	19,017.17	8.33
TOTAL DEBT SERVICE	20,927.84	256,246.00	21,317.82	21,317.82	234,928.18	8.32
TOTAL ADMINISTRATION	20,927.84	256,246.00	21,317.82	21,317.82	234,928.18	8.32
BEDC INDUSTRIAL PARK						
=====						
MAINTENANCE & REPAIRS						
70-71-5301 PARK MAINTENANCE	6,631.66	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE & REPAIRS	6,631.66	0.00	0.00	0.00	0.00	0.00
TOTAL BEDC INDUSTRIAL PARK	6,631.66	0.00	0.00	0.00	0.00	0.00
TOTAL BEDC ADMINISTRATION	80,349.97	1,933,000.00	89,165.16	89,165.16	1,843,834.84	4.61
*** TOTAL EXPENSES ***	80,349.97	1,933,000.00	89,165.16	89,165.16	1,843,834.84	4.61

*** END OF REPORT ***

BALANCE SHEET

AS OF: OCTOBER 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	187,151.81
00-00-1100	TEXPOOL	3,155,539.85
00-00-1224	ACCT RECEIVABLE-SALES TAX	299,696.08
00-00-1227	ACCOUNTS RECEIVABLE-OTHER	582.00
00-00-1272	NOTES RECEIVABLE-GARMENT	85,417.32
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	27,999.34
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	26,683.54
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	642.02
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	824,527.83
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRASTR	1,217,391.04
00-00-1499	ACCUMULATED DEPRECIATION(1,463,812.19)
00-00-1589	NET PENSION ASSETS-PREPAI	7,677.24

7,600,811.83

TOTAL ASSETS

7,600,811.83

=====

BALANCE SHEET

AS OF: OCTOBER 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	10,661.77	
00-00-2025	PAYROLL TAX PAYABLE	259.00	
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	60,417.33	
00-00-2082	NOTES PAYABLE-1ST NATL B (6,081.28)	
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	45,590.44	
00-00-2125	ACCRUED INTEREST PAYABLE	29,750.43	
00-00-2127	ACCRUED EXPENSES-OTHER	152,246.41	
00-00-2235	DEFFERRED REVENUE-TOWER	67,850.00	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,900,365.44	
00-00-2405	ENCUMBRANCE ACCOUNT (5,056.22)	
00-00-2406	RESERVE FOR ENCUMBRANCE	5,056.22	
00-00-2870	COMPENSATED ABSENCES PAYA	8,064.85	
			5,617,248.90
	TOTAL LIABILITIES		5,617,248.90
	SURPLUS (DEFICIT)	285,405.12	
00-00-3000	NET ASSETS	820,417.31	
00-00-3119	DESIGNATED OPERATING	150,000.00	
00-00-3400	CONTRIBUTED CAPITAL	521,695.50	
00-00-3502	RESTRICTED - JAMCO	73,644.00	
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	
00-00-3506	ELLIOTT PARTNERS	75,645.00	
	TOTAL EQUITY		1,983,562.93
	TOTAL LIABILITIES & FUND EQUITY		7,600,811.83
			=====



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: November 10, 2015

MEETING DATE: November 16, 2015

1. Agenda Item:

Consideration, discussion and possible action on approval of a proposed Internal Financial Control Policy #3 and Resolution for BEDC to Participate in Texas Class, related specifically to Public Fund Investment Act compliance, adoption of an investment policy, and investment through investment pools meeting the requirements of the Act and as recommended by BEDC auditor.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Financial Control Policy #3 and the Resolution are attached for the Board's review.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:
Over/(Under) Budget:

Budgeted Amount:
Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL
Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL
Against: SM GS CC KK WD KLK CL
Abstained: SM GS CC KK WD KLK CL

BASTROP ECONOMIC DEVELOPMENT CORPORATION
INTERNAL FINANCIAL CONTROL POLICY #3

In addition to full compliance and conformance with its Bylaws, State law, and the applicable City of Bastrop financial, accounting, reporting and purchasing policies and procedures, the Board of Directors of the BEDC also requires its management and staff to adhere to the BEDC-specific Internal Financial Controls (“IFC”s), which are hereby adopted as a formal policy of the BEDC Board. (“IFC Policy”)

The BEDC IFC Policy shall include the following IFC #3:

BEDC Internal Financial Control No. 3: Certain BEDC funds, commonly referred to by the Board of Directors as “reserved” or “restricted funds”, may be placed in alternative investment options/instruments, when jointly agreed upon by and between the Board Chair, Executive Director and the City of Bastrop’s Director of Finance, so long as the alternative options/instruments selected for such placement have been formally approved and adopted by the City of Bastrop for its municipal Financial Investment Policy.

