

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, December 15, 2025
5:30 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. PRESENTATIONS - NONE

4. REGULAR BUSINESS

- [4.A](#) Consider and act on a Revolving Loan Application, BEDC-02, for \$20,000 to a local business, for expansion.

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

- [4.B](#) Consider and act on Resolution no. 2025-014 to fund \$50,000 for a hospital feasibility study.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Director of the BEDC 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) To seek advice from legal counsel to discuss and deliberate regarding the Bastrop Economic Development Corporation.

(2) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an Interim BEDC Director

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: Tuesday, December 9, 2025, at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Michael Muscarello
Michael Muscarello, City Secretary



STAFF REPORT

MEETING DATE: December 15, 2026

TITLE:

Consider and act on a Revolving Loan Application, BEDC-02, for \$20,000 to a local business, for expansion.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, Interim BEDC Director

BACKGROUND/HISTORY:

A small local business, who has been in operation for over 15 years, is seeking funds for expansion. The business has recently changed hands and the other is requesting a loan application for expansion to include a Chicken Salad operation they are successfully running in Pittsburgh, Texas.

The Revolving Loan Fund is a grant from Roscoe Bank and matches EDC funds. Roscoe commits \$20,000 a year for a 5-year period. The BEDC has matched funds since year 2.

The application process consists of Roscoe Bank running the credit and reviewing the application for creditworthiness.

Attached is the credit memo related to the restaurant.

FISCAL IMPACT:

\$20,000 from the RFL.

RECOMMENDATION:

Due to the new ownership not being in operation for more than 1 year, I would recommend a 50% request of \$10,000.

ATTACHMENTS:

1. Credit memo



BEDC Revolving Loan Program

Credit Memo

Ref: Application # BEDC -002

Business: The business is a small popular coffee shop that has been serving the City of Bastrop for over fifteen years. It offers a wide variety of drinks including daily special coffees, frappes, hot/cold lattes, hot and cold teas, and fruit smoothies. They also provide fresh baked goods made from scratch in-house. that has been operated recently purchased and desires to expand their morning specialty menu.

Recently, the coffee shop has changed ownership. The new owner is from Pittsburgh and owns and operates a chicken salad cafe there which has been in owned since March 2025. He is planning to make upgrades to the drive thru and expand the breakfast menu to include chicken salad and begin offering lunch items.

Purpose: The business intends to use the requested loan to purchase additional equipment (fridge, steamers, digital drive thru, prep tables, etc.) to enhance the ambiance and the specialty menu. The owner will be offering chicken salad items on the breakfast menu.

Loan Request: \$20,000.00

Term: 36 months

Repayment: Monthly principal and interest

Payment: Approx. \$615.00

Collateral: BEDC Funds needed for approval.

Underwriting: Prior tax returns for business show stable gross income from 2022 to 2024. However, net income during the same period shows a negative trend. The new owner provided reports showing comparisons for previous owners' last 25 days and new owners' first 25 days. Less customers were served, however, the average sales per customer increased \$2.00. This resulted in a \$4,000 gross sale increase for the 25 days.

The business owner has good credit with 33 total tradelines with all tradelines satisfactory. The guarantor's personal tax returns reflect stable income trends. The guarantor has a good balance sheet with personal liquidity to help support the business operation.

Bank Recommendation: Prior income does not show the ability to cover any proposed debt service. The new ownership, while already showing improved sales, does not have a proven track record of stabilized net income. The owner does not have adequate collateral to secure the debt.

The business owner has good credit history with all accounts satisfactory. The owner has the liquidity to help sustain the business operation and has demonstrated the ability to improve sales. Given these strengths the Bank recommends approval.



STAFF REPORT

MEETING DATE: December 15, 2026

TITLE:

Consider and act on Resolution no. 2025-014 to fund \$50,000 for a hospital feasibility study.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Director of the BEDC and City Manager

BACKGROUND/HISTORY:

The BEDC and the City has been working with a developer who owns +/- 400 acres at the intersection of Hwy 71 and FM 20.

The City requested Request for Proposals for a Hotel & Convention Center in the same area, as well as a Hospital Feasibility Study.

