

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
Monday, December 14, 2015 – 6:00 P.M.
Bastrop EDC Office, 301 Hwy 71 W., Suite 214, 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. Oaths of Office for Board Members, Statement of Elected/Appointed Officer, Conflict of Interest form, and discussion of documents for providing bonds for Directors. Welcome of new Board Member Joe Beal. **(page 3)**
- 3.2. Approval of meeting minutes of the Regular Board Meeting of November 16, 2015. **(page 10)**
- 3.3. Consideration, discussion and possible action on acceptance of the BEDC's financial summary report for period ending November 30, 2015. **(page 14)**

4. ACTION ITEMS

- 4.1. Consideration, discussion and possible action on approval of a proposed "Internal Financial Control Policy #3" related to placing certain BEDC "reserved" and/or "restricted funds" into alternative investment options/instruments. **(page 29)**
- 4.2. Consideration, discussion and possible action on approval of a "Resolution" by BEDC to participate in "Texas CLASS," specifically to ensure the BEDC's compliance with the 'Public Fund Investment Act' ("Act"), adoption of an investment policy reflecting same, and investment of reserved and/or restricted funds of the Board, through 'investment pools' that meet all requirements of the Act, and as recommended by the City's Finance Department. **(page 33)**
- 4.3. Consideration, discussion and possible action on approval of a "Resolution" by BEDC to participate in "TexPool," specifically to ensure the BEDC's compliance with the 'Public Fund Investment Act' ("Act"), adoption of an investment policy reflecting same, and investment of reserved and/or restricted funds of the Board, through 'investment pools' that meet all requirements of the Act, and as recommended by the City's Finance Department. **(page 39)**
- 4.4. Consideration, discussion and possible action on approval of a FY16 budget transfer in the amount of \$5,000, from "Contingency" to "Local & Miscellaneous Advertising", to cover sponsorship of the Texas Economic Development Council (TEDC) Winter Conference, to be held February 24–26, 2016, at the Hyatt Regency Lost Pines Resort. **(page 44)**
- 4.5. Consideration, discussion and possible action on the potential disposition of BEDC owned real property located at 903 Main Street, as a component of a proposed economic development project to enhance and promote an existing local business enterprise, as authorized by State law pursuant to LGC §505.158, *et seq.*, including a presentation to and discussion with the Board by the proposed project developer, i.e., representative(s) of Maxine's Café. **(page 48)**

4.6. Consideration, discussion and possible action on election of a new Vice Chair to fill the position vacated with the resignation of Carlos Liriano. **(page 49)**

5. **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)

5.1. BEDC Projects and/or Business **(page 51)**

5.2. Main Street Program Monthly Report

5.3. City Manager’s Report **(page 56)**

5.4. City of Bastrop Comprehensive Plan

5.5. City of Bastrop Construction Projects **(page 60)**

6. EXECUTIVE SESSION

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

(1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated 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 Gold Steel’, ‘Project Bronze Star’ and/or ‘Project MT Star Wars’, and/or disposition of 903 Main Street.

(3) **Section 551.087** – Deliberation regarding economic development negotiations: ‘Project Gold Steel’, ‘Project Bronze Star’, ‘Project MT Star Wars’, and/or 903 Main Street – Maxine’s Café Project.

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

6.2. 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.

7. BOARD INPUT ON FUTURE AGENDAS

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

8. ADJOURNMENT

CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (BEDC), certify that this Notice of Meeting was posted on the front window of the BEDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the BEDC’s website on this the 11th day of December 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: December 8, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Oaths of Office for Board Members, Statement of Elected/Appointed Officer, Conflict of Interest form, and discussion of documents for providing bonds for Directors. Welcome of new Board Member Joe Beal.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Attached for the Board are the required "Statement of Elected/Appointed Officer", "Oath of Office", and Conflict of Interest disclosure form. Also included is the "Form 10-E" from CNA Surety, which needs to be completed for the Board members to be bonded.

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

Documents on File	Board Application	Bond Application	Open Meeting/ Public Information	Oath of Office	Statement of Elected/ Appointed Officials	Sales Tax Workshop	Ethics Training	Conflict of Interest	Renewal Letter
Board Members									
Mayor Ken Kesselus				X	X				
Willie DeLaRosa	X			X	X				X
Gary Schiff	X	X	X	X	X			X	X
Steve Mills	X	X	X	X	X				X
Kristi Koch	X	X		X	X			X	
Cam Chavez	X		X						
Joe Beal	X	X		X	X			X	
Employees									
Shawn Kirkpatrick		X	X			X	X		
Angela Ryan		X	X			X	X		
Jean Riemenschneider		X	X			X	X		



City of Bastrop

Statement of Elected/Appointed Officer

(Pursuant to Tex. Const. art. XVI, §1(b), amended 2001)

I, _____, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

This ____ day of _____, 20__.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

City of Bastrop

OATH OF OFFICE

I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____, of the City of Bastrop, Texas, and will to the best of my ability preserve, protect, and defend the Constitution, laws and ordinances of the United States, of this State, and of this City, so help me God.

SWORN TO and Subscribed before me by on this ___ day of _____, 2005.

Signature of Person Administering Oath

(Seal)

Printed Name

Notary Public, State of Texas

POTENTIAL CONFLICT OF INTEREST DISCLOSURE
BASTROP'S CODE OF ETHICS

ECONOMIC DEVELOPMENT CORPORATION BOARD

BEDC is a non-profit corporation, specifically governed by the Texas Development Corporation Act of 1979. The purpose of the Corporation is to promote, assist and enhance economic development in accordance with the Act and to engage in activities as authorized by the Act and its Articles of Incorporation for those purposes, except as limited by the Bylaws, or the vote of the Council.

Answer the following questions by checking the boxes and providing additional detailed information as needed.

Yes No

I work, or one of my relatives* works, in the real estate industry (construction, demolition, building, development, broker or sales).

Who: _____ Relationship: _____

What trade: _____

Explain further: _____

Yes No

I work, or one of my relatives* works, in the financial, banking, lending, bond or contracting industry.

Who: _____ Relationship: _____

What trade: _____

Explain further: _____

POTENTIAL CONFLICT OF INTEREST DISCLOSURE
BASTROP'S CODE OF ETHICS

Yes No

I have, or one of my relatives* has, an interest in a company that is involved in an economic development related industry in the Central Texas area (including, for example, business site locator, retail marketing, construction of residences or other buildings).

Who: _____ Relationship: _____

What type of activity is done: _____

Explain further: _____

I own shares or serve on the board of directors of, or a relative* owns shares or serves on the board of directors of, the following company that is potentially related to economic development in the Bastrop area.

Who: _____ Name of Company: _____

Explain further: _____

*In some cases, your relatives, whether by blood or marriage, may tie you so closely to contracts, businesses and other organizations that you have a 'conflict of interest' and need to refrain from working on a particular matter or case while serving on a City board or commission. The relatives that generally fall within the City's Ethics Code (and that you need to list on this form above) include your spouse, parents, children, grandparents, grandchildren, uncles/aunts, nieces/nephews, in-laws and cousins.

I have read and understand the statement above. _____

Signature

Printed Name

Premium Requested:

- 1 yr
- 2 yrs
- 3 yrs



Form 10-E
EASY APPLICATION FOR BONDS

(Application Number) _____

- Individual
- Partnership
- Corporation
- Limited Liability Company
- Limited Liability Partnership

PLEASE PRINT OR TYPE.

Applicant(s) - Individual, partners, or corporate owner(s). List the principal owner first. Attach additional Form 10-E's and cross reference if more than three owners. **EACH MUST SIGN AT BOTTOM RIGHT.**

1. Name _____
Residence Address _____

Telephone # _____ Single
Social Security No. _____ Married (spouse must sign at bottom right.)

Does this applicant own real estate? Yes No

2. Name _____
Residence Address _____

Telephone # _____ Single
Social Security No. _____ Married (spouse must sign at bottom right.)

Does this applicant own real estate? Yes No

3. Name _____
Residence Address _____

Telephone # _____ Single
Social Security No. _____ Married (spouse must sign at bottom right.)

Does this applicant own real estate? Yes No

Business or Corporate Name:

Business Address _____

Telephone # _____

Number of Years in this Business:	Number of Years Licensed:
Type of Bond Requested:	License No.:
Amount of Bond: \$	Effective date:

Has the business, or any other owner/applicant:

- a. Ever been convicted of a crime? Yes No
 - b. Ever had their license suspended, revoked or denied? Yes No
 - c. Ever been party to a surety bond claim? Yes No
- (If any answers are yes, provide details.)

Underlying requiring this bond (and address):

Agent's recommendation/additional comments:

INDEMNITY

The undersigned applicant and indemnitors hereby request Western Surety Company, Universal Surety of America, Surety Bonding Company of America and any affiliated company, their successors or assigns (with such company/companies referred to herein as the "Company") to become their surety. The undersigned hereby certify the truth of all statements in the application, authorize the Company to verify this information at the time of application and as needed, on an ongoing basis and to obtain additional information from any source, including obtaining credit reports at the time of application, in any review or renewal, at the time of any potential or actual claim, or for any other legitimate purposes as determined by the Company in its reasonable discretion, and jointly and severally agree:

- (1) To pay premiums, including renewal premiums and any other charges, to the Company or its agents, when due,
- (2) To completely INDEMNIFY the Company from and against any liability, loss, cost, attorneys' fees and expenses whatsoever which the Company shall at any time sustain as surety or by reason of having been surety on this bond or any other bond issued for any applicant and or indemnitor, or for the enforcement of this agreement, or in obtaining a release or evidence of termination under such bonds, regardless of whether such liability, loss, costs, damages, attorneys' fees and expenses are caused, or alleged to be caused, by the negligence of the Company,
- (3) To furnish the Company with satisfactory and conclusive termination evidence that there is no further liability on this bond or any other bond issued for applicant,
- (4) Upon demand by the Company for any reason whatsoever, to deposit current funds with the Company in an amount sufficient to satisfy any claim against the Company by reason of such suretyship,
- (5) That the Company shall have the right to handle or settle any claim or suit in good faith and the Company's decision shall be binding and conclusive on the undersigned. An itemized statement of loss and expense incurred by the Company, shall be prima facie evidence of the fact and extent of the liability of the undersigned to the Company,
- (6) That the Company may decline to become surety on any bond and may cancel or amend any bond without cause and without any liability which might arise therefrom,
- (7) That the Company shall, without notice, have the right to alter the penalty, terms and conditions of any bond issued for undersigned, and this agreement shall apply to any such altered bond. The liability for the undersigned shall not be affected by the failure of the undersigned to sign any bond, nor any claim that other indemnity or security was obtained, nor by the release of any indemnity, nor the return or exchange of any collateral obtained and if any party signing this agreement is not bound for any reason, this agreement will still be binding on each and every other party
- (8) That if a contract or performance bond is issued hereunder, the undersigned hereby assign to the Company any monies now due or hereafter becoming due under the contract, including all deferred payments and retained percentage, supplies, tools, plants, equipment and materials due or used on the contract,
- (9) At the Company's discretion, this indemnity agreement shall be governed in all respects by the laws of the State of South Dakota and the undersigned applicant and indemnitors consent to the jurisdiction of the courts of the State of South Dakota and the United States District Court for the District of South Dakota in all actions or proceedings arising from or relating to this indemnity agreement,
- (10) That this indemnity may be terminated by the undersigned, or any one or more parties so designated, upon written notice sent registered mail to the office of the Company at Sioux Falls, South Dakota 57104, of not less than twenty (20) days. In no event, shall any termination notice operate to modify, bar, discharge, limit, affect or impair the liability of any party hereto, for any bonds, undertakings and obligations executed prior to the date of the Company's receipt and notice of such termination
- (11) In the event of any payment by the Company, to pay the Company interest on such amounts at the highest legal rate from the date such payments are made.