The IFC Policy of the BEDC may be amended from time to time to add or delete the financial controls noted herein, as determined to be necessary and in the best interest of the operation of the BEDC by the then controlling Board of Directors.

Approved By The Majority Vote Of The BEDC Board Of Directors On this 16th Day Of November, 2015.

Steve Mills, BEDC Board Chair

Resolution to Participate

BEDC Resolution No. 11162015-1

WHEREAS, the Public Funds Investment Act, Texas Government Code, Section 2256.001 et seq. (the "Act"), requires the governing body of each local government in this State to adopt investment policies in accordance with the terms of the Act; and

WHEREAS, pursuant to the requirements of the Act, the Board of Directors (the "Board of Directors") of the Bastrop Economic Development Corporation, (the "BEDC") has previously reviewed and adopted an investment policy (the "Policy") that provides, in part, that the funds of the BEDC will be invested in investments permitted by the Act in order to: (i) invest only in investments legally permitted under Texas law; (ii) minimize risk by managing portfolio investments so as to preserve principal and maintain a stable asset value; (iii) manage portfolio investments to ensure that cash will be available as required to finance operations; and (iv) maximize current income to the degree consistent with legality, safety and liquidity; and

WHEREAS, pursuant to the Policy and the Act, the Bastrop Economic Development Corporation has appointed (the "Investment Officer") to act as the investment officer of the Bastrop Economic Development Corporation; and

WHEREAS, the Act provides that funds under the control of a Bastrop Economic Development Corporation may be invested through investment pools meeting the standards of Section 2256.016 of the Act; and

WHEREAS, the BEDC has received and reviewed the Information Statement, dated October 1, 2013 (the "Information Statement"), of Texas Cooperative Liquid Assets Securities System, an investment pool administered by Public Trust Advisors, LLC, (the "Program"), which sets forth the information required by Section 2256.016(b) of the Act; and

WHEREAS, the Bastrop Economic Development Corporation has determined that the investments proposed to be acquired by the Program are of a type that are permitted by the Act and are consistent with the Policy; and

WHEREAS, the Bastrop Economic Development Corporation has determined that an investment in the Program will assist the Bastrop Economic Development Corporation in achieving the goals set forth in the Policy, and will tend to preclude imprudent investment activities arising out of investment transactions conducted between the Bastrop Economic Development Corporation and the Program; and

WHEREAS, the BEDC understands that the Program operates through the Sixth Amended and Restated Trust Agreement dated as of August 16, 2013 (the "Trust Agreement"), which provides the terms on which the Program will operate and the rights of the participants in the Program and sets forth the responsibilities of Public Trust Advisors, LLC, as the administrator of the Program (the "Administrator"), and of Wells Fargo Bank as custodian (the "Custodian").

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION:

RESOLVED, that the form, terms and provisions of the Trust Agreement, a draft of which was presented and reviewed at this meeting, providing for the creation of the Program and for the rights of the Program participants and the duties and responsibilities of the Administrator, be and the same are hereby approved and adopted; and that the Investment Officer be and he or she is hereby authorized and directed to execute and deliver to the Administrator and the Custodian in the name and on behalf of the Bastrop Economic Development Corporation, a participation certificate evidencing the agreement of the Bastrop Economic Development Corporation to be bound by the Trust Agreement substantially in the form of the Trust Agreement reviewed and approved at this meeting, together with such changes therein as may be approved by the said officer, such approval to be conclusively evidenced by the execution thereof; and be it further

RESOLVED, that the investment program established by the Trust Agreement is hereby found and determined to be consistent with the Policy, and to preclude imprudent investment activities arising out of investment transactions conducted between the Bastrop Economic Development Corporation and the Program; and be it further

RESOLVED, that the BEDC Board of Directors hereby officially finds and determines that the facts and recitations contained in the preamble of this Resolution are true and correct; and be it further

RESOLVED, that the BEDC Board of Directors hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted for the time required by law preceding this meeting, and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter thereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act; and be it further

RESOLVED, that the officers of the Bastrop Economic Development Corporation, and each of them, shall be and each is expressly authorized, empowered and directed from time to time to do and perform all acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the Bastrop Economic Development Corporation all certificates, instruments and other papers, whether or not herein mentioned, as they may determine to be necessary or desirable in order to carry out the terms and provisions of this Resolution and of the Trust Agreement hereby authorized and approved, such determination to be conclusively evidenced by the performance of such acts and things and the execution of any such certificate, financing statement, instrument or other paper; and be it further

RESOLVED, that this Resolution shall take effect and be in full force and effect upon and after its passage.

Signature of Board Chair

Date _____, 2015

Steve Mills, Chair

Signature of Board Secretary

Date _____, 2015

Gary Schiff



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: November 10, 2015

MEETING DATE: November 16, 2015

1. Agenda Item:

Presentation and discussion on the development west of the Colorado River and retail development in Bastrop.

