

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)**

Monday, January 23, 2017 – 6:00 P.M.

Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

1. CALL TO ORDER

The Bastrop EDC Board reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item in compliance with the Texas Open Meetings Act, Chapter 551 Government Code.

2. PUBLIC COMMENT(S)

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Resignation of Steve Mills, Chair of the Bastrop Economic Development Corporation Board of Directors. **(page 3)**
- 3.2. Consideration, discussion and possible action on election of a new Board Chair, and possible election of a new Board Vice-Chair and/or Secretary/Treasurer, if necessary. **(page 5)**
- 3.3. Approval of meeting minutes of the Regular Board Meeting of November 21, 2016. **(page 6)**
- 3.4. Acceptance of the Bastrop EDC's financial summary reports for periods ending November 30, 2016, and December 31, 2016. **(page 10)**
- 3.5. Consideration, discussion and possible action on approving a Bastrop Economic Development Corporation Business Incentive Grant Program Standard Agreement for the building located at 913 Main Street, owned by Deborah and Chris Cecil. **(page 37)**
- 3.6. Consideration, discussion and possible action on approving the Ninth Amended Bylaws of the Bastrop Economic Development Corporation for submission to the Bastrop City Council for approval. **(page 62)**
- 3.7. Consideration and discussion regarding draft Policies and Procedures for the Bastrop EDC. **(page 73)**
- 3.8. Possible action on resolutions approving Policies and Procedures for the Bastrop EDC: (1) Resolution 2017-0001, Board Meeting Policies and Procedures, (2) Resolution 2017-0002, Governance Policies and Procedures, (3) Resolution 2017-0003, Financial Policies and Procedures, and (4) Resolution 2017-0004, Travel Policies and Procedures. **(page 86)**
- 3.9. Consideration, discussion and possible action on a request from the City of Bastrop Interim City Manager for the Bastrop EDC to fund a drainage study for Pine Forest Unit 6. **(page 91)**
- 3.10. Report on Bastrop EDC: (1) 921 Main Street, (2) Loop 150 Trail Expansion, (3) Bastrop Business and Industrial Park planning, engineering, and site improvements, (4) Main Street Improvement Project, (5) Alley D Parking Lot, and (6) Executive Director annual review. **(page 93)**
- 3.11. Requests from Board of Directors for future agenda items. **(page 96)**

4. EXECUTIVE SESSION

- 4.1. The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
- (1) **Section 551.072** – Deliberation about the purchase, exchange, lease, or value of real property: Projects ‘Subway Tile’, ‘Main Stay’, and/or ‘Sinkhole’.
 - (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects ‘Apothecary II’, ‘Quick Sale’, ‘Midnight Rider’, ‘Big Ben’, ‘Subway Tile’, ‘Water Lily’, ‘Goat Farm’, ‘Hot Market’, ‘Main Stay’, ‘Sinkhole’, and/or ‘Curious George’.
- 4.2. The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

5. ADJOURNMENT

CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (Bastrop EDC), certify that this Notice of Meeting was posted on the front window of the Bastrop EDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the Bastrop EDC’s website on this the 20th day of January 2017 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.



Agenda Item: 3.1

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Resignation of Steve Mills, Chair of the Bastrop Economic Development Corporation Board of Directors.

Prepared by: Shawn A. Kirkpatrick, Executive Director

EDC staff would like to thank Steve for his 16+ years of service on the Board of Directors. It has been our pleasure to have worked with him on important economic development issues over his service and into the future.

Steve will not be able to attend the January 23rd meeting due to other obligations. He will return in the near future to be recognized for his service to the EDC and community.

Recommendation

No action required.



January 19, 2017

Mayor Ken Kesselus
City of Bastrop
P.O. Box 427
Bastrop, Texas 78602

Dear Mayor Kesselus:

I am submitting this letter to you as my resignation from the Board of Directors of the Bastrop Economic Development Corporation.

I have undertaken other projects that require my full attention at this time. For this reason, I must relinquish my Board duties and devote more time to those obligations. Please accept this as my official Board resignation letter, effective January 23, 2016.

I have enjoyed my many years on the BEDC Board. Thank you for allowing me to be a part of this valuable organization.

Sincerely,

A handwritten signature in blue ink that reads "Steve Mills". The signature is written in a cursive style with a large, sweeping initial "S" that loops under the name.

Steve Mills

cc: Shawn Kirkpatrick, BEDC Executive Director



Agenda Item: 3.2

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Consideration, discussion and possible action on election of a new Board Chair, and possible election of a new Board Vice-Chair and/or Secretary/Treasurer, if necessary.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Staff has no recommendation on the election of Board Officers.

With the resignation of Steve Mills, the Board Chair, it is necessary for the Board to elect from among its members a Chair to fill the unexpired term.

Should the Board elect an existing Board Officer to fill the unexpired Chair term, it will be necessary to fill the vacancy in the additionally vacated Officer position(s).

Recommendation

No staff recommendation provided.



Agenda Item: 3.3

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Approval of meeting minutes of the Regular Board Meeting of November 21, 2016.

Prepared by: Angela Ryan, Assistant Director

The draft minutes from the 11/21/16 Regular Board Meeting are attached for the Board's review.

Attachment:

Draft minutes from the Board Meeting of November 21, 2016.

Recommendation

Approve the minutes as submitted.

BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS
Minutes of Monthly Meeting, November 21, 2016
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, November 21, 2016, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

Board members present were: Kristi Koch, Mayor Ken Kesselus, Kevin Plunkett, Cam Chavez, Joe Beal and Drusilla Rogers. Board member Steve Mills was absent. Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider and Kathy Merrifield. Charlie Zech, BEDC Attorney, and Marvin Townsend, Interim City Manager, were also present.

1. CALL TO ORDER – Board Vice-Chair Kristi Koch called the Board Meeting to order at 6:00 p.m.

2. PUBLIC COMMENT(S) – There were no public comments.

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Consideration, discussion and possible action regarding the adoption of interim EDC Board meeting policies and procedures. Since there were no public comments, Mr. Kirkpatrick recommended postponing this item for further discussion during item 3.7.
- 3.2. Approval of meeting minutes of the Regular Board Meeting of September 19, 2016. Mr. Beal made the motion to approve the minutes as submitted, Mr. Plunkett seconded and the motion passed.
- 3.3. Acceptance of the Bastrop EDC's financial summary reports for periods ending September 30, 2016, and October 31, 2016. Mr. Kirkpatrick briefly reviewed each set of financials and also informed the Board that the Finance Department is working to make future reports easier to read. Mr. Beal made the motion to accept both sets of financial reports as submitted, Ms. Rogers seconded and the motion passed.
- 3.4. Consideration, discussion and possible action regarding the Bastrop EDC's legal services, including but not limited to the RFQ for legal services and the recommendation from the review committee to engage Denton, Navarro, Rocha, Bernal, Hyde & Zech. Mr. Mills, Ms. Koch, Mr. Chavez and Mr. Kirkpatrick were on the review committee who scored the five RFQ submissions. Mr. Kirkpatrick explained that Denton, Navarro, Rocha, Bernal, Hyde & Zech was the overall top scoring firm and all of their references were very positive. The committee's recommendation was to approve engaging the law firm for a period of three years. Mayor Kesselus made the motion to authorize the Executive Director to negotiate and execute a written engagement agreement for a term of three years with Denton, Navarro, Rocha, Bernal, Hyde & Zech as primary legal counsel for the Bastrop EDC. Mr. Beal seconded and the motion passed.
- 3.5. Consideration, discussion and possible action on the expenditure of 2013 Bond funds to pay for planning, engineering and improvements in the Bastrop Business and Industrial Park. Mr. Kirkpatrick explained that in 2013 the EDC had issued Certificates of Obligation (COs) to add infrastructure to the Business and Industrial Park (BIP), and approximately \$660,000 is still available to use for planning, engineering, and other work associated with BIP development. He explained that during the pre-development meeting with AEI Technologies, we were made aware that during the previous road project, 18 to 24 inches of fill had been moved onto lots B4 and B5, across the street from JAMCo. The addition of this fill made the 1996 geotechnical report unreliable, so Mr. Kirkpatrick had an updated geotech study done on the affected lots, which showed the need for soil remediation. Mr. Kirkpatrick suggested engaging an engineering firm to address this immediate issue on the AEI project, as well as look at pre-

planning and developing a scope of work to determine the best course of action moving forward to utilize the remaining acreage in the BIP. Mr. Kirkpatrick explained it would include a geotech investigation on other sites in the BIP, fill remediation, planning related to drainage and regional storm water, street planning, a water and wastewater study, and surveying and land planning. He also suggested updating the signage at the entrance of the BIP. Mr. Kirkpatrick said the cost estimate for all of this work was \$200,000 to \$250,000, and he would like to use the CO bond funds for that purpose. Mr. Beal made the motion to approve the expenditure of 2013 CO bond funds for planning, engineering, and sign improvements in the Bastrop Business and Industrial Park, not to exceed \$250,000 without further Board approval, and that the Board review the work and determine whether or not they want to spend all \$250,000. In addition, the Board Chair and/or Treasurer will approve all expenditures in excess of the Executive Director's approval limit. Mr. Chavez seconded and the motion passed.

- 3.6. Consideration, discussion and possible action on the adoption of guidelines for the Business Incentive Grant program. Mr. Kirkpatrick explained that the Board allocated \$50,000 for a Redevelopment Program in this year's budget. The new name of the program is the Business Incentive Grant (BIG) program. He said the guidelines have been laid out and are ready for the Board's consideration. Once adopted, they can begin taking applications, and those businesses that are approved will require a performance agreement with the EDC. Main Street Director Sarah O'Brien explained the BIG program is a combination of the previous façade and mega grant programs, but the parameters have been changed making the grants available to any business property owner in Bastrop. She explained the scoring system allows them to give higher priority to historic properties, vacant and underutilized properties, businesses that attract tourism, etc. Ms. O'Brien said the program has been simplified and streamlined. The maximum amount per business is \$10,000, and she already has several businesses interested in applying. The Design Committee will review the applications and then the EDC Board will have final approval. Mr. Chavez made the motion to approve the Business Incentive Grant guidelines, Ms. Rogers seconded and the motion passed.
- 3.7. Consideration, discussion and possible action concerning Bastrop EDC governing documents, including but not limited to Articles of Incorporation, Bylaws, and Policies & Procedures. Mr. Kirkpatrick gave a brief overview of the process, explaining the attorney had made clear the hierarchy of governing documents is the state statutes in Chapters 501-505 of the Local Government Code, articles of incorporation, and bylaws, in that order. He explained the bylaws cannot contradict either the articles or state law. Mr. Kirkpatrick said the draft policies and procedures document had come about as a result of the input sessions with the public. Bonnie Coffey asked the Board to clarify the public comments procedure which she feels is confusing. She asked the Board not require the Request to Speak Forms be submitted prior to the agenda item being called, and that it be made clear who is to receive the forms. The Board discussed board appointments, term limits, the number of councilmembers on the Board, the number of board members residing outside city limits, and whether or not the Mayor could automatically be placed on the Board. Mr. Zech explained that the state statute governing Type B economic development organizations states the governing body shall make all appointments to the Board, which in Bastrop is the City Council. Therefore, the Mayor must be appointed to and may be removed from the Board at any time, with or without cause, just as any other Board member. Mr. Zech also pointed out that there is no allowance in the state statute for ex officio Board members. It was the Board's consensus that: City Council members on the Board would not exceed two; Board members who reside outside the city limits but within the city's extended extraterritorial jurisdiction (ETJ) would not exceed two; Board members who run for elected office other than City Council would need to resign from the Board; and that meetings would be at City Hall unless it was necessary to move them. Ms. Coffey said the public needs to be able to hear no matter where the meetings are held. Richard Smarzik said he disagreed with having more than one City Councilmember on the EDC Board.

4. UPDATE(S), REPORT(S), ANNOUNCEMENT(S) AND/OR FUTURE AGENDA ITEMS

- 4.1. Bastrop EDC Monthly Report – Mr. Kirkpatrick’s report was included in the Board packet. He announced that Ms. Riemenschneider has been transitioned to a project management role, and her step and grade will be adjusted accordingly.
- 4.2. Main Street Program Monthly Report – Ms. O’Brien’s report was included in the Board packet.
- 4.3. Bastrop City Manager Update – Mr. Townsend gave an update on Pine Forest Unit 6.
- 4.4. Requests from Board of Directors for future agenda items – Mr. Chavez requested an agenda item to discuss creating a scorecard that touches on the EDC’s scope and how well we are doing.

5. EXECUTIVE SESSION

- 5.1. At 7:55 p.m., Ms. Koch 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 551.072** – Deliberation about the purchase, exchange, lease, or value of real property: Projects ‘Lone Star II’, ‘1989’, ‘Majestic’, ‘Heart Break’, and/or ‘Sink Hole’.
 - (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects ‘Lone Star II’, ‘1989’, ‘Majestic’, ‘Apothecary II’, ‘Woody’, ‘Kentucky’, ‘Quick Sale’, ‘Midnight Rider’, ‘Valley Stays’, and/or ‘Main Stay’.
- 5.2. At 8:24 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. There was no action taken.

6. **ADJOURNMENT** – Cam Chavez made the motion to adjourn and Mayor Kesselus seconded. The BEDC Board of Directors adjourned at 8:25 p.m.



Agenda Item: 3.4

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Acceptance of the Bastrop EDC's financial summary reports for periods ending November 30, 2016, and December 31, 2016.

Prepared by: Shawn Kirkpatrick, Executive Director

Attached for the Board's review and consideration are the BEDC financial summary reports for the periods ending November 30, 2016, and December 31, 2016.

Attachments:

Financial Summary for period ending November 30, 2016

Financial Summary for period ending December 31, 2016

Recommendation

Accept the financial reports as submitted.

BASTROP ECONOMIC DEVELOPMENT CORPORATION

FINANCIAL SUMMARY FOR PERIOD ENDING NOV. 30, 2016



BASTROP ECONOMIC DEVELOPMENT CORPORATION
SUMMARY OF REVENUES AND EXPENDITURES
 AS OF NOV. 30, 2016

FISCAL YEAR 2017 IS 16.7% COMPLETE AS OF NOV. 30, 2016. THESE REPORTS PROVIDE AN UNAUDITED AND PRELIMINARY SNAPSHOT OF THE BEDC FINANCIAL INFORMATION.

THE ONE TIME PAYMENT TO THE CITY FOR THE DEFEASANCE OF 2008A BOND WAS PAID OUT IN NOVEMBER IN THE AMOUNT OF \$386,827.50

Revenues

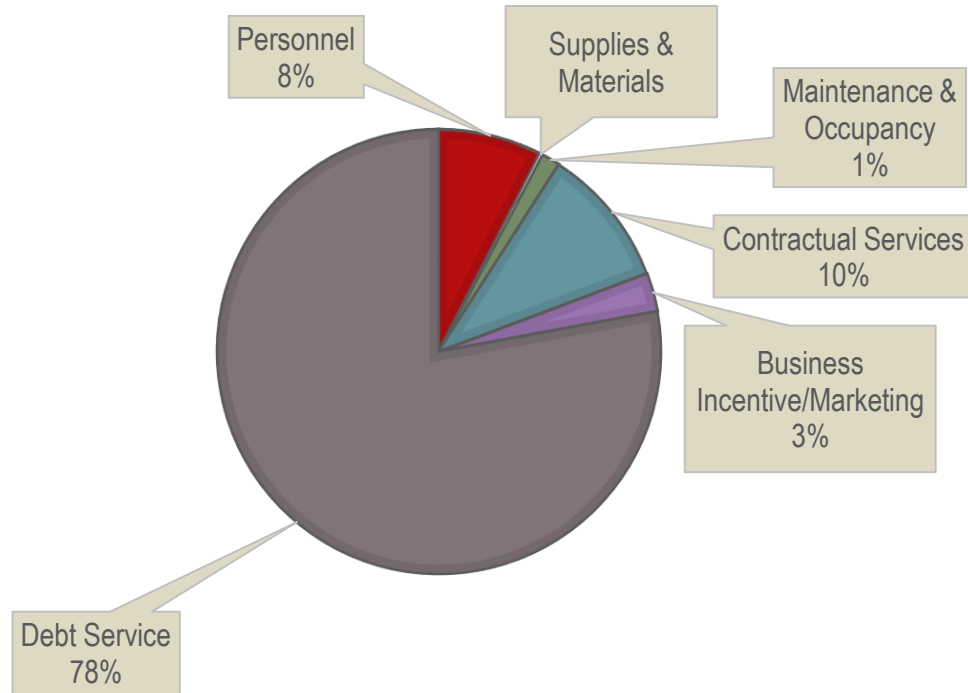
Expenditures

FY 2017 Budget	FY 2017 Actual	% of Budget	FY 2017 Budget	FY 2017 Actual	% of Budget
\$ 2,234,800	\$ 341,454	15.3%	\$ 2,418,838	\$ 561,873	23.2%

01/20/2017
 Summary of Revenues
 As of Nov. 30, 2016

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. OTHER REVENUE IS INCLUDED WITHIN THE LINE GRAPH TO INCLUDE LEASE AGREEMENT INCOME, INTEREST INCOME, AND MISCELLANEOUS INCOME.

