

Bastrop Economic Development Corporation
Board of Directors - Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8870



Monday, January 26, 2026
4:00 PM

Bastrop Economic Development Corporation (BEDC) meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

The BEDC Board reserves the right to reconvene, recess, or realign the Regular Session or call Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

2. PUBLIC COMMENT(S)

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the BEDC Board must complete a citizen comment form prior to the start of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the BEDC Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry.

3. REGULAR BUSINESS

- 3.A** Approval of meeting minutes from the Regular Board Meeting of August 18, 2025, Special Board Meeting of August 29, 2025, and Joint Meeting of October 21, 2025.

Submitted by: Angela Ryan, BEDC Operations Manager, CEcD

- 3.B** Receive monthly financial reports for August, September, October, November and December 2025.

Submitted by: Laura Allen, Assistant Finance Director, City of Bastrop

- 3.C** Consider and act on approving an updated support agreement with the Bastrop Main Street Program.

Submitted by: Angela Ryan, BEDC Operations Manager, CEcD

- 3.D** a) Consider and act on rescinding the motion made at the December 15, 2025, meeting regarding an amendment to the administrative services agreement to reflect the increase of a one-time payment of \$7,500 for the Interim Executive Director.

b) Consider and act on an Interim Executive Director Services agreement between the BEDC and the City of Bastrop to include a one-time payment in FY 2026 of \$7,500.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

- 3.E** a) Consider and act on BEDC Resolution No. 2026-01 authorizing the funding of a hospital feasibility study in the amount of \$50,000.

b) Consider and act on a reimbursement agreement between the BEDC and City of Bastrop for funding the feasibility study.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

4. REGULAR BUSINESS

- 4.A** Workshop to discuss BEDC's programs and goals for 2026.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

5. EXECUTIVE SESSION

- 5.A** The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

1) LGC Section 551.072 to deliberate the purchase, exchange, lease, or value of real property legally described as A2 AUSTIN, STEPHEN F., ACRES 7.2340

2) LGC Section 551.072 to deliberate the purchase, exchange, lease, or value of real property legally described as Building Block, BLOCK 3 W W ST, ACRES 0.164, 804 Water St.

- 5.B** The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

6. ADJOURNMENT

CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the BEDC's website, www.bastropedc.org/about/board-materials and said Notice was posted on the following date and time: January 20, 2026, at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Angela Ryan
Angela Ryan, Operations Manager



STAFF REPORT

MEETING DATE: January 26, 2026

TITLE:

Approval of meeting minutes from the Regular Board Meeting of August 18, 2025, Special Board Meeting of August 29, 2025, and Joint Meeting of October 21, 2025.

AGENDA ITEM SUBMITTED BY:

Angela Ryan, BEDC Operations Manager, CEcD

BACKGROUND/HISTORY:

The minutes from the Regular BEDC Board Meeting of 08/18/25, the Special Board Meeting of 08/29/25, and Joint Meeting with City Council of 10/21/25 are attached for the Board's review and approval.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Approve both sets of minutes as submitted.

ATTACHMENT:

1. Draft Regular Board Meeting Minutes from August 18, 2025
2. Draft Special Board Meeting Minutes from August 29, 2025
3. Draft Joint Meeting Minutes from October 21, 2025

**Bastrop Economic Development Corporation
Board of Directors – Meeting Minutes**

August 18, 2025



The Bastrop Economic Development Corporation (BEDC) met on Monday, August 18, 2025, at 5:00 p.m. for a Regular Board Meeting at Bastrop City Hall, 1311 Chestnut Street. Board members present: Ron Spencer, Gary Blake, Frank Urbanek, and John Kirkland. Board member Chris McCool was absent. Staff members present: Interim Executive Director Sylvia Carrillo-Trevino, Angela Ryan and Dori Kelley. BEDC attorney Esther Pena was also in attendance.

1. CALL TO ORDER – Board Chair Spencer called the meeting to order at 5:00 p.m.

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

3. PRESENTATIONS

3.A. Presentation by The Retail Coach. Aaron Farmer with The Retail Coach gave a presentation to the Board about their retail recruitment services.

3.B. Presentation, and final action to recommend adoption of the BEDC's fiscal year 2025/2026 budget. Ms. Carrillo presented the final budget for the Board's review. After discussion, Mr. Blake made the motion to approve the BEDC's FY 2025/2026 budget, Mr. Kirkland seconded, and the motion passed.

3.C. Director's Report. Ms. Carrillo announced Angela Ryan's CEcD certification and updated the Board about regional tours, retail outlook, business roundtables, and upcoming events.

4. REGULAR BUSINESS

4.A. Approval of meeting minutes from the Regular Board Meeting of June 16, 2025. Mr. Urbanek made the motion to approve the minutes as presented, Mr. Blake seconded, and the motion passed.

4.B. Receive monthly financial reports for May, June, and July 2025. Assistant Finance Director Laura Allen presented the financial reports to the Board and answered questions.

4.C. Consider and act on Resolution R-2025-0012 approving an agreement with International Consulting Engineers (ICE) to conduct grant writing services on behalf of the BEDC. After discussion, Mr. Urbanek made the motion to approve the resolution, Mr. Blake seconded, and the motion passed.

4.D. Consider and act on Resolution R-2025-0010 approving an amended agreement with The Retail Coach in an amount not to exceed \$22,000. Chair Spencer requested that this item be discussed in Executive Session. After reconvening, Mr. Kirkland made the motion to

table the item and give Ms. Carrillo authority to negotiate the contract with The Retail Coach. Mr. Urbanek seconded, and the motion passed.

5. EXECUTIVE SESSION

- 5.A At 5:44 p.m., the Bastrop EDC Board of Directors met in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

551.071 - Consultation with attorney – Amended agreement with The Retail Coach

- 5.B At 5:55 p.m., the Bastrop EDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein. Action was taken under item 4.D.