2. Party Making Request: Mayor Ken Kesselus

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

The Executive Director will review with the Board development opportunities west of the Colorado River. He is putting together a brief presentation, and will include an update on the International Council of Shopping Centers (ICSC) Texas Real Estate Conference and the opportunities for Bastrop.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: November 10, 2015

MEETING DATE: November 16, 2015

1. Agenda Item:

UPDATE(S)/REPORT(S) from BEDC Executive Director, City of Bastrop, and Bastrop Main Street Program (includes items for update, discussion, and possible action).

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Memos are attached showing BEDC Staff, City Manager, and Main Street Program updates. The City of Bastrop Planning Report is also attached. Other updates will be presented at the Board meeting.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



November 9, 2015

Memorandum

To: Board of Directors

Cc: Mike Talbot, City Manager
JC Brown, BEDC Attorney

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC Update

Kudos

I have to give kudos to Angela for her work revamping our marketing materials. With the assistance of our contract graphic designer and copywriter, the work to date is excellent. Angela has managed my creative work and Jean's mock-ups, and has communicated efficiently and effectively with the contractors. Thank you Angela!

Staffing

Jean has accepted a full-time position with the BEDC and her official full-time start date will be next week. Rachel Clardy was brought in as a contractor in September to help with filing, scanning, and organizing the filing system, both hard copies and digital, as well as organizing our massive digital photo collection. Rachel will be leaving us in November. (When she was brought onboard, it was understood she would be leaving us in November because she's relocating to marry her fiancé.) Angela and I continue to discuss how to move forward; I believe we will onboard Jean full-time and evaluate whether to hire a part-time administrative clerk or contractor(s) on standby to complete specific tasks. Under the FY 2016 budget, BEDC staffing is set at 3.5 FTE's.

2015 ICSC Texas Real Estate and Deal Making Conference

I had four meetings scheduled with retail developers about opportunities in Bastrop. All had some level of interest and a couple were already exploring entering the Bastrop market. Jean is compiling the list of additional developers that stopped by the booth. Most had existing interest in Bastrop or liked our profile and wanted more information. Generally, the most requested additional information was about available sites and the level of demand from "Anchor Tenants". From our conversations with "Anchor Tenants", generally the market is perceived well and there is interest. A health food type grocery store and mid-priced apparel are the most viable options. Visiting with New Quest Properties, for a developer to be successful attracting casual dining restaurants, Bastrop will need to have a unique site proposition. They shared with us some of their development concepts and if incorporated into an existing or new development in Bastrop, we could see increased demand. Aaron Farmer, The Retail Coach, and Jean met with Durhman

& and Bassett separately and they continue to be pleased with Burleson Crossing and will consider future development in Bastrop. (I was in another meeting when they stopped by the booth and was unavailable to meet with them at the time.) Most, if not all, of the large-scale developers wanted to do some kind of mixed-use retail development. Overall, it was a productive event with several prospects for Bastrop.

2015 FabTech

I am in Chicago this week to attend the FabTech trade show with Team Texas. This show focuses on metal fabrication. In addition, tonight I will be attending a site selector event hosted by one of our recruiting partners. Team Texas is hosting a site selector event later in the week and an event for corporate decision makers tomorrow. This traditionally has been a good show and site selector events generating leads.

Items for Future Board Meetings

The following items have been included on the November Board agenda. The balance will be for future agendas.

November 2015

- Financial Matters (Shawn Kirkpatrick)
 - Pooled Cash Fund
 - Internal Financial Controls for Reserve/Restricted Funds
- Comprehensive Plan update (Mayor Ken Kesselus and Kristi Koch)
- Development west of the Colorado River (Mayor Kesselus)
- Bastrop Retail Development (Mayor Kesselus)

Future Meetings

- Main Street Improvement Project (Mike Talbot)
- East 80 acres Land Use Study (Kristi Koch)
- Historic Bridge lighting (Kristi Koch)

FY 2015-2016 Strategic Plan and Program of Work

Board agreed with the direction presented by Mike Barnes and staff. We are working on focusing on the core areas and developing an action plan.

Project Management/CRM Database

Executive Pulse was activated this week and training is complete. This system will allow for the development of a contact database to track projects and communications. After integration the Board will see standardized reports and be able to track the progress of projects through the economic development process. Staff has begun inputting data to populate the system. My best guess is this will be an ongoing process for about a month with each of us inputting our specific data related to our functional areas.

