

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

Monday, April 24, 2017 – 6:00 P.M.

Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

1. CALL TO ORDER

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

2. PUBLIC COMMENT(S)

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Approval of meeting minutes of the Regular Board Meeting of March 20, 2017. **(page 3)**
- 3.2. Acceptance of the Bastrop EDC’s financial summary report for period ending March 31, 2017. **(page 6)**
- 3.3. Consideration, discussion and possible action on a resolution approving the expenditure of 2013 Certificate of Obligation bond proceeds to fund the comprehensive drainage study for Pine Forest Unit 6. **(page 21)**
- 3.4. Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building(s) located at 903 and 905 Main Street (Maxine’s Café & Bakery), owned by ZinTek Properties, in the amount of \$2,577.80. **(page 24)**
- 3.5. Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building located at 711 Spring Street (Bastrop Opera House), in the amount of \$10,000. **(page 35)**
- 3.6. Recognition of Jean Riemenschneider and Angela Ryan for their work on the 2017 Bastrop Youth Career Day. **(page 46)**
- 3.7. **Workshop Session:** The Bastrop EDC Board of Directors will conduct a workshop session with Alysia Cook of Opportunity Strategies to set 3-5 year goals, metrics, and known performance indicators for the Bastrop EDC. **(page 47)**
- 3.8. Video presentation from Mayor Ken Kesselus. **(page 48)**

4. EXECUTIVE SESSION

- 4.1. The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
 - (1) **Section 551.074** – Personnel Matters – Executive Director’s Review.
- 4.2. The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take possible action on the Executive Director’s annual performance review. **(page 49)**

5. ADJOURNMENT

CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (Bastrop EDC), certify that this Notice of Meeting was posted on the front window of the Bastrop EDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the Bastrop EDC's website on this the 21st day of April 2017 at 5:00 p.m. Copies of this agenda have been provided to those members of the media requesting such information.

Angela Ryan

Angela Ryan, BEDC Assistant Director

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



Agenda Item: 3.1

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Approval of meeting minutes of the Regular Board Meeting of March 20, 2017.

Prepared by: Angela Ryan, Assistant Director

The draft minutes from the 03/20/17 Regular Board Meeting are attached for the Board's review.

Attachment:

Draft minutes from the Board Meeting of March 20, 2017.

Recommendation

Approve the minutes as submitted.

[Sample Motion] I move to approve the minutes from the March 20, 2017, Board Meeting as submitted.

BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS
Minutes of Monthly Meeting, March 20, 2017
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, March 20, 2017, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

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

1. **CALL TO ORDER** – Board Vice-Chair Kristi Koch called the Board Meeting to order at 6:02 p.m.
2. **PUBLIC COMMENT(S)** – Herb Goldsmith spoke about the Hotel Feasibility Study that is currently being conducted and his agreement with the process.

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Approval of meeting minutes of the Regular Board Meeting of February 27, 2017. Mr. Beal made the motion to approve the minutes as submitted, Mr. Plunkett seconded and the motion passed.
- 3.2. Acceptance of the Bastrop EDC's financial summary report for period ending February 28, 2017. Mr. Kirkpatrick briefly reviewed the financials. When asked why Bastrop's sales tax reviews had declined, Mr. Kirkpatrick replied that surrounding communities were opening more retail and restaurants, resulting in those residents coming to Bastrop less often. Mr. Plunkett made the motion to accept the financials as submitted, Mr. Beal seconded and the motion passed.
- 3.3. Consideration, discussion and possible acceptance of the City of Bastrop's Comprehensive Annual Financial Report for FY2016. Finance Director Tracy Waldron presented the EDC's portion of the audit. She said in her opinion this was a very clean audit. Mr. Beal made the motion to accept the Comprehensive Annual Financial Report as submitted, Ms. Rogers seconded and the motion passed.
- 3.4. Consideration, discussion and possible action on expending 2013 Certificate of Obligation bond funds to extend dark fiber into the Bastrop Business and Industrial Park. Mr. Kirkpatrick explained that extending dark fiber into the Park is a selling feature and another tool to market Bastrop for new businesses. Mr. Kirkpatrick said that although the EDC has agreed to cover the maintenance costs until September 2018, the cost will decrease as new users come onboard, and by September 2018 the EDC would no longer need to pay the maintenance costs. Mayor Kesselus made the motion to approve the Executive Director entering into an agreement with FiberLight to extend fiber trunk mains and provide for maintenance until September 2018 in an amount not to exceed \$154,800, utilizing 2013 Certificate of Obligation bond funds. Mr. Plunkett seconded and the motion passed.
- 3.5. **Workshop Session:** The Bastrop EDC Board of Directors conducted a workshop session with Alysia Cook of Opportunity Strategies to set three to five year goals, metrics, and known performance indicators for the Bastrop EDC. Ms. Cook spent the day interviewing various business owners, property owners and stakeholders to learn the public perception of the EDC. Interviewees were asked what the EDC does well and what can be done better. Ms. Cook explained this workshop session will be an abbreviated strategic planning session, looking at what is important for the next three to five years. The Board Members participated in a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, listing 10 to 15 items

in each category. After the SWOT Analysis was completed, Ms. Cook led the Board Members to identify six categories of goals. These were business retention and expansion, workforce development, primary job creation, EDC involvement with housing solutions, further development of the Bastrop brand, and improving communication, both internally and externally. Ms. Cook will take the information she gathered and will return in April for a three-hour workshop to present her findings and assist with developing which goals, metrics and performance indicators the EDC should be using for the next three to five years.

- 3.6. Requests from Board of Directors for future agenda items. There were no agenda item requests.

4. EXECUTIVE SESSION

- 4.1. At 7:37 p.m., Ms. Koch convened the Bastrop EDC Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
- (1) **Section 551.072** – Deliberation about the purchase, exchange, lease, or value of real property: 921 Main Street, ‘iPilot’, and/or ‘Sinkhole’.
 - (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects ‘Apothecary II’, ‘Big Ben’, ‘Valley Stays’, ‘Goat Farm’, ‘Hot Market’, ‘iPilot’ and/or ‘Curious George’.
 - (3) **Section 551.074** – Personnel Matters – Executive Director’s Review
- 4.2. At 8:21 p.m., the Bastrop EDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein. No further action was taken.

5. **ADJOURNMENT** – Board Vice-Chair Kristi Koch adjourned the meeting at 8:22 p.m.



Agenda Item: 3.2

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Acceptance of the Bastrop EDC's financial summary report for period ending March 31, 2017.

Prepared by: Shawn Kirkpatrick, Executive Director

Attached for the Board's review and consideration is the BEDC financial summary report for the period ending March 31, 2017.

Attachments:
Financial Summary for period ending March 31, 2017

Recommendation

Accept the financial report as submitted.

[Sample Motion] I move to accept the March BEDC financial summary report as submitted.