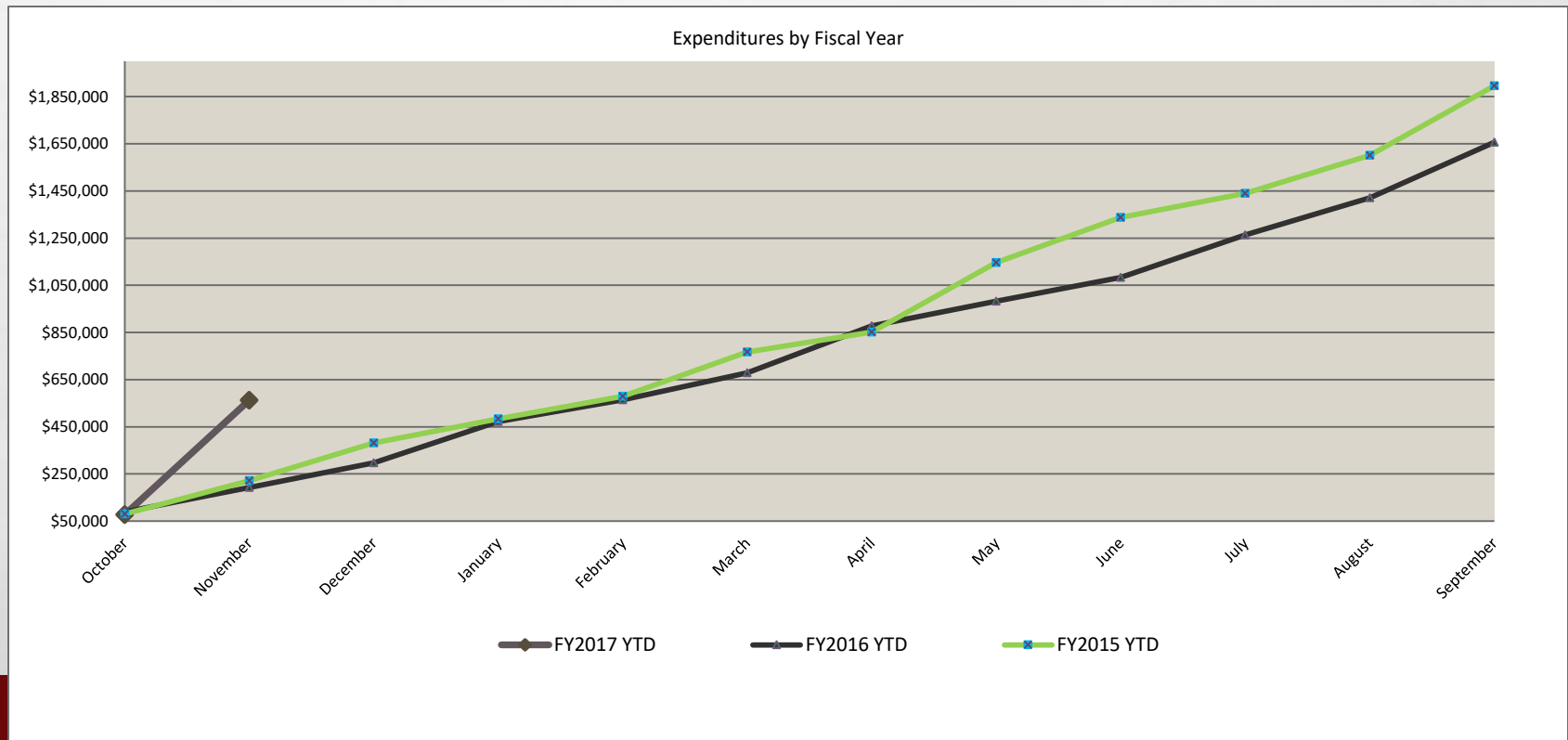




* Chart reflects FY2017 Fiscal Year-to Date expenses. Data provided by City of Bastrop Finance Department records.

01/20/2017
EXPENDITURE COMPARISON GRAPH
AS OF NOV. 30, 2016

EXPENSES: THE LINE GRAPH MAKES A COMPARISON OF THE CURRENT FISCAL YEAR EXPENSES TO THE LAST TWO FISCAL YEAR ON A YEAR TO DATE BASIS. THE FUNDS' BASIC OPERATIONS OR FIXED EXPENSES SHOULD STAY RELATIVELY FLAT OR FIXED ON THE LINE GRAPH.



BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2016-2017 BUDGET

Unaudited Fund Balance 9-30-2016	\$ 3,849,822
FY 2015-2016	
Budgeted Revenues	<u>\$ 2,234,800</u>
Total FY 2016 Resources	\$ 6,084,622
Budgeted Expenditures:	
Operating Expenses	\$ (1,445,775)
Capital Expenses	\$ (280,000)
Debt Service	<u>\$ (693,063)</u>
	\$ (2,418,838)
Projected Ending Gross Fund Balance 09-30-2017	\$ 3,665,784
Reserve 25% of Operating Expense	\$ 361,444

* THE PROJECTED OPERATING BALANCE INCLUDES A \$150,000 REDUCTION FOR DESIGNATED OPERATING EQUITY.

** IN ORDER TO MAINTAIN A 25% OR 90 DAY BALANCE, THE TOTAL BUDGETED EXPENDITURES MAY NOT EXCEED \$5,723,178. THESE FIGURES ARE SUBJECT TO CHANGE DEPENDING UPON ACTUAL REVENUES AND EXPENDITURES.

BEDC FINANCIAL STATEMENTS ATTACHED



CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2016

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
TAXES & PENALTIES						
00-00-4005 SALES TAX	332,754.28	2,209,500.00	173,880.14	335,034.98	1,874,465.02	15.16
TOTAL TAXES & PENALTIES	332,754.28	2,209,500.00	173,880.14	335,034.98	1,874,465.02	15.16
CHARGES FOR SERVICES						
00-00-4047 LEASE AGREEMENT	2,300.00	13,800.00	1,150.00	2,300.00	11,500.00	16.67
TOTAL CHARGES FOR SERVICES	2,300.00	13,800.00	1,150.00	2,300.00	11,500.00	16.67
OTHER REVENUE						
INTEREST INCOME						
00-00-4400 INTEREST INCOME	609.00	10,000.00	1,944.87	3,913.33	6,086.67	39.13
00-00-4401 INTEREST RECEIVED ON NOTES	275.53	1,500.00	101.14	205.30	1,294.70	13.69
TOTAL INTEREST INCOME	884.53	11,500.00	2,046.01	4,118.63	7,381.37	35.81
MISCELLANEOUS						
TRANSFERS-IN						
OTHER SOURCES						
** TOTAL REVENUE **	335,938.81	2,234,800.00	177,076.15	341,453.61	1,893,346.39	15.28

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: NOVEMBER 30TH, 2016

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 =====						
BEDC ADMINISTRATION =====						
00-NON-PROGRAM =====						
PERSONNEL COSTS						
70-00-5101 BEDC OPERATIONAL SALARIES	24,751.48	233,478.00	17,702.78	30,930.42	202,547.58	13.25
70-00-5116 LONGEVITY	0.00	450.00	0.00	0.00	450.00	0.00
70-00-5117 OVERTIME	37.50	0.00	0.00	0.00	0.00	0.00
70-00-5150 SOCIAL SECURITY	1,864.51	17,930.00	1,309.46	2,276.58	15,653.42	12.70
70-00-5151 RETIREMENT	2,426.63	27,050.00	1,955.32	3,417.04	23,632.96	12.63
70-00-5155 GROUP INSURANCE	2,777.32	28,988.00	1,923.96	5,136.70	23,851.30	17.72
70-00-5156 WORKER'S COMPENSATION	0.00	500.00	0.00	103.67	396.33	20.73
TOTAL PERSONNEL COSTS	31,857.44	308,396.00	22,891.52	41,864.41	266,531.59	13.57
SUPPLIES & MATERIALS						
70-00-5201 OPERATIONAL SUPPLIES (OFFIC	625.69	7,000.00	642.10	764.02	6,235.98	10.91
70-00-5203 POSTAGE	47.19	360.00	0.00	0.00	360.00	0.00
70-00-5206 OFFICE EQUIPMENT	0.00	10,200.00	461.49	607.84	9,592.16	5.96
TOTAL SUPPLIES & MATERIALS	672.88	17,560.00	1,103.59	1,371.86	16,188.14	7.81
MAINTENANCE & REPAIRS						
70-00-5301 MAINT OF EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	400.00	3,600.00	200.00	454.00	3,146.00	12.61
TOTAL MAINTENANCE & REPAIRS	400.00	4,600.00	200.00	454.00	4,146.00	9.87
OCCUPANCY						
70-00-5401 COMMUNICATIONS	1,621.04	11,550.00	773.57	1,230.86	10,319.14	10.66
70-00-5402 OFFICE RENTAL	9,000.00	36,000.00	0.00	6,000.00	30,000.00	16.67
70-00-5403 UTILITIES	919.71	4,680.00	0.00	202.43	4,477.57	4.33
TOTAL OCCUPANCY	11,540.75	52,230.00	773.57	7,433.29	44,796.71	14.23

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2016

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	13,684.00	66,300.00	7,699.00	25,194.00	41,106.00	38.00
70-00-5525 LEGALS	2,977.00	30,000.00	1,434.30	1,434.30	28,565.70	4.78
70-00-5530 ENGINEERING	1,855.00	15,000.00	8,333.75	8,333.75	6,666.25	55.56
70-00-5540 PROPERTY INSURANCE	192.73	1,200.00	0.00	174.38	1,025.62	14.53
70-00-5561 CONTRACTUAL SERVICES	1,500.00	6,000.00	0.00	1,000.00	5,000.00	16.67
70-00-5574 CITY CONTRACT FOR SERVICE	9,980.81	139,000.00	11,048.81	11,048.81	127,951.19	7.95
70-00-5596 MAIN STREET PROG SUPPORT	6,666.66	40,000.00	3,333.33	6,666.66	33,333.34	16.67
70-00-5598 CITY ADMINISTRATIVE SUPPORT	2,701.50	50,000.00	3,406.85	3,406.85	46,593.15	6.81
TOTAL CONTRACTUAL SERVICES	39,557.70	347,500.00	35,256.04	57,258.75	290,241.25	16.48
OTHER CHARGES						
70-00-5603 MARKETING TRAVEL	2,674.35	12,000.00	3,063.85	3,063.85	8,936.15	25.53
70-00-5604 BUSINESS DEVELOPMENT	1,858.28	10,000.00	248.24	248.24	9,751.76	2.48
70-00-5605 TRAINING TRAVEL	2,510.82	10,000.00	2,427.97	3,218.93	6,781.07	32.19
70-00-5606 AUTO ALLOWANCE - STAFF	0.00	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5611 BILLBOARDS	2,000.00	0.00	0.00	0.00	0.00	0.00
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	1,129.00	11,284.00	706.20	1,206.20	10,077.80	10.69
70-00-5631 BONDS FOR BEDC OFFICERS	0.00	1,000.00	805.00	805.00	195.00	80.50
70-00-5633 LOCAL/MISC ADV & SPONSORSHI	2,181.92	15,000.00	1,412.25	2,699.09	12,300.91	17.99
70-00-5634 NATIONAL ADV & MARKETING	375.00	50,000.00	1,295.00	1,360.00	48,640.00	2.72
70-00-5635 REGIONAL ADV & MARKETING	0.00	15,000.00	64.93	64.93	14,935.07	0.43
70-00-5636 DIGITAL ADV & MARKETING	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5637 SPECIAL ADV & MARKETING	0.00	12,000.00	0.00	0.00	12,000.00	0.00
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	50,000.00	0.00	0.00	50,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	104.28	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT	0.00	329,000.00	0.00	0.00	329,000.00	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	49,205.00	0.00	0.00	49,205.00	0.00
70-00-5649 SPL PRJT DISASTER RELIEF GR	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5650 SPL PRJT BUS RETEN & EXPAN	0.00	10,000.00	1,962.59	1,962.59	8,037.41	19.63
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	3,855.98	0.00	0.00	1,079.01	(1,079.01)	0.00
TOTAL OTHER CHARGES	16,689.63	690,489.00	11,986.03	15,707.84	674,781.16	2.27
CONTINGENCY						
70-00-5900 CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2016

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
CAPITAL OUTLAY						
70-00-6713 TRAIL SYS FROM ESKEW TO HWY	0.00	180,000.00	0.00	0.00	180,000.00	0.00
70-00-6714 921 MAINSTREET PROJECT	0.00	100,000.00	0.00	0.00	100,000.00	0.00
TOTAL CAPITAL OUTLAY	0.00	280,000.00	0.00	0.00	280,000.00	0.00
DEBT SERVICE						
70-00-7133 C OF O SERIES 2013 PRINCIPL	12,705.00	70,000.00	5,833.33	11,666.66	58,333.34	16.67
70-00-7134 C OF O SERIES 2013 INTEREST	16,821.00	98,700.00	8,224.90	16,449.80	82,250.20	16.67
70-00-7137 C OF O SERIES 2010 PRINCIPA	7,055.66	45,110.00	3,759.17	7,518.34	37,591.66	16.67
70-00-7138 C OF O SERIES 2010 INTEREST	5,582.34	32,013.00	2,667.72	5,335.44	26,677.56	16.67
70-00-7152 GO REFUNDING SER 2014 INT	1,054.22	0.00	0.00	0.00	0.00	0.00
70-00-7501 C OF O SERIES 2008A PRINCIP	3,543.84	370,000.00	370,000.00	370,000.00	0.00	100.00
70-00-7502 C OF O SERIES 2008A, INTERE	1,794.50	16,828.00	16,827.50	16,827.50	0.50	100.00
TOTAL DEBT SERVICE	48,556.56	632,651.00	407,312.62	427,797.74	204,853.26	67.62
TOTAL 00-NON-PROGRAM	149,274.96	2,358,426.00	479,523.37	551,887.89	1,806,538.11	23.40
ADMINISTRATION =====						
CAPITAL OUTLAY						
DEBT SERVICE						
70-10-7097 INTEREST EXPENSE ON FNB NOT	1,343.83	500.00	0.00	0.00	500.00	0.00
70-10-7603 BOND PRINCIPAL 2006	39,166.66	50,000.00	4,166.67	8,333.34	41,666.66	16.67
70-10-7604 BOND INTEREST 2006	3,457.66	9,912.00	825.95	1,651.90	8,260.10	16.67
TOTAL DEBT SERVICE	43,968.15	60,412.00	4,992.62	9,985.24	50,426.76	16.53
TOTAL ADMINISTRATION	43,968.15	60,412.00	4,992.62	9,985.24	50,426.76	16.53
TOTAL BEDC ADMINISTRATION	193,243.11	2,418,838.00	484,515.99	561,873.13	1,856,964.87	23.23
*** TOTAL EXPENSES ***	193,243.11	2,418,838.00	484,515.99	561,873.13	1,856,964.87	23.23

