

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

**Monday, February 22, 2016 – 6:00 P.M.**

**Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

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

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The BEDC Board reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item. In compliance with the Open Meetings Act, Chapter 551 Government Code, Vernon’s Texas Code, Annotated, such item, if taken into executive session, would be discussed in closed session under Section 551.071 – Consultations with Attorney – duty to advise on legal matters.  
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**2. PUBLIC COMMENT(S)**

**3. PUBLIC HEARING(S)**

3.1 Conduct a **PUBLIC HEARING** to provide information and receive input from the public concerning the provision of funding for a combined emergency shelter, recreational and medical facility project of the BEDC, the City of Bastrop, the YMCA of Austin and a medical service provider, for a period not to exceed twenty (20) years, and in an amount not to exceed \$700,000, to construct buildings, facilities, targeted infrastructure and to make other legally authorized expenditures related to the proposed joint project. **(page 3)**

3.2 Conduct a **PUBLIC HEARING** to provide information and receive input from the public concerning disposition of BEDC-owned real property, located at 903 Main Street, to Zintek Properties (d/b/a Maxine’s Café) for the appraised market value of \$138,000, and granting a statutorily authorized phased economic incentive totaling \$38,000, to enhance and promote an existing local business enterprise. **(page 5)**

**4. REGULAR BUSINESS**

- 4.1. Approval of meeting minutes of the Regular Board Meeting of January 11, 2016, and the Special Board Meeting of January 19, 2016. **(page 7)**
- 4.2. Consideration, discussion and possible action on acceptance of the BEDC’s financial summary report for period ending January 31, 2016. **(page 13)**
- 4.3. Update from the Executive Director and discussion related to the BEDC budget summary and outstanding debt. **(page 28)**

**5. ACTION ITEMS**

- 5.1. Consideration, discussion and possible action on disposition of real property owned by BEDC located at 903 Main Street, as it relates to a potential economic development project for expansion of a local business, i.e., Zintek Properties (a.k.a. Maxine’s Café Project). **(page 33)**
- 5.2. Consideration, discussion and possible action regarding the BEDC Bylaws and having three City Councilmembers on the BEDC Board. **(page 35)**

5.3. Consideration, discussion and possible action related to clarification on Jean Riemenschneider's employment status. **(page 38)**

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

6.1. BEDC Projects and/or Business **(page 46)**

6.2. Main Street Program Monthly Report

6.3. City Manager's Report **(page 49)**

6.4. City of Bastrop Comprehensive Plan

6.5. City of Bastrop Construction Projects **(page 53)**

## 7. EXECUTIVE SESSION

7.1. The BEDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

(1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to advise or report to the governmental body.

(2) **Section 551.072** – Deliberation about real property: including, but not limited to, potential sales, acquisitions, exchanges, leases, dispositions or values of real property: 'Project Bronze Star', 'Project Gold Steel', and/or disposition of 903 Main Street – Maxine's Café Project.

(3) **Section 551.087** – Deliberation regarding economic development negotiations: 'Project Bronze Star', 'Project Gold Steel', 'Project Apothecary', YMCA of Austin joint project, and/or 903 Main Street – Maxine's Café Project.

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

7.2. The BEDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items.

## 8. BOARD INPUT ON FUTURE AGENDAS

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

## 9. ADJOURNMENT

### CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (BEDC), certify that this Notice of Meeting was posted on the front window of the BEDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the BEDC's website on this the 19th day of February 2016 at 5:00 p.m. Copies of this agenda have been provided to those members of the media requesting such information.

*Angela Ryan*

Angela Ryan, BEDC Assistant Director

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



## BASTROP ECONOMIC DEVELOPMENT CORPORATION

### STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Conduct a PUBLIC HEARING to provide information and receive input from the public concerning the provision of funding for a combined emergency shelter, recreational and medical facility project of the BEDC, the City of Bastrop, the YMCA of Austin and a medical service provider, for a period not to exceed twenty (20) years, and in an amount not to exceed \$700,000, to construct buildings, facilities, targeted infrastructure and to make other legally authorized expenditures related to the proposed joint project.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

At the Special Board Meeting of 01/19/16, the BEDC Board voted to fund the YMCA project in the amount of \$700,000 over a 20 year period.

In accordance with 4B guidelines, we are conducting the required Public Hearing for expenditure of the sales tax funds.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL

**NOTICE OF TWO PUBLIC HEARINGS**  
BASTROP ECONOMIC DEVELOPMENT CORPORATION  
Bastrop City Hall, 1311 Chestnut Street  
Monday, February 22, 2016  
6:00 p.m.

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The Bastrop Economic Development Corporation, a non-profit 4B industrial development corporation (the "BEDC"), established under Article 5190.6, Sec. 4B, of the Texas Revised Civil Statutes, et seq. (now LGC Chapters 501 and 505, et seq.), will conduct Public Hearings on Monday, February 22, 2016, beginning at 6:00 p.m. in the City Council Chambers of City Hall, 1311 Chestnut Street, Bastrop, Texas, for the purpose of providing the general public with information concerning two (2) proposed economic development projects being considered by the BEDC, and for receiving public input regarding same. Specifically, the BEDC is proposing to expend Type B economic development funds, generated pursuant to BEDC's statutory authority, for the following: (1) provision of funding for a combined emergency shelter, recreational and medical facility project of the BEDC, the City of Bastrop, the YMCA of Austin and a medical service provider, for a period not to exceed twenty (20) years, and in an amount not to exceed \$700,000, to construct buildings, facilities, targeted infrastructure and to make other legally authorized expenditures related to the proposed joint project; and (2) disposition of BEDC-owned real property located at 903 Main Street to Zintek Properties (d/b/a Maxine's Café) for the appraised market value of \$138,000, and granting a statutorily authorized phased economic incentive totaling \$38,000, to enhance and promote an existing local business enterprise. For additional information please contact Shawn Kirkpatrick, Executive Director of the Bastrop Economic Development Corporation, at (512) 303-9700 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Any member of the public who is interested in the proposed Economic Development Projects is invited to attend the Public Hearings and provide comment and input to the members of the BEDC Board, at that time.

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation, do hereby certify that this Notice of Two Public Hearings was posted on: (1) the bulletin board of the City Hall, 1311 Chestnut Street, Bastrop, Texas, (2) at the office of the BEDC, located at 301 Hwy 71 W., Suite 214, Bastrop, Texas, and/or (3) on the website of the BEDC at [www.bastropedc.org](http://www.bastropedc.org), at places readily accessible to the general public at all times at a date and time that preceded the hearing by a minimum of 72 hours. Further, I certify that this Notice was published in the *Bastrop Advertiser* on January 28, 2016.

Angela Ryan  
Angela Ryan  
BEDC Assistant Director



## AGENDA ITEM 3.2

**BASTROP ECONOMIC DEVELOPMENT CORPORATION****STANDARDIZED AGENDA RECOMMENDATION FORM****DATE SUBMITTED:** February 18, 2016**MEETING DATE:** February 22, 2016

## 1. Agenda Item:

Conduct a PUBLIC HEARING to provide information and receive input from the public concerning disposition of BEDC-owned real property, located at 903 Main Street, to Zintek Properties (d/b/a Maxine's Café) for the appraised market value of \$138,000, and granting a statutorily authorized phased economic incentive totaling \$38,000, to enhance and promote an existing local business enterprise.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

At the 12/14/15 BEDC Board meeting, the Board voted to sell the former BEDC office located at 903 Main Street to David Sartain, for expansion of Maxine's Cafe, at the appraised value of \$138,000, with an economic incentive of \$38,000, for a net sale price of \$100,000.

In accordance with 4B guidelines, we are conducting the required Public Hearing for expenditure of the sales tax funds.

4. Policy Implication:

5. Budgeted: Yes  No  N/A 

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair 

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL

**NOTICE OF TWO PUBLIC HEARINGS**  
BASTROP ECONOMIC DEVELOPMENT CORPORATION  
Bastrop City Hall, 1311 Chestnut Street  
Monday, February 22, 2016  
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The Bastrop Economic Development Corporation, a non-profit 4B industrial development corporation (the "BEDC"), established under Article 5190.6, Sec. 4B, of the Texas Revised Civil Statutes, et seq. (now LGC Chapters 501 and 505, et seq.), will conduct Public Hearings on Monday, February 22, 2016, beginning at 6:00 p.m. in the City Council Chambers of City Hall, 1311 Chestnut Street, Bastrop, Texas, for the purpose of providing the general public with information concerning two (2) proposed economic development projects being considered by the BEDC, and for receiving public input regarding same. Specifically, the BEDC is proposing to expend Type B economic development funds, generated pursuant to BEDC's statutory authority, for the following: (1) provision of funding for a combined emergency shelter, recreational and medical facility project of the BEDC, the City of Bastrop, the YMCA of Austin and a medical service provider, for a period not to exceed twenty (20) years, and in an amount not to exceed \$700,000, to construct buildings, facilities, targeted infrastructure and to make other legally authorized expenditures related to the proposed joint project; and (2) **disposition of BEDC-owned real property located at 903 Main Street to Zintek Properties (d/b/a Maxine's Café) for the appraised market value of \$138,000, and granting a statutorily authorized phased economic incentive totaling \$38,000, to enhance and promote an existing local business enterprise.** For additional information please contact Shawn Kirkpatrick, Executive Director of the Bastrop Economic Development Corporation, at (512) 303-9700 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Any member of the public who is interested in the proposed Economic Development Projects is invited to attend the Public Hearings and provide comment and input to the members of the BEDC Board, at that time.

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation, do hereby certify that this Notice of Two Public Hearings was posted on: (1) the bulletin board of the City Hall, 1311 Chestnut Street, Bastrop, Texas, (2) at the office of the BEDC, located at 301 Hwy 71 W., Suite 214, Bastrop, Texas, and/or (3) on the website of the BEDC at [www.bastropedc.org](http://www.bastropedc.org), at places readily accessible to the general public at all times at a date and time that preceded the hearing by a minimum of 72 hours. Further, I certify that this Notice was published in the *Bastrop Advertiser* on January 28, 2016.

Angela Ryan  
Angela Ryan  
BEDC Assistant Director



# BASTROP ECONOMIC DEVELOPMENT CORPORATION

## STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Approval of meeting minutes of the Regular Board Meeting of January 11, 2016, and the Special Board Meeting of January 19, 2016.

2. Party Making Request: Angela Ryan, Assistant Director

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

The draft minutes from the 01/11/16 BEDC Regular Board meeting and 01/19/16 Special Board Meeting are attached for the Board's review.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:  
Over/(Under) Budget:

Budgeted Amount:  
Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

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

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

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)**  
**BOARD OF DIRECTORS**  
**Minutes of Monthly Meeting, January 11, 2016**  
**Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, January 11, 2016, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

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

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Board Meeting to order at 6:00 p.m.
2. **PUBLIC COMMENT(S)** – Herb Goldsmith said he would like the BEDC to consider the north end of town as a priority moving forward. The Form Based Code Task Force will be looking at the area and may be asking for assistance in paying for any studies that may be required.
3. **REGULAR BUSINESS**
  - 3.1. Approval of meeting minutes of the Regular Board Meeting of December 14, 2015. Mr. Schiff made the motion to approve the minutes as submitted, Ms. Koch seconded, and the motion passed.
  - 3.2. Consideration, discussion and possible action on acceptance of the BEDC's financial summary report for period ending December 31, 2015. Mr. Kirkpatrick reviewed the financial report included in the Board packets. Mr. Beal made the motion to accept the financial report as submitted, Mr. Schiff seconded, and the motion passed.
4. **ACTION ITEMS**
  - 4.1. Consideration, discussion and possible action on a presentation by Elliott Electric Supply on the development plan for their project located in the Bastrop Business and Industrial Park. Josh Thomas from Elliott Electric Supply and Joseph Willrich from BEFCO Engineering gave an update on the project. Mr. Willrich said that the project will consist of a 10,168 square foot building on a three acre lot. They have submitted their plans requesting a permit to start dirt work and will begin construction as soon as they receive it, with a projected opening date of May 9. Mr. Willrich showed site and building plans that meet all of the City of Bastrop and the BEDC's requirements; they do not anticipate needing any variances. Mr. Thomas said the front wall facing Technology Drive will be 100% masonry and the other three sides will be metal, which meets the BEDC's Restrictive Covenants. No Board action was required.
  - 4.2. Consideration, discussion and possible action on a request that BEDC participate in funding the development of a YMCA facility, as a BEDC project, under statutory authority related to promoting the establishment/expansion of medical facilities for the community of Bastrop. Mr. Kirkpatrick reviewed the contents of his memo to the Board dated January 6 that included his recommendation regarding BEDC's participation in the YMCA project. Mr. Schiff gave some background information on the project. He explained that because of the additional funds that the YMCA project would require and the fact that the City Council had a deadline of December 31, 2015, to commit to the \$1.6 million HUD funds for an emergency shelter, the Council had developed "Plan B", a smaller facility that would meet the FEMA requirements for the shelter and could be built at the approximate amount of the HUD grant. Since that time, the YMCA has offered to finance the City's portion of the project, and commit \$2.5 million of their own funds. The new breakdown would be: \$2.5 million from the YMCA, \$1.6 million from the HUD grant, and \$2.5 million from the City of Bastrop and/or BEDC. The City of Bastrop would own the facility and would lease it to the YMCA for \$1 a year for 20 years, and the YMCA would operate it at no additional cost to the City.