BASTROP ECONOMIC DEVELOPMENT CORPORATION

FINANCIAL SUMMARY FOR PERIOD ENDING MAR. 31, 2017



04/21/2017

BASTROP ECONOMIC DEVELOPMENT CORPORATION SUMMARY OF REVENUES AND EXPENDITURES AS OF MAR. 31, 2017



FISCAL YEAR 2017 IS 50% COMPLETE AS OF MAR. 31, 2017. THESE REPORTS PROVIDE AN UNAUDITED AND PRELIMINARY SNAPSHOT OF THE BEDC FINANCIAL INFORMATION.

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

Revenues

Expenditures

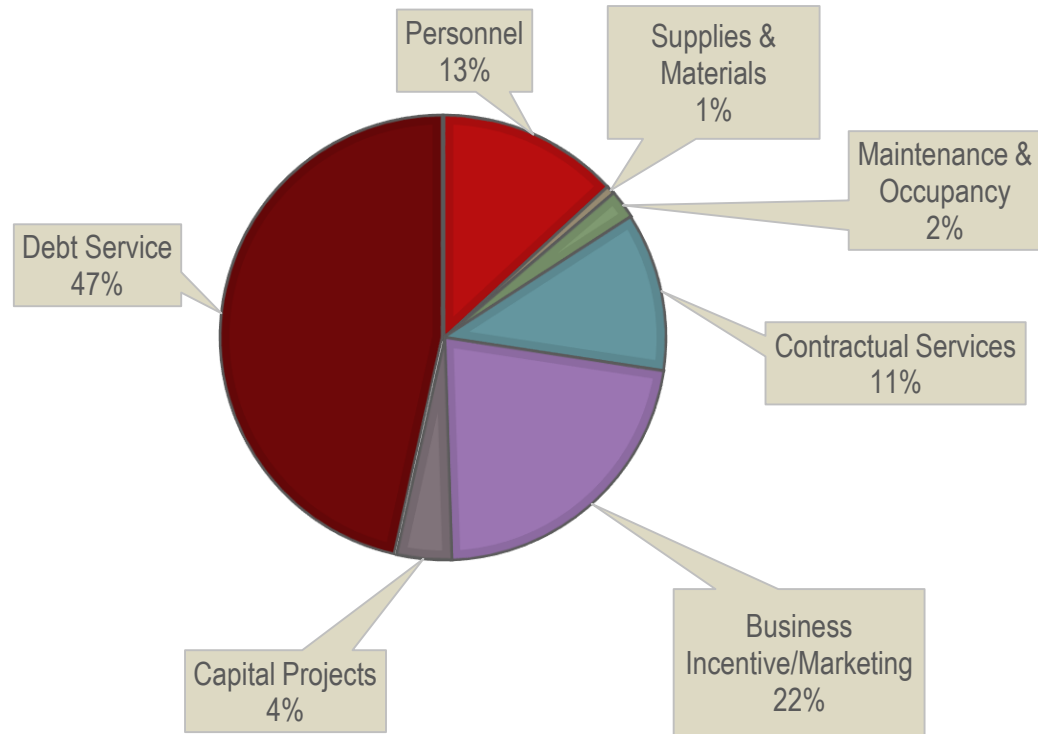
FY 2017 Budget	FY 2017 Actual	% of Budget	FY 2017 Budget	FY 2017 Actual	% of Budget
\$ 2,234,800	\$ 1,097,193	49%	\$ 2,418,838	\$ 1,160,022	48%

04/21/2017
 Summary of Revenues
 AS OF MAR. 31, 2017



REVENUE: SALES TAX RECEIPTS REPRESENT 99% OF THE TOTAL BUDGETED REVENUE FOR THE BEDC. AS SUCH, THE LINE GRAPH WILL BE A GOOD PERFORMANCE INDICATOR AS A COMPARISON OF SALES TAX RECEIPTS OF THE TWO PREVIOUS FISCAL YEARS TO THE CURRENT FISCAL YEAR. OTHER REVENUE IS INCLUDED WITHIN THE LINE GRAPH TO INCLUDE LEASE AGREEMENT INCOME, INTEREST INCOME, AND MISCELLANEOUS INCOME.



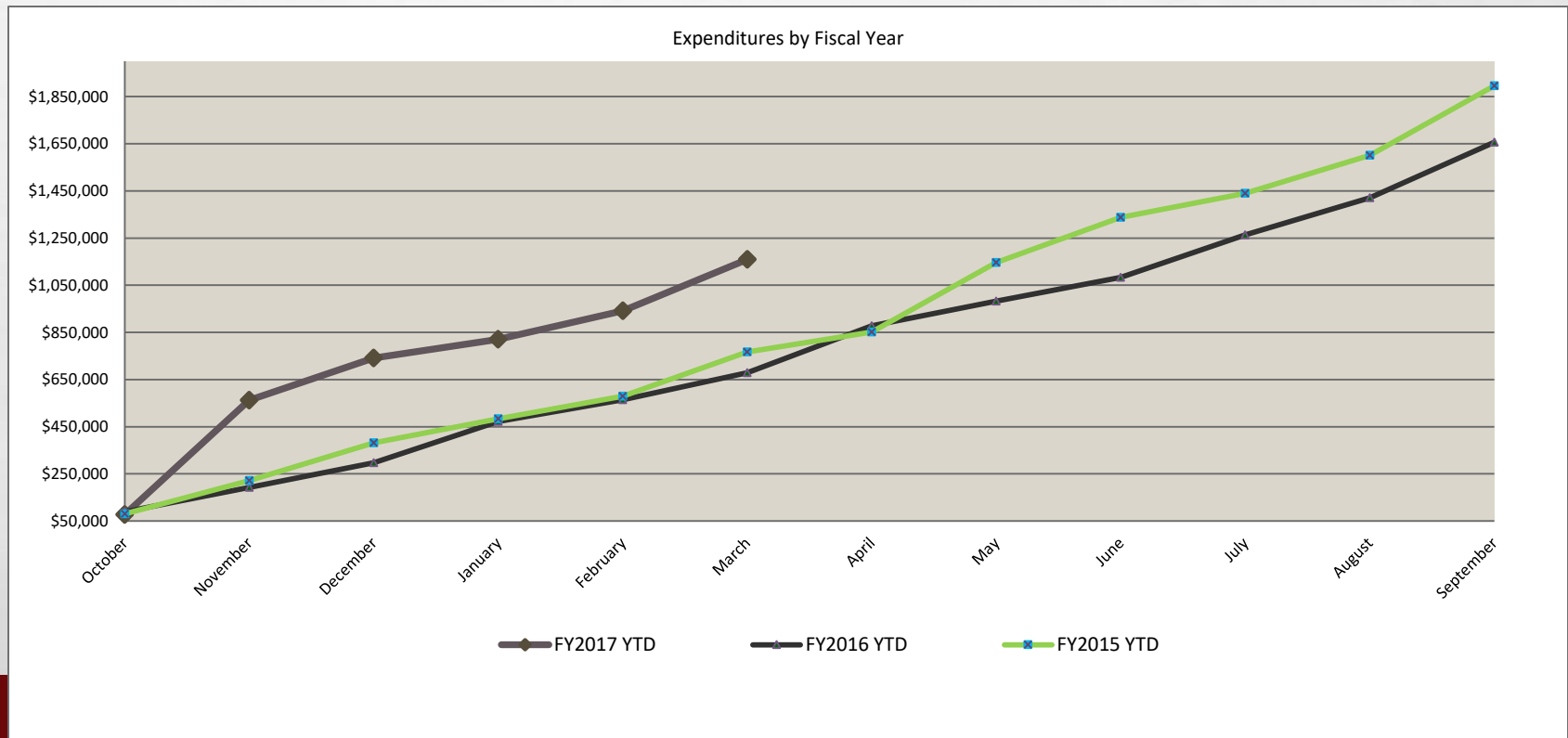


* Chart reflects FY2017 Fiscal Year-to Date expenses. Data provided by City of Bastrop Finance Department records.