Education and Workforce Development

HB5 Cluster Initiative. After several high-level meetings with community and state partners, BISD is working with ACC to integrate vocational technical (continuing education) into the high school HB5 clusters. Currently, the automotive program is most advanced, with BISD and ACC working to integrate 1 to 3 ASE certifications into the high school program. BISD and ACC are exploring options to offer all 8 of the ASE certifications. BEDC staff is working on identifying other industry partners that fit within the HB5 clusters to expand the vocational technical programs offered within BISD. Through integrating BISD and ACC into the vocational technical

programs, the real possibility exists of additional post-secondary adult education for Bastrop residents. The Bastrop County Business and Education Alliance has been instrumental in this topic and is leading the effort.

High School Job and Career Fair (official name TBD). The Bastrop Job Fair in 2015 was a huge success. BEDC staff has begun meeting with the partners in anticipation of the 2016 event. The high school and adult job fairs will be separated into two distinct events for 2016. Staff met with the high school principals on October 26th to launch the planning process. The student Career & Job Fair will be May 25th at the Performing Arts Center.

Over the weekend you may have read the article about Huston-Tillotson University having interest in Bastrop. I met with them in June about Bastrop and the opportunity. Jean as part of her Education and Workforce Development responsibility will be following up.

Business Retention and Expansion (BRE)

Bastrop Redevelopment Program (official name TBD). For FY2016 the BEDC will launch a redevelopment program for the corporate limits of the City of Bastrop. This program will replace the previous Façade and Mega-grant Program. I met with the Main Street Design Committee and asked for a representative to help craft the new program. If a BEDC Board member would like to participate in the process please contact Angela Ryan.

Cripple Creek Building, 928 Main Street, Bastrop, Texas. Steve Mills and I toured the building on Thursday, October 22nd, with the new owners. They are working on their scope of work and business plans for the building. With the suspension of the mega-grant program, the owners have been asked to put their redevelopment plan together for staff to review and possible consideration by the Board.

BEDC Building at 903 Main. Steve Mills and I met with the neighbors and they have expressed interest in acquiring the building. The Board will be presented an update during Executive Session at the November Board meeting.

Main Street CIP – Infrastructure. Mike is working on putting the project together and will come to the Board at the December 2015 Board meeting.

Economic Development Forum. We are working with the Chamber and Main Street on hosting an economic development forum in the spring of 2016. Further discussion will take place at the November Community Partners meeting. Programming is TBD; tentatively we are discussing workshops for small business in the morning, a mid-day session on economic development, and state of our economy and afternoon workshop sessions (topics TBD).

Marketing and Recruiting

Business Park – Infrastructure. Project rescinded by Board. On-hold. I am working with a project on the north end of Technology Drive. This is a BRE project and could affect the next phase of development. Staff's recommendation to the Board at this time is to allow Project Bonze Star to develop prior to making any decision on expanding the infrastructure in the Business Park.

Lot A-1 and A-7. BEFCO has prepared a preliminary site improvement estimate to prepare both lots for future office (campus) development. I will be meeting with a private developer next week about the development of Lot A-1.

Fiber Connectivity. We have been meeting with 1GB plus fiber providers to develop a community solution and provide the connectivity needed to attract IT and Bio/Life Sciences companies.

Land Use Study

Accepted by the Board at the July 2015 meeting. Staff met with Bowman Consulting and they are putting together a budget for next steps.

Medical Demand Analysis

I have met with the County Judge and we will be scheduling meetings with our healthcare providers to determine a recommended course of action.

RFP Cover Letter. Following feedback from the Austin Chamber, Staff has developed a new format for the cover letter for RFP responses. Project is complete.

“Why Bastrop”/Incentive Flyer and Business Environment. With the completion of the Business Park map/flyer, staff has begun developing a marketing flyer targeting “Why Bastrop”, Incentives and our Business Environment.

Internal Marketing. As part of our internal marketing campaign, a series of OpEd styled news releases are under development to provide information to the community about BEDC activities and education on economic development.

BEDC Executive Director Travel

International Council of Shopping Centers (ICSC)
November 4th-6th

Team Texas Roadshow/FabTech
November 9th-12th

TEDC Site Consultants Forum
November 17th

Update on Project Paul Bunyan – Site visit was conducted November 3; pre-site visit meeting was held October 27. Site visit was excellent and the company is considering Bastrop.

Update on Project TC Williams – The company has indicated a preference to be within the corporate limits of the City of Austin.

Update on Project Jetblue – Opportunity Austin is submitting our response and expects Bastrop to host a site visit in the coming weeks. Should have an update by the Board meeting.

Update on Project MT Star Wars – I conducted a company visit and toured their facilities. Working on various financing options related to the company’s desire to own its consolidated facility in Bastrop vs. leasing the facility in their current community. I met with the Texas Department of Agriculture and was briefed on the revamped Texas Capital Fund program and will begin modeling options for the project.

Update on Project Bronze Star – Company is compiling pricing for their new/expanded facility in Bastrop. Company meeting scheduled for Friday before the Board meeting, update at the Board meeting.

