NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC) Monday, July 18, 2016 - 6:00 P.M.

Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

In compliance with the requirements of Chapter 551 of the Texas Government Code, the public is hereby provided notice that it is possible that a quorum or more of the membership of the Bastrop City Council may be in attendance, to observe and/or participate in the above-referenced meeting of the Bastrop Economic Development Corporation.

1. CALL TO ORDER

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, such item, if taken into executive session, would be discussed in closed session under Section 551.071 - Consultations with Attorney - duty to advise on legal matters.

2. PUBLIC COMMENT(S)

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Approval of meeting minutes of the Regular Board Meeting of June 20, 2016. (page 3)
- 3.2. Consideration, discussion and possible action on a presentation and update by Mike Barnes, Mike Barnes Group, regarding the BEDC's Strategic Plan and Recruitment Strategy. (page 8)
- 3.3. Consideration, discussion and possible action on the vacant lot at 921 Main Street, owned by the City of Bastrop, related to the Bastrop EDC's proposal to develop a masterplan, including but not limited to, mitigation, shell building, and finish-out, and potential proposal of commercial redevelopment of the site. (page 10)
- 4. UPDATE(S), REPORT(S), AND/OR ANNOUNCEMENT(S) The BEDC and City of Bastrop will provide written reports and be available to answer questions from the Board. (Includes items for update, discussion, and/or possible action by the Board of the BEDC)
 - 4.1. BEDC Projects and/or Business Update (page 13)
 - 4.2. Ad Hoc Bylaws Committee Report
 - 4.3. Main Street Program Monthly Report (page 16)
 - 4.4. Interim City Manager's Report (page 19)
 - 4.5. City of Bastrop Comprehensive Plan Update
 - 4.6. City of Bastrop Construction Projects Report (page 21)
- 5. WORKSHOP SESSION The Bastrop Economic Development Corporation will convene into a Workshop Session to discuss:
 - 5.1. 2016/2017 Budget A review and discussion regarding Fiscal Year 2016/2017 Budget for the Bastrop Economic Development Corporation, including the FY16/17 BEDC budget, the BEDC's Strategic Plan and FY2016/2017 program/scope of work, and potential Capital Improvement Plan (CIP) projects.

5.2. The Bastrop Economic Development Corporation will adjourn the Workshop Session and reconvene into the regular session to take any necessary action(s) pertaining to the workshop items.

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 claims, causes, or litigation, and/or (2) matters upon which the Attorney has a duty and/or responsibility to advise or report to the governmental body.
 - (2) **Section 551.072** Deliberation about real property: including, <u>but not limited to</u>, potential sales, acquisitions, exchanges, leases, dispositions or values of the following real properties: 'Project Tissue' and/or property owned and/or considered for acquisition/use by the BEDC.
 - (3) **Section 551.087** Deliberation regarding economic development negotiations: 'Project Tissue' and/or 'Project White Foam'.
- 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 above, and/or regular agenda items, noted above, and/or matters related to same.

7. BOARD INPUT ON FUTURE AGENDAS

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

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 15th day of July 2016 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.



3.1 AGENDA ITEM

BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: July 14, 2016
MEETING DATE: July 18, 2016
 Agenda Item: Approval of meeting minutes of the Regular Board Meeting of June 20, 2016.
2. Party Making Request: Angela Ryan, Assistant Director
3. Nature of Request: (Brief Overview) Attachments: Yes V No
The draft minutes from the 06/20/16 BEDC Regular Board meeting are attached for the Board's review.
4. Policy Implication:
5. Budgeted: Yes No N/A Budgeted Amount: Over/(Under) Budget: Budgeted Amount: 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 For: SM GS CC KK WD KLK CL Second: SM GS CC KK WD KLK CL 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, June 20, 2016 Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, June 20, 2016, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting. Board members present were: Steve Mills, Kristi Koch, Gary Schiff, Mayor Ken Kesselus, Cam Chavez, and Drusilla Rogers. Board member Joe Beal and Mike Talbot (*ex officio*) 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 6:00 p.m.
- 2. **PUBLIC COMMENT(S)** Kay McAnally asked if the Board had microphones they could use so the public could hear them better. Anne Beck also said the Board needs microphones. (BEDC and IT staff addressed the issue.)