04/21/2017
EXPENDITURE COMPARISON GRAPH
AS OF MAR. 31, 2017



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



BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2016-2017 BUDGET



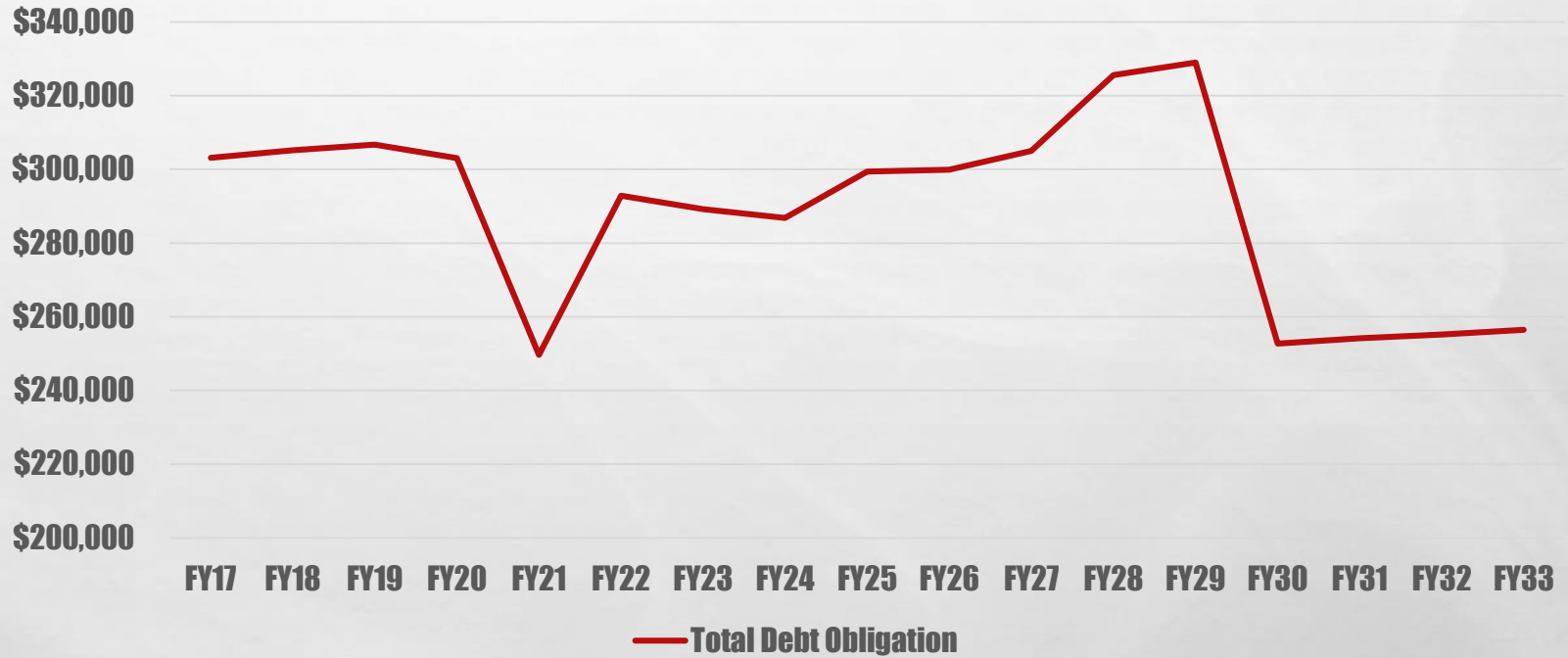
Audited Fund Balance 9-30-2016	\$ 3,879,949
 FY 2016-2017	
Budgeted Revenues	\$ <u>2,234,800</u>
Total FY 2017 Resources	\$ 6,114,749
 Budgeted Expenditures:	
Operating Expenses	\$ (1,445,775)
Capital Expenses	\$ (280,000)
Debt Service	\$ <u>(693,063)</u>
	\$ (2,418,838)
Projected Ending Gross Fund Balance 09-30-2017	\$ 3,695,911
Reserve 25% of Operating Expense	\$ 361,444

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

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



Total Debt Obligation



BEDC FINANCIAL STATEMENTS ATTACHED



FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2017

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
<u>TAXES & PENALTIES</u>						
00-00-4005 SALES TAX	<u>1,045,025.28</u>	<u>2,209,500.00</u>	<u>159,074.16</u>	<u>1,075,763.73</u>	<u>1,133,736.27</u>	<u>48.69</u>
TOTAL TAXES & PENALTIES	1,045,025.28	2,209,500.00	159,074.16	1,075,763.73	1,133,736.27	48.69
<u>CHARGES FOR SERVICES</u>						
00-00-4047 LEASE AGREEMENT	<u>6,900.00</u>	<u>13,800.00</u>	<u>1,150.00</u>	<u>6,900.00</u>	<u>6,900.00</u>	<u>50.00</u>
TOTAL CHARGES FOR SERVICES	6,900.00	13,800.00	1,150.00	6,900.00	6,900.00	50.00
<u>OTHER REVENUE</u>						
<u>INTEREST INCOME</u>						
00-00-4400 INTEREST INCOME	3,922.53	10,000.00	3,506.68	14,038.61	(4,038.61)	140.39
00-00-4401 INTEREST RECEIVED ON NOTES	<u>792.22</u>	<u>1,500.00</u>	<u>0.00</u>	<u>490.49</u>	<u>1,009.51</u>	<u>32.70</u>
TOTAL INTEREST INCOME	4,714.75	11,500.00	3,506.68	14,529.10	(3,029.10)	126.34
<u>MISCELLANEOUS</u>						
<u>TRANSFERS-IN</u>						
<u>OTHER SOURCES</u>						
** TOTAL REVENUE **	1,056,640.03	2,234,800.00	163,730.84	1,097,192.83	1,137,607.17	49.10

