

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



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**Monday, March 17, 2025**  
**5:00 PM**

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*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**

- 3.A Receive presentation from Bastrop County Cares.  
Dori Kelley, BEDC Business Attraction, Retention, and Expansion Manager

**4. REGULAR BUSINESS**

- 4.A Approval of meeting minutes from the Regular Board Meeting of February 24, 2025.  
Submitted by: Angela Ryan, BEDC Operations Manager
- 4.B Receive monthly financial report for February 2025.  
Submitted by: Laura Allen, Assistant Finance Director, City of Bastrop
- 4.C Receive information on FY 25 budget changes.  
Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

- [4.D](#) Consider and act on approval of Resolution R-2025-0005 approving the Eleventh Amended Bylaws of the Bastrop Economic Development Corporation.  
Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager
- [4.E](#) Consider and act on approval of Resolution R-2025-0006 approving the changes to the BEDC's Policies and Procedures.  
Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager
- [4.F](#) Consider and act on Resolution R-2025-0007 approving the cost of a monument sign at the entry to the Business Park, in an amount not to exceed \$50,000.  
Submitted by: Dori Kelley, BEDC Business Attraction, Retention, and Expansion 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) Section 551.087 Deliberation regarding economic development negotiations - Deliberate offer of financial incentive to Burleson East, LLC
  - (2) Section 551.087 Deliberation regarding economic development negotiations and Section 551.072 Deliberation regarding real property - LS Electric
- 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](http://www.bastropedc.org/about/board-materials) and said Notice was posted on the following date and time: March 13, 2025, at 7:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Angela Ryan  
Angela Ryan, Operations Manager



# STAFF REPORT

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**MEETING DATE:** March 17, 2025

**TITLE:**

Receive presentation from Bastrop County Cares.

**AGENDA ITEM SUBMITTED BY:**

Dori Kelley, BEDC Business Attraction, Retention, and Expansion Manager

**BACKGROUND/HISTORY:**

A representative from Bastrop County Cares will be in attendance to present to the BEDC Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None; item for informational purposes only.

**ATTACHMENT:**

Presentation slides



# Bastrop County Cares

We listen. We connect. We empower.





# Bastrop County Cares

We listen. We connect. We empower.

**Bastrop County Cares is a nonprofit Community Development organization modeled as Rural Hub.**

**Our hub model is designed for all members of our county to be able to connect to our organization and access our networks, resources and funding streams to create positive change in their community.**



## MISSION

Bastrop County Cares brings people together to collaborate around large community challenges that no one organization can solve on its own to improve the conditions where our neighbors live, work, pray and play.

## VISION

*All individuals in Bastrop County can equitably share in the social fabric of our community, access great educational programs, be economically stable, and live healthy full lives.*

## VALUES

Bastrop County Cares achieves its mission through a variety of community partnerships and coalitions that bring together individuals and public, private, faith-based, and nonprofit organizations and institutions committed to creating the best Bastrop County. Our work must embody our core values of equity, inclusion, respect, trust, courage, and kindness. We connect, empower, collaborate, support, advocate and act together to build the best Bastrop County.



**Bastrop County Cares**

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## Child & Family Programs

*Serving families with children aged six and younger.*

*Initiatives Include:*

- *Care-A-Van Days*
- *Literacy Nights*
- *Home Visiting Programs*
- *Community Baby Showers*
- *Pathways For Families*
- *24/7 Dad*
- *The Parent & Dad Cafe*
- *Winter Wrap Up*



## The Community & Family Resource Center



The CFRC goal is to:

- Supply basic needs (diapers, wipes, etc.)
- Provide child safety courses for parents
- Support parents with resources
- Provide more books to households in Bastrop County
- Supplement Child and Family events with basic need items

*We connect parents with a network of resources across the county to help them where they are.*





## The Care -A-Van

*The Bastrop County mobile well -being and recreation unit promotes fun recreational activities, intergenerational engagement, and access to critical resources that enhance the health and wellness of everyone in the community.*

*Through this initiative, families are not only more connected to each other but also to their community and the resources available to them.*



## Community Baby Showers & Pathway for Families

### Key Offerings:

- Books to promote reading & learning
- Baby essentials: diapers, wipes, formula
- Hygiene products for adults
- Local Resource brochures and contacts
- Program sign-ups (Parents as Teachers, Family Connects)

Pathways for Families was a collaboration created by Pastor Mary Butler of Community of Hope as a follow up to the BCC Community baby showers. It played a crucial role in ensuring the community felt heard after filling out CNA's and created a welcoming environment for families throughout the county.





## *The Fatherhood Collaborative*

*Dedicated to promoting the vital importance of fatherhood.*

*Making a positive impact on our community by fostering strong father -child relationships and supporting families.*



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## Parent Ambassadors

Parent Ambassadors have a presence in and maintain an online community presence and liaise with BCC staff and parents about programs and initiatives.

They perform an active role in all Child and Family events by providing resources and encouraging other parent voices in the community to get involved .



# B.C.A.C.H



*Bastrop County Accountable Communities for Health creates partnerships across the county to help residents gain access:*

- *To job training*
- *To affordable health insurance*
- *To financial literacy coaching*
- *Continuing Education Opportunities*

*By improving economic stability, BCACH enhances the overall health of our community.*





## Digital Literacy

"Digital literacy" and "digital literacy training" encompass a broad spectrum of skills.

At Bastrop County Cares (BCC), we are committed to bridging the digital divide by offering inclusive training programs that cover the basics. Whether you're looking to build confidence with everyday technology or develop high level digital skills for the workforce, BCC provides the resources to help you get started.



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## Community Health Workers

Community Health Workers assist people to gain access to needed services and build individual, community, and system capacity.

They help increase health knowledge and self-sufficiency through a range of activities such as outreach, patient navigation, and follow-up, community health education and information, informal counseling, social support, advocacy, and participation in clinical research.