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Recognition of outgoing BEDC Board member Willie DeLaRosa with a service award.
- 3.2. Welcome of Board members Camilo Chavez and Drusilla Rogers. Mr. Chavez has been reappointed for a two year term and Ms. Rogers is new to the Board.
- 3.3. Consideration, discussion and possible action on election of 2016/2017 BEDC Officers: Chair, Vice-Chair, Secretary and Treasurer, and Assistant Secretary and Assistant Treasurer. Mr. Schiff made the motion to re-elect the same officers as the previous year (Steve Mills as Chair, Kristi Koch as Vice-Chair, and Gary Schiff as Secretary/Treasurer, with Angela Ryan serving as Assistant Secretary and Shawn Kirkpatrick as Assistant Treasurer). Mayor Kesselus seconded, and the motion passed.
- 3.4. Consideration, discussion and possible action on Board meeting schedule for 2016/2017. Mr. Kirkpatrick pointed out that a special Board meeting and budget workshop was scheduled for July 11. Mayor Kesselus made the motion to approve the schedule as presented, Mr. Schiff seconded, and the motion passed.
- 3.5. Presentations by BEDC Staff:
 - a) 2015 Texas Economic Development Corporation (TEDC) Economic Excellence Award
 - b) 2016 TEDC Workforce Excellence Award
 - c) 2016 Bastrop Youth Career Day Video
 - Mr. Kirkpatrick showed the two TEDC awards to the Board, and played the video from the Second Annual Youth Career Day, which was produced by Chris White, a media student from Bastrop High School who has been volunteering with the City's IT Department. Mr. Mills thanked the BEDC Staff for all of their hard work.
- 3.6. Approval of meeting minutes of the Regular Board Meeting of May 16, 2016. Mr. Schiff made the motion to approve the minutes as submitted, Ms. Koch seconded, and the motion passed.
- 3.7. Consideration, discussion and possible action on acceptance of the BEDC's financial summary report for period ending May 31, 2016. Mr. Kirkpatrick reviewed the report included in the packets. Mr. Schiff made the motion to accept the financial report as submitted, Ms. Koch seconded, and the motion passed.

4. ACTION ITEMS

4.1. Consideration, discussion and possible action on appointing a BEDC representative to the Main Street Advisory Board. Ms. Koch made the motion to appoint Shawn Kirkpatrick as BEDC's representative to the Main Street Board, Mr. Chavez seconded, and the motion passed.

4.2. Consideration, discussion and possible action on the vacant lot at 921 Main Street, owned by the City of Bastrop, related to the Bastrop EDC's proposal to develop a masterplan, including but not limited to, mitigation, shell building, and finish-out, and potential proposal of commercial redevelopment of the site. (Mr. Kirkpatrick's complete presentation is available at this link.) Mr. Kirkpatrick showed a proposal to mitigate the damage and develop a masterplan for the site. He started by giving the history of the site, which has been vacant since a fire destroyed the building in 2003. The City of Bastrop purchased it in 2009 to obtain use of the parking lot behind it. Mr. Kirkpatrick's suggestion was to issue an RFQ for engineering and architecture for the site, to first mitigate the damage. During that same time, there was the potential for the Texas Historical Commission to conduct a Town Square Feasibility Study on the site. After that the work could be performed to make the lot developable, and a decision would be needed as to whether to build a building on the site or a pocket park. Mr. Kirkpatrick explained that if a decision was made at that point to build a building, there was the possibility that a private developer could buy it. In the event that no developers were interested, the BEDC could have a shell building constructed, and then either seek a private developer through a Public Private Partnership to finish it out or finish it out themselves. Mr. Kirkpatrick said in the event that no other developers were interested in the site, the BEDC could move their offices to the building and lease out the rest of it. The cost to do the entire project would range from \$2.7 million to \$3.2 million, including \$200,000 to \$250,000 for the mitigation. He explained that in order to perform the work needed on the site, the BEDC would need control of it.

Kay McAnally said the water mitigation needs to be addressed first because the adjoining property owners need immediate action. She said there needs to be a masterplan done for all of downtown. She said the THC's Town Square Initiative would perform a best use assessment of the property and some of the design work free of charge, and in a week or so they would know if they had made the approval list. Ms. McAnally asked if Mr. Kirkpatrick knew the economic benefit of using the lot as a public space, and Mr. Kirkpatrick replied he had only looked at it from the perspective of the BEDC's role in the project if they take it on, a commercial mixed-use type of structure which would put the property back on the tax rolls for ad valorem and sales tax generation, although there will be an opportunity for the site to be either a building or a public gathering space once the water mitigation is complete. When asked if the BEDC could spend funds on a public space, Ms. Brown responded that they could if the Board determined that the use drove economic benefits to the community. Ms. McAnally asked that the BEDC partner with the City of Bastrop in getting a structural analysis done for the good of the whole downtown. She said she hopes that we can get the professionals to tell us the best use of the property and then work together for the good of the entire downtown.

Debbie Moore asked Mr. Kirkpatrick where he obtained the cost estimates for the mitigation, and he replied they had come from reported information as well as by visiting with architects, engineers, and designers about the project. Ms. Moore asked if the lot would be subdivided if it was offered to a private developer, and Mr. Kirkpatrick responded yes, it would, because the City would retain the Alley D parking lot in the back. Ms. Moore said there are national studies that show a public gathering space is a benefit to a downtown such as Bastrop's. She said the property has been used for many events over the years and she hopes the public has an opportunity to be heard before a decision is made as to what the use will be of the property.

