

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
Monday, September 21, 2015 – 6:00 P.M.
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

1. CALL TO ORDER

2. PUBLIC COMMENT(S)

The BEDC Board reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item. In compliance with the Open Meetings Act, Chapter 551 Government Code, Vernon’s Texas Code, Annotated, the item below will be discussion in closed session:

- 1. Section 551.071 – Consultations with Attorney – duty to advise on legal matters.

3. REGULAR BUSINESS

3.1. Approval of meeting minutes of the Regular Board Meetings of June 15, 2015, July 20, 2015, and Special Board Meetings of June 24, 2015, and July 8, 2015. **(page 3)**

3.2. Consideration, discussion and possible action on acceptance of the BEDC’s financial summary report for period ending August 31, 2015. **(page 10)**

4. WORKSHOP SESSION – The Bastrop Economic Development Corporation will convene into a Workshop Session to discuss: **(page 25)**

4.1. Strategic Plan – A review and discussion regarding the BEDC’s Strategic Plan and Scope of Work (Mike Barnes, Facilitator).

4.2. Presentation regarding open meetings, conflicts of interest, and City of Bastrop Ethics Policy (JC Brown).

- 4.3. Discussion regarding BEDC meetings and related matters, including:
- a) Agenda and Board packet format and preparation
 - b) Presentation regarding the use of digital board books
 - c) Time, date and location of BEDC Board meetings
 - d) Length of meetings

4.4. Discussion related to “What does BEDC success look like?”

4.5. The BEDC Board of Directors will adjourn the Workshop Session and reconvene into the regular session to take any necessary action(s) pertaining to the workshop items.

5. ACTION ITEMS

5.1. Consideration, discussion and possible action on a request to transfer \$15,000 from BEDC’s “Contingency” line item to the City of Bastrop to repay the advance on the Housing Study. **(page 26)**

5.2. Consideration, discussion and possible action on acceptance of the Comprehensive Housing Supply and Demand Analysis prepared by Robert Charles Lesser & Co Real Estate Advisors (RCLCO). **(page 30)**

5.3. Consideration, discussion and possible action on FY2015 Main Street Façade/Mega-Grant Program close-out. (Executive Session required.) **(page 37)**

6. **UPDATE(S), REPORT(S), AND/OR ANNOUNCEMENT(S)** – The BEDC, City of Bastrop, and Main Street Program will provide written reports and be available to answer questions from the Board. (includes items for update, discussion, and possible action) **(page 38)**

- 6.1. BEDC Projects and/or Business **(page 39)**
- 6.2. Main Street Program Monthly Report **(page 42)**
- 6.3. City Manager's Report
- 6.4. City of Bastrop Construction Projects **(page 46)**

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 report to the governmental body.
- (2) **Section 551.072** – Deliberation about real property: including, but not limited to, potential sales, acquisitions, exchanges, leases, dispositions or values of real property: 'Project Bronze Star'.
- (3) **Section 551.087** – Deliberation regarding economic development negotiations: 'Project Footloose/Quench', 'Project Bronze Star', 'Project MT Star Wars', and/or 'Project Building Blocks'.

7.2. 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 18th day of September 2015 at 5:00 p.m. Copies of this agenda have been provided to those members of the media requesting such information.

Angela Ryan

Angela Ryan, BEDC Assistant Director

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



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

Approval of meeting minutes of the Regular Board Meetings of June 15, 2015, and July 20, 2015, and Special Board Meetings of June 24, 2015, and July 8, 2015.

2. Party Making Request: Angela Ryan, Assistant Director

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

The draft minutes from the 06/15/15 and 07/20/15 BEDC Regular Board meetings are attached for the Board's review, as well as the draft minutes from the 06/24/15 and 07/08/15 Special BEDC Board meetings.

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
BOARD OF DIRECTORS
Minutes of Monthly Meeting, June 15, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, June 15, 2015, at 6:30 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

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

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

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Board Meeting to order at 6:31 p.m.
2. **PUBLIC COMMENT(S)** – None.
3. **PRESENTATION(S)** – None.
4. **ANNOUNCEMENT(S)** – Mr. Mills welcomed new Board members Cam Chavez and Kristi Koch.
5. **UPDATE(S)/REPORT(S)** from Executive Director, City of Bastrop, and Community Partners (includes items for update, discussion, and possible action). Each Board member was given a copy of the 8th Amended Bylaws, the Restrictive Covenants for the Business Park, the TEDC Primer on Economic Development, and a brochure from the Comptroller's Office about Economic Development Sales Tax.

Mr. Kirkpatrick went over his updates included in the Board packets.

- A. 1. Update on the Bastrop EDC Business Park
 - a) Project status update
 - b) Update on master plan for the BEDC Business Park
 - c) Update on Land Use Study
2. Update on Housing and Multi-family Studies
3. Update on BEDC office repairs
- B. Update from the City of Bastrop
 1. City Manager's update
 - a) Water development update – Mr. Talbot reported the pre-hearing for the city's permit request for 2,000 acre feet of water was held the week before.
 - b) Comprehensive Plan – The City Council approved contracting with Halff Associates to develop a new Comprehensive Plan, which should take about 12 months to complete. The City had received additional funding from TxDOT for transportation planning and will be able to tie in their work with Bastrop County.
 2. City of Bastrop Update on Construction Projects – Mr. Talbot gave a brief update on City construction projects, which included the parking lot in Alley D. Rubberized emulsion is currently being laid down, but long-term it will be a concrete parking lot. The Board discussed the lack of mowing that TxDOT has been doing and concurred that Mr. Kirkpatrick work with Mr. Talbot to determine if the BEDC should participate in some way to ensure that the grass is being kept cut along Hwy 71.
 3. Update on approval of BEDC's 8th Amended Bylaws – The amended bylaws have had two City Council readings and have been executed.

C. Update(s) from Community Partners

1. Bastrop Main Street Program – Mrs. Head presented her update on the Main Street Program to the Board. She reported on some business changes downtown. The Entrepreneur Readiness Team is working on a suite of brochures for entrepreneurship, and the Main Street Program is working on obtaining their 501(c)(3). Mrs. Head will be giving a guest lecture at Texas State University on tourism marketing. She reminded the Board that Mrs. Ryan is the current BEDC representative for the Main Street Board, but if the Board wished to appoint a different ex-officio to the Main Street Board it could be discussed.

6. MEETING MINUTES

- 6.1 Approval of meeting minutes of the Regular Board Meeting of May 18, 2015. Mr. Schiff made the motion to approve the minutes as submitted, Mr. DeLaRosa seconded, and the motion passed.

7. FINANCIAL REPORT(S)

- 7.1 Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending May 31, 2015. Mr. Kirkpatrick went over the financial summary in the Board packets and answered any questions from the Board. Mr. DeLaRosa made the motion to accept the financial summary report as submitted, Mr. Schiff seconded, and the motion passed.

8. ACTIONS ITEMS

- 8.1 Consideration, discussion and possible action on election of 2015/2016 BEDC Officers: Chair, Vice-Chair, Secretary/Treasurer, and Assistant Secretary and Assistant Treasurer. Mr. Kirkpatrick explained the reason for appointing an Assistant Secretary and Assistant Treasurer is to give Staff the authorization to do the work of the Secretary and the Treasurer. Mr. Liriano made the motion for Steve Mills to be re-elected as Board Chair, Mr. DeLaRosa seconded, and the motion passed. Mr. DeLaRosa made the motion to elect Carlos Liriano as Vice-Chair, Ms. Koch seconded, and the motion passed. Mr. DeLaRosa made the motion to elect Gary Schiff as Secretary/Treasurer, Mr. Liriano seconded, and the motion passed. Angela Ryan was appointed Assistant Secretary and Shawn Kirkpatrick was appointed Assistant Treasurer.

- 8.2 Consideration, discussion, and possible action on 2015/2016 BEDC regular meeting times and locations and 2015/2016 BEDC Board training, budget workshop(s) and special meeting(s). Mr. Kirkpatrick explained the memo included in the Board packet that listed proposed Board meeting dates. After discussion, Mayor Kesselus made the motion for the Board to continue to hold regular Board meetings in the City Council Chambers at 6:30 p.m. on the third Monday of each month, except for January and February due to holidays, in which case the meetings will be held on the fourth Monday. Ms. Koch seconded, and the motion passed. Mr. Kirkpatrick asked the Board for dates they would be available to have a budget workshop, and they decided upon June 24 at 6:00 p.m.

- 8.3 Consideration, discussion, and possible action regarding Bastrop Business & Industrial Park development, infrastructure, and 2015/2016 debt issuance. The Board discussed the options for expanding the infrastructure in the Business Park, the associated costs of each, the amount of bond debt required to complete the project, and the effect it would have on BEDC's fund balance. The Board requested to see additional information. No action was taken.

- 8.4 Consideration, discussion, and possible action regarding BEDC offices (e.g., water damage, repair, relocation, potential identification/lease of temporary space, etc.). Mr. Kirkpatrick explained that at Ms. Brown's suggestion, he had contacted a local real estate agent to represent the BEDC in the search for

office space. The 1,900 square foot space available at the Bastrop Wellness Center was the most suitable location. Mr. Schiff made the motion to authorize Mr. Kirkpatrick, Ms. Brown, and Mr. Mills to negotiate and execute the lease for the new BEDC office space at the Bastrop Wellness Center, 301 Hwy. 71 West, Suite 214. Mr. Liriano seconded, and the motion passed, with Mr. DeLaRosa opposed.

8.5 Consideration, discussion, and possible action on a request by Dr. Frederic Taylor, owner of Taylor Family Chiropractic, for preliminary approval of a façade grant in the amount of \$2,950, for renovations to the building at 909 Main Street, with a total project cost estimate of \$5,900. Mr. DeLaRosa made the motion to approve the preliminary façade grant in the amount of \$2,950 with the stipulation that this would be the last grant approved for the current budget year. Mr. Chavez seconded, and the motion passed.

9. WORKSHOP SESSION – The Board did not have a workshop session.

10. EXECUTIVE SESSION

10.1 At 9:45 p.m., Mr. Mills convened the Bastrop Economic Development Corporation Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.
- (2) **Section 551.072** – Deliberation about real property: including, but not limited to, 'Project Blue Star,' and/or potential sales, acquisitions, exchanges, leases, dispositions or values of real property.
- (3) **Section 551.087** – Deliberation regarding economic development negotiations: 'Project Blue Star'.

10.2 The Bastrop Economic Development Corporation Board of Directors reconvened from Executive Session at 9:56 p.m.

Mr. Chavez made the motion to authorize Board Chair Steve Mills to execute the performance agreement with Elliott Electric Supply (aka Project Blue Star) for Lot 3A in the Bastrop Business Park. Mr. DeLaRosa seconded, and the motion passed.

11. BOARD INPUT ON FUTURE AGENDAS

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.