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2017

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT						
=====						
00-NON-PROGRAM						
=====						
BEDC ADMINISTRATION						
=====						
00-NON-PROGRAM						
=====						
<u>PERSONNEL COSTS</u>						
70-00-5101 BEDC OPERATIONAL SALARIES	86,365.74	233,478.00	28,070.55	114,881.90	118,596.10	49.20
70-00-5116 LONGEVITY	258.00	450.00	0.00	408.00	42.00	90.67
70-00-5117 OVERTIME	37.50	0.00	0.00	0.00	0.00	0.00
70-00-5150 SOCIAL SECURITY	7,012.92	17,930.00	2,103.76	8,552.31	9,377.69	47.70
70-00-5151 RETIREMENT	9,232.05	27,050.00	3,300.15	13,205.86	13,844.14	48.82
70-00-5155 GROUP INSURANCE	9,714.82	28,988.00	2,062.90	14,959.93	14,028.07	51.61
70-00-5156 WORKER'S COMPENSATION	<u>231.42</u>	<u>500.00</u>	<u>0.00</u>	<u>312.20</u>	<u>187.80</u>	<u>62.44</u>
TOTAL PERSONNEL COSTS	112,852.45	308,396.00	35,537.36	152,320.20	156,075.80	49.39
<u>SUPPLIES & MATERIALS</u>						
70-00-5201 OPERATIONAL SUPPLIES (OFFIC	2,021.02	7,000.00	150.74	2,302.52	4,697.48	32.89
70-00-5203 POSTAGE	54.04	360.00	0.00	0.00	360.00	0.00
70-00-5206 OFFICE EQUIPMENT	<u>2,379.31</u>	<u>10,200.00</u>	<u>1,457.99</u>	<u>5,070.67</u>	<u>5,129.33</u>	<u>49.71</u>
TOTAL SUPPLIES & MATERIALS	4,454.37	17,560.00	1,608.73	7,373.19	10,186.81	41.99
<u>MAINTENANCE & REPAIRS</u>						
70-00-5301 MAINT OF EQUIPMENT	125.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	<u>11,672.24</u>	<u>3,600.00</u>	<u>254.02</u>	<u>1,470.02</u>	<u>2,129.98</u>	<u>40.83</u>
TOTAL MAINTENANCE & REPAIRS	11,797.24	4,600.00	254.02	1,470.02	3,129.98	31.96
<u>OCCUPANCY</u>						
70-00-5401 COMMUNICATIONS	4,565.51	11,550.00	630.71	4,148.83	7,401.17	35.92
70-00-5402 OFFICE RENTAL	21,000.00	36,000.00	0.00	18,000.00	18,000.00	50.00
70-00-5403 UTILITIES	<u>2,153.45</u>	<u>4,680.00</u>	<u>160.44</u>	<u>1,011.07</u>	<u>3,668.93</u>	<u>21.60</u>
TOTAL OCCUPANCY	27,718.96	52,230.00	791.15	23,159.90	29,070.10	44.34

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2017

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
<u>CONTRACTUAL SERVICES</u>						
70-00-5505 PROFESSIONAL SERVICES	33,618.40	66,300.00	1,267.00	40,811.00	25,489.00	61.56
70-00-5525 LEGALS	9,359.88	30,000.00	1,981.04	9,588.90	20,411.10	31.96
70-00-5530 ENGINEERING	6,685.00	15,000.00	0.00	8,333.75	6,666.25	55.56
70-00-5540 PROPERTY INSURANCE	384.75	1,200.00	0.00	348.76	851.24	29.06
70-00-5561 CONTRACTUAL SERVICES	3,500.00	6,000.00	1,000.00	3,500.00	2,500.00	58.33
70-00-5574 CITY CONTRACT FOR SERVICE	31,891.71	139,000.00	6,338.52	36,397.43	102,602.57	26.19
70-00-5596 MAIN STREET PROG SUPPORT	19,999.98	40,000.00	3,333.33	19,999.98	20,000.02	50.00
70-00-5598 CITY ADMINISTRATIVE SUPPORT	<u>12,940.00</u>	<u>50,000.00</u>	<u>2,767.84</u>	<u>14,535.61</u>	<u>35,464.39</u>	<u>29.07</u>
TOTAL CONTRACTUAL SERVICES	118,379.72	347,500.00	16,687.73	133,515.43	213,984.57	38.42
<u>OTHER CHARGES</u>						
70-00-5603 MARKETING TRAVEL	3,810.63	12,000.00	2,464.16	8,416.72	3,583.28	70.14
70-00-5604 BUSINESS DEVELOPMENT	5,575.47	10,000.00	975.13	2,679.39	7,320.61	26.79
70-00-5605 TRAINING TRAVEL	5,068.37	10,000.00	1,763.77	6,951.47	3,048.53	69.51
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	0.00	0.00	18,554.56	18,554.56	(18,554.56)	0.00
70-00-5611 BILLBOARDS	7,000.00	0.00	0.00	0.00	0.00	0.00
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	7,423.07	11,284.00	2,265.34	9,917.59	1,366.41	87.89
70-00-5631 BONDS FOR BEDC OFFICERS	559.10	1,000.00	0.00	805.00	195.00	80.50
70-00-5633 LOCAL/MISC ADV & SPONSORSHI	8,829.18	15,000.00	3,826.70	11,138.34	3,861.66	74.26
70-00-5634 NATIONAL ADV & MARKETING	6,803.55	50,000.00	6,603.14	10,488.14	39,511.86	20.98
70-00-5635 REGIONAL ADV & MARKETING	0.00	15,000.00	277.41	342.34	14,657.66	2.28
70-00-5636 DIGITAL ADV & MARKETING	0.00	10,000.00	4,750.00	4,750.00	5,250.00	47.50
70-00-5637 SPECIAL ADV & MARKETING	0.00	12,000.00	0.00	0.00	12,000.00	0.00
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	50,000.00	0.00	0.00	50,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	848.87	10,000.00	327.00	749.50	9,250.50	7.50
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	10,000.00	1,622.00	1,622.00	8,378.00	16.22
70-00-5644 380 AGREEMENT REIMBURSEMENT	72,887.91	329,000.00	92,864.67	176,829.67	152,170.33	53.75
70-00-5645 WATER RIGHTS PROP FUNDING	0.00	60,000.00	0.00	0.00	60,000.00	0.00
70-00-5646 SPECIAL PROJ/INCENTIVES	0.00	49,205.00	0.00	0.00	49,205.00	0.00
70-00-5649 SPL PRJT DISASTER RELIEF GR	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5650 SPL PRJT BUS RETEN & EXPAN	0.00	10,000.00	0.00	1,962.59	8,037.41	19.63
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	<u>8,490.08</u>	<u>0.00</u>	<u>0.00</u>	<u>1,079.01</u>	<u>(1,079.01)</u>	<u>0.00</u>
TOTAL OTHER CHARGES	127,296.23	690,489.00	136,293.88	256,286.32	434,202.68	37.12
<u>CONTINGENCY</u>						
70-00-5900 CONTINGENCY	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2017