Bonnie Coffey said that the Smarziks (the owners of the adjacent property) have been exceedingly patient, and something needs to be done with the lot as soon as possible. She asked Mr. Schiff if he had someone in mind when he made his proposal to City Council regarding the property. His response was that several months ago he had spoken with someone who had been interested in having an apartment downtown, but they no longer wished to do that. Mr. Schiff said there may be others who would be interested in building a residence and having retail under it. Ms. Coffey stated she needed that clarified because of her concern about having City Councilmembers who also serve on the BEDC Board.

After lengthy discussion, Mayor Kesselus made a motion that the BEDC Board would agree to start the water mitigation process of 921 Main Street on behalf of the City. The motion died due to the lack of a second.

Connor McAnally said that he objected in the strongest possible terms to Mr. Schiff using the forum to push his Council agenda on the issue. He said it was another example of why there should not be so many Councilmembers on the BEDC Board, and why they should absolutely not be allowed to vote.

Mayor Kesselus made the motion that the BEDC offer to pay \$4 to the City of Bastrop to purchase the slab at 921 Main Street, including a reasonable distance behind it but not the parking lot. Ms. Koch seconded, and the motion passed, with none opposed.

- 4.3. Consideration, discussion and possible action on the possible expansion of the Loop 150 south trail from Eskew Street to Hwy 71. Mr. Kirkpatrick asked if the Board would consider funding a trail from Eskew Street to Hwy 71 as part of the FY 2016/2017 budget. The consensus of the Board was that they were interested in funding the project and to include it in the budget.
- 4.4. Consideration, discussion and possible action on making application to the City Council approving and authorizing BEDC's Restated and Amended Articles of Incorporation, including a recommendation from the ad hoc Bylaws Committee. Mr. Kirkpatrick explained that as the ad hoc committee was going through the Bylaws, it was identified that the BEDC's Articles of Incorporation would also need to be amended. The committee requested that independent third party legal counsel be consulted, who said that the Articles would need to be amended prior to making any changes to the Bylaws. Mr. Kirkpatrick explained that the process of changing the Articles included the BEDC's adoption of a resolution, making application to the City Council for their approval, and then submitting the Articles to the Secretary of State's Office. Once approval is received, the Bylaws can then be amended to coincide with the Restated Articles. Mr. Kirkpatrick explained the proposed changes to the Articles would codify the Local Government Code into the Articles, clean up the language, and simplify them to be in compliance with State law. Ms. Koch made the motion to adopt the resolution of application for amendments to the Articles of Incorporation of the BEDC, and Mr. Chavez seconded. Mayor Kesselus moved to amend the motion to add under Article VII "The membership of the Board of Directors shall include the Mayor, who may appoint on an annual basis, June to May, a City Councilmember to occupy the Mayor's seat, and the Board may include one member other than a City Councilmember who may occupy the Mayor's seat." Ms. Brown explained that changes dealing with things unique to the City should be included in the Bylaws, not the Articles. Mayor Kesselus withdrew his motion. The Board voted in favor of approving the resolution and making application to the Council to amend the Articles of Incorporation, with none opposed.
- 5. **UPDATE(S)**, **REPORT(S)**, **AND/OR ANNOUNCEMENT(S)** The BEDC and City of Bastrop provided written reports (included items for update, discussion, and/or possible action by the Board of the BEDC).

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

- 5.2. Ad Hoc Bylaws Committee Report Update was covered under agenda item 4.4.
- 5.3. Main Street Program Monthly Report Ms. O'Brien's report was included in the packet.
- 5.4. City Manager's Report Excerpts from the City Manager's report to City Council were included.
- 5.5. City of Bastrop Comprehensive Plan Update None.
- 5.6. City of Bastrop Construction Projects Report The update was included in the packet.
- 6. **WORKSHOP SESSION** At 8:12 p.m., the BEDC Board of Directors convened into a Workshop Session (Mayor Kesselus and Mr. Schiff had to leave for a Special City Council Meeting):
 - 6.1. 2016/2017 Budget A review and discussion regarding Fiscal Year 2016/2017 Budget for the Bastrop Economic Development Corporation, including the FY16/17 BEDC budget, the BEDC's Strategic Plan and FY2016/2017 program/scope of work, and potential Capital Improvement Plan (CIP) projects. Mr. Kirkpatrick went over the first draft of the proposed FY16/17 budget.
 - 6.2. At 8:22 p.m., the Bastrop Economic Development Corporation adjourned the Workshop Session and reconvened into the regular session to take any necessary action(s) pertaining to the workshop items. No action was taken.