Project Update(s)

Additional project updates will be included with the integration of Executive Pulse in the coming weeks; the full report has been deleted.

Bastrop Main Street Program Report
BEDC Board Meeting
11/16/2015

Project Updates:

On Thursday, 11/12, hosted a party downtown at Neighbor's Kitchen and Yard to celebrate the following awards presented to Bastrop in 2015

- TDA President's Award for Best Marketing Program for the Billboard Project; presented to DBA at Downtown Development Conference on 11/4
- AIP Award for Form Based Code project presented to Planning Department; project won both the Central Region competition and the Texas State competition
- Scenic City Award presented to Planning Department; won at the Bronze level
- Great America Main Street Award (GAMSA) semifinalist award to Bastrop Main Street Program; announcement of finalists winners will be made at the National Main Street Conference in May, 2016

Fourth annual Lost Pines Christmas Wine Swirl tickets are now on sale at both Cripple Creek and Company and Colorado River Winery; tickets can be purchase online as well (\$40 each) at www.lostpineschristmasswirl.com and the full schedule can be seen there as well.

Possible Projects for BEDC Consideration:

- Request for Mega Grant consideration by new owners of 928 Main Street (old Citizen's Bank Building); package is ready for submission if the Board will entertain the grant request.
- Possible bakery, both retail and wholesale (thus manufacturing) and preferably in a downtown location, wishes to discuss options for support of the concept

Excerpts from City Manager's Report (11/10/15) for BEDC November Board Meeting

II. Update on City Projects and Issues:

B. Update on the City of Bastrop's Long Term Water Supply Project: I, along with the City's Legal Counsels and consultants, were preparing for the commencement of the SOAH Hearing, set to begin on November 9, 2015, regarding the City's Water Permit application for Well No. 1, which as you are fully aware is currently pending before the Lost Pines Groundwater Conservation District. I notified the Council on Friday, November 6, 2015 that late Friday afternoon, SOAH Judge O'Malley issued an order delaying the hearing sixty (60) days, so that all Parties could work on procedural issues that he asked to be handled prior to the hearing. Accordingly, as per Judge O'Malley's order, the SOAH Hearing has been rescheduled to start on January 6, 2016. Mr. Paul Terrill, the City's Special Administrative Hearing Counsel, for the SOAH Hearing, will be present Tuesday evening to more fully explain the Judge's decision to delay the Hearing for sixty (60) days. I would suggest that after the Mayor calls the meeting to order Tuesday evening, the City Council may want to adjourn into Executive Session on this item to hear from Mr. Terrill.

D. Update on Upcoming Meetings and Events:

2. **November 17, 2015** - A Special called City Council meeting regarding the expenditures of Hotel/Motel Funds for "Marketing the City of Bastrop", potential creation of Destination Marketing Organization ["DMO"], and how to best organize the future "Market the City of Bastrop."

3. **November 19 or 23rd, 2015** - A "Housing Development" is currently being considered for a tract of land *off* located adjacent to Carter Street. The area that this tract of land is located on is in the area that the Council discussed as a redevelopment zone at this year's annual planning retreat. Some issues have arisen regarding this proposed development, so I thought it would be beneficial to have a joint meeting with the Planning & Zoning Commission and the developer of this proposed development. The Planning & Zoning Commission Meeting for December 2015 has been moved up to December 3, 2015. Taking into account the Thanksgiving Holiday, and the last date of the Planning & Zoning Commission meeting (12.3.15), the only dates that appear to work for a joint meeting with the Council, P&Z and the Developer are Thursday **November 19th** or Monday **November 23rd 2015**. Please let me know which of these will work for you and we will set one that is best for the majority of you.

6. **December 1, 2015** - There needs to be a Special City Council meeting on Wastewater Infrastructure Projects, most especially the proposed Wastewater Treatment Plant #3 and certain water infrastructure improvements.

E. Update on the Comprehensive Plan: The next meeting for the "Comprehensive Plan Steering Committee" (CPSC) is scheduled for Friday November 20, 2015, at 8:00 a.m. at the Council Chambers in City Hall. The consultant's team is nearing completion of Chapter 2, 'Community Growth' (formerly entitled: Growth, Annexation, and Infrastructure); and, Chapter 3, 'Public Facilities', of the Bastrop Comprehensive Plan Update. Data has been compiled, via surveys distributed to City staff, staff interviews, a

facilities tour, and follow-up research. Full drafts of Chapters 2 and 3 will be available for the City staff's review in early November. The next CPSC meeting is being scheduled for Friday, November 20, during which the CPSC will consider Chapter 2 and 3 findings and recommendations. The next round of online public engagement activities will be initiated by the end of November. The project remains on schedule for completion in June 2016.