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
<u>CAPITAL OUTLAY</u>						
70-00-6713 TRAIL SYS FROM ESKEW TO HWY	0.00	180,000.00	969.42	5,039.42	174,960.58	2.80
70-00-6714 921 MAINSTREET PROJECT	0.00	100,000.00	1,300.00	41,164.00	58,836.00	41.16
TOTAL CAPITAL OUTLAY	0.00	280,000.00	2,269.42	46,203.42	233,796.58	16.50
<u>DEBT SERVICE</u>						
70-00-7133 C OF O SERIES 2013 PRINCIPL	38,115.00	70,000.00	5,833.33	34,999.98	35,000.02	50.00
70-00-7134 C OF O SERIES 2013 INTEREST	50,463.00	98,700.00	8,224.90	49,349.40	49,350.60	50.00
70-00-7137 C OF O SERIES 2010 PRINCIPA	21,166.98	45,110.00	3,759.17	22,555.02	22,554.98	50.00
70-00-7138 C OF O SERIES 2010 INTEREST	16,747.02	32,013.00	2,667.72	16,006.32	16,006.68	50.00
70-00-7152 GO REFUNDING SER 2014 INT	3,162.66	0.00	0.00	0.00	0.00	0.00
70-00-7501 C OF O SERIES 2008A PRINCIP	10,631.52	370,000.00	0.00	370,000.00	0.00	100.00
70-00-7502 C OF O SERIES 2008A, INTERE	5,383.50	16,828.00	0.00	16,827.50	0.50	100.00
TOTAL DEBT SERVICE	145,669.68	632,651.00	20,485.12	509,738.22	122,912.78	80.57
TOTAL 00-NON-PROGRAM	548,168.65	2,358,426.00	213,927.41	1,130,066.70	1,228,359.30	47.92
ADMINISTRATION						
=====						
<u>CAPITAL OUTLAY</u>						
<u>DEBT SERVICE</u>						
70-10-7097 INTEREST EXPENSE ON FNB NOT	3,145.13	500.00	0.00	0.00	500.00	0.00
70-10-7603 BOND PRINCIPAL 2006	117,499.98	50,000.00	4,166.67	25,000.02	24,999.98	50.00
70-10-7604 BOND INTEREST 2006	10,372.98	9,912.00	825.95	4,955.70	4,956.30	50.00
TOTAL DEBT SERVICE	131,018.09	60,412.00	4,992.62	29,955.72	30,456.28	49.59
TOTAL ADMINISTRATION	131,018.09	60,412.00	4,992.62	29,955.72	30,456.28	49.59
TOTAL BEDC ADMINISTRATION	679,186.74	2,418,838.00	218,920.03	1,160,022.42	1,258,815.58	47.96
*** TOTAL EXPENSES ***	679,186.74	2,418,838.00	218,920.03	1,160,022.42	1,258,815.58	47.96

*** END OF REPORT ***

04/21/2017 BALANCE SHEET

AS OF: MARCH 31ST, 2017

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	106,152.53
00-00-1012	TEXAS CLASS	1,657,737.03
00-00-1100	TEXPOOL	1,600,186.70
00-00-1135	DREYFUS MM ACCT	3,344.53
00-00-1141	CERTIFICATE OF DEPOSIT FN	526,000.00
00-00-1224	ACCT RECEIVABLE-SALES TAX	333,012.93
00-00-1272	NOTES RECEIVABLE-GARMENT	52,084.04
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	17,332.62
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	17,268.59
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	414.78
00-00-1420	EQUIPMENT	8,300.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1460	FIXED ASSETS - BUILDING	845,593.73
00-00-1470	FIXED ASSETS - LAND	832,992.05
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRAST	6,943.68
00-00-1499	ACCUMULATED DEPRECIATION(1,677,456.51)
00-00-1575	DEFERRED OUTFLOWS-PENSION	17,741.00
00-00-1576	DEFERRED OUTFLOWS-ACTUARI	2,814.00
00-00-1577	DEFERRED OUTFLOWS-DEFICIT	25,266.00
00-00-1578	DEFERRED OUTFLOWS-ASSUMPT	3,529.00

6,682,189.92

TOTAL ASSETS

6,682,189.92
=====

04/21/2017 BALANCE SHEET

AS OF: MARCH 31ST, 2017

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	43,288.49
00-00-2080	NOTES PAYABLE-CITY-WTR PR	360,000.00
00-00-2081	NOTES PAYABLE-CITY-TDC	25,000.68
00-00-2101	BONDS PAYABLE CURRENT POR	270,110.00
00-00-2102	TAX/REV 2006 BOND PAYABLE	165,000.00
00-00-2105	BONDS PAYABLE-CURRENT YR	74,231.52
00-00-2125	ACCRUED INTEREST PAYABLE	25,686.06
00-00-2127	ACCRUED EXPENSES-OTHER	40,117.38
00-00-2235	UNEARNED REVENUE-TOWER	48,300.00
00-00-2356	DUE TO OTHER GOVERNMENTS	3,568,190.44
00-00-2405	ENCUMBRANCE ACCOUNT (18,071.96)
00-00-2406	RESERVE FOR ENCUMBRANCE	18,071.96
00-00-2520	UNAMORTIZED PREMIUM	64,748.56
00-00-2850	NET PENSION LIABLIITY	111,000.00
00-00-2870	COMPENSATED ABSENCES PAYA	<u>11,248.66</u>

4,806,921.79

TOTAL LIABILITIES

4,806,921.79

SURPLUS (DEFICIT) (62,829.59)

00-00-3000	NET ASSETS	1,084,686.37
00-00-3119	DESIGNATED OPERATING	150,000.00
00-00-3400	CONTRIBUTED CAPITAL	521,695.50
00-00-3502	RESTRICTED - JAMCO	73,644.00
00-00-3503	RESTRICTED-GOOD SOUL BREW	9,700.00
00-00-3505	RESTRICTED-COGLAN GRP	5,000.00
00-00-3506	RESTRICTED-ELLIOTT PARTNE	37,372.85
00-00-3507	RESTRICTED - AEI TECHNOLO	<u>55,999.00</u>

TOTAL EQUITY

1,875,268.13

TOTAL LIABILITIES & FUND EQUITY

6,682,189.92

=====



Agenda Item: 3.3

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Consideration, discussion and possible action on a resolution approving the expenditure of 2013 Certificate of Obligation bond proceeds to fund the comprehensive drainage study for Pine Forest Unit 6.

Prepared by: Shawn Kirkpatrick, Executive Director

The attached resolution will allow the EDC to use 2013 Certificate of Obligation bond funds to fund the comprehensive drainage study for Pine Forest Unit 6. Should the Board not wish to use the 2013 CO funds, EDC staff will prepare and bring back to the Board a budget amendment for FY 2016/2017 at the May meeting.

Attachments: Resolution 2017-0007

Recommendation

[Sample Motion] I move to approve Resolution 2017-0007 to expend 2013 Certificate of Obligation bond proceeds to fund the comprehensive drainage study for Pine Forest Unit 6, in an amount not to exceed \$75,100.