7. EXECUTIVE SESSION

- 7.1. At 7:55 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 claims, causes, or litigation, and/or (2) matters upon which the Attorney has a duty and/or responsibility to advise or report to the governmental body.
 - (2) **Section 551.072** Deliberation about real property: including, <u>but not limited to</u>, potential sales, acquisitions, exchanges, leases, dispositions or values of the following real properties: 'Project Bronze Star', 'Project MT Star Wars', 903 Main Street, and/or property owned and/or considered for acquisition/use by the BEDC.
 - (3) **Section 551.087** Deliberation regarding economic development negotiations: 'Project Bronze Star', 'Project MT Star Wars', 'Project Jet Blue', and/or 'Project White Foam'.
- 7.2. At 8:11 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 above, and/or regular agenda items, noted above, and/or matters related to same.
 - Mr. Chavez made the motion to accept the offer on 903 Main Street made by David and Libby Sartain, and Ms. Koch seconded, noting that there had been no other offers in the six weeks the building had been on the market. The motion passed.

8. BOARD INPUT ON FUTURE AGENDAS

- 8.1. Inviting input from the Board of Directors related (but not limited) to issues for possible inclusion on future agendas and/or concerning issues such as BEDC projects, property, economic development prospects, community events, and BEDC business or activities. Mr. Kirkpatrick asked if the Board members had interest in using iPads instead of printed packets.
- **9. ADJOURNMENT** Cam Chavez made the motion to adjourn and Kristi Koch seconded. The BEDC Board of Directors adjourned the meeting at 8:23 p.m.



AGENDA ITEM 3.2

BASTROP ECONOMIC DEVELOPMENT CORPORATION

<u>STANDARDIZED AGENI</u>	DA RECOMMENDATION FORM
DATE SUBMITTED: July 13, 2016	
MEETING DATE: July 18, 2016	
 Agenda Item: Consideration, discussion and possible ac Mike Barnes Group, regarding the BEDC's 	tion on presentation and update by Mike Barnes s Strategic Plan and Recruitment Strategy.
2. Party Making Request: Shawn Kirkpatrick, E	Executive Director
3. Nature of Request: (Brief Overview) Attachmed Please see attached memo for additional in	
4. Policy Implication:	
5. Budgeted: Yes No N/A 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 For: SM GS CC KK WD KLK CL Second: SM GS CC KK WD KLK CL Against: SM GS CC KK WD KLK CL Abstained: SM GS CC KK WD KLK CL



MEMORANDUM

Date: July 15, 2016

To: Bastrop EDC Board of Directors

Cc: Steve Adcock, Interim City Manager

JC Brown, Legal Counsel

From: Shawn A. Kirkpatrick, Executive Director

Subject: Mike Barnes Group, Strategic Plan Review and Recruitment Strategy

As a follow-up to last year's strategic plan review and update, staff asked Mike Barnes to review the EDC's performance and provide recommendations for continuous improvement. Mike was asked to primarily look at the EDC's Type A primary job recruiting and operational functions.

Mike will make a brief presentation related to his findings and be present to answer any questions.

Recommendation

No action required.



3.3 AGENDA ITEM

BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM
DATE SUBMITTED: July 15, 2016
MEETING DATE: July 18, 2016
 Agenda Item: Consideration, discussion and possible action on the vacant lot at 921 Main Street, owned by the City of Bastrop, related to the Bastrop EDC's proposal to develop a masterplan, including but not limited to, mitigation, shell building, and finish-out, and potential proposal of commercial redevelopment of the site.
2. Party Making Request: Shawn Kirkpatrick, Executive Director
3. Nature of Request: (Brief Overview) Attachments: Yes 🗾 No
Please see attached memo for additional information.
4. Policy Implication:
5. Budgeted: Yes No N/A Budgeted Amount: Over/(Under) Budget: Budgeted Amount: 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 For: SM GS CC KK WD KLK CL Second: SM GS CC KK WD KLK CL SM GS CC KK WD KLK CL Abstained: SM GS CC KK WD KLK CL



MEMORANDUM

Date: July 15, 2016

To: Bastrop EDC Board of Directors

Cc: Steve Adcock, Interim City Manager

JC Brown, Legal Counsel

From: Shawn A. Kirkpatrick, Executive Director

Subject: Update Potential Bastrop EDC Project at 921 Main Street

The Council approved appraising the property at the June 28th City Council meeting. This item is back on the Council agenda for additional consideration on July 19th.

Sarah O'Brien, Dan Hays-Clark and I met with the Texas Historical Commission staff in regards to the Town Square Initiative since our last meeting.

Should the city decide to move forward with transferring control of the property to the EDC, staff will prepare architectural and engineering options for the Board to consider at the August 2016 board meeting for inclusion in the FY 2016-2017 budget.