Mr. Schiff explained that the discussion was on the City Council agenda for the following day, and they needed to ensure that the BEDC Board was interested in participating in the project prior to that. In order to meet the HUD grant requirements, the building would need to be completed by September 2017, so it was critical to determine the funding as soon as possible, and he would like for the BEDC Board to decide on a funding amount.

After a lengthy discussion, Mayor Kesselus made the motion to authorize the BEDC Board Chair and Executive Director to speak with the Mayor and City Manager with the understanding that the BEDC Board is interested in moving ahead with the partnership and having a joint workshop meeting to work out the details and ask for public input. Mr. DeLaRosa seconded, and the motion passed, with Mr. Schiff and Mr. Beal opposed.

- 4.3. Consideration, discussion and possible action on disposition of real property owned by BEDC located at 903 Main Street, as it relates to a potential economic development project for expansion of a local business, i.e., Zintek Properties (a.k.a. Maxine's Café Project). Mr. Kirkpatrick said he had summarized the deal points from the December Board meeting to Mr. Sartain, who had expressed concerns about the possibility of mold or mildew in the building. Mr. Kirkpatrick suggested hiring a consultant to test the building. It was the consensus of the Board that the BEDC cover the cost of having the building tested for mold, as well as asbestos.
- 4.4. Consideration, discussion and possible action on BEDC's involvement in the development of a marketing plan concerning a new 'on-site hotel' at the Bastrop Convention Center, including a potential recommendation to the Bastrop City Council from the BEDC related to same. Mr. Kirkpatrick went over his memo included in the Board packet, in which he explained that Mayor Kesselus had requested the Board consider marketing an onsite hotel at the Convention Center. He explained that the BEDC could either offer to put together a marketing plan, or the Council could request the BEDC to do so. He had been asked to test-fit a hotel, and it was determined that a suitable size hotel would fit and the parking requirements would be met. Mr. Kirkpatrick's suggestion was to have a feasibility study conducted by a firm who specializes in this kind of marketing, and then once the results of the study are received, engage a consultant who can develop a master plan and RFP. After the proposals are evaluated, the BEDC could then market the project to individual developers. Mr. Kirkpatrick said it would be very difficult to market the project without a feasibility study and master plan. Mayor Kesselus explained that the study the Council had commissioned had indicated having an onsite hotel would be key, that a lot of convention centers prosper with a hotel connected to them. Mayor Kesselus said the Council had not yet discussed it at length. He said he didn't want the BEDC to undertake it unless it is a legitimate enterprise that will make Bastrop a more prosperous community, so his question was whether or not it was of interest to the EDC. Mr. Schiff said he felt it would fall under the City's purview. Mr. DeLaRosa said that when the Convention Center was built, the Council at the time had stated that the remainder of the property would be left for future expansion of the Center, which would be a decision that the Council would have to make, and that Mr. Kirkpatrick should have called Mr. Talbot about it to get all the facts first. Mr. Schiff said it should be an item for the Council agenda, and then the Council could defer back to BEDC if they so desired, which was the consensus of the Board.
- 4.5. Consideration, discussion and possible action on committees, working groups, task forces, etc., for the BEDC. Mr. Kirkpatrick reviewed his memo included in the Board packets, and explained that typically the BEDC staff forms informal working groups, task forces, and committees related to projects. The Board Chair would appoint ad hoc committees, similar to when the Board updated the Bylaws and Restrictive Covenants. Mr. Kirkpatrick said he had considered putting together formal committees related to the core areas of economic development, but one of his concerns about including community members on the committees was the confidentiality of prospects. Mr. Kirkpatrick explained that when Board members are asked to attend project meetings, it is because the project has either asked for them specifically (such as when the Board chair's presence is

requested), or it is based on the specific skill sets and expertise and which Board members best match that particular project. There was no action taken.

## 5. UPDATE(S), REPORT(S), AND/OR ANNOUNCEMENT(S)

- 5.1. BEDC Projects and/or Business – Mr. Kirkpatrick’s report was included in the Board packet.
- 5.2. Main Street Program Monthly Report – Ms. Wood gave a brief update about Main Street.
- 5.3. City Manager’s Report (including update on Main Street Improvement Project) – Mr. Talbot gave a presentation about the Main Street Improvement and Alley D projects, explaining that the two go hand in hand and should be combined into a single project for bidding purposes, which would result in a cost savings for both the City and BEDC. He suggested completing the work in Alley D prior to beginning the Main Street Project. The Downtown Business Alliance and Main Street Program want to use the empty lot at 921 Main as a common meeting place, but an official decision has never actually been made as to what to do with the lot, and that needs to be determined prior to beginning the Alley D Project. Mr. Talbot explained that since the Board approved funding the Main Street Improvement Project, there has been extensive discussion about expanding the scope of it to include realigning the streets, expanding the sidewalks, removing the islands that currently hold the light poles, and possibly changing to parallel parking. (See Mr. Talbot’s complete [presentation](#) for additional details). After discussion, it was the consensus of the Board that they had previously decided not to increase the amount of funding for the project, and that at this point, all decisions related to the project should be made by the City Council.
- 5.4. City of Bastrop Comprehensive Plan – Ms. Koch reported the committee had not met this month.
- 5.5. City of Bastrop Construction Projects – The list of construction updates was included in the packet.

## 6. EXECUTIVE SESSION

- 6.1. At 8:18 p.m., Mr. Mills convened the BEDC Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to advise or report to the governmental body.
- (2) **Section 551.072** – Deliberation about real property: including, but not limited to, potential sales, acquisitions, exchanges, leases, dispositions or values of real property: ‘Project Bronze Star’, ‘Project Gold Steel’, and/or disposition of 903 Main Street – Maxine’s Café Project.
- (3) **Section 551.087** – Deliberation regarding economic development negotiations: ‘Project Bronze Star’, ‘Project Gold Steel’, ‘Project Apothecary’, and/or 903 Main Street – Maxine’s Café Project.
- (4) **Section 551.074** – Personnel Matters: Executive Director’s Six Month “Interim Performance Review” and Update.

- 6.2. At 9:35 p.m., the BEDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items. No action was taken.

## 7. BOARD INPUT ON FUTURE AGENDAS

- 7.1. Inviting input from the Board of Directors related to issues for possible inclusion on future agendas, related to (but not limited to) issues such as BEDC projects, property, economic development prospects, community events, and BEDC business. The Board requested to see the BEDC debt schedule at the next meeting.

8. **ADJOURNMENT** – Gary Schiff made the motion to adjourn and Cam Chavez seconded. The BEDC Board of Directors adjourned the meeting at 9:36 p.m.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)**  
**BOARD OF DIRECTORS**  
**Minutes of Special Meeting, January 19, 2016**  
**Bastrop EDC Office, 301 Hwy 71 W., Suite 214, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Tuesday, January 19, 2016, at 6:00 p.m. at the BEDC office at 301 Hwy 71 W, Suite 214, for a Special Meeting.

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

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Board Meeting to order at 6:00 p.m.
2. **PUBLIC COMMENT(S)** – Merle Breiland said the Bastrop community needs a YMCA facility, but wanted additional information on how it related to medical facilities and he wondered if the Bastrop Boys and Girls Club would be able to use the facility. Mr. Breiland also commented that there are other needs in the community, such as a new fire station on the northwest side of town.

**3. ACTION ITEMS**

- 3.1. Consideration, discussion and possible action on a request that BEDC participate in funding the development of a YMCA facility, as a BEDC project, under statutory authority related to promoting the establishment/expansion of medical facilities for the community of Bastrop.

Mr. Schiff reviewed what had previously been discussed to bring the Board up to date. The proposed YMCA would be a 25,000 square foot facility funded by \$1.8 million from the City of Bastrop, \$1.6 million from the HUD grant, and \$2.5 million from the YMCA, with the balance of \$700,000 being requested from the BEDC. Mr. Schiff reported that the City Council had approved spending the \$1.8 million, and instructed the City Manager to negotiate a contract with the YMCA that included a list of provisions that must be met. Mr. Schiff proposed that the BEDC agree to fund the project, which would then require a public hearing and approval by the City Council as a BEDC project.

Mr. Schiff reminded the Board that the facility would need to be complete by September 2017 in order to receive the HUD funding, with the design plans needed to begin by March 1, 2016, so there was a need to make a decision at tonight's meeting in order to move forward with the plans.

Mr. Schiff made the motion that the BEDC fund the YMCA project in the amount of \$700,000, amortized in equal payments over a 20 year period, at 0% interest through the YMCA, after an economic impact analysis is conducted, and contingent upon the remaining six terms and conditions of Mr. Kirkpatrick's memo dated January 6, 2016:

- 1) YMCA obtains commitments funding the entire project prior to execution of contract documents.
- 2) YMCA enters into a partnership with a medical provider to offer expanded services in Bastrop, Texas, thereby creating and/or retaining employment in the medical field and additional employment through expanded programming of the YMCA.
- 3) The recreation facility will be an asset of the City of Bastrop, and the YMCA and City agree to an agreeable lease/operating term for the facility.
- 4) During the term of the lease/operating agreement for the facility, the BEDC shall have no other obligations for additional or future funding as it relates to the facility to either the YMCA or City of Bastrop.

- 5) This commitment of contingent funding is dependent upon the development of agreeable definitive contract documents and final approval by the BEDC Board of Directors and necessary approvals of the City Council of the City of Bastrop.
- 6) Final approval and execution of definitive contract documents by the BEDC Board of Directors shall occur no later than March 31, 2016, and necessary approval by the City Council of the City of Bastrop by April 30, 2016.

Mr. DeLaRosa seconded Mr. Schiff's motion.

After further discussion, Mr. Beal called the question and moved that the discussion cease and a vote be taken. Mayor Kesselus seconded, and the motion passed.

The vote was taken for the motion for BEDC to fund the YMCA, per Mr. Schiff's prior motion and Mr. DeLaRosa's second. The motion passed with none opposed.

4. **EXECUTIVE SESSION** – No executive session was required.
5. **ADJOURNMENT** – Willie DeLaRosa made the motion to adjourn and Gary Schiff seconded. The BEDC Board of Directors adjourned the special meeting at 6:50 p.m.



## BASTROP ECONOMIC DEVELOPMENT CORPORATION

### STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending January 31, 2016.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Attached for the Board's review and consideration is the BEDC preliminary financial summary report for the period ending January 31, 2016.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL

# Bastrop Economic Development Corporation

## Financial Summary For Period Ending January 31, 2016

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**Bastrop Economic Development Corporation**  
**Summary of Revenues and Expenditures**  
 As of January 31, 2016



Fiscal year 2016 is 33% complete as of January 31, 2016. These reports provide an unaudited and preliminary snapshot of the BEDC financial information.

☐ Revenues reflect 34.9% collected over budgeted or \$674,599. Revenues during this same time period last year reflected \$636,132. Additional analysis concerning revenues are on the next two pages.

☐ Expenses for the BEDC reflect 24.4% spent or \$471,802. Expenses during this same time period last year reflected \$484,128. Additional analysis concerning the expenses, year to year comparisons, and capital outlay is located within this report.