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## Breast Health Initiative

*Bastrop County Cares is on a mission to make sure all women in Bastrop County get screened.*

*Early detection can save lives, and our goal is to provide a community -based breast health project that targets uninsured and underinsured women of color, as well as women at high risk of cancer with no -cost mammography.*

*Take care of your health and make a Pinky Promise to get screened for breast cancer.*



**Bastrop County Cares**  
We listen. We connect. We empower.





## *BCC Connects Call Center*

*The BCC Connects Call Center is a vital resource hub designed to bridge the gap between community members and essential services.*

*Staffed by a Community Health Worker (CHW) serving as our Call Center Navigator, we provide direct support by connecting individuals and families to critical resources that address Social Determinants of Health (SDOH) —such as access to healthcare, food security, housing assistance, transportation, employment, and more.*

**512-409 -3116**



**Bastrop County Cares**

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## Resilience & Inclusion

*Focuses on strengthening neighborhood infrastructure and resources to create safer, more connected, and resilient communities by improving transportation, enhancing community safety, and fostering strong social support systems for youth, the elderly, faith groups, veterans, and individuals of all diversities.*

### *Initiatives Include:*

- *B-WELL Series*
- *Empower Her Youth Conference*
- *Bridges of Generations*
- *Veterans Bowling Night*
- *Youth Summer Send off*
- *Baila & Beats*



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## *Change Agents*

Change Agents are trusted community leaders who are already making a difference in their micro -communities.

They bring people together in their neighborhoods to make the changes that their neighborhoods need.

We provide training on asset building and community conversations to help them share their lived experiences and talk about the things happening in their communities.




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# Upcoming C & F Events!



## DAD 2025 CAFE




<b>MARCH 13TH</b> Inglés	<b>MARZO 13</b> Español
6:30-8:00PM	6:30-8:00PM
<b>BASTROP ISD</b> Lost Pines Elementary 151 Tiger Wood Dr. Bastrop, TX	<b>BASTROP ISD</b> Lost Pines Elementary 151 Tiger Wood Dr. Bastrop, TX


Outreach to Fathers for connections, supports, and resources.


Alcance a los padres para conexiones, apoyos y recursos.

REFRESHMENTS PROVIDED


SE PROPORCIONARA BEBIDAS

**SCAN ME!** 

**ESCA NAME** 



## COMMUNITY BABY SHOWERS



Join us for one of six Community Baby Showers across Bastrop County!  
Enjoy local vendors, games, prizes, food, and fun while connecting with other parents and accessing valuable pregnancy resources.

- March 12, 2025**  
Stony Point Park  
105 Stony Creek Dr.  
Del Valle, TX
- March 13, 2025**  
Friendship Bible Baptist Church  
1903 Pecan St.  
Bastrop, TX
- March 18, 2025**  
McDade Baptist Church  
198 El Paso St.  
McDade, TX
- March 20, 2025**  
Thomas Memorial Park  
411 Madison St.  
Elgin, TX
- March 26, 2025**  
MLK Park  
208 Miller St.  
Smithville, TX
- April 3, 2025**  
Blessed Hope Ministries  
265 Pershing Blvd.  
Bastrop, TX

**Event Information:** All Community Baby Showers will take place from 5:00 PM - 7:00 PM.

**Parent Registration is now open!**

 Scan me

Resources! Food! Prizes! Games!

# Upcoming Resiliency Events!



**Bastrop County Cares**

## VETERANS BOWLING NIGHT

Last Wednesday of every month  
 Time: 6:00 PM – Mingle  
 6:30 PM – Bowling starts  
 Film Alley, 1600 Chestnut Street, Bastrop, TX

Join us for a fun and relaxed evening where veterans and their families can come together, enjoy bowling, pizza, and drinks in a welcoming, community-focused environment.  
 All skill levels are welcome.

**Hogg Foundation for Mental Health**

SCAN ME



**Bastrop County Cares**  
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# EMPOWER HER 2025

## YOUTH WELLNESS CONFERENCE

Join us for a powerful Empower Her event, co-presented by Bastrop County Cares and BRIDGE, nurturing connection, promoting self-care, and empowering mothers and daughters!

- Exploring and improving mental well-being
- Strengthening the mother-daughter relationship

Through age-appropriate education and engaging activities, participants will discover creative approaches to emotional health, personal growth, and healing—tailored to their unique needs.

SCAN ME

**Hogg Foundation for Mental Health**

**APRIL 26TH**  
**10:00AM-2:00PM**  
**ELGIN INTERMEDIATE SCHOOL**  
 902 W. 2ND ST  
 ELGIN, TX 78621

**BRIDGE**

UNLEASH your dreams! SPARK inspiration! IGNITE your potential!



Upcoming Resiliency Events!

# Faith Based Mentorship

## FAITH IN MOTION

We welcome all ages and invite you to our in-person meetings every 3rd Sunday from 1pm-2pm.



**Bastrop County Cares**  
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Interested? Contact Us:  
Ms. Mary Moody  
Ms. Grace Georges  
512-409-3116 | 512-296-0859  
265 Pershing Blvd.  
Bastrop, TX 78602



# Feel Better. Live Better. Join the B-WELL Program!

Simple Steps for a Healthier You!

- Want to boost energy?
- Want to lower stress?
- Want to improve heart health?
- Want to manage diabetes?

### THIS PROGRAM IS FOR YOU!

#### Quarterly Training Sessions










- Virtual sessions on nutrition, exercise, mindfulness, and self-care.
- Every third Friday - January 17, April 18, July 18, October 17
- Time - 11:30am - 1:00pm.

#### Weekly Activity Workshops

- In-person, hands-on wellness workshops
- Between training sessions: Feb, Mar, May, Jun, Aug, Sept, Nov, Dec.


Every:

- 1st Wednesday|Elgin-Thomas Memorial Park|5-7p
- 2nd Wednesday|Stony Point Park|5-6:30p
- 3rd Tuesday|McDade|5:30-6:30p
- 4th Wednesday|Smithville MLK Park|5-6:30












Learn simple tools to feel better, live longer, and reduce stress.