*** END OF REPORT ***

01/20/2017

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2016

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	14,045.86
00-00-1012	TEXAS CLASS	1,522,762.35
00-00-1100	TEXPOOL	1,705,938.66
00-00-1135	DREYFUS MM ACCT	1,141.19
00-00-1141	CERTIFICATE OF DEPOSIT FN	501,000.00
00-00-1224	ACCT RECEIVABLE-SALES TAX	332,880.14
00-00-1272	NOTES RECEIVABLE-GARMENT	58,334.03
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	19,332.63
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	19,090.63
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	458.76
00-00-1420	EQUIPMENT	8,300.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1460	FIXED ASSETS - BUILDING	845,593.73
00-00-1470	FIXED ASSETS - LAND	832,992.05
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRAST	6,943.68
00-00-1499	ACCUMULATED DEPRECIATION(1,677,456.51)
00-00-1575	DEFERRED OUTFLOWS-PENSION	15,195.00
00-00-1576	DEFERRED OUTFLOWS-ACTUARI	501.00
00-00-1577	DEFERRED OUTFLOWS-DEFICIT	3,617.00

6,513,603.42

TOTAL ASSETS

6,513,603.42

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01/20/2017

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2016

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	31,226.20	
00-00-2080	NOTES PAYABLE-CITY-WTR PR	420,000.00	
00-00-2081	NOTES PAYABLE-CITY-TDC	33,334.00	
00-00-2101	BONDS PAYABLE CURRENT POR	271,043.00	
00-00-2102	TAX/REV 2006 BOND PAYABLE	165,000.00	
00-00-2105	BONDS PAYABLE-CURRENT YR	50,955.48	
00-00-2125	ACCRUED INTEREST PAYABLE	25,686.06	
00-00-2127	ACCRUED EXPENSES-OTHER	40,117.38	
00-00-2235	DEFFERRED REVENUE-TOWER	52,900.00	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,614,384.44	
00-00-2405	ENCUMBRANCE ACCOUNT	(30,000.00)	
00-00-2406	RESERVE FOR ENCUMBRANCE	30,000.00	
00-00-2850	NET PENSION LIABLIITY	70,293.00	
00-00-2870	COMPENSATED ABSENCES PAYA	11,248.66	
			4,786,188.22
	TOTAL LIABILITIES		4,786,188.22
	SURPLUS (DEFICIT)	(220,419.52)	
00-00-3000	NET ASSETS	1,094,423.37	
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	
00-00-3505	RESTRICTED-COGLAN GRP	5,000.00	
00-00-3506	RESTRICTED-ELLIOTT PARTNE	37,372.85	
00-00-3507	RESTRICTED - AEI TECHNOLO	55,999.00	
	TOTAL EQUITY		1,727,415.20
	TOTAL LIABILITIES & FUND EQUITY		6,513,603.42

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BASTROP ECONOMIC DEVELOPMENT CORPORATION

FINANCIAL SUMMARY FOR PERIOD ENDING DEC. 31, 2016



BASTROP ECONOMIC DEVELOPMENT CORPORATION
SUMMARY OF REVENUES AND EXPENDITURES
 AS OF DEC. 31, 2016

FISCAL YEAR 2017 IS 25% COMPLETE AS OF DEC. 31, 2016. THESE REPORTS PROVIDE AN UNAUDITED AND PRELIMINARY SNAPSHOT OF THE BEDC FINANCIAL INFORMATION.

THE ONE TIME PAYMENT TO THE CITY FOR THE DEFEASANCE OF 2008A BOND WAS PAID OUT IN NOVEMBER IN THE AMOUNT OF \$386,827.50

Revenues

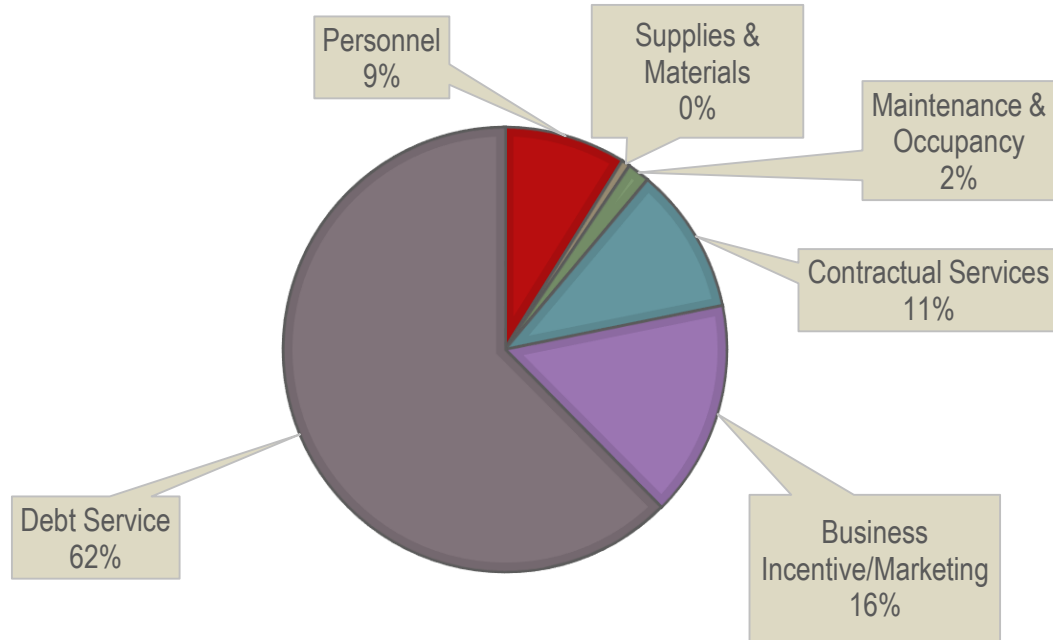
Expenditures

FY 2017 Budget	FY 2017 Actual	% of Budget	FY 2017 Budget	FY 2017 Actual	% of Budget
\$ 2,234,800	\$ 521,903	23.4%	\$ 2,418,838	\$ 741,508	30.7%

01/20/2017
 Summary of Revenues
 AS OF DEC. 31, 2016

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. OTHER REVENUE IS INCLUDED WITHIN THE LINE GRAPH TO INCLUDE LEASE AGREEMENT INCOME, INTEREST INCOME, AND MISCELLANEOUS INCOME.

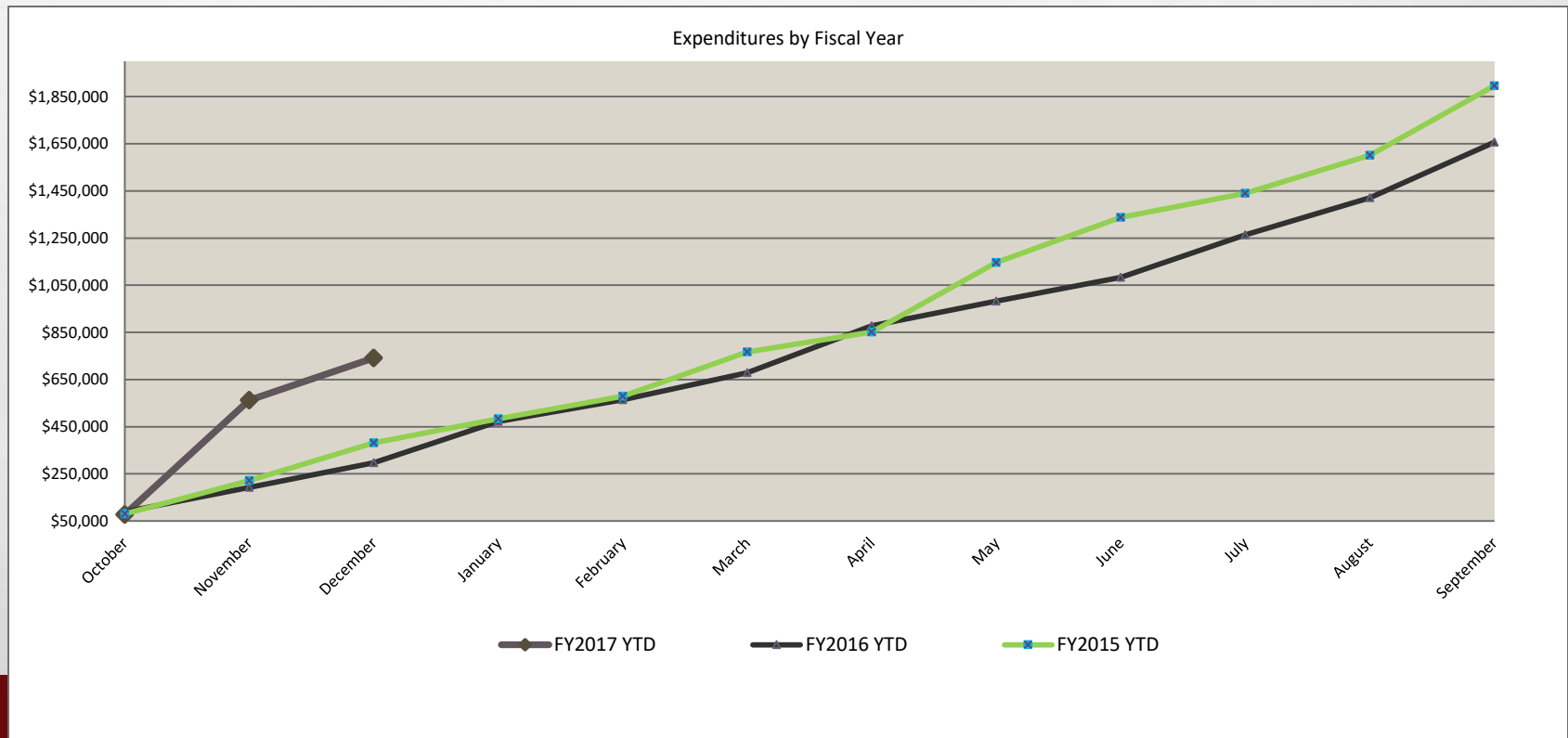




* Chart reflects FY2017 Fiscal Year-to Date expenses. Data provided by City of Bastrop Finance Department records.

01/20/2017
EXPENDITURE COMPARISON GRAPH
AS OF DEC. 31, 2016

EXPENSES: THE LINE GRAPH MAKES A COMPARISON OF THE CURRENT FISCAL YEAR EXPENSES TO THE LAST TWO FISCAL YEAR ON A YEAR TO DATE BASIS. THE FUNDS' BASIC OPERATIONS OR FIXED EXPENSES SHOULD STAY RELATIVELY FLAT OR FIXED ON THE LINE GRAPH.



BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2016-2017 BUDGET

Unaudited Fund Balance 9-30-2016	\$	3,849,822
 FY 2016-2017		
Budgeted Revenues	\$	<u>2,234,800</u>
Total FY 2017 Resources	\$	6,084,622
 Budgeted Expenditures:		
Operating Expenses	\$	(1,445,775)
Capital Expenses	\$	(280,000)
Debt Service	\$	<u>(693,063)</u>
	\$	(2,418,838)
Projected Ending Gross Fund Balance 09-30-2017	\$	3,665,784
Reserve 25% of Operating Expense	\$	361,444

* THE PROJECTED OPERATING BALANCE INCLUDES A \$150,000 REDUCTION FOR DESIGNATED OPERATING EQUITY.

** IN ORDER TO MAINTAIN A 25% OR 90 DAY BALANCE, THE TOTAL BUDGETED EXPENDITURES MAY NOT EXCEED \$5,723,178. THESE FIGURES ARE SUBJECT TO CHANGE DEPENDING UPON ACTUAL REVENUES AND EXPENDITURES.

BEDC FINANCIAL STATEMENTS ATTACHED



CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: DECEMBER 31ST, 2016

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
TAXES & PENALTIES						
00-00-4005 SALES TAX	493,840.97	2,209,500.00	177,092.19	512,127.17	1,697,372.83	23.18
TOTAL TAXES & PENALTIES	493,840.97	2,209,500.00	177,092.19	512,127.17	1,697,372.83	23.18
CHARGES FOR SERVICES						
00-00-4047 LEASE AGREEMENT	3,450.00	13,800.00	1,150.00	3,450.00	10,350.00	25.00
TOTAL CHARGES FOR SERVICES	3,450.00	13,800.00	1,150.00	3,450.00	10,350.00	25.00
OTHER REVENUE						
INTEREST INCOME						
00-00-4400 INTEREST INCOME	1,289.82	10,000.00	2,109.51	6,022.84	3,977.16	60.23
00-00-4401 INTEREST RECEIVED ON NOTES	409.02	1,500.00	98.11	303.41	1,196.59	20.23
TOTAL INTEREST INCOME	1,698.84	11,500.00	2,207.62	6,326.25	5,173.75	55.01
MISCELLANEOUS						
TRANSFERS-IN						
OTHER SOURCES						
** TOTAL REVENUE **	498,989.81	2,234,800.00	180,449.81	521,903.42	1,712,896.58	23.35

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2016

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 =====						
BEDC ADMINISTRATION =====						
00-NON-PROGRAM =====						
PERSONNEL COSTS						
70-00-5101 BEDC OPERATIONAL SALARIES	40,520.16	233,478.00	17,702.78	48,633.20	184,844.80	20.83
70-00-5116 LONGEVITY	258.00	450.00	408.00	408.00	42.00	90.67
70-00-5117 OVERTIME	37.50	0.00	0.00	0.00	0.00	0.00
70-00-5150 SOCIAL SECURITY	3,070.41	17,930.00	1,340.67	3,617.25	14,312.75	20.17
70-00-5151 RETIREMENT	4,168.80	27,050.00	2,000.33	5,417.37	21,632.63	20.03
70-00-5155 GROUP INSURANCE	4,165.98	28,988.00	2,323.31	7,460.01	21,527.99	25.73
70-00-5156 WORKER'S COMPENSATION	112.72	500.00	0.00	103.67	396.33	20.73
TOTAL PERSONNEL COSTS	52,333.57	308,396.00	23,775.09	65,639.50	242,756.50	21.28
SUPPLIES & MATERIALS						
70-00-5201 OPERATIONAL SUPPLIES (OFFIC	868.60	7,000.00	674.65	1,438.67	5,561.33	20.55
70-00-5203 POSTAGE	47.19	360.00	0.00	0.00	360.00	0.00
70-00-5206 OFFICE EQUIPMENT	79.94	10,200.00	2,600.97	3,208.81	6,991.19	31.46
TOTAL SUPPLIES & MATERIALS	995.73	17,560.00	3,275.62	4,647.48	12,912.52	26.47
MAINTENANCE & REPAIRS						
70-00-5301 MAINT OF EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	600.00	3,600.00	254.00	708.00	2,892.00	19.67
TOTAL MAINTENANCE & REPAIRS	600.00	4,600.00	254.00	708.00	3,892.00	15.39
OCCUPANCY						
70-00-5401 COMMUNICATIONS	2,163.64	11,550.00	790.66	2,021.52	9,528.48	17.50
70-00-5402 OFFICE RENTAL	9,000.00	36,000.00	3,000.00	9,000.00	27,000.00	25.00
70-00-5403 UTILITIES	1,253.33	4,680.00	157.81	360.24	4,319.76	7.70
TOTAL OCCUPANCY	12,416.97	52,230.00	3,948.47	11,381.76	40,848.24	21.79