H. Update and Discussion Regarding the West Bastrop Village Municipal Utility District [WBV]: Work continues on developing a "Deal/Terms Sheet" in which the City would make available "Wastewater Services" to the MUD. A "Draft of the Deal/Terms Sheet" will be ready for discussion with the City Council at the Special Workshop on "Utilities" scheduled for December 1, 2015. The WBV will have a major impact on how the elements/components on the new "Wastewater Treatment Plant #3" is ultimately designed and developed. The development of the "Deal/Terms Sheet" is becoming a very complex and time consuming process, as we work to arrive at terms that will be protective and equitable to both the City and WBV MUD.

I. Update on the Texas Department of Transportation "Tahitian Village Overpass Project": Since my last update, Hunter Industries, the contractor responsible for the project, has continued the work needed to install the overpass retaining walls and bridge supports. This work involves an extensive amount of excavation, earth-moving, and concrete placement, and will make up the majority of their work in the coming weeks. Regarding current traffic movements, we have seen a significant improvement in the flow of traffic within the work area. This decrease is most likely due to the optimized signal timing and additional advisory signage within the construction area. We will continue to monitor traffic movements and coordinate any necessary changes with TxDOT. Overall, the project is approximately 55% complete and is currently ahead of schedule. In the coming weeks, the contractor will be continuing their work on the bridge supports and other roadway improvements intended to enhance traffic flow.

K. Update on the Bastrop Marketing Corporation/Hyatt Lost Pines Resort: Pursuant to the direction of the City Council, I have had several meetings with Ms. Kim Britton, Sales Manager for the Hyatt Lost Pines Resort, regarding the renegotiation of the Bastrop Marketing Corporation Agreement. All of my meetings with Ms. Britton have been interesting, positive and a lot of progress has been made to date. I believe if anyone asks Ms. Britton, she will tell you that she and Hyatt are very pleased with where our discussions and negotiations are, at this time. We did lose some time, regarding our work, on the renegotiations at the beginning, but the time lost is attributed to my asking Ms. Britton to assist me in putting together the elements associated with the City Council Special Workshop of November 17, 2015, regarding "Expenditures of Hotel/Motel Tax and Creation of DMO". Ms. Britton was extremely helpful in getting officials from the "Texas Travel Industry Association" [TTIA] to attend and make a presentation at the workshop, and to provide assistance in facilitating the workshop. Having individuals from the TTIA present, with their extensive expertise and knowledge in this area, is going to make for a more informative and productive workshop. I met with Ms. Britton on Monday November 2, 2015, for over two (2) hours and we're very close to wrapping up our negotiations. I anticipate that I will have a "Proposal" for consideration by the Council in the very near future.

Planning and Development Department Monthly Report – October 1, 2015 – October 31, 2015

<u>Building Permit Type Totals:</u>	Month	YTD	2014
Single Family Residences	1	28	50
New Commercial	2	13	10
Miscellaneous (electrical, plumbing, HVAC, pools, sprinklers, sheds, patio covers, signs, fire suppression)	44	430	431
Residential Remodels	2	55	45
Commercial Remodels	3	32	14
Total Permits Issued	52	558	576
Commercial and Residential Inspections	200	2514	2874

Business information requests:

- Residential Subdivisions

Commercial Development/Remodel – Tenant Finish Out	Location	Status
Mattress One	489 Agnes Street, Ste. 116 – Little Colony Retail	Permit released
Sally's Beauty Supply	107 Childers Drive, Suite 500	Building plans approved; waiting for building shell to be completed

Updated 11/5/2015

Commercial Development/Remodel – Tenant Finish Out	Location	Status
Western Beverage Liquor	107 Childers Drive, Suite 600	Building plans under review; building shell yet to be completed
Vitalogy Skincare (formerly First State Bank)	208 Highway 71	Remodel approximately 98% complete
Wing Stop	Building J – Burleson Crossing	Interior finish out 90%
Garcia's Mexican Food Restaurant	Building J – Burleson Crossing	Building permit released
Commercial Development With Site Dev Plan – has been permitted and work has begun on the project or is ready to be permitted	Location	Status
Bastrop Station – Phase One	Highway 71, Childers and Agnes – 2 commercial lots (Old China Chef site)	80% of infrastructure complete; building shell approximately 95% complete
Building J – Retail Strip	Burleson Crossing	Building shell complete; site work 95% complete
Coghlan Group Main Building	1500B Business Park Drive – Bastrop Business and Industrial Park	Site work approximately 80% complete; overall project approximately 70% complete
Fresenius Medical Care	Jackson Square Subdivision, Lot 7 – corner of Jackson and Jasper Streets	80% of infrastructure complete; building approximately 80% complete
Murphy Oil USA – gas station	490 Agnes – West of Walmart	Building and canopy approximately 90% complete; overall project approximately 65% complete
Bluebonnet Trails Community Services	275 S. Jackson Street – Parking Lot Expansion	Pre-construction meeting held on-site 10/6/15; project to start 10/6/2015
Goodwill Bastrop	Corner of Childers Drive and Agnes	10/28/2015 all comments on site development have cleared – pre construction meeting has not been scheduled