After having several additional conversations, the EDC should be prepared to complete "Phase 1" of the project, which includes the remediation of the site, THC/TSI preparing a feasibility analysis, and developing and seeking approval of the façades from the Bastrop Historic Landmark Commission. Currently, there appears to be ample interest to market the property for private development before considering additional phases performed by the EDC.

Recommendation

No action required at this time.



AGENDA ITEM 5

BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: July 14, 2016
MEETING DATE: July 18, 2016
 Agenda Item: The BEDC and City of Bastrop will provide written reports and be available to answer questions from the Board (includes items for update, discussion, and/or possible action by the Board of the BEDC).
2. Party Making Request: Shawn Kirkpatrick, Executive Director
3. Nature of Request: (Brief Overview) Attachments: Yes No No
A memo is attached with BEDC Staff updates as well as a report from the Main Street Program. Excerpts from the July 12 Interim City Manager's Report and an update from the City of Bastrop Planning Department are also attached. Other updates will be presented at the Board meeting.
4. Policy Implication:
5. Budgeted: Yes No N/A Budgeted Amount: Over/(Under) Budget: Budgeted Amount: 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 For: SM GS CC KK WD KLK CL Second: SM GS CC KK WD KLK CL Against: SM GS CC KK WD KLK CL Abstained: SM GS CC KK WD KLK CL



July 15, 2016

Memorandum

To: Board of Directors

Cc: Steve Adcock, Interim City Manager

JC Brown, BEDC Attorney

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC Update

Meetings since last report (06/17/2016):

Meeting - Local Broker/Developer

Interviews - ED Administrative Assistant

Meeting - Main Street (Sarah O'Brien)

Event - Pecan Park Open House

Meeting - Steve Mills, Sarah O'Brien, Nancy

Wood

Meeting - Comprehensive Plan Transportation

Meeting - Project Fiber Two

Meeting - WCID #2

Meeting - Jennifer Long

Meeting - Real Estate Broker/Developer

Conference Call - 903 Main Street

Meeting - Dinosaur Park

Meeting - Project Spaceballs

Meeting - Eric Davis, KSA

Training - Executive Pulse

Conference Call - Developer

Meeting - City Council Meeting

Conference Call - Comprehensive Plan

ED Off - June 30th to July 4th

Meeting - City Organizational Meeting

Meeting - Ann Franklin, Sarah O'Brien

Meeting - Mike Barnes

Meeting - Interim City Manager

Meeting - TX Historical Commission TSI

Meeting - Steve Mills

Event - City Employee Appreciation

Breakfast

Meeting - Career Fair

Meeting - BEDC Budget Workshop

Meeting - City Directors

Meeting - Pecan Park

Meeting - Jennifer Long

Conference Call - Graphic Designer

Meeting - Bastrop City Council

Conference Call - Opportunity Austin

Conference Call - West Bastrop Village

Lunch - City Staff

Meeting - Façade Grant Inspection

Meeting - Comprehensive Plan Committee

Meeting - Interim City Manager

Meeting - Project Valley Stays

Meeting - County EDC Directors

Meeting - Project White Foam

Meeting - Interim City Manager

Meeting - BEDC Board

Strategic Plan Review

Mike Barnes has reviewed the EDC performance for the past year and will report to the Board at the upcoming meeting of his findings.

Bastrop Active Developers

Staff is reaching out to active developers in the market to offer technical assistance with opportunities. Meetings are ongoing.

CO 2008A Defeasance

After visiting with our Financial Advisor, the Resolution to defease the bond will come to the Board at Budget Adoption and will be funded in the FY 2016-2017 Budget with fund balance.

Ad hoc Bylaws Committee

City Council approved the amended and restated Articles of Incorporation. Documents have been executed and filed with the Secretary of State and are awaiting acceptance.

903 Main Street office

Contract has been executed and receipted at the title company.

921 Main Street (City Owned Property)

This is a continuation of this potential project from last month. A memo outlining the potential project is included in the packet with information related to the discussion regarding the planning.

Items for Future Board Meetings

The following items have been requested for future meetings.

- Business and Industrial Park infrastructure development (Shawn Kirkpatrick)
- Presentation and update on City of Bastrop possible annexation (Mayor Ken Kesselus) – September 2016
- Bylaws Codification and Amendment (Board of Directors)
- Presentation and update on Houston Toad habitat (Gary Schiff)
- Presentation and update on City of Bastrop water and wastewater planning (Joe Beal)

Education and Workforce Development

Bastrop Job and Career Fair (Informal Committee)

City, Chamber and EDC had the initial kick-off planning meeting and have begun the process. October 1, 2016 is the date for the Bastrop Job Fair.

Business Retention and Expansion (BRE)

Bastrop Redevelopment Program (Informal Committee forming)

Sarah O'Brien at Main Street is working on developing the framework for the program.