Agency _____

Address _____
Street _____

City _____ State _____ Zip _____

Agent's Code _____

Signed this _____ day of _____, _____

Signature & Business/Corporate Title "Indemnitor"

Signature & Business/Corporate Title "Indemnitor"

Signature & Business/Corporate Title "Indemnitor"

NOTE: Personal indemnitors should sign their names before the word "indemnitor". See Guidelines on reverse side.

Check here if this correspondence was previously faxed or emailed.



PHONE (800) 331-6053

FAX (605) 335-0357

P.O. Box 5077 • Sioux Falls, South Dakota 57117-5077
www.cnasurety.com



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 9, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Approval of meeting minutes of the Regular Board Meeting of November 16, 2015.

2. Party Making Request: Angela Ryan, Assistant Director

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

The draft minutes from the 11/16/15 BEDC Regular Board meeting are attached for the Board's review.

4. Policy Implication:

5. Budgeted: Yes No N/A

Bid Amount:
Over/(Under) Budget:

Budgeted Amount:
Budget Balance:

6. Alternate Option/Costs:

7. Routing: ED Staff ED Chair

8. Staff Recommendation:

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

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

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
Minutes of Monthly Meeting, November 16, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, November 16, 2015, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

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

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Board Meeting to order at 6:02 p.m.
2. **PUBLIC COMMENT(S)** – None.
3. **REGULAR BUSINESS**
 - 3.1. Oaths of Office for Board Members/Swearing in Ceremony and discussion of documents for providing bonds for Directors. Mr. Kirkpatrick asked that each Board member complete the Oath of Office form, the Statement of Elected/Appointed Officer form, and the CNA Surety bond form.
 - 3.2. Approval of meeting minutes of the Regular Board Meeting of September 21, 2015, and Joint Workshop Meeting of October 20, 2015. Mr. Schiff made the motion to approve both sets of minutes as submitted, Mr. DeLaRosa seconded, and the motion passed.
 - 3.3. Consideration, discussion and possible action on acceptance of the BEDC's financial summary report for period ending October 31, 2015. Mr. DeLaRosa made the motion to accept the financial report as submitted, Mr. Schiff seconded, and the motion passed.
4. **ACTION ITEMS**
 - 4.1. Consideration, discussion and possible action on approval of a proposed Internal Financial Control Policy #3 and Resolution for BEDC to Participate in Texas Class, related specifically to Public Fund Investment Act compliance, adoption of an investment policy, and investment through investment pools meeting the requirements of the Act and as recommended by the City Finance Department. After discussion, it was decided that additional information would be needed prior to taking action on the Internal Financial Control Policy and the Resolution. The item was tabled until the next Board meeting.
 - 4.2. Presentation and discussion on the development west of the Colorado River and retail development in Bastrop. Mr. Kirkpatrick gave a presentation about current developments in Bastrop and to the west, including commercial, residential, mixed-use, and the Highway 71 overpasses. He displayed a map that showed Bastrop's current Retail Trade Area (RTA), with the western boundary being in the area of Hwy 71 and 130. Mr. Kirkpatrick explained there is a 390 acre commercial mixed-use development being planned for the Hwy 71/130 area that will occur within the next three to five years. He said he has spoken with The Retail Coach, and they are in agreement that once that development is completed, it will become a retail trade hub which would inevitably pull shoppers from Bastrop's current RTA, moving the western trade line closer to the Cedar Creek area. Mr. Mills agreed that the 130 corridor will produce a lot of multi-use, retail, housing, etc., and Bastrop needs more sophisticated stores. Bastrop is currently the retail hub in the southeast submarket, but sharing shoppers with another RTA will definitely impact Bastrop. Mr. Kirkpatrick showed maps explaining how Bastrop's RTA was determined, which is currently approximately 180,000. He explained there are several ways to determine who shops in the area, including zip codes, credit cards, and license plates. (Mr. Kirkpatrick's presentation is available for download at this [link](#)).

Mr. Kirkpatrick reported he and Ms. Riemenschneider had attended the International Council of Shopping Centers (ICSC) tradeshow in Dallas the first week of November. They had met with four companies already looking at Bastrop for some type of future development, and at least a dozen more had visited the BEDC tradeshow booth. The contacts made at ICSC will be entered into the CRM database and followed up with; he is having a follow-up meeting with one of the companies next week. Mr. Kirkpatrick was asked what type of materials he hands out at these tradeshow, and he explained it consists of all types of media, including digital and print, which he will bring to the next meeting to show to the Board. Mr. Kirkpatrick said most of the developers he had spoken with requested additional information on available developable tracts of land, and he said we was working on putting together a database of those properties as well as assembling data for distribution.

Mr. Kirkpatrick was asked to explain the difference between commercial, retail, and industrial development. He explained that commercial is any development related to a business and includes retail, industrial, and office space, basically any development this is not residential. Mr. Kirkpatrick said he would not recommend the BEDC purchasing a tract of land west of the Colorado because that area is prime development land for private developers who are willing to develop it for a profit. However, there could be a possibility of partnering with a developer interested in an office campus or business park to help them overcome any hurdles and make their project successful. Mr. Kirkpatrick explained the BEDC's current business park fills the need for companies looking for shovel-ready sites that private developers are not going to deliver.

Mayor Kesselus requested that the Board discuss the possibility of annexing property on the west side of Bastrop. He would like the Board to make their recommendation on annexation from an economic development standpoint, to advise the City Council on exactly where annexation should take place. Ms. Brown pointed out that once an area is annexed, the City has three years to provide all municipal services to that area.

5. 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)

- 5.1. BEDC Projects and/or Business – Mr. Kirkpatrick's report was included in the Board packet.
- 5.2. Main Street Program Monthly Report – Ms. Wood's report was included in the packet.
- 5.3. City Manager's Report – A synopsis of Mr. Talbot's City Manager report was included in the packet.
- 5.4. City of Bastrop Comprehensive Plan – Ms. Koch gave a brief update on the comprehensive plan.
- 5.5. City of Bastrop Construction Projects – The list of construction updates was included in the packet.

6. EXECUTIVE SESSION

- 6.1. At 7:32 p.m., Mr. Mills convened the BEDC Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to 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' and/or 'Project MT Star Wars'.
- (3) **Section 551.087** – Deliberation regarding economic development negotiations: 'Project Bronze Star', 'Project MT Star Wars', 'Project Jetblue', 'Project TC Williams' and/or 'Project Paul Bunyan'.
- (4) **Section 551.074** – Personnel Matters: Executive Director's Six Month "Interim Performance Review" and Update.

6.2. At 8:45, the BEDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items. There was no action taken.

7. BOARD INPUT ON FUTURE AGENDAS

7.1. Inviting input from the Board of Directors related to issues for possible inclusion on future agendas, related to (but not limited to) issues such as BEDC projects, property, economic development prospects, community events, and BEDC business. Mayor Kesselus requested that the Board discuss annexation, the ultimate use of the Business Park, and Mr. Liriano's request to discuss the committee structure of the BEDC Board. Mayor Kesselus said that filling Mr. Liriano's seat could also be placed on the next agenda, if it has not already been filled by then, and that Board members could make recommendations by sending an email to either him or the City Secretary.

8. **ADJOURNMENT** – Gary Schiff made the motion to adjourn and Willie DeLaRosa seconded. The BEDC Board of Directors adjourned the meeting at 8:53 p.m.

DRAFT



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 9, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending November 30, 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 preliminary financial summary report for the period ending November 30, 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 November 30, 2015

Bastrop Economic Development Corporation
Summary of Revenues and Expenditures
 As of November 30, 2015



Fiscal year 2016 is 16.7% complete as of November 30, 2015. These reports provide an unaudited and preliminary snapshot of the BEDC financial information.

☐ Revenues reflect 17.38% collected over budgeted or \$335,939. Revenues during this same time period last year reflected \$310,216. Additional analysis concerning revenues are on the next two pages.

☐ Expenses for the BEDC reflect 9.09% spent or \$175,777. Expenses during this same time period last year reflected \$222,236. Additional analysis concerning the expenses, year to year comparisons, and capital outlay is located within this report.

Revenues

Expenditures

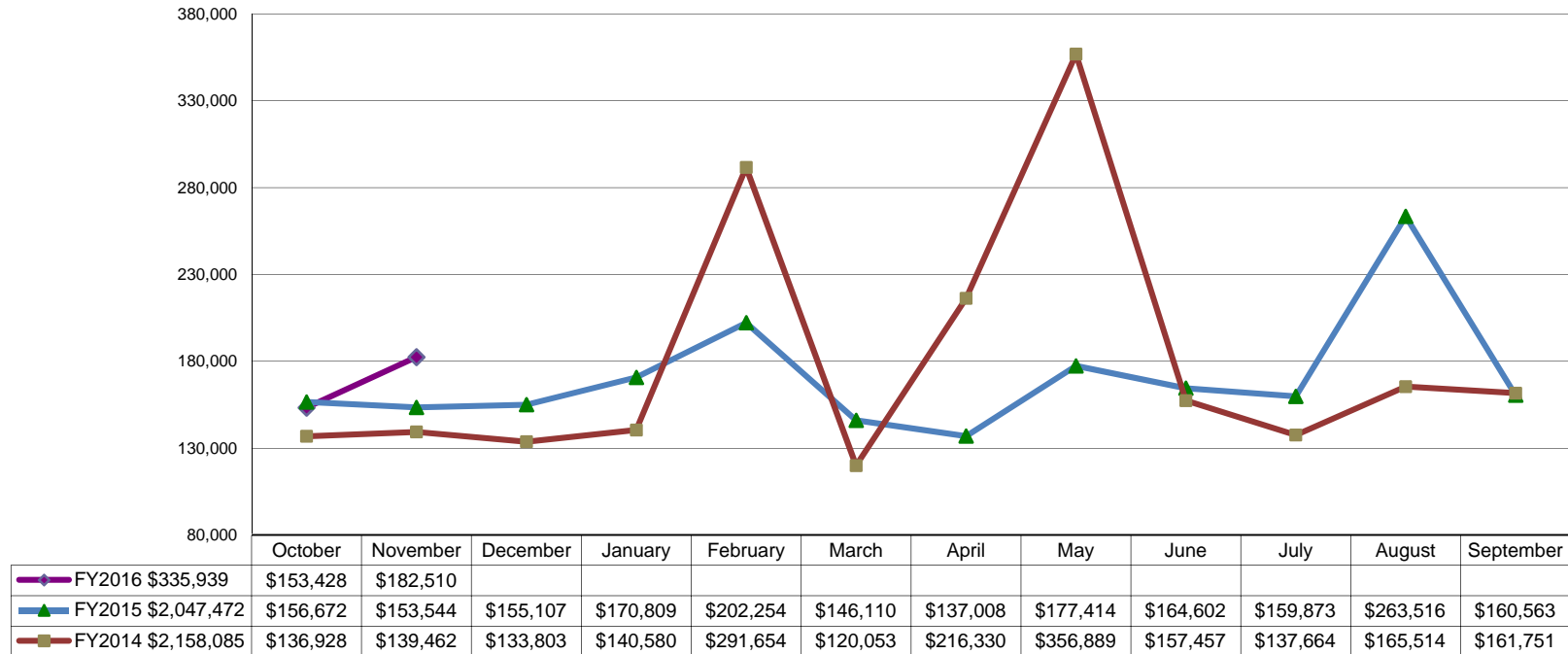
FY 2016 Budget	FY 2016 Actual	% of FY2016 Budget	FY 2016 Budget	FY 2016 Actual	% of FY2016 Budget
\$ 1,933,000	\$ 335,939	17.38%	\$ 1,933,000	\$ 222,236	9.09%