## Revenues

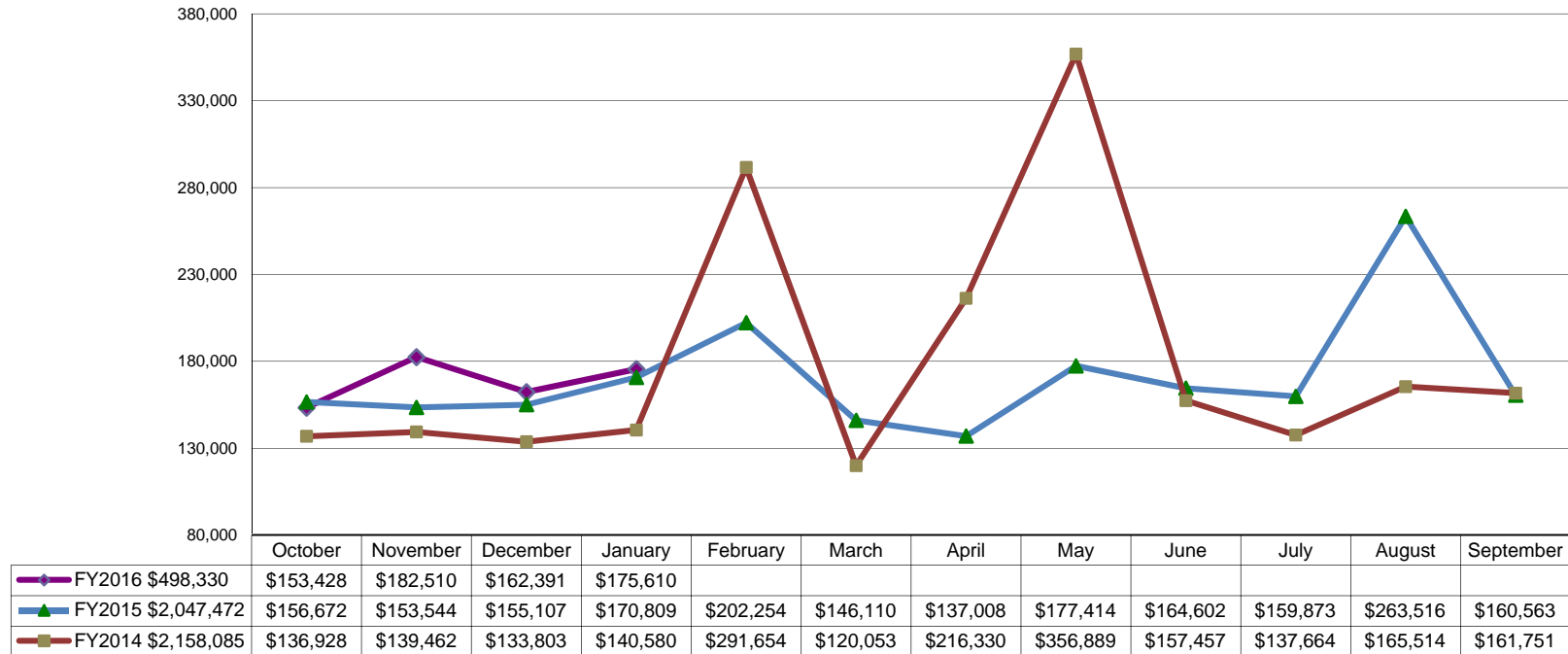
## Expenditures

FY 2016 Budget	FY 2016 Actual	% of FY2016 Budget	FY 2016 Budget	FY 2016 Actual	% of FY2016 Budget
\$ 1,933,000	\$ 674,599	34.9%	\$ 1,933,000	\$ 471,802	24.4%

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

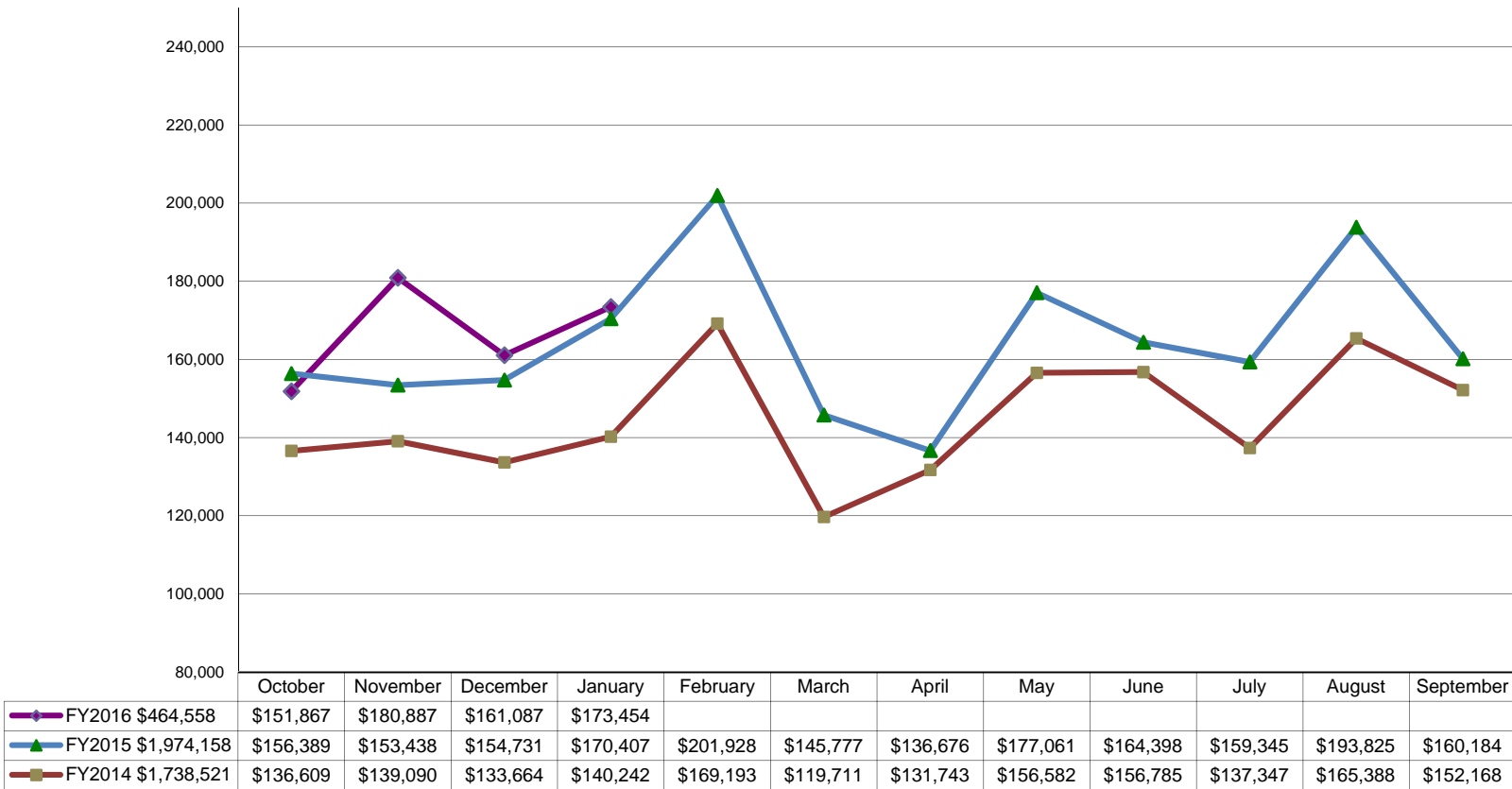




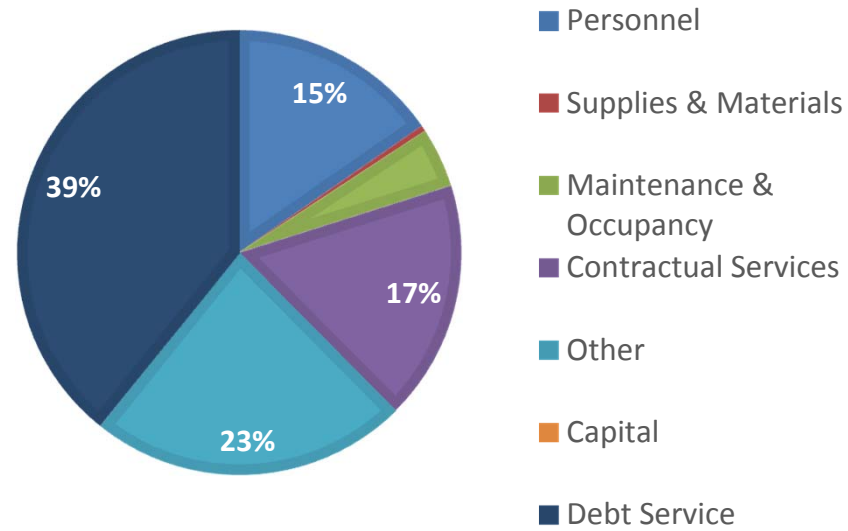


## Sales Tax Revenue Chart As of January 31, 2016

Sales Tax Receipts YTD reflect \$667,295 and are more than the prior year to date Sales Tax Receipts of \$634,965.



# Expenditure Charts As of January 31, 2016



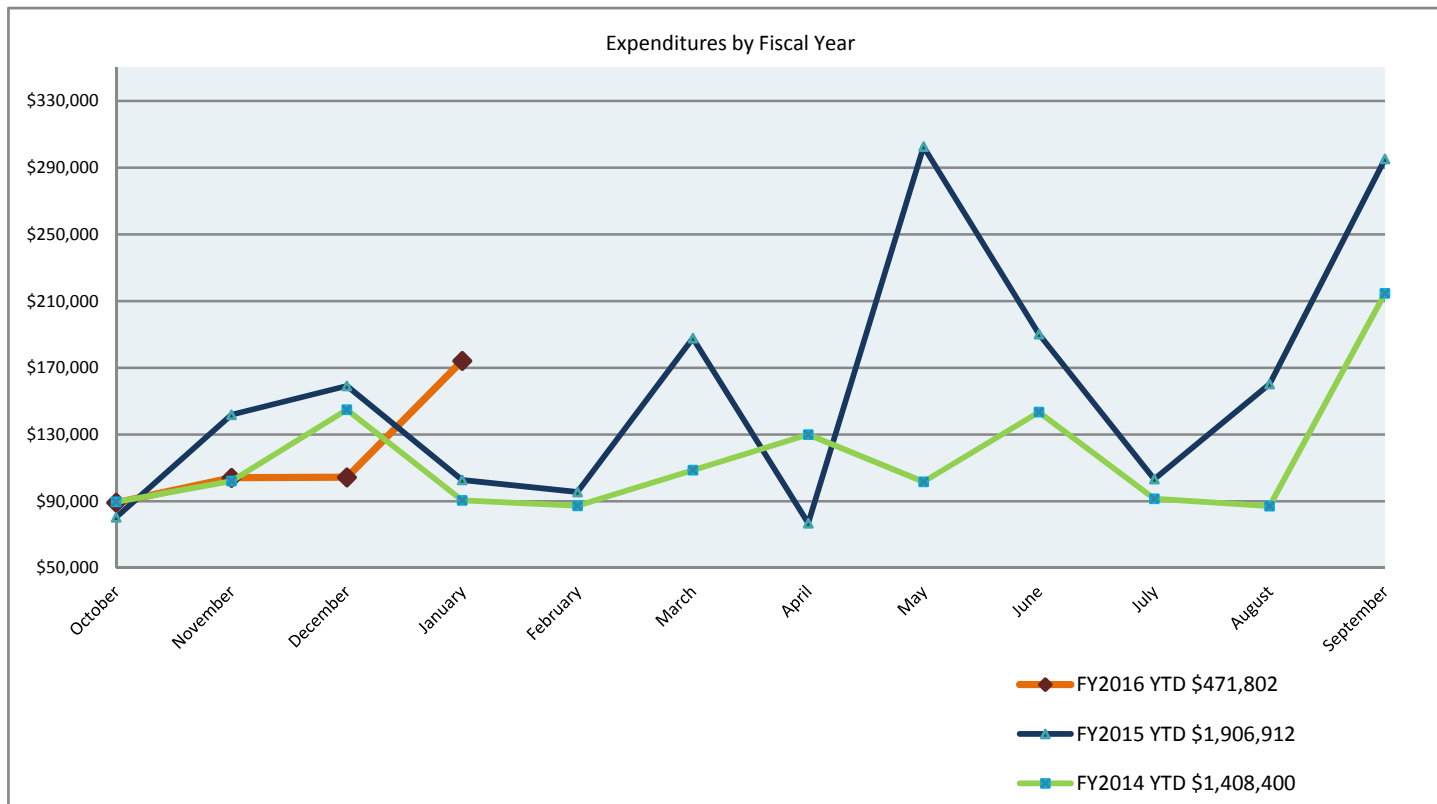
\* Chart reflects FY2016 Fiscal Year-to Date expenses as of Jan. 31, 2016. Data provided by City of Bastrop Finance Department records.



## Expenditure Comparison Graph As of January 31, 2016



EXPENSES: The line graph makes a comparison of the current fiscal year expenses to the last two fiscal year on a monthly basis. The funds' basic operations or fixed expenses should stay relatively flat or fixed on the line graph. The spike in May 2015 is due to the entry required for the donation of the Arena land to the City.






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**BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND**  
**FY 2015-2016 BUDGET**

Audited Fund Balance 9-30-2015	\$ 3,232,997
<b>FY 2015-2016</b>	
Budgeted Revenues	<u>\$ 1,933,000</u>
Total FY 2016 Resources	\$ 5,165,997
Budgeted Expenditures:	<u>\$ (1,933,000)</u>
Projected Ending Gross Fund Balance 09-30-2016	\$ 3,232,997

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

\*\* In order to maintain a 25% or 90 day balance, the ending operating balance cannot be less than \$483,250. The budgeted expenditures for the Bastrop Economic Development Corporation can only increase \$2,749,747 and the total budgeted expenditures may not exceed \$4,682,747. These figures are subject to change depending upon actual Revenues and Expenditures.