Register [HERE](#) to receive the Zoom link



Free of Charge



**Bastrop County Cares**  
We listen. We connect. We empower.



**Hogg Foundation for Mental Health**





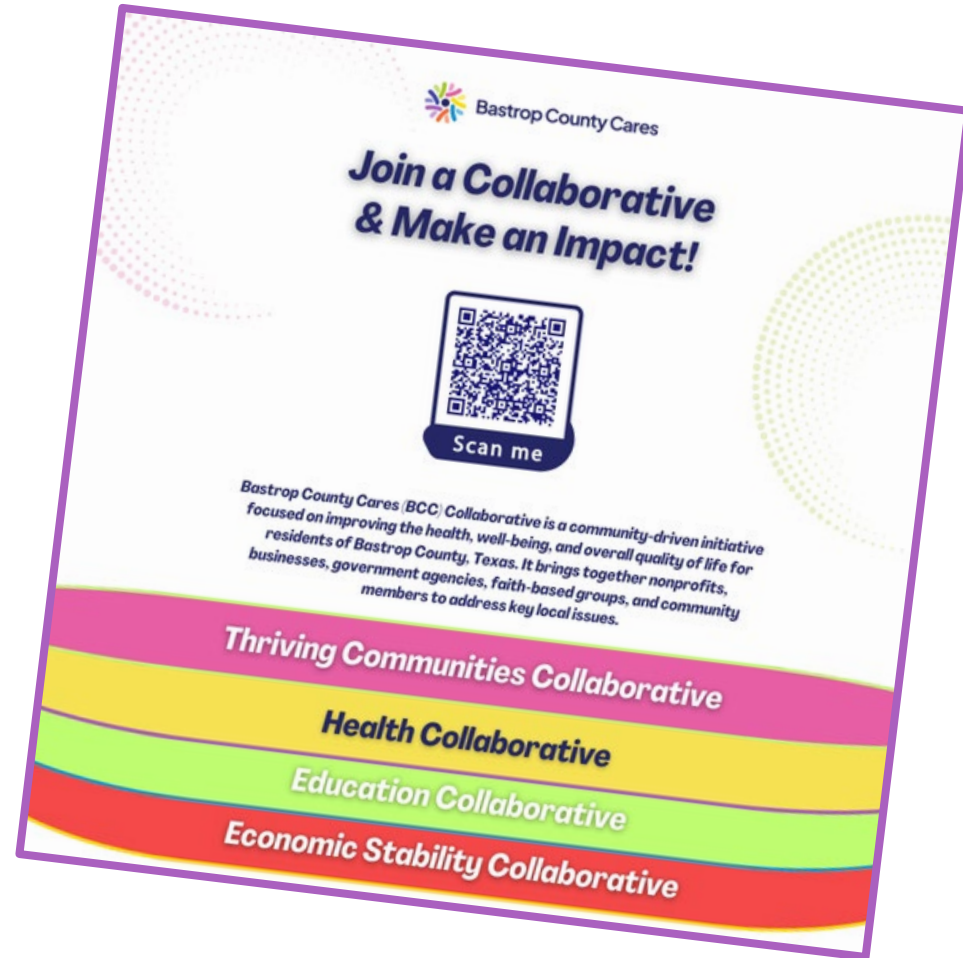
## Bastrop County Cares

We listen. We connect. We empower.

Bastrop County Cares utilizes a collaborative model rooted in the collective impact approach to uplift community voices and drive meaningful change.

By bringing together community leaders, stakeholders, and individuals with lived experience, the model fosters cross-sector partnerships that address social determinants of health and create sustainable solutions (SDOH) also known as Non-medical drivers of health (NMDOH).

The Leadership Council, Collaborative Teams, and Task Forces work in alignment, ensuring that decisions are informed by those directly affected by systemic challenges. Through shared goals, continuous communication, and resource coordination, Bastrop County Cares strengthens community engagement, amplifies underrepresented voices, and builds a more inclusive, resilient future.





# STAFF REPORT

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**MEETING DATE:** March 17, 2025

**TITLE:**

Approval of meeting minutes from the Regular Board Meeting of February 24, 2025.

**AGENDA ITEM SUBMITTED BY:**

Angela Ryan, BEDC Operations Manager

**BACKGROUND/HISTORY:**

The minutes from the Regular BEDC Board Meeting of 02/24/25 are attached for the Board's review and approval.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approve the meeting minutes as submitted.

**ATTACHMENT:**

1. Draft Regular Board Meeting Minutes from February 24, 2025

**Bastrop Economic Development Corporation**  
**Board of Directors – Meeting Minutes**  
 February 24, 2025



The Bastrop Economic Development Corporation (BEDC) met on Monday, February 24, 2025, at 5:00 p.m. for a Regular Board Meeting at Bastrop City Hall, 1311 Chestnut Street. Board members present: Ron Spencer, Frank Urbanek, Cheryl Lee, John Kirkland, Chris McCool, and T.J. Finn. Board member Gary Blake was absent. Staff members present: Angela Ryan and Dori Kelley. BEDC attorney Charles Zech was also in attendance.

1. **CALL TO ORDER** – Board Chair Spencer called the meeting to order at 5:01 p.m.
2. **PUBLIC COMMENT(S)**

Speaker(s)

Becki Womble  
 Bastrop Chamber of Commerce  
 927 Main Street  
 Bastrop, TX 78602

3. **EXECUTIVE SESSION**

3.A. At 5:04 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:

- (1) Section 551.071 Consultation with attorney - Project Fiesta (aka Coltzin, LLC)
- (2) Section 551.071 Consultation with attorney - Bearded Bakery loan from the Revolving Loan Fund
- (3) Section 551.087 Deliberation regarding economic development negotiations and Section 551.072 Deliberation regarding real property - LS Electric

3.B. At 5:31 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. No action was taken.

4. **DIRECTOR'S REPORT**

- 4.A. Lights, Camera, Bastrop
- 4.B. BEDC Policies and Procedures

NOTE: The Director's Report was not discussed at the meeting due to the absence of Interim Director Sylvia Carrillo.

**5. PRESENTATIONS**

5.A. Receive presentation from Community Action, Inc. of Central Texas regarding training programs. Jacqueline Banks gave a presentation about the training the organization offers. Community Action graduate Sara Allen and Adult Education Director Dr. Mary Helen Martinez also spoke.