BRE Outreach

Staff continues to have good response to visits. We can expect a higher volume of survey visits to be scheduled now that the Youth Career Day is complete.

Marketing and Recruiting

Virtual Building Program

KSA and Creed Construction are assisting the EDC with developing site plans, virtual buildings and cost estimates. These virtual buildings will be used in response to RFPs for potential projects.

Aerial Focus

Staff is working on developing a large format aerial map for marketing purposes. The aerial portion is under second mark-ups. The flip or reverse side is under development with our marketing team.

Aerial Drone Video

September/October timeframe - Neon Cloud will be in Bastrop to shoot the video to produce a 3-5 minute promotional video related to economic development in Bastrop.

Website Redesign

The EDC is adding or updating three modules for the website and updating the graphics.

Target Market Flyers

After early success with the Bio/Life Science flyer, staff is developing additional flyers for manufacturing, technology, hospitality & leisure, retail and housing.

Great Investment Summit

Texas will be hosting the Great Investment Summit in September in Dallas. This is an opportunity for the Bastrop EDC to directly market to a captive audience of companies and investors looking to invest in Texas.

Northern California Marketing Trip

Staff will be traveling with Opportunity Austin to Northern California on a marketing trip targeting companies and site consultants/brokers with projects in the Austin region.

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. A potential provider met with the City and is developing a financial model.

Bastrop Main Street Program

Economic Development Activities

July 11th, 2016

Downtown Property & Business Updates:

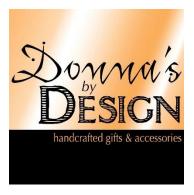




High Cotton's last day open downtown was Saturday, July 9th. Main Street staff and our ERLT team has met with two potential tenants for the store. We hope to have a public annoucement soon.



Chris McKewan and his wife will be opening Tough Cookie Bakery at the beginning of August, near Neighbor's Kitchen & Yard in one of the Hoover's properties.



Donan Cunningham will be attending Jon Schallert's "Destination Business Bootcamp" in August.

Main Street Director Activities:

Met with Kim Britton at the Hyatt to discuss partnershiop opportunties.

Met with Jim Bob McMillian, Texas Commission on the Arts Deputy Director to discuss our Cultural Arts Distirct development.

Spoke to Cedar Creek Rotary.

Attended Texas Travel & Tourism Association's Tourism College.

Spoke at Main Street Summer Training in Rockwall.

Met with community partners on a variety of topics: DBA, Chamber, Opera House, BEDC, BCHS, Bastrop County Tourism, Parks & Rec.

Met with the Town Square Initiative team concerning 921.

Developing a business plan for the lot adjacent to the Convention Center.

Met with Bill Thompson, SBDC.

Updating Main Street's bylaws, mission, vision and core values.

Met with downtown business and property owners.

Sent media advisories for Lost Pines Christmas event.

Meeting with festival organizers for Veteran's Day & Bastrop Homecoming.

Hosted our annual Volunteer Honor Roll event-recognizing 17 outstanding community volunteers.

Continued development of online presecnce through social media, blog, website and Bastrop TX App.

Main Street Events:



Assisted with the Pet & Pal Parade and the Patriotic Festival.



Art walk continues this summer bringing big crowds downtown. Main Street has taken over the promotion of this event.



Our Mornings on Main Street events are going great. Please join us one Friday morning for open discussion about issues that effect downtown.



Plans are well underway for this year's Swirl. Set for Friday, December 9th, we are making this year's event bigger and better!

Memorandum

Date: July 12, 2016

To: Mayor Kesselus & City Council Members

From: Steve Adcock

Re: City Manager's Informational Update Report for the July 12, 2016 City

Council Meeting

- A. Meetings and Events Attended:
 - 1. Fourth of July events at Fisherman's Park
 - 2. Organizational meeting
 - 3. IPS (Employee Insurance Benefit)
 - 4. Employee Appreciation Breakfast
- B. Updates on City Projects and Issues:
 - 1. **Update on the Chestnut Street Fire Station Renovation Project:** The project has been complete. The punch list has also been complete. The only thing left is to attach the new lettering when they arrive by the end of the month. See Exhibit 1
 - 2. Update on the Destination Marketing Organization: The two finalists to be interviewed are Young Strategies, Inc./Destination Services and DMO Proz. The other respondents not selected are Leslie McLellan, Linda Harvell and Elizabeth Taylor Consulting. The interviews will take place Monday July 11th at 5:30P at City Hall. This is the only time and date both firms could be interviewed. Young Strategies, Inc./Destination Services will be at City Hall and DMO Proz will be interviewed through Skype (over the internet). I have reached out to the listed references for these firms. I hope to have enough responses to email them to the council by the end of the day on Friday the 8th.It is expected that the city council will vote on the finalist at the July 12th council meeting.
 - 3. **Update on the Texas Department of Transportation SH 71 SH 95 Overpass**Hunter Industry has commenced work on the project. The first phase will be to complete the frontage roads. The anticipated completion of this phase will be sometime in January 2017. The City Engineer will be giving a status update on the construction and presentation at the July 12th council meeting.
 - 4. **Update and review of the storm events on May 26th-27th.** FEMA has opened up a center for all flood victims. They are located at 1200 Cedar Street. All victims must register with FEMA, even though they contacted the City/County previously. Victims