Summary of Revenues As of November 30, 2015



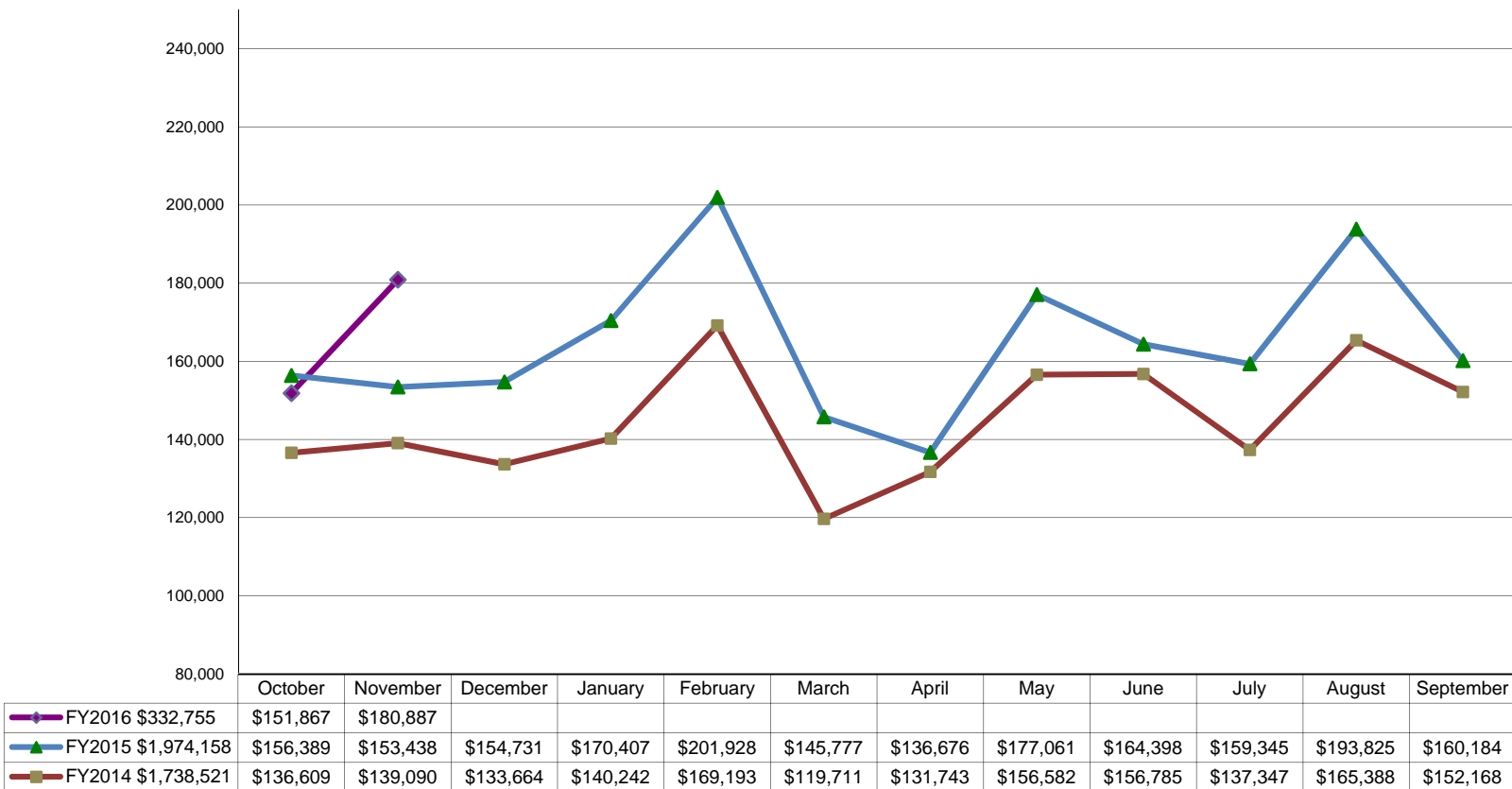
- REVENUE: Sales Tax receipts represent 99% of the total budgeted revenue for the BEDC. As such, the line graph will be a good performance indicator as a comparison of sales tax receipts of the two previous fiscal years to the current fiscal year. Other revenue is included within the line graph to include Lease Agreement Income, Interest Income, and Miscellaneous Income.
- The spikes reflected on the graph in FY2014 are tied to specific transactions. These include the reimbursement of expenses from the Combination Tax and Revenue Certificates of Obligation, Series 2013 in February 2014 of \$102,638; and the transfer from Bond Fund proceeds to cover debt service costs in May 2014 of \$200,261. The spike in the graph in September 2013 reflects the sale of land for \$93,475.





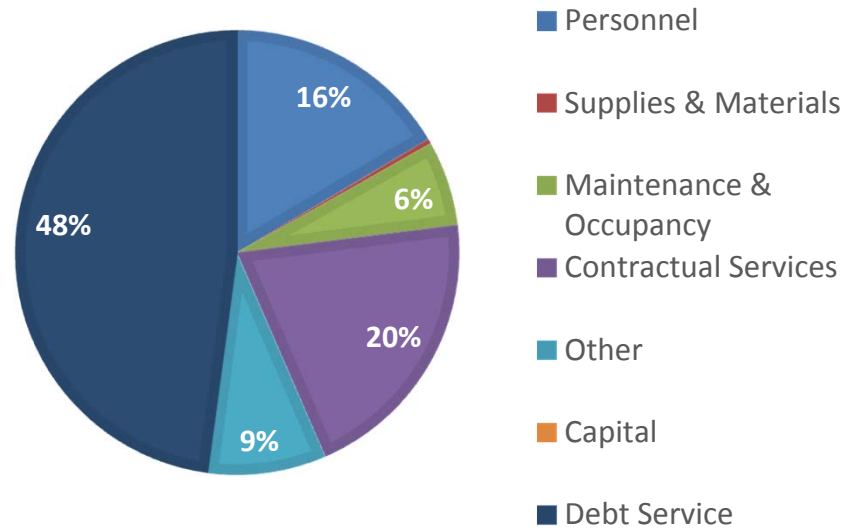
Sales Tax Revenue Chart As of November 30, 2015

Sales Tax Receipts YTD reflect \$332,755 and are more than the prior year to date Sales Tax Receipts of \$309,806.



Expenditure Charts

As of November 30, 2015



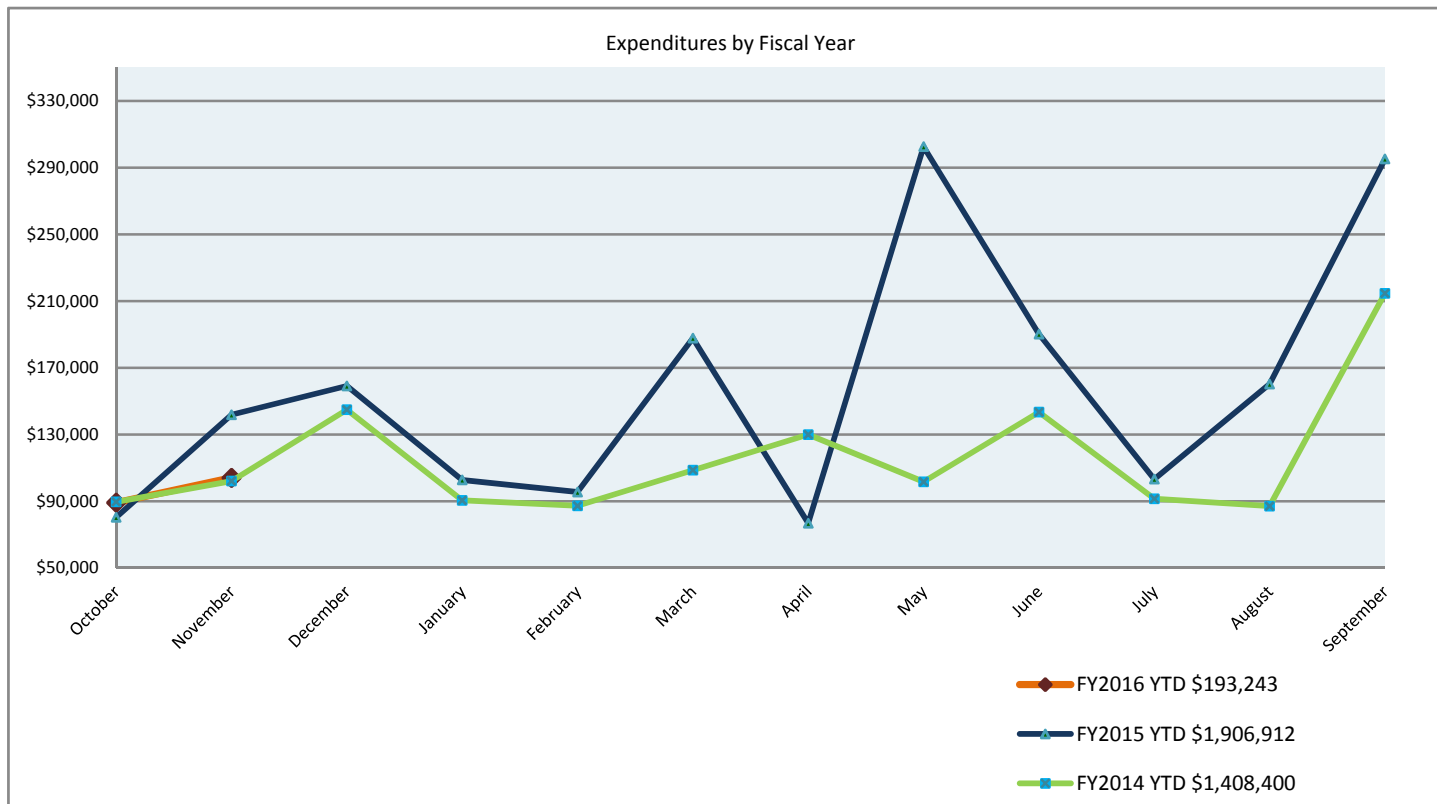
* Chart reflects FY2016 Fiscal Year-to Date expenses as of Nov. 30, 2015. Data provided by City of Bastrop Finance Department records.



Expenditure Comparison Graph As of November 30, 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.





BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2015-2016 BUDGET

Unaudited Fund Balance 9-30-2015	\$ 2,642,528
 FY 2015-2016	
Budgeted Revenues	<u>\$ 1,933,000</u>
Total FY 2016 Resources	\$ 4,575,528
 Budgeted Expenditures:	 <u>\$ (1,933,000)</u>
 Projected Ending Gross Fund Balance 09-30-2016	 \$ 2,642,528

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

** In order to maintain a 25% or 90 day balance, the ending operating balance cannot be less than \$483,250. The budgeted expenditures for the Bastrop Economic Development Corporation can only increase \$2,159,278 and the total budgeted expenditures may not exceed \$4,092,278. These figures are subject to change depending upon actual Revenues and Expenditures.

BEDC Financial Statements attached



FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2015

601-BASTROP E.D.C. FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TAXES & PENALTIES						
00-00-4005 SALES TAX	309,826.24	1,930,000.00	180,887.44	332,754.28	1,597,245.72	17.24
TOTAL TAXES & PENALTIES	309,826.24	1,930,000.00	180,887.44	332,754.28	1,597,245.72	17.24
CHARGES FOR SERVICES						
00-00-4047 LEASE AGREEMENT	0.00	0.00	1,150.00	2,300.00	(2,300.00)	0.00
TOTAL CHARGES FOR SERVICES	0.00	0.00	1,150.00	2,300.00	(2,300.00)	0.00
OTHER REVENUE						
INTEREST INCOME						
00-00-4400 INTEREST INCOME	217.33	1,500.00	336.63	609.00	891.00	40.60
00-00-4401 INTEREST RECEIVED ON NOTES	172.22	1,500.00	136.34	275.53	1,224.47	18.37
TOTAL INTEREST INCOME	389.55	3,000.00	472.97	884.53	2,115.47	29.48
MISCELLANEOUS						
TRANSFERS-IN						
OTHER SOURCES						
** TOTAL REVENUE **	310,215.79	1,933,000.00	182,510.41	335,938.81	1,597,061.19	17.38

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT						
=====						
00-NON-PROGRAM						
=====						
TRANSFERS OUT						
BEDC ADMINISTRATION						
=====						
00-NON-PROGRAM						
=====						
PERSONNEL SERVICES						
70-00-5101 BEDC OPERATIONAL SALARIES	19,700.31	212,696.00	13,470.26	24,751.48	187,944.52	11.64
70-00-5116 LONGEVITY	0.00	500.00	0.00	0.00	500.00	0.00
70-00-5117 OVERTIME	0.00	0.00	37.50	37.50	(37.50)	0.00
70-00-5150 SOCIAL SECURITY	1,423.93	16,000.00	1,013.68	1,864.51	14,135.49	11.65
70-00-5151 RETIREMENT	3,429.61	21,400.00	1,320.10	2,426.63	18,973.37	11.34
70-00-5155 GROUP INSURANCE	1,383.85	24,912.00	1,388.66	2,777.32	22,134.68	11.15
70-00-5156 WORKER'S COMPENSATION	78.63	1,100.00	0.00	0.00	1,100.00	0.00
TOTAL PERSONNEL SERVICES	26,016.33	276,608.00	17,230.20	31,857.44	244,750.56	11.52
SUPPLIES & MATERIALS						
70-00-5201 SUPPLIES	200.78	4,500.00	551.40	625.69	3,874.31	13.90
70-00-5203 POSTAGE	0.48	480.00	47.19	47.19	432.81	9.83
70-00-5206 OFFICE EQUIPMENT	1,063.77	7,500.00	0.00	0.00	7,500.00	0.00
TOTAL SUPPLIES & MATERIALS	1,265.03	12,480.00	598.59	672.88	11,807.12	5.39
MAINTENANCE & REPAIRS						
70-00-5301 MAINT OF EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5331 INDUSTRIAL PARK MAINT EXP	0.00	5,000.00	0.00	0.00	5,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	412.97	3,600.00	200.00	400.00	3,200.00	11.11
TOTAL MAINTENANCE & REPAIRS	412.97	9,600.00	200.00	400.00	9,200.00	4.17
OCCUPANCY						
70-00-5401 COMMUNICATIONS	917.27	10,000.00	816.29	1,621.04	8,378.96	16.21
70-00-5402 OFFICE RENTAL	0.00	36,000.00	3,000.00	9,000.00	27,000.00	25.00
70-00-5403 UTILITIES	523.67	6,000.00	396.98	919.71	5,080.29	15.33
TOTAL OCCUPANCY	1,440.94	52,000.00	4,213.27	11,540.75	40,459.25	22.19

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2015

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL SERVICES						
70-00-5505 PROFESSIONAL SERVICES	8,956.56	50,000.00	7,184.00	13,684.00	36,316.00	27.37
70-00-5525 LEGALS	5,147.50	30,000.00	2,977.00	2,977.00	27,023.00	9.92
70-00-5530 ENGINEERING	0.00	15,000.00	1,855.00	1,855.00	13,145.00	12.37
70-00-5540 PROPERTY INSURANCE	240.22	1,000.00	0.00	192.73	807.27	19.27
70-00-5561 CONTRACTUAL SERVICES	0.00	5,000.00	500.00	1,500.00	3,500.00	30.00
70-00-5573 PARKS/RECREATION SUPPORT	6,583.32	0.00	0.00	0.00	0.00	0.00
70-00-5574 CITY CONTRACT FOR SERVICE	0.00	139,000.00	9,980.81	9,980.81	129,019.19	7.18
70-00-5596 MAIN STREET PROG SUPPORT	6,666.66	40,000.00	3,333.33	6,666.66	33,333.34	16.67
70-00-5598 CITY ADMINISTRATIVE SUPPORT	13,333.34	50,000.00	2,701.50	2,701.50	47,298.50	5.40
TOTAL CONTRACTUAL SERVICES	40,927.60	330,000.00	28,531.64	39,557.70	290,442.30	11.99
OTHER CHARGES						
70-00-5603 MARKETING TRIPS	0.00	9,000.00	1,178.32	2,674.35	6,325.65	29.72
70-00-5604 BUSINESS DEVELOPMENT	0.00	9,000.00	803.28	1,858.28	7,141.72	20.65
70-00-5605 TRAVEL & TRAINING	0.00	9,000.00	1,835.82	2,510.82	6,489.18	27.90
70-00-5606 AUTO ALLOWANCE - STAFF	0.00	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5611 BILLBOARDS	1,900.00	13,000.00	1,000.00	2,000.00	11,000.00	15.38
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	1,675.95	9,550.00	629.00	1,129.00	8,421.00	11.82
70-00-5631 BONDS FOR BEDC OFFICERS	242.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5633 LOCAL/MISC ADVERTISING	4,090.00	10,000.00	125.44	2,181.92	7,818.08	21.82
70-00-5634 NATIONAL ADVERTISING	7,680.00	40,000.00	200.00	375.00	39,625.00	0.94
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	75,000.00	0.00	0.00	75,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	0.00	10,000.00	104.28	104.28	9,895.72	1.04
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT	0.00	320,000.00	0.00	0.00	320,000.00	0.00
70-00-5645 WATER RIGHTS PROP FUNDING	0.00	60,000.00	0.00	0.00	60,000.00	0.00
70-00-5646 SPECIAL PROJ/INCENTIVES	36,823.00	48,500.00	0.00	0.00	48,500.00	0.00
70-00-5648 SPL PROJECTS - BUS OUTREACH	1,050.00	0.00	0.00	0.00	0.00	0.00
70-00-5655 EQUIPMENT RENTAL	0.00	50.00	0.00	0.00	50.00	0.00
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	300.00	20,000.00	499.50	3,855.98	16,144.02	19.28
TOTAL OTHER CHARGES	53,760.95	655,100.00	6,375.64	16,689.63	638,410.37	2.55
CONTINGENCY						
70-00-5900 CONTINGENCY	0.00	49,626.16	0.00	0.00	49,626.16	0.00
TOTAL CONTINGENCY	0.00	49,626.16	0.00	0.00	49,626.16	0.00
CAPITAL OUTLAY						

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2015

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
DEBT SERVICE						
70-00-7133 C OF O SERIES 2013 PRINCIPL	6,856.66	76,230.00	6,352.50	12,705.00	63,525.00	16.67
70-00-7134 C OF O SERIES 2013 INTEREST	17,026.84	100,926.00	8,410.50	16,821.00	84,105.00	16.67
70-00-7137 C OF O SERIES 2010 PRINCIPA	6,940.00	42,334.00	3,527.83	7,055.66	35,278.34	16.67
70-00-7138 C OF O SERIES 2010 INTEREST	5,825.34	33,494.00	2,791.17	5,582.34	27,911.66	16.67
70-00-7152 GO REFUNDING SER 2014 INT	0.00	6,326.00	527.11	1,054.22	5,271.78	16.66
70-00-7501 C OF O SERIES 2008A PRINCIP	3,442.50	21,263.00	1,771.92	3,543.84	17,719.16	16.67
70-00-7502 C OF O SERIES 2008A, INTERE	3,202.84	10,766.84	897.25	1,794.50	8,972.34	16.67
TOTAL DEBT SERVICE	43,294.18	291,339.84	24,278.28	48,556.56	242,783.28	16.67
TRANSFERS OUT						
TOTAL 00-NON-PROGRAM	167,118.00	1,676,754.00	81,427.62	149,274.96	1,527,479.04	8.90
ADMINISTRATION						
=====						
CAPITAL OUTLAY						
DEBT SERVICE						
70-10-7097 INTEREST EXPENSE ON FNB NOT	40.48	500.00	1,338.17	1,343.83	(843.83)	268.77
70-10-7603 BOND PRINCIPAL 2006	36,666.66	235,000.00	19,583.33	39,166.66	195,833.34	16.67
70-10-7604 BOND INTEREST 2006	5,148.00	20,746.00	1,728.83	3,457.66	17,288.34	16.67
TOTAL DEBT SERVICE	41,855.14	256,246.00	22,650.33	43,968.15	212,277.85	17.16
TOTAL ADMINISTRATION	41,855.14	256,246.00	22,650.33	43,968.15	212,277.85	17.16
BEDC INDUSTRIAL PARK						
=====						
MAINTENANCE & REPAIRS						
70-71-5301 PARK MAINTENANCE	13,263.32	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE & REPAIRS	13,263.32	0.00	0.00	0.00	0.00	0.00
TOTAL BEDC INDUSTRIAL PARK	13,263.32	0.00	0.00	0.00	0.00	0.00
TOTAL BEDC ADMINISTRATION	222,236.46	1,933,000.00	104,077.95	193,243.11	1,739,756.89	10.00
*** TOTAL EXPENSES ***	222,236.46	1,933,000.00	104,077.95	193,243.11	1,739,756.89	10.00

*** END OF REPORT ***

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	207,655.16	
00-00-1100	TEXPOOL	3,270,857.75	
00-00-1224	ACCT RECEIVABLE-SALES TAX	295,840.38	
00-00-1227	ACCOUNTS RECEIVABLE-OTHER	582.00	
00-00-1272	NOTES RECEIVABLE-GARMENT	83,333.99	
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	27,332.67	
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	26,116.50	
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	628.33	
00-00-1420	EQUIPMENT	14,803.77	
00-00-1440	BUILDING IMPROVEMENTS	49,785.27	
00-00-1460	FIXED ASSETS - BUILDING	921,879.73	
00-00-1470	FIXED ASSETS - LAND	848,201.04	
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18	
00-00-1490	CONST IN PROGRESS-INFRAST	5,240.18	
00-00-1499	ACCUMULATED DEPRECIATION(1,463,812.19)	
00-00-1589	NET PENSION ASSETS-PREPAI	7,677.24	
			6,549,269.00