RESOLUTION NO. R-2017-0007**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
AUTHORIZING THE EXPENDITURE OF 2013 CERTIFICATE OF OBLIGATION
BOND PROCEEDS TO FUND A COMPREHENSIVE DRAINAGE STUDY FOR PINE
FOREST UNIT 6.**

WHEREAS, on January 23, 2017, the BEDC preliminarily approved funding a Comprehensive Drainage Study for Pine Forest Unit 6; and,

WHEREAS, the BEDC published notice in the *Bastrop Advertiser* on February 25, 2017, to receive public input on the BEDC's consideration to fund the Comprehensive Drainage Study for Pine Forest Unit 6; and,

WHEREAS, the BEDC Board of Directors approved Resolution 2017-0006 on February 27, 2017, making certain findings regarding eligible expenditures of the corporation; authorizing eligible expenditures; and establishing requirements for reimbursements pursuant thereto, to fund the Comprehensive Drainage Study for Pine Forest Unit 6; and,

WHEREAS, the City Council of the City of Bastrop, Texas, approved Resolution 2017-12 on April 11, 2017, approving a project using funds provided by the Bastrop Economic Development Corporation in an amount exceeding \$10,000, after two separate readings on March 28, 2017, and April 11, 2017; and,

WHEREAS, pursuant to Local Government Code Section 505.159, the BEDC held the required public hearing prior to making an expenditure on the proposed project on February 27, 2017; and,

WHEREAS, pursuant to Local Government Code Section 505.160, the BEDC may undertake a project no sooner than the 60th day after the date of publishing public notice; and,

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code;

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

SECTION 1. Approval

The Board authorizes the Executive Director to reimburse the City for costs incurred for the completion of a comprehensive drainage study in an amount not to exceed \$75,100.00 using proceeds from 2013 Certificates of Obligation. Funding authorized by this Resolution shall not occur sooner than April 27, 2017.

PASSED AND APPROVED on this _____ day of _____ 2017.

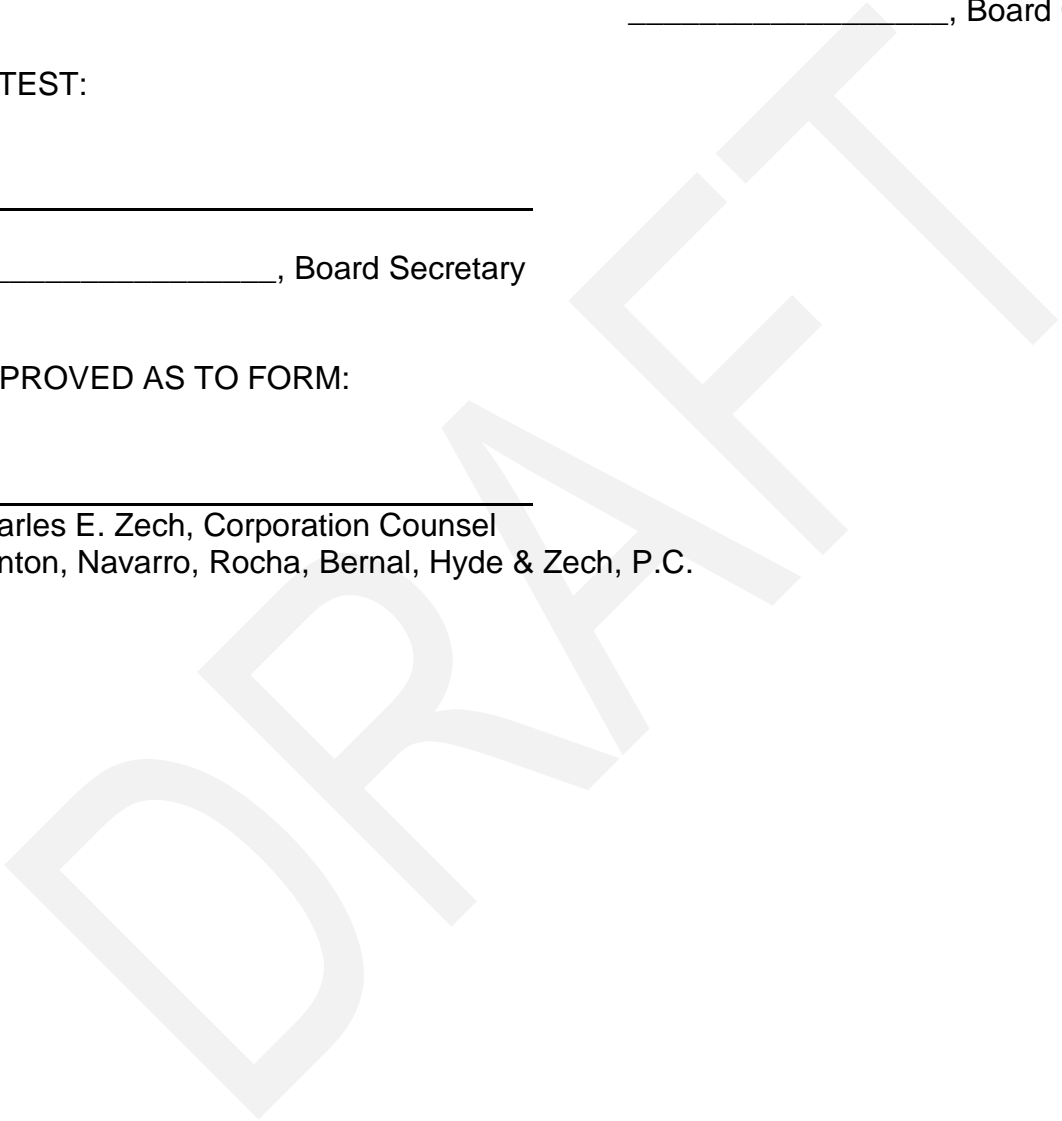
_____, Board Chair

ATTEST:

_____, Board Secretary

APPROVED AS TO FORM:

Charles E. Zech, Corporation Counsel
Denton, Navarro, Rocha, Bernal, Hyde & Zech, P.C.





Agenda Item: 3.4

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building(s) located at 903 and 905 Main Street (Maxine's Café & Bakery), owned by Zintek Properties, in the amount of \$2,577.80.

Prepared by: Shawn A. Kirkpatrick, Executive Director

David Sartain, Managing Partner of ZinTek Properties, has submitted a BIG application (BIG # 2017-003) for a portion of the renovations of the buildings at 903 and 905 Main Street, Maxine's Café and Bakery. Mr. Sartain purchased the former BEDC office and is currently renovating it in order to expand his existing restaurant and move his bakery and catering operations to that location.

The application was reviewed by the Main Street Design committee and accepted as complete and program-eligible to install an ADA compliant restroom. This request covers the electrical and plumbing portion of the project for a total cost of \$5,155.61, with the EDC reimbursing \$2,577.80. Under the BIG program guidelines, the applicant is required to enter into a performance agreement with the EDC.

Attachments:

Performance Agreement [Draft]

BIG Application

Recommendation

Approve the attached performance agreement.