12. ADJOURNMENT – Gary Schiff made the motion to adjourn and Willie DeLaRosa seconded. The BEDC Board of Directors adjourned the meeting at 9:58 p.m.

BASTROP ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
Minutes of Special Meeting, June 24, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Wednesday, June 24, 2015, at 6:00 p.m. at Bastrop City Hall for a Special Meeting.

Board members present were: Gary Schiff, Mayor Ken Kesselus, Cam Chavez, and Kristi Koch. (Ex-officio Mike Talbot arrived at 9:00 p.m.) Board members Steve Mills, Carlos Liriano, and Willie DeLaRosa were absent.

Staff members present: Shawn Kirkpatrick, Angela Ryan and Jean Riemenschneider

1. **CALL TO ORDER** – Gary Schiff, Secretary/Treasurer of the BEDC Board of Directors, called the Special Meeting to order at 6:10 p.m.
2. **WORKSHOP SESSION** – At 6:11 p.m., the Bastrop Economic Development Corporation convened into a Workshop Session to discuss:

2.1 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 presented his proposed Scope of Work for the BEDC and spoke about each item: Primary Job Creation and Expansion, Business and Industrial Park, Business Retention and Expansion, Entrepreneurial and Small Business Development, Education and Workforce Development, Affordable Housing, Retail Development, Downtown Redevelopment, Main Street Program, Community Development, and Marketing. Mr. Kirkpatrick said the BEDC needed to have a stronger focus on primary job creation, as well as business expansion and retention. He explained that the Bastrop Main Street Program's Entrepreneurial Readiness Team assists with small business development, entrepreneurship, and downtown redevelopment. On education and workforce development, Mr. Kirkpatrick will be meeting with the Texas Workforce Commission and the Governor's Office to discuss training initiatives. The multi-family and housing studies will be finalized soon, and those resources will help address the issue of affordable housing. Mr. Kirkpatrick anticipates contracting with The Retail Coach again to update our trade area demographic information and he would like to do more retail recruiting, as well. Mr. Kirkpatrick said that community development needs to fit within BEDC's core mission. He said our marketing materials need to be completely rebuilt, with a consistent look and message, as does the information we send to Opportunity Austin when responding to projects.

Mr. Kirkpatrick reviewed BEDC's current Strategic Plan with the Board, which included Education and Workforce Development, Business Climate, Infrastructure, Quality of Life, Marketing, and Target Markets/Niche Sectors. Mr. Kirkpatrick explained that the Board needs to set priorities, since the Strategic Plan contains so many recommendations. The Board discussed different areas of the Strategic Plan, including: bridging the gap on workforce training between high school students and employers; the possibility of adopting a formal incentives policy and application process; the importance of having shovel-ready sites available for primary job creation, including water and wastewater; supporting quality of life projects in areas of Bastrop other than just downtown; developing a more uniform marketing campaign so that BEDC and other organizations (Main Street, DBA, Chamber, etc.) share a similar message; and adding a section to the Strategic Plan about economic development.

Mr. Kirkpatrick provided an overview of the draft FY15/16 proposed budget. The Board discussed the draft budget, including: debt service; fund balance; the costs related to the new

BEDC office; being more aggressive with marketing trips and business development; local and national advertising and targeted marketing; professional services and removing engineering from that line item; the possibility of removing some portions from City Project and Support; the possibility of offering the façade grant program to businesses outside of the downtown area; and possible changes to the business outreach and sponsorships line item.

2.2 The Bastrop Economic Development Corporation adjourned the Workshop Session and reconvened into the regular session at 9:17 p.m. to take any necessary action(s) pertaining to the workshop items. There was no action taken.

3. BOARD INPUT ON FUTURE AGENDAS

3.1 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.

4. EXECUTIVE SESSION

4.1 At 9:18 p.m., Mr. Schiff convened the Bastrop Economic Development Corporation Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.
- (2) **Section 551.072** – Deliberation about real property: potential sales, acquisitions, exchanges, leases, dispositions or values of real property.
- (3) **Section 551.074** – Personnel Matters.

4.2 The Bastrop Economic Development Corporation Board of Directors reconvened from Executive Session at 10:01 p.m. There was no action taken.

5. ADJOURNMENT

Cam Chavez made the motion to adjourn and Mayor Kesselus seconded. The Special Board Meeting was adjourned at 10:02 p.m.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
Minutes of Special Meeting, July 8, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Wednesday, July 8, 2015, at 6:00 p.m. at Bastrop City Hall for a Special Meeting.

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

Staff members present: Shawn Kirkpatrick and Jean Riemenschneider

1. **CALL TO ORDER** – Gary Schiff, Secretary/Treasurer of the BEDC Board of Directors, called the Special Meeting to order at 6:04 p.m.
2. Consideration, discussion and possible action on the appointment of a BEDC Board member as the representative to serve on the Steering Committee for the City of Bastrop's Comprehensive Plan. Mayor Kesselus made the motion that Kristi Koch be appointed as the BEDC Board's representative to the City of Bastrop's Comprehensive Plan Steering Committee, with Steve Mills as the alternate. Mr. Chavez seconded, and the motion passed.

3. **ADJOURNMENT**

Mayor Kesselus made the motion to adjourn and Mr. Chavez seconded. The Special Board Meeting was adjourned at 6:09 p.m.



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

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

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Attached for the Board's review and consideration is the BEDC financial summary report for the period ending August 31, 2015.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL

Bastrop Economic Development Corporation

Financial Summary For Period Ending August 31, 2015

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



Fiscal year 2015 is 11 month or 92% complete as of August 31, 2015. These reports provide an unaudited and preliminary snapshot of the BEDC financial information.

☐ Revenues reflect 105% collected or \$1,886,910. Revenues during this same time period last year reflected \$1,976,878. Additional analysis concerning revenues are on the next two pages.

☐ Expenses for the BEDC reflect 79% spent or \$1,601,930. Expenses during this same time period last year reflected \$1,176,664. Additional analysis concerning the expenses, year to year comparisons, and capital outlay is located within this report.

Revenues

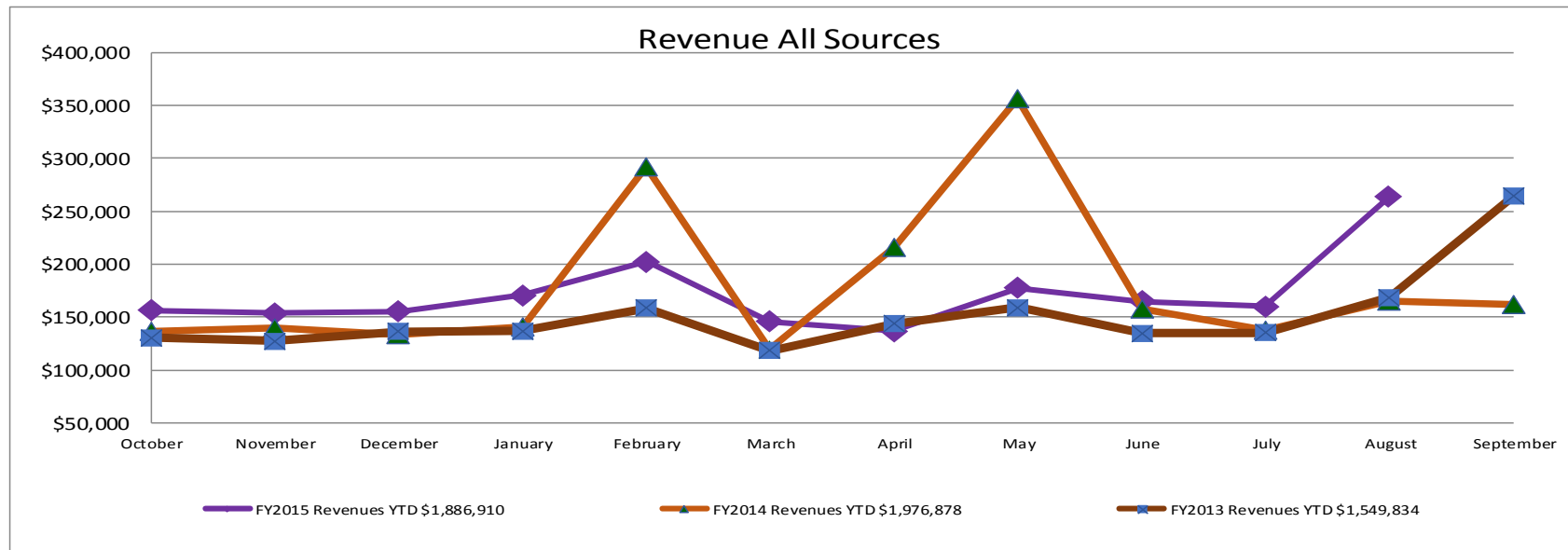
Expenditures

FY 2015 Budget	FY 2015 Actual	% of FY2015 Budget	FY 2015 Budget	FY 2015 Actual	% of FY2015 Budget
\$ 1,790,650	\$ 1,886,910	105.38%	\$ 2,022,350	\$ 1,601,930	79.21%

Summary of Revenues As of August 31, 2015



- REVENUE: Sales Tax receipts represent 96% of the total budgeted revenue for the BEDC. As such, the line graph will be a good performance indicator as a comparison of sales tax receipts of the two previous fiscal years to the current fiscal year. Due to an audit adjustment that accrues our revenue into the period it was earned, the revenue earned in October and November is an estimate. Other revenue is included within the line graph to include Lease Agreement Income, Interest Income, and Miscellaneous Income.
- The spikes reflected on the graph in FY2014 are tied to specific transactions. These include the reimbursement of expenses from the Combination Tax and Revenue Certificates of Obligation, Series 2013 in February 2014 of \$102,638; and the transfer from Bond Fund proceeds to cover debt service costs in May 2014 of \$200,261. The spike in the graph in September 2013 reflects the sale of land for \$93,475.