5.B. Receive quarterly retail update provided by The Retail Coach and Hdl Companies. Ms. Kelley went over the retail reports with the Board.

**6. REGULAR BUSINESS**

6.A. Approval of meeting minutes from the Joint Meeting with City Council and the Regular Board Meeting on January 27, 2025. Ms. Lee made the motion to approve the meeting minutes as submitted, Ms. Finn seconded, and the motion passed.

6.B. Receive monthly financial report for January 2025. Assistant Finance Director Laura Allen presented the January 2025 financial report to the Board.

6.C. Consider and act on Resolution R-2025-0004 of the Bastrop Economic Development Corporation approving a Professional Services Agreement with Community Action Inc. of Central Texas. Mr. Kirkland made the motion to approve the resolution, Ms. Finn seconded, and the motion passed.

6.D. Consider and act on approval of an edited City Council Policy regarding the Bastrop Economic Development Corporation. Mr. Kirkland made the motion to send the updated policy to City Council for approval, Ms. Finn seconded, and the motion passed.

**7. ADJOURNMENT** – Ms. Lee made the motion to adjourn the meeting and Mr. Kirkland seconded. The meeting was adjourned at 6:14 p.m.

APPROVED: \_\_\_\_\_  
Ron Spencer, Board Chair

ATTEST: \_\_\_\_\_  
Angela Ryan, Operations Manager



# STAFF REPORT

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**MEETING DATE:** March 17, 2025

**TITLE:**  
Receive monthly financial report for February 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 report for the period ending February 28, 2025.

**FISCAL IMPACT:**  
N/A

**RECOMMENDATION:**  
None; item presented for informational purposes.

**ATTACHMENT:**  
1. Financial report for period ending February 28, 2025

# Bastrop Economic Development Corporation

Financial Summary  
For Period Ending  
February 2025





**Bastrop Economic Development Corporation**  
**Financial Summary Report**  
**Month Ending February 28, 2025**

	February Projected	February Actual	Variance
Revenue:			
Sales Tax	\$ 108,917.00	\$ 172,925.24	\$ 64,008.24
Cell Tower Lease	1,504.17	2,234.23	730.06
Interest Income	20,833.33	40,456.32	19,622.99
Misc Income	-	-	-
Grant Receipts	-	-	-
<b>Total Revenues</b>	<b>\$ 131,254.50</b>	<b>\$ 215,615.79</b>	<b>\$ 84,361.29</b>
Expenses:			
Personnel	\$ 23,427.00	\$ 25,724.25	\$ (2,297.25)
Supplies & Material	415.00	546.49	(131.49)
Maintenance & Repairs	7,737.00	-	7,737.00
Occupancy	240.00	1,851.85	(1,611.85)
Contractual Services	156,404.00	190,376.86	(33,972.86)
Marketing & Advertising	11,875.00	42,482.01	(30,607.01)
Contingency	2,083.00	-	2,083.00
Capital Improvements	16,667.00	-	16,667.00
Land Grant/Rebate	-	-	-
Debt Service	-	-	-
<b>Total Expenses</b>	<b>\$ 218,848.00</b>	<b>\$ 260,981.46</b>	<b>\$ (42,133.46)</b>

Capital Projects Contributions  
Community Actons payment

**Bastrop Economic Development Corporation  
Financial Summary Report  
Year-To-Date as of February 28, 2025**

	Year To Date Projected	Year To Date Actual	Variance
Revenue:			
Sales Tax	\$ 460,750.00	\$ 631,466.39	\$ 170,716.39
Cell Tower Lease	7,520.83	11,171.15	3,650.32
Interest Income	104,166.00	244,429.87	140,263.87
Misc Income	-	2,000.00	2,000.00
Grant Receipts	20,000.00	20,000.00	-
<b>Total Revenues</b>	<b>\$ 592,436.83</b>	<b>\$ 909,067.41</b>	<b>\$ 316,630.58</b>
Expenses:			
Personnel	\$ 130,663.00	\$ 124,984.76	\$ 5,678.24
Supplies & Material	2,095.00	1,301.81	793.19
Maintenance & Repairs	42,343.00	84,724.00	(42,381.00)
Occupancy	11,998.00	11,829.84	168.16
Contractual Services	378,948.00	317,139.66	61,808.34
Marketing & Advertising	68,375.00	59,219.64	9,155.36
Contingency	10,416.00	-	10,416.00
Capital Improvements	83,333.00	-	83,333.00
Land Grant/Rebate	-	1,114,612.96	(1,114,612.96)
Debt Service	23,373.25	23,373.25	-
<b>Total Expenses</b>	<b>\$ 751,544.25</b>	<b>\$ 1,737,185.92</b>	<b>\$ (985,641.67)</b>
<b>Net Income (Loss)</b>	<b>\$ (159,107.42)</b>	<b>\$ (828,118.51)</b>	<b>\$ (669,011.09)</b>

Remaining BP Improvements  
TA Bastrop and Moca

**Bastrop Economic Development Corporation  
Sales Tax Revenue Summary  
As February 28, 2025**

	<b>FY25 FORECASTED</b>	<b>FY25 ACTUAL</b>	<b>FY24 ACTUAL</b>	<b>Variance</b>	<b>%</b>
October	\$ 80,254.00	\$ 106,111.66	\$ 356,212.70	\$ (250,101.04)	-70.21%
November	93,429.00	111,288.75	343,063.01	(231,774.26)	-67.56%
December	87,428.00	118,511.14	321,171.38	(202,660.24)	-63.10%
January	90,721.00	122,629.60	346,402.63	(223,773.03)	-64.60%
February	108,917.00	172,925.24	401,569.47	(228,644.23)	-56.94%
March	83,624.00		308,443.01	(308,443.01)	-100.00%
April	85,822.00		115,645.37	(115,645.37)	-100.00%
May	100,567.00		118,722.56	(118,722.56)	-100.00%
June	83,452.00		125,219.00	(125,219.00)	-100.00%
July	101,646.00		118,251.00	(118,251.00)	-100.00%
August	108,480.00		121,693.00	(121,693.00)	-100.00%
September	90,181.00				
<b>Total</b>	<b>\$ 1,114,521.00</b>	<b>\$ 631,466.39</b>	<b>\$ 2,676,393.13</b>	<b>\$ (2,044,926.74)</b>	<b>-76.41%</b>

Percentage of total Budget  
Collected 57%

NOTE: The sales tax allocation was decreased by 3/8 of 1 cent beginning April 2024. We anticipate sales tax receipts to be approximately 63-67% less than prior year based on this new allocation.