BEDC Financial Statements attached

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C I T Y O F B A S T R O P  
 FINANCIAL STATEMENT  
 AS OF: JANUARY 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
<hr/>						
TAXES & PENALTIES						
00-00-4005 SALES TAX	634,964.90	1,930,000.00	173,453.61	667,294.58	1,262,705.42	34.57
TOTAL TAXES & PENALTIES	634,964.90	1,930,000.00	173,453.61	667,294.58	1,262,705.42	34.57
<hr/>						
CHARGES FOR SERVICES						
00-00-4047 LEASE AGREEMENT	0.00	0.00	1,150.00	4,600.00	( 4,600.00)	0.00
TOTAL CHARGES FOR SERVICES	0.00	0.00	1,150.00	4,600.00	( 4,600.00)	0.00
<hr/>						
OTHER REVENUE						
<hr/>						
INTEREST INCOME						
00-00-4400 INTEREST INCOME	494.57	1,500.00	875.40	2,165.22	( 665.22)	144.35
00-00-4401 INTEREST RECEIVED ON NOTES	672.74	1,500.00	130.62	539.64	960.36	35.98
TOTAL INTEREST INCOME	1,167.31	3,000.00	1,006.02	2,704.86	295.14	90.16
<hr/>						
MISCELLANEOUS						
<hr/>						
TRANSFERS-IN						
<hr/>						
OTHER SOURCES						
<hr/>						
** TOTAL REVENUE **	636,132.21	1,933,000.00	175,609.63	674,599.44	1,258,400.56	34.90

FINANCIAL STATEMENT

AS OF: JANUARY 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 =====						
TRANSFERS OUT						
BEDC ADMINISTRATION =====						
00-NON-PROGRAM =====						
PERSONNEL SERVICES						
70-00-5101 BEDC OPERATIONAL SALARIES	37,421.91	212,696.00	15,281.86	55,802.02	156,893.98	26.24
70-00-5116 LONGEVITY	222.00	500.00	0.00	258.00	242.00	51.60
70-00-5117 OVERTIME	0.00	0.00	0.00	37.50	( 37.50)	0.00
70-00-5150 SOCIAL SECURITY	2,063.00	16,000.00	1,644.67	4,715.08	11,284.92	29.47
70-00-5151 RETIREMENT	5,873.68	21,400.00	1,687.49	5,856.29	15,543.71	27.37
70-00-5155 GROUP INSURANCE	2,767.69	24,912.00	1,388.66	5,554.64	19,357.36	22.30
70-00-5156 WORKER'S COMPENSATION	165.04	1,100.00	118.70	231.42	868.58	21.04
TOTAL PERSONNEL SERVICES	48,513.32	276,608.00	20,121.38	72,454.95	204,153.05	26.19
SUPPLIES & MATERIALS						
70-00-5201 SUPPLIES	719.99	4,500.00	556.08	1,424.68	3,075.32	31.66
70-00-5203 POSTAGE	12.62	480.00	0.00	47.19	432.81	9.83
70-00-5206 OFFICE EQUIPMENT	1,063.77	7,500.00	466.90	546.84	6,953.16	7.29
TOTAL SUPPLIES & MATERIALS	1,796.38	12,480.00	1,022.98	2,018.71	10,461.29	16.18
MAINTENANCE & REPAIRS						
70-00-5301 MAINT OF EQUIPMENT	0.00	1,000.00	125.00	125.00	875.00	12.50
70-00-5331 INDUSTRIAL PARK MAINT EXP	0.00	5,000.00	0.00	0.00	5,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	952.97	3,600.00	200.00	800.00	2,800.00	22.22
TOTAL MAINTENANCE & REPAIRS	952.97	9,600.00	325.00	925.00	8,675.00	9.64
OCCUPANCY						
70-00-5401 COMMUNICATIONS	1,582.25	10,000.00	883.02	3,046.66	6,953.34	30.47
70-00-5402 OFFICE RENTAL	0.00	36,000.00	6,000.00	15,000.00	21,000.00	41.67
70-00-5403 UTILITIES	928.26	6,000.00	324.55	1,577.88	4,422.12	26.30
TOTAL OCCUPANCY	2,510.51	52,000.00	7,207.57	19,624.54	32,375.46	37.74

## FINANCIAL STATEMENT

AS OF: JANUARY 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	28,771.68	50,000.00	5,020.00	29,693.40	20,306.60	59.39
70-00-5525 LEGALS	8,818.23	30,000.00	1,930.88	7,329.38	22,670.62	24.43
70-00-5530 ENGINEERING	0.00	15,000.00	0.00	1,855.00	13,145.00	12.37
70-00-5540 PROPERTY INSURANCE	480.44	1,000.00	192.02	384.75	615.25	38.48
70-00-5561 CONTRACTUAL SERVICES	1,500.00	5,000.00	1,000.00	2,500.00	2,500.00	50.00
70-00-5573 PARKS/RECREATION SUPPORT	13,166.64	0.00	0.00	0.00	0.00	0.00
70-00-5574 CITY CONTRACT FOR SERVICE	0.00	139,000.00	5,309.42	19,202.17	119,797.83	13.81
70-00-5596 MAIN STREET PROG SUPPORT	13,333.32	40,000.00	3,333.33	13,333.32	26,666.68	33.33
70-00-5598 CITY ADMINISTRATIVE SUPPORT	26,666.68	50,000.00	2,665.00	8,031.50	41,968.50	16.06
TOTAL CONTRACTUAL SERVICES	92,736.99	330,000.00	19,450.65	82,329.52	247,670.48	24.95
OTHER CHARGES						
70-00-5603 MARKETING TRIPS	0.00	9,000.00	0.00	3,810.63	5,189.37	42.34
70-00-5604 BUSINESS DEVELOPMENT	1,500.00	9,000.00	2,472.13	4,472.09	4,527.91	49.69
70-00-5605 TRAVEL & TRAINING	21.45	9,000.00	736.80	3,924.62	5,075.38	43.61
70-00-5606 AUTO ALLOWANCE - STAFF	0.00	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5610 ISSUANCE COST	6,372.50	0.00	0.00	0.00	0.00	0.00
70-00-5611 BILLBOARDS	4,750.00	13,000.00	2,000.00	5,000.00	8,000.00	38.46
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	4,741.29	9,550.00	313.00	4,735.49	4,814.51	49.59
70-00-5631 BONDS FOR BEDC OFFICERS	242.00	1,000.00	559.10	559.10	440.90	55.91
70-00-5633 LOCAL/MISC ADVERTISING	14,220.00	15,000.00	0.00	7,181.92	7,818.08	47.88
70-00-5634 NATIONAL ADVERTISING	7,130.00	40,000.00	628.55	1,003.55	38,996.45	2.51
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	75,000.00	0.00	0.00	75,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	0.00	10,000.00	200.00	336.84	9,663.16	3.37
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT	59,891.45	320,000.00	72,887.91	72,887.91	247,112.09	22.78
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	36,823.00	48,500.00	0.00	0.00	48,500.00	0.00
70-00-5648 SPL PROJECTS - BUS OUTREACH	2,250.00	0.00	0.00	0.00	0.00	0.00
70-00-5655 EQUIPMENT RENTAL	0.35	50.00	0.00	0.00	50.00	0.00
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	400.00	20,000.00	0.00	5,487.49	14,512.51	27.44
TOTAL OTHER CHARGES	138,342.04	660,100.00	79,797.49	109,399.64	550,700.36	16.57
CONTINGENCY						
70-00-5900 CONTINGENCY	0.00	44,626.16	0.00	0.00	44,626.16	0.00
TOTAL CONTINGENCY	0.00	44,626.16	0.00	0.00	44,626.16	0.00



FINANCIAL STATEMENT

AS OF: JANUARY 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						
70-00-6060 REAL PROPERTY	1,173.21	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,173.21	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE						
70-00-7133 C OF O SERIES 2013 PRINCIPL	13,713.32	76,230.00	6,352.50	25,410.00	50,820.00	33.33
70-00-7134 C OF O SERIES 2013 INTEREST	34,053.68	100,926.00	8,410.50	33,642.00	67,284.00	33.33
70-00-7137 C OF O SERIES 2010 PRINCIPA	13,880.00	42,334.00	3,527.83	14,111.32	28,222.68	33.33
70-00-7138 C OF O SERIES 2010 INTEREST	11,650.68	33,494.00	2,791.17	11,164.68	22,329.32	33.33
70-00-7152 GO REFUNDING SER 2014 INT	1,282.63	6,326.00	527.11	2,108.44	4,217.56	33.33
70-00-7501 C OF O SERIES 2008A PRINCIP	6,885.00	21,263.00	1,771.92	7,087.68	14,175.32	33.33
70-00-7502 C OF O SERIES 2008A, INTERE	6,405.68	10,766.84	897.25	3,589.00	7,177.84	33.33
TOTAL DEBT SERVICE	87,870.99	291,339.84	24,278.28	97,113.12	194,226.72	33.33
TRANSFERS OUT						
TOTAL 00-NON-PROGRAM	373,896.41	1,676,754.00	152,203.35	383,865.48	1,292,888.52	22.89
ADMINISTRATION						
=====						
CAPITAL OUTLAY						
DEBT SERVICE						
70-10-7097 INTEREST EXPENSE ON FNB NOT	75.74	500.00	671.89	2,687.61	( 2,187.61)	537.52
70-10-7603 BOND PRINCIPAL 2006	73,333.32	235,000.00	19,583.33	78,333.32	156,666.68	33.33
70-10-7604 BOND INTEREST 2006	10,296.00	20,746.00	1,728.83	6,915.32	13,830.68	33.33
TOTAL DEBT SERVICE	83,705.06	256,246.00	21,984.05	87,936.25	168,309.75	34.32
TOTAL ADMINISTRATION	83,705.06	256,246.00	21,984.05	87,936.25	168,309.75	34.32
BEDC INDUSTRIAL PARK						
=====						
MAINTENANCE & REPAIRS						
70-71-5301 PARK MAINTENANCE	26,526.64	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE & REPAIRS	26,526.64	0.00	0.00	0.00	0.00	0.00
TOTAL BEDC INDUSTRIAL PARK	26,526.64	0.00	0.00	0.00	0.00	0.00
TOTAL BEDC ADMINISTRATION	484,128.11	1,933,000.00	174,187.40	471,801.73	1,461,198.27	24.41
*** TOTAL EXPENSES ***	484,128.11	1,933,000.00	174,187.40	471,801.73	1,461,198.27	24.41

\*\*\* END OF REPORT \*\*\*

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	61,369.61
00-00-1100	TEXPOOL	3,421,619.38
00-00-1224	ACCT RECEIVABLE-SALES TAX	324,797.59
00-00-1227	ACCOUNTS RECEIVABLE-OTHER	582.00
00-00-1272	NOTES RECEIVABLE-GARMENT	79,167.33
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	25,999.33
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	24,974.04
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	600.76
00-00-1420	EQUIPMENT	8,300.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1460	FIXED ASSETS - BUILDING	921,879.73
00-00-1470	FIXED ASSETS - LAND	848,201.04
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRAST	5,240.18
00-00-1499	ACCUMULATED DEPRECIATION(	1,579,901.19)
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
00-00-1589	NET PENSION ASSETS-PREPAI	0.24

6,465,076.26

TOTAL ASSETS

6,465,076.26

=====

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	4,883.94	
00-00-2029	INSURANCE PAYABLE	0.30	
00-00-2080	NOTES PAYABLE-CITY-WTR PR	420,000.00	
00-00-2081	NOTES PAYABLE-CITY-TDC	54,167.34	
00-00-2101	BONDS PAYABLE CURRENT POR	463,246.00	
00-00-2102	TAX/REV 2006 BOND PAYABLE	215,000.00	
00-00-2105	BONDS PAYABLE-CURRENT YR	106,605.59	
00-00-2125	ACCRUED INTEREST PAYABLE	26,642.94	
00-00-2127	ACCRUED EXPENSES-OTHER	38,439.22	
00-00-2235	DEFFERRED REVENUE-TOWER	64,400.00	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,760,538.44	
00-00-2405	ENCUMBRANCE ACCOUNT (	23,500.00)	
00-00-2406	RESERVE FOR ENCUMBRANCE	23,500.00	
00-00-2850	NET PENSION LIABLITY	70,293.00	
00-00-2870	COMPENSATED ABSENCES PAYA	8,064.85	
			5,232,281.62
	TOTAL LIABILITIES		5,232,281.62
	SURPLUS (DEFICIT)	202,797.71	
00-00-3000	NET ASSETS	249,236.43	
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	10,000.00	
00-00-3506	ELLIOTT PARTNERS	75,645.00	
00-00-3700	PRIOR PERIOD ADJ (	59,924.00)	
	TOTAL EQUITY		1,232,794.64
	TOTAL LIABILITIES & FUND EQUITY		6,465,076.26

=====



# BASTROP ECONOMIC DEVELOPMENT CORPORATION

## STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Update from the Executive Director and discussion related to the BEDC budget summary and outstanding debt.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Please see attached memo and documentation for additional information.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



## MEMORANDUM

Date: February 16, 2016

To: Bastrop EDC Board of Directors

Cc: Mike Talbot, Bastrop City Manager  
JC Brown, Legal Counsel

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC Budget Summary and Outstanding Debt

### Budget Summary

The City of Bastrop Finance Department is finalizing the FY 2015 (Budget Year 2014/2015) audit and has provided an updated budget summary reflecting the Audited Ending Operating Balance as of 09/30/2015.