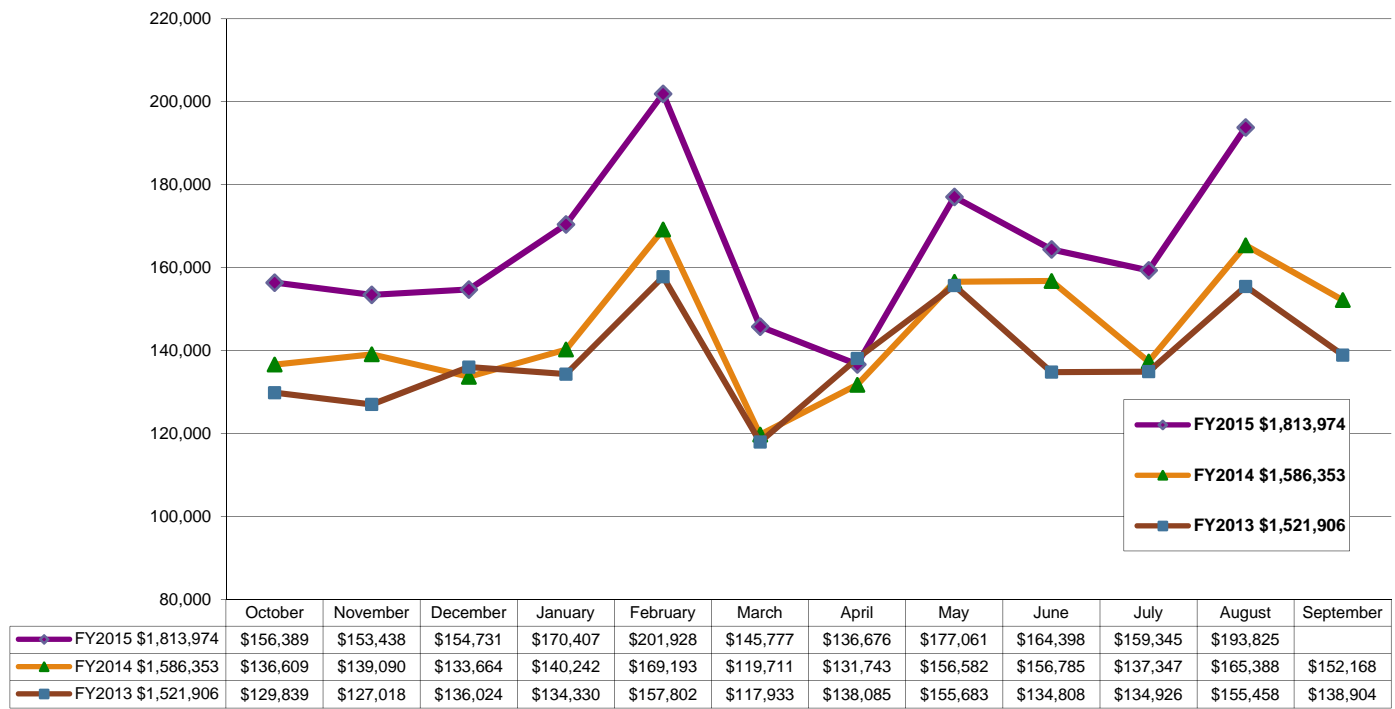


Line graph chart reflects monthly revenue incurred for three fiscal years. FY2013 includes October 1, 2012 thru September 30, 2013. FY2014 includes October 1, 2013 thru September 30, 2014. FY2015 reflects revenue received year-to-date for October 1, 2014 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.



Sales Tax Revenue Chart As of August 31, 2015

Sales Tax Receipts YTD reflect \$1,813,974 and are greater than the prior year to date Sales Tax Receipts of \$1,586,353. Sales Tax Receipts have also exceeded budget amount by \$98,974.



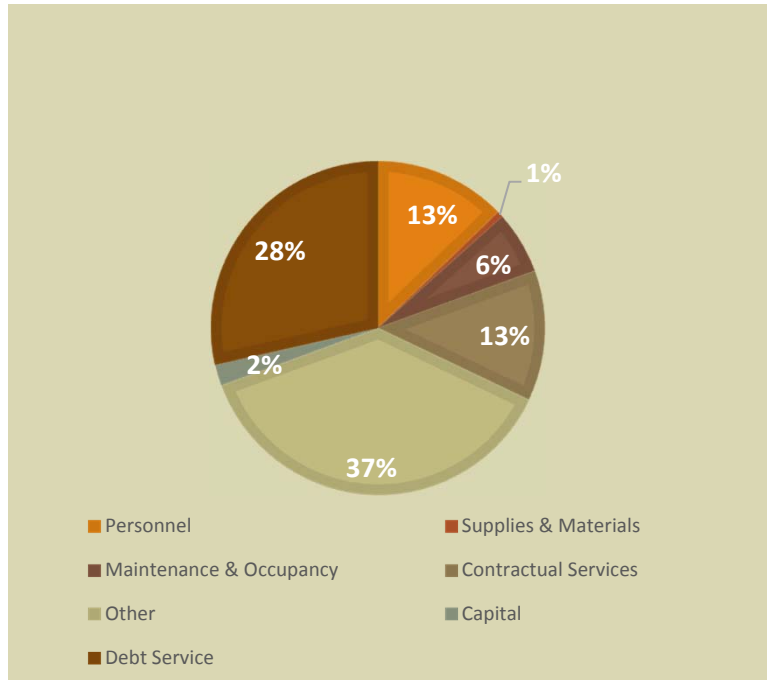
* Date range in chart reflects current data of October 1, 2012 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.



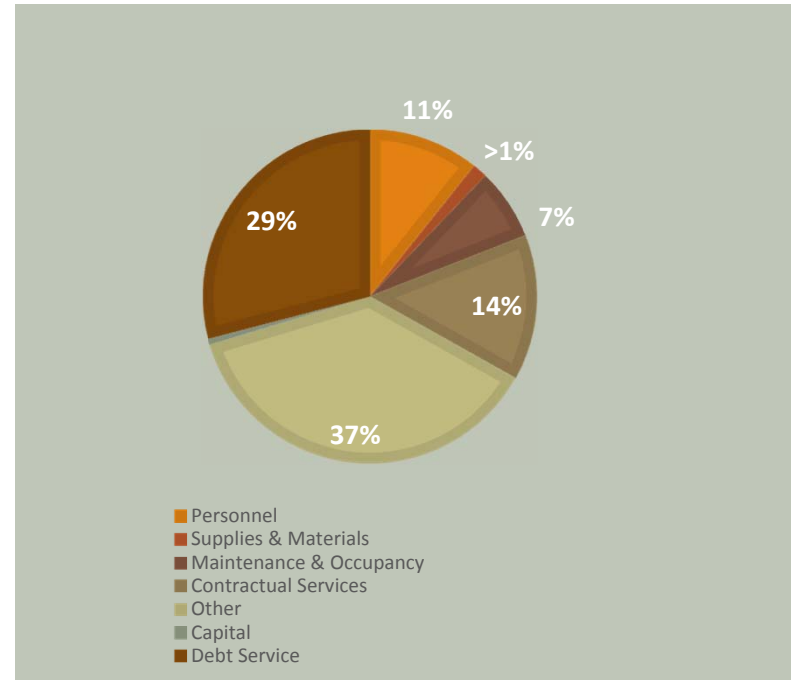
Expenditure Charts As of August 31, 2015



FY 2015 Budget



FY2015 Expenses – YTD



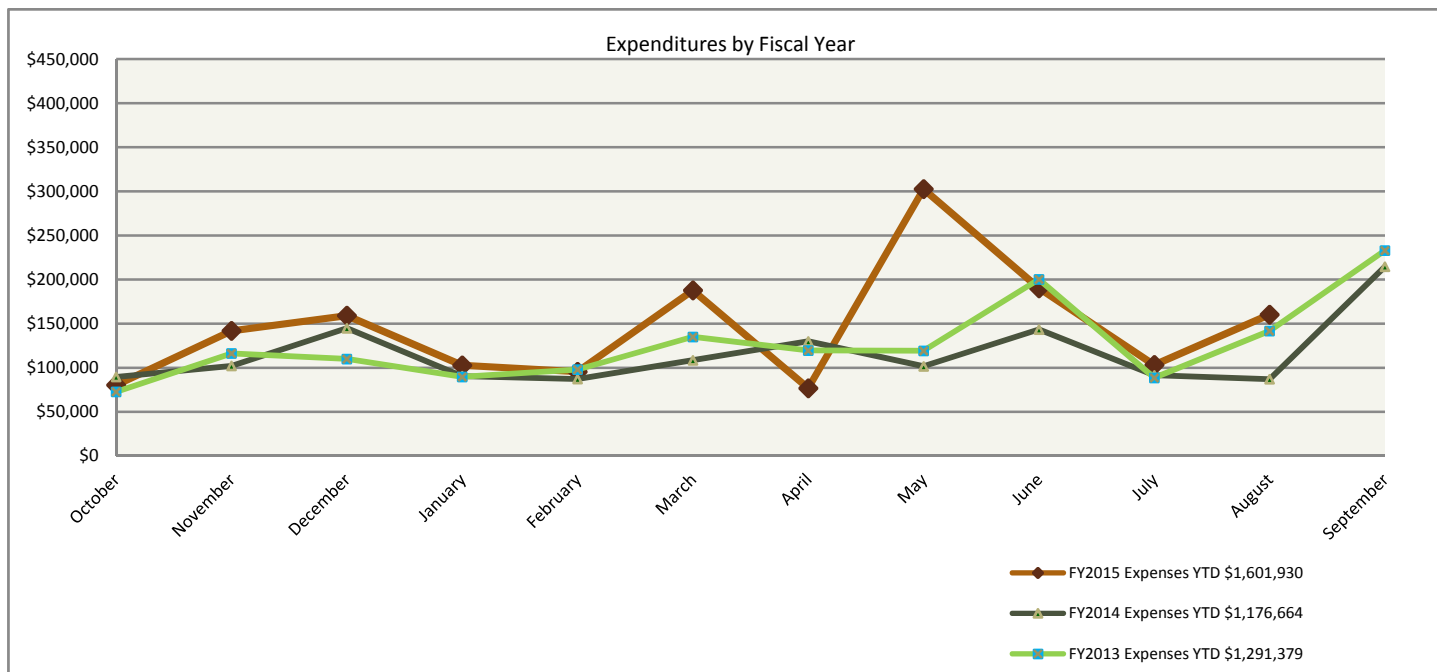
* Pie charts reflect FY2015 adopted budget and fiscal year-to-date expenses as of August 31, 2015. Data provided by City of Bastrop Finance Department records.



Expenditure Comparison Graph As of August 31, 2015



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



* Line graph chart reflects monthly expenses incurred for three fiscal years. FY2013 includes October 1, 2012 thru September 30, 2013. FY2014 includes October 1, 2013 thru September 30, 2014. FY2015 reflects year-to-date, October 1, 2014 thru September 30, 2015. Data provided by City of Bastrop Finance Department records.



BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2014-2015 BUDGET

Audited Fund Balance 9-30-2014	\$	2,563,789
 FY 2014-2015		
Budgeted Revenues	\$	<u>1,790,650</u>
Total FY 2015 Resources	\$	4,354,439
 Budgeted Expenditures:	 \$	 <u>(1,790,650)</u>
 Projected Ending Gross Fund Balance 09-30-2015	 \$	 2,563,789

* 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 \$841,890. The budgeted expenditures for the Bastrop Economic Development Corporation can only increase \$1,721,899 and the total budgeted expenditures may not exceed \$3,512,549. These figures are subject to change depending upon actual Revenues and Expenditures.