# Bastrop Economic Development Corporation

## Equity Statement

Year Ended September 30, 2025

Undesignated Fund Balance	\$ 9,621,201.01
Designated operating	150,000.00
Contributed capital	521,695.50
Restricted - Fiesta	116,967.00
Restricted - AEI Tech	9,333.00
Restricted - Moca Ventures	333,147.00
Restricted - TA Bastrop	300,000.00
Fund Balance, beginning of year	\$ 11,052,343.51
Technical Adhesives payment	\$ (300,000.00)
Moca payment	\$ (814,612.96)
Release restricted contributing capital (Moca complete)	\$ 521,695.50
Release restricted TA Bastrop	\$ 300,000.00
Budgeted Net Income (Loss)	<u>\$ (934,343.81)</u>
Fund Balance, end of year	\$ 9,825,082.24



**Bastrop Economic Development Corporation**  
**Capital Outlay**  
**As of February 28, 2025**

Capital Outlay			
Projects	Project Budget	Expended	Balance
Business Park Improvements/Financial Way (Completed)	1,400,000	(1,346,302)	53,698
Acutronic Site Ready	1,000,000	-	1,000,000
Sports Complex Project (Completed)	60,000	(60,000)	-
<b>TOTAL</b>	<b>2,460,000</b>	<b>(1,406,302)</b>	<b>1,053,698</b>

# City Project Drawdown

	Allocated	Spent	Remaining	Transferred
Blakey	1,000,000.00	327,062.00	672,938.00	327,062.00
Downtown Lighting	141,500.00	141,500.00	-	141,500.00
Agnes Street	123,000.00	123,000.00	-	123,000.00
Intersection Improvements	22,500.00	22,500.00	-	22,500.00
				<u>614,062.00</u>



# STAFF REPORT

**MEETING DATE:** March 17, 2025

**TITLE:**

Receive information on FY 25 budget changes.

**AGENDA ITEM SUBMITTED BY:**

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

**BACKGROUND/HISTORY:**

The BEDC Strategic plan recently adopted by the board, placed special emphasis on marketing and the industrial park.

According to the City of Bastrop Financial Policy, Expenditure Control, “*Transfers between expenditure accounts within a department may occur with the approval of the Department Director.*”

Accordingly, Staff have transferred from the available funds in the Special Project Business Retention and Expansion line item to several other expense accounts. The changes below **do not** affect the overall budget to accomplish these goals.

Account	Description	Previous Budget	Adjustment	Post Adjustment
601-70-00-5633	Local/Misc Adv & Sponsorship	\$ 10,000	\$ 20,000	\$ 30,000
601-70-00-5634	National/ Reg Adv & Marketing	\$ 5,000	\$ 20,000	\$ 25,000
601-70-00-5642	SPL Enterprenurial/ SM Business	\$ -	\$ 10,000	\$ 10,000
601-70-00-5643	SPL Retail Recruiting	\$ 15,000	\$ 7,000	\$ 22,000
601-70-00-5650	SPL Project Business Retension & Expansion	\$ 75,000	\$ (57,000)	\$ 18,000
	Grand Total	\$ 105,000	\$ -	\$ 105,000

- Local Misc and Advertising includes sponsoring the Governor’s Small Business Summit, and other available opportunities. The prior amount was allocated to Lights, Camera, Bastrop.
- National and Regional Advertising will help us sustain Community Impact, or other marketing materials such as swag for conferences we are a part of.
- Entrepreneurial and Small business will assist in any additional business roundtables or trainings we may host.
- Retail Recruiting will go towards a large ad in a national site selector magazine.

A future budget amendment in April 2025 will amend the budget by increasing available revenues received from sales tax and interest income by approximately \$300,000.

**FISCAL IMPACT:**

None - Transfer among existing line items.

**RECOMMENDATION:**

Approve as presented.

**ATTACHMENT:**

1. Proposed Budget Amendments





City of Bastrop, TX

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT12813 - BEDC Transfers

**Adjustment Number**      **Budget Code**      **Description**      **Adjustment Date**  
 BA0000350      Budget 2024-2025      Transferring funds – ads; sponsors; sm bus; retail      2/1/2025

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>601-70-00-5633</u>	LOCAL/MISC ADV & SPONSORS...	Transferring funds for sponsorships	10,000.00	20,000.00	30,000.00
October: 1,666.67	January: 1,666.67	April: 1,666.67	July: 1,666.67	1,666.67	
November: 1,666.67	February: 1,666.67	May: 1,666.67	August: 1,666.67	1,666.67	
December: 1,666.67	March: 1,666.67	June: 1,666.67	September: 1,666.63		
<u>601-70-00-5634</u>	NATIONAL/REG ADV & MARKET..	Transferring funds for ads	5,000.00	20,000.00	25,000.00
October: 1,666.67	January: 1,666.67	April: 1,666.67	July: 1,666.67	1,666.67	
November: 1,666.67	February: 1,666.67	May: 1,666.67	August: 1,666.67	1,666.67	
December: 1,666.67	March: 1,666.67	June: 1,666.67	September: 1,666.63		
<u>601-70-00-5642</u>	SPL ENTREPRENEURIAL/SM BUS	Transferring funds for small busines	0.00	10,000.00	10,000.00
October: 833.33	January: 833.33	April: 833.33	July: 833.33	833.33	
November: 833.33	February: 833.33	May: 833.33	August: 833.33	833.33	
December: 833.33	March: 833.33	June: 833.33	September: 833.37		
<u>601-70-00-5643</u>	SPL RETAIL RECRUITING	Transferring funds for retail recruiting	15,000.00	7,000.00	22,000.00
October: 583.33	January: 583.33	April: 583.33	July: 583.33	583.33	
November: 583.33	February: 583.33	May: 583.33	August: 583.33	583.33	
December: 583.33	March: 583.33	June: 583.33	September: 583.37		
<u>601-70-00-5650</u>	SPL PRJT BUS RETEN & EXPAN	Transferring funds for sponsorships, sm bus, etc	75,000.00	-57,000.00	18,000.00
October: -4,750.00	January: -4,750.00	April: -4,750.00	July: -4,750.00	-4,750.00	
November: -4,750.00	February: -4,750.00	May: -4,750.00	August: -4,750.00	-4,750.00	
December: -4,750.00	March: -4,750.00	June: -4,750.00	September: -4,750.00		