Commercial Development with Site Development Plan that has been accepted		Location	Status – ON HOLD	
Long John Silvers		Highway 71 West – West of Popeye's	Building plans have not been submitted – site development plans expire 12/13/2014 – developer was granted a one year extension - site development plans now expire 12/12/2015 – building style in process of being redesigned	
Commercial Development with Site Development Plan that is in the review process		Location	Status	
Lost Pines Art Center and Reflective Sculpture Garden		1204 Chestnut	10/14/2015 site development plans submitted and distributed to staff to review	
Plats Received/Approved or in the Review Process that now have Expiration Dates	Description	Status		Expiration
Buttonwood Subdivision – Administrative Plat	1203 Buttonwood Street – two single family residential lots	9/23/2014 all comments addressed – waiting on mylar – Owner may apply for a variance to the subdivision requirements in order to not dedicate right of way 9/22/2015 City Council granted a one year extension		Plat now expires 9/23/2016
The Grove Final Plat, Phase 1, Lot 5, Block A	1 Commercial lot being approximately 1.02 acres facing frontage road of Highway 71 West	CC approved 8/12/2014– mylar has not been received – plat to expire 8/12/2015 - owner/developer requested a 6 month extension - 7/28/2015 CC approved request		Plat now expires 2/8/2016
Construction of utilities for Subdivisions	Description	Status		CC Action
Pecan Park, Section 5A Final Plat	Construction of public infrastructure – extension of Childers Drive, streets and public utilities within the subdivision	Road grading and installation of water and sewer lines in progress		N/A

Plan Review In Process Platting/Construction (utilities)	Description	Status	CC Action
XS Ranch Phase 1A	Final Plat for XS Ranch Road off of F M 969 and construction plans for the Colorado River Bridge Phase 1	10/15/2015 staff comments addressed	CC 11/10/2015
Tahitian Village Unit 5, Block 24, Lots 5-1301, 5-1302, and 5-1303 Amended Plat	Combining 3 residential lots into 1	Mylar recorded 10/2/2015	
West Bastrop Village (MUD) Section 1, Phase 1 Preliminary Plat	Section 1, Phase 1– 42 residential lots – west of Highway 20 and south of Highway 71	9/24/2015 P&Z recommended approval	CC approved 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 2 Preliminary Plat	Section 1, Phase 2 – 37 residential lots – west of Highway 20 and south of Highway 71	-9/24/2015 P&Z recommended approval	CC approved 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 1 Final Plat	Section 1, Phase 1– 42 residential lots – west of Highway 20 and south of Highway 71	9/21/2015 received and distributed to staff, TxDot and County to review	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 2 Final Plat	Section 1, Phase 2 – 37 residential lots – west of Highway 20 and south of Highway 71	9/21/2015 received and distributed to staff, TxDot and County to review	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 1 and 2 Improvements	Street, Drainage, Water and Wastewater Improvements	9/21/2015 received and distributed to staff, TxDot and County to review – 10/23/2015 staff and TxDOT comments issued – waiting on County comments	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Offsite Wastewater Improvements	West of Highway 20 in the ETJ	7/1/2015 received and distributed to staff to review – staff issued comments 8/8/2015 – resubmittal received 9/4/2015 – 9/13/2015 comments addressed	N/A
Lot 1 Block B and Lots 1 and 2 Block A Bastrop West Commercial Section Three Replat of Lot 1, Block A	Terminus of Hasler Boulevard – north of the Hampton Inn – create 2 commercial lots	7/8/2015 received and distributed to staff – 8/26/2015 staff comments issued – resubmittal required	Statutory Denial 7/28/2015
Woodrun Subdivision, Section 2 Preliminary Plat, Phase I, II, III and IV	Smith Road within Area A of the ETJ – 62 residential lots	7/9/2015 received and distributed to staff and the County to review – 8/11/2015 staff and County comments issued – resubmittal required	Statutory Denial 7/28/2015