BEDC Financial Statements attached



FINANCIAL STATEMENT

AS OF: AUGUST 31ST, 2015

601-BASTROP E.D.C. FUND

REVENUES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TAXES & PENALTIES							
00-00-4005 SALES TAX		1,586,353.18	1,715,000.00	193,824.90	1,813,974.32	(98,974.32)	105.77
TOTAL TAXES & PENALTIES		1,586,353.18	1,715,000.00	193,824.90	1,813,974.32	(98,974.32)	105.77
CHARGES FOR SERVICES							
00-00-4047 LEASE AGREEMENT		0.00	69,000.00	0.00	0.00	69,000.00	0.00
TOTAL CHARGES FOR SERVICES		0.00	69,000.00	0.00	0.00	69,000.00	0.00
OTHER REVENUE							
TOTAL							
INTEREST INCOME							
00-00-4400 INTEREST INCOME		1,432.19	3,400.00	218.60	1,862.79	1,537.21	54.79
00-00-4401 INTEREST RECEIVED ON NOTES		1,918.42	3,250.00	144.83	1,744.87	1,505.13	53.69
TOTAL INTEREST INCOME		3,350.61	6,650.00	363.43	3,607.66	3,042.34	54.25
MISCELLANEOUS							
00-00-4512 LAND/OTHER SALES		84,275.53	0.00	69,327.87	69,327.87	(69,327.87)	0.00
TOTAL MISCELLANEOUS		84,275.53	0.00	69,327.87	69,327.87	(69,327.87)	0.00
TRANSFERS-IN							
00-00-4732 TRANS IN - BOND FUND		302,898.50	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS-IN		302,898.50	0.00	0.00	0.00	0.00	0.00
OTHER SOURCES							
TOTAL							
** TOTAL REVENUE **		1,976,877.82	1,790,650.00	263,516.20	1,886,909.85	(96,259.85)	105.38

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: AUGUST 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	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							
TOTAL							
TOTAL							

TOTAL

BEDC ADMINISTRATION

=====

00-NON-PROGRAM

=====

PERSONNEL SERVICES							
70-00-5101	BEDC OPERATIONAL SALARIES	133,353.60	145,050.00	12,539.98	123,972.69	21,077.31	85.47
70-00-5114	BEDC PRE-EMPLOYMENT EXPEN	0.00	11,153.00	0.00	11,152.72	0.28	100.00
70-00-5116	LONGEVITY	270.00	350.00	0.00	222.00	128.00	63.43
70-00-5150	SOCIAL SECURITY	10,331.20	12,660.00	974.96	9,468.14	3,191.86	74.79
70-00-5151	RETIREMENT	13,284.02	17,490.00	2,626.88	16,298.51	1,191.49	93.19
70-00-5155	GROUP INSURANCE	30,137.74	11,900.00	2,777.32	10,381.85	1,518.15	87.24
70-00-5156	WORKER'S COMPENSATION	248.96	550.00	0.00	322.28	227.72	58.60
	TOTAL PERSONNEL SERVICES	187,625.52	199,153.00	18,919.14	171,818.19	27,334.81	86.27
SUPPLIES & MATERIALS							
70-00-5201	SUPPLIES	2,951.79	5,500.00	792.79	4,200.98	1,299.02	76.38
70-00-5203	POSTAGE	381.18	670.00	60.93	80.60	589.40	12.03
70-00-5206	OFFICE EQUIPMENT	721.95	21,700.00	13,200.14	18,679.74	3,020.26	86.08
	TOTAL SUPPLIES & MATERIALS	4,054.92	27,870.00	14,053.86	22,961.32	4,908.68	82.39
MAINTENANCE & REPAIRS							
70-00-5301	MAINT OF EQUIPMENT	340.00	1,000.00	0.00	470.00	530.00	47.00
70-00-5331	INDUSTRIAL PARK MAINT EXP	825.00	0.00	0.00	0.00	0.00	0.00
70-00-5345	BUILDING REPAIRS & MAINT.	3,084.00	21,000.00	15,378.50	19,527.54	1,472.46	92.99
	TOTAL MAINTENANCE & REPAIRS	4,249.00	22,000.00	15,378.50	19,997.54	2,002.46	90.90

FINANCIAL STATEMENT

AS OF: AUGUST 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
OCCUPANCY							
70-00-5401	COMMUNICATIONS	5,227.66	6,700.00	1,600.31	5,258.78	1,441.22	78.49
70-00-5402	OFFICE RENTAL	0.00	9,000.00	6,000.00	9,000.00	0.00	100.00
70-00-5403	UTILITIES	2,628.54	3,810.00	882.70	3,000.86	809.14	78.76
	TOTAL OCCUPANCY	7,856.20	19,510.00	8,483.01	17,259.64	2,250.36	88.47
CONTRACTUAL SERVICES							
70-00-5505	PROFESSIONAL SERVICES	48,280.27	78,000.00	4,925.00	69,076.68	8,923.32	88.56
70-00-5525	LEGALS	18,285.20	42,000.00	0.00	32,421.99	9,578.01	77.20
70-00-5540	PROPERTY INSURANCE	743.88	2,000.00	0.00	960.88	1,039.12	48.04
70-00-5561	CONTRACTUAL SERVICES	0.00	5,000.00	500.00	4,500.00	500.00	90.00
70-00-5573	PARKS/RECREATION SUPPORT	36,208.26	39,500.00	3,291.66	36,208.26	3,291.74	91.67
70-00-5596	MAIN STREET PROG SUPPORT	36,666.63	40,000.00	3,333.33	36,666.63	3,333.37	91.67
70-00-5598	CITY ADMINISTRATIVE SUPPORT	73,333.37	50,000.00	4,166.66	45,833.26	4,166.74	91.67
	TOTAL CONTRACTUAL SERVICES	213,517.61	256,500.00	16,216.65	225,667.70	30,832.30	87.98
OTHER CHARGES							
70-00-5603	MARKETING TRIPS	1,280.23	8,500.00	500.00	2,836.49	5,663.51	33.37
70-00-5604	BUSINESS DEVELOPMENT	9,159.87	7,500.00	1,449.11	6,028.06	1,471.94	80.37
70-00-5605	TRAVEL & TRAINING	6,280.01	6,500.00	1,308.69	5,309.90	1,190.10	81.69
70-00-5606	AUTO ALLOWANCE - STAFF	5,307.48	3,001.00	461.54	2,307.70	693.30	76.90
70-00-5610	ISSUANCE COST	0.00	6,375.00	0.00	6,372.50	2.50	99.96
70-00-5611	BILLBOARDS	11,040.00	13,000.00	1,900.00	11,400.00	1,600.00	87.69
70-00-5615	DUES, SUBSCRIPTIONS & PUBLI	9,620.89	9,500.00	747.25	7,790.04	1,709.96	82.00
70-00-5631	BONDS FOR BEDC OFFICERS	242.00	680.00	0.00	242.00	438.00	35.59
70-00-5633	LOCAL/MISC ADVERTISING	18,507.36	23,000.00	568.46	19,158.46	3,841.54	83.30
70-00-5634	NATIONAL ADVERTISING	24,411.00	30,000.00	0.00	29,505.00	495.00	98.35
70-00-5638	SPL PROJECTS-DOWNTOWN GRANT	10,946.41	83,700.00	0.00	4,080.79	79,619.21	4.88
70-00-5644	380 AGREEMENT REIMBURSEMENT	169,849.82	320,000.00	0.00	212,342.49	107,657.51	66.36
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	397.42	73,646.00	0.00	73,646.00	0.00	100.00
70-00-5648	SPL PROJECTS - BUS OUTREACH	5,580.40	8,000.00	711.03	7,915.38	84.62	98.94
70-00-5655	EQUIPMENT RENTAL	1.29	150.00	0.00	1.53	148.47	1.02
70-00-5689	OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700	TARGETED MARKETING	6,663.25	13,500.00	2,735.90	3,961.87	9,538.13	29.35
	TOTAL OTHER CHARGES	279,287.43	677,052.00	10,381.98	392,898.21	284,153.79	58.03
CONTINGENCY							
70-00-5900	CONTINGENCY	0.00	17,057.00	0.00	0.00	17,057.00	0.00
70-00-5999	DONATED ASSETS	0.00	203,000.00	20,000.00	203,000.00	0.00	100.00
	TOTAL CONTINGENCY	0.00	220,057.00	20,000.00	203,000.00	17,057.00	92.25

FINANCIAL STATEMENT

AS OF: AUGUST 31ST, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	AME	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY							
70-00-6012 OFFICE EQUIPMENT		0.00	8,300.00	8,300.00	8,300.00	0.00	100.00
70-00-6060 REAL PROPERTY		0.00	1,175.00	0.00	1,173.21	1.79	99.85
TOTAL CAPITAL OUTLAY		0.00	9,475.00	8,300.00	9,473.21	1.79	99.98
DEBT SERVICE							
70-00-7133 C OF O SERIES 2013 PRINCIPL		0.00	41,140.00	3,428.33	37,711.63	3,428.37	91.67
70-00-7134 C OF O SERIES 2013 INTEREST		67,375.00	102,161.00	8,513.42	93,647.62	8,513.38	91.67
70-00-7137 C OF O SERIES 2010 PRINCIPA		35,630.87	41,640.00	3,470.00	38,170.00	3,470.00	91.67
70-00-7138 C OF O SERIES 2010 INTEREST		33,293.37	34,952.00	2,912.67	32,039.37	2,912.63	91.67
70-00-7152 GO REFUNDING SER 2014 INT		0.00	4,446.00	0.00	4,445.28	0.72	99.98
70-00-7501 C OF O SERIES 2008A PRINCIP		17,820.00	20,655.00	1,721.25	18,933.75	1,721.25	91.67
70-00-7502 C OF O SERIES 2008A, INTERE		18,507.50	14,771.00	983.25	10,815.75	3,955.25	73.22
TOTAL DEBT SERVICE		172,626.74	259,765.00	21,028.92	235,763.40	24,001.60	90.76
TRANSFERS OUT							
TOTAL							
TOTAL 00-NON-PROGRAM		869,217.42	1,691,382.00	132,762.06	1,298,839.21	392,542.79	76.79
ADMINISTRATION							
=====							
CAPITAL OUTLAY							
TOTAL							
DEBT SERVICE							
70-10-7097 INTEREST EXPENSE ON FNB NOT		15.42	500.00	7.83	161.43	338.57	32.29
70-10-7603 BOND PRINCIPAL 2006		197,083.37	220,000.00	18,333.33	201,666.63	18,333.37	91.67
70-10-7604 BOND INTEREST 2006		37,400.00	30,888.00	2,574.00	28,314.00	2,574.00	91.67
TOTAL DEBT SERVICE		234,498.79	251,388.00	20,915.16	230,142.06	21,245.94	91.55
TOTAL ADMINISTRATION		234,498.79	251,388.00	20,915.16	230,142.06	21,245.94	91.55
BEDC INDUSTRIAL PARK							
=====							
MAINTENANCE & REPAIRS							
70-71-5301 PARK MAINTENANCE		72,948.26	79,580.00	6,631.66	72,948.26	6,631.74	91.67
TOTAL MAINTENANCE & REPAIRS		72,948.26	79,580.00	6,631.66	72,948.26	6,631.74	91.67
TOTAL BEDC INDUSTRIAL PARK		72,948.26	79,580.00	6,631.66	72,948.26	6,631.74	91.67
TOTAL BEDC ADMINISTRATION		1,176,664.47	2,022,350.00	160,308.88	1,601,929.53	420,420.47	79.21
*** TOTAL EXPENSES ***		1,176,664.47	2,022,350.00	160,308.88	1,601,929.53	420,420.47	79.21