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2016

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	24,673.40	66,300.00	5,820.00	31,014.00	35,286.00	46.78
70-00-5525 LEGALS	5,398.50	30,000.00	1,899.64	3,333.94	26,666.06	11.11
70-00-5530 ENGINEERING	1,855.00	15,000.00	0.00	8,333.75	6,666.25	55.56
70-00-5540 PROPERTY INSURANCE	192.73	1,200.00	0.00	174.38	1,025.62	14.53
70-00-5561 CONTRACTUAL SERVICES	1,500.00	6,000.00	1,000.00	2,000.00	4,000.00	33.33
70-00-5574 CITY CONTRACT FOR SERVICE	13,892.75	139,000.00	7,470.96	18,519.77	120,480.23	13.32
70-00-5596 MAIN STREET PROG SUPPORT	9,999.99	40,000.00	3,333.33	9,999.99	30,000.01	25.00
70-00-5598 CITY ADMINISTRATIVE SUPPORT	5,366.50	50,000.00	2,705.53	6,112.38	43,887.62	12.22
TOTAL CONTRACTUAL SERVICES	62,878.87	347,500.00	22,229.46	79,488.21	268,011.79	22.87
OTHER CHARGES						
70-00-5603 MARKETING TRAVEL	3,810.63	12,000.00	835.63	3,899.48	8,100.52	32.50
70-00-5604 BUSINESS DEVELOPMENT	1,999.96	10,000.00	105.42	353.66	9,646.34	3.54
70-00-5605 TRAINING TRAVEL	3,187.82	10,000.00	0.00	3,218.93	6,781.07	32.19
70-00-5606 AUTO ALLOWANCE - STAFF	0.00	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5611 BILLBOARDS	3,000.00	0.00	0.00	0.00	0.00	0.00
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	4,422.49	11,284.00	3,728.05	4,934.25	6,349.75	43.73
70-00-5631 BONDS FOR BEDC OFFICERS	0.00	1,000.00	0.00	805.00	195.00	80.50
70-00-5633 LOCAL/MISC ADV & SPONSORSHI	7,181.92	15,000.00	1,860.00	4,559.09	10,440.91	30.39
70-00-5634 NATIONAL ADV & MARKETING	375.00	50,000.00	0.00	1,360.00	48,640.00	2.72
70-00-5635 REGIONAL ADV & MARKETING	0.00	15,000.00	0.00	64.93	14,935.07	0.43
70-00-5636 DIGITAL ADV & MARKETING	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5637 SPECIAL ADV & MARKETING	0.00	12,000.00	0.00	0.00	12,000.00	0.00
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	50,000.00	0.00	0.00	50,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	136.84	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT	0.00	329,000.00	83,965.00	83,965.00	245,035.00	25.52
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	49,205.00	0.00	0.00	49,205.00	0.00
70-00-5649 SPL PRJT DISASTER RELIEF GR	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5650 SPL PRJT BUS RETEN & EXPAN	0.00	10,000.00	0.00	1,962.59	8,037.41	19.63
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	5,487.49	0.00	0.00	1,079.01	(1,079.01)	0.00
TOTAL OTHER CHARGES	29,602.15	690,489.00	90,494.10	106,201.94	584,287.06	15.38
CONTINGENCY						
70-00-5900 CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2016

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
CAPITAL OUTLAY						
70-00-6713 TRAIL SYS FROM ESKEW TO HWY	0.00	180,000.00	0.00	0.00	180,000.00	0.00
70-00-6714 921 MAINSTREET PROJECT	0.00	100,000.00	10,180.34	10,180.34	89,819.66	10.18
TOTAL CAPITAL OUTLAY	0.00	280,000.00	10,180.34	10,180.34	269,819.66	3.64
DEBT SERVICE						
70-00-7133 C OF O SERIES 2013 PRINCIPL	19,057.50	70,000.00	5,833.33	17,499.99	52,500.01	25.00
70-00-7134 C OF O SERIES 2013 INTEREST	25,231.50	98,700.00	8,224.90	24,674.70	74,025.30	25.00
70-00-7137 C OF O SERIES 2010 PRINCIPA	10,583.49	45,110.00	3,759.17	11,277.51	33,832.49	25.00
70-00-7138 C OF O SERIES 2010 INTEREST	8,373.51	32,013.00	2,667.72	8,003.16	24,009.84	25.00
70-00-7152 GO REFUNDING SER 2014 INT	1,581.33	0.00	0.00	0.00	0.00	0.00
70-00-7501 C OF O SERIES 2008A PRINCIP	5,315.76	370,000.00	0.00	370,000.00	0.00	100.00
70-00-7502 C OF O SERIES 2008A, INTERE	2,691.75	16,828.00	0.00	16,827.50	0.50	100.00
TOTAL DEBT SERVICE	72,834.84	632,651.00	20,485.12	448,282.86	184,368.14	70.86
TOTAL 00-NON-PROGRAM	231,662.13	2,358,426.00	174,642.20	726,530.09	1,631,895.91	30.81
ADMINISTRATION =====						
CAPITAL OUTLAY						
DEBT SERVICE						
70-10-7097 INTEREST EXPENSE ON FNB NOT	2,015.72	500.00	0.00	0.00	500.00	0.00
70-10-7603 BOND PRINCIPAL 2006	58,749.99	50,000.00	4,166.67	12,500.01	37,499.99	25.00
70-10-7604 BOND INTEREST 2006	5,186.49	9,912.00	825.95	2,477.85	7,434.15	25.00
TOTAL DEBT SERVICE	65,952.20	60,412.00	4,992.62	14,977.86	45,434.14	24.79
TOTAL ADMINISTRATION	65,952.20	60,412.00	4,992.62	14,977.86	45,434.14	24.79
TOTAL BEDC ADMINISTRATION	297,614.33	2,418,838.00	179,634.82	741,507.95	1,677,330.05	30.66
*** TOTAL EXPENSES ***	297,614.33	2,418,838.00	179,634.82	741,507.95	1,677,330.05	30.66
*** END OF REPORT ***						

01/20/2017

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	97,971.63
00-00-1012	TEXAS CLASS	1,523,904.64
00-00-1100	TEXPOOL	1,656,583.75
00-00-1135	DREYFUS MM ACCT	1,449.84
00-00-1141	CERTIFICATE OF DEPOSIT FN	501,000.00
00-00-1224	ACCT RECEIVABLE-SALES TAX	333,347.07
00-00-1272	NOTES RECEIVABLE-GARMENT	56,250.70
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	18,665.96
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	18,486.26
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	444.17
00-00-1420	EQUIPMENT	8,300.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1460	FIXED ASSETS - BUILDING	845,593.73
00-00-1470	FIXED ASSETS - LAND	832,992.05
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRAST	6,943.68
00-00-1499	ACCUMULATED DEPRECIATION(1,677,456.51)
00-00-1575	DEFERRED OUTFLOWS-PENSION	17,741.00
00-00-1576	DEFERRED OUTFLOWS-ACTUARI	2,814.00
00-00-1577	DEFERRED OUTFLOWS-DEFICIT	25,266.00
00-00-1578	DEFERRED OUTFLOWS-ASSUMPT	3,529.00
		6,576,760.19

TOTAL ASSETS

6,576,760.19

=====

01/20/2017

BALANCE SHEET

AS OF: DECEMBER 31ST, 2016

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	41,286.57	
00-00-2080	NOTES PAYABLE-CITY-WTR PR	420,000.00	
00-00-2081	NOTES PAYABLE-CITY-TDC	31,250.67	
00-00-2101	BONDS PAYABLE CURRENT POR	271,043.00	
00-00-2102	TAX/REV 2006 BOND PAYABLE	165,000.00	
00-00-2105	BONDS PAYABLE-CURRENT YR	76,433.22	
00-00-2125	ACCRUED INTEREST PAYABLE	25,686.06	
00-00-2127	ACCRUED EXPENSES-OTHER	40,117.38	
00-00-2235	DEFFERRED REVENUE-TOWER	51,750.00	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,614,384.44	
00-00-2405	ENCUMBRANCE ACCOUNT	(27,000.00)	
00-00-2406	RESERVE FOR ENCUMBRANCE	27,000.00	
00-00-2850	NET PENSION LIABLIITY	111,000.00	
00-00-2870	COMPENSATED ABSENCES PAYA	11,248.66	
			4,859,200.00
	TOTAL LIABILITIES		4,859,200.00
	SURPLUS (DEFICIT)	(219,604.53)	
00-00-3000	NET ASSETS	1,083,753.37	
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	
00-00-3505	RESTRICTED-COGLAN GRP	5,000.00	
00-00-3506	RESTRICTED-ELLIOTT PARTNE	37,372.85	
00-00-3507	RESTRICTED - AEI TECHNOLO	55,999.00	
	TOTAL EQUITY		1,717,560.19
	TOTAL LIABILITIES & FUND EQUITY		6,576,760.19

=====



Agenda Item: 3.5

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Consideration, discussion and possible action approving a Bastrop Economic Development Corporation Business Incentive Grant Program Standard Agreement for the building located at 913 Main Street, owned by Deborah and Chris Cecil.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Deborah and Chris Cecil, owners of 913 Main Street, have submitted the first BIG application (BIG #2017-001). The application was reviewed by the Main Street Design committee and accepted as complete and program eligible. The total cost of the project is \$20,150 (Steven Neuhaus, Brick Masonry - \$15,500; Steve Macklin, Exterior Carpentry - \$4,515.50), with the EDC reimbursing the maximum amount allowable under the BIG program guidelines of \$10,000. Under the BIG program guidelines, the applicant is required to enter into a performance agreement with the EDC.

Attachments:
Performance Agreement [Draft]
BIG Application

Recommendation

Approve the attached performance agreement.

[RECOMMENDED MOTION] I move to approve a Bastrop Economic Development Corporation Business Incentive Grant Program Standard Agreement (BIG #2017-001) for the building located at 913 Main Street, owned by Deborah and Chris Cecil, for FY 2017, and authorize the Executive Director to execute the agreement on behalf of the EDC.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION
BUSINESS INCENTIVE GRANT PROGRAM STANDARD
AGREEMENT**

**THE STATE OF TEXAS §
 § **KNOW ALL MEN BY THESE PRESENTS:**
COUNTY OF BASTROP §**

THIS IS AN AGREEMENT, made and entered into by and between the Bastrop Economic Development Corporation, an Economic Development Corporation created by and through the laws of the State of Texas, hereinafter called “BEDC”, acting by and through its duly authorized representative, and Debbie and Chris Cecil, hereinafter called “GRANTEE,” acting by and through its duly authorized representative.

W I T N E S S E T H:

WHEREAS, commercial property owners desire to generate adequate rents and revenues from their commercial buildings while creating a sense of pride in their investment; and

WHEREAS, the BEDC through the Bastrop Incentive Grant (“BIG”) Program wishes to maintain and improve the quality of life for its citizens, attract outside spending, generate additional jobs, and increase sales tax by fostering economically viable commercial districts; and

WHEREAS, the objective of the BIG Program is to provide assistance to those who are attempting to improve the appearance of commercial properties along commercial corridors and those who wish to preserve, save, and improve historic properties in Bastrop; and

WHEREAS, the BEDC has created and approved a process whereby buildings located within the City of Bastrop may apply for a BIG Program grant from the BEDC.

II.

NOWTHEREFORE, upon an affirmative vote of the majority of the BEDC Board, on _____, the BEDC determined that GRANTEE qualified for a reimbursement grant (the "Reimbursement") in the amount of \$10,000 for the improvements as provided for in its application, and that said Reimbursement shall be distributed to GRANTEE under the following terms and conditions:

- (a) For and in consideration of the Reimbursement to GRANTEE by the BEDC, the funds distributed are intended to reimburse GRANTEE for the eligible expenses associated with improvements to the building at 913 Main Street (the "Project"). All reimbursements shall be for the Project and its associated eligible costs as submitted by the GRANTEE and approved by the Main Street Design Committee and the BEDC.
- (b) The Reimbursement shall be contingent on compliance with the Project, this Agreement, the ordinances of the City of Bastrop, the laws of the State of Texas, and the Bastrop Business Incentive Grant (BIG) Program Guidelines, Application, Criteria & Checklist (the "Guidelines") as attached hereto as Exhibit A and incorporated herein as if fully set forth herein.
- (c) Upon completion of the Project, GRANTEE shall submit a final financial accounting to the BEDC (the "Report") showing a line item accounting of all eligible costs expended during the Project, which shall be accompanied by the check register of all related expenditures. Invoices, receipts or other proofs of expenditures shall be presented with the Report. The BEDC shall be the sole and final decision maker as to the sufficiency of the Report and associated invoices, receipts or other proofs of expenditures and may deny all or partial reimbursement for lack of sufficiency.
- (d) The Project shall be completed and the Report submitted by September 30, 2017.

(e) Upon submission of the Report and associated invoices, receipts and other proofs of expenditures, the BEDC shall verify compliance with this Agreement and distribute the reimbursement.

III.

GRANTEE agrees not to change or alter the final Project without prior written approval from the Main Street Program office for five (5) years from the date of the GRANTEE signing this Agreement (the "Grant Period"). The property must remain in commercial use during the Grant Period. If a change in use occurs and the property is not used for commercial purposes for longer than any 180 day period, then GRANTEE shall be required to reimburse 100% of the Funds back to the BEDC.

GRANTEE shall maintain ownership of the property for five (5) years immediately following the submission of the Report. If this requirement is not met the GRANTEE shall reimburse BEDC the Funds as provided:

Property sold within 2 years = reimburse 100%

Property sold within 3 years = reimburse 75%

Property sold within 4 years = reimburse 50%

Property sold within 5 years = reimburse 25%

IV.

It is understood and agreed that in the event any provision of this Agreement is inconsistent with requirements of law, the requirements of law will control and the parties shall revert to their respective positions which would otherwise be enjoyed or occupied by the respective parties for the terms of this contract.

V.

The foregoing instrument in writing between the parties herein constitutes the entire Agreement between the parties, relative to the funds made the basis hereof, and any other written or oral agreement with the BEDC being expressly waived by GRANTEE.

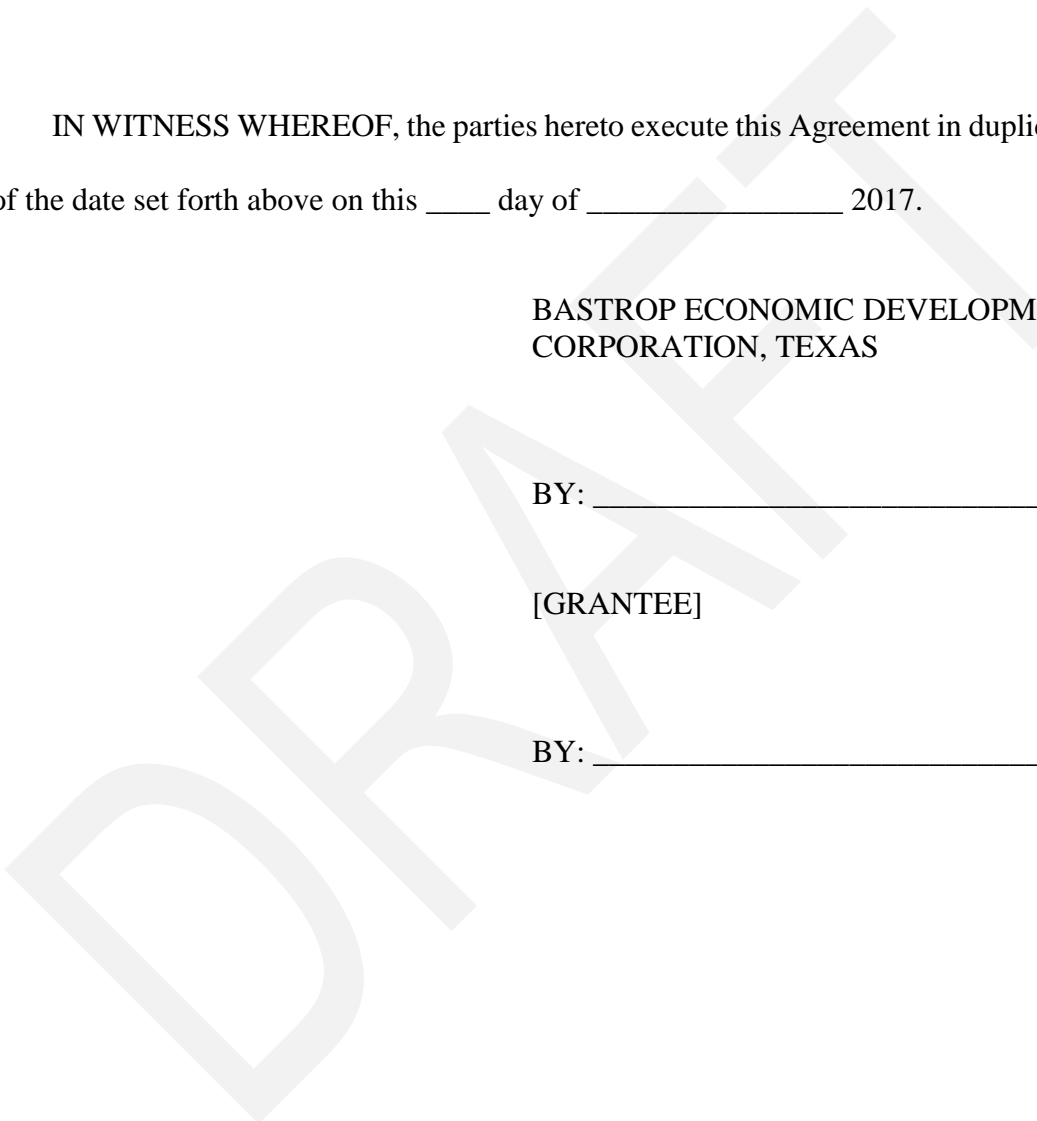
IN WITNESS WHEREOF, the parties hereto execute this Agreement in duplicate originals as of the date set forth above on this ____ day of _____ 2017.