*STMMO*  
 3/11/2023

Budget Adjustment Register

Packet: GLPKT12813 - BEDC Transfers

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2024-2025	Budget 2024-2025	<u>601-70-00-5633</u>	LOCAL/MISC ADV & SPONSORSHIP	10,000.00	20,000.00	30,000.00
		<u>601-70-00-5634</u>	NATIONAL/REG ADV & MARKETING	5,000.00	20,000.00	25,000.00
		<u>601-70-00-5642</u>	SPL ENTREPRENEURIAL/SM BUS	0.00	10,000.00	10,000.00
		<u>601-70-00-5643</u>	SPL RETAIL RECRUITING	15,000.00	7,000.00	22,000.00
		<u>601-70-00-5650</u>	SPL PRJT BUS RETEN & EXPAN	75,000.00	-57,000.00	18,000.00
			<b>2024-2025 Total:</b>	<b>105,000.00</b>	<b>0.00</b>	<b>105,000.00</b>
			<b>Grand Total:</b>	<b>105,000.00</b>	<b>0.00</b>	<b>105,000.00</b>

Budget Adjustment Register

Packet: GLPKT12813 - BEDC Transfers

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2024-2025 - Budget 2024-2025 Fiscal: 2024-2025			
601	105,000.00	0.00	105,000.00
<b>Budget Code 2024-2025 Total:</b>	<b>105,000.00</b>	<b>0.00</b>	<b>105,000.00</b>
<b>Grand Total:</b>	<b>105,000.00</b>	<b>0.00</b>	<b>105,000.00</b>



# STAFF REPORT

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**MEETING DATE:** March 17, 2025

**TITLE:**

Consider and act on approval of Resolution R-2025-0005 approving the Eleventh Amended Bylaws of the Bastrop Economic Development Corporation.

**AGENDA ITEM SUBMITTED BY:**

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

**BACKGROUND/HISTORY:**

The BEDC Board discussed updating the current BEDC Bylaws at the 01/13/25 Workshop. Chair Spencer worked with legal counsel and BEDC staff to edit the document.

The updated Bylaws also reflect Ordinance R-2025-20, which was passed by City Council on March 11, 2025. The redlined version of the amended Bylaws is attached for the Board's review.

Any changes to the BEDC's Bylaws require approval by Bastrop City Council.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approve the amended bylaws and send to Bastrop City Council for approval.

**ATTACHMENTS:**

1. Draft Resolution R-2025-0005
2. Eleventh Amended Bylaws of the Bastrop Economic Development Corporation



**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING AMENDMENTS TO ITS BYLAWS; AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY PAPERWORK; AND ESTABLISHING 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 Texas Local Government Code Chapter 501 (the “Code”) Section 501.064 authorizes a Corporation to amend its Bylaws; and

**WHEREAS**, the Corporation has amended its Bylaws as provided for in the attached Exhibit “A” (the “Amended Bylaws”); and

**WHEREAS**, it is hereby officially found and determined that the Amended Bylaws are consistent with the certificate of formation of the Corporation and state law; and

**WHEREAS**, the Bastrop City Council approved the Tenth Amended Bylaws on February 9, 2021; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

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

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The Board approves the Amended Bylaws as established in Exhibit “A”.

**SECTION 3.** The Board authorizes BEDC’s Interim Director to take all necessary actions related to the Amended Bylaws, including requesting approval from the City Council of Bastrop, Texas.

**SECTION 4.** This Resolution is effective upon passage.

**[SIGNATURE PAGE FOLLOWS]**

BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

\_\_\_\_\_  
Ron Spencer, Board Chair

ATTEST:

\_\_\_\_\_  
Frank Urbanek, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Denton, Navarro, Rocha, Bernal & Zech, P.C

DRAFT

~~TENTH-ELEVENTH~~ AMENDED BYLAWS OF  
THE BASTROP ECONOMIC DEVELOPMENT CORPORATION  
OF THE CITY OF BASTROP, TEXAS  
A NON-PROFIT CORPORATION

These bylaws (referred to as the “Bylaws”) govern the affairs of the Bastrop Economic Development Corporation, a public instrumentality and a non-profit corporation (hereinafter referred to as the “Corporation”) created originally under Section 4B of the Development Corporation Act of 1979, Local Government Code, Subchapter A, Sections 501.001 and 505.001, *et seq.*, as amended (hereinafter referred to as the “Act”).

**ARTICLE I  
PURPOSE AND POWERS**

**Section 1. Purpose.** The Corporation is incorporated for the purposes set forth in Article IV of its Articles of Incorporation, the same to be accomplished on behalf of the City of Bastrop, Texas (the “City”), as its duly constituted authority and instrumentality in accordance with the Act.

**Section 2. Powers.** The Corporation shall have all of the express and implied powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable law.

**ARTICLE II  
BOARD OF DIRECTORS**

**Section 1. Number and Terms of Office.**

- (a) The affairs of the Corporation shall be managed and controlled by a Board of Directors (the “Board”) and, subject to the restrictions imposed by law, by the Articles of Incorporation, the Act, and by these Bylaws, the Board shall exercise all of the powers of the Corporation.
- (b) The Board shall consist of seven (7) Directors, each of whom shall be appointed by and serve at the pleasure of the City Council (the “Council”) of the City of Bastrop.
- (c) Directors are appointed for terms of two (2) years each. Seats on the Board shall be numbered one (1) through seven (7), with the terms of odd numbered seats expiring in September of odd numbered years, and even numbered seats expiring in September of even numbered years.
- (d) Any director may be removed from office by the Council at will, with or without cause.
- (e) In the event of a vacancy on the Board, the position shall be filled in accordance with Bastrop City Charter and Section 2 below.