TOTAL ASSETS

6,549,269.00

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BALANCE SHEET

AS OF: NOVEMBER 30TH, 2015

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	17,840.74	
00-00-2025	PAYROLL TAX PAYABLE	259.00	
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	58,334.00	
00-00-2101	BONDS PAYABLE CURRENT POR	463,246.00	
00-00-2102	TAX/REV 2006 BOND PAYABLE	215,000.00	
00-00-2105	BONDS PAYABLE-CURRENT YR	91,180.88	
00-00-2125	ACCRUED INTEREST PAYABLE	26,642.94	
00-00-2127	ACCRUED EXPENSES-OTHER	38,439.22	
00-00-2235	DEFFERRED REVENUE-TOWER	66,700.00	
00-00-2356	DUE TO OTHER GOVERNMENTS	3,760,538.44	
00-00-2405	ENCUMBRANCE ACCOUNT (1,464.32)	
00-00-2406	RESERVE FOR ENCUMBRANCE	1,464.32	
00-00-2870	COMPENSATED ABSENCES PAYA	8,064.85	
			5,226,246.37
	TOTAL LIABILITIES		5,226,246.37
	SURPLUS (DEFICIT)	142,695.70	
00-00-3000	NET ASSETS	302,586.43	
00-00-3119	DESIGNATED OPERATING	150,000.00	
00-00-3400	CONTRIBUTED CAPITAL	521,695.50	
00-00-3502	RESTRICTED - JAMCO	73,644.00	
00-00-3503	RESTRICTED-GOOD SOUL BREW	9,700.00	
00-00-3504	RESTRICTED-DEBT SERVICE	37,056.00	
00-00-3505	RESTRICTED-COGLAN GRP	10,000.00	
00-00-3506	ELLIOTT PARTNERS	75,645.00	
	TOTAL EQUITY		1,323,022.63
	TOTAL LIABILITIES & FUND EQUITY		6,549,269.00

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BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 9, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on approval of a proposed "Internal Financial Control Policy #3" related to placing certain BEDC "reserved" and/or "restricted funds" into alternative investment options/instruments.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Memos from the BEDC Executive Director and City's Finance Director are attached for the Board's review, as well as the draft Financial Control Policy #3.

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



December 10, 2015

To: Board of Directors
Cc: Mike Talbot, City Manager
JC Brown Attorney

From: Shawn A. Kirkpatrick, Executive Director

Re: Internal Financial Control Policy #3

The City of Bastrop Finance Director and BEDC Executive Director have been working for several months discussing the financial policy and controls of the BEDC. One of the topics has been related to maximizing interest income on BEDC funds. Attached is a memo from Finance Director Tracy Waldron. She will also be present at the BEDC meeting to further discuss.

The Finance Department is recommending the BEDC Board give the necessary authority to deposit the “reserve” or “restricted” funds in a financial instrument other than the depository account within compliance of the City of Bastrop Investment Policy. These are the 90 day or 25% of revenue funds to be used only in the event of an emergency. These funds do not need the liquidity of the main depository account and the most likely investment vehicle would be a certificate of deposit. The proposed Internal Financial Control Policy #3 would allow the Board Chair, Finance Director, and Executive Director the authority to review the investment vehicles and make the determination based on the best interest of the BEDC in compliance with City Investment Policy.

Memorandum



Dec. 7, 2015

To: BEDC Board

From: Tracy Waldron, Chief Financial Officer

Re: 90 Day Reserve Investment

The only investment that BEDC currently has is in TexPool which is earning .1105% APR. There are other investments that are earning a much greater rate of return. With a Cash Flow Analysis, we can determine BEDC's cash liquidity needs. The additional amount available can be invested in markets that earn a greater rate of return. The 1 year CD's are averaging .70% APR. The idea is to ladder the CD's \$245,000 each so that there are always CD's maturing if more cash is needed. This approach will increase the interest income that the idle funds are earning.

BASTROP ECONOMIC DEVELOPMENT CORPORATION
INTERNAL FINANCIAL CONTROL POLICY #3

In addition to full compliance and conformance with its Bylaws, State law, and the applicable City of Bastrop financial, accounting, reporting and purchasing policies and procedures, the Board of Directors of the BEDC also requires its management and staff to adhere to the BEDC-specific Internal Financial Controls (“IFC”s), which are hereby adopted as a formal policy of the BEDC Board. (“IFC Policy”)

The BEDC IFC Policy shall include the following IFC #3:

BEDC Internal Financial Control No. 3: Certain BEDC funds, commonly referred to by the Board of Directors as “reserved” or “restricted funds”, may be placed in alternative investment options/instruments, when jointly agreed upon by and between the Board Chair, Executive Director and the City of Bastrop’s Director of Finance, so long as the alternative options/instruments selected for such placement have been formally approved and adopted by the City of Bastrop for its municipal Financial Investment Policy.

The IFC Policy of the BEDC may be amended from time to time to add or delete the financial controls noted herein, as determined to be necessary and in the best interest of the operation of the BEDC by the then controlling Board of Directors.

Approved By The Majority Vote Of The BEDC Board Of Directors On this 14th Day Of December, 2015.

Steve Mills, BEDC Board Chair



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 9, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on approval of a "Resolution" by BEDC to participate in "Texas CLASS," specifically to ensure the BEDC's compliance with the 'Public Fund Investment Act' ("Act"), adoption of an investment policy reflecting same, and investment of reserved and/or restricted funds of the Board, through 'investment pools' that meet all requirements of the Act, and as recommended by City's Finance Department.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Memos from the BEDC Executive Director and City's Finance Director are attached for the Board's review, as well as the draft Resolution.

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



December 10, 2015

To: Board of Directors
Cc: Mike Talbot, City Manager
JC Brown Attorney

From: Shawn A. Kirkpatrick, Executive Director

Re: Texas CLASS and TexPool

The City of Bastrop Finance Director and BEDC Executive Director have been working for several months discussing the financial policy and controls of the BEDC.

The Finance Department is working on putting together the documentation requested by the Board to validate the request by the Executive Director and Finance Department to open a Texas CLASS and/or TexPool account for the deposit of the BEDC funds (cash). For clarification, the BEDC is a separate entity (non-profit) from the City of Bastrop (government), with its own tax payer identification number from the Internal Revenue Service. Although the BEDC and City funds have been co-mingled in the previous years, it is not good accounting practice. The City's finance team brought this to our attention and is requesting the BEDC Board give the authority to open a depository account and transfer the funds to an account associated with the BEDC tax payer identification.

Memorandum



Dec. 7, 2015

To: BEDC Board

From: Tracy Waldron, Chief Financial Officer

Re: BEDC Funds being separate from City Funds

Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) governs the insurance coverage of public unit accounts. This section also states that public unit deposits may be secured by collateral or assets of the bank. Since BEDC is not a "public Unit" and does have its own Tax ID # separate from the City, it's funds are only insured up to the FDIC limit of \$250,000. It was the recommendation of our Financial Consultant, Patterson & Assoc. that we separated the BEDC operating funds out of the pooled funds of the City.

The BEDC is a separate corporation and not a department of the City and therefore, our transactions should reflect this. Currently, at TexPool all funds are still reported in one account. I would like to request that the BEDC open a separate account so as to clearly track their funds separate from the City's.

Resolution to Participate

BEDC Resolution No. 12142015-1

WHEREAS, the Public Funds Investment Act, Texas Government Code, Section 2256.001 et seq. (the "Act"), requires the governing body of each local government in this State to adopt investment policies in accordance with the terms of the Act; and

WHEREAS, pursuant to the requirements of the Act, the Board of Directors (the "Board of Directors") of the Bastrop Economic Development Corporation, (the "BEDC") has previously reviewed and adopted an investment policy (the "Policy") that provides, in part, that the funds of the BEDC will be invested in investments permitted by the Act in order to: (i) invest only in investments legally permitted under Texas law; (ii) minimize risk by managing portfolio investments so as to preserve principal and maintain a stable asset value; (iii) manage portfolio investments to ensure that cash will be available as required to finance operations; and (iv) maximize current income to the degree consistent with legality, safety and liquidity; and

WHEREAS, pursuant to the Policy and the Act, the Bastrop Economic Development Corporation has appointed (the "Investment Officer") to act as the investment officer of the Bastrop Economic Development Corporation; and

WHEREAS, the Act provides that funds under the control of a Bastrop Economic Development Corporation may be invested through investment pools meeting the standards of Section 2256.016 of the Act; and

WHEREAS, the BEDC has received and reviewed the Information Statement, dated October 1, 2013 (the "Information Statement"), of Texas Cooperative Liquid Assets Securities System, an investment pool administered by Public Trust Advisors, LLC, (the "Program"), which sets forth the information required by Section 2256.016(b) of the Act; and

WHEREAS, the Bastrop Economic Development Corporation has determined that the investments proposed to be acquired by the Program are of a type that are permitted by the Act and are consistent with the Policy; and

WHEREAS, the Bastrop Economic Development Corporation has determined that an investment in the Program will assist the Bastrop Economic Development Corporation in achieving the goals set forth in the Policy, and will tend to preclude imprudent investment activities arising out of investment transactions conducted between the Bastrop Economic Development Corporation and the Program; and

WHEREAS, the BEDC understands that the Program operates through the Sixth Amended and Restated Trust Agreement dated as of August 16, 2013 (the "Trust Agreement"), which provides the terms on which the Program will operate and the rights of the participants in the Program and sets forth the responsibilities of Public Trust Advisors, LLC, as the administrator of the Program (the "Administrator"), and of Wells Fargo Bank as custodian (the "Custodian").

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION:

RESOLVED, that the form, terms and provisions of the Trust Agreement, a draft of which was presented and reviewed at this meeting, providing for the creation of the Program and for the rights of the Program participants and the duties and responsibilities of the Administrator, be and the same are hereby approved and adopted; and that the Investment Officer be and he or she is hereby authorized and directed to execute and deliver to the Administrator and the Custodian in the name and on behalf of the Bastrop Economic Development Corporation, a participation certificate evidencing the agreement of the Bastrop Economic Development Corporation to be bound by the Trust Agreement substantially in the form of the Trust Agreement reviewed and approved at this meeting, together with such changes therein as may be approved by the said officer, such approval to be conclusively evidenced by the execution thereof; and be it further

RESOLVED, that the investment program established by the Trust Agreement is hereby found and determined to be consistent with the Policy, and to preclude imprudent investment activities arising out of investment transactions conducted between the Bastrop Economic Development Corporation and the Program; and be it further

RESOLVED, that the BEDC Board of Directors hereby officially finds and determines that the facts and recitations contained in the preamble of this Resolution are true and correct; and be it further

RESOLVED, that the BEDC Board of Directors hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted for the time required by law preceding this meeting, and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter thereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act; and be it further

RESOLVED, that the officers of the Bastrop Economic Development Corporation, and each of them, shall be and each is expressly authorized, empowered and directed from time to time to do and perform all acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the Bastrop Economic Development Corporation all certificates, instruments and other papers, whether or not herein mentioned, as they may determine to be necessary or desirable in order to carry out the terms and provisions of this Resolution and of the Trust Agreement hereby authorized and approved, such determination to be conclusively evidenced by the performance of such acts and things and the execution of any such certificate, financing statement, instrument or other paper; and be it further

RESOLVED, that this Resolution shall take effect and be in full force and effect upon and after its passage.