BASTROP ECONOMIC DEVELOPMENT CORPORATION, TEXAS

BY: _____

[GRANTEE]

BY: _____



BIG FY 16-17 APPLICATION

Applicant Information

Applicant's Name: *Debbie Prokop Cecil and Chris Cecil*

Applicant's Mailing Address: *11106 Olde Mint House Lane
Tomball, TX 77375*

Federal Tax ID Number:

Daytime Phone Number: *832-971-5170* Cell Phone: *Same*

Email Address: *dpcecil2@att.net*

Status of applicant (please check one)

Property owner with vacant facility

Tenant vacated December 31, 2016

Property owner with tenant business

Property owner/operator of existing business on property

Owner of property is a/an (please check one)

Individual

Partnership (attach copy of Partnership Agreement)

Corporation/profit (attach copy of Articles of Incorporation)

Corporation/non-profit (attach list of officers and directors)

Trust (attach copy of Trust Agreement)

Other, please explain:

Length of ownership:

Date Purchased:

The Prokop family has owned this building since 1887

Property Information

X

Address of property to be improved:

913 Main St

Legal Description of subject property:

Building Block 4 W W ST, ACRES 0.095

Tax Assessor Parcel Number (s):

R 33199

Year built: *1887*

Square footage: *2000 Sq ft*

Name and phone number of current tenant(s), if applicable:

—

Planned use of building after improvements are made:

Retail

January 10, 2017

913 MAIN STREET, BASTROP, TEXAS

THE PROPOSAL

- I. Masonry restoration on north and east sides of building and possibly some on front façade. Carve out existing mortar joints, reset bricks as needed, repair cracks, and add new mortar. Build a mortar cap over old, obsolete chimney to make it waterproof.

2. Repair and replace wood rot on back (east side) of building. Also on window sills, window frames and back doors. Repaint.

HISTORY

In 1855, Michel Prokop (1831-1916) came to Bastrop from Bohemia and worked as a cobbler at a local shoe store. In 1887, he built the Prokop building. It was a bootery for many years and he later converted it to a general mercantile business, which he ran with his two sons, Frank(1861-1949) and Emil(1864-1934). Frank's son, Merl A. Prokop, Sr.(1901-1992), owned the building until his death. The family has continued to own the building until Michel's great-great granddaughter, Debbie, and her husband, Chris, became the owners. The building has housed a pottery store, a dance studio, a bookstore, a ladies' boutique and a ceramics store.

IMPROVEMENTS

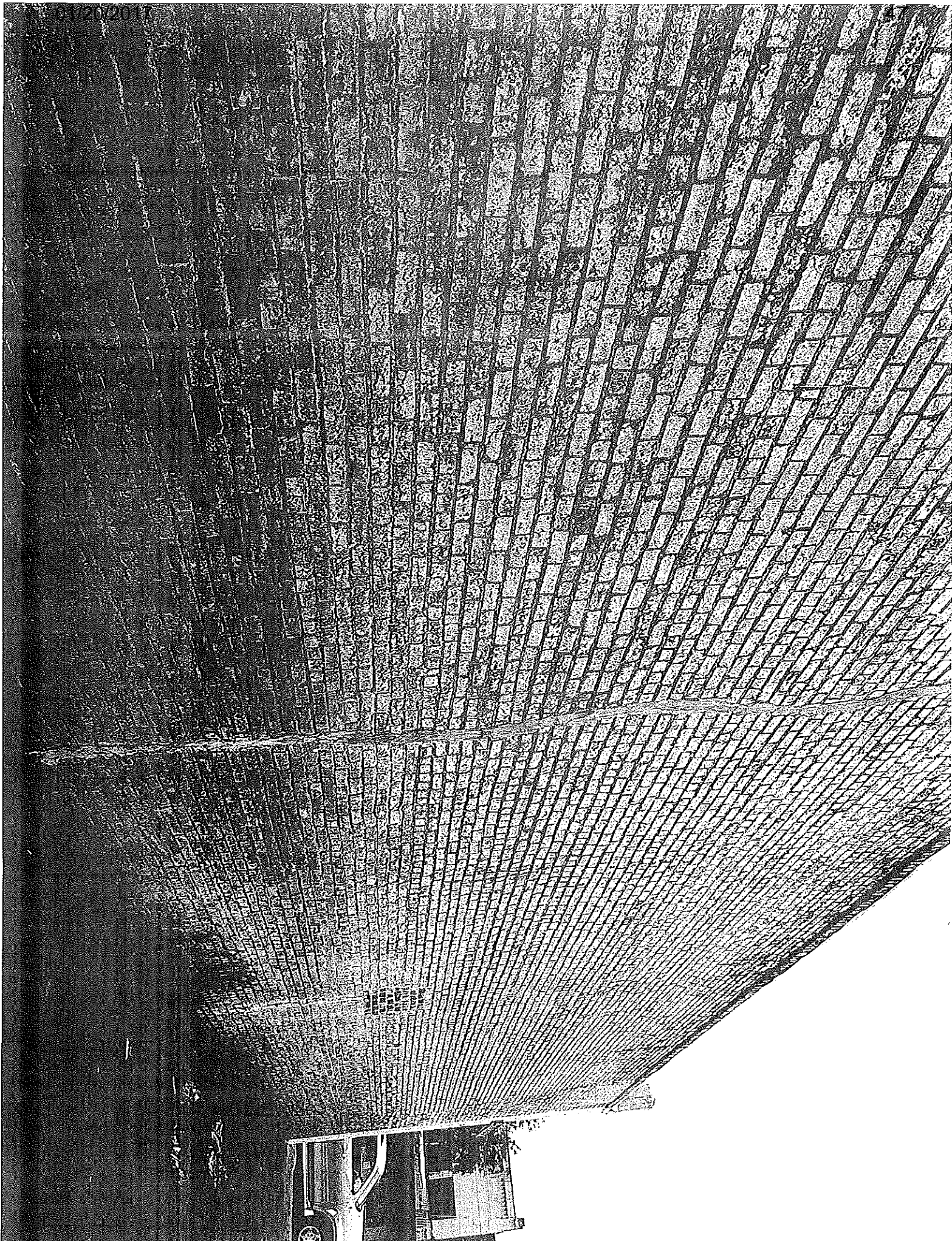
In 2008, Debbie and Chris began planning a major renovation. A new roof was put on in January 2009; an HVAC system was installed in March 2009; and the interior was completely remodeled to include a kitchen, an office, an ADA bathroom and a second floor storage room in the summer of 2009.

In January 2016, a new TPO roof was poured; and in May, a paver courtyard was built in back.





01/20/2017



Bastrop BIG Program FY 16-17 Scoring Application

SCORING CATEGORIES

Possible Points

Select one entry per category if applicable

35

Location

- Located in the Historic Main Street Area
- Located in the Main Street Program Area
- Located along a commercial corridor leading downtown
- Located along a commercial corridor
- Other location

⑤
4
3
2
0

Points Earned

Local Landmark Designation

We are the original family owning the building

- Designated by Historic Landmark Commission as a Historic Landmark
- Designated by Historic Landmark Commission as a Significant Landmark

⑤
4

Points Earned

Economic Impact of future use

- Retail/Restaurant/Tourism
- Public or Non-Profit
- Professional Service

⑤
4
3

Points Earned

Use of Structure

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

- Three or more years
- Two to three years
- One to two years
- Less than a year
- Structure is currently occupied

5
4
3
②
0

Points Earned

Age of Structure as of October 1 of current fiscal year

- Over 50 years
- 40-49 years
- 30-39 years

⑤
4
3

20-29 years	2
10-19 years	1
Less than 9	0

Points Earned

Danger of Structure

Structure is currently threatened: Structure is currently threatened or likely to be within 1 year. Severe deterioration evident, threatened loss of entire structure. Roof damage, severe structural damage. 5

Structure is in moderate danger: Structure is moderately threatened or likely to be within 1 to 5 years. Deterioration has begun, but does not pose immediate threat of collapse.

There are cracks on the side.
 (4)
We are having water penetration inside during rainstorms. The roof is not leaking. We think it might be coming in through the mortar.

Structure is in potential danger: Localized minor damage to structure, limited damage to major features. 3

Structure is not in danger: Project is cosmetic. 2

Points Earned

Previous Funding

Applicant has not applied for or received funding from the Mega Grant or Façade Grant Program in the past five (5) years. (5)

Applicant has applied before and satisfactorily completed the project. 4

Points Earned

Total Points

Caspro Builders

Cedar Creek TX

512 799 7991

1-10-17

NAME

Dublin

ADDRESS

913 Main

CITY/STATE

Boonville TX

SALE BY

QUAN.

DESCRIPTION

PRICE

AMOUNT

1

Estimate

2

3

4

5

6

7

8

9

10

Repair damaged window sills + frames

Repair door + trim

Paint

Estimated Total \$690



Debbie & Chris Cecil

913 Main Street, Bastrop, Texas

Steven Neuhaus
Steven Neuhaus Masonry
208 Live Oak Street
Smithville, Texas 78957
512-644-4197
neuhausinnovations@gmail.com

Overview

Repointing the building at 913 Main Street, Bastrop Texas

- 2083 square feet repointed
- Cut out all the joints to a depth of an inch and a half
- Replace any loose or missing bricks with the best match possible
- Regrout the 2083 square feet
- Dust protection for the building next door
- 2 coats of paint on the front brick, one coat of primer and one coat of color matching existing color.
- Mortar cap the old chimney and check for anything else visible that could cause problems.

Budget/Payment

- Price \$15,500.00 Payment is half up front and half on completion. Price includes all materials and the rental on a 40 foot Genie lift.

Sarah O'Brien

From: Deborah Cecil <dpcecil2@att.net>
Sent: Tuesday, January 10, 2017 12:32 PM
To: Sarah O'Brien
Subject: Fwd: Proposal

Sent from my iPhone

Begin forwarded message:

From: Patrick King <pkmasonry@yahoo.com>
Date: January 9, 2017 at 11:03:18 PM CST
To: "dpcecil2@att.net" <dpcecil2@att.net>
Subject: Proposal
Reply-To: Patrick King <pkmasonry@yahoo.com>

To: Debbie Cecil

From: Patrick King
246 Flaming Oak Dr.
Bastrop, TX 78602
512-964-2315
pkmasonry@yahoo.com

January 9, 2016

913 Main St.
Bastrop, TX
Historical Restoration

Masonry repoint joints on 913 Main Street
Power wash. Grind out mortar joints and repoint. Cap fire place.
For a total of \$15,500.00

PROPOSAL
Barrientos Construction Services
876 Highway 95
Bastrop, Texas 78602
(512) 971-5056

January 10,2017

Prokop Building.
419 Main Street
Bastrop, Texas 78602

RE: Re-grouting walls on the Prokop building on Main Street in Bastrop, Texas.

Barrientos Construction Services will re-grout existing brick building to fix all existing cracks along the walls. Work being done to help stop rain and water from entering the building. This price includes all labor, scaffolding, sand and motor to complete job. Price does not include the removal of the wall facing main street and rebuilding it.

Inclusions:

Worker's Compensation and General Liability Insurance, all materials and labor needed to complete job. Price includes removal and haul off any debris after work has been completed. There is no warranty on this job because of the age of the building.

Exclusions:

This price specifically excludes permits or licenses, preparation of any substrate, unusual moisture protection other than listed above, expansion or control joints and caulking. Water and electricity will be provided by the owner.

This price is good for 15 days from the date above. This proposal is also contingent upon acceptance of a mutually agreed upon contract between Barrientos Construction Services and the General Contractor or Owner.

Total Price for all \$9,250.00

Additional cost if needed to remove the brick and motor on wall facing main street and replace.

Total Price for additional work \$ 8,500.00

Rene Barrientos, Owner
Barrientos Construction Services

Accepted by:

Sarah O'Brien

From: Deborah Cecil <dpcecil2@att.net>
Sent: Tuesday, January 10, 2017 4:12 PM
To: Sarah O'Brien
Subject: Fwd: 913 Main St repairs

Sent from my iPhone

Begin forwarded message:

From: Bruce Kana <brucekana@yahoo.com>
Date: January 10, 2017 at 3:32:33 PM CST
To: dpcecil2@att.net
Subject: 913 Main St repairs

Bruce Kana Custom Homes
P O Box 1429.
Bastrop, Texas 78602
512-748-9026

1-10-17

PROPOSAL.

- Estimate for the following repairs at 913 Main Street: Debbie and Chris Cecil
- Repair rotted window sills and jambs at 3 windows at back wall of building.
 - Repair window frames and re-glaze as needed.
 - Repair rotted door jamb and areas of rot at door bottoms.
 - Re-glaze glass in doors and transom above.
 - Scrape, prep and paint interior and exterior of said windows and doors as needed.

I propose to do the above described work for the amount of Two-thousand, one-hundred, twenty dollars, (\$2,120.00).

Respectfully submitted,
Bruce A. Kana
Bruce Kana Custom Homes

Sent from my iPad

To:

Robert L. Leffingwell

First Republic Properties, Inc.

1401 Church Street

Bastrop, Texas 78602

From: Sam Macklin

512-629-3072

D&S Contractors

503 Byrne Street

Smithville, Texas 78957

913

Main Street

Bastrop, Texas 78602

Repair 3- exterior double hung wood windows:

Sand, scrape, strip, repair rot as needed to

restore integrity of window frame and

sashes, install new ropes on window

weights to have to make them operational.

(Except Bathroom window)

Reglaze window panes then prime and

paint to finish.

*all windows and doors are to be repaired

and paint interior & exterior surfaces.

**Bathroom window will not be operational

due to condition of window.

***Paint colors TBD by property owners or

property management company.

****All existing Hardware to be cleaned and

reinstalled.

Repair 1- set of double

doors:

Same scope of work as above.

Cost

\$ 4515.50

Thank You for your
consideration,
and
the opportunity to bid on your
project.

Respectfully submitted

by,

Sam

Macklin

Bastrop BIG Program Checklist FY 16-17

Completed Application including:

If the property is owned by someone other than an individual attach one of the following:

Copy of Articles of Incorporation

List of officers and directors

Copy of Trust Document

Current photograph of building exterior

Historic photographs of building exterior if available

Drawings and/or rendering accurately depicting the extent of the proposed work

Brief history of the building and any previous improvement work done to the building that you are aware of

Current assessed property value

\$148,950

- ✓ Completed Scoring Criteria
- ✓ Completed Checklist

I certify to the best of my knowledge that I have submitted all of the required information to apply for approval of the BIG Program and that the information is correct.

I have read and agree to abide by the BIG Program Application Guidelines.

Applicant Name: *Debbie and Chris Cecil*

Applicant Signature: *Debbie Cecil*

Date: *1-9-17*

Project Description - please provide a detailed description of the proposed business improvement grant for your building:

See: Proposal

Please obtain the following documentation to accompany your application:

- ✓ 1. Current photograph of building exterior.
- ✓ 2. Historic photographs of building exterior if available.
- ✓ 3. Drawings and/or rendering accurately depicting the extent of the proposed work.
- ✓ 4. Brief history of the building and any previous improvement work done to the building that you are aware of.
- ✓ 5. Current assessed property value.