*** END OF REPORT ***

BALANCE SHEET

AS OF: AUGUST 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	203,557.05
00-00-1100	TEXPOOL	3,055,062.60
00-00-1224	ACCT RECEIVABLE-SALES TAX	307,244.60
00-00-1227	ACCOUNTS RECEIVABLE-OTHER	582.00
00-00-1272	NOTES RECEIVABLE-GARMENT	89,583.98
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	29,332.68
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	27,809.29
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	669.20
00-00-1420	EQUIPMENT	6,503.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1460	FIXED ASSETS - BUILDING	921,879.73
00-00-1470	FIXED ASSETS - LAND	824,527.83
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRASTR	1,217,391.04
00-00-1499	ACCUMULATED DEPRECIATION(1,463,812.19)
00-00-1587	PREPAID EXPENSES	175.00
00-00-1589	NET PENSION ASSETS-PREPAI	7,677.24

7,531,116.27

TOTAL ASSETS

7,531,116.27

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BALANCE SHEET

AS OF: AUGUST 31ST, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	7,541.60	
00-00-2025	PAYROLL TAX PAYABLE	259.00	
00-00-2027	RETIREMENT PAYABLE	855.21	
00-00-2029	INSURANCE PAYABLE	0.30	
00-00-2080	NOTES PAYABLE-CITY-WTR PR	480,000.00	
00-00-2081	NOTES PAYABLE-CITY-TDC	64,583.99	
00-00-2082	NOTES PAYABLE-1ST NATL B (4,085.75)	
00-00-2101	BONDS PAYABLE CURRENT POR	358,153.13	
00-00-2102	TAX/REV 2006 BOND PAYABLE	450,000.00	
00-00-2105	BONDS PAYABLE-CURRENT YR	17,011.15	
00-00-2125	ACCRUED INTEREST PAYABLE	29,750.43	
00-00-2127	ACCRUED EXPENSES-OTHER	152,246.41	
00-00-2340	DUE TO GENERAL FUND	2.51	
00-00-2346	DUE TO CLEARING FUND	2,069.10	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,900,365.44	
00-00-2405	ENCUMBRANCE ACCOUNT (4,137.75)	
00-00-2406	RESERVE FOR ENCUMBRANCE	4,137.75	
00-00-2870	COMPENSATED ABSENCES PAYA	8,439.63	
			5,467,192.15
	TOTAL LIABILITIES		5,467,192.15
	SURPLUS (DEFICIT)	365,766.31	
00-00-3000	NET ASSETS	549,054.31	
00-00-3119	DESIGNATED OPERATING	150,000.00	
00-00-3400	CONTRIBUTED CAPITAL	521,695.50	
00-00-3502	RESTRICTED - JAMCO	73,644.00	
00-00-3503	RESTRICTED-GOOD SOUL BREW	9,700.00	
00-00-3504	RESTRICTED-DEBT SERVICE	37,056.00	
00-00-3505	RESTRICTED-COGLAN GRP	10,000.00	
00-00-3506	ELLIOTT PARTNERS	75,645.00	
00-00-3700	PRIOR PERIOD ADJ	271,363.00	
	TOTAL EQUITY		2,063,924.12
	TOTAL LIABILITIES & FUND EQUITY		7,531,116.27

=====



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

Workshop Session

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

4.1 Strategic Plan Workshop (Mike Barnes, Facilitator)

4.2 Presentation on Open Meetings, Conflicts of Interest and Ethics Policy (JC Brown)

4.3 BEDC Meetings and related matters (Shawn Kirkpatrick and Angela Ryan)

4.4 Discussion - "What does BEDC success look like?" (Shawn Kirkpatrick)

4. Policy Implication:

N/A

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:

4.1 A separate email will contain a link to the current Strategic Plan and PDF's of Mike's analysis and recommendation for the BEDC Program of Work.

4.2 JC Brown will review these topics with the Board and answer any questions.

4.3 Shawn and Angela will present and discuss the topics addressed in the agenda.

4.4 Shawn will lead a session on what success looks like for the BEDC from the Executive Director and Board's perspective.

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

Consideration, discussion and possible action on a request to transfer \$15,000 from BEDC's "Contingency" line item to the City of Bastrop to repay the advance on the Housing Study.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Please see attached memo and documents 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

To: BEDC Board of Directors
City Manager

Cc: Angela Ryan, Assistant Director
Tracy Waldron, Finance Director

From: Shawn A. Kirkpatrick, Executive Director

Date: September 14, 2015

Re: BEDC Contingency Budget Transfer

The City advanced the BEDC \$15,000 in October 2014 to pay the retainer for the RCLCO Housing Study. In reviewing the City's books in preparation for closing out FY 2015, the Finance Department discovered the BEDC has not to date refunded the advance to the City. In order to reimburse the City the \$15,000, a budget transfer from Contingency to Professional Services is required.

In accordance with the BEDC Internal Financial Controls, Board approval is required.

L. Discussion Regarding a Request for Variance Concerning the Amount HOT Fund Balance that Entity is allowed at the End of Fiscal Year – City Manager Talbot requested the Council's consideration and approval on a variance that would allow entities to have a \$1,000.00 dollar balance in their Hot Fund account at the end of the Fiscal Year. The Council had previously stipulated that HOT Funds must be expended by the entities at the end of each fiscal year. The two entities who have not expended their funds are the Bastrop Museum & Visitor Center with a balance of \$842.15 and the Bastrop Juneteenth Committee with a balance of \$456.03. Mayor Kesselus requested a motion.

MOTION – Mayor Pro-Tem DeLaRosa made the motion to grant the variance allowing entities to have a \$1,000.00 Hot Fund Balance at the end of the Fiscal Year; balances exceeding \$1,000.00 will be directed to the City Council for consideration and action.

SECOND – Council Member McAnally seconded the motion.

VOTE– Motion passed unanimously 4-0; *Aye: DeLaRosa, McAnally, Gilleland, and Jackson Absent: Beal*

T. Review, Discussion and possible Action regarding the Bastrop Economic Development Corporation Housing Study –City Manager Talbot informed the Council that BEDC had previously approved a project to retain a consultant to conduct a Housing Study, however the contract requires a \$15,000 payment to begin the study. BEDC is unable to provide those funds until after November 15th, 2014, therefore City Manager Talbot recommended that the Council approve the City provide the funds in efforts not to delay the study. Mayor Kesselus requested a motion.

MOTION – Council Member Jackson made the motion to advance the Bastrop Economic Development Corporation the initial payment of \$15,000 to begin the Housing Study.

SECOND – Mayor Pro-Tem DeLaRosa seconded the motion.

VOTE– Motion passed unanimously 4-0; *Aye: Jackson, DeLaRosa, Gilleland, & McAnally absent: Beal*

Mayor Kesselus thanked City Manager Talbot for a great City Manager's Report. Bastrop Resident Anne Beck followed by expressing her appreciation for the hearing devices provided for those in need.

A. All the following items are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member(s) so request.

A.1 Approval of Minutes for Meetings on August 19th & 26th and September 9, 2014.

A.2 Consideration, discussion and possible action on approval by the Bastrop City Council of a reimbursement to KKG Bastrop Investments by the Bastrop Economic Development Corporation.

A.3 Approval of the statutory denial, for a period of 180 days from the date of Council action on this request, for the Administrative Plat of Hoover's BB-45-EMS Subdivision, to create 2 residential lots located south of Austin Street within the city limits of Bastrop, Texas.

A.4 Approval of the request to accept the roadway improvements for the reconstruction of Hasler Boulevard within the city limits of Bastrop, Texas.

A.5 Approval of Bastrop Marketing Corporation's request for reimbursement of expenses for August 2014.

A.6 Approval of Bastrop Marketing Corporation's request for reimbursement of expenses for July 2014.

A.7 Consideration, discussion and possible action on the approval of a sign permit fee waiver for the "Keep Bastrop County Beautiful" sign requested by Ms. Dorothy Skarnulis, President of KBCB, to be located at 1009 Main Street, Bastrop, Texas.

Mayor Kesselus requested a motion.

MOTION – Mayor Pro-Tem DeLaRosa made the motion to approve all items on the Consent Agenda.

SECOND – Council Member Gilleland seconded the motion.

VOTE– Motion passed unanimously 4-0; *Ayes: DeLaRosa, Gilleland, McAnally, and Jackson Absent: Beal*

At 7:32, Mayor Kesselus called for a five (5) minute recess.

BTR# _____

City of Bastrop
Budget Transfer Request

Account Number	Account Description	Col (1) Current Budget	Col (2) Increase	Col (3) Decrease	Col (1+2-3) Adjusted Budget
70-00-5900	Contingency	\$ 17,057	\$ -	\$ 15,000	\$ 2,057
70-00-5505	Professional Services	\$ 75,000	\$ 15,000	\$ -	\$ 90,000
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
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TOTALS (MUST EQUAL)			\$ 15,000	\$ 15,000	

DESCRIPTION/JUSTIFICATION
 Refund advance to City for housing study.

DEPARTMENT HEAD:	_____	Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ DATE
FINANCE DIRECTOR:	_____	Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ DATE
BEDC Board Chair:	_____	Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ DATE



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

Consideration, discussion and possible action on acceptance of the Comprehensive Housing Supply and Demand Analysis prepared by Robert Charles Lesser & Co Real Estate Advisors (RCLCO).

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

To: BEDC Board of Directors
From: Shawn A. Kirkpatrick, Executive Director
Date: September 17, 2015
Re: RCLCO Housing Study

Staff Recommendation

Accept the RCLCO Comprehensive Housing Supply and Demand Analysis for Bastrop, Texas.

RCLCO has submitted the final version of the housing study. They have incorporated the additional information provided from the UT Transportation Study and Multi-family Demand Analysis. The Executive Summary provides a good overall snapshot of the tremendous opportunities available in Bastrop. Generally the residential developers and builders are bullish on the Bastrop market. This study and the information contained within is geared toward our target audience of residential developers and builders.

The final report will be emailed to you separately from the Board packet, and hard copies will be available at the BEDC office and at the Board meeting.