- that sustained damage related to the storm can register by going to the FEMA center, calling 1-800-621-3362, or online at www.disasterassistance.gov. Public Works Director Trey Job has been working on ways to mitigate areas. He will be giving a presentation at the July 12th council meeting.
- 5. **Review and discussion regarding the FY-17 budget:** We held a budget workshop on Tuesday July 5th. Topics discussed were items of importance for the budget and a review of the budget calendar. I have attached the budget calendar. See exhibit 2
- 6. **Update on Pecan Park-**The developer will be hosting an informal meeting on July 14th at 6:00 p.m. at City Hall. This meeting will provide information on the project and the plans on how to mitigate the drainage issues from the recent rains.
- 7. **Sales tax-** The July sales tax numbers have been released. I have attached these figures. See exhibit 3

Planning and Development Department Monthly Report – June 1, 2016 – June 30, 2016

Building Permit Type Totals:	Month	YTD	2015
Single Family Residences	9	23	18
New Commercial	0	11	8
Miscellaneous (electrical, plumbing, HVAC, pools, sprinklers, sheds, patio covers, signs, fire suppression)	22	234	261
Residential Remodels	4	20	34
Commercial Remodels	0	8	18
Total Permits Issued Commercial and Residential Inspections	42 134	309 966	339 1689

Business information requests:

- Residential Subdivisions
- Retail Development

Commercial Development/Remodel – Tenant Finish Out	Location	Status
Bastrop County Medical	489 Agnes – Little Colony Center – Walmart Parking Lot	Tenant finish out in progress

Commercial Development with accepted Site Dev Plan – has been permitted and work has begun on the project	Location	Status
Coghlan Group Main Building	1500B Business Park Drive – Bastrop Business and Industrial Park	Site work 95% complete; Temporary CO issued 4/26/2016
Lost Pines Art Center and Reflective Sculpture	1204 Chestnut	Site work approximately 30% complete
Elliott Electric Supply	405 Technology Drive – Bastrop Business and Industrial Park	Site work approximately 30% complete
A & B Auto Repair	612 Old Austin Highway – Don Stewart Replat	Site work approximately 50% complete
Commercial Development with Site Development Plan that is in the review process	Location	Status
New Haven Assisted Living & Memory Care Center	2604 State Highway 71 East – west of Industrial – within the city limits	4/25/2016 site development plans received and distributed to staff for review – 5/26/2016 staff comments issued – resubmittal required
Old Bastrop Museum Remodel	702 Main Street – this is a city designated historic structure – the owner applied for and was granted a Certificate of Appropriateness in November, 2015	5/9/2016 site development plans received and distributed to staff to review
Commercial Development with Site Development Plan that has been accepted	Location	Status - ON HOLD
Pacific Dental Services	1670 Highway 71 East – corner of Hwy 95 and Hwy 71 – Purcell Point – Lot 1 east of Popeye's	Site development plans accepted by staff February, 2016 – pre construction meeting has not been scheduled

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
Construction of utilities within Subdivisions	Description	Status	CC Action
Pecan Park Residential Section 4	Construction of Public Infrastructure west of Childers Street	In Progress	
Plan Review In Process Platting/Construction (utilities)	Description	Status	CC Action
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 – 3/8/2016 owner and surveyor came to plan review to discuss Hasler ROW – 4/28/2016 resubmittal received	Statutory Denial 7/28/2015
Aldridge Plat Final Plat	One residential lot – Lone Star Circle – Area A of the ETJ	12/14/2015 received and distributed to staff – comments issued – resubmittal required – 6/8/2016 received	Statutory denial 1/12/2016
Colony MUD 1A, Section 1 Phase 1 – Final Plat and Construction Plans	Approximately 23.925 acres west of FM 969	12/23/2015 received and distributed to staff — construction plans received 1/26/2016 — distributed to staff, TxDOT and the county for review — 3/1/2016 comments on construction plans issued — resubmittal required — 4/6/2016 city and county staff comments issued — resubmittal required — 4/14/2016 plat resubmittal received — construction plans have not been resubmitted	Statutory denial 1/12/2016