[RECOMMENDED MOTION] I move to approve a Bastrop Economic Development Corporation Business Incentive Grant Agreement (BIG #2017-003) for the building(s) located at 903 and 905 Main Street, owned by ZinTek Properties, for FY 2017, and authorize the Executive Director to execute the agreement on behalf of the EDC.

BIG FY 16-17 APPLICATION

Applicant Information

Applicant's Name: ZINTEK PROPERTIES, LTD
ZNTK MANAGEMENT, LLC - GEN PARTNER
MAXINE'S ON MAIN, LLC - SGL E MEMBER LLC

Applicant's Mailing Address: 494 HWY 71 WEST

SUITE 140-218
Federal Tax ID Number: BASTROP, TX 78602

20-2821163 - ZINTEK PROPERTIES, LTD
20-2813978 - ZNTK MANAGEMENT, LLC.

Daytime Phone Number: 512-718-2950
Cell Phone: SAME

Email Address: DAVID@ZINTEKPROPERTIES.COM

Status of applicant (please check one)

Property owner with vacant facility

Property owner with tenant business

Property owner/operator of existing business on property

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

Individual

Partnership (attach copy of Partnership Agreement) SEE ATTACHED - ZINTEK PROP. LTD

✓ Corporation/profit (attach copy of Articles of Incorporation) SEE ATTACHED - ZINTEK MANAGEMENT, LLC

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

Trust (attach copy of Trust Agreement)

Other, please explain:

Length of ownership: ZINTEK PROP. 12 YRS Date Purchased: 2/21/2007 - MAXINE'S

10 YRS - MAXINE'S ON MAIN - aka MAXINE'S CAFE

Property Information MAXINE'S CAFE + BAKERY @ 905 MAIN ST EXPANDING TO 903 MAIN ST. - FORMERLY - B.F.D.C.

Address of property to be improved: 905 MAIN ST. - RESTROOM EXPANSION - PHASE 2 OF ONGOING EXPANSION INTO 903 MAIN BUILDING

Legal Description of subject property: SEE ATTACHMENT

Tax Assessor Parcel Number (s): R33103

Year built: ? Square footage: 6,700 - APPROX. HISTORIC BLDG

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

MAXINE'S CAFE + BAKERY
MAXINE'S ON MAIN, LLC
517-303-0919

Planned use of building after improvements are made:

FULL SERVICE COFFEE AND BAKERY RETAIL SALES AND EXPANDED DINING

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

PHASE 2 OF A 3 PHASE EXPANSION PROJECT
TO EXPAND EXISTING RESTROOM IN THE
905 MAIN ST. BUILDING TO ACCOMMODATE
WHEEL CHAIR ACCESS - A.D.A.
SEE AREA MARKED IN GREEN ON ATTACHED
FLOOR PLAN

Please obtain the following documentation to accompany your application:

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

Bastrop BIG Program Checklist FY 16-17

Completed Application including:

1. If the property is owned by someone other than an individual attach one of the following:
2. Copy of Articles of Incorporation
3. List of officers and directors
4. Copy of Trust Document
5. Current photograph of building exterior
6. Historic photographs of building exterior if available
7. Drawings and/or rendering accurately depicting the extent of the proposed work
8. Brief history of the building and any previous improvement work done to the building that you are aware of.
9. Current Assessed Value
10. Detailed project budget, outline selected bids and total project amount.
11. Completed Scoring Criteria
12. Completed Checklist

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

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

Applicant Name: DAVID SARTAIN, MANAGING PARTNER

Applicant Signature: David Sartain

Date: April 7, 2017

Bastrop BIG Program FY 16-17 Scoring Application

SCORING CATEGORIES

Possible Points

Select one entry per category if applicable

35

Location

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

5
4
3
2
0

Points Earned

Local Landmark Designation

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

5
4

Points Earned

Economic Impact of future use

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

5
4
3

Points Earned

Use of Structure

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

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

5
4
3
2
0

Points Earned

Age of Structure as of October 1 of current fiscal year

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

5
4
3

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

Points Earned

20

Danger of Structure

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

Structure is in moderate danger: Structure is moderately threatened or likely to be within 1 to 5 years. Deterioration has begun, but does not pose immediate threat of collapse.	4
---	---

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

Structure is not in danger: Project is cosmetic.	2
--	---

2

Points Earned

Previous Funding

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

5

Applicant has applied before and satisfactorily completed the project.	4
--	---

Points Earned

7

Total Points

27

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

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

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

W I T N E S S E T H:

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

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

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

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

II.

NOWTHEREFORE, upon an affirmative vote of the majority of the BEDC Board, on _____, the BEDC determined that GRANTEE qualified for a reimbursement grant (the “Reimbursement”) in the amount of \$2,577.80 for the improvements as provided for in its application, and that said Reimbursement shall be distributed to GRANTEE under the following terms and conditions:

- (a) For and in consideration of the Reimbursement to GRANTEE by the BEDC, the funds distributed are intended to reimburse GRANTEE for the eligible expenses associated with improvements to the building(s) at 903 and 905 Main Street (the “Project”). All reimbursements shall be for the Project and its associated eligible costs as submitted by the GRANTEE and approved by the Main Street Design Committee and the BEDC.
- (b) The Reimbursement shall be contingent on compliance with the Project, this Agreement, the ordinances of the City of Bastrop, the laws of the State of Texas, and the Bastrop Business Incentive Grant (BIG) Program Guidelines, Application, Criteria & Checklist (the “Guidelines”) as attached hereto as Exhibit A and incorporated herein as if fully set forth herein.
- (c) Upon completion of the Project, GRANTEE shall submit a final financial accounting to the BEDC (the “Report”) showing a line item accounting of all eligible costs expended during the Project, which shall be accompanied by the check register of all related expenditures. Invoices, receipts or other proofs of expenditures shall be presented with the Report. The BEDC shall be the sole and final decision maker as to the sufficiency of the Report and associated invoices, receipts or other proofs of expenditures and may deny all or partial reimbursement for lack of sufficiency.
- (d) The Project shall be completed and the Report submitted by September 30, 2017.

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

III.

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

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

Property sold within 2 years = reimburse 100%

Property sold within 3 years = reimburse 75%

Property sold within 4 years = reimburse 50%

Property sold within 5 years = reimburse 25%

IV.

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

V.

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

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

BASTROP ECONOMIC DEVELOPMENT CORPORATION, TEXAS

BY: _____

[GRANTEE]

BY: _____



Agenda Item: 3.5

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building located at 711 Spring Street (Bastrop Opera House), in the amount of \$10,000.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Bastrop Opera House Board Member Terry Moore has submitted a BIG application (BIG # 2017-004) for renovations to the front exterior of the Bastrop Opera House.

The application was reviewed by the Main Street Design committee and accepted as complete and program-eligible. The total cost of the project is \$22,500, with the EDC reimbursing the maximum allowable under the BIG program guidelines of \$10,000. Under the BIG program guidelines, the applicant is required to enter into a performance agreement with the EDC.

Attachments:

Performance Agreement [Draft]

BIG Application

Recommendation

Approve the attached performance agreement.