**Section 2. Qualifications.**

- (a) The Directors shall hold such qualifications as required by State Law and as determined by the City Council.

### Section 3. Resignations.

- (a) Director resignations shall be made in writing and shall take effect immediately upon receipt by the Chair or the ~~Chief Executive~~ Director Officer (CEO). The acceptance of a resignation shall not be necessary to make it effective unless expressly so provided in the resignation.
- (b) Automatic Vacancy - Immediately upon vacating their office, for any reason, a Council Representative shall automatically vacate their directorship on the Bastrop Economic Development Board Directors.

### Section 4. Meetings of Directors.

- (a) The Board shall annually set regular meeting dates and times in the corporate city limits as the Board may determine; provided, however, in the absence of any such determination by the Board or in the event of a conflict, the Board Chair shall select a reasonable date and time to hold the meeting.
- (b) The Board shall hold regular meetings at Bastrop City Hall. If City Hall is not available, the Board Chair shall select a suitable location, which may include a virtual meeting as allowed under State Law.
- (c) The annual meeting of the Board shall be held at a date and time determined by the Chair.
- (d) The Chair in consultation with the Vice Chair and ~~CEO~~ Executive Director may call a special meeting of the Board.
- (e) Directors shall be expected to regularly attend all Board meetings. Special consideration can be granted for absences for good cause. The Council shall be advised of and may remove any Director who is absent from three (3) consecutive regular or special meetings, or 66% of total meetings in a given fiscal year.
- (f) Any Director may request an item be placed on the agenda by delivering the same in writing to the ~~CEO~~ Executive Director no later than ten (10) days prior to the date of the Board meeting.

### Section 5. Open Meetings Act.

All meetings and deliberations of the Board shall be called, convened, held and conducted, in accordance with the requirements of the Texas Open Meetings Act.

### Section 6. Quorum.

A majority of the Directors shall constitute a quorum for the conduct of official business of the Corporation. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a greater



number is required by law, or is otherwise required within these Bylaws. A Director may not vote by proxy.

### **Section 7. Conduct of Business.**

- (a) At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with the rules of procedure as from time to time may be prescribed by the Board by resolution.
- (b) At all meetings of the Board, the Chair shall preside and, in the absence of the Chair, in the order of availability, the Vice Chair, the Treasurer and then the Secretary shall exercise the powers of the Chair.

### **Section 8. Committees of the Board.**

The Board may constitute from time to time committees of the Board that are deemed necessary or appropriate. No such committee shall have independent authority to act for or in the stead of the Board.

### **Section 9. Compensation of Directors.**

Directors shall not receive any salary or compensation for their service as Directors. However, they may be reimbursed for their actual reasonable expenses incurred in the performance of their duties hereunder. The policy regulating payment of reasonable actual expenses incurred in performance of official duty shall be determined by the Board.

### **Section 10. Conflicts of Interest.**

The Directors are subject to the City's Code of Ethics, set forth in the City's Code of Ordinances, Article 1.15, *et seq.*, (hereafter "Code of Ethics") and shall conform thereto for purposes of addressing potential and/or actual conflicts of interest.

## **ARTICLE III OFFICERS**

### **Section 1. Titles and Term of Office.**

- (a) The officers of the Corporation shall be a Chair, Vice Chair, Secretary, and Treasurer. Any two (2) offices may be held by the same person, except the office of Chair of the Board. Terms of office shall be one (1) year with the right of an officer to be reelected.
- (b) All officers shall be subject to removal from office at any time by a vote of the majority of the Board.
- (c) A vacancy in the office of any officer shall be filled by a vote of the majority of the Board.

(d) Neither the office of Chair nor Vice Chair may be held by a member of the City Council.

## **Section 2. Powers and Duties of the Chair.**

The Chair of the Board shall:

- (a) Preside over all meetings of the Board.
- (b) Have the right to vote on all matters coming before the Board.
- (c) Have the authority to, upon seventy-two (72) hour notice to the Directors, call a special meeting of the Board, when in his or her judgment such meeting is required.
- (d) Have the authority to appoint ad hoc committees of the Board, which may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.
- (e) Have the authority to appoint advisory committees to the Board to further the overall development plan of the Board.
- (f) Shall sign with the co-signature of the Secretary, any document which the Board has approved, unless the execution of said document has been expressly delegated to some other officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these Bylaws, or by statute.
- (g) In general, the Chair of the Board shall perform all duties incident to the office, and such other duties as shall be prescribed from time to time by the Board.

## **Section 3. Vice Chair.**

In the absence of the Chair, or in the event of his or her inability to act, the Vice Chair shall perform the duties of the Chair. When so acting, the Vice Chair shall have all power of and be subject to all the same restrictions as those incumbent upon the Chair. The Vice Chair shall also perform other duties as from time to time may be assigned to him or her by the Chair.

## **Section 4. Secretary.**

The secretary shall keep the minutes of all proceedings of the Board and make a proper record of the same, which shall be attested by the secretary. The Secretary shall keep such books as may be required by the Board and shall perform such other duties as may be required by the Board. The Secretary shall cause notices to be posted of all Board meetings in accordance with the Texas Open Meetings Act.

## **Section 5. Treasurer.**

The Treasurer shall, in general, perform all the duties incident to that office and such other duties as from time to time may be assigned to him or her by the Chair of the Board or the Board in

general. The Treasurer shall receive and give receipt for money due and payable to the Corporation and shall deposit such monies received by the Corporation, in accordance with Article IV of these Bylaws, if such monies are not directly deposited in the Corporation's accounts.

### **Section 6. Assistant Secretaries and Assistant Treasurers.**

The Board may appoint assistant secretaries and assistant treasurers as it may consider desirable, who shall in general perform such duties as may be assigned to them by the Secretary or the Treasurer, or by the Chair of the Board. The assistant secretaries and assistant treasurers need not necessarily be Directors.