6. **ADJOURNMENT** – Mr. Kirkland made the motion to adjourn the meeting and Mr. Spencer seconded. The meeting was adjourned at 5:57 p.m.

APPROVED: _____
Gary Blake, Board Chair

ATTEST: _____
Angela Ryan, Operations Manager

**Bastrop Economic Development Corporation
Board of Directors – Special Meeting Minutes**

August 29, 2025

bastrop

EDC



The Bastrop Economic Development Corporation (BEDC) met on Monday, August 29, 2025, at 5:00 p.m. for a Special Board Meeting at Bastrop City Hall, 1311 Chestnut Street. Board members present: Ron Spencer, Gary Blake, Frank Urbanek, and Chris McCool. Board member John Kirkland was absent. Staff members present: Dori Kelley.

1. **CALL TO ORDER** – Board Chair Spencer called the meeting to order at 5:00 p.m.
2. **PUBLIC COMMENT(S)** – There were no public comments.
3. **REGULAR BUSINESS**
 - 3.A. Consider and act on resolution R-2025-0013 amending the Acutronic performance agreement to include civil engineering services as a qualified reimbursable expense under the agreement. Ms. Kelley gave an update on the Acutronic project and explained the amended agreement to the Board. Mr. Blake made the motion to approve the resolution, Mr. Urbanek seconded, and the motion passed.
4. **ADJOURNMENT** – Mr. McCool made the motion to adjourn the meeting and Mr. Urbanek seconded. The meeting was adjourned at 5:06 p.m.

APPROVED: _____
Gary Blake, Board Chair

ATTEST: _____
Angela Ryan, Operations Manager

CITY OF BASTROP

JOINT MEETING OF THE
BASTROP CITY COUNCIL AND
BASTROP ECONOMIC DEVELOPMENT CORPORATION BOARD

MEETING MINUTES

Tuesday, October 21, 2025

A Joint Meeting of the Bastrop City Council and Bastrop Economic Development Corporation (BEDC) Board Members was conducted on Tuesday, October 21, 2025, at 4:30 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Ishmael Harris
 Mayor Pro-Tem John Kirkland
 Council Member Cynthia Meyer
 Council Member Kerry Fossler
 Council Member Kevin Plunkett
 Council Member Perry Lowe

Staff Present

City Manager Sylvia Carrillo-Trevino
 Assistant City Attorney Stan Springerley
 City Secretary Michael Muscarello
 Assistant City Secretary Victoria Psencik
 Assistant to the City Manager Vivianna Andres
 Finance Director Judy Sandroussi
 Assistant Finance Director Laura Allen
 Executive Assistant to City Manager Taylor Andry
 Public Information Officer Colin Guerra

BEDC Board Members Present

Board Member Gary Blake
 Board Member Chris McCool
 Mayor Pro-Tem John Kirkland
 Council Member Cynthia Meyer
 Mayor Ishmael Harris

Staff Present – City/BEDC

Interim BEDC Director Sylvia Carrillo-Trevino
 Operations Manager Angela Ryan
 B.A.R.E. Manager Dori Kelley

1. CALL TO ORDER – JOINT MEETING

1A. Call to Order – City Council

With a quorum being present, Mayor Harris called the City Council meeting to order at 4:30 p.m.

1B. Call to Order – Bastrop Economic Development Corporation Board

With a quorum being present, Board Member Blake called the Bastrop Economic Development Corporation Board meeting to order at 4:31 p.m.

1C. Consider and act on resolution no. R-2025-186 naming officers to the Bastrop Economic Development Corporation (BEDC), Chair, Vice-Chair, and Secretary.

Submitted and Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Director of the Bastrop Economic Development Corporation

MOTION: Motion and second was made to appoint Gary Blake as Board Chair and Chris McCool as Board Vice-Chair. Motion carried unanimously.

2. WORKSHOP

2A. 1. Presentation from the City Manager.

2. Strategic Workshop discussion with City Council and Bastrop Economic Development Corporation Board

3. Provide direction to the City Manager and take any necessary action after the Strategic Workshop.

3. ADJOURNMENT

5A. Adjourn – City Council

Upon a motion duly made and seconded motion, Mayor Harris adjourned the City Council meeting at 5:49 p.m. without objection.

5B. Adjourn – Bastrop Economic Development Corporation Board

Upon a motion duly made and seconded motion, Board Chair Blake adjourned the Bastrop Economic Development Corporation Board meeting at 5:50 p.m. without objection.

CITY OF BASTROP, TEXAS

BASTROP ECONOMIC DEVELOPMENT CORPORATION



Ishmael Harris, Mayor

Gary Blake, Board Chair

ATTEST:

ATTEST:



Victoria Psencik, Assistant City Secretary

Angela Ryan, Operations Manager



STAFF REPORT

MEETING DATE: January 26, 2026

TITLE:

Receive monthly financial reports for August, September, October, November and December 2025.

AGENDA ITEM SUBMITTED BY:

Laura Allen, Assistant Finance Director, City of Bastrop

BACKGROUND/HISTORY:

Attached for the Board's review and consideration is the BEDC financial summary reports for August – December 2025.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None; item presented for informational purposes.