Agenda Item: 3.6

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Consideration, discussion and possible action on approving the Ninth Amended Bylaws of the Bastrop Economic Development Corporation for submission to the Bastrop City Council for approval.

Prepared by: Shawn A. Kirkpatrick, Executive Director

EDC staff and legal counsel have made corrections to the Ninth Amended Bylaws of the Bastrop Economic Development Corporation as directed by the Board at the November 2016 meeting. One additional change from legal counsel was to strike the section on term limits from the Bylaws, as it is a function of the City Council to adopt such a provision as the governing body appointing members of the Board. The Local Government Code and EDC Articles of Incorporation make no reference to term limits, which vests the responsibility for Board member appointment and continuation of service to the governing body. Inclusion in the Bylaws would be non-binding on the City Council, as the Bylaws are not a governing document of the City Council.

Attachment:
Ninth Amended Bylaws [Redlined Draft]

Recommendation

No staff recommendation provided

[RECOMMENDED MOTION] I move the EDC Board approve the Ninth Amended Bylaws of the Bastrop Economic Development Corporation for submission to the Bastrop City Council for approval.

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

These bylaws (referred to as the “Bylaws”) govern the affairs of the Bastrop Economic Development Corporation, a public instrumentality and a non-profit corporation (hereinafter referred to as the “Corporation”) created under Section 4B of the Development Corporation Act of 1979, Local Government Code, Subchapter A, Sections 501.001 and 505.001, *et seq.*, as amended (hereinafter referred to as the “Act”).

**ARTICLE I
PURPOSE AND POWERS**

Section 1. Purpose. The Corporation is incorporated for the purposes set forth in Article IV of its Articles of Incorporation, the same to be accomplished on behalf of the City of Bastrop, Texas (the “City”), as its duly constituted authority and instrumentality in accordance with the Act.

Section 2. Powers. The Corporation shall have all of the express and implied powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable law.

**ARTICLE II
BOARD OF DIRECTORS**

Section 1. Number and Terms of Office.

(a) The affairs of the Corporation shall be managed and controlled by a Board of Directors (the “Board”) and, subject to the restrictions imposed by law, by the Articles of Incorporation, the Act, and by these Bylaws, the Board shall exercise all of the powers of the Corporation.

(b) The Board shall consist of seven (7) Directors, each of whom shall be appointed by and serve at the pleasure of the City Council (the “Council”) of the City of Bastrop.

~~(e)~~ Directors are appointed for terms of two (2) years each. ~~Directors may be reappointed for three (3) additional terms, for a total of four (4) terms, not to exceed eight (8) years.~~

~~1.~~ —Seats on the Board shall be numbered one (1) through seven (7), with the terms of odd numbered seats expiring in June of odd numbered years, and even numbered seats expiring in June of even numbered years.

~~(d)~~(c) Any director may be removed from office by the Council at will, with or without cause.

~~(e)~~(d) In the event of a vacancy on the Board, the City Council shall make an appointment to fill the remainder of the unexpired term.

Section 2. Qualifications.

- (a) The City Council shall appoint the Directors of the Corporation.
1. ~~A minimum of five~~ ~~Six~~ (5~~6~~) of the Directors shall be persons who are not members of the City Council of Bastrop. Up to two (2) Directors may be the Mayor or members of the City Council.—
 2. ~~Officers and e~~Employees of the City of Bastrop are not qualified to serve on the Board.
- (b) The City Council shall consider an individual's experience, accomplishments, and education background in appointing Directors to the Board to ensure that the interests and concerns of all segments of the community are considered.
- (c) Each Director shall have at least one (1) of the following qualifications:
1. Experience in management or in an executive capacity.
 2. Experience in the evaluation of financial and business records and projections.
 3. Experience in economic development matters.
 4. Education, training, or experience useful to the Corporation's purposes.
- (d) Directors of the Board shall be:
1. A resident of the City of Bastrop and reside within corporate city limits; except that
 2. A maximum of ~~three~~ two (2) Directors may be a resident within the City of Bastrop's extended extraterritorial jurisdiction (ETJ).
- (e) Each Director shall be capable of obtaining appropriate bonding in compliance with Article V.

Section 3. Resignations.

- (a) Director resignations shall be made in writing and shall take effect immediately upon its receipt by the chair or the Executive Director. The acceptance of a resignation shall not be necessary to make it effective unless expressly so provided in the resignation.
- (b) Any Director who files for elected office other than that of Mayor or City Council shall automatically resign from the Board, with the exception of elected officials then serving on the Board and seeking reelection to the same office. ~~Such automatic resignation shall take effect upon the Director filing an application for candidacy.~~

Section 4. Meetings of Directors.

- (a) The Board shall annually set regular meeting dates and times ~~at such place or places and time~~ in the corporate city limits as the Board may determine; provided, however, in the absence of any

such determination by the Board or in the event of a conflict, the Board chair shall select a reasonable ~~place-date and time in which~~ to hold the meeting.

~~(a)~~(b) The Board shall hold regular meetings at Bastrop City Hall. In the event that City Hall is not available, the Board chair shall select a suitable location.

~~(b)~~(c) The annual meeting of the Board shall be held at a date and time determined by the chair.

~~(c)~~(d) The chair in consultation with the vice-chair and Executive Director may call a special meeting of the Board.

~~(d)~~(e) Directors shall be expected to regularly attend all Board meetings. Special consideration can be granted for absences for good cause. The Council shall be advised of and may remove any Director who is absent from three (3) consecutive regular or special meetings, or 66% of total meetings.

~~(e)~~(f) Any Director may request an item be placed on the agenda by delivering the same in writing to the Executive Director no later than ten (10) days prior to the date of the Board meeting.

Section 5. Open Meetings Act.

All meetings and deliberations of the Board shall be called, convened, held and conducted, in accordance with the requirements of the Texas Open Meetings Act.

Section 6. Quorum.

A majority of the Directors shall constitute a quorum for the conduct of official business of the Corporation. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a greater number is required by law, or is otherwise required within these Bylaws. A Director may not vote by proxy.

Section 7. Conduct of Business.

(a) At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with the rules of procedure as from time to time may be prescribed by the Board by resolution.

(b) At all meetings of the Board, the chair shall preside and, in the absence of the chair, in the order of availability, the vice-chair, the treasurer or the secretary shall exercise the powers of the chair.

Section 8. Committees of the Board.

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

Section 9. Compensation of Directors.

Directors shall not receive any salary or compensation for their service as Directors. However, they may be reimbursed for their actual reasonable expenses incurred in the performance of their duties hereunder. The policy regulating payment of reasonable actual expenses incurred in performance of official duty shall be determined by the Board.

Section 10. Conflicts of Interest.

The Directors are subject to the City's Code of Ethics, set forth in the City's Code of Ordinances, Article 1.15, *et seq.*, and shall conform thereto for purposes of addressing potential and/or actual conflicts of interest.

Section 11. Gifts.

The Board may accept on behalf of the Corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Corporation. Directors may not receive personal gifts valued above \$50.

~~**Section 12. Ex officio Members.**~~

~~The City Manager and/or Mayor of Bastrop may be appointed by the City Council to be a non-voting *ex officio* member of the Board, and may attend all meetings of the Board. When the City Manager and/or Mayor participate in Board activities as a non-voting *ex officio* member, his or her participation shall not count towards a quorum.~~

ARTICLE III OFFICERS

Section 1. Titles and Term of Office.

- (a) The officers of the Corporation shall be a Chair, Vice-Chair, Secretary, and Treasurer. Any two (2) offices may be held by the same person, except the office of Chair of the Board. Terms of office shall be one (1) year with the right of an officer to be reelected.
- (b) All officers shall be subject to removal from office at any time by a vote of the majority of the Board.
- (c) A vacancy in the office of any officer shall be filled by a vote of the majority of the Board.
- (d) Neither the office of chair or vice-chair may be held by a member of the City Council.

Section 2. Powers and Duties of the Chair.

The chair of the Board shall:

- (a) Preside over all meetings of the Board.
- (b) Have the right to vote on all matters coming before the Board.
- (c) Have the authority, upon seventy-two (72) hour notice to the Directors, call a special meeting of the Board, when in his or her judgment such meeting is required.
- (d) Have the authority to appoint ad hoc committees of the Board, which may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.
- (e) Have the authority to appoint advisory committees to the Board to further the overall development plan of the Board.
- (f) Shall sign with the co-signature of the secretary, any document which the Board has approved, unless the execution of said document has been expressly delegated to some other officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these By-laws, or by statute.
- (g) In general, the Chair of the Board shall perform all duties incident to the office, and such other duties as shall be prescribed from time to time by the Board.

Section 3. Vice-Chair.

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

Section 4. Secretary.

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

Section 5. Treasurer.

The treasurer shall, in general, perform all the duties incident to that office and such other duties as from time to time may be assigned to him or her by the chair of the Board or the Board in general. The treasurer shall receive and give receipt for money due and payable to the Corporation

and shall deposit such monies received by the Corporation, in accordance with Article IV of these Bylaws, if such monies are not directly deposited in the Corporation's accounts.

Section 6. Assistant Secretaries and Assistant Treasurers.

The Board may appoint assistant secretaries and assistant treasurers as it may consider desirable, who shall in general perform such duties as may be assigned to them by the Secretary or the Treasurer, or by the Chair or the Board. The assistant secretaries and assistant treasurers need not be, necessarily, be Directors.

Section 7. Executive Director.

(a) The Board shall employ an Executive Director, who shall be the Chief Executive Officer of the Corporation and who shall serve at the will and pleasure of the Board.

(b) The Executive Director shall have responsibility for all day-to-day activities of the Corporation, and shall be responsible for all applicable administrative requirements of its Articles of Incorporation, these Bylaws, and the Act, as amended.

(c) The Executive Director may have a staff to assist in the carrying out of his responsibilities, and the hiring of any staff shall require Board approval.

(d) The Board shall develop a job description for the Executive Director position, a performance review schedule and criteria for review, and shall review the performance of the Executive Director based upon the schedule and criteria.

(e) The Executive Director and staff shall be required to follow all other current Personnel Policies of the City of Bastrop, and for such purposes, the Executive Director shall be under the same provisions as those for the City Manager.

ARTICLE IV FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

Section 1. Program of Work.

(a) It shall be the duty and obligation of the Board to develop, prepare, finance, and implement a Program of Work with the objective and for the purpose of developing and diversifying the economic, recreational, educational and cultural aspects of the City.

(b) The Board shall periodically submit reports to the City Council as to the status of its activities in carrying the Program of Work.

Section 2. Annual Corporate Budget.

The Board shall cause to be prepared, and shall submit to the City Council of the City, a budget for the forthcoming fiscal year, and in accordance with the annual budget preparation schedule set forth by the City Manager. The budget shall be submitted to the City Manager for inclusion in the

annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board and the City Council. No budget amendments shall become effective without City Council approval. No expenditures of funds shall be made unless such expenditure is provided for in the by the City Council approved budget of the Corporation.

Section 3. Contracts for Service.

(a) The Corporation may contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties.

(b) No such contract shall ever be approved or entered into which seeks or attempts to divest the Board of its discretion and policy-making functions.

Section 4. Books, Records, and Audits.

(a) The Corporation shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

(b) The Corporation shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by an outside, independent auditing and accounting firm approved by the Corporation. Such audit shall be at the expense of the Corporation.

(c) All books, records, accounts, and financial statements shall be kept and administered in accordance with the Texas Public Information Act, Chapter 552, Texas Government Code.

Section 5. Deposit and Investment of Corporate Funds.

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

(b) Temporary and idle funds, which are not needed for immediate obligations of the Corporation, shall be maintained on deposit in the Corporation's depository, or may be invested in any other legal manner in compliance with the Internal Financial Control Policies of the Corporation and City Investment Policy.

(c) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.

Section 6. Expenditures of Corporate Money.

The monies of the Corporation, including sales and use taxes collected pursuant to the Act, monies derived from the repayment of loans, rents received from the lease or use of property, the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, and the proceeds derived from the sale of Obligations, may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:

- (a) Expenditures from the proceeds of Obligations shall be identified and described in the orders, resolutions, indentures, or other agreements submitted to and approved by the City Council prior to the execution of loan or financing agreements or the sale and delivery of the Obligations, to the purchasers thereof required by Section 7 of this Article;
- (b) Expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of monies derived from sources other than the proceeds of Obligations, may be used for the purposes of financing or otherwise providing one or more "Projects", as defined in the Act. The specific expenditures shall be described in a resolution or order of the Board, and shall be made only after the approval thereof by the City Council;
- (c) All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be handled in compliance with the finance and payment policies, and applicable Codes, of the City of Bastrop, Texas, as amended from time to time.

Section 7. Issuance of Obligations.

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

ARTICLE V MISCELLANEOUS PROVISIONS

Section 1. Principal Office.

- (a) The principal office of the Corporation shall be ~~located~~ located at such place as determined by the Board.
- (b) The Corporation shall have and shall continually designate a registered agent at its Registered Office, as required by the Act.

Section 2. Fiscal Year.

The fiscal year of the Corporation shall be the same as the fiscal year of the City.

Section 3. Surety Bonds.

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

Section 4. Indemnification of Directors, Officers, and Employees.

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

Section 5. Legal Construction.

These Bylaws shall be construed in accordance with the laws of the State of Texas.

Section 6. Severability.

If any provision or section of these Bylaws is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other provision, and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws.

ARTICLE VI EFFECTIVE DATE AND APPROVAL

Section 1. Effective Date.

These Bylaws shall become effective upon the occurrence of the following events:

- (1) the adoption of these Bylaws by the Board, and
- (2) the approval of the Bylaws by the City Council.

Section 2.

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

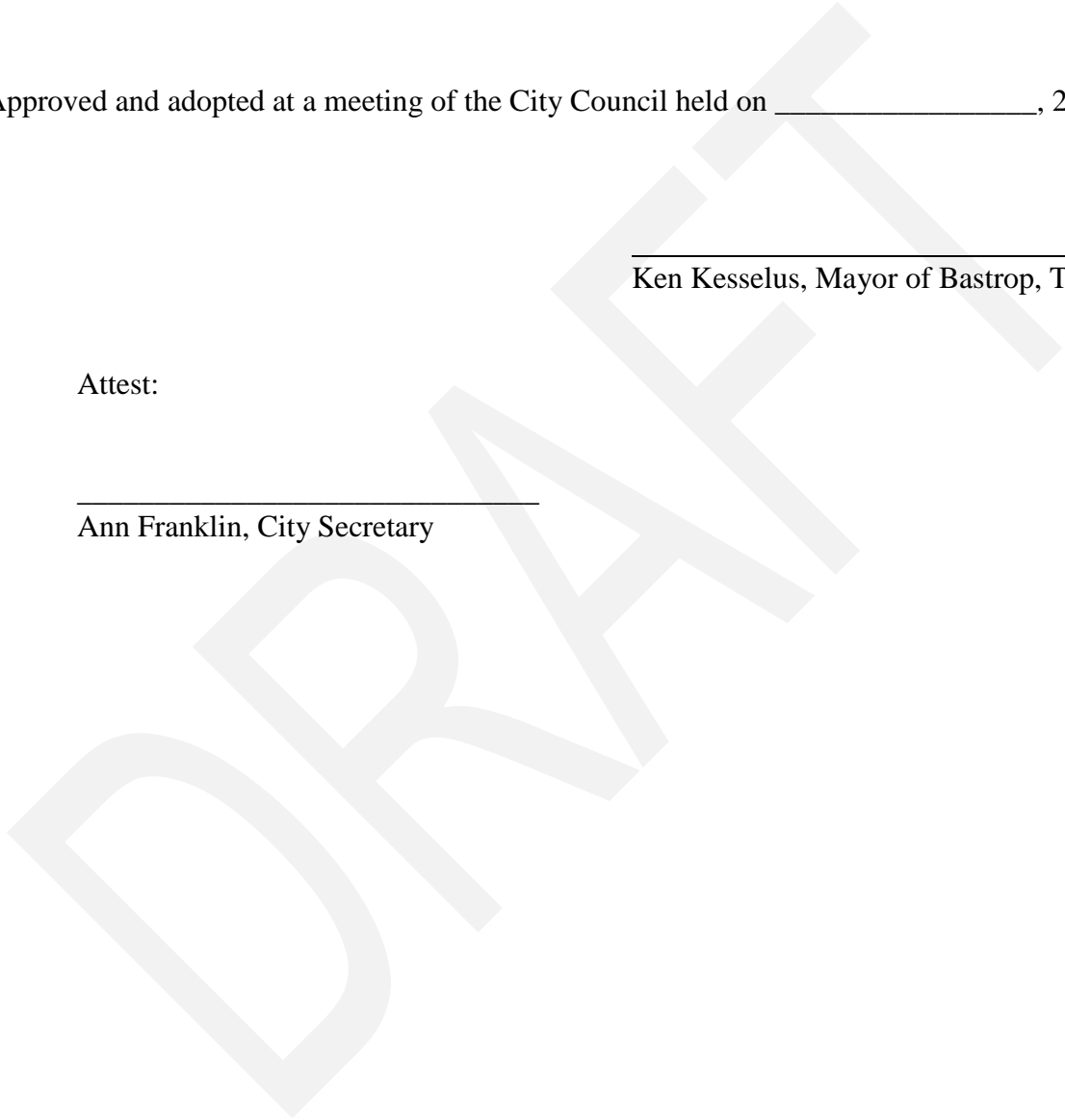
~~Steve Mills~~ _____, Chair of the BEDC

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

Ken Kesselus, Mayor of Bastrop, Texas

Attest:

Ann Franklin, City Secretary





Agenda Item: 3.7

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Consideration and discussion regarding draft Policies and Procedures for the Bastrop EDC.