The synopsis of the report:

- Bastrop has the propensity to capture a greater share of the residential starts in the Austin Metro market, with a southeast sub-market potential of capturing 10% of the Austin Metro housing starts (11,000 average annual starts).
- Bastrop would benefit from multiple builder developments and a larger master planned community.
- Active adult, young and mature families are the prime target demographics.
- In the 0-5 year range, there is a need for greater market segmentation from \$150,000 to \$350,000, with estimated growth to 250 closings annually. In the 5-10 year range, annual closings are increased to 325 annually with potential to add an Active Adult Community adding over 300 closings. In 10+ years, Bastrop will have be an attractive option for a variety of market segments.
- Bastrop will need to continue focusing on regional transportation and connection to employment nodes (business districts). Local job growth and improved perception of the school district can excel the market share capture.



Executive Summary

DATE: September 2, 2015

TO: Bastrop Economic Development Corporation

FROM: RCLCO

SUBJECT: Comprehensive Housing Supply and Demand Analysis for Bastrop, Texas – Executive Summary

Our objective for this assignment has been to conduct a comprehensive housing market analysis for the city of Bastrop, providing market-driven demand recommendations and a comprehensive review of the current availability of housing in Bastrop. In order to do so, we have analyzed the current macro economic context for Bastrop, highlighting key strengths and weaknesses in its ability to capture an increased share of Austin MSA housing activity. This memo summarizes our analysis and findings.

Regional and Local Economics and Demographics

The Austin MSA has steadily rebounded from the recession, continuing to enjoy consistently stronger job growth than the nation as a whole. The MSA has continued to expand substantially, adding about 37,000 jobs in 2013, with future projections suggesting near-term employment growth of more than 30,000 jobs per year. This growth will be driven primarily by Professional Services, Trade, Transportation, and Utilities, and Government.

The housing market in the Austin MSA has experienced a similarly strong recovery since the recession, characterized by increased construction levels, closings, and permitting activity. As construction activity has increased, closings have substantially outpaced lot deliveries, leading to a depletion of inventory and a strong uptick in new home prices. We expect the housing market to continue steady growth, although expect a moderation in price increases as supply begins to catch up with robust demand conditions.

Compared to the MSA, Bastrop County is an area characterized by a much more mature population, with households aged 55+ accounting for over half of households in the county. These current demographics indicate the desirability of Bastrop's charming downtown, affordability, and commercial and recreational amenities to empty nesters and retirees. Further capitalizing on the current appeal to these mature market segments, as well as beginning to attract more young and mature families, will be a critical success factor in Bastrop's long term success.

Market Dynamics: Submarket Shifts

Housing supply and demand dynamics greatly vary across the Austin MSA. Central Austin, Lakeway, Westlake, and other areas in the Hill Country have historically been home to high concentrations of executive households, characterized by limited land availability and sales in very high price points. Round Rock, Cedar Park, Leander, and other areas along the I-35 North corridor are considered high activity submarkets, with multiple actively selling master-planned communities and homes offered across a variety of price points. These high activity areas account for over half of all MSA new home sales. Bastrop, along with Manor, Manchaca, Kyle, and Buda, are less mature, but strong 'emerging' areas, characterized by value-oriented homes and large land availability. These 'emerging' areas will likely begin to play a larger role in the regional housing market as the most desirable land in the high activity areas is developed. Given the MSA's continued growth, new home construction will likely have to be redistributed to other emerging areas that offer strong access to key job centers as well as greater land availability,

where housing at attractive and attainable price points can be delivered. With its established character, commercial and recreational amenities, and improving access, Bastrop should be well positioned to compete with Manor, Kyle, and Buda for this growth, as well as areas in the Southwest (Dripping Springs).

Market Positioning

Within the Southeast portion of the MSA, Southeast Travis County accounts for the majority of sales, with relatively stronger access to employment and commercial amenities, and multiple actively selling communities. Del Valle also accounts for some sales in the area, although in very low price points – a condition we expect to continue. Due to Bastrop's unique attributes including appealing topography and aesthetics, charming downtown, sense of community, abundant river frontage, and strong recreational amenities, it is well positioned to capture more sales by establishing a critical mass of development projects that offer a variety of price points and specifically target the key buyer types currently in Bastrop, as well as those that are buying elsewhere in the southeastern region of the Austin MSA.

As Bastrop begins to expand home offerings and establish its positioning in the marketplace as a strong alternative to other nodes of development, the area will likely be able to sell homes at higher price points, particularly in well-executed, diversified master-planned communities that offer an array of lifestyle options, amenities, and home choices. Critical success factors in this evolution include the completion of major infrastructure improvements currently under way (particularly Highway 71 improvements), which will improve access to existing employment nodes in the region, employment gains in Bastrop itself, school improvements, a strong branding strategy, and development catalysts such as a large-scale master planned community and/or active adult community.

Demand

Annual new for-sale housing demand in the Austin MSA is estimated to average approximately 11,000 closings over the next 15 years. Currently the Southeast submarket, which includes Bastrop, accounts for approximately 6% of all MSA closings. We expect that this proportion could likely increase to 10% of all closings in the next five years, 15% by 2020, and up to 20% by 2025. Assuming access, perception, and school challenges are successfully addressed, Bastrop could likely capture a significant share of this momentum, especially in higher price points given the quality of place offered in the community.

Bastrop is also well-suited to appeal to empty nesters and retirees. As this group begins to age and transition between life stages, many will downsize, sometimes purchasing a home in age-restricted or age-targeted communities. Age-restricted communities are generally limited to home buyers 55+ years old. The only currently selling large scale age-restricted active adult community in the Austin region is Sun City Texas in Georgetown. Given Bastrop's current appeal with this age group, an age-restricted community in Bastrop could very well serve as Sun City's replacement.

Implementation Strategy

Strategies for capturing a larger share of Austin's annual home demand are outlined below.

Phase 1 (0-5 Years): In this phase, Bastrop will work to develop a brand, strong sense of place, and community, ultimately establishing a critical mass of households. This will be achieved through offering various housing types, priced from \$150K-\$350K, primarily appealing to young and growing families and empty nester/retirees. At the end of this phase, closings in Bastrop should approach approximately 250 per year, with Bastrop 'on the map' as a desirable residential community for the growing Austin MSA as well as to regional retirees.

Phase 2 (5-10 Years): In this phase, Bastrop will begin to offer more diverse housing and community types, with move up homes, highly amenitized communities, etc. The previously described 'submarket shift' will begin to take place. Improved access and an established brand will allow Bastrop to capitalize on this shift resulting in approximately 325 or more closings per year. Sun City Texas will likely be nearing



build out, offering a strong opportunity to attract active adult buyers still looking to relocate to Central Texas. Taking into account demand from local, regional, and national buyers, a well-executed AAC in Bastrop could potentially achieve over 300 sales annually.

Phase 3 (10+ Years): Multiple communities and housing types make Bastrop an attractive option for a variety of market segments. The emergence of a local employment core will also continue to influence growth in Bastrop.

Offering a wide range of housing types in various price ranges will be a critical success factor in Bastrop's ability to increase its capture of MSA home buyers, as well as begin to sell at higher price points. As development reaches a critical mass and communities in Bastrop begin to mature, a greater variety of higher density and alternative housing will become feasible. In the near term, the strongest development opportunity will be for homes on lots between 50'-60' wide lots priced between \$150K-\$250K, homes on lots between 60'-65' wide lots priced between \$200K-\$250K, and a limited amount of larger lot housing priced above \$300K.

Various study areas lend themselves to certain types of development:

- **XS Ranch** – Master-planned community with active adult component; premium homes based on nature, park, and view offerings
- **Texas 71** – Value-oriented small and medium lot SFD, oriented towards younger families
- **FM 969** – Closer to Highway 71 positioned as value-oriented homes (small and medium lot SFD); River frontage oriented towards larger lot and premium housing
- **FM 20** – Appealing topography provides some premium opportunities, small to large lot SFD
- **Tahitian Village** – Custom home and acreage sales in slightly higher price points with lower sales volume due to unique topography

Rental Housing

The current supply of market rate multifamily rental communities in Bastrop is very limited, and mostly located along Highway 71. While older communities are achieving lower rents, the two newer communities in Bastrop, Walnut Ridge and Lodge at Lost Pines, are achieving much more attractive rents, averaging \$1,040 per unit or \$1.15 per square foot.

As Bastrop continues to experience household growth, the demand for renter housing will increase. New renter households will be attracted to the area due to nearby retail, services, schools, and other amenities that serve the growing household base as well as renters looking to locate proximate to nearby family members. In addition, demand for new multifamily rental housing will be driven by employment growth in Bastrop, as market segments who rent often choose their home based upon proximity and access to their jobs as well as neighborhood services/retail. For this reason, we expect the opportunity for new multifamily housing development in Bastrop to grow significantly if the local employment base grows. The type of rental housing demanded will depend largely on the household incomes of these renters, which will be driven by the type of employment Bastrop attracts.

Currently, only 7% of renter households rent in buildings with 10+ units in Bastrop County, well below the Austin MSA average at 48%. This lower than average proportion of renters in larger multifamily communities is attributable primarily to limited supply offerings, suggesting that there is likely pent up demand for more traditional multifamily rental apartments. (See page 47 of the report.)

Based upon current household growth trends, as well as the likely pent up demand for renter housing, we estimate annual demand for 150 to 225 units per year in the next five years, which equates to one small to moderately sized apartment community per year. There is additional upside to this demand should an employment center emerge comprised of jobs less dependent on retail services and leisure.

Critical Assumptions

Our conclusions are based on our analysis of the information available from our own sources and from the client as of the date of this report. We assume that the information is correct, complete, and reliable.

We made certain assumptions about the future performance of the global, national, and local economy and real estate market, and on other factors similarly outside either our control or that of the client. We analyzed trends and the information available to us in drawing these conclusions. However, given the fluid and dynamic nature of the economy and real estate markets, as well as the uncertainty surrounding particularly the near-term future, it is critical to monitor the economy and markets continuously and to revisit the aforementioned conclusions periodically to ensure that they are reflective of changing market conditions.

We assume that the economy and real estate markets will grow at a stable and moderate rate to 2020 and beyond. However, stable and moderate growth patterns are historically not sustainable over extended periods of time, the economy is cyclical, and real estate markets are typically highly sensitive to business cycles. Further, it is very difficult to predict when an economic and real estate upturn will end.

With the above in mind, we assume that the long term average absorption rates and price changes will be as projected, realizing that most of the time performance will be either above or below said average rates.

Our analysis does not consider the potential impact of future economic shocks on the national and/or local economy, and does not consider the potential benefits from major "booms" that may occur. Similarly, the analysis does not reflect the residual impact on the real estate market and the competitive environment of such a shock or boom. Also, it is important to note that it is difficult to predict changing consumer and market psychology.

As such, we recommend the close monitoring of the economy and the marketplace, and updating this analysis as appropriate.

Further, the project and investment economics should be "stress tested" to ensure that potential fluctuations in revenue and cost assumptions resulting from alternative scenarios regarding the economy and real estate market conditions will not cause failure.