Signature of Board Chair

Date _____, 2015

Steve Mills, Chair

Signature of Board Secretary

Date _____, 2015

Gary Schiff



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 9, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on approval of a "Resolution" by BEDC to participate in "TexPool," specifically to ensure the BEDC's compliance with the 'Public Fund Investment Act' ("Act"), adoption of an investment policy reflecting same, and investment of reserved and/or restricted funds of the Board, through 'investment pools' that meet all requirements of the Act, and as recommended by the City's Finance Department.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

Memos from the BEDC Executive Director and City's Finance Director are attached for the Board's review, as well as the draft application/resolution.

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



December 10, 2015

To: Board of Directors
Cc: Mike Talbot, City Manager
JC Brown Attorney

From: Shawn A. Kirkpatrick, Executive Director

Re: Texas CLASS and TexPool

The City of Bastrop Finance Director and BEDC Executive Director have been working for several months discussing the financial policy and controls of the BEDC.

The Finance Department is working on putting together the documentation requested by the Board to validate the request by the Executive Director and Finance Department to open a Texas CLASS and/or TexPool account for the deposit of the BEDC funds (cash). For clarification, the BEDC is a separate entity (non-profit) from the City of Bastrop (government), with its own tax payer identification number from the Internal Revenue Service. Although the BEDC and City funds have been co-mingled in the previous years, it is not good accounting practice. The City's finance team brought this to our attention and is requesting the BEDC Board give the authority to open a depository account and transfer the funds to an account associated with the BEDC tax payer identification.

Memorandum



Dec. 7, 2015

To: BEDC Board

From: Tracy Waldron, Chief Financial Officer

Re: BEDC Funds being separate from City Funds

Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) governs the insurance coverage of public unit accounts. This section also states that public unit deposits may be secured by collateral or assets of the bank. Since BEDC is not a "public Unit" and does have its own Tax ID # separate from the City, it's funds are only insured up to the FDIC limit of \$250,000. It was the recommendation of our Financial Consultant, Patterson & Assoc. that we separated the BEDC operating funds out of the pooled funds of the City.

The BEDC is a separate corporation and not a department of the City and therefore, our transactions should reflect this. Currently, at TexPool all funds are still reported in one account. I would like to request that the BEDC open a separate account so as to clearly track their funds separate from the City's.



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS, _____

("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("**TexPool/TexPool Prime**"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in **TexPool/TexPool Prime**, for the purpose of transmitting local funds for investment in **TexPool/TexPool Prime**.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in **TexPool/TexPool Prime** and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.			
	Signature		Telephone Number
	Printed Name		Fax Number
	Title		Email
2.			
	Signature		Telephone Number
	Printed Name		Fax Number
	Title		Email
3.			
	Signature		Telephone Number
	Printed Name		Fax Number
	Title		Email
4.			
	Signature		Telephone Number
	Printed Name		Fax Number
	Title		Email

Authorized Representatives of the Participant (continued)

5.

Signature Telephone Number

Printed Name Fax Number

Title Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.

Printed Name Telephone Number

Title Fax Number

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ___ Day of _____, 20__.

Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant

SIGNED:

Signature

Printed Name

Title

ATTEST:

Signature

Printed Name

Title



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 8, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on approval of a FY16 budget transfer in the amount of \$5,000, from "Contingency" to "Local & Miscellaneous Advertising", to cover sponsorship of the Texas Economic Development Council (TEDC) Winter Conference, to be held February 24–26, 2016, at the Hyatt Regency Lost Pines Resort.

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



December 10, 2015

To: Board of Directors
Cc: Mike Talbot, City Manager
JC Brown Attorney

From: Shawn A. Kirkpatrick, Executive Director

Re: TEDC Winter Conference

Texas Economic Development Council (TEDC) will hold the Winter Conference at the Hyatt Regency Lost Pines in February 2016. The previous Executive Director worked with TEDC to arrange for the conference to be held in Bastrop.

It was brought to my attention at the last TEDC conference that the upcoming Winter Conference would be held in Bastrop. The host community normally provides a sponsorship in recognition and appreciation of being selected to host a conference. This sponsorship was not included in the FY 2015-2016 budget. Attached is the necessary budget transfer to fund the additional \$5,000 out of contingency without affecting other marketing programs.



2016 WINTER CONFERENCE SPONSORSHIP OPPORTUNITIES

TITLE SPONSOR - \$5,000

Sponsorship Benefits Package

- ❖ Five (5) complimentary registrations to the 2016 Winter Conference
- ❖ Sponsor logo recognition on the printed agenda, sponsor sign and the online registration page for the event
- ❖ Recognition as Networking Reception sponsor
- ❖ Recognition from the podium

EVENT SPONSOR - \$2,500

Sponsorship Benefits Package

- ❖ Two (2) complimentary registrations to the 2016 Winter Conference
- ❖ Sponsor logo recognition on the printed agenda, sponsor signage and the online registration page for the event
- ❖ Recognition from the podium

COMMUNITY SPONSOR - \$1,500

Sponsorship Benefits Package

- ❖ One (1) complimentary registration to the 2016 Winter Conference
- ❖ Sponsor recognition on the printed agenda, sponsor signage and the online registration page for the event
- ❖ Recognition from the podium

Sponsor Name: _____

Contact Name: _____ Email Address: _____

Sponsor Level: Title Event Community

If selecting the Title or Event Sponsor levels, please email your company/organization logo to amy@texasedc.org in jpeg and eps formats.

Thank you for your support of the Texas Economic Development Council.



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 8, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on the potential disposition of BEDC owned real property located at 903 Main Street, as a component of a proposed economic development project to enhance and promote an existing local business enterprise, as authorized by State law pursuant to LGC §505.158, et seq., including a presentation to and discussion with the Board by the proposed project developer, i.e., representative(s) of Maxine's Café.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

A project representative will be presenting additional information to the Board at the 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



BASTROP ECONOMIC DEVELOPMENT CORPORATION

STANDARDIZED AGENDA RECOMMENDATION FORM

DATE SUBMITTED: December 8, 2015

MEETING DATE: December 14, 2015

1. Agenda Item:

Consideration, discussion and possible action on election of a new Vice Chair to fill the position vacated with the resignation of Carlos Liriano.

2. Party Making Request: Shawn Kirkpatrick, Executive Director

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

With the resignation of Mr. Liriano from the BEDC Board, the position of Vice Chair is currently vacant. Per the BEDC's Eighth Amendment Bylaws:

The Board shall appoint from among its Directors individuals to hold the offices of Chair of the Board, Vice-Chair, Secretary and Treasurer. The term of office for each of these Officers shall always be for a period of one year, provided, however, that such Officers shall continue to serve until the election of their successors. The Mayor shall not serve as either Chair or Vice-Chair of the Board, but may be appointed to hold the office of Secretary and/or Treasurer. Vacancies in any office which occur by reason of death, resignation, disqualification, removal, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other officers are appointed by the Board.

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: December 10, 2015

MEETING DATE: December 14, 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 City Manager 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



December 10, 2015

Memorandum

To: Board of Directors

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

From: Shawn A. Kirkpatrick, Executive Director

Subject: BEDC Update

Meetings since last report (12/4/2015) through board meeting (12/14/2015):

City Staff Meeting
Bastrop Rotary Presentation
City Council Meeting
Gary Schiff
Retail Strategies
Angelou Economics
Region X TML
Project Light Bulb
Steve Mills and Kristi Koch
Joe Beal
TEDC Sales Tax Workshop
City of Bastrop Christmas Party
David Weekley Homes
Bastrop Cares

December 2015 Board Meeting

After visiting with Steve Mills, he has suggested moving the December meeting up a week to December 14, 2015 at 6:00 p.m. The meeting will be held at the BEDC offices due to technology improvements that will be under construction in the City Council Chambers. The original date for December was the 21st, the week of Christmas.

BEDC Financial Matters

Finance Department is working on putting together the documentation requested by the Board to validate the request by the BEDC Executive Director and Finance Department to open a Texas CLASS and/or TexPool account for the deposit of the BEDC funds (cash). For clarification, the BEDC is a separate entity (non-profit) from the City of Bastrop (government), with its own tax payer identification number from the Internal Revenue Service. Although the BEDC and City funds have been co-mingled in the previous years, it is not good accounting practice. The City's

finance team brought this to our attention and is requesting the BEDC Board give the authority to open a depository account and transfer the funds to an account associated with the BEDC tax payer identification.

The Finance Department is also recommending the BEDC Board give the necessary authority to deposit the “reserve” or “restricted” funds in a financial instrument other than the depository account within compliance of the City of Bastrop Investment Policy. These are the 90 day or 25% of revenue funds to be used only in the event of an emergency. These funds do not need the liquidity of the main depository account and the most likely investment vehicle would be a certificate of deposit. The proposed Internal Financial Control Policy #3 would allow the Board Chair, Finance Director, and Executive Director the authority to review the investment vehicles and make the determination based on the best interest of the BEDC in compliance with City Investment Policy.

Self-Evaluation

I have been diligently working on my self-evaluation. With moving the BEDC meeting my efforts needed to be focused on assembling the Board packets. I anticipate my self-evaluation being completed before the Christmas holidays.

Bastrop Rotary Presentation

I presented to the Bastrop Rotary club regarding programs and initiatives of the BEDC, with focus on workforce, fiber connectivity, and IT industry.

Board Chair Weekly Meeting

Steve and I meet regularly at breakfast to discuss projects and current issues of the BEDC. It was decided that we begin including another Board member in the meeting for input and informational purposes. Kristi Koch participated in the current week’s breakfast meeting.

Elliott Electric and BEFCO

Angela Ryan met with BEFCO and Elliott Electric. After developing the site plan, they will be asking the Board for some minor variances to the CCR’s. In order to keep the project on time, they have requested a special meeting of the Board in early January to review the variance request and present the landscaping plan. Elliott Electric’s preference is for xeriscaping, which would conserve water.

Items for Future Board Meetings

The following items have been requested for future meetings.

December 14, 2015

- Financial Matters (Shawn Kirkpatrick)
 - Pooled Cash Fund
 - Internal Financial Controls for Reserve/Restricted Funds
- Comprehensive Plan update (Mayor Ken Kesselus and Kristi Koch)
- BEDC Vice Chair officer election (Shawn Kirkpatrick)
- BEDC Billboard and marketing materials (Kristi Koch)

Future Meetings

- BEDC Executive Director self-evaluation
- Committee structure (Carlos Liriano and Mayor Ken Kesselus)
- Main Street Improvement Project (Mike Talbot)
- Business and Industrial Park infrastructure development (Shawn Kirkpatrick)

- East 80 acres Land Use Study (Kristi Koch)
- Historic Bridge lighting (Kristi Koch)
- Consideration/Recommendation to the City of Bastrop regarding possible annexation (Mayor Ken Kesselus)

Education and Workforce Development

Bastrop ISD HB5

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

Bastrop Job and Career Day

The Bastrop Job Fair in 2015 was a huge success. BEDC staff has begun meeting with the partners in anticipation of the 2016 event. The high school and adult job fairs will be separated into two distinct events for 2016. Staff met with the high school principals on October 26th to launch the planning process. The Bastrop Youth Career Day will be May 25th at the Performing Arts Center.