Audited Ending Operating Balance as of 09/30/2015	\$3,232,997
“90 day or 25% restricted/reserve funds”	<u>(\$ 483,500)</u>
	\$2,749,497

The Finance Department is preparing to obtain quotes from the City Investment Advisor to place \$500,000, or an equivalent amount, in certificates of deposits. Under IFC #3, the Board Chair, Executive Director and Finance Director must approve the placement. What is being contemplated is a 2 year CD ladder with an initial placement of \$125,000 times 4 (\$500,000) in 6, 12, 18, and 24 month certificates of deposits.

BEDC has completed the process of transferring its funds within TexPool to a separate BEDC account. The application process to additionally open a Texas CLASS account is in process and should be completed by the next Board meeting.

The culmination of the CD’s, TexPool and Texas CLASS will provide diversification of depositors and yield a higher return on idle/invested funds. The BEDC continues to maintain an operating account (checking account) at First National Bank not exceeding an FDIC insured account balance.

Attached is the documentation related to this item.

## **Outstanding Debt**

It was requested at the last Board meeting to give an update of outstanding debt service for the BEDC. Attached is the spreadsheet from FY 2013 (Budget Year 2012/2013) to FY 2021 (Budget Year 2020/2021).

Several important notes:

CO Series 2013, CO Series 2010, GO Refunding Series 2014, and CO Series 2008A are debt obligations in which the BEDC participated in issuances with the City of Bastrop. Unless the City refunds (refinances), the BEDC has few options in prepaying the debt obligations.

BEDC Series 2006 is a private placement issuance with the Bank of America. Our Financial Advisor and Bond Counsel are researching the possibility of calling this note in either FY 2016 or FY 2017, with the intent of reducing the interest obligations and thus saving the BEDC money. It additionally would improve cash flow sooner in future years. The downside in calling the note is that the BEDC would in the short-term reduce its fund balance by the prepayment amount. In the mid-2000s it was common in bond issuances to have “a make whole provision.” As is the case with this issuance, our Financial Advisor is seeking an estimate from the Bank of America on this calculation and a true benefit analysis of calling the note will be completed.

Interest Expense on FNB Notes will retire this budget year. A single payment is remaining directly tied to the Garments to Go TDA (Texas Department of Agriculture) Real Estate Loan.

## **Recommendation**

At this time staff provides no recommendation and this report is for informational purposes only.

No action is required.

## Bastrop Economic Development Corporation Debt Service Schedule

		Fiscal Year	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
		Budget Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
			Actual	Actual	Actual	Budget	Forecasting	Forecasting	Forecasting	Forecasting	Forecasting
601-70-00-5610	(Debt) Issuance Cost				6,372.50						
601-70-00-7002	Interest Expense		494.27								
601-70-00-7133	C of O Series 2013 principal	24.20%	-	-	41,140.00	76,230.00	70,180.00	71,390.00	76,230.00	78,650.00	78,650.00
601-70-00-7134	C of O Series 2013 Interest	FY 2033	-	73,499.00	102,160.30	100,926.10	98,639.20	96,533.80	94,392.10	91,342.90	88,196.90
601-70-00-7137	C of O Series 2010 principal	13.88%	38,170.00	38,864.00	41,640.00	42,334.00	45,110.00	46,498.00	49,274.00	49,968.00	58,990.00
601-70-00-7138	C of O Series 2010 Interest	FY 2029	38,061.00	36,311.99	34,951.74	33,494.38	32,012.55	30,433.84	28,806.27	27,081.82	25,332.94
601-70-00-7151	GO Refunding Series 2014 principal	7.94%	-	-	-	-	-	3,970.00	8,734.00	8,734.00	9,131.00
601-70-00-7152	GO Refunding Series 2014 Interest	FY 2031	-	-	4,445.28	6,705.33	6,705.33	6,705.33	6,625.93	6,451.25	6,276.57
601-70-00-7501	C of O Series 2008A principal	12.15%	18,225.00	19,440.00	20,655.00	21,262.50	23,085.00	12,757.50	13,365.00	14,580.00	15,187.50
601-70-00-7502	C of O Series 2008A Interest	FY 2028	21,100.00	20,188.16	11,969.43	10,766.84	9,703.72	8,549.47	8,013.65	7,438.96	6,797.44
601-70-10-7097	Interest Expense on FNB Notes		494.27	36.39	1,754.91	500.00					
601-70-10-7135	Bond Principal 2008A										
601-70-10-7136	Bond Interest 2008A										
601-70-10-7601	Bond Principal Rev 1996										
601-70-10-7602	Bond Interest Rev 1996										
601-70-10-7603	Bond Principal 2006	100%	200,000.00	215,000.00	220,000.00	235,000.00	50,000.00	55,000.00	55,000.00	55,000.00	
601-70-10-7604	Bond Interest 2006	FY 2020	50,018.36	40,798.50	30,887.00	20,746.00	9,912.00	7,607.00	5,071.00	2,536.00	
601-70-10-7999	Fiscal Agent Fees		-	-	-						
<b>Total Annual Debt Service (I&amp;S)</b>			<b>366,562.90</b>	<b>444,138.04</b>	<b>515,976.16</b>	<b>547,965.16</b>	<b>345,347.80</b>	<b>339,444.94</b>	<b>345,511.96</b>	<b>341,782.93</b>	<b>288,562.35</b>
<b>Percent of Sales Tax (%)</b>			<b>22.07%</b>	<b>25.55%</b>	<b>26.14%</b>	<b>28.39%</b>	<b>17.46%</b>	<b>16.74%</b>	<b>16.62%</b>	<b>16.04%</b>	<b>13.21%</b>

**BASTROP ECONOMIC DEVELOPMENT CORPORATION  
BUDGET SUMMARY**

**FY 2009**

Actual Revenues	\$ 1,275,106
Actual Expenditures	\$ (1,240,578)
Audited Ending Operating Balance 9/30/2009	<u>\$ 1,817,620</u>

**FY 2010**

Actual Revenues	\$ 1,330,623
Actual Expenditures	\$ (1,368,679)
Audit Adjusting Entries	\$ (13,799)
Audited Ending Operating Balance as of 9/30/2010	<u>\$ 1,765,765</u>

**FY 2011**

Actual Revenues	\$ 1,429,306
Actual Expenditures:	\$ (1,855,482)
Audit Adjusting Entries	\$ 31,192
Audited Ending Operating Balance as of 09/30/2011	<u>\$ 1,370,781</u>

**FY 2012**

Actual Revenues	\$ 1,607,399
Actual Expenditures:	\$ (1,335,178)
Audit Adjusting Entries	\$ (18,433)
Audited Ending Operating Balance as of 09/30/2012	<u>\$ 1,624,568</u>

**FY 2013**

Actual Revenues	\$ 1,813,950
Actual Expenditures:	\$ (1,524,434)
Audit Adjusting Entries	\$ (105,218)
Audited Ending Operating Balance as of 09/30/2013	<u>\$ 1,808,866</u>

**FY 2014**

Actual Revenues	\$ 2,069,532
Actual Expenditures:	\$ (1,318,403)
Audit Adjusting Entries	\$ 3,794
Audited Ending Operating Balance as of 09/30/2014	<u>\$ 2,563,789</u>

**FY 2015**

Actual Revenues	\$ 2,166,438
Actual Expenditures:	\$ (1,488,366)
Audit Adjusting Entries	\$ (8,864)
Audited Ending Operating Balance as of 09/30/2015	<u>\$ 3,232,997</u>

\* Operating balance includes a reduction of \$150,000 designated funds





# BASTROP ECONOMIC DEVELOPMENT CORPORATION

## STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Consideration, discussion and possible action on disposition of real property owned by BEDC, located at 903 Main Street, as it relates to a potential economic development project for expansion of a local business, i.e., Zintek Properties (a.k.a. Maxine's Café Project).

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Please see attached memo for additional information.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



## MEMORANDUM

Date: February 18, 2016

To: Bastrop EDC Board of Directors

Cc: Mike Talbot, Bastrop City Manager  
JC Brown, Legal Counsel

From: Shawn A. Kirkpatrick, Executive Director

Subject: 903 Main Street – Zintek Properties (a.k.a. Maxine’s Café Project)

On January 28<sup>th</sup>, the BEDC posted the required public hearing notice for the February 22<sup>nd</sup> meeting. The 60 day notice period closes on Monday, March 28<sup>th</sup>.

Remediation work will begin the week of February 22<sup>nd</sup> with an anticipated 10-14 days to complete once the work commences. Until the remediation is complete, building access is limited to staff, the environmental scientist, and contractors necessary to complete the remediation. The lowest bid was within the spending limits of the Executive Director and was accepted to complete the required work in the remediation protocol. No action of the Board is required at this time.

Mr. Sartain will be granted access to the building following the certification of the building by our environmental scientist. He will be allowed to conduct his due diligence and preliminary planning at that time.

Upon the completion of the buyer’s due diligence and preliminary planning, I will work with Mr. Sartain to reach agreeable definitive contract documents based on the agreed upon deal points. The final Performance Agreement is anticipated to be presented at the March 21<sup>st</sup> Board meeting for approval. The Bastrop City Council will need to approve two readings of a Resolution on April 12<sup>th</sup> and 26<sup>th</sup>.

Anticipated closing without any delays is May 2016.

### **Recommendation**

At this time staff provides no recommendation and this report is for informational purposes only.

No action is required.



# BASTROP ECONOMIC DEVELOPMENT CORPORATION

## STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Consideration, discussion and possible action regarding the BEDC Bylaws and having three City Councilmembers on the BEDC Board.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Please see attached memo for additional information.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



## MEMORANDUM

Date: February 11, 2016

To: Bastrop EDC Board of Directors

Cc: Mike Talbot, Bastrop City Manager  
JC Brown, Legal Counsel

From: Shawn A. Kirkpatrick, Executive Director

Subject: Possible Amendment(s) to BEDC Bylaws

Mayor Kesselus and Vice-chair Koch asked to have two items placed on the agenda. Below I describe both items individually and provide my recommendation.

### **Three council members serving on the BEDC Board (Mayor Kesselus)**

At the meeting on January 26, 2016, the Bastrop City Council posted an agenda item and held discussion on the BEDC Board having three council members serving. The directive from the Council was for the BEDC to hold a discussion and provide a recommendation.

### **Review of the BEDC Bylaws (Kristi Koch)**

The vice-chair has requested that the BEDC Board consider conducting a full review of the bylaws. A comprehensive review and codification of the bylaws would assist in clarifying sections that are of concern. This would include the above topic of three council members serving on the BEDC Board, clarifying and codifying language and procedures for notifying and calling special meetings of the Board, and other issues that may be identified.

### **Recommendation**

I recommend that the BEDC Board Chair appoint an ad hoc committee of the Board composed of two BEDC Board members, two community members and the BEDC Executive Director. Below is a proposed timeline of the activities of the ad hoc committee.

#### February 2016

Chair appoints two BEDC Board members and Executive Director to the 2016 ad hoc bylaws committee.

Committee notifies the community of the formation of the 2016 ad hoc bylaws committee and solicits community members to serve on the committee, reviews interested community members and prepares a recommendation to the BEDC Board.

March 2016

Chair appoints two community members to serve on the 2016 ad hoc bylaws committee.

March – May 2016

Committee reviews bylaws, provides initial comments and potential amendments.

Solicits community engagement through a public committee workshop/forum.

May 2016

Draft bylaws amendments presented to BEDC Board for comments.

June 2016

Consideration and possible adoption of the amended bylaws by the full BEDC Board.

July 2016

Consideration and possible ratification by Bastrop City Council.



# BASTROP ECONOMIC DEVELOPMENT CORPORATION

## STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 18, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

Consideration, discussion and possible action related to clarification on Jean Riemenschneider's employment status.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Please see attached memo and documentation for additional information.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



## MEMORANDUM

Date: February 16, 2016

To: Bastrop EDC Board of Directors

Cc: Mike Talbot, Bastrop City Manager  
JC Brown, Legal Counsel

From: Shawn A. Kirkpatrick, Executive Director

Subject: Personnel Clarification

Prior to my arrival in Bastrop, the BEDC Board approved hiring a temporary administrative position to assist Angela Ryan in operating the BEDC office. That position was filled by Jean Riemenschneider on April 15, 2015. Jean was classified as a temporary employee and was to be employed not more than 20 hours per week for a minimum of 60 days and not to extend beyond the end of the budget year, September 30, 2015. The City of Bastrop personnel policy grants limited benefits to temporary employees.

During the budget process, the BEDC Board approved on August 5, 2015, to hire Jean as a full-time employee in the FY 2016 budget, to focus on Business Retention and Expansion and Education and Workforce Development. The Board additionally approved a part-time person to continue assisting with the administrative duties of the BEDC office. Until the part-time position could be filled and prior to Jean's start full-time, she was granted additional hours to fill the duties of the part-time administrative position.

What should have occurred after the Board agreed to allow Jean to be hired full-time is I should have converted Jean from temporary to part-time status granting her the expanded benefits within the City of Bastrop personnel policy.

