

Bastrop, TX City Council Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



April 17, 2023

Joint Bastrop City Council and Bastrop EDC at 6:00 PM

City of Bastrop City Council 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 City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

PLEASE NOTE: ANYONE IN ATTENDANCE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING. ALTERNATELY, IF YOU ARE UNABLE TO ATTEND THE COUNCIL MEETING, YOU MAY COMPLETE A CITIZEN COMMENT FORM WITH YOUR COMMENTS AT CITYOFBASTROP.ORG/CITIZENCOMMENT AT LEAST TWO HOURS BEFORE THE MEETING STARTS ON THE REQUESTED DATE. COMMENTS SUBMITTED BY THIS TIME WILL BE GIVEN TO THE CITY COUNCIL DURING THE MEETING AND INCLUDED IN THE PUBLIC RECORD, BUT NOT READ ALOUD. COMMENTS FROM EACH INDIVIDUAL IN ATTENDANCE WILL BE LIMITED TO THREE (3) MINUTES.

1. CALL TO ORDER

- a. City of Bastrop City Council - Mayor Schroeder
- b. BEDC - Chair - Ron Spencer

2. WORK SESSIONS/BRIEFINGS

2A. Discussion and possible action on the existing BEDC policy in Resolution No. R-2022-26 approved by the City on February 8, 2022, related to metrics and industry gap analysis.

Submitted by: Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation

- 2B. Discussion and possible action on a responsibility matrix, identifying roles of all parties in the City and BEDC for clarity and accountability.

Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation

- 2C. Discussion and possible action regarding a joint area development plan.

Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation

3. STAFF AND BOARD REPORTS - NONE

4. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform at least two hours before the meeting starts on the requested date. Comments submitted by this time will be given to the City Council during the meeting and included in the public record, but not read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- 5A. Discussion and possible action regarding an Interim Executive Director Services Agreement Between the City of Bastrop and The Bastrop Economic Development Corporation.

Submitted by: Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation

6. EXECUTIVE SESSION

- 6A. The City Council and the BEDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551.087 Deliberation Regarding Economic Development Negotiations to discuss the following:

Project Third Arrow

Project Western Edge (Pearl River)

Project Jam

Project Walk of Fame

7. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION

8. ADJOURNMENT

All items on the agenda are eligible for discussion and action unless specifically stated otherwise.

The Bastrop City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development), and §551.086 (Competitive Matters regarding Electric Utility).

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 of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, April 14, 2023, at 3:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Ann Franklin
Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: April 17, 2023

TITLE: Discussion and possible action on the existing BEDC policy in Resolution No. R-2022-26 approved by the City on February 8, 2022, related to metrics and industry gap analysis.

AGENDA ITEM SUBMITTED BY: Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation (BEDC)

BACKGROUND/HISTORY: In 2022, the City and BEDC approved a policy by which the BEDC would operate.

Proposed amendments to the policy (enumerated to match the policy for reference) include:

3: BEDC Performance

- a. Recommended Sectors: Based on the industry analysis, what should those be?
- b. The film and entertainment industry is listed as a priority. Should it remain so?

4. Strategic Plan

- a. Should be informed by the industry analysis
- b. An annual business plan has not been provided
- c. A proforma or other financials have not been provided to the board for determination.

5. Metrics

- a. What does success look like?
- b. Metrics for the organization, and each project in the performance agreement.

6. Coordination

- a. Discussion on the matrix of responsibility and a good handoff for success.

7. Accountability

- a. Should be labeled Coordination; ensuring all parties are involved and understand the issues before all of the taxing entities.

8. Administration

- a. There is a need to further refine the application to show what the project is really requesting from all entities.

9. Administrative support services:

- a. Further outlined in the responsibility matrix.

FISCAL IMPACT: None.

RECOMMENDATION: None

ATTACHMENTS: Resolution R-2022-26

RESOLUTION NO. R-2022-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ENACTING A POLICY REGARDING THE BASTROP ECONOMIC DEVELOPMENT CORPORATION.

WHEREAS, the City Council of the City of Bastrop, Texas (City Council) finds that Economic Development is a valid, legitimate governmental function that is in the best interest of the community, its citizenry, and visitors; and

WHEREAS, the City Council seeks to encourage and promote reasonable, responsible Economic Development activities designed to support existing businesses, and recruit businesses that are consistent with the goals and values of the Bastrop community as well as the City's Strategic Plan, Focus Areas, and Comprehensive Land Use Plan, as well as zoning, development regulations and other elements of the Development Code as these documents are adopted and updated from time to time; and

WHEREAS, the City Council has identified that a critical component of their overall economic development effort is to promote and support the health, vitality as well as the growth of businesses in historic downtown Bastrop through the City's Main Street Program; and

WHEREAS, the City Council embraces the full range of Economic Development tools and their application ranging from public financial assistance to land use permitting and utilities in addition to the resources available through the Bastrop Economic Development Corporation (BEDC); and

WHEREAS, the City Council is assured that City officials and BEDC personnel are united in seeking the best outcomes for the community; and

WHEREAS, the City Council determines that the attached policy is reasonable and necessary to provide guidance to the BEDC in an effort to enhance cooperation, improve clarity of purpose, facilitate a shared vision, prioritize projects worthy of public incentives, encourage a process for shared information and decision-making, and achieve general alignment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:


SECTION 1. The City Council hereby deems the recitals above to be true and accurate legislative findings.

SECTION 2. The City Council hereby approves the attached Policy.

SECTION 3. This resolution shall take effect immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop
this 8th day of February 2022.

APPROVED:



Connie B. Schroeder, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



Alan Bojorquez, City Attorney

**City of Bastrop
Policy Regarding the
Bastrop Economic Development Corporation**

WHEREAS, the City of Bastrop (City) is a municipal corporation that is a political subdivision of the State of Texas, and the Bastrop Economic Development Corporation (BEDC) is a nonprofit corporation created by the City; and

WHEREAS, Economic Development is the allocation of public resources in partnership with private parties in a cooperative effort to produce public benefits such as enhanced property values, increased sales taxes, improved job opportunities, and vital commercial and industrial services that complement the community; and

WHEREAS, the BEDC was created through municipal action and voter approval to utilize its full range of resources to assist and support the City in accomplishing the City's Economic Development objectives; and

WHEREAS, the City Council appoints the BEDC Board of Directors to establish and oversee an economic development program that enhances the economy of Bastrop through specific list of activities including recruiting and supporting business ventures in a manner that is consistent with the policies provided by City Council to ensure the City of Bastrop's goals for Economic Development and overall vision for the community; and

WHEREAS, the City Council has statutory oversight and approval authority over BEDC's budget and projects; and

WHEREAS, the City Council acknowledges the BEDC as integral component of the City's overall, diverse economic development efforts and recognizes the unique tools and incentives that the BEDC contributes to the process of recruiting, retaining, and assisting industrial and commercial ventures in the community; and

WHEREAS, the keys to successful economic development policy formation for the City and BEDC include consistency with established managed growth principles regarding public infrastructure, economic vitality, multi-modal connectivity, fiscal and environmental sustainability, and authentic Bastrop; and

WHEREAS, the keys to successful economic development policy formation for the City and BEDC also include alignment amongst the parties in terms of vision, personnel, measurements for success, implementation processes and systems, accountability; and

NOW, THEREFORE, SHALL IT BE RESOLVED as follows by the Bastrop City Council.

- 1. Purpose.** The purpose of this Policy is to support successful economic development efforts in Bastrop by aligning the BEDC Board of Directors with the City Council's expectations through the creation of clear and concise policy direction. Through enactment of this Policy the City Council seeks to clarify the respective roles of City officials and BEDC personnel in furtherance of a positive, productive relationship.

2. Priorities. The Bastrop of 2030 is anticipated to have:

- (a) A growing economy attracting capital investment and creating new jobs which offer employment opportunities to residents of the city and surrounding area;
- (b) a fully built-out and-occupied Business and Industrial Park;
- (c) a comfortable and thriving historic downtown;
- (d) a thriving commercial corridor along Highway 71; and
- (e) connected and diverse neighborhoods that include quality housing.

3. BEDC Performance.

(a) Leadership Roles: The City will rely upon the BEDC to exhibit leadership in:

- (1) Business Recruitment focused on the sectors as recommended by the Board and approved by City Council
- (2) Maximization of the Business and Industrial Park
- (3) Business Retention and Expansion
- (4) Promotion of the Film, Media, and Entertainment industries
- (5) Workforce Development

(b) Funding Roles: The City will turn to BEDC to demonstrate priority in funding:

- (1) The Main Street Program in the funding amount as established by the annual budget process. Funding of the Program is in support of strengthening economic development in the District through increased visitation, increased consumer spending in the District, retention of current residents and attraction of new residents through adding to the quality of life, small business support and expansion, and the connection of people to economic opportunities. Funding amounts will be within the parameters established by Texas Local Government Code for Promotional Purposes.
- (2) Infrastructure that facilitates or enhances Economic Development.
- (3) Identified quality of life projects found in the City of Bastrop Capital Improvement Plan.

4. Strategic Planning. BEDC shall formulate for City review and approval a series of roadmaps that identify long-term and short-term goals. These plans shall establish Benchmarks by which proposed projects can be compared and evaluated. Components of BEDC's strategic planning process will include:

- (a) a multi-year strategic plan that is to be reviewed annually and updated every 5-7 years
- (b) an annual business plan
- (c) a *proforma* for the Business and Industrial Park based on financial assumptions or projections for which decisions on which opportunities to pursue will be made
- (d) Business Incentive Program and underwriting strategy with approval process

5. Metrics. The BEDC shall evaluate projects to measure the consistent assessment of Return on Investment (ROI) received by the community as a result of the projects and from any incentives provided. The evaluation will consider the totality of public BEDC and City financial expense and investment in comparison to the benefits received from the project. The analysis will recognize the different certainty of commitments between projected and

guaranteed benefits from a project (i.e., the timing of incentive payment vs received benefit, contractual obligations, and claw backs). The BEDC shall establish a means of measuring the benefits (direct and indirect; tangible and intangible) of BEDC projects (quantitatively and qualitatively).

- 6. Coordination.** The BEDC Board will require the Executive Director coordinate with the City through the City Manager's Office regarding:
- (a) Ensuring the inclusion of the City of Bastrop in all Non- Disclosure Agreements related to economic development prospects and projects the BEDC seeks to attract, expand, locate, or otherwise assist.
 - (b) Regular Bi-monthly staff meetings with the City Manager to:
 - (1) Share information and status updates on economic development prospects and projects the BEDC seeks to attract, expand, locate, or otherwise assist.
 - (2) Proactively discuss projects to identify any required governmental approvals, requirements, or restrictions including land use, utility, traffic, and other infrastructure requirements that would impact the prospect/project.
 - (3) Receive information on city projects and initiatives that impact economic development efforts.
 - (c) Any and all public relations efforts in the form of press releases to ensure accurate representation of City goals and priorities as well as to ensure leverage of messaging across City platforms.
- 7. Accountability.** The BEDC shall routinely articulate specific goals, project assessments, and reporting as a means of determining the benefit to the community of the proposed incentives for a project. Individual project reports shall be compiled into an overall annual report that is presented to the City Council, in writing and as a presentation at four City Council meetings. The Board shall task the Executive Director with the development of an agenda format and cover letter for all incentive projects that the Board considers. The agenda format will include the sign off from the city planning, engineering, public works, and City Manager to demonstrate that the project is without critical flaws that are not consistent with existing city development regulations and requirements. (i.e., zoning conformance, available utility capacity, etc.).
- 8. Administration.**
- (a) **Systems and Processes.** BEDC will create standard applications, performance measures, and processes for the identification, review, underwriting, and report of incentive programs. This undertaking will include forms for underwriting worksheets and applications for incentives to be recommended by the Board and approved by City Council.
 - (b) **Point of Contact.** BEDC Board of Directors, individually or acting through BEDC's Director, are to coordinate with the City through the Office of the City Manager.
 - (c) **Budgeting.** BEDC will ensure its budget forecasting, creation, and adoption is coordinated with the City's Strategic Calendar.
 - (d) **Joint Meetings.** BEDC will schedule with the City Manager periodic meetings to be held jointly with the City Council.

(e) Information Sharing. BEDC shall provide standard procedures for the thorough and timely dissemination of data regarding BEDC projects to the City Manager for provision to the City Council.

9. Administrative Support Services. The City has significant capability, resources, and capacity for which the BEDC and their efforts may materially benefit. To this end, the City will continue to provide, for a fee, administrative support services through an annual agreement with BEDC. The agreement will include all relevant activities including, but not limited to, the following elements: general administrative services, payroll, finance administration, information technology, human resource services, capital project management, contract administration of all Capital Projects approved by the BEDC, and any other ancillary services provided to all city departments.



STAFF REPORT

MEETING DATE: April 17, 2023

TITLE: Discussion and possible action on a responsibility matrix, identifying roles of all parties in the City and BEDC for clarity and accountability. (Joint)

AGENDA ITEM SUBMITTED BY: Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation (BEDC)

BACKGROUND/HISTORY: In 2022, the City and BEDC approved a policy by which the BEDC would operate.

6. Coordination

- a. Discussion on the matrix of responsibility and a good handoff for success.

7. Accountability

- a. Should be labeled Coordination; ensuring all parties are involved and understand the issues before all of the taxing entities.

8. Administration

- a. There is a need to further refine the application to show what the project is really requesting from all entities.

9. Administrative support services:

- a. Further outlined in the responsibility matrix.

FISCAL IMPACT: None.

RECOMMENDATION: Approve the matrix.

ATTACHMENTS:

- Resolution R-2022-26
- Matrix

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this 8th day of February 2022.

APPROVED:



Connie B. Schroeder, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



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**Lovers Lane Development Coordination
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering/ CIP	EDC
MANAGEMENT				
Project Management	Co-Lead	Co-lead	Participate	
Partnering (Facilitator as Lead)	Lead	Assist	Assist	Participate
Communication/Management - Systems & Procedures	Participate	Co-Lead	Co-lead	
Bi-Weekly Project Meetings	Participate	Assist	Lead	Attend
Technical Workshops	Assist	Assist	Lead	Attend
Action Items	Co-Lead	Co-Lead	Lead	
Issues Resolution	Co-Lead	Co-Lead	Co-Lead	
Change Authorization	Co-Lead	Assist	Co-lead	Assist
Schedule Model	Review	Co-lead	Co-lead	
Cost Model	Review	Co-lead	Co-lead	
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
Utility Coordination (Identification & Conflict Management)				
Code Review/Summary				
Materials of Construction Selection				
Preliminary Design				
Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				
Technical Specs				
Bid Docs (0-1)				

Lovers Lane Development Coordination Responsibility Matrix

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering/ CIP	EDC
OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
Traffic Management and Community Engagement				
Major Supplier Selection Plan				
GMP Proposals				
Bid Phase				
Insurance & Bonding				

- LEAD - Primary responsibility
- CO-LEAD - Joint responsibility
- ASSIST - Provide input and help; includes review
- REVIEW - Review, comment and approve (when required)
- PARTICIPATE - Attend activity

Lovers Lane Traffic Study Responsibility Matrix

Activity	Responsibility			
	City Manager	Design Engineer	Engineering	EDC
Project Phase				
MANAGEMENT				
Project Management	Co-Lead	Co-lead	Participate	
Partnering (Facilitator as Lead)	Lead	Assist	Assist	Participate
Communication/Management - Systems & Procedures	Participate	Co-Lead	Co-lead	
Bi-Weekly Project Meetings	Participate	Assist	Lead	Attend
Technical Workshops	Assist	Assist	Lead	Attend
Action Items	Co-Lead	Co-Lead	Lead	
Issues Resolution	Co-Lead	Co-Lead	Co-Lead	
Change Authorization	Co-Lead	Assist	Co-lead	Assist
Schedule Model	Review	Co-lead	Co-lead	
Cost Model	Review	Co-lead	Co-lead	
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
Utility Coordination (Identification & Conflict Management)				
Code Review/Summary				
Materials of Construction Selection				
Preliminary Design				
Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				
Technical Specs				
Bid Docs (0-1)				

Lovers Lane Traffic Study Responsibility Matrix

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
Traffic Management and Community Engagement				
Major Supplier Selection Plan				
GMP Proposals				
Bid Phase				
Insurance & Bonding				

- LEAD - Primary responsibility
- CO-LEAD - Joint responsibility
- ASSIST - Provide input and help; includes review
- REVIEW - Review, comment and approve (when required)
- PARTICIPATE - Attend activity

**South Street
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
MANAGEMENT				
Project Management				
Partnering (Facilitator as Lead)				
Communication/Management - Systems & Procedures				
Bi-Weekly Project Meetings				
Technical Workshops				
Action Items				
Issues Resolution				
Change Authorization				
Schedule Model				
Cost Model				
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
Utility Coordination (Identification & Conflict Management)				
Code Review/Summary				
Materials of Construction Selection				
Preliminary Design				
Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				
Technical Specs				
Bid Docs (0-1)				

**South Street
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
Traffic Management and Community Engagement				
Major Supplier Selection Plan				
GMP Proposals				
Bid Phase				
Insurance & Bonding				

- LEAD - Primary responsibility
- CO-LEAD - Joint responsibility
- ASSIST - Provide input and help; includes review
- REVIEW - Review, comment and approve (when required)
- PARTICIPATE - Attend activity

**Business Park Buildout
(lower portion)
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
MANAGEMENT				
Project Management				
Partnering (Facilitator as Lead)				
Communication/Management - Systems & Procedures				
Bi-Weekly Project Meetings				
Technical Workshops				
Action Items				
Issues Resolution				
Change Authorization				
Schedule Model				
Cost Model				
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
Utility Coordination (Identification & Conflict Management)				
Code Review/Summary				
Materials of Construction Selection				
Preliminary Design				
Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				
Technical Specs				
Bid Docs (0-1)				

**Business Park Buildout
(lower portion)
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
Traffic Management and Community Engagement				
Major Supplier Selection Plan				
GMP Proposals				
Bid Phase				
Insurance & Bonding				

- LEAD - Primary responsibility
- CO-LEAD - Joint responsibility
- ASSIST - Provide input and help; includes review
- REVIEW - Review, comment and approve (when required)
- PARTICIPATE - Attend activity

**Technology Drive Extension
MLK to Business Park
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
MANAGEMENT				
Project Management				
Partnering (Facilitator as Lead)				
Communication/Management - Systems & Procedures				
Bi-Weekly Project Meetings				
Technical Workshops				
Action Items				
Issues Resolution				
Change Authorization				
Schedule Model				
Cost Model				
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
Utility Coordination (Identification & Conflict Management)				
Code Review/Summary				
Materials of Construction Selection				
Preliminary Design				
Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				
Technical Specs				
Bid Docs (0-1)				

**Technology Drive Extension
MLK to Business Park
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
Traffic Management and Community Engagement				
Major Supplier Selection Plan				
GMP Proposals				
Bid Phase				
Insurance & Bonding				

- LEAD - Primary responsibility
- CO-LEAD - Joint responsibility
- ASSIST - Provide input and help; includes review
- REVIEW - Review, comment and approve (when required)
- PARTICIPATE - Attend activity

Infrastructure for MOCA Project Buildout Responsibility Matrix

Activity <i>Project Phase</i>	Responsibility			
	City Manager	Design Engineer	Engineering	EDC
OUTREACH AND INTRODUCTION TO THE CITY				
Field initial phone call,email, etc	R	P	P	L
Gather data	R	P	P	L
Assemble meetings	R	P	P	L
Research	R	A	A	L
Run preliminary ROI information	R	P	P	L
Meet with the applicant	CL	P	P	CL
MANAGEMENT				
Project Management	L	A	A	CL
Partnering (Facilitator as Lead)	L	P	P	CL
Communication/Management - Systems & Procedures	L	P	P	CL
Bi-Weekly Project Meetings	CL	P	P	L
Technical Workshops	L	P	P	CL
Action Items	L	P	P	CL
Issues Resolution	L	P	P	P
Change Authorization	L	P	P	P
Schedule Model	L	P	P	P
Cost Model	L	P	P	P
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
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Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				

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CO-LEAD -
ASSIST - Pr
REVIEW - R
PARTICIPAT

**Infrastructure for MOCA Project Buildout
Responsibility Matrix**

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
Technical Specs				
Bid Docs (0-1)				

Infrastructure for MOCA Project Buildout Responsibility Matrix

Activity <i>Project Phase</i>	Responsibility			
	City Manager	Design Engineer	Engineering	EDC
OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
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- ASSIST - Provide input and help; includes review
- REVIEW - Review, comment and approve (when required)
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Infrastructure for MOCA Project Buildout Responsibility Matrix

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Infrastructure for MOCA Project Buildout Responsibility Matrix

Dra Item 2B.

Infrastructure for MOCA Project Buildout Responsibility Matrix

Draft Item 2B.



STAFF REPORT

MEETING DATE: April 17, 2023

TITLE: Discussion and possible action regarding a joint area development plan.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation (BEDC)

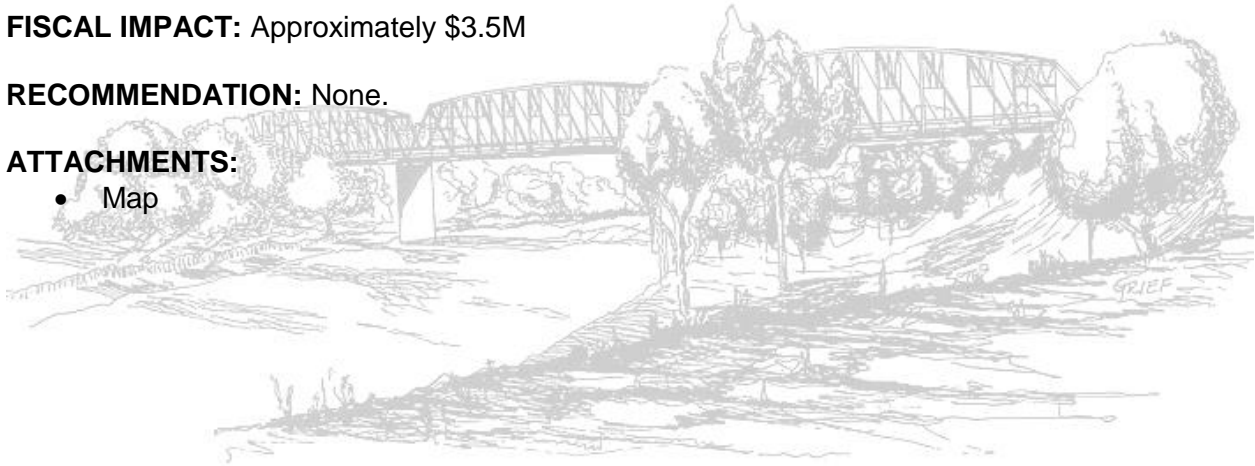
BACKGROUND/HISTORY:

FISCAL IMPACT: Approximately \$3.5M

RECOMMENDATION: None.

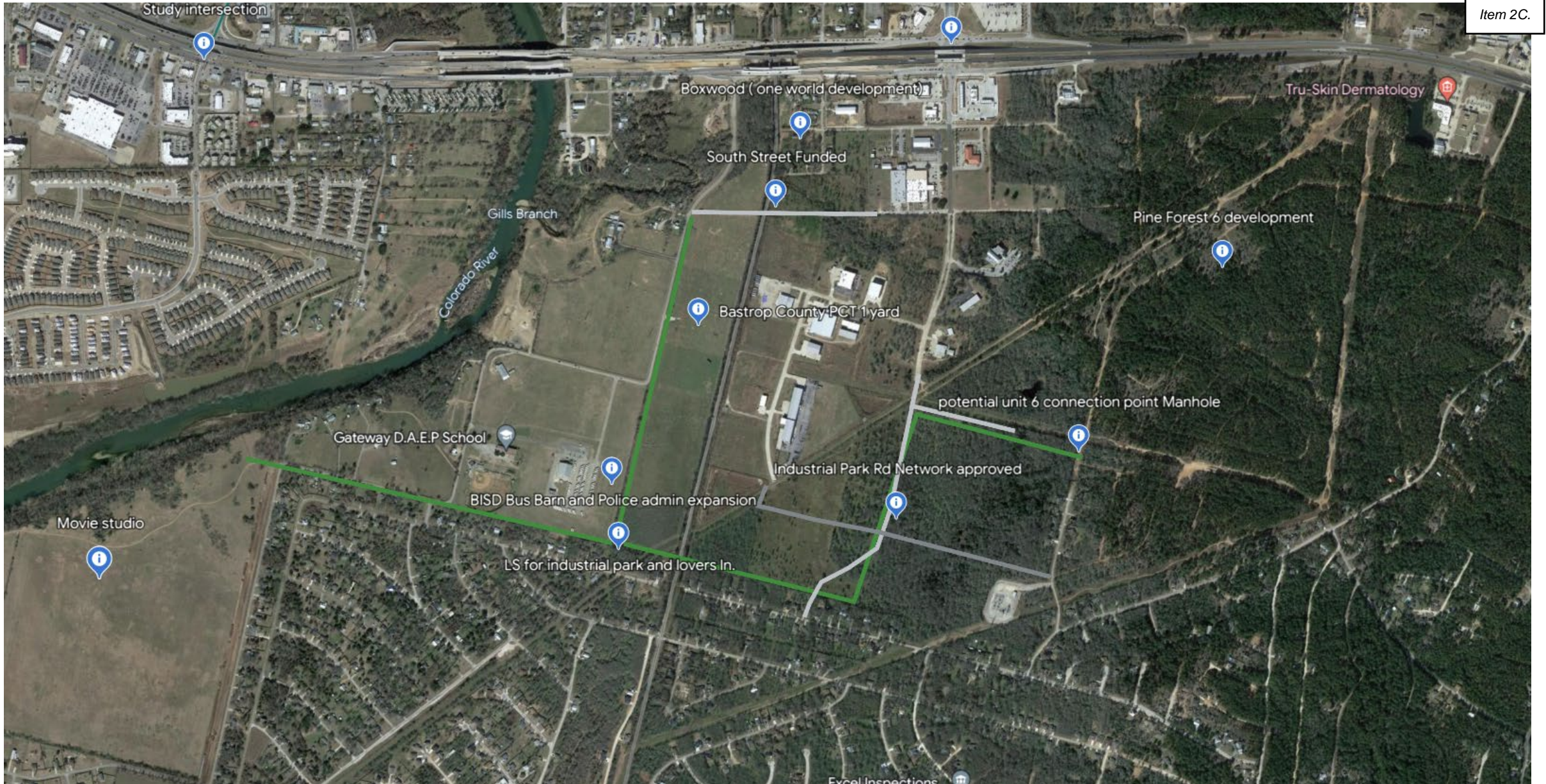
ATTACHMENTS:

- Map



Park is in design and there is an opportunity to look at expanding the scope to a small area utility and CIP plan.







STAFF REPORT

MEETING DATE: April 17, 2023

TITLE: Discussion and possible action regarding an Interim Executive Director Services Agreement Between the City of Bastrop and The Bastrop Economic Development Corporation.

AGENDA ITEM SUBMITTED BY: Sylvia Carrillo, City Manager & Interim Director of the Bastrop Economic Development Corporation (BEDC)

BACKGROUND/HISTORY: On March 13, the BEDC director was relieved of duty. At that time, the City Manager was appointed as a temporary stop gap measure until such time as a path forward could be resolved. On March 27, 2023, the BEDC formally appointed the City Manager as the Interim Director of the BEDC.

Subsequently, a shared services agreement outlining the conditions of employment has been drafted. It is attached here for reference.

The salary proposed in the shared services agreement is 25% of the prior director's base salary.

FISCAL IMPACT: Budget amendment in the amount of \$___ which amounts to the salary plus benefits (retirement and federal taxes) which must be paid.

RECOMMENDATION: Approve the agreement as presented.

ATTACHMENTS: Shared Services Agreement drafted by both Charlie Zech (BEDC Attorney) and Alan Borquez (City of Bastrop Attorney)

**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.
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 after ninety (90) days to determine if an adjustment in consideration under this Agreement is required.
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:

Connie Schroeder, Mayor

Ron Spencer, Chair

ATTEST:

ATTEST:

Ann Franklin, City Secretary

Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Charles E. Zech, General Counsel