ATTACHMENT:

1. BEDC financial reports for August – December 2025

Bastrop Economic Development Corporation

Financial Summary
For Periods Ending
August through December 2025



Bastrop Economic Development Corporation
Financial Summary Report
Month Ending August 31, 2025 (Unaudited)

Item 3.B

	Aug Projected	Aug Actual	Variance
Revenue:			
Sales Tax	\$ 108,480	\$ 93,196	\$ (15,285)
Cell Tower Lease	2,233	2,250	17
Interest Income	41,667	43,970	2,303
Misc Income	-	-	-
Grant Receipts	-	-	-
Total Revenues	\$ 152,380	\$ 139,416	\$ (12,964)
Expenses:			
Personnel	\$ 23,427	\$ 25,553	\$ 2,126
Supplies & Material	415	337	\$ (78)
Maintenance & Repairs	7,737	600	\$ (7,137)
Occupancy	240	636	\$ 396
Contractual Services	22,047	14,175	\$ (7,872)
Marketing & Advertising	14,042	15,098	\$ 1,056
Contingency	2,083	-	\$ (2,083)
Capital Improvements	16,667	-	\$ (16,667)
Land Grant/Rebate	-	-	\$ -
Debt Service	-	-	\$ -
Total Expenses	\$ 86,657	\$ 56,399	\$ (30,259)
Net Income (Loss)	\$ 65,723	\$ 83,017	\$ 17,294

Bastrop Economic Development Corporation
Financial Summary Report
Month Ending September 30, 2025 (Unaudited)

Item 3.B

	Sept Projected	Sept Actual	Variance
Revenue:			
Sales Tax	\$ 90,181	\$ 88,775	\$ (1,406)
Cell Tower Lease	2,233	2,250	17
Interest Income	41,667	43,042	1,376
Misc Income	-	-	-
Grant Receipts	-	-	-
Total Revenues	\$ 134,081	\$ 134,068	\$ (13)
Expenses:			
Personnel	\$ 23,867	\$ 24,555	\$ 688
Supplies & Material	415	521	106
Maintenance & Repairs	7,737	9,750	2,013
Occupancy	240	8,167	7,927
Contractual Services	22,047	25,048	3,002
Marketing & Advertising	39,042	28,933	(10,109)
Contingency	2,083	-	(2,083)
Capital Improvements	16,667	-	(16,667)
Land Grant/Rebate	-	400,000	400,000
Debt Service	-	-	-
Total Expenses	\$ 496,974	\$ 384,878	
Net Income (Loss)		\$ (362,906)	\$ (340,922)

Bastrop Economic Development Corporation
Financial Summary Report
Year-To-Date as of September 30, 2025 (Unaudited)

Item 3.B

	Year To Date Projected	Year To Date Actual	Variance
Revenue:			
Sales Tax	\$ 1,114,522	\$ 935,525	\$ (178,997)
Cell Tower Lease	\$ 26,800	\$ 26,884	84
Interest Income	\$ 500,000	\$ 558,036	58,036
Misc Income	\$ 2,000	\$ 2,000	-
Grant Receipts	\$ 20,000	\$ 20,000	-
Total Revenues	\$ 1,663,322	\$ 1,542,445	\$ (120,877)
Expenses:			
Personnel	\$ 306,454	\$ 309,478	\$ 3,024
Supplies & Material	\$ 5,300	\$ 4,586	(714)
Maintenance & Repairs	\$ 103,500	\$ 101,339	(2,161)
Occupancy	\$ 20,175	\$ 23,644	3,469
Contractual Services	\$ 1,211,560	\$ 439,722	(771,838)
Marketing & Advertising	\$ 1,404,425	\$ 1,332,328	(72,097)
Contingency	\$ 25,000	\$ -	(25,000)
Capital Improvements	\$ 110,525	\$ 63,470	(47,055)
Land Grant/Rebate	\$ -	\$ 400,000	400,000
Debt Service		\$ 46,747	(228,481)
Total Expenses		\$ 2,721,314	\$ (740,852)
Net Income (Loss)		\$ (1,178,868)	\$ (861,729)

Remaining BP Improvements
380-Agreemement

Bastrop Economic Development Corporation
Sales Tax Revenue Summary
Month Ending September 30, 2025 (Unaudited)

	FY25 FORECASTED	FY25 ACTUAL	Variance \$	Variance %	FY24 ACTUAL
October	\$ 80,254	\$ 80,256	\$ 2	0.00%	\$ 356,213
November	93,429	84,105	\$ (9,324)	-9.98%	343,063
December	87,428	89,469	\$ 2,041	2.33%	321,171
January	90,721	92,712	\$ 1,991	2.19%	346,403
February	108,917	132,297	\$ 23,380	21.47%	401,569
March	83,624	84,302	\$ 678	0.81%	308,443
April	85,822	74,707	\$ (11,115)	-12.95%	115,645
May	100,567	94,135	\$ (6,432)	-6.40%	118,723
June	83,452	94,521	\$ 11,069	13.26%	125,219
July	101,646	91,263	\$ (10,383)	-10.22%	118,251
August	108,480	93,196	\$ (15,285)	-14.09%	121,693
September	90,181	88,775	\$ (1,406)	-1.56%	138,471
Total	\$ 1,114,521	\$ 1,099,738	\$ (14,783)	-1.33%	\$ 2,814,864
	-				-
YTD	\$ 1,114,521	\$ 1,099,738	\$ (14,783)	-1.33%	\$ 2,814,864
Percentage of total Budget Collected					
	99%				

Bastrop Economic Development Corporation
Financial Summary Report
Month Ending October 31, 2025 (Unaudited)

Item 3.B

	Oct \$ 80,720.86	Oct Actual	Variance
Revenue:			
Sales Tax	\$ 80,721	\$ 90,946	\$ 10,225
Cell Tower Lease	2,175	2,256	81
Interest Income	41,667	43,864	2,198
Misc Income	-	-	-
Grant Receipts	1,667	-	(1,667)
Total Revenues	\$ 126,229	\$ 137,066	\$ 10,837
Expenses:			
Personnel	\$ 28,680	\$ 23,682	\$ (4,998)
Supplies & Material	\$ 475	-	\$ (475)
Maintenance & Repairs	\$ 1,667	2,500	\$ 833
Occupancy	\$ 900	-	\$ (900)
Contractual Services	\$ 24,129	16,333	\$ (7,796)
Marketing & Advertising	\$ 23,563	2,650	\$ (20,913)
Contingency	\$ 2,083	-	\$ (2,083)
Capital Improvements	\$ 2,083	-	\$ (2,083)
Land Grant/Rebate	\$ -	-	\$ -
Debt Service	\$ -	-	\$ -
Total Expenses	\$ 83,580	\$ 45,165	\$ (38,415)
Net Income (Loss)	\$ 42,650	\$ 91,901	\$ 49,252