[RECOMMENDED MOTION] I move to approve a Bastrop Economic Development Corporation Business Incentive Grant Agreement (BIG #2017-004) for the Bastrop Opera House, located at 711 Spring Street, for FY 2017, and authorize the Executive Director to execute the agreement on behalf of the EDC.

BIG FY 16-17 APPLICATION

Applicant Information

Applicant's Name: Bastrop Opera House

Applicant's Mailing Address: 711 Spring Street, Bastrop, Texas 78602

Federal Tax ID Number: 74-2161743

Daytime Phone Number: 512.321.6283

Cell Phone: 512.922.1159

Email Address: chestereitze@gmail.com

Status of applicant (please check one)

Property owner with vacant facility

Property owner with tenant business

Property owner/operator of existing business on property

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

Individual

Partnership (attach copy of Partnership Agreement)

Corporation/profit (attach copy of Articles of Incorporation)

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

Trust (attach copy of Trust Agreement)

Other, please explain:

Length of ownership: n/a Date Purchased: Organization formed 1979.

Property Information

Address of property to be improved: 711 Spring Street

Legal Description of subject property: BUILDING BLOCK 5 W W S

Tax Assessor Parcel Number (s): Property ID: 47694

Year built: 1889 Square footage: 5,808

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

Chester Eitze, Opera House Executive Director, 512.922.1111

Planned use of building after improvements are made:

The Opera House will continue to serve as space for live performance

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

The work required to be covered with this grant: 1) Remove paint so that surface is back



Please obtain the following documentation to accompany your application:

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

Bastrop BIG Program Checklist FY 16-17

Completed Application including:

1. If the property is owned by someone other than an individual attach one of the following:
2. Copy of Articles of Incorporation
3. List of officers and directors
4. Copy of Trust Document
5. Current photograph of building exterior
6. Historic photographs of building exterior if available
7. Drawings and/or rendering accurately depicting the extent of the proposed work
8. Brief history of the building and any previous improvement work done to the building that you are aware of.
9. Current Assessed Value
10. Detailed project budget, outline selected bids and total project amount.
11. Completed Scoring Criteria
12. Completed Checklist

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

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

Applicant Name: Bastrop Opera House

Applicant Signature: Jerry Moore, Board member

Date: 4-7-17

Bastrop BIG Program FY 16-17 Scoring Application

SCORING CATEGORIES

Possible Points

Select one entry per category if applicable 35

Location

Located in the Historic Main Street Area	5
Located in the Main Street Program Area	4
Located along a commercial corridor leading downtown	3
Located along a commercial corridor	2
Other location	0

Points Earned ~~0~~ 5

Local Landmark Designation

Designated by Historic Landmark Commission as a Historic Landmark	5
Designated by Historic Landmark Commission as a Significant Landmark	4

Points Earned ~~0~~ 5

Economic Impact of future use

Retail/Restaurant/Tourism	5
Public or Non-Profit	4
Professional Service	3

Points Earned ~~0~~ 4.5 5

Use of Structure

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

Three or more years	5
Two to three years	4
One to two years	3
Less than a year	2
Structure is currently occupied	0

Points Earned 0

Age of Structure as of October 1 of current fiscal year

Over 50 years	5
40-49 years	4
30-39 years	3

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

Points Earned ~~0~~ 5

Danger of Structure

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

Structure is in moderate danger: Structure is moderately threatened or likely to be within 1 to 5 years. Deterioration has begun, but does not pose immediate threat of collapse. 4

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

Structure is not in danger: Project is cosmetic. 2

Points Earned ~~0~~ 3

Previous Funding

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

Applicant has applied before and satisfactorily completed the project. 4

Points Earned ~~0~~ 5

Total Points

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

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

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

W I T N E S S E T H:

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

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

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

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

II.

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

(a) For and in consideration of the Reimbursement to GRANTEE by the BEDC, the funds distributed are intended to reimburse GRANTEE for the eligible expenses associated with improvements to the building at 711 Spring Street (the "Project"). All reimbursements shall be for the Project and its associated eligible costs as submitted by the GRANTEE and approved by the Main Street Design Committee and the BEDC.

(b) The Reimbursement shall be contingent on compliance with the Project, this Agreement, the ordinances of the City of Bastrop, the laws of the State of Texas, and the Bastrop Business Incentive Grant (BIG) Program Guidelines, Application, Criteria & Checklist (the "Guidelines") as attached hereto as Exhibit A and incorporated herein as if fully set forth herein.

(c) Upon completion of the Project, GRANTEE shall submit a final financial accounting to the BEDC (the "Report") showing a line item accounting of all eligible costs expended during the Project, which shall be accompanied by the check register of all related expenditures. Invoices, receipts or other proofs of expenditures shall be presented with the Report. The BEDC shall be the sole and final decision maker as to the sufficiency of the Report and associated invoices, receipts or other proofs of expenditures and may deny all or partial reimbursement for lack of sufficiency.

(d) The Project shall be completed and the Report submitted by September 30, 2017.

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

III.

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

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

Property sold within 2 years = reimburse 100%

Property sold within 3 years = reimburse 75%

Property sold within 4 years = reimburse 50%

Property sold within 5 years = reimburse 25%

IV.

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

V.

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

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

BASTROP ECONOMIC DEVELOPMENT CORPORATION, TEXAS

BY: _____

[GRANTEE]

BY: _____



Agenda Item: 3.6

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Recognition of Jean Riemenschneider and Angela Ryan for their work on the 2017 Bastrop Youth Career Day.

Prepared by: Shawn A. Kirkpatrick, Executive Director

The Board and Executive Director would like to recognize Jean and Angela for their hard work and excellence on the 2017 Youth Career Day.

Recommendation

None – no action required.



Agenda Item: 3.7

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: **Workshop Session:** The Bastrop EDC Board of Directors will conduct a workshop session with Alysia Cook of Opportunity Strategies to set 3-5 year goals, metrics, and known performance indicators for the Bastrop EDC.

Prepared by: Shawn A. Kirkpatrick, Executive Director

The EDC Board will hold a workshop with Alysia Cook of Opportunity Strategies to discuss 3-5 year goals, metrics, and known performance indicators. These measures will help gauge the performance and success of the EDC and its programs.

The Board had a workshop with Alysia during the March 20th meeting, after she had met with individuals and focus groups in the community about their expectations and direction for the EDC.

Information gathered on March 20th was used by Alysia to develop goals, metrics, and known performance indicators. She is returning tonight to review her findings and share her recommendations with the Board.

Recommendation

None - no action required.



Agenda Item: 3.8

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Video presentation from Mayor Ken Kesselus.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Mayor Kesselus has prepared a video message for the Board.

Recommendation

None – no action required.



Agenda Item: 4.2

AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Consideration, discussion and possible action related to the Executive Director's annual review.

Prepared by: Shawn A. Kirkpatrick, Executive Director

This is the opportunity for the Board to take action on the Executive Director's annual review.

Recommendation

Staff provides no recommendation.