Bastrop Job Fair

October 1, 2015 is the tentative date for the Bastrop Job Fair. Planning will begin sometime in the spring 2016.

Business Retention and Expansion (BRE)

Bastrop Redevelopment Program (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. I met with the Main Street Design Committee and asked for a representative to help craft the new program. If a BEDC Board member would like to participate in the process please contact Angela Ryan.

Cripple Creek Building, 928 Main Street, Bastrop, Texas. Steve Mills and I toured the building on Thursday, October 22nd, with the new owners. They are working on their scope of work and business plans for the building. With the suspension of the mega-grant program, the owners have been asked to put their redevelopment plan together for staff to review and possible consideration by the Board.

BEDC Building at 903 Main. No additional update at this time.

Main Street CIP – Infrastructure. Mike is working on putting the project together and will come to the Board at a future meeting.

Economic Development Forum. We are working with the Chamber and Main Street on hosting an economic development forum in the spring of 2016. Programming is TBD; tentatively we are discussing workshops for small business in the morning, a mid-day session on economic development, and state of our economy and afternoon workshop sessions (topics TBD).

Marketing and Recruiting

Business Park – Infrastructure. Project rescinded by Board. On-hold. I am working with a project on the north end of Technology Drive. This is a BRE project and could affect the next phase of development. Staff's recommendation to the Board at this time is to allow Project Bonze Star to develop prior to making any decision on expanding the infrastructure in the Business Park.

Lot A-1 and A-7. BEFCO has prepared a preliminary site improvement estimate to prepare both lots for future office (campus) development.

Project Artic Sea (PPP). Steve, Kristi and I will be meeting with the private developer on December 16th to give an overview of public-private partnerships and concept for an office/campus development within the Business Park. Looking at a January or February 2016 presentation to the full Board to discuss the concept and project.

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

Land Use Study

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

Medical Demand Analysis

I met with one of the healthcare providers this week and they will be getting with County Judge and working with him to put together a countywide solution. This will come back to the BEDC at a later date.

Hwy 71/95 Billboard

We have been in touch with Proof Advertising who has designed the existing billboards for BMC and DBA. This selection was made to maintain a consistent message across the community billboard campaign.

Internal Marketing.

As part of our internal marketing campaign, a series of OpEd styled news releases are under development to provide information to the community about BEDC activities and education on economic development.

Opportunity Austin Economic Development Guide.

Staff has contracted with OA/Texas Monthly for ad placement. Our marketing team has begun development of the ad copy.

“Quality of Life”.

In our rebuild of our marketing materials, we will begin development of collateral focusing on Bastrop's quality of life.

Chamber and EDC support of Bastrop ISD.

The BEDC partnered with the Chamber to produce collateral about the successes in BISD. The Chamber is developing the material.

Photography.

The BEDC has contracted to have 8 to 10 professional still and drone photographs taken the first part of December.

Project updates removed for Board meeting

Excerpts from City Manager's Report (12/08/15) for BEDC December Board Meeting

II. Update on City Projects and Issues:

B. Review and Discussion of the City Manager's Proposed "Deal Points" for the Construction of Wastewater Plant #3 to Include West Bastrop Village: At the December 1, 2015 Special City Council Workshop, I presented the City Council with a "Preliminary Draft Deal Point" summary regarding the future construction of "Wastewater Treatment Plant #3" [WWTP#3] which will be designed and constructed specifically to include treatment capacity to serve the "West Bastrop Village Municipal Utility District [WVB] development. I realized that we covered a lot of detailed and complex information in a relatively short period of time. One point I wish to clarify for the Council is that, based upon the growth that the City is currently experiencing in the western area of the City, and if we do not take service to WBV into consideration, the new WWTP#3 would only need to have a total capacity of one (1) million gallons per day ["MGD"]. However, with WWTP#3 providing wastewater service to WBV, the City will be required to build a larger plant (i.e., an increase of treatment capacity of five hundred thousand gallons per day [0.5mpg]). This means that, rather than building a 1 mgd plant, the City will have to build 1.5 mgd plant. Of course building a bigger wastewater treatment plant will also necessitate building larger wastewater collector mains, etc. Notably, this will also require the City to build the plant to comply with the TCEQ's newer regulations, which is also more expensive. The concept of the preliminary deal point summary that was provided to you is that anything that the City is required to build over the 1 mgd plant to serve the WBV MUD (including the oversized wastewater collector mains) the WBV MUD will be asked to pay their pro-rata share of. I hope that on Tuesday evening, we have time to go over these preliminary deal points a second time, inasmuch as the WBV Developer is seeking to have a preliminary agreement on these points memorialized quickly, so that she may move forward with her project. In this regard, I need the Council to study this information carefully and provide me with your input and feedback as quickly as you are able, including asking any follow-up questions you may have, regarding this approach to the new WWTP#3 construction and financing.

D. Update and Discussion Regarding the Annual City Council Planning Retreat for January 2016: The City Council has previously agreed to hold the Council's annual Planning Retreat on Saturday January 16, 2016. Unfortunately Mayor Kesselus has had an unexpected family event come up and will not be able to attend on that date. The Mayor has offered two alternatives for consideration by the Council:

- Hold the Planning Retreat on January 23, 2016, which was the alternate date the Council had originally considered for the Planning Retreat, or
- Move forward with the Planning Retreat, as scheduled, on January 16, 2016 and have Mayor Pro-Tem De La Rosa conduct the Planning Retreat.

I need to get a decision on the date from the Council Tuesday evening because, after that day, it will be too late to change the date at the Hyatt, and the Council will be locked into holding the retreat on January 16, 2016. Please advise.

E. Update on the Texas Department of Transportation (TxDOT) Proposed Phase III Improvements for S.H. 71: The City Engineer, Wes Brandon, and I met with Roy Dill, TxDOT Area Engineer, to discuss a proposed revision to the original "schematic" layout 4 of the SH 71 corridor, specifically in the vicinity of the Union Pacific Railroad and the eastbound portion

of SH 71. The revision comes as a result of the previous 'value-engineering study' conducted in 2013, and proposes to replace a planned 'east-bound at-grade railroad crossing' with an above-grade crossing. Please note that this proposed revision has been discussed on multiple occasions over the last two years, and now TxDOT is simply requesting that the City formally acknowledge and give formal approval to the proposed change. This is a standard requirement prior to TxDOT commencing the public involvement process, at which time the revision to the schematic (i.e. the 'original plan') will be presented publicly. I am providing this request to City Council for its review and consideration. I would ask for the City Council to formally accept this design.

H. Update on Filling the Vacancy of the Main Street Director: The City received a total of thirteen (13) applications for the "Main Street Director" position. To date the City has selected five (5) candidates to interview. Of the five (5) candidates selected to be interviewed, two withdrew their application for consideration for the position of "Main Street Director". The panel interviewed two (2) candidates on Friday, December 4, 2015 and will complete the interview process on Monday, December 7, 2015, with the interview of the other applicant currently under consideration.

I. Update on the Texas Department of Transportation "Tahitian Village Overpass" Project: Since my last update, Hunter Industries, the contractor responsible for the project, has continued the work needed to install the overpass retaining walls and bridge support for this project. This work involves an extensive amount of excavation, earth-moving, and concrete placement, and will continue to be the major focus of their work in the coming weeks. They have also begun installing the decorative wall panels. Regarding current traffic movements, we (unsurprisingly) experienced heavy delays over the Thanksgiving Holiday weekend due to the tremendous volume and restricted movement of traffic throughout the intersection. However, because of the close coordination between City P.D. and TxDOT officials, the delays appeared to be relatively subdued compared to previous holidays. Traffic in this area is always congested during the holiday travel period. The contractor is continuing the work necessary to provide free u-turn movements on both sides of the intersection, which should relieve the thru lanes of vehicles needing to make a u-turn. They are also working to install the proposed illumination improvements for the project. We will continue to monitor traffic movements and coordinate any necessary changes with TxDOT.

Overall, the project is approximately 60% complete and is currently on schedule. In the coming weeks, the contractor will be continuing their work on the bridge supports, retaining walls, as well as other roadway and lighting improvements intended to enhance traffic flow.

K. Update Regarding the Creation of a "Destination Marketing Organization" [DMO]: I have been going through the materials that have been generated by the Council regarding the future work on the creation of the "Destination Marketing Organization" [DMO], including materials and the recommendation from the "Vision Task Force" and the Council Workshop of November 17, 2015. It is my strong recommendation that the "DMO" come under the purview of the City of Bastrop (e.g., as a new City Department) with the following components:

- Creating a "Department of Tourism" and hiring an individual, with expertise in DMO formation and coordination, to coordinate with a City "Advisory Board." The

Department, with the aid of the Advisory Board would create and pursue marketing with a unified "Tourism Message" for the City of Bastrop.

- Create a DMO/Tourism "Advisory Board" comprised of seven [7] to nine [9] individuals, to be appointed by the City Council.
- Re-evaluate current City organizational structure, involved in tourism/marketing activities and re-organize certain departments to be incorporated under and folded into the "Department of Tourism."
- Work closely with Hyatt Regency Lost Pines Resort & Spa, as the City transitions from the 'Bastrop Marketing Corporation' to the creation and use of its own "Department of Tourism" and its City "DMO/Tourism Advisory Board".

I have studied various alternatives for beginning the work to develop the DMO for several months now, including working with experts in the industry and Susan Word, of ForWard, related to the organization of the City's structure, with special attention to the needs of the Convention Center, and the structure I recommend, above, in my view, is the best approach to transition the community and the City from the currently utilized "multi-party" marketing approach used in the City (and funded by the City through HOT revenues) to a much more controlled and unified approach that will maximize the City's expenditure of HOT funds, in the future and will assist the City with making the Convention Center a successful venue.

With the approval of the City Council of this proposed "concept," I would estimate that the work required to put the 'formal structure' of this proposal [e.g., job description, ordinances, agreements, etc.] will take no longer than forty-five [45] to sixty [60] days. The speed in which this proposed "concept" can be put into operation will be based upon the Council's discussion and work with "Hyatt Lost Pines Regency Resort & Spa" on Tuesday evening and how quickly the City and the Hyatt formalize their future arrangement in that regard. I am asking the Council to formally approve this approach on Tuesday evening, so that I can continue to move forward with this approach. **Please advise.**

M. Update on the Pecan Park Subdivision: The City recently received a letter from a property owner's representative who is adjacent to the Pecan Park development, regarding the proposed channel drainage improvements for the Pecan Park subdivision. Specifically, the adjacent property owner expressed very serious concerns about a proposed drainage channel being located adjacent to their western property line. According to the letter, the adjacent owner believes that the location of the channel, if constructed according to the construction plans, would create an unreasonably dangerous condition and could potentially cause flooding damage to the their property, though the developer's engineer sealed plans indicating otherwise.

In response to this letter from the attorney for the adjacent owner, we indicated that the improvement plans had been previously reviewed and accepted by the City, and were deemed to be compliant with City ordinances and construction standards, based on the sealed plans of the developer's engineer who designed the channel. We further indicated that 'all responsibility and liability for the channel's performance and safety' would rest with the developer and/or engineer.

Nevertheless, in an effort to address the concerns of the adjacent property owner, the developer's engineer submitted revised construction plans detailing the re-alignment of the

proposed channel approximately 50' west of its originally planned location (i.e. further away from the adjacent owner's property line). The City Engineer has reviewed the revised plans and has considered them to be in compliance with the City's ordinances and construction standards. Today, I spoke to the contractor responsible for the construction of the channel, and he indicated that they planned to commence work on the remaining channel improvements as early as Monday, December 7th. The realignment of the channel is in accord with what the adjacent property owner requested and should resolve their concerns. Again, this is strictly a private property dispute at this time, but I wanted to facilitate a resolution between them, if at all possible.

N. Review of the Power Outage in Alley D on December 3, 2015: At approximately 8.45 am, Bastrop Power & Light (BP&L) received a call from the Bastrop Police Department (BPD) regarding a vehicle and a downed power pole near Water and Chestnut Streets. The BP&L crews were working at Bastrop Station and immediately responded to the scene of the down power lines. In addition, multiple calls were received regarding power outages in the vicinity.

Upon BP&L's arrival at the scene, a box truck was observed with a pole lying across the truck along with several transformers lying around parked vehicles. It was determined that the box truck was making a delivery in Alley "D" but that it was too tall for proper clearance of the various City utility lines that cross overhead in Alley "D". As a result, a line was snagged by the truck pulling over banks of transformers and two (2) utility poles and leaving the area without service. BP&L's personnel believe the box truck and two (2) vehicles sustained damage from the incident.

The BP&L crew immediately began evaluating the situation and began working to restore power to as many customers as possible. By 9:30 am, power had been restored to all but twelve (12) electric services located from 921 Main Street north to Chestnut Street, and from Main Street to Water Street along Chestnut Street. Emergency locates were ordered so that the fallen poles could be replaced. (Please note that emergency locates require 2 hours for all utility lines to be identified and marked before work can begin.) In addition, the Vac-Truck was utilized while digging for placement of the new poles to further identify conflicting utility services in the area.

The entire BP&L crews were on-site until power was restored to all customers at approximately 11:30 pm on the evening of December 3, 2015. The crew performed a complete rebuild of the damaged services, which included setting 2 new poles, replacing 2 banks of transformers, replacing the primary conductor, verifying the voltage for each electric service, etc. This was an unfortunate emergency event. I commend the hard work of the City crews in getting all of the infrastructure replaced and power restored to this area. It was a very difficult challenge for everyone involved. We apologize to our inconvenienced customers.

Planning and Development Department Monthly Report – November 1, 2015 – November 30, 2015

<u>Building Permit Type Totals:</u>	Month	YTD	2014
Single Family Residences	0	28	66
New Commercial	1	14	11
Miscellaneous (electrical, plumbing, HVAC, pools, sprinklers, sheds, patio covers, signs, fire suppression)	28	458	489
Residential Remodels	2	57	48
Commercial Remodels	1	33	16
Total Permits Issued	32	590	656
Commercial and Residential Inspections	126	2640	3230

Business information requests:

- Residential Subdivisions

Commercial Development/Remodel – Tenant Finish Out	Location	Status
Mattress One	489 Agnes Street, Ste. 116 – Little Colony Retail	Permit released
Sally's Beauty Supply	107 Childers Drive, Suite 500	Building plans approved; waiting for building shell to be completed

Commercial Development/Remodel – Tenant Finish Out	Location	Status
Western Beverage Liquor	107 Childers Drive, Suite 600	Building plans approved; waiting for building shell to be completed
Vitalogy Skincare (formerly First State Bank)	208 Highway 71	CO released 11/17/15
Wing Stop	Building J – Burleson Crossing	Interior finish out 90%
Garcia's Mexican Food Restaurant	Building J – Burleson Crossing	Building permit released; work started
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; building shell approximately 95% complete
Building J – Retail Strip	Burleson Crossing	Building shell complete; site work 95% complete
Coghlan Group Main Building	1500B Business Park Drive – Bastrop Business and Industrial Park	Site work approximately 80% complete; overall project approximately 70% complete
Fresenius Medical Care	Jackson Square Subdivision, Lot 7 – corner of Jackson and Jasper Streets	80% of infrastructure complete; building approximately 80% complete
Murphy Oil USA – gas station	490 Agnes – West of Walmart	Building and canopy approximately 90% complete; overall project approximately 65% complete
Bluebonnet Trails Community Services	275 S. Jackson Street – Parking Lot Expansion	Pre-construction meeting held on-site 10/6/15;
Goodwill Bastrop	Corner of Childers Drive and Agnes	Pre construction meeting held 11/13/15
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	
Lost Pines Art Center and Reflective Sculpture Garden	1204 Chestnut	10/14/2015 site development plans submitted and distributed to staff to review – 11/10/2015 staff comments issued – resubmittal required	
Plats Received/Approved or in the Review Process that now have Expiration Dates	Description	Status	Expiration
Buttonwood Subdivision – Administrative Plat	1203 Buttonwood Street – two single family residential lots	9/23/2014 all comments addressed – waiting on mylar – Owner may apply for a variance to the subdivision requirements in order to not dedicate right of way 9/22/2015 City Council granted a one year extension	Plat now expires 9/23/2016
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
Plan Review In Process Platting/Construction (utilities)	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	10/15/2015 staff comments addressed – plat will not be recorded until construction completed and accepted by City Engineer	CC approved 11/10/2015
West Bastrop Village (MUD) Section 1, Phase 1 Final Plat	Section 1, Phase 1– 42 residential lots – west of Highway 20 and south of Highway 71	9/21/2015 received and distributed to staff, TxDot and County to review	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 2 Final Plat	Section 1, Phase 2 – 37 residential lots – west of Highway 20 and south of Highway 71	9/21/2015 received and distributed to staff, TxDot and County to review	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Section 1, Phase 1 and 2 Improvements	Street, Drainage, Water and Wastewater Improvements	9/21/2015 received and distributed to staff, TxDot and County to review – 10/23/2015 staff and TxDOT comments issued – waiting on County comments	Statutory Denial 10/13/2015
West Bastrop Village (MUD) Offsite Wastewater Improvements	West of Highway 20 in the ETJ	7/1/2015 received and distributed to staff to review – staff issued comments 8/8/2015 – resubmittal received 9/4/2015 – 9/13/2015 comments addressed	N/A
Lot 1 Block B and Lots 1 and 2 Block A Bastrop West Commercial Section Three Replat of Lot 1, Block A	Terminus of Hasler Boulevard – north of the Hampton Inn – create 2 commercial lots	7/8/2015 received and distributed to staff – 8/26/2015 staff comments issued – resubmittal required	Statutory Denial 7/28/2015
Woodrun Subdivision, Section 2 Preliminary Plat, Phase I, II, III and IV	Smith Road within Area A of the ETJ – 62 residential lots	7/9/2015 received and distributed to staff and the County to review – 8/11/2015 staff and County comments issued – resubmittal required	Statutory Denial 7/28/2015
Platting/Construction (utilities) 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 – 11/10/2015 CC approved variance to Subdivision Ordinance – 11/24/2015 final plat to CC	Statutory Denial 7/28/2015
Amending Plat of Portions of Block 4, Riverview Heights	Combining 4 residential lots into 1	11/20/2016 mylar to the County for recording	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 – 9/9/2015 comments issued – resubmittal required – 10/15/2015 resubmittal received – 11/10/2015 review 2 comments issued – resubmittal required	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 – comments issued 9/30/2015 – resubmittal required – resubmittal received 10/8/2015 – minor corrections remain 10/14/2015	Statutory Denial 8/11/2015
Pecan Park Section 4 Final Plat and Construction Plans	Infrastructure for 70 residential lots – Childers Drive and Clear Water Pass	11/2/2015 staff comments issued – resubmittal required	N/A
Home Place Subdivision	3 residential lots – north of Lovers Lane in the 1 mile ETJ	9/16/2015 received and distributed to staff and the County to review – staff and county comments issued 10/12/2015 – resubmittal required – 11/18/2015 resubmittal received	Statutory Denial 10/13/2015
Tahitian Village Administrative Plat of Lots 2-731, 2-732 and 2-733 Block 7 Unit 2	Moving the lot line on Lot 733 and combining Lot 732 and 731 – residential lots	11/20/2015 City and County comments have cleared – waiting on mylar	Statutory Denial 10/13/2015
Magnolia Gardens Final Plat (will require variances to the Subdivision Ordinance)	3 residential lots – Magnolia and Water – north of the railroad tracks	10/14/2015 received and distributed to staff – 11/19/2015 comments issued – resubmittal required	Statutory denial 10/27/2015
Allen Subdivision – Administrative Plat	Creating a legal lot – north Main and Old McDade Road	10/20/2015 received and distributed to staff	Statutory denial 11/10/2015
Piney Ridge, Section 3 Replat Lot 24	Creating two residential lots on Black Jack Road in the 1 mile ETJ	11/12/2015 received and distributed to staff and the County for review	Statutory denial 11/24/2015
Platting/Construction (utilities) Review in Process	Description	Status	CC Action
Washington No. 2 Final Plat	Creating 3 lots north of Mesquite and west of an unopened portion of Hill Street	10/22/2015 received and distribute to staff	Statutory denial 11/10/2015
Applications/Projects In Process	Description	Meeting Date, Items to be Discussed or Items to be acted on	CC Action
Southwest Land Services, Inc.	PD Residential Zoning for approx. 90.19 acres – Carter Street – Piney Creek Subdivision	P&Z tabled 9/24/2015 – developer scheduled a workshop session with the Planning and Zoning Commission for 10/29/2015	

Rezone from Multi Family 2 – to SF7, Single Family Residential	2.836 acres north of Mesquite Street	P&Z recommended approval 10/30/2015	PH – CC 11/10/2015 1 st Rdg – 11/24/2015
Conditional Use Permit to allow a manufactured home	1006 Mesquite Street – Lot 2 of proposed Washington Subdivision	P&Z recommended approval 10/30/2015	PH – CC 11/10/2015 1 st Rdg – 11/24/2015
Maintenance Bonds	Location Public Utilities Installed	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
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
Maintenance Bonds	Location Public Utilities Installed	City Council Accepted Public Utilities	Bon Expires
Hunters Crossing	Bear Hunter Drive, Phase 1 Street Improvements Water and Drainage Improvements - Original Subdivision Performance bond in the amount of \$1,629,522.75 in the Bear Hunter Drive file	Original Two Year Maintenance Bond in the Bear Hunter Drive file in the vault – CC accepted the public utilities 5/13/2014	5/13/2016
Orchard Parkway	Pecan Park Subdivision – south of Highway 71 – west of Southside Barbeque	City Council accepted the utilities 11/12/2014 – Two Year Maintenance Bond – original bond is the Orchard Pkwy Construction file in the vault	11/3/2016