In addition, we assume that the following will occur in accordance with current expectations:

- Economic, employment, and household growth.
- Other forecasts of trends and demographic and economic patterns, including consumer confidence levels.
- The cost of development and construction.
- Tax laws (i.e., property and income tax rates, deductibility of mortgage interest, and so forth).
- Availability and cost of capital and mortgage financing for real estate developers, owners and buyers.
- Competitive projects will be developed as planned (active and future) and that a reasonable stream of supply offerings will satisfy real estate demand.
- Major public works projects occur and are completed as planned.

Should any of the above change, this analysis should be updated, with the conclusions reviewed accordingly (and possibly revised).

General Limiting Conditions

Reasonable efforts have been made to ensure that the data contained in this study reflect accurate and timely information and are believed to be reliable. This study is based on estimates, assumptions, and other information developed by RCLCO from its independent research effort, general knowledge of the industry, and consultations with the client and its representatives. No responsibility is assumed for inaccuracies in reporting by the client, its agent, and representatives or in any other data source used in preparing or presenting this study. This report is based on information that to our knowledge was current as of the date of this report, and RCLCO has not undertaken any update of its research effort since such date.

Our report may contain prospective financial information, estimates, or opinions that represent our view of reasonable expectations at a particular time, but such information, estimates, or opinions are not offered as predictions or assurances that a particular level of income or profit will be achieved, that particular events will occur, or that a particular price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analysis may vary from those described in our report, and the variations may be material. Therefore, no warranty or representation is made by RCLCO that any of the projected values or results contained in this study will be achieved.

Possession of this study does not carry with it the right of publication thereof or to use the name of "Robert Charles Lesser & Co." or "RCLCO" in any manner without first obtaining the prior written consent of RCLCO. No abstracting, excerpting, or summarization of this study may be made without first obtaining the prior written consent of RCLCO. This report is not to be used in conjunction with any public or private offering of securities or other similar purpose where it may be relied upon to any degree by any person other than the client without first obtaining the prior written consent of RCLCO. This study may not be used for any purpose other than that for which it is prepared or for which prior written consent has first been obtained from RCLCO.





BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

Consideration, discussion and possible action on FY2015 Main Street Façade/Mega-Grant Program close-out. (Executive Session required.)

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

BEDC Staff needs to brief the Board and consult with the BEDC Attorney on the close-out of three façade/mega-grants. All information will be provided during Executive Session.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:

Over/(Under) Budget:

Budgeted Amount:

Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

Motion: SM GS CC KK WD KLK CL

Second: SM GS CC KK WD KLK CL

For: SM GS CC KK WD KLK CL

Against: SM GS CC KK WD KLK CL

Abstained: SM GS CC KK WD KLK CL



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: September 17, 2015

MEETING DATE: September 21, 2015

1. Agenda Item:

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

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

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

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:
Over/(Under) Budget:

Budgeted Amount:
Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

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

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



September 18, 2015

Memorandum

To: BEDC Board of Directors; Mike Talbot, City Manager

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC Report for September Board Meeting

FY 2015-2016 Strategic Plan and Program of Work

Staff is working with Mike Barnes to review and update the BEDC strategic plan and program of work. He will be at the Board meeting on Monday to facilitate the discussion.

Bastrop Redevelopment Program (official name TBD)

For FY2016 the BEDC will launch a redevelopment program for the corporate limits of the City of Bastrop. This program will replace the previous Façade and Mega-Grant Program. More details to follow.

BEDC Building at 903 Main

Board instructed Staff to obtain a commercial appraisal at the July Board meeting. Roof repairs have been completed. Appraiser has completed the appraisal. That report will be presented to the Board at the September meeting. Staff is anticipating an offer for the Board to consider at the same time from an adjacent property owner.

Project Management/CRM Database

Staff is moving forward with acquiring Executive Pulse PM/CRM software prior to conclusion of the FY 2015 budget year.

Business Park – Infrastructure

Project rescinded by Board and is on hold.

Main Street CIP – Infrastructure

Mike is working on putting the project together and will come to the Board at a later date.

Housing Study

RCLCO has submitted final Executive Summary and Study and will be presented to the Board at the regular meeting on Monday.

Land Use Study

Accepted by the Board at the July 2015 meeting. Staff met with Tracy Bratton and he's putting together a budget for next steps.

Craft Training Schools

Presentation at City Hall Thursday, July 2nd. Next step is to schedule a site visit to their current location.

TWC Governor's Office Workforce Initiatives

Staff met with Dale Robertson with TWC on July 23rd. Follow-up meeting is scheduled for September 18th with ACC in attendance.

Former Bargas Building

Met with the possible tenants and discussed their needs to bring the project to Bastrop.

Medical Demand Analysis

Staff is working on assembling the proposal and evaluating the options. Staff and Chair will be meeting with partners to discuss further options.

Town Hall Meeting – Comptroller Glenn Hegar

Excellent event. Well attended. Partnership with Chamber.

Smart Growth Seminar

BEDC and Bastrop Board of Realtors have scheduled a Smart Growth Seminar for October 2015 at the Bastrop Convention Center. CEU's for Realtors will be offered and the event will be open to the public. Details are being worked out by BOR.

Marketing

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

State Location Maps. Developed new maps illustrating Bastrop's location in the State of Texas and Texas Triangle.

Regional Location Map(s). Developed a new regional map illustrating Bastrop's position in the Austin/Houston/San Antonio region.

Buy Bastrop. Social media initiative focusing on promoting local businesses is now in its third week. BEDC, Main Street and Chamber partnership.

BEDC Executive Director

International Asset Management Council Fall Forum

September 27th – 30th

Texas Economic Development Council Annual Conference

October 14th – 16th

TML Economic Development Conference (Hyatt Regency Lost Pines)

October 16th – 17th

Project Update	Open	Closed/Lost	Wins/Completed
Primary Job	15	0	2
Business Retention/Expansion	3	0	0
Retail	4	0	1
Small Business	2	1	0
Infrastructure	2	0	1
Real Estate	2	1	0
Development	4	0	0
Events	1	0	4
Education/Workforce	3	0	0
Affordable Housing	8	1	1
Special Projects	3	0	2
Community Development	0	2	0
Total	47	5	11

Updated 9/18/2015

Bastrop Main Street Program



Program updates

The following items are updates on projects and activities of the Bastrop Main Street Program that relate to economic development in the community, and updates on business changes in the Main Street Program area.

Bastrop Main Street Program named top ten in the nation for 2015 by the National Main Street Center

The Bastrop Main Street Program has been named a semi-finalist for the Great American Main Street Award. This is the highest honor given by the National Main Street Center, and because of the rigorous and competitive application process, it is remarkable to even place in the top ten cities. There are only two Great American Main Street cities in Texas (Georgetown, 1997, and Denton, 1998). This is a huge accomplishment, and we would like to thank our BEDC partners. The judging committee cited the successful grant program and drastic reduction in vacancy rates over the past eight years of the program.



Downtown Billboard Project recognized

The Downtown Bastrop Billboard project is a finalist for Best Marketing Program from the Texas Downtown Association. The award will be presented in Waxahachie in November.

Entrepreneurship Readiness Program:

The entrepreneurship road map has been created and is attached. This guide will assist entrepreneurs in the basic steps of starting a business in downtown Bastrop.

Business Area Updates:

- Aleta Peacock's Law Office has moved to 714 Chestnut (Formerly White Morpha)
- Veranda Boutique will move to the new Relic's Building as their upstairs vendor.
- The building at 819 Main Street is for now for sale.
- Met with new owners of 928 Main Street, Lowell and Diedra Rothschild. The couple closed on the property in late August, and are planning an extensive renovation. The Rothschilds have established the Instagram page @Saving928Main to document their journey. Here are a few of the "before" pictures:



Main Street Activities:

- Director gave a guest lecture regarding tourism marketing at Texas State University.
- Planning for the lost Pines Christmas wine swirl is underway. Tickets will go on sale Oct. 10.
- Texas Main Street Architects will be making a visit in early October to give design recommendations for 928 Main Street and 1109 Main Street (The Lumberyard).
- Director is completing the Annual Report for the Texas Main Street Program regarding 2014-15 progress.

A GUIDE TO DOING BUSINESS IN *Downtown Bastrop*



1408 B CHESTNUT ST.
BASTROP, TX 78602
512.332.8996

MAINSTREET@CITYOFBASTROP.ORG
WWW.BASTROPDOWNTOWN.COM

Welcome to Bastrop, Texas!

We want your business to succeed in our community, and we're here to help connect you to the resources you need. The Bastrop Main Street Program has created this road map in an effort to make the process of starting your business as simple as possible by outlining the recommended steps and addressing some FAQ's we've encountered. **Let's get started!**

1. Are you planning to operate as a "DBA"?

You can download "Doing Business As" forms at www.co.bastrop.tx.us under County Clerk. For questions before you visit to turn in your forms, call 512.332.7234. The Bastrop County Clerk's office is located at 803 Pine Street, Room 112; their office hours are 8 am to 5 pm.

2. About those taxes...

You will need a Texas Tax Permit if you sell or lease tangible personal property or sell taxable services in Texas. To get more information and/or to apply for a permit, visit <http://comptroller.texas.gov/taxpermit/>

3. Location, location, location

Where are you planning to locate your business? Is it a retail or service business? Does your business rely on high visibility? Or, do you need office space?

The City of Bastrop recently underwent an extensive Form-Based Code process, which means that there are specific places in town for specific types of businesses. To ensure that the spot you've selected (or the one you're thinking about) complies, you'll need to visit the Bastrop Planning Department located in City Hall, 1311 Chestnut Street, 512.332.8840, open from 8 am to 5 pm.

4. Finding space

Looking for your perfect location? Contact us at 512.332.8996 to access our database of available space, which includes square footage, rental rates/listing prices, and other important data. For locations outside of downtown, contact the **Bastrop Economic Development Corporation at 512.332.8870**. For more help, contact the **Bastrop County Board of Realtors at 800-873-9155**

5. Permits, Signage and Approvals

Let's talk about the building you want to be in.

The City of Bastrop has some requirements that impact your selected site. To get answers to your questions, talk with the Planning Department located in City Hall. Here are a few of the basics:

- Building Permits – If you're going to remodel an existing building or build a new building, you'll need a permit. Talk with the City Planning Department.
- Certificate of Occupancy – anyone who is sited in a building needs a Certificate of Occupancy. The City Planning Department has those, too!
- Signage – Bastrop has a fairly strict sign code, so before you design your signage, talk to the City Planning Department so they can make sure your sign complies with the rulebook.

Let's eat!

For you foodies who are going to tempt us with delicious eats – whether it's a restaurant, a food truck or selling food items – you will need a Food Inspection and/or a Food Permit. Bastrop County is where you need to go and Julian Luna is the man to see. He's a busy guy, so it's best to call for an appointment: 512.581.7176, x 1944.

Business Resources: Contact our team!