What is needed from the Board is clarification of the date I was authorized to convert Jean from temporary to part-time. Although I had the necessary authority at the time when Jean's full-time position was created, in order to retroactively change her personnel status, Board approval is recommended. This clarification does have some limited financial implications related to accrued leave.

**Recommendation**

The BEDC Board's directive to the Executive Director on August 5, 2015, was to convert Jean Riemenschneider to a part-time employee pending her joining the staff full-time in FY 2016. With this motion Jean Riemenschneider is granted the benefits in the City of Bastrop's personnel policy retroactively to the above date.



**BASTROP ECONOMIC DEVELOPMENT CORPORATION**  
**BOARD OF DIRECTORS**  
**Minutes of Special Meeting, August 5, 2015**  
**Bastrop EDC Office, 301 Hwy 71 W., Suite 214, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Wednesday, August 5, 2015, at 6:00 p.m. in the BEDC Office at 301 Hwy 71 W, Suite 214, for a Special Meeting.

Board members present were: Steve Mills, Gary Schiff, Cam Chavez, Kristi Koch, Carlos Liriano, and Mayor Ken Kesselus. Board Member Willie DeLaRosa and Mike Talbot (ex-officio) were absent.

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

**1. CALL TO ORDER** – BEDC Board Chair Steve Mills called the Special Meeting to order at 6:02 p.m.

**2. TRAINING SESSION**

2.1 Lorie Vincent, Executive Director of Team Texas, made a presentation to the Board about economic development in Texas. Ms. Vincent said Texas is the number one state for job creation because of its assets. Texas is one of seven states without a personal income tax, and the fact that it is a right-to-work state is attractive to employers. Ms. Vincent said other states are becoming increasingly more competitive, and to assist in maintaining Texas' competitiveness, Team Texas is working with the State legislature and the new administration. Ms. Vincent said they want to educate pertinent stakeholders about the economic development process in Texas, one of the few states to do economic development from the local level up, because the State gives communities the ability to drive their own economic development efforts. Ms. Vincent said the qualities of a growing and thriving community include a healthy percentage of primary jobs versus retail and service jobs, the number of property owners versus renters, a stable education system, a strong infrastructure base, and a good strategic plan. She said normally if you have a strong base of primary jobs, retail will follow; Bastrop has been an exception to that rule, probably because of its location.

Ms. Vincent explained the process of bringing new dollars and payroll into the community is the basis of a good foundation for economic development. Ms. Vincent defined primary employers as those companies whose products and services are ultimately used outside of a community, thereby bringing in new dollars instead of recirculating the same local dollars. She said some examples would be technology, manufacturing, professional services, and distribution/warehousing. Non-primary employers include grocery stores, restaurants, and service stations. Primary jobs not only bring retail, but they also increase tax revenue for the city government and provide additional tax base to the county and school district. Ms. Vincent showed an infographic which demonstrated that the impact of 1,000 primary jobs paying \$45,000 a year would: amount to more than \$86 million in community payrolls, support 2,100 households, generate \$8.5 million in local government taxes, create more than \$130 million in taxable retail sales, and cause more than \$550 million in economic transactions. It also creates another 1,700 indirect jobs, including retail, healthcare, and transportation. She encouraged the Board to look at retention and expansion of current primary jobs or the attraction of primary jobs that would be a good fit for the community. She said to determine how many jobs the community can absorb without it becoming a cost to the community, to make sure you can accommodate them in regard to workforce, housing, schools, city services, etc.

Ms. Vincent explained that the role of an economic development organization is to influence, direct, strategize, and plan. They are given an immense responsibility on how to direct community resources for pursuit of community growth, jobs, prosperity, quality of life, etc. The best economic development organizations have an action plan, one that is inclusive and measureable. She said it is important to understand the industries that are a good fit for the community and not pursue those that are not. Business Retention and Expansion is the most important part of an economic development program; you need to take care of your existing businesses because they are your best ambassadors and your best chance for growth. She said you have a much better chance of local businesses expanding and hiring additional employees than bringing in a new company who will hire the same number of new employees. It also does

no good to attract new jobs if you're losing existing ones, and it makes the attraction of new businesses easier. Ms. Vincent said having an active entrepreneur group is also very important.

Ms. Vincent said that the best economic development organizations: orient their new board members and educate them about their role in the organization; focus on matters of policy and strategy and not day-to-day activities by giving the staff needed direction; let the executive director and staff do their jobs but hold them accountable for performance; establish and utilize committees strategically; build bridges and develop collaboration; educate elected officials and other stakeholders about what economic development is and what it is not; and develop beneficial public/private partnerships that benefit the community's long-term objectives.

Ms. Vincent said in Texas, there is a measure of independence from the City Council, yet they work together collaboratively. Board members typically represent the business community, sometimes with members from the local university or workforce department. The Board serves as facilitators of cooperation between the business community, the EDC and the Council. The Board is apolitical, but when political situations occur, they help to solve those situations. Ms. Vincent gave a brief history of the economic development sales tax, which started in 1989 with 4A (now called Type A) and is mostly industrial driven. In 1991, the 4B (now Type B) was created that broadened the scope so that rural communities in particular could use funds on community development. Over the years, the law has been amended more than 70 times. The economic development sales tax program has been very successful, contributing nearly 21% of the state's job growth since 1990, and on average every \$1 in sales tax for economic development returns a cumulative \$10.84 in annual economic activity.

Type A Economic Development Corporations have boards consisting of at least five members, who can serve terms not to exceed six years, and are subject to the Open Meetings and Public Information Acts. The Board is required to obtain City Council approval for projects and file annual reports to the State Comptroller's office. Type A corporations can fund land, buildings, equipment, facilities, improvements and related expenditures. Type A cannot provide facilities for the following purposes: bus stations, general water and sewer services, air and water pollution control, residential areas, or other projects that a city is obligated to do by their charter. Some of these can be done if directly related to a project, but not in the general course of what the city should be doing. Type B corporations can do anything a Type A corporation can do, and may also fund water supply facilities with a special election, plus quality of life improvements, including parks, professional sports facilities, and affordable housing. She said that most economic development groups are glad to fund the occasional community development project if it is good for the quality of life, but she cautioned against those projects being the main focus. Type B corporations cannot legally fund projects such as libraries, municipal buildings, educational facilities, and cannot provide direct incentives to retail if the city is over 20,000 in population.

Ms. Vincent said Team Texas started in 1986 and their mission is to provide opportunities for their members to make contacts in the pursuit of economic development growth. They currently have 100 members and they are an active committee under TEDC. Some of the things on their schedule this year include industry events, VIP recruitment events, and road shows focused on site selection and industry. Ms. Vincent completed her presentation with a short video about Texas

2.2 Discussion about upcoming training opportunities for BEDC Board members. Mr. Kirkpatrick went over the training memo he handed out to the Board.

### **3. WORKSHOP SESSION – At 7:47 p.m., the Bastrop Economic Development Corporation convened into a Workshop Session to discuss:**

3.1 2015/2016 Budget – A review and discussion regarding Fiscal Year 2015/2016 Budget for the Bastrop Economic Development Corporation, the Bastrop Economic Development Corporation's Strategic Plan, and FY2015/2016 program/scope of work.

Mr. Kirkpatrick explained he had moved all of the local sponsorships from Local/Miscellaneous Advertising to the Contingency line item, with the exception of \$10,000 needed for costs such as legal notices. He suggested that the Board allow him to make the decision as to whether or not to fund organizations requesting less than \$10,000, which is currently within his signature authority, and any requests over \$10,000 would go before the Board. Mr. Kirkpatrick explained he had asked the organizations that BEDC had traditionally funded to provide their requests in advance so they could be incorporated into the budget. He said Staff's recommendation at this time was to eliminate them from the budget, giving him the discretion to fund anything that fits the mission to be paid for with a transfer from contingency, as long as it is under \$10,000. The Board members discussed it and it was their consensus that the Board be involved in those kinds of expenditures, even if they are within Mr. Kirkpatrick's signature authority. It was decided a policy change was necessary so that any unbudgeted expenditure would need to have Board approval prior to the transfer of funds from Contingency.

Mr. Kirkpatrick reported that BEDC, DBA, the Chamber, and Main Street are meeting on a monthly basis to discuss marketing, to ensure that they are sending the same message, to eliminate duplication, and to take advantage of cooperative opportunities. Mr. Mills asked that the Board be kept informed on marketing initiatives. Mr. Kirkpatrick responded that some of the marketing he is currently working on includes new collateral to respond to RFPs and new photographs of Bastrop.

Mr. Kirkpatrick went over each budget line item and explained them, going into greater detail on those line items that the Board members had questions about, including Memberships & Dues, Travel & Training, Business Development, Marketing Trips, and Billboards. The Board discussed the contractual services portion of the budget, which includes Parks/Recreation Support for the YMCA and the Main Street Program, and ways to make it more transparent.

Mr. Kirkpatrick said that Jean Riemenschneider is going to be doing Business Retention and Expansion for businesses outside the Main Street District, as well as Workforce Development and Training and maintaining the CRM database, and Mr. Kirkpatrick is asking that the Board hire her full-time. The Board discussed different options for obtaining part-time administrative support.

3.2 At 9:52 p.m., the Bastrop Economic Development Corporation adjourned the Workshop Session and reconvened into the regular session to take any necessary action(s) pertaining to the workshop items. The following actions were taken:

3.2.1 Mr. Liriano made the motion to hire a part-time administrative employee as soon as possible. Mr. Chavez seconded, and the motion passed.

3.2.2 Mr. Chavez made the motion to hire Jean Riemenschneider full-time effective October 1, based on next year's budget. Ms. Koch seconded, and the motion passed.

3.2.3 Mr. Schiff made the motion that the funds for the part-time administrative employee be taken from the contingency line item for the current fiscal year. Mr. Chavez seconded, and the motion passed.

3.3 At 9:55 p.m., the Bastrop Economic Development Corporation convened back into Workshop Session to further discuss the FY2015/2016. It was decided that Mr. Kirkpatrick, Mayor Kesselus and Mr. Mills would speak with Mr. Talbot about a budget line item for services that the City of Bastrop provides in order to clearly account for those services. A new line item will be created with \$119,080, the amount of the contributions to the YMCA (\$39,500) and Parks Maintenance (\$79,580), to serve as a placeholder until Mr. Talbot has an opportunity to develop a billing structure and estimate the cost of City services to the BEDC. The \$50,000 a year for administrative support includes the Finance Department, IT, Public Works, etc., and will remain as is. The BEDC's support of the Main Street Program will continue because they provide



Business Retention and Expansion and Entrepreneurial Services throughout Bastrop, which the BEDC would have to do without the partnership with the Main Street Program. The Façade/Mega Grant Program will be suspended until the first part of the year and a new program will be created that will include the entire City of Bastrop. The \$75,000 originally budgeted for the Façade/Mega Grant Program will be placed in the new redevelopment grant line item.

3.4 At 10:22 p.m., the Bastrop Economic Development Corporation adjourned the Workshop Session and reconvened into the regular session to take any necessary action(s) pertaining to the workshop items. There was no additional action taken.

#### 4. BOARD INPUT ON FUTURE AGENDAS


4.1 Inviting input from the Board of Directors related to issues for possible inclusion on future agendas, related to (but not limited to) issues such as BEDC projects, property, economic development prospects, community events, and BEDC business. There were no suggestions.

5. **ADJOURNMENT** – Gary Schiff made the motion to adjourn and Mayor Kesselus seconded. The BEDC Board of Directors adjourned the meeting at 10:24 p.m.

APPROVED:

  
Steve Mills, Board Chair

ATTEST:

  
Angela Ryan, Assistant Director



## BASTROP ECONOMIC DEVELOPMENT CORPORATION

### STANDARDIZED AGENDA RECOMMENDATION FORM

**DATE SUBMITTED:** February 19, 2016

**MEETING DATE:** February 22, 2016

1. Agenda Item:

The BEDC and City of Bastrop will provide written reports and be available to answer questions from the Board (includes items for update, discussion, and/or possible action by the Board of the BEDC).

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Memo is attached with BEDC Staff updates and portions of the City Manager's update from the 01/12/16 City Council meeting. An update from the City of Bastrop Planning Department is also attached. Other updates will be presented at the Board meeting.

4. Policy Implication:

5. Budgeted: Yes  No  N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff  ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



February 19, 2016

## Memorandum

To: Board of Directors

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

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC Update

### **Meetings since last report (01/15/2016):**

Chamber Board Meeting  
City of Bastrop Directors Training  
BEST Breakfast (Host)  
Meeting – Project SB Cowtown  
City of Bastrop Council Retreat  
Meeting BEFCO  
Event – Economic Forecast  
Meeting – David Sartain (Jean)  
City Council Meeting  
Meeting – First National Bank  
Meeting – Legal Review  
Meeting – Project Gold Steel  
Meeting – Bowman Consulting  
Event – Bastrop Education Foundation  
Meeting – Project BRE Bulls Eye  
Event – Bastrop Chamber Luncheon (Jean)  
Meeting – Project Fiber One

Presentation – Cedar Creek Rotary  
Event – Real Estate Council of Austin  
Meeting – Aerial Focus  
Meeting – Kristi Koch  
Meeting – Cam Chavez  
Interview – Informal  
Meeting – Bastrop ERT  
City Council Meeting  
Meeting – First National Bank  
Meeting – Lost Pines High Tech Consortium  
Meeting – Joe Beal  
Bastrop City Council Meeting  
Meeting – Opportunity Austin  
Event – We Believe in BISD  
Meeting – Project Gold Steel  
Event – Bastrop Chamber Banquet

RFP

Project OA Easy E (submitted)  
Project Mesquite Tree (submitted)

903 Main Street  
Memo Included in Board Packet

### Executive Director's 6-month Evaluation

The Board was provided copies of the Executive Director's self-evaluation during Executive Session at the January 2015 Board meeting. The Board members, through JC, need to complete their evaluations for future discussion by the Board.