Prepared by: Shawn A. Kirkpatrick, Executive Director

This agenda item is for discussion of the draft Policies and Procedures.

Attachment:
Policies and Procedures [Draft]

Recommendation

None – agenda item is for discussion only.

Bastrop EDC Board Meeting Policies & Procedures

I. Meetings

1. The Bastrop Economic Development Corporation (EDC) Board of Directors shall adopt a schedule for regular meetings, including date, time, and location, in accordance with the Bylaws of the Bastrop EDC.
2. All meetings and deliberations of the Board shall be called, convened, held and conducted in accordance with the requirements of the Texas Open Meetings Act and applicable State Law.
3. Directors shall be expected to regularly attend all Board meetings. Special consideration can be granted for absences for good cause. The Council shall be advised of and may remove any Director who is absent from three (3) consecutive regular or special meetings, or 66% of total meetings, in accordance with the Bylaws of the EDC.

It shall be the Secretary and/or Assistant Secretary's responsibility to monitor and report attendance, as required and/or necessary.

II. Agenda Preparation

1. The Executive Director in cooperation with the Executive Committee shall have administrative oversight in preparing meeting agendas.
2. Any individual or group who wishes to have an item of business placed on the agenda shall make a written request to the Executive Director. The request must be in writing and must state the nature of the matter so that the Executive Director and/or appropriate staff will have an opportunity to prepare and/or assist in the preparation of the appropriate materials for the Board's consideration. The request must be received by the Executive Director no later than ten (10) days prior to the meeting, in accordance with the Bylaws of the EDC.
3. If appropriate, the Executive Director will resolve requests that do not require Board action. If Board action is required, the Executive Director, in consultation with the Executive Committee, will determine when the individual or group should be placed on the agenda. The time limit for any individual or representative addressing the Board shall be five minutes, unless the Chair permits additional time.
4. Agenda packets, prepared by the EDC staff, shall include as much background information on the subject as is available and feasible, for each item of business placed on it. The agenda shall be posted at the Bastrop EDC offices, at Bastrop City Hall, and on the Bastrop EDC's website at least 72 hours prior to the meeting.

III. Meeting Decorum

1. The purpose of the Meeting Decorum policy is to establish rules of decorum for members of the public attending and/or addressing the Bastrop EDC in a public meeting. The policy is intended to facilitate the conduct of public meetings in an open and orderly manner and in an environment safe for all persons in attendance, and to promote open meetings that welcome debate of issues being discussed by the Bastrop EDC Board in an atmosphere of fairness, courtesy, and respect for differing points of view.
2. Public Meeting Decorum:
 - a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, booing, hissing, shouting, or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
 - b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
 - c) Persons in the audience will refrain from talking on cell phones while the meeting is in session.
 - d) The Chair may rule out of order any comments made that are rude, inappropriate, or intended to harass any person or group of people or that are not addressed to the entire Board, and is authorized to take reasonable and appropriate measures to ensure compliance with these rules.
 - e) Failure to comply with this Public Meeting Decorum Policy which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

IV. Public Addressing the Board

1. Public Comment Period
 - a) For persons wishing to address the Bastrop EDC Board on items not listed on the agenda, the speaker should complete a "Request to Speak" form and submit to the Board Chair or designated staff member:

For Public Comments, the completed "Request to Speak" form should be submitted before the meeting being called to order by the Chair.
 - b) The time limit for any individual or representative addressing the Board shall be three minutes, unless the Chair approves additional time.
 - c) Directors and staff may not comment on matters brought to the Board during the public comment period.
 - d) Speakers' comments should be addressed to the full body. Requests to engage any specific Board member(s) or staff in conversation will not be honored. Abusive language will not be tolerated.

- e) Speaker should provide their name and address at the beginning of their remarks for the formal record.
- f) Speakers and any other members of the public will not approach the Board at any time without prior consent from the Chair of the meeting.

2. Agenda Item Comments

- a) For persons wishing to address the Bastrop EDC Board on agenda items, the speaker should complete a "Request to Speak" form and submit to the Board Chair or designated staff member:

For Agenda Item Comments, the completed "Request to Speak" form should be submitted before the agenda item being called for consideration by the Chair.

- b) Generally, once an agenda item is called for consideration by the Chair, the following sequence shall occur:
 - i. Presentation of the agenda item by EDC staff and/or requestor,
 - ii. Board questions and answers related to the presentation of the agenda item,
 - iii. Public comments on the agenda item,
 - iv. Board consideration of action related to the agenda item:
 - Motion and second
 - Debate
 - Vote
 - v. The Board shall consider only one single motion and second at a time.
- c) The time limit for any individual or representative addressing the Board shall be three minutes and limited to the agenda item under consideration, unless the Chair approves additional time.
- d) Abusive language will not be tolerated.
- e) Speaker should provide their name and address at the beginning of their remarks for the formal record.
- f) Speakers and any other members of the public will not approach the Board at any time without prior consent from the Chair of the meeting.

V. Officers

- 1. The officers of the Board shall be Chair, Vice-Chair, Secretary and Treasurer as prescribed in the bylaws of the Corporation.
- 2. The Presiding Officer shall preside at the meetings of the Board and shall have the following powers:
 - a) To call the meeting to order and adjourn at the conclusion of business or in an emergency;
 - b) To rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;

- c) To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
 - d) To call a brief recess at any time.
3. In accordance with the Bylaws of the EDC, at all meetings of the Board, the chair shall preside and, in the absence of the Chair, in the order of availability, the Vice-Chair, the Treasurer or the Secretary shall exercise the powers of the chair.

In the absence of an officer, the Board shall elect a Presiding Officer from the attending membership.

VI. Action by the Board

1. The Board shall proceed by motion. Any Director, including the Chair, may make a motion.
2. A Director may make only one motion at a time.
3. The Chair shall preside over the debate.
4. A motion shall be adopted by a majority of the votes present.

VII. Closed/Executive Sessions

The Bastrop EDC Board of Directors shall have the authority to meet in closed/executive session pursuant to the Texas Local Government Code, Chapter 551.

VIII. Quorum

In accordance with the Bylaws of the EDC, a majority of the Directors shall constitute a quorum for the conduct of official business of the Corporation. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a greater number is required by law, or is otherwise required within the Bylaws of the EDC.

IX. Recording of Meetings

1. Any radio or television station is entitled to broadcast all or any part of an official meeting of the Board that is required to be open to the public. Any person may photograph, film, tape record, or otherwise reproduce any part of a meeting required to be open.
2. The Chair and/or designee reserves the right to designate where any and all broadcasting, photographing, filming and/or recording devices and operating personnel may be placed and/or displaced at any meeting required to be open.

3. The Bastrop EDC shall contract with the City of Bastrop's local BTXN television station to videotape public meetings.

X. Meeting Minutes

1. Minutes shall be kept of all meetings of the Board of Directors.
2. Closed session minutes will be kept as required by law.
3. Draft minutes become official upon Board approval.

XI. Records Retention

1. The Bastrop EDC shall adhere to the Texas State Library and Archives Commission schedule for local government.
2. Video recordings are retained by the City of Bastrop's local BTXN television station according to their records retention schedule.

Bastrop EDC Corporation Governance Policies & Procedures

I. **Appointments**

Appointments to the Bastrop Economic Development Corporation (EDC) Board are made by the Governing Body of the City of Bastrop, according to State Law and the Bastrop EDC Articles of Incorporation and Bylaws.

II. **Conflicts of Interest**

1. Directors of the Board shall sign a Conflict of Interest statement upon appointment to the Board.
2. In accordance with the Bylaws of the EDC, the Directors are subject to the City's Code of Ethics Policy, set forth in the City's Code of Ordinances, Article 1.15, et seq., and shall conform thereto for purposes of addressing potential and/or actual conflicts of interest.
3. In the event that a Director is aware that he or she has a conflict of interest and/or potential conflict of interest as defined by State Law and/or the City of Bastrop's Ethics Policy of the City Code of Ordinances, with regard to any particular matter or vote before the Board, the Director shall bring the same to the attention of the Chair and/or Executive Director and shall abstain from discussion and voting thereof.
4. If any Director or member of the public believes that any Director may have a conflict of interest on a matter before the Board, he/she is advised to inform the Chair and/or Executive Director in writing.
5. Any questions or complaints regarding possible ethics violations shall be conveyed in writing to the City Attorney, pursuant to the City of Bastrop's Code of Ethics Policy.

III. **Duties of the Board**

Directors serve as voting members of the Board of Directors of the Bastrop EDC, developing policies, procedures and regulations, and monitoring financial performance of the Corporation.

1. Directors shall have the following obligations to the Corporation:
 - a) Be knowledgeable and support the mission, purpose and goals of the EDC.
 - b) Discharge the duties of a Director as outlined in the applicable state statutes, Articles of Incorporation, Bylaws, and these Policies & Procedures.
 - c) Have oversight of the Executive Director tasked with carrying out the day-to-day operations of the Corporation.

- d) Participate in the establishment and adoption of policy and procedures of the Corporation.
 - e) Monitor the financial performance of the Corporation.
 - f) Participate in the development of the economic development strategy and monitor the performance of the Corporation in fulfilling its mission, purpose and goals.
2. The Board shall adopt an annual plan of work for the Corporation, which shall include an annual budget, and the goals which the Board deems necessary to accomplish its overall economic development mission.
 3. The Board shall approve the expenditure of funds in accordance with all applicable laws and these Policies & Procedures.
 4. In accordance with the adopted mission, the Board shall promote projects or programs that directly accomplish or aid in the accomplishment of creating or retaining jobs and capital investment, including educational, job training or planning and research activities necessary to promote job creation or retention. The Corporation's focus of economic development will be primarily in the areas of:
 - a) Primary job and capital investment creation, including business retention and expansion of existing primary industries and new enterprises and their job creation.
 - b) Non-primary industry business development, including existing business retention and expansion, small business development, and retail and destination development.
 - c) Community development, including infrastructure development within applicable laws.
 - d) Development and re-development within the community.
 - e) Education and workforce development supporting local industry.

IV. Committees

1. The officers of the Board shall comprise the Executive Committee of the Board.
2. The Board may create standing and/or *ad hoc* committees as needed. The Board Chair may appoint Directors and/or members of the public to committees as needed.

V. EDC Staffing and Job Descriptions

1. The Board shall approve the staffing level of the EDC during the annual budget process.
2. The Board shall enter into a written employment contract with the Executive Director.
3. The EDC staff shall be subject to the personnel policies of the City of Bastrop except where preempted by these Policies & Procedures or other written contracts as approved by the Board.
4. Job descriptions of each approved position shall be made available upon request.

Bastrop EDC Financial Policies & Procedures

I. Financial Administration

The Bastrop Economic Development Corporation's financing and accounting records shall be maintained according to the following guidelines:

1. The Corporation shall contract with the City of Bastrop for financial and accounting services. The City's finance department shall produce monthly financial reports to be distributed to the Board of Directors.
2. The EDC will comply with the City of Bastrop's financial policies except when preempted by the adopted Financial Policies & Procedures of the Corporation and allowable by law.
3. In accordance with the Bylaws of the EDC, the Board shall cause to be prepared, and shall submit to the City Council of the City, a budget for the forthcoming fiscal year, and in accordance with the annual budget preparation schedule set forth by the City Manager.
4. The Executive Director shall have the authority to make purchases and sign contracts up to the value of ten thousand dollars (\$10,000), on behalf of the Corporation.
5. Internal Financial Control Policy related to annually budgeted "Contingency Funds".
 - a) The Bastrop EDC Executive Director and/or staff may remove, commit, obligate or spend funds held by the EDC as "Contingency Funds" in an amount not to exceed \$1,000, after obtaining prior written approval of the EDC Board Chair. (IFC #1)
 - b) Neither the Executive Director nor the staff of the Bastrop EDC may remove, commit, obligate or spend more than \$1,000 of the funds held by the EDC as "Contingency Funds" without prior notice to and formal approval by a majority vote of the EDC Board of Directors. (IFC #2)
6. Internal Financial Control Policy related to "reserved" or "restricted funds" of the Corporation.
 - a) Certain Bastrop EDC 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. (IFC #3)

II. Contracted Services

1. Legal Services

- a) The Corporation shall contract with an attorney who has experience with economic development and municipal law.
- b) There shall be a written engagement between the Bastrop EDC and the attorney and/or firm.
- c) The Executive Director, in consultation with the Executive Committee, shall have the authority to contract with outside legal counsel when in his/her opinion a project and/or legal matter would benefit from such counsel.
- d) Directors are advised to contact the Executive Director of the Corporation regarding legal matters to avoid duplicative communications with legal counsel. In matters related to the performance of the Executive Director, the Directors are advised to contact the Chair of the Board.

Bastrop EDC Travel Policies & Procedures

The Bastrop Economic Development Corporation (EDC) participates in a variety of activities that require staff or directors to travel on behalf of the organization. Since staff and directors are frequently required to travel, attend local meetings, or otherwise incur expenses in the interest of the EDC, it is necessary to establish standard regulations governing the behavior, expectations, and expenses associated with this travel. To provide uniformity, the following procedures will be followed by all EDC representatives.

I. Code of Conduct

All representatives of the Bastrop EDC and participants in travel sponsored by the EDC are expected to commit to the following:

1. Show respect for every representative of the Bastrop EDC and business associates encountered while traveling by refraining from all forms of intimidation, sexual and physical harassment, and acts of prejudice that infringe upon the rights of others.
2. Refrain from causing physical injury to themselves and others. A representative will be held financially and legally responsible for any and all damage inflicted upon other persons.
3. Refrain from causing damage to real or personal property of others. A representative will be held financially and legally responsible for any and all damage inflicted upon the property of others.
4. Preserve the quality of facilities visited during their travels.
5. Respect cultural differences. This includes observing the proper etiquette in business/ social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
6. Refrain from irresponsible behavior, including the inappropriate or excessive consumption of alcohol.
7. Refrain from behaving in ways that would be considered unprofessional or tarnish the reputation of the Bastrop EDC.

- ## II. Travel Arrangements:
- The Staff of the Bastrop EDC will handle all travel arrangements for EDC events. The most economical means of travel to and from the destination will be utilized, while accounting for the preferences and schedules of EDC representatives.