The entrepreneur readiness team is ready to assist you with other areas of your business to guide you on your path to launching your business. Here are some advisors in the region who can help you along the way:

Small Business Development Center : Business Plan Mentoring
SCORE of Austin: Business mentors
BIG Austin: Mentoring, training, and funding

Contact the Bastrop Chamber of Commerce for references for local:
Accountants | Attorneys | Bankers | Insurance Agents
email info@bastropchamber.org or call 512.303.0558



What we do at Bastrop Main Street

Mission: To serve as a catalyst for the continued revitalization, preservation and economic health of our historic downtown area through collaboration with other organizations and use of community resources and volunteer insights, talents and energies within the Four Points: organization, design, economic restructuring and promotions.

Organization Committee—Focused on volunteer recruitment, training and fundraising efforts.

Promotions Committee—Create promotions and special events to bring people downtown.

Design Committee—Enhance and beautify the physical appearance of downtown.

Economic Restructuring—Revitalize by strengthening existing businesses and recruiting new ones.

Other services offered in Downtown:

Design assistance through the Texas Historical Commission. Contact the Main Street Program for details.

About Downtown Bastrop:

Downtown Bastrop offers a variety of industries, including services, retail and restaurants. Highlights include:

Historic, well-preserved late 1800's buildings with plenty of charm and character

18 locally-owned and operated restaurants in the designated Culinary District

Unique boutiques, art galleries and artist incubators

Riverside recreation, and easy access to the nearby Colorado River

Regular events ranging from art walks, to car shows, to concerts

Get in touch!

We'd love to welcome you to the Downtown Bastrop community. Call us today to set up a consultation with our team members to personally answer your questions and help you launch your business here!

512.332.8996 or

mainstreet@cityofbastrop.org

See you downtown!

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

<u>Building Permit Type Totals:</u>	Month	YTD	2014
Single Family Residences	1	22	46
New Commercial	1	10	8
Miscellaneous (electrical, plumbing, HVAC, pools, sprinklers, sheds, patio covers, signs, fire suppression)	40	346	303
Residential Remodels	4	41	37
Commercial Remodels	3	25	11
Total Permits Issued	49	444	431
Commercial and Residential Inspections	230	2092	1857

Business information requests:

- Restaurant – take out/eat in
- Residential Subdivisions

Commercial Development/Remodel – Tenant Finish Out	Location	Status
Vitalogy Skincare (formerly First State Bank)	208 Highway 71	remodel approximately 90% complete

Commercial Development With Site Dev Plan – has been permitted and work has begun on the project or is ready to be permitted	Location	Status
Bastrop Station – Phase One	Highway 71, Childers and Agnes – 2 commercial lots (Old China Chef site)	80% of infrastructure complete; closing in roof; building overall approximately 40% complete
Hobby Lobby, Ulta,	Burleson Crossing	Ulta – complete; CO issued Hobby Lobby – building approximately 90% complete; would like temp CO for stocking shelves
Building J – Retail Strip	Burleson Crossing	Building shell complete; site work 95% complete
Wing Stop	Building J – Burleson Crossing	Interior finish out 25%
Coghlan Group Main Building	1500B Business Park Drive – Bastrop Business and Industrial Park	Site work approximately 75% complete; overall project approximately 55% complete
Fresenius Medical Care	Jackson Square Subdivision, Lot 7 – corner of Jackson and Jasper Streets	60% of infrastructure complete; slab poured
Murphy Oil USA – gas station	490 Agnes – West of Walmart	Pre-construction meeting held on 9/3/2015
Commercial Development with Site Development Plan that has been accepted	Location	Status – ON HOLD
Long John Silvers	Highway 71 West – West of Popeye’s	Building plans have not been submitted – site development plans expire 12/13/2014 – developer was granted a one year extension - site development plans now expire 12/12/2015 – building style in process of being redesigned

Commercial Development with Site Development Plan that is in the review process		Location	Status
Goodwill Bastrop		Corner of Childers Drive and Agnes	8/5/2015 site development received and distributed to staff to review – comments issued 9/1/2015 - resubmittal required
Bluebonnet Trails Community Services		275 S. Jackson Street – Parking Lot Expansion	8/11/2015 site development received and distributed to staff to review
Plats Received/Approved or in the Review Process that now have Expiration Dates	Description	Status	Expiration
XS Ranch Phase 1A	Preliminary Plat for XS Ranch Road off of F.M. 969	2/12/2013 Preliminary Plat approved by CC – XS Ranch Developers Agreement – 2/25/2014 CC granted a 6 month extension –8/12/2014 CC granted a 1 year extension – final plat received – no additional extensions for the preliminary required	N/A
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	Plat expires 9/23/2015
The Grove Final Plat, Phase 1, Lot 5, Block A	1 Commercial lot being approximately 1.02 acres facing frontage road of Highway 71 West	CC approved 8/12/2014– mylar has not been received – plat to expire 8/12/2015 - owner/developer requested a 6 month extension - 7/28/2015 CC approved request	Plat now expires 2/8/2016
Construction of utilities for Subdivisions	Description	Status	CC Action
Pecan Park, Section 5A Final Plat	Construction of public infrastructure – extension of Childers Drive, streets and public utilities within the subdivision	Road grading and installation of water and sewer lines in progress	N/A
The Colony Construction Plans for a Force Main	Colony MUD 1E	6/30/2015 engineer's estimate accepted – escrow received – pre construction meeting 7/23/2015.	

Platting/Construction (utilities) Plan Review In Process	Description	Status	CC Action
XS Ranch Phase 1A	Final Plat for XS Ranch Road off of F M 969 and construction plans for the Colorado River Bridge Phase 1	7/13/2015 staff comments addressed – awaiting resubmittal of the Traffic Impact Analysis before scheduling final plat for City Council – 6 month extension for the statutory denial granted at CC 8/11/2015 – 8/18/2015 resubmittal of TIA received	Statutory Denial 2/24/2015
Tahitian Village Unit 5, Block 24, Lots 5-1301, 5-1302, and 5-1303 Amended Plat	Combining 3 residential lots into 1	6/8/2015 received and distributed to staff and county to review – 7/23/2015 comments issued – resubmittal required – 7/30/2015 all comments have been addressed – awaiting submittal of mylar for recording	Statutory Denial 6/23/2015
West Bastrop Village (MUD) Phase 1, Section 1 Preliminary Plat	Phase 1, Section 1– 42 residential lots – west of Highway 20 and south of Highway 71	6/17/2015 received and distributed to staff and county to review – 8/14/2015 staff and county comments issued – resubmittal required – 9/4/2015 resubmittal received	Statutory Denial 6/23/2015
West Bastrop Village (MUD) Phase 1, Section 2 Preliminary Plat	Phase 1, Section 2 – 37 residential lots – west of Highway 20 and south of Highway 71	6/17/2015 received and distributed to staff and county to review - 8/14/2015 staff and county comments issued – resubmittal required – 9/4/2015 resubmittal received	Statutory Denial 6/23/2015
Final Plat of Northwest Portion of Farm Lot 11, East of Main Street	East of Pecan Street and south of Mesquite Street – 5 single family residential lots	6/18/2015 received and distributed to staff to review – 7/16/2015 staff comments issued – resubmittal received 7/29/2015 – 8/11/2015 all comments addressed – notice mailed 8/12/2015 –CC approved 8/25/2015	Statutory Denial 7/14/2015
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	N/A
Lot 1 Block B and Lots 1 and 2 Block A Bastrop West Commercial Section Three Replat of Lot 1, Block A	Terminus of Hasler Boulevard – north of the Hampton Inn – create 2 commercial lots	7/8/2015 received and distributed to staff – 8/26/2015 staff comments issued – resubmittal required	Statutory Denial 7/28/2015
Woodrun Subdivision, Section 2 Preliminary Plat, Phase I, II, III and IV	Smith Road within Area A of the ETJ – 62 residential lots	7/9/2015 received and distributed to staff and the County to review – 8/11/2015 staff and County comments issued – resubmittal required	Statutory Denial 7/28/2015

Platting/Construction (utilities) Plan Review In Process	Description	Status	CC Action
Taylor Lane Subdivision	Taylor Lane east of Union Chapel Road – 3 residential Lots within Area A of the ETJ	7/15/2015 received and distributed to staff and the County to review – 8/31/2015 comments issued – resubmittal required	Statutory Denial 7/28/2015
Amending Plat of Portions of Block 4, Riverview Heights	Combining 4 residential lots into 1	7/27/2015 received and distributed to staff to review	Statutory Denial 8/11/2015
The Colony MUD 1A, Section 1 Preliminary Plat	West of Highway 969 within Area A of the ETJ	7/29/2015 received and distributed to staff, the county and TxDOT to review	Statutory Denial 8/11/2015
Harding Administrative Plat	2 lots off Mount Olive Road within Area A of the ETJ	7/30/2015 received and distributed to staff and the county to review	Statutory Denial 8/11/2015
Revised Preliminary Plat for Pecan Park, Section 4	70 residential lots – Childers Drive and Clear Water Pass	8/13/2015 received and distributed to staff to review	Statutory Denial 8/25/2015
Applications/Projects In Process	Description	Meeting Date, Items to be Discussed or Items to be acted on	CC Action
Zone Change	SF7 – Single Family Residential to PD, Planned Development and C-1 – Commercial to PD, Planned Development for Pecan Park	P&Z recommended approval 7/30/2015	Public Hrg 8/11/2015 2 nd Rdg 8/25/2015- CC approved
Maintenance Bonds	Public Utilities Installed Location	City Council Accepted Public Utilities	Bond Expires
Hunters Crossing Subdivision	Section 7B – residential	Original Two Year Maintenance Bond in Trey Job's office for Hunters Crossing Section 7B – CC accepted the utilities 10/23/2012 – Bond extended until repairs are completed retain escrow in the amount of \$4,259.00 for portion of Bear Hunter that has not been built	9/17/2014

Maintenance Bonds	Public Utilities Installed Location	City Council Accepted Public Utilities	Bond Expires
Hunters Crossing Subdivision	Section 9C – Highway 304 and Home Depot Way	Original Two Year Maintenance Bond in the Hunters Crossing Section 9C Final Plat file in the vault – CC accepted utilities 2/11/2014	2/11/2016
Hunters Crossing Subdivision	Section 3E and 5B	Original Two Year Maintenance Bond in the Hunters Crossing Section 3E and 5B Final Plat files in the vault - CC accepted utilities 4/8/2014	4/8/2016
Hunters Crossing	Bear Hunter Drive, Phase 1 Street Improvements Water and Drainage Improvements - Original Subdivision Performance bond in the amount of \$1,629,522.75 in the Bear Hunter Drive file	Original Two Year Maintenance Bond in the Bear Hunter Drive file in the vault – CC accepted the public utilities 5/13/2014	5/13/2016
Orchard Parkway	Pecan Park Subdivision – south of Highway 71 – west of Southside Barbeque	City Council accepted the utilities 11/12/2014 – Two Year Maintenance Bond – original bond is the Orchard Pkwy Construction file in the vault	11/3/2016