Plan Review In Process Platting/Construction (utilities)	Description	Status	CC Action
Zavodny Administrative Plat	Create two commercial mixed use lots - Cedar and State Highway 95	2/8/2016 received and distributed to staff – staff comments issued 3/16/2016 – resubmittal required – 4/28/2016 resubmittal received – 5/31/2016 Review 2 comments issued – a few comments remain to be addressed	Statutory denial 2/23/2016
Pecan Park Section 5B Final Plat and Construction Plans for Streets and Utilities	42 single family residential lots – west of Perkins	CC tabled plat 6/28/2016	Final Plat will go to CC 7/26/2016
512 House Group Final Plat	Located off Phelan Road in the 1 mile ETJ – 1 residential lot	Variance to Subdivision Ordinance tabled at CC 6/14/2016 – will go back to CC 7/26/2016	Final Plat will go to CC 8/9/2016
Suburbia Replat of Lot 21 and Lot 22B	Located off Highway 71 West in the 1 mile ETJ	4/29/2016 received and distributed to staff and the County to review – 5/20/2016 Review 1 comments issued – resubmittal required – 6/7/2016 resubmittal received – 7/6/2016 staff comments have cleared	Will go to CC 7/26/2016
Terrell Subdivision	Pecan, Austin and Jefferson Street – creating 4 residential lots	6/15/2016 plat recorded at the County	
Baham Interests Administrative Plat	Main Street – creating 2 lots in the Form Based Code Area	5/9/2016 received and distributed to staff to review	Statutory denial 5/24/2016
Woodrun Subdivision, Section 2, Phase 1 and 2	Smith Road – 1 mile ETJ – infrastructure construction plans – final plat documents have not been received	5/26/2016 construction received and distributed to staff and the County to review – 6/23/2016 plat received and distributed to staff and the County to review	Statutory denial 7/12/2016
Woodrun Subdivision, Section 2, Phase 1 and 2 Final Plats	Smith Road – 1 mile ETJ Section Two, Phase 1 – 17 lots Section Two, Phase 2 – 17 lots	6/23/2016 received and distributed to staff and the County to review - 6/23/2016 plat received and distributed to staff and the County to review	Statutory denial 7/12/2016
Tahitian Village Unit 2, Block 16 Lots 2-1402, 1403, 1404, 1405 and 2-1460, 1461 and 1462 – Administrative Plat	Combining 7 lots into 1 lot - located in the one mile ETJ	6/6/2016 received and distributed to staff and the County to review	Statutory denial 6/14/2016
XS Ranch Fund – Administrative Plat	Combining lots – Highway 71 and 1209 – commercial lots – within Area A of the ETJ	6/6/2016 received and distributed to staff and the County to review	Statutory denial 6/14/2016

Plan Review In Process Platting/Construction (utilities)	Description	Status	CC Action
Pecan Park Section 3A Preliminary Plat	West of Childers and south of the 100' LCRA Easement – 68 residential lots	6/15/2016 received and distributed to staff to review	Statutory denial 6/28/2016
Pecan Park Section 6A Preliminary Plat	East of Childers and south of the 100' LCRA Easement – 44 residential lots	6/13/2016 received and distributed to staff to review	Statutory denial 6/28/2016
Bastrop Business and Industrial Park, Phase 1 Replat of Lot 2	Technology Drive – Lot 2-A consists of 1.400 acres – Lots 2B consists of 2.836 acres	7/1/2016 received and distributed to staff to review	Statutory denial 7/12/2016
Applications/Projects in Process	Description	Meeting Date, Items to be Discussed or Items to be Acted on	CC Action
Variance to minimum setbacks – City initiated	Nine remaining properties along College Street – south of Highway 71	Board of Adjustment denied the setback back variances for the nine remaining properties 5/4/2016 This item was heard again at the 6/1/2016 BOA meeting – variances were granted with the condition that each property is notified (by certified mail) of the action taken by the Board	
Amendments to the Zoning Ordinance Section 43 and 43.9, Amendments to the Definitions and Use Charts Section 36 – Tattoo Studios/permanent makeup	Sexually oriented businesses – remove references to tattoos and body piercing – update definitions to allow permanent makeups as an incidental/accessory use in Barber Shop/Hair Salons and amend Use Charts to add tattoo and body piercing studios	P& Z 5/28/2016 recommended approval – 6/14/2016 CC did not vote on this item – 6/28/2016 – CC Public Hearing 7/26/2016 – 1st Reading of the Ordinance to amend definitions	

Maintenance Bonds	Location Public Utilities Installed	City Council Accepted Public Utilities	Bond 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 in the Orchard Pkwy Construction file in the vault	11/3/2016
Pecan Park, Section 5A Final Plat	Construction of public infrastructure – extension of Childers Drive, streets and public utilities within the subdivision	City Council accepted the utilities 2/9/2016 – Two Year Maintenance Bond – original bond is in the Pecan Park Residential, Section 5A Final Plat file in the vault	2/9/2018