### Small Business Development

Request for the BEDC to evaluate community programs. Evaluation and assembly of resources is on-going.

### YMCA

Public Hearing scheduled for February 2016 Board meeting

### Executive Director's Certified Economic Developers Exam

Due to the City Council Retreat and proposed items, I have rescheduled my exam to attend the Retreat. The most feasible date to take the exam is in June 2015 in Tulsa, OK.

### Items for Future Board Meetings

The following items have been requested for future meetings.

- BEDC Executive Director 6-month Evaluation (Board)
- YMCA (Board)
- Business and Industrial Park infrastructure development (Shawn Kirkpatrick)
- East 80 acres Land Use Study (Kristi Koch)
- ~~Historic Bridge lighting (Kristi Koch)~~ Staff provided direction item withdrawn
- Consideration/Recommendation to the City of Bastrop regarding possible annexation (Mayor Ken Kesselus)

### Education and Workforce Development

#### Bastrop ISD HB5 Career Cluster Initiative (I/F Working Group)

HB5 Cluster Initiative. After several high-level meetings with community and state partners, BISD is working with ACC to integrate vocational technical (continuing education) into the high school HB5 clusters. Currently, the automotive program is most advanced, with BISD and ACC working to integrate 1 to 3 ASE certifications into the high school program. BISD and ACC are exploring options to offer all 8 of the ASE certifications. BEDC staff is working on identifying other industry partners that fit within the HB5 clusters to expand the vocational technical programs offered within BISD. Through integrating BISD and ACC into the vocational technical programs, the real possibility exists of additional post-secondary adult education for Bastrop residents. The Bastrop County Business and Education Alliance has been instrumental in this topic and is leading the effort. BISD and ACC have begun examining other certification programs that fit within the HB5 cluster.

#### Bastrop and Cedar Creek Youth Career Day (Informal Committee)

The Bastrop Job Fair in 2015 was a huge success. BEDC staff has begun meeting with the partners in anticipation of the 2016 event. The high school and adult job fairs will be separated into two distinct events for 2016. Staff met with Bastrop ISD, Chamber, and Workforce Solutions on January 11<sup>th</sup> to discuss the details in advance of the roll-out to the volunteer committee. Event rescheduled for May 18<sup>th</sup>. Planning moving forward.

#### Bastrop Job and Career Fair (Informal Committee)

October 1, 2016, is the tentative date for the Bastrop Job Fair. Planning will begin sometime in the spring 2016.

### **Business Retention and Expansion (BRE)**

#### Bastrop Redevelopment Program (Informal Committee forming)

Program is in pre-design and committee meetings will start in the spring of 2016.

### **Marketing and Recruiting**

#### Business Park – Infrastructure

BEFCO has prepared cost estimates for potential project. Currently under evaluation by staff.

#### Lot A-1 and A-7

BEFCO has prepared a preliminary site improvement estimate to prepare both lots for future office (campus) development.

#### Fiber Connectivity

We have been meeting with 1GB plus fiber providers to develop a community solution and provide the connectivity needed to attract IT and Bio/Life Sciences companies. A potential provider met with the City and is developing a financial model.

#### Land Use Study

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

#### Hwy 71/95 Billboard

This project is on hold. BEDC has been advised the billboard will be removed when the Hwy 71/95 construction commences.

“Historic by Nature” Collateral Material  
Complete



## Excerpts from City Manager's Report (01/12/16) for BEDC February Board Meeting

H. Update on filling the Vacancy of the Main Street Director: During the month of December 2015, a considerable amount of staff effort by the Human Resource Department, the Main Street Advisory Board and myself went into interviewing candidates for the Main Street Program's Director's position. Overall the candidates interviewed were qualified for the position of Main Street Manager. Yet, after having lengthy discussions with members of the Main Street Advisory Board, and the interim Main Street Manager, the interviewing team were all in agreement that no single candidate seemed to be the person who would best meet the needs of the Bastrop community, for various reasons. Accordingly, I suggested that a wider range of recruiting might be necessary, e.g., similar to the approach the City Council and I took in filling the City Secretary's position. In the case of the City Secretary, I retained Ms. Katherine Ray to assist in the recruitment process. Ms. Ray was extremely helpful in assisting Ms. Franklin, as the City's new City Secretary. I suggested to the Board members that it might be helpful to have Ms. Ray attend their Board meeting on January 4, 2016, to discuss with the full Board the possibility of retaining Ms. Ray to assist it in recruiting applicants and/or hiring a new "Main Street Manager". Ms. Ray attended the January 4, 2016 Main Street Advisory Board Meeting. The Board and I had a lengthy discussion with Ms. Ray regarding the skills, background, and work related experience that the City was looking for in a new "Main Street Director." At the conclusion of our discussion, the members of the Main Street Advisory Board felt I should retain Ms. Ray and work with her while restarting the advertising process, with a much broader scope. I agreed that because it is vital to find the right person to fill this unique position, that I would go ahead and retain Ms. Ray to provide assistance to the City in the recruitment of new Main Street Director. (Her retention for this work was well within my authorized expenditure limit.) Ms. Ray clearly understands that "time is of the essence" and it is a priority that the City fill this position quickly. So, I am hopeful that we will be interviewing a slate of new potential candidates by the end of January.

I. Update on the Texas Department of Transportation "Tahitian Village Overpass Project": Since my last update, Hunter Industries, the contractor responsible for the project, has continued the work that is needed to install the overpass retaining walls and bridge supports. This work involves an extensive amount of excavation, earth-moving, and concrete placement, and will continue to be the major focus of their work on the Project in the coming weeks. They have also made progress installing the decorative wall panels. Below are pictures taken earlier this week showing their current progress:





Regarding current traffic movements, the contractor is continuing the work necessary to provide free flowing u-turn movements, on both sides of the intersection, which should relieve the thru lanes of vehicles needing to make a u-turn. They have also completed the installation of the proposed illumination improvements within the intersection. We will continue to monitor traffic movements and coordinate any necessary changes with TxDOT. Overall, the project is approximately 65% complete and is currently ahead of schedule. In the coming weeks, the contractor will be continuing their work on the bridge supports, retaining walls, and other roadway improvements intended to enhance traffic flow.

**K. Update Regarding the Alley D and BEDC Main Street Projects:** The Council requested that I update it as to the status of the Alley D Project and the BEDC Main Street Project. In 2015, the City either completed a number of major projects, or initiated a number of new projects. At this point in time, the City now has some realistic experience and a better understanding of the traffic impact on the City's Central Business District as the result of the Texas Department of Transportation Overpass Projects. Finally, a major obstacle was overcome when the City of Bastrop was able to purchase (and have removed) the *Bastrop Advertiser* Building. So, with all of this accomplished, the time has come to push forward on the Alley D and the BEDC Main Street Projects. Throughout 2015 there were several comments or suggestions that were suggested to be incorporated in these two projects. In my opinion, the City of Bastrop and the Bastrop Economic Development Corporation [BEDC] need to discuss and ensure that they have a consensus on certain elements related to these two projects. The following issues may not be all encompassing, so it's vitally important that the City Council and the BEDC Board of Directors feel free to add any additional issues that either entity or their board members identify as important for these two projects.

#1: That Alley "D" Project and the BEDC "Main Street Project" be incorporated into a single [one (1)] project for bidding purposes. The main reason to combine these projects is that by doing so, the City and BEDC should see better unit pricing for both of these projects when they go out for bids, resulting in a better overall price for the construction of both of these projects. So, there should be costs savings for both the City and the BEDC.

#2: If it is agreed that both projects should be jointly bid, then the sequencing of constructing the projects should be: first, to construct the Alley D Improvements.

The rationale for doing Alley D first is that by improving the parking and accessibility in Alley D we will potentially minimize the impact of reconstructing the south Main Street portion of the Main Street project, when construction starts on Main Street. Main Street will be the second phase.

#3: Over the past few years, there has been considerable discussion regarding what should be done to the vacant lot at 921 Main Street. At this time I believe that the overall consensus is for the vacant lot at 921 Main Street be converted into "Central Meeting Place" in the Downtown Area. In earlier discussions regarding the Alley D project, the initial consensus was to incorporate a "Common Meeting Place" into the redesign of the Alley D parking lot. As time has gone by, the consensus regarding the Alley D project, the focus has been to maximize the parking in Alley D and relocate the "The Common Meeting Place" to another location, rather than incorporating this meeting place into the Alley D area that would result in a loss of parking spaces to downtown. Over time, by public practice and use, the vacant lot has come to serve as a "Common Meeting Place" for Downtown Events. I may be wrong in my assumption to make the vacant lot at 921 Main Street the formally approved "Common Meeting Place", since there has been no formal action taken by the City related to what should be done with that lot at 921. However, the time has come to formally decide if the idea of creating a "Common Meeting Place" will be part of the Alley D Project (or is to be located in the Alley D location) and/or another site will be selected for the "Common Meeting Place" in the Downtown; and if the City is going to use another site, is that site going to be the vacant lot at 921 Main Street? If the vacant lot at 921 Main Street is not going to be the location, then what is going to be the disposition of the vacant lot at 921 Main Street?

BEDC "Main Street Project": When the BEDC decided to go forward with the Main Street Project, the original scope of the project encompassed the Reconstruction/ Replacement of Main Street and Sidewalks in its current alignment. The street reconstruction would be from the Wells Fargo Bank to Farm Street. The sidewalks would be reconstructed from Pine Street to Spring Street. There would be no change in design of either the sidewalks or streets for this project. The project was basically a replacement/reconstruction project. Over time, however, there have been several alternative suggestions regarding the possible redesign of the Main Street Project. The following alternative suggestions have been made:

Option I: The re-construction of the sidewalks and Main Street remain as it currently appears. One suggestion was included in this option as well as the other options: that some type of redesign be done to the isles that have the Antique Lighting standards in them. If this option becomes an approved option, then it has been suggested that in order to address the isles, the contractors will place an aluminum diamond plating over the space between the sidewalk's curbs and the isle's curb for the antique lighting. [i.e., or doing something similar to this proposal to the space between the sidewalks and isle is big concern]

Option II: Change the "head-in" parking to the 2 to 1 parallel parking, and widen the existing sidewalks [the sidewalks would not be widened to the width recommended by the Form Based Code. Yet, the sidewalks would be widened approximately 18 to 24 inches]. I believe this option would still allow for the two eleven foot (11') vehicular traffic lanes. You will recall that the City did a pilot test on the option of using parallel parking on the south side of Main Street for couple of weeks. The 'feedback' provided after this pilot test on both sides of south side of Main Street

was that the customers in the downtown area liked the parallel parking, but many of the merchants didn't particularly like this approach. So, it had a mixed review. Extending the sidewalk to the isle curb is workable, as well. It would close the gap between sidewalk curb and the isle and portion of the isle in front of the antique lighting would be removed and this would still allow for the two eleven foot (11') traffic lanes.

Option III: Have one side of Main Street parallel parking and one side head-in parking. We would take the same approach to the isles with antique lighting as I reference in "Option II".

Option IV: This is the proposed "Form Based Code" recommendation for the Main Street Project. This approach calls for parallel parking on both sides of the street and making the sidewalks 10 feet wide. Making the sidewalks 10 ft wide will reduce the traffic lane on the south side of Main Street down to only ten feet [10'] in width. I don't believe having ten foot (10') traffic lanes is a safe, or reasonably 'workable' approach in the downtown Bastrop. Accordingly, I have not supported this approach.

Once the decision is made as to the design components that the City and BEDC wish to employ for these projects. I will be in a position to put together a timeline for the two overall projects [Alley D project & the Main Street Project]. In the interim, the following work will be undertaken to get us in a ready position to begin:

- Survey Alley D: Commencing either the last week in January or the first week in February, there will be a complete survey of Alley D. The businesses that front on Main Street and back up to Alley D have constant storm water drainage problems when it rains. Some business owners have complained that when the City experiences a heavy rain, water backflows or runs into their businesses. This drainage problem will need to be taken into account in the overall design of Alley D's construction and drainage.
- Easements: To date, the City has received 25 easements of the 49 easements that will be needed for the Main Street Project. The City is going to begin another 'full court press' for the next sixty (60) days, in an attempt to obtain the remaining easements that are still needed.