1. **Commercial Airlines:** The Bastrop EDC will pay for air coach tickets only. If a representative wishes to upgrade their tickets, they must pay for this expense out of pocket.
2. **Personal Vehicles:** The Bastrop EDC will pay a per mile rate based on the amount authorized by the Internal Revenue Service. Mileage will be limited if a representative chooses to drive when air travel would have been cheaper or more timely. It is recommended that EDC representatives attempt to carpool if possible.
3. **Taxis, Transportation Network Companies (TNC) and other Chauffeured Services:** If an EDC representative is not in possession of or in the same vehicle as a representative with an EDC credit card, the Bastrop EDC will reimburse a representative's taxi, TNC, chauffeured vehicle services, and bus fares for required transportation. Representatives are encouraged to utilize the most economic transportation method and carpool if possible. Receipts must be provided for reimbursement.
4. **Vehicle Rental:** The Bastrop EDC prefers not to rent vehicles unless otherwise necessary. If necessary, the EDC has a corporate account and staff will take care of making reservations. This account includes vehicle insurance, so the EDC representative does not need to purchase additional insurance. In accordance with rental company regulations, the vehicle rental must be paid for with a credit card in the name of the person renting the vehicle. If an EDC representative is renting a vehicle and does not have an EDC credit card issued in their name, the expenses associated with renting the vehicle will be reimbursed to the representative.
5. **Parking:** The Bastrop EDC will pay for airport parking, in long-term parking lots only, as required while a representative is out of town. If a representative parks in a more expensive lot, the EDC will reimburse at the lower parking rate. While at the destination, the EDC will also pay for required parking fees for personal or rented vehicles. EDC representatives shall choose the most economical parking options while at their destination.
6. **Lodging:** The Bastrop EDC Staff will handle making lodging reservations on behalf of EDC representatives. EDC representatives shall make their lodging accommodation preferences known at the request of EDC staff. The EDC will attempt to pay for lodging on an EDC issued credit card; however, if an EDC representative must pay for lodging on their own credit card they will be reimbursed.
7. **Per Diem:** The Bastrop EDC will provide representatives with a per diem that is in accordance with the U.S. General Services Administration Per Diem Rates for the appropriate fiscal year and destination city.
8. **Registration Fees:** The Bastrop EDC will pay registration fees associated with EDC related activities. These shall be prepaid in most circumstances.

9. **Entertainment Related Marketing Expenses:** EDC staff will attempt to anticipate entertainment expenses related to marketing Bastrop and seek prior approval from the Chair and/or Treasurer. In the event a qualified prospect orders alcohol while being entertained by EDC representatives, staff may use reasonable judgement in paying the related expense. Representatives may not otherwise use EDC funds for the purchase of alcohol for personal consumption.
10. **Other Expenses:** The Bastrop EDC will not pay for expenses unless it is specifically related to the purpose of the trip and/or event.
- III. **Approval of Travel Expenditures:** Travel expenses will be reconciled and reviewed by the Chair and/or Treasurer for compliance with this policy.
- IV. **Attendance by Non-EDC appointed Representatives:** The Bastrop EDC acknowledges that non-EDC representatives (e.g. spouses, significant others, or relatives) may travel with EDC representatives. Non-EDC appointed representatives must purchase and pay for all of their travel accommodations and associated expenses themselves. If the attendance of non-EDC appointed representatives increases the cost of travel accommodations for the EDC portion of the trip, these additional costs will need to be reimbursed to the Bastrop EDC. Non-EDC appointed representatives must not interfere with the schedule of EDC representatives, and while they may attend extracurricular and after hours activities, they must conduct themselves in the same professional manner as the EDC representatives.



Agenda Item: 3.8

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Possible action on resolutions approving Policies and Procedures for the Bastrop EDC: (1) Resolution 2017-0001, Board Meeting Policies and Procedures, (2) Resolution 2017-0002, Governance Policies and Procedures, (3) Resolution 2017-0003, Financial Policies and Procedures, and (4) Resolution 2017-0004, Travel Policies and Procedures.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Per legal counsel, to adopt the draft Policies and Procedures, each section should have a separate Resolution.

Attachments:

Resolution 2017-0001 Board Meeting Policies and Procedures

Resolution 2017-0002 Governance Policies and Procedures

Resolution 2017-0003 Financial Policies and Procedures

Resolution 2017-0004 Travel Policies and Procedures

Recommendation

Adopt the Resolutions as presented. If there are no changes to any of the resolutions, they may be approved in one single motion. If not, separate motions will be needed:

[RECOMMENDED MOTION 1] I move the EDC Board approve Resolution 2017-0001 adopting Board Meeting Policies and Procedures.

[RECOMMENDED MOTION 2] I move the EDC Board approve Resolution 2017-0002 adopting Governance Policies and Procedures.

[RECOMMENDED MOTION 3] I move the EDC Board approve Resolution 2017-0003 adopting Financial Policies and Procedures.

[RECOMMENDED MOTION 4] I move the EDC Board approve Resolution 2017-0004 adopting Travel Policies and Procedures.

RESOLUTION NO. R-2017-0001

**RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
ADOPTING BOARD MEETING POLICIES AND PROCEDURES**

WHEREAS the Bastrop Economic Development Corporation (the "Corporation") has held multiple meetings to discuss, review and propose revisions to the Board Meeting Policies and Procedures; and

WHEREAS, it is hereby officially found and determined the Board Meeting Policies and Procedures should be adopted; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

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

SECTION 1. Adoption

The Corporation hereby adopts the Board Meeting Policies and Procedures as described in the attached Exhibit "A".

PASSED AND APPROVED, on this _____ day of _____ 2017.

_____, Board Chair

ATTEST:

_____, Board Secretary

RESOLUTION NO. R-2017-0002

**RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
ADOPTING CORPORATION GOVERNANCE POLICIES AND PROCEDURES**

WHEREAS the Bastrop Economic Development Corporation (the "Corporation") has held multiple meetings to discuss, review and propose revisions to the Corporation Governance Policies and Procedures; and

WHEREAS, it is hereby officially found and determined the Corporation Governance Policies and Procedures should be adopted; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

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

SECTION 1. Adoption

The Corporation hereby adopts the Corporation Governance Policies and Procedures as described in the attached Exhibit "A".

PASSED AND APPROVED, on this _____ day of _____ 2017.

_____, Board Chair

ATTEST:

_____, Board Secretary

RESOLUTION NO. R-2017-0003

**RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
ADOPTING FINANCIAL POLICIES AND PROCEDURES**

WHEREAS the Bastrop Economic Development Corporation (the "Corporation") has held multiple meetings to discuss, review and propose revisions to the Financial Policies and Procedures; and

WHEREAS, it is hereby officially found and determined the Financial Policies and Procedures should be adopted; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

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

SECTION 1. Adoption

The Corporation hereby adopts the Financial Policies and Procedures as described in the attached Exhibit "A".

PASSED AND APPROVED, on this _____ day of _____ 2017.

_____, Board Chair

ATTEST:

_____, Board Secretary

RESOLUTION NO. R-2017-0004

**RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
ADOPTING TRAVEL POLICIES AND PROCEDURES**

WHEREAS the Bastrop Economic Development Corporation (the "Corporation") has held multiple meetings to discuss, review and proposed revisions to the Travel Policies and Procedures; and

WHEREAS, it is hereby officially found and determined the Travel Policies and Procedures should be adopted; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

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

SECTION 1. Adoption

The Corporation hereby adopts the Travel Policies and Procedures as described in the attached Exhibit "A".

PASSED AND APPROVED, on this _____ day of _____ 2017.

_____, Board Chair

ATTEST:

_____, Board Secretary



Agenda Item: 3.9

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Consideration, discussion and possible action on a request from the City of Bastrop Interim City Manager for the Bastrop EDC to fund a drainage study for Pine Forest Unit 6.

Prepared by: Shawn A. Kirkpatrick, Executive Director




Bastrop ICM Marvin Townsend has requested a discussion with the Board about the EDC potentially funding a drainage study for Pine Forest Unit 6.

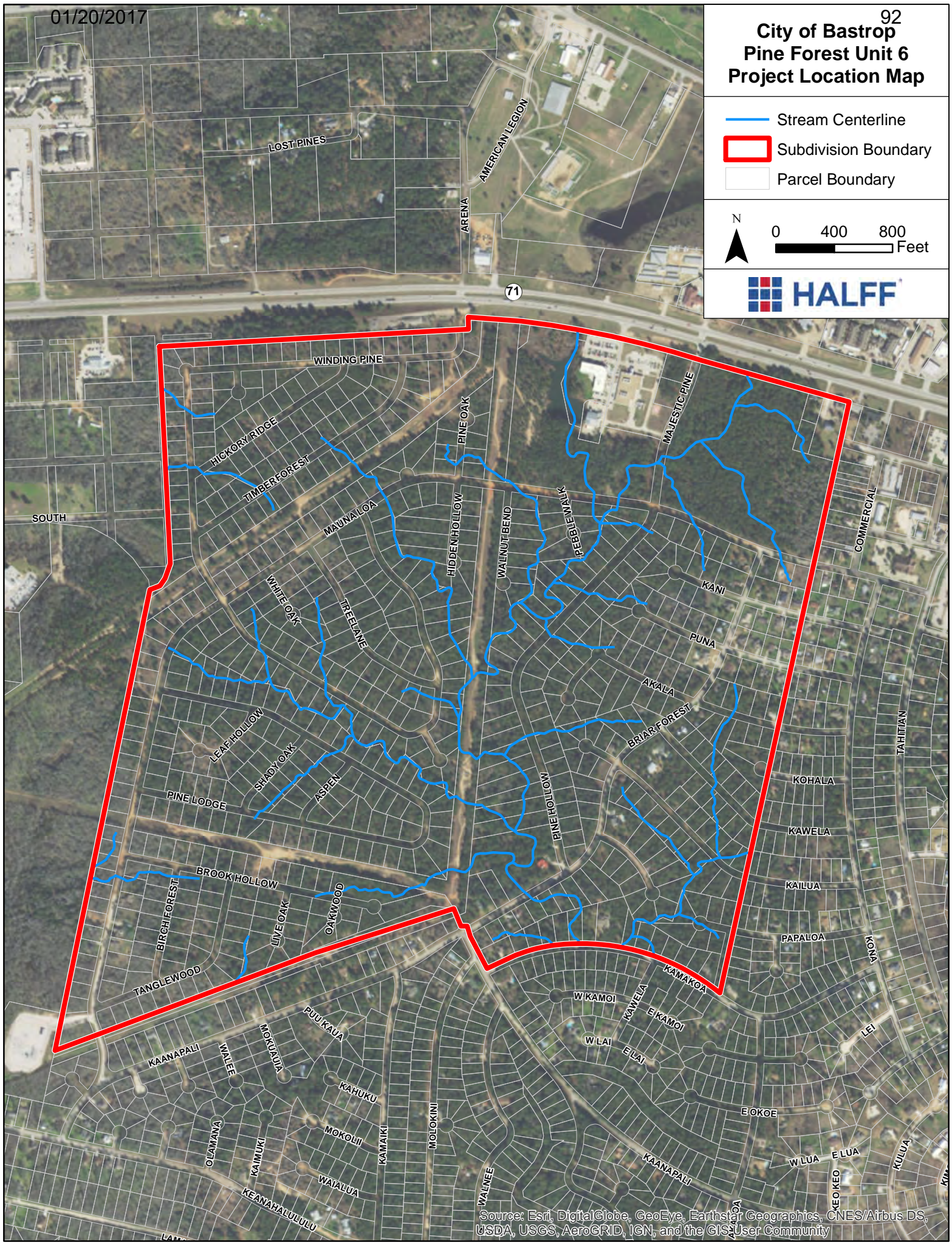
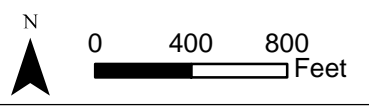
Attachment:
Pine Forest Unit 6 Location Map

Recommendation

No recommendation provided.

92
City of Bastrop
Pine Forest Unit 6
Project Location Map

-  Stream Centerline
-  Subdivision Boundary
-  Parcel Boundary



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Agenda Item: 3.10

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Report on Bastrop EDC: (1) 921 Main Street, (2) Loop 150 Trail Expansion, (3) Bastrop Business and Industrial Park planning, engineering, and site improvements, (4) Main Street Improvement Project, (5) Alley D Parking Lot, and (6) Executive Director Annual Review.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Staff has been working with legal counsel regarding the posting of agenda items to provide sufficient public notice to the public. The Director's Report has been replaced with a report on current EDC projects. The Main Street Director's report will be emailed monthly to the Board in a similar fashion as the Planning Department's construction report.

921 Main Street

The draft engineering report is due to the EDC prior to the Board meeting for staff review and comments. EDC and Main Street have scheduled a public input session for Monday, February 13th, 6:00 p.m., at Bastrop City Hall.

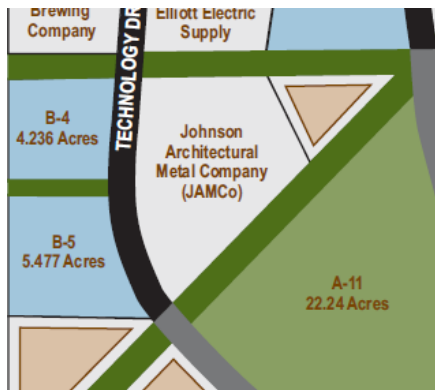
Loop 150 Downtown Trail Expansion

The engineering work order with Bowman Consulting has been executed for the route study. The study is examining three segments: (1) Loop 150 at Eskew to SH 71 W, (2) Loop 150 / SH 71 connecting to planned TxDOT improvements (West of the Colorado River), and (3) TxDOT improvements (East of the Colorado River) along Water or Pecan to connect to existing sidewalks on Main Street past Walnut.

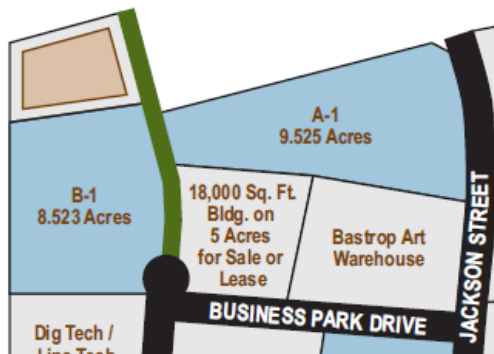


Bastrop Business and Industrial Park planning, engineering, and site improvements

Engineering has completed its findings on sites B-4 and B-5 and the EDC is prepared to address current and future Business Park tenant site conditions. The subdivided portion of site B-4 (AEI Technologies) soil remediation plan is in place pending owner and EDC approval as directed in the project funding.



Engineering has begun preliminary work to address site conditions on site A-1 and B-1 at the entrance and north end of the Park related to project Sinkhole.



Main Street Improvement Project

The EDC funded the Main Street Improvement Project in 2013. The City of Bastrop has let the engineering contract and is under design.

Alley D Parking Lot

This is a City-funded project of interest to the EDC and will affect the 921 Main Street Project. Public Works has begun water and wastewater improvements on the site. Bastrop Power and Light will follow moving the utilities underground. Construction plans have been released for bidding, with construction to begin in the next couple of months. The EDC has worked with the City to extend the necessary infrastructure to accommodate the 921 Main Street project.

Executive Director Annual Review

The Executive Director (ED) passed his Certified Economic Developer exam in December 2016 and accepted the previously approved one year contract extension and raise. Legal counsel is drafting an addendum to the contract to reflect the ED contract through April 7,

2018. With April approaching, the ED will work with the Board Chair to determine an appropriate process for conducting the evaluation. In consulting with legal counsel, unlike previous reviews, it is advised that the Board develop an internal process to avoid unnecessary legal expenses related to the ED review.



Agenda Item: 3.11

AGENDA MEMORANDUM

Meeting Date: January 23, 2017

Agenda Item: Requests from Board of Directors for future agenda items.

Prepared by: Shawn A. Kirkpatrick, Executive Director

This agenda item allows the Directors of the Board to give their input on possible agenda items for future Board meetings.

Recommendation

No staff recommendation provided.