### **Section 7. ~~Chief Executive Officer~~ Director.**

- (a) The Board shall employ an Executive Director, who shall be the ~~Chief Executive Officer~~ Director (CEO) of the Corporation and who shall serve at the will and pleasure of the Board.
- (b) The ~~CEO~~ Executive Director shall have responsibility for all day-to-day activities of the Corporation, including periodic updates to City Council, and shall be responsible for all applicable administrative requirements of its Articles of Incorporation, these Bylaws, and the Act, as amended.
- (c) The Executive Director ~~CEO~~ may have a staff to assist in the carrying out of their responsibilities.
- (d) The Board shall develop a job description for the Executive Director ~~CEO~~ position, a performance review schedule and criteria for review, and shall review the performance of the Executive Director ~~CEO~~ based upon the schedule and criteria.
- (e) The Executive Director ~~CEO~~ and staff shall be required to follow the Code of Ethics and all current Personnel Policies and Procedures of the Corporation.

## **ARTICLE IV FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS**

### **Section 1. Annual Corporate Budget.**

The Board shall cause to be prepared, and shall submit to the City Council, a budget for the forthcoming fiscal year, and in accordance with the annual budget preparation schedule set forth by the City Manager. The budget shall be submitted to the City Manager for inclusion in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board and the City Council. No budget amendments shall become effective without City Council approval. No expenditures of funds shall be made unless such expenditure is provided for by the City Council approved budget of the Corporation.

### **Section 2. Contracts for Service.**

- (a) The Corporation may contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties.
- (b) No such contract shall ever be approved or entered into which seeks or attempts to divest the Board of its discretion and policy-making functions.

### **Section 3. Books, Records, and Audits.**

- (a) The Corporation shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.
- (b) The Corporation shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by an outside, independent auditing and accounting firm approved by the Corporation, which may be included with the City's annual audit process. Such audit shall be at the expense of the Corporation.
- (c) All books, records, accounts, and financial statements shall be kept and administered in accordance with the Texas Public Information Act, Chapter 552, Texas Government Code.

### **Section 4. Deposit and Investment of Corporate Funds.**

- (a) All funds of the Corporation shall be deposited on a regular basis, consistent with generally accepted accounting practices, in a local bank that is a depository of the City, which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code. All deposits shall be properly accounted for as deposits of the Corporation.
- (b) Temporary and idle funds, which are not needed for immediate obligations of the Corporation, shall be maintained on deposit in the Corporation's depository, or may be invested in any other legal manner in compliance with the internal financial control policies of the Corporation and City Investment Policy.
- (c) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.

### **Section 5. Expenditures of Corporate Money.**

The monies of the Corporation, including sales and use taxes collected pursuant to the Act, monies derived from the repayment of loans, rents received from the lease or use of property, the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, and the

proceeds derived from the sale of Obligations, may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:

- (a) Expenditures from the proceeds of Obligations shall be identified and described in the orders, resolutions, indentures, or other agreements submitted to and approved by the City Council prior to the execution of loan or financing agreements or the sale and delivery of the Obligations, to the purchasers thereof required by Section 7 of this Article;
- (b) Expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of monies derived from sources other than the proceeds of Obligations, may be used for the purposes of financing or otherwise providing one or more “Projects”, as defined in the Act. The specific expenditures shall be described in a resolution or order of the Board, and shall be made only after the approval thereof by the City Council;
- (c) Corporation shall set its own internal financial control policies for finance and payment policies in accordance with State law.

### **Section 6. Issuance of Obligations.**

Any debt issuance issued by the Corporation shall be in accordance with the statute governing this corporation, but in any event, no debt issuance shall be issued without approval of the City Council, after review and comment by the City's bond counsel and financial advisor.

## **ARTICLE V MISCELLANEOUS PROVISIONS**

### **Section 1. Principal Office.**

- (a) The principal office of the Corporation shall be located at such place as determined by the Board.
- (b) The Corporation shall have and shall continually designate a registered agent at its Registered Office, as required by the Act.

### **Section 2. Fiscal Year.**

The fiscal year of the Corporation shall be the same as the fiscal year of the City.

### **Section 3. Surety Bonds.**

The Chair, Vice Chair, and Treasurer of the Board shall give an official bond in the sum of not less than One Hundred Thousand and no/100 Dollars (\$100,000). The bonds referred to in this section shall be considered for the faithful accounting of all monies and things of value coming into the hands of such officers. The bonds shall be procured from some regularly accredited surety company authorized to do business in the State. The premiums thereafter shall be paid by the Corporation. A copy of each officer's bond shall be filed with the Secretary of State.



#### **Section 4. Indemnification of Directors, Officers, and Employees.**

The Directors shall authorize the Corporation to pay or reimburse any current or former employee, director or officer of the Corporation for any costs, expenses, fines, settlements, judgments, and other amounts, actually and reasonably incurred by such person in any action, suit, or proceeding to which he or she is made a party by reason of holding such position as employee, officer or director; provided, however, that such person shall not receive such indemnification if they be finally adjudicated in such instance to be liable for gross negligence or intentional misconduct in office. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation of, or preparation for, threatened or proposed litigation. The Board may, in proper cases, extend the indemnification to cover the good faith settlement of any such action, suit, or proceedings, whether formally instituted or not.

#### **Section 5. Legal Construction.**

These Bylaws shall be construed in accordance with the laws of the State of Texas.

#### **Section 6. Severability.**

If any provision or section of these Bylaws is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other provision, and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws.

### **ARTICLE VI EFFECTIVE DATE AND APPROVAL**

#### **Section 1. Effective Date.**

These Bylaws shall become effective upon the occurrence of the following events:

- (1) the adoption of these Bylaws by the Board, and
- (2) the approval of the Bylaws by the City Council.

#### **Section 2.**

These ~~Eleven~~<sup>Tenth</sup> Amended Bylaws of the Bastrop Economic Development Corporation were approved and adopted at a meeting of the Board of the Bastrop Economic Development Corporation, held on ~~November 16~~<sup>March 17</sup>, 202~~5~~<sup>0</sup>.

[SIGNATURE PAGE FOLLOWS]

DRAFT