M. Status of the XS Ranch: The XS Ranch PID is moving forward. To date the initial appraisal of their property has been completed and a preliminary report has been provided. [This is the valuation that will support the issuance of the PID bonds.] A preliminary DRAFT Service and Assessment Plan has also been developed and we are in the process of reviewing that with the Developer's legal team, as well. Finally, work has commenced on the documents to issue the PID Bonds.

## Planning and Development Department Monthly Report – January 1, 2016 – January 31, 2016

<b><u>Building Permit Type Totals:</u></b>	<b>Month</b>	<b>YTD</b>	<b>2015</b>
<b>Single Family Residences</b>	2	2	0
<b>New Commercial</b>	5	5	0
<b>Miscellaneous</b> (electrical, plumbing, HVAC, pools, sprinklers, sheds, patio covers, signs, fire suppression)	23	23	46
<b>Residential Remodels</b>	4	4	4
<b>Commercial Remodels</b>	1	1	4
<b>Total Permits Issued</b>	34	34	54
<b>Commercial and Residential Inspections</b>	104	104	486

**Business information requests:**

- Residential Subdivisions
- Retail Development

<b>Commercial Development/Remodel – Tenant Finish Out</b>	<b>Location</b>	<b>Status</b>
Sally's Beauty Supply	107 Childers Drive, Suite 500	Permitted 1/6/2016
Elysian Nails & Spa`	107 Childers Drive, Suite 200	Permitted 12/30/2015

<b>Commercial Development/Remodel – Tenant Finish Out</b>	<b>Location</b>	<b>Status</b>
Mama Fu's	107 Childers Drive, Suite 100	Permitted 1/7/2016
Western Beverage Liquor	107 Childers Drive, Suite 600	Permitted 1/6/2016
Garcia's Mexican Food Restaurant	Building J – Burleson Crossing	Tenant finish out approximately 25% complete
<b>Commercial Development With Site Dev Plan – has been permitted and work has begun on the project or is ready to be permitted</b>	<b>Location</b>	<b>Status</b>
Bastrop Station – Phase One	Highway 71, Childers and Agnes – 2 commercial lots (Old China Chef site)	Temporary CO released 1/6/2016
Building J – Retail Strip	Burleson Crossing	Building shell complete; site work 95% complete
Coghlan Group Main Building	1500B Business Park Drive – Bastrop Business and Industrial Park	Site work approximately 80% complete; overall project approximately 70% complete
Bluebonnet Trails Community Services	275 S. Jackson Street – Parking Lot Expansion	Construction nearly complete
Goodwill Bastrop	Corner of Childers Drive and Agnes	Site work in process
<b>Commercial Development with Site Development Plan that has been accepted</b>	<b>Location</b>	<b>Status – ON HOLD</b>
<b>NONE</b>		
<b>Commercial Development with Site Development Plan that is in the review process</b>	<b>Location</b>	<b>Status</b>
Lost Pines Art Center and Reflective Sculpture Garden	1204 Chestnut	Site development plans accepted – pre construction meeting scheduled for 1/29/2016

<b>Commercial Development with Site Development Plan that is in the review process</b>	<b>Location</b>	<b>Status</b>	
Pacific Dental Services	1670 Highway 71 East – corner of Hwy 95 and Hwy 71 – Purcell Point – Lot 1 east of Popeye’s	12/8/2015 site development plans received and distributed to staff and TxDOT to review – comments issued 1/6/2016 – resubmittal required – 1/20/2016 resubmittal received	
Elliott Electric Supply	405 Technology Drive – Bastrop Business and Industrial Park	12/18/2015 site development plans received and distributed to staff to review – 1/26/2016 resubmittal received – 1/29/2016 site development plans accepted by staff – pre construction meeting scheduled for 2/4/2016	
<b>Plats Received/Approved or in the Review Process that now have Expiration Dates</b>	<b>Description</b>	<b>Status</b>	<b>Expiration</b>
Buttonwood Subdivision – Administrative Plat	1203 Buttonwood Street – two single family residential lots	9/23/2014 all comments addressed – waiting on mylar – Owner may apply for a variance to the subdivision requirements in order to not dedicate right of way 9/22/2015 City Council granted a one year extension	Plat now expires 9/23/2016
The Grove Final Plat, Phase 1, Lot 5, Block A	1 Commercial lot being approximately 1.02 acres facing frontage road of Highway 71 West	CC approved 8/12/2014– mylar has not been received – plat to expire 8/12/2015 - owner/developer requested a 6 month extension - 7/28/2015 CC approved request – 1/20/2016 notice emailed to engineer that the plat will expire	Plat now expires 2/8/2016
<b>Construction of utilities for Subdivisions</b>	<b>Description</b>	<b>Status</b>	<b>CC Action</b>
Pecan Park, Section 5A Final Plat	Construction of public infrastructure – extension of Childers Drive, streets and public utilities within the subdivision	City Acceptance of public infrastructure will go to CC 2/9/2016	N/A

<b>Plan Review In Process Platting/Construction (utilities)</b>	<b>Description</b>	<b>Status</b>	<b>CC Action</b>
West Bastrop Village (MUD) Section 1, Phase 1 Final Plat	Section 1, Phase 1– 42 residential lots – west of Highway 20 and south of Highway 71	9/21/2015 received and distributed to staff, TxDot and County to review – plat will not go to CC until Development Agreement has been approved	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 2 Final Plat	Section 1, Phase 2 – 37 residential lots – west of Highway 20 and south of Highway 71	9/21/2015 received and distributed to staff, TxDot and County to review – plat will not go to CC until Development Agreement has been approved	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 1 and 2 Improvements	Street, Drainage, Water and Wastewater Improvements	9/21/2015 received and distributed to staff, TxDot and County to review – 10/23/2015 staff and TxDOT comments issued – waiting on County comments	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Offsite Wastewater Improvements	West of Highway 20 in the ETJ	7/1/2015 received and distributed to staff to review – staff issued comments 8/8/2015 – resubmittal received 9/4/2015 – 9/13/2015 comments addressed	N/A
Lot 1 Block B and Lots 1 and 2 Block A Bastrop West Commercial Section Three Replat of Lot 1, Block A	Terminus of Hasler Boulevard – north of the Hampton Inn – create 2 commercial lots	7/8/2015 received and distributed to staff – 8/26/2015 staff comments issued – resubmittal required	Statutory Denial 7/28/2015
Woodrun Subdivision, Section 2 Preliminary Plat, Phase I, II, III and IV	Smith Road within Area A of the ETJ – 62 residential lots	7/9/2015 received and distributed to staff and the County to review – 8/11/2015 staff and County comments issued – resubmittal required	Statutory Denial 7/28/2015
Taylor Lane Subdivision	Taylor Lane east of Union Chapel Road – 3 residential Lots within Area A of the ETJ	11/10/2015 CC approved variance to Subdivision Ordinance – 11/24/2015 CC approved the final plat – mylar has not been received	Statutory Denial 7/28/2015
The Colony MUD 1A, Section 1 Preliminary Plat	West of Highway 969 within Area A of the ETJ	P&Z recommended approval 1/28/2016	CC 2/9/2016
Harding Administrative Plat	2 lots off Mount Olive Road within Area A of the ETJ	7/30/2015 received and distributed to staff and the county to review – comments issued 9/30/2015 – resubmittal required – resubmittal received 10/8/2015 – minor corrections remain 10/14/2015 – corrections made – mylar to the Veteran's Land Board to sign off as lien holder	Statutory Denial 8/11/2015



<b>Platting/Construction (utilities) Review in Process</b>	<b>Description</b>	<b>Status</b>	<b>CC Action</b>
Pecan Park Section 4 Final Plat and Construction Plans	Infrastructure for 70 residential lots – Childers Drive and Clear Water Pass	8/26/2015 received and distributed to staff to review - 11/2/2015 staff review 1 comments issued – resubmittal required – resubmittal received 12/8/2015- review 2 comments issued 12/28/2015 – resubmittal required – resubmittal received 1/11/2016	Statutory Denial 9/8/2015
Home Place Subdivision	3 residential lots – north of Lovers Lane in the 1 mile ETJ	Variances approved at CC 1/12/2016 and final plat approved at CC 1/26/2016 – plat recorded 1/29/2016	Statutory Denial 10/13/2015
Tahitian Village Administrative Plat of Lots 2-731, 2-732 and 2-733 Block 7 Unit 2	Moving the lot line on Lot 733 and combining Lot 732 and 731 – residential lots	11/20/2015 City and County comments have cleared – waiting on mylar	Statutory Denial 10/13/2015
Magnolia Gardens Final Plat (will require variances to the Subdivision Ordinance)	3 residential lots – Magnolia and Water – north of the railroad tracks	10/14/2015 received and distributed to staff – 11/19/2015 comments issued – resubmittal required – variance to Zoning Ordinance will go to BOA 3/9/2016	Statutory denial 10/27/2015
Allen Subdivision – Administrative Plat	Creating a legal lot – north Main and Old McDade Road	10/20/2015 received and distributed to staff – 11/4/2015 comments issued – resubmittal required – variance to Subdivision Ordinance will go to CC 2/23/2016	Statutory denial 11/10/2015
Piney Ridge, Section 3 Replat Lot 24	Creating two residential lots on Black Jack Road in the 1 mile ETJ	11/12/2015 received and distributed to staff and the County for review – comments issued 1/8/2016 – resubmittal required – 1/19/2016 resubmittal received	Statutory denial 11/24/2015
Washington No. 2 Final Plat	Creating 3 lots north of Mesquite and west of an unopened portion of Hill Street	10/22/2015 received and distribute to staff – 11/4/2015 comments issued – resubmittal required – variance required – resubmittal received XXXX	Statutory denial 11/10/2015
Aldridge Plat Final Plat	One residential lot – Lone Star Circle – Area A of the ETJ	12/14/2015 received and distributed to staff	Statutory denial 1/12/2016
XS Ranch – River Camp – Section 1 Preliminary Plat	Approximately 536.73 acres – 752 single family residential lots – within the City of Bastrop ETJ	12/15/2015 received and distributed to staff – Review 1 comments issued 1/19/2016 – resubmittal required	Statutory denial 1/12/2016

<b>Platting/Construction (utilities) Review in Process</b>	<b>Description</b>	<b>Status</b>	<b>CC Action</b>
Colony MUD 1A, Section 1 Phase 1 – Final Plat	Approximately 23.925 acres west of FM 969	12/23/2015 received and distributed to staff	Statutory denial 1/12/2016
Sayers Estates Subdivision Administrative Plat	Create 3 lots off of Sayers Road in the ETJ	1/20/2016 received and distributed to staff	Statutory denial 2/9/2016
<b>Applications/Projects In Process</b>	<b>Description</b>	<b>Meeting Date, Items to be Discussed or Items to be acted on</b>	<b>CC Action</b>
Southwest Land Services, Inc.	PD Residential Zoning for approx. 90.19 acres – Carter Street – Piney Creek Subdivision	12/3/2015 P& Z recommended approval	PH – CC 1/12/2016 approved 2 <sup>nd</sup> Rdg 1/26/2016
<b>Applications/Projects in Process</b>	<b>Description</b>	<b>Meeting Date, Items to be Discussed or Items to be Acted on</b>	<b>CC Action</b>
NONE			
<b>Maintenance Bonds</b>	<b>Location Public Utilities Installed</b>	<b>City Council Accepted Public Utilities</b>	<b>Bond Expires</b>
Hunters Crossing Subdivision	Section 7B – residential	<b>Original Two Year Maintenance Bond in Trey Job's office for Hunters Crossing Section 7B – CC accepted the utilities 10/23/2012 – Bond extended until repairs are completed retain escrow in the amount of \$4,259.00 for portion of Bear Hunter that has not been built</b>	<b>9/17/2014</b>
Hunters Crossing Subdivision	Section 9C – Highway 304 and Home Depot Way	<b>Original Two Year Maintenance Bond in the Hunters Crossing Section 9C Final Plat file in the vault – CC accepted utilities 2/11/2014</b>	<b>2/11/2016</b>

<b>Maintenance Bonds</b>	<b>Location Public Utilities Installed</b>	<b>City Council Accepted Public Utilities</b>	<b>Bond Expired</b>
Hunters Crossing Subdivision	Section 3E and 5B	<b>Original Two Year Maintenance Bond in the Hunters Crossing Section 3E and 5B Final Plat files in the vault - CC accepted utilities 4/8/2014</b>	<b>4/8/2016</b>
Hunters Crossing	Bear Hunter Drive, Phase 1 Street Improvements Water and Drainage Improvements - <b>Original Subdivision Performance bond in the amount of \$1,629,522.75 in the Bear Hunter Drive file</b>	<b>Original Two Year Maintenance Bond in the Bear Hunter Drive file in the vault – CC accepted the public utilities 5/13/2014</b>	<b>5/13/2016</b>
Orchard Parkway	Pecan Park Subdivision – south of Highway 71 – west of Southside Barbeque	<b>City Council accepted the utilities 11/12/2014 – Two Year Maintenance Bond – original bond is the Orchard Pkwy Construction file in the vault</b>	<b>11/3/2016</b>