Platting/Construction (utilities) Review in Process	Description	Status	CC Action
Taylor Lane Subdivision	Taylor Lane east of Union Chapel Road – 3 residential Lots within Area A of the ETJ	7/15/2015 received and distributed to staff and the County to review – 8/31/2015 comments issued – resubmittal required – 11/10/2015 variance to Subdivision Ordinance will go to CC	Statutory Denial 7/28/2015
Amending Plat of Portions of Block 4, Riverview Heights	Combining 4 residential lots into 1	7/27/2015 received and distributed to staff to review – 9/21/2015 staff comments issued – resubmittal required – 9/24/2015 resubmittal received – 10/12/2015 all staff comments cleared	Statutory Denial 8/11/2015
The Colony MUD 1A, Section 1 Preliminary Plat	West of Highway 969 within Area A of the ETJ	7/29/2015 received and distributed to staff, the county and TxDOT to review – 9/9/2015 comments issued – resubmittal required – 10/15/2015 resubmittal received	Statutory Denial 8/11/2015
Harding Administrative Plat	2 lots off Mount Olive Road within Area A of the ETJ	7/30/2015 received and distributed to staff and the county to review – comments issued 9/30/2015 – resubmittal required – resubmittal received 10/8/2015 – minor corrections remain 10/14/2015	Statutory Denial 8/11/2015
Revised Preliminary Plat for Pecan Park, Section 4	70 residential lots – Childers Drive and Clear Water Pass	P&Z 9/24/2015	CC approved 10/13/2015
Pecan Park Section 4 Construction Plans	Infrastructure for 70 residential lots – Childers Drive and Clear Water Pass	11/2/2015 staff comments issued – resubmittal required	N/A
Home Place Subdivision	3 residential lots – north of Lovers Lane in the 1 mile ETJ	9/16/2015 received and distributed to staff and the County to review – staff and county comments issued 10/12/2015 – resubmittal required	Statutory Denial 10/13/2015
Tahitian Village Administrative Plat of Lots 2-731, 2-732 and 2-733 Block 7 Unit 2	Moving the lot line on Lot 733 and combining Lot 732 and 731 – residential lots	9/29/2015 received and distributed to staff and the County to review	Statutory Denial 10/13/2015
Magnolia Gardens Final Plat (will require variances to the Subdivision Ordinance)	3 residential lots – Magnolia and Water – north of the railroad tracks	10/14/2015 received and distributed to staff	Statutory denial 10/27/2015
Allen Subdivision – Administrative Plat	Creating a legal lot – north Main and Old McDade Road	10/20/2015 received and distributed to staff	Statutory denial 11/10/2015

Platting/Construction (utilities) Review in Process	Description	Status	CC Action
Washington No. 2 Final Plat	Creating 3 lots north of Mesquite and west of an unopened portion of Hill Street	10/22/2015 received and distribute to staff	Statutory denial 11/10/2015
Applications/Projects In Process	Description	Meeting Date, Items to be Discussed or Items to be acted on	CC Action
Southwest Land Services, Inc.	PD Residential Zoning for approx. 90.19 acres – Carter Street – Piney Creek Subdivision	P&Z tabled 9/24/2015 – developer scheduled a workshop session with the Planning and Zoning Commission for 10/29/2015	
Rezone from Multi Family 2 – to SF7, Single Family Residential	2.836 acres north of Mesquite Street	P&Z recommended approval 10/30/2015	PH – CC 11/10/2015 1 st Rdg – 11/24/2015
Conditional Use Permit to allow a manufactured home	1006 Mesquite Street – Lot 2 of proposed Washington Subdivision	P&Z recommended approval 10/30/2015	PH – CC 11/10/2015 1 st Rdg – 11/24/2015
Maintenance Bonds	Location Public Utilities Installed	City Council Accepted Public Utilities	Bond Expires
Hunters Crossing Subdivision	Section 7B – residential	Original Two Year Maintenance Bond in Trey Job's office for Hunters Crossing Section 7B – CC accepted the utilities 10/23/2012 – Bond extended until repairs are completed retain escrow in the amount of \$4,259.00 for portion of Bear Hunter that has not been built	9/17/2014
Hunters Crossing Subdivision	Section 9C – Highway 304 and Home Depot Way	Original Two Year Maintenance Bond in the Hunters Crossing Section 9C Final Plat file in the vault – CC accepted utilities 2/11/2014	2/11/2016
Hunters Crossing Subdivision	Section 3E and 5B	Original Two Year Maintenance Bond in the Hunters Crossing Section 3E and 5B Final Plat files in the vault - CC accepted utilities 4/8/2014	4/8/2016

Maintenance Bonds	Location Public Utilities Installed	City Council Accepted Public Utilities	Bon Expires
Hunters Crossing	Bear Hunter Drive, Phase 1 Street Improvements Water and Drainage Improvements - Original Subdivision Performance bond in the amount of \$1,629,522.75 in the Bear Hunter Drive file	Original Two Year Maintenance Bond in the Bear Hunter Drive file in the vault – CC accepted the public utilities 5/13/2014	5/13/2016
Orchard Parkway	Pecan Park Subdivision – south of Highway 71 – west of Southside Barbeque	City Council accepted the utilities 11/12/2014 – Two Year Maintenance Bond – original bond is the Orchard Pkwy Construction file in the vault	11/3/2016