Bastrop Economic Development Corporation
Financial Summary Report
Month Ending November 30, 2025 (Unaudited)

Item 3.B

	Nov Projected	Nov Actual	Variance
Revenue:			
Sales Tax	\$ 93,972	\$ 89,194	\$ (4,778)
Cell Tower Lease	2,175	5,529	3,354
Interest Income	41,667	41,239	(428)
Misc Income	-	-	-
Grant Receipts	1,667	-	(1,667)
Total Revenues	\$ 139,480	\$ 135,962	\$ (3,518)
Expenses:			
Personnel	\$ 28,680	\$ 29,126	\$ 446
Supplies & Material	\$ 475	1,124	\$ 649
Maintenance & Repairs	\$ 1,667	-	\$ (1,667)
Occupancy	\$ 900	-	\$ (900)
Contractual Services	\$ 24,129	8,511	\$ (15,618)
Marketing & Advertising	\$ 23,563	4,427	\$ (19,136)
Contingency	\$ 2,083	-	\$ (2,083)
Capital Improvements	\$ 2,083	13,999	\$ 11,916
Land Grant/Rebate	-	-	\$ -
Debt Service	-	-	\$ -
Total Expenses	\$ 83,580	\$ 57,187	\$ (26,393)
Net Income (Loss)	\$ 55,901	\$ 78,775	\$ 22,874

Acutronic Infrastructure Reimb

Bastrop Economic Development Corporation
Financial Summary Report
Month Ending December 31, 2025 (Unaudited)

Item 3.B

	Dec Projected	Dec Actual	Variance
Revenue:			
Sales Tax	\$ 87,937	\$ 91,046	\$ 3,110
Cell Tower Lease	\$ 2,175	4,591	2,416
Interest Income	\$ 41,667	40,601	(1,065)
Misc Income	-	-	-
Grant Receipts	\$ 1,667	20,000	18,333
Total Revenues	\$ 133,445	\$ 156,238	\$ 22,793
Expenses:			
Personnel	\$ 28,680	\$ 27,554	\$ (1,126)
Supplies & Material	\$ 475	215	(260)
Maintenance & Repairs	\$ 1,667	-	(1,667)
Occupancy	\$ 900	611	(289)
Contractual Services	\$ 24,129	34,083	9,954
Marketing & Advertising	\$ 23,563	10,345	(13,218)
Contingency	\$ 2,083	-	(2,083)
Capital Improvements	\$ 2,083	15,528	13,445
Land Grant/Rebate	-	-	-
Debt Service	\$ -	-	-
Total Expenses	\$ 83,580	\$ 88,336	\$ 4,756
Net Income (Loss)	\$ 49,865	\$ 67,902	\$ 18,037

Acutronic Infrastructure Reimb

Bastrop Economic Development Corporation
Financial Summary Report
Year-To-Date as of December 31, 2025 (Unaudited)

Item 3.B

	Year To Date Projected	Year To Date Actual	Variance
Revenue:			
Sales Tax	\$ 262,629	\$ 271,186	\$ 8,557
Cell Tower Lease	\$ 6,525	\$ 12,376	5,851
Interest Income	\$ 125,000	\$ 125,705	705
Misc Income	\$ -	\$ -	-
Grant Receipts	\$ 5,000	\$ 20,000	15,000
Total Revenues	\$ 399,154	\$ 429,267	\$ 30,113
Expenses:			
Personnel	\$ 86,039	\$ 80,361	\$ (5,678)
Supplies & Material	\$ 1,425	\$ 1,339	(86)
Maintenance & Repairs	\$ 5,000	\$ 2,500	(2,500)
Occupancy	\$ 2,700	\$ 611	(2,089)
Contractual Services	\$ 72,388	\$ 58,928	(13,460)
Marketing & Advertising	\$ 70,688	\$ 17,421	(53,267)
Contingency	\$ 6,250	\$ -	(6,250)
Capital Improvements	\$ 6,250	\$ 29,527	23,277
Land Grant/Rebate	\$ -	\$ -	-
Debt Service	\$ -	\$ -	-
Total Expenses	\$ 250,740	\$ 190,687	\$ (60,053)
Net Income (Loss)	\$ 148,414	\$ 238,580	\$ 90,166

Acutronic Infrastructure Reimb

Bastrop Economic Development Corporation
Sales Tax Revenue Summary
Month Ending December 31, 2025 (Unaudited)

	FY26 FORECASTED	FY26 ACTUAL	Variance \$	Variance %	FY25 ACTUAL
October	\$ 82,662	\$ 90,946	\$ 8,284	10.02%	\$ 80,256
November	\$ 96,232	89,194	\$ (7,038)	-7.31%	84,105
December	\$ 90,051	91,046	\$ 995	1.11%	89,469
January	\$ 93,443				92,712
February	\$ 112,185				132,297
March	\$ 86,133				84,302
April	\$ 88,397				74,707
May	\$ 76,627				94,135
June	\$ 85,956				94,521
July	\$ 104,695				91,263
August	\$ 111,734				93,196
September	\$ 92,886				91,046
Total	\$ 1,121,000	\$ 271,186	\$ 2,242	3.81%	\$ 1,102,009
	-				-
Percentage of total Budget Collected 24%					

NOTE: The sales tax allocation was decreased by 3/8 of 1 cent beginning April 2024.



STAFF REPORT

MEETING DATE: January 26, 2026

TITLE:

Consider and act on approving an updated support agreement with the Bastrop Main Street Program.

AGENDA ITEM SUBMITTED BY:

Angela Ryan, BEDC Operations Manager, CEcD

BACKGROUND/HISTORY:

The BEDC has an agreement Bastrop Main Street Program to provide annual funding support. For fiscal year 2026, the amount of funding for the program in the BEDC budget has been increased to \$50,000. The attached draft agreement has been updated to reflect that change.

FISCAL IMPACT:

\$50,000 annually

RECOMMENDATION:

Approve the attached agreement.

ATTACHMENT:

1. Draft Main Street Support Agreement

**AGREEMENT FOR PROVISION OF MAIN STREET PROGRAM SUPPORT
BETWEEN THE CITY OF BASTROP AND
THE BASTROP ECONOMIC DEVELOPMENT CORPORATION**

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

THIS AGREEMENT (“Agreement”) is entered into and executed the _____ day of _____, 2026 (“Effective Date”), by and between the CITY OF BASTROP, a municipal corporation, acting by and through its City Manager as authorized by its City Council, situated in Bastrop County, Texas (hereinafter referred to as “City”), and the Bastrop Economic Development Corporation (hereinafter referred to as “BEDC”) acting by and through its Chair of the Board, and provides as follows:

WHEREAS, the City maintains a department within the City whose function is to advance the Bastrop Main Street Program to foster, encourage, support and direct downtown revitalization, while preserving the historical significance of Bastrop’s downtown district; and

WHEREAS, the vision of the Bastrop Main Street Program is to positively influence the continued preservation, enhancement and commercial vitality of Bastrop’s historic downtown as a distinctive destination that engages and inspires both residents and visitors; and

WHEREAS, this vision is implemented through the Bastrop Main Street Program’s mission that provides that the Program “through collaboration with other organizations and with volunteers’ insights, talents and energies, will be a catalyst for the continued revitalization, preservation and economic health of our historic downtown area.”

WHEREAS, the Program will be “Guided by the Main Street Four Point Approach of organization, design, promotion and economic vitality, we can continue positively transforming our historic downtown;” and

WHEREAS, the role of the BEDC is to enhance the quality of life in Bastrop by advancing the investment, development, growth and relocation of companies within the area. In addition to providing appropriate infrastructure, the BEDC promotes and supports economic development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services; and

WHEREAS, the BEDC has continued to work collaboratively with the City and the Bastrop Main Street Program to foster economic development, investment and growth within the downtown area, participating actively with planning and development activities of the same; and

WHEREAS, the BEDC desires to monetarily support the Bastrop Main Street Program in exchange for economic development services that will assist both the City and the BEDC to achieve their respective missions; and

WHEREAS, the BEDC and the City are authorized under the laws of the State of Texas to enter into this Agreement; and

WHEREAS, the City acknowledges and agrees that the funds provided under this Agreement may, consistent with Title 12, Subtitle C1 Chapter 505 of the Texas Local Government Code, only be expended for the purpose of promoting new or expanded business development in the Main Street Program area and the general promotion of the Main Street Program Area; and

NOW, THEREFORE, in consideration of the mutual benefits described in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree to the following:

I. Findings

The foregoing recitals are hereby found to be true and correct and are hereby adopted and made a part of this Agreement for all purposes.

II. City Obligations

The City agrees to utilize any funding provided under this Agreement solely for the purpose of promoting new or expanded business development in the Main Street Program area and the general promotion of the Main Street Program area consistent with Title 12, Subtitle C1 Chapter 505 of the Texas Local Government Code. The Funding shall be expended as follows:

1. Supporting new businesses, business expansion, and/or business retention of existing and future Main Street Program Area businesses;
2. Collaboratively marketing the Main Street Program Area and its assets;
3. Collaboratively providing training and small business resources for businesses in the Main Street Program Area, as well as the rest of the community;
4. Assisting with business recruitment in the Main Street Program Area;
5. Supporting the BEDC and community in its entrepreneurial and small business programs

The City shall, at least twice per fiscal year, provide a report, either verbally or in writing or both, to the BEDC establishing how the Funding was expended and that it was expended for the purpose of promoting new or expanded business development, or business retention in the Main Street Program area and the general promotion of the Main Street Program area.

III. BEDC Obligations

The BEDC shall provide funding to the City in the amount of Fifty Thousand Dollars (\$50,000) per fiscal year (the "Funding"), conditioned upon the City's obligations herein. The funding shall be prorated and paid monthly over the budget year.

IV. General Provisions

1. **Non-Appropriations.** In the event that the BEDC's Board of Directors does not appropriate funds to make any payment under this Agreement for a fiscal year after the BEDC's fiscal year in which this Agreement becomes effective, or in the event that the City's City Council does not appropriate funds to continue the Main Street Program department, then this Agreement will automatically terminate at the beginning of the first day of the successive fiscal year. The BEDC or the City, as applicable, shall use their best efforts to provide prior written notice of such impending termination as soon as possible following the formal determination of said non-appropriation.
2. **Term & Termination.** In addition to automatic termination upon an event of non-appropriation provided above, either party may terminate this Agreement upon giving prior written notice to the other party, which termination shall be deemed effective the last day of the then current fiscal year. Further, if any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition. This Agreement is effective from the date approved by both parties and continues in effect for consecutive one-year terms until terminated by either party giving the other thirty (30) days prior written notice of termination.
3. **Severability.** If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.
4. **Entire Agreement.** This Agreement constitutes the final and entire agreement between the Parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated after the date hereto, and duly executed by the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement in the year and on the day indicated.

**BASTROP ECONOMIC
DEVELOPMENT CORPORATION**

CITY OF BASTROP, TEXAS

Gary Blake, Board Chair

Sylvia Carrillo, City Manager



STAFF REPORT

MEETING DATE: January 26, 2026

TITLE:

a) Consider and act on rescinding the motion made at the December 15, 2025, meeting regarding an amendment to the administrative services agreement to reflect the increase of a one-time payment of \$7,500 for the Interim Executive Director.

b) Consider and act on an Interim Executive Director Services agreement between the BEDC and the City of Bastrop to include a one-time payment in FY 2026 of \$7,500.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

BACKGROUND/HISTORY:

a) At the BEDC board meeting held on December 15, 2025, the BEDC Board considered and approved a one-time payment of \$7,500 to the BEDC's Interim Executive Director. The motion was made to amend the administrative services agreement between the City of Bastrop and BEDC to reflect the increase of the allocation to pay the interim director for a one-time payment of \$7,500.

However, this action would have been inconsistent with past actions by BEDC and the City Council. BEDC staff are requesting that a motion be passed to rescind the motion made at the meeting on December 15, 2025.

b) The BEDC's legal counsel has provided an Interim Executive Director Services agreement between the BEDC and the City of Bastrop, which includes the \$7,500 one-time payment. This document would align more appropriately with previous actions.

FISCAL IMPACT:

\$7,500

RECOMMENDATION:

a) Rescind the motion made at the December board meeting.

b) Act on the Interim Executive Director Services agreement between the BEDC and the City of Bastrop.

ATTACHMENT:

1) Interim Executive Director Services agreement between the BEDC and City of Bastrop

**INTERIM EXECUTIVE DIRECTOR SERVICES AGREEMENT BETWEEN
THE CITY OF BASTROP, TEXAS, & THE
BASTROP ECONOMIC DEVELOPMENT CORPORATION**

This Agreement is made between the City of Bastrop, Texas, (City), a home-rule municipality and the Bastrop Economic Development Corporation (Corporation), a non-profit Texas corporation created under the authority of section 4B of the Development Corporation Act of 1979, as amended and in compliance with Texas Local Government Code Section 501.007. In consideration of the mutual promises contained herein, the parties agree as follows:

1. **Interim Executive Director Services.** The City shall provide the Corporation Interim Executive Director services (the “Services”) in consideration for forty-two thousand five hundred dollars (\$42,500.00) per year to be paid in equal monthly installments, plus an amount equal to the corresponding standard TMRS contribution, to be paid consistent with City direction. For Fiscal Year 2026, an additional seven thousand five hundred dollars (\$7,500) shall be paid by the Corporation to the City for Interim Executive Director services.
2. **Interim Executive Director.** The City Manager shall serve as the Interim Executive Director.
3. **Review.** The City and Corporation shall review the services being provided herein upon request.
4. **Term & Termination.** This Agreement is effective from the Effective Date and continues in effect until a permanent Executive Director is hired or the Agreement is otherwise terminated by either party by giving the other thirty (30) days prior written notice of termination.
5. **Prior Agreement.** This Agreement supersedes and replaces any prior agreements between the parties.
9. **Law & Venue.** This Agreement shall be subject to all federal laws and the laws of the state of Texas as applicable to the parties and for the purposes expressed herein. Venue shall lie in Bastrop County, Texas.
10. **Governmental Immunity.** Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or in equity nor to create any legal rights or claim on behalf of any third party.
11. **Amendments & Modifications.** This Agreement may not be amended or modified except in writing and executed by the parties.
12. **Severability.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, but rather this entire Agreement will be construed as if not containing the invalid or unenforceable provision or

provisions, and the rights and obligations of the parties hereto shall be construed and enforced in accordance therewith. The parties acknowledge that if any provision of this Agreement is determined to be invalid or unenforceable, it is their desire and intention that such provision be reformed and construed in such a manner that it will, to the maximum extent practicable, be deemed to be valid and enforceable.

- 13. Execution in Counterparts.** This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall be considered fully executed when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart. The parties have executed and attested this Agreement by their officers as duly authorized on the date first written above.
- 14. Assignment.** This Agreement may not be assigned without the prior written consent of the other party.
- 15. Entire Agreement.** This Agreement embodies the complete agreement of the parties hereto, superseding all oral or written previous and contemporary agreements between the parties and relating to matters in this Agreement and, except as otherwise provided herein, cannot be modified without written agreement of the parties to be attached to and made a part of this Agreement.

Effective Date _____

CITY OF BASTROP:

**BASTROP ECONOMIC DEVELOPMENT
CORPORATION:**

Mayor

Chair

ATTEST:

ATTEST:

City Secretary

Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

General Counsel



STAFF REPORT

MEETING DATE: January 26, 2026

TITLE:

- a) Consider and act on BEDC Resolution No. 2026-01 authorizing the funding of a hospital feasibility study in the amount of \$50,000.
- b) Consider and act on a reimbursement agreement between the BEDC and City of Bastrop for funding the feasibility study.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

BACKGROUND/HISTORY:

- a) At the BEDC board meeting held on December 15, 2025, the BEDC Board considered and approved funding a Hospital Feasibility Study in the amount of \$50,000.

However, this action was inconsistent with the Texas Local Government Code. If the Board finds that this expenditure will promote new or expanded business development, then it is an authorized expenditure under Local Government Code (LGC) 505.158 and will require two separate readings by City Council. An updated resolution is attached and includes these findings.

- b) The BEDC's legal counsel has provided a reimbursement agreement between the BEDC and City of Bastrop for funding the feasibility study, so that the BEDC may expend the funds for the study while allowing the City of Bastrop to manage it with the consultant.

FISCAL IMPACT:

\$50,000

RECOMMENDATION:

- a) Approve BEDC Resolution No. 2026-01 authorizing the funding of a hospital feasibility study in the amount of \$50,000.
- b) Approve the reimbursement agreement between the BEDC and City of Bastrop for funding the feasibility study.

ATTACHMENTS:

- 1) Bastrop Economic Development Corporation Resolution No. 2026-01
- 2) Funding Agreement between the BEDC and City of Bastrop for the Hospital Feasibility Study

BASTROP ECONOMIC DEVELOPMENT CORPORATION

RESOLUTION NO. 2026-01

A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC) AUTHORIZING THE EXPENDITURE FOR A HOSPITAL FEASIBILITY STUDY IN THE AMOUNT OF \$50,000.00; AUTHORIZING EXECUTION OF DOCUMENTS NECESSARY TO IMPLEMENT THE STUDY, REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bastrop Economic Development Corporation (“BEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the “Act”); and

WHEREAS, the BEDC desires to undertake a feasibility study in support of evaluating a potential hospital project within a larger approximately 400-acre master planned development; and

WHEREAS, the BEDC finds that conducting such feasibility study will support informed decision-making prior to any design, procurement, or construction activities; and

WHEREAS, the BEDC finds that this study will promote new or expanded business development under LGC 505.158; and

WHEREAS, the BEDC desires to authorize funding in an amount not to exceed Fifty Thousand Dollars (\$50,000.00) for a hospital feasibility study and to authorize execution of documents necessary to implement the study consistent with this Resolution.

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

SECTION 1. Authorization of Feasibility Study Expenditure. The BEDC Board of Directors hereby authorizes funding for a feasibility study in an amount not to exceed \$50,000.00, subject to availability of legally available BEDC funds and compliance with applicable law.

SECTION 2. Authorization to Execute Implementing Documents. The BEDC Board Chair or Interim Executive Director is hereby authorized to negotiate, approve, execute, and deliver any and all contracts, agreements, work authorizations, related exhibits, and other documents necessary to implement the feasibility study, consistent with this Resolution, and to take any further actions reasonably necessary to carry out the intent of this Resolution.

SECTION 3. Scope and Purpose. The feasibility study shall evaluate: market demand and demographics; clinical service line programming; facility sizing and phasing; site and infrastructure needs within the larger 400-acre master planned development; projected

BASTROP ECONOMIC DEVELOPMENT CORPORATION

operating performance; capital and operating financial analyses; partnership structures including potential public and private funding participation and load; and shall provide findings and recommendations to guide deliberation prior to any design, procurement, or construction activities.

SECTION 4. Repealing Clause. All resolutions in conflict are hereby repealed.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon passage.

BASTROP ECONOMIC
DEVELOPMENT CORPORATION

Gary Blake, Board Chair

ATTEST:

Chris McCool, Board Vice Chair

APPROVED AS TO FORM:

Denton, Navarro, Rodriguez, Bernal, Santee, & Zech

HOSPITAL FEASIBILITY STUDY FUNDING AGREEMENT

STATE OF TEXAS §

COUNTY OF BASTROP §

This Agreement (the “Agreement”) is entered into by and between the City of Bastrop, Texas, a home-rule municipality, (“City”), and the Bastrop Economic Development Corporation, a non-profit Texas corporation created pursuant to the authority of Title 12, Subchapter C1 of the Texas Local Government Code, (“BEDC”). City and BEDC are jointly referred to herein as the “Parties” and individually as a “Party.”

RECITALS:

Whereas, the Parties desire to evaluate the feasibility of developing a full-service hospital and associated medical facilities to expand access to healthcare services for residents and the region (the “Study”); and

Whereas, the Parties desire to engage a qualified consultant to conduct a comprehensive feasibility study and have selected Realty Trust Group, Inc to determine the viability of such a project; and

Whereas, the Parties desire to have the BEDC fund the Study and the City manage the Study and contract with Realty Trust Group, Inc; and

Whereas, the necessary approvals of the Study pursuant to Section 505.158 of the Texas Local Government Code have occurred; and

Whereas, the Parties find the execution of this funding agreement to be in the best interest of the community.

AGREEMENT:

NOW, THEREFORE, for and in consideration of the agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and BEDC agree as follows:

ARTICLE 1 RECITALS

1.01 Recitals incorporated. The foregoing recitals are hereby incorporated herein for all purposes.

ARTICLE 2 TERM

2.01 Term. This Agreement shall be effective as of the Effective Date and shall terminate upon the conclusion of the Study. Notwithstanding any provision herein to the contrary, the BEDC shall have no obligation to fund any receipt or invoice received after the termination date.

ARTICLE 3 TERMS AND CONDITIONS

- 3.01 Purpose. The purpose of this Agreement is to evaluate the feasibility of developing a full-service hospital and associated medical facilities to expand access to healthcare services for residents and the region.
- 3.02 Amount. The BEDC agrees to fund up to fifty thousand dollars (\$50,000) for the Study.
- 3.03 Payments. The BEDC shall remit payment within 10 days of a submission by City of a written request for payment. Any request for payment shall include documentation from Realty Trust Group, Inc evidencing the amounts to be paid.

ARTICLE 4 REPORTS

- 4.01 Required Reports. The City shall deliver any reports related to the Study to the BEDC, including, but not limited to, all progress reports and findings. Reports shall be in a form acceptable to the Executive Director.

ARTICLE 5 DEFAULT

- 5.01 Default. A Party shall be deemed in default under this Agreement if such Party fails to materially perform, observe, or comply with any of the requirements or obligations set forth in this Agreement, or if any representations arising out of this Agreement are false; the non-defaulting Party shall be entitled to terminate this Agreement immediately and employ any legal remedies afford by law.

ARTICLE 6 MISCELLANEOUS

- 6.01 Non-Performance. The Parties agree that the BEDC's obligation to remit payment for services received under the Agreement with Realty Trust Group, Inc is unconditional and not dependent on completion or outcomes of the Study.

ARTICLE 7 MISCELLANEOUS

- 7.01 Amendments. This Agreement may be amended only by a written instrument so stating which is executed by the Parties hereto.
- 7.02 Authority. The person executing this Agreement on behalf of BEDC and City each represents that they have the power and authority to do so and to bind their principal to the terms of this Agreement.
- 7.03 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original of this Agreement but all of which, taken together, shall constitute one and the same agreement.
- 7.04 Force Majeure. It is expressly understood and agreed by the parties to this Agreement that if the performance of any obligations hereunder is delayed by reason of war, civil commotion, acts of God, inclement weather, fire or other casualty, or court injunction, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the time period applicable to such obligation or requirement shall be extended for a period of time equal to the period such party was delayed.

- 7.05 Governing Law and Venue. This Agreement shall be construed, interpreted and applied in accordance with and shall be governed by the laws applicable to the State of Texas. Venue for any disputes arising under this Agreement shall be in Bastrop County, Texas.
- 7.06 Headings. All headings herein are inserted only for convenience and ease of reference and are not to be considered in the construction or interpretation of any provision of this Agreement.
- 7.07 Severability. If any provision of this Agreement shall be invalid or unenforceable for any reason and to any extent, the remainder of this Agreement shall not be affected thereby, but shall be enforced to the greatest extent permitted by law.
- 7.08 Waivers. No failure or delay of a Party in the exercise of any right given to such Party hereunder or by law shall constitute a waiver thereof, nor shall any single or partial exercise of any such right preclude other further exercise thereof or of any other right. The waiver by a Party of any breach of any provision hereof shall not be deemed to be a waiver of any subsequent breach thereof or of any breach of any other provision hereof.

THIS AGREEMENT IS DATED EFFECTIVE AS OF THE _____ DAY OF _____ 2026.

CITY OF BASTROP, TEXAS

By: _____

Name: _____

Title: _____

Date: _____

BASTROP ECONOMIC DEVELOPMENT CORPORATION

By: _____

Name: _____

Title: _____

Date: _____



STAFF REPORT

MEETING DATE: January 26, 2026

TITLE:

Workshop to discuss BEDC's programs and goals for 2026.

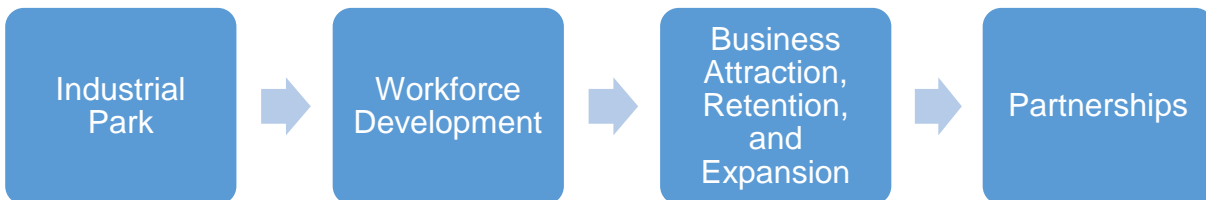
AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

BACKGROUND/HISTORY:

Annually, the BEDC staff and board have agreed on a set of goals for the calendar year.

In 2025, the goals centered around four (4) pillars. They included:



The goals were established as the following:

2025 Goals

Pillar 1: Industrial Park

1. Develop and Update a current map of the park.
 - a. Established Goal: February 2025
2. Market the park in 2 national and 1 global publication.
 - a. Established Goal: June 2025
3. Update and review restrictions and covenants.
 - a. Committees: Angela, Chris, Cheryl, and Gary to review covenants and recommend changes to the board.
Established Goal: April of 2025
4. Clear and minimally improve platted streets to allow for a better marketing effort of the Industrial Park.
 - a. City to incorporate into the street schedule with a cost reimbursement by the BEDC.
Established Goal: March 2025

Pillar 2: Workforce Development Goals

1. Establish needs of the business community through quarterly meetings with workforce development partners.
 - a. Established Goal: Begin February 2025
2. Establish a quarterly business roundtable to determine workforce needs and aid in meeting those needs through partnership or sponsorship.
 - a. Established Goal: Begin February 2025

Pillar 3: Business Attraction, Retention, and Expansion Goals

1. Land banking: create a repository of landowners, acres, and additional information for business attraction.
 - a. Established Goal: March 2025 and continuous
2. Leverage a partnership with Visit Bastrop to create a marketing video and enhanced advertising of the Bastrop community.
 - a. Established goal: March 2025
3. Provide monthly updates from Retail Coach on recruitment activity for Bastrop.
 - a. Established Goal: January 2025

All of the goals in 2025 were completed. (Note: The updated Restrictive Covenants will be completed once the City of Bastrop's new code is implemented in order to ensure the two documents agree and eliminate conflicts between the two.)

In 2026, staff is proposing the following:

- 1) Continue the marketing of the Business & Industrial Park.
- 2) Continue and expand the round table exercise.
- 3) Establish communication with community partners to increase marketing efforts on BEDC involvement.
- 4) Establish a One Stop Shop campaign with Development Services, increasing the success of the new business starts (flyer attached as an example).

Staff will seek direction from the board on timelines and additional goals.

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENT:

- 1) Flyer for new campaign encouraging new businesses to come to City Hall prior to taking any other action

Starting a Business?

Your first **STOP** is City Hall!

Item 4.A

City Hall helps you start smart, legal, and set up for success.

Why City Hall Comes First

- ✓ Avoid costly mistakes
- ✓ Understand local rules early
- ✓ Know before you lease or build
- ✓ Save time and money

- ✓ Prevent delays
- ✓ Get answers in one place
- ✓ Start compliant from day one
- ✓ Connect to local resources

CITY HALL

Zoning & Location



- Allowed at This Address?
- Sign Rules
- Parking & Occupancy

Permits & Licenses



- Certificate of Occupancy
- Home-Based Rules
- Food, Alcohol, & Special Permits

Local Regulations



- Building Codes
- Inspections
- Health Requirements

Technical Assistance



- Connections & Resources
- Business Planning
- Financial Guidance

Start Informed, Not Surprised!