The staff opted to request a feasibility study, as the overall development will require a variety of economic development tools such as a Public Improvement District, and Tax Increment Financing District, among others; before any agreements are reached, staff and the board/council, need to understand the viability of such projects.

The city will fund the Hotel & Convention Center and is seeking the BEDC fund the Hospital Feasibility Study.

FISCAL IMPACT:

\$50,000

RECOMMENDATION:

Approve the feasibility study.

ATTACHMENTS:

1. Retail Trade Group, Inc proposal

December 2, 2025

City of Bastrop

1311 Chestnut Street

Bastrop, TX 78602

Attn: Ms. Sylvia Carrillo, City Manager

Dear Ms. Carrillo:

Realty Trust Group (RTG) along with PYA, P.C. (PYA) and Corgan (collectively, the “Project Team”) is pleased to present our Proposal to the City of Bastrop as it seeks to validate the feasibility of a new acute care hospital in the City. We are confident in our ability to deliver a thorough analysis of both immediate and long-term needs as well as a strategy to bring a best-in-class facility to your community. In accordance with our recent submission of qualifications dated October 17, 2025, the scope of this proposal is related to an initial 60-day assessment of need for a short-term acute care hospital facility.

Scope of Work

- **Initiate Engagement** – Facilitate a kick-off meeting with the City’s leadership team to discuss and affirm the project’s key stakeholders, goals, project schedule, information needs, and deliverables.
- **Collect Data** – Issue a detailed request for information (RFI) outlining historical information needed for completion of the engagement and collaborate with the Texas Hospital Association to gather required historical market data.
- **Develop Market Fact Base** – Collaborate with the City to determine the service area(s) of focus for this initiative. We will develop a high-level assessment of the City’s identified market (see ‘Deliverables’ section).
- **Develop Assessment of Inpatient Bed Need** – Develop a high-level assessment that estimates the availability of and demand for inpatient beds (by bed type, as available) in the identified service area.
- **Client Engagement** – The team will meet with the City on a bi-weekly basis to ensure alignment and collaboration through the duration of the initial assessment

Deliverables

It is our understanding that the City desires to complete the initial assessment within a sixty day period. Subject to timely receipt of all requested data, the Project Team will provide the following deliverables:

Market Assessment Summary	<p>Summary findings related to an assessment of the City’s healthcare landscape, including:</p> <ul style="list-style-type: none"> • Demographics: quantification of market-specific population distribution and growth trends, socio-economic factors, health status, and other demographic characteristics (as merited). • Market Sizing & Utilization Trends: quantified service line-level volume and utilization trends across inpatient and, where available, outpatient services. • Existing Access Points: identification of key existing market access points, including (but not limited to) hospitals, ambulatory surgery centers (ASCs), and free-standing emergency departments (FSEDs). • Patient Migration Patterns: assess historical patient migration patterns, including in- and out-migration for inpatient services, and provide an overview of the competitive environment for inpatient services.
Inpatient Bed Need Summary	<ul style="list-style-type: none"> • A summary report detailing estimated availability of and demand for inpatient beds in the identified service area.
Facility Need Recommendation	<ul style="list-style-type: none"> • Recommendation for an inpatient healthcare facility or alternate facility strategy based on the data collected • Outline of next steps and action items as appropriate.



Aligning Strategy, Driving Growth
Through Healthcare Real Estate

Proposed Fee Structure

Feasibility Fixed Fee - \$50,000.00

Reimbursables

The Project Team will also be reimbursed for reasonable and documented out-of-pocket expenses (no mark-up) incurred that are directly related to the project and / or with the performance of the services. At the end of each month RTG shall submit a statement of out-of-pocket expenses incurred during such month, together with appropriate documentation. We anticipate being onsite as needed for project meetings and will work with the City of Bastrop on an approved reimbursable schedule and budget.

The Project Team is excited and ready to commence this assignment and will commit the full resources and efforts of our company to ensure its success. If you have any questions about the details of this proposal, please do not hesitate to call Craig Flanagan at (713) 893-7507, or Jason Hinkel at (817) 940-0807.

Thank you again for this opportunity.

Craig Flanagan
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Realty Trust Group, LLC
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cflanagan@realtytrustgroup.com

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Vice President, Advisory Services
Realty Trust Group, LLC
(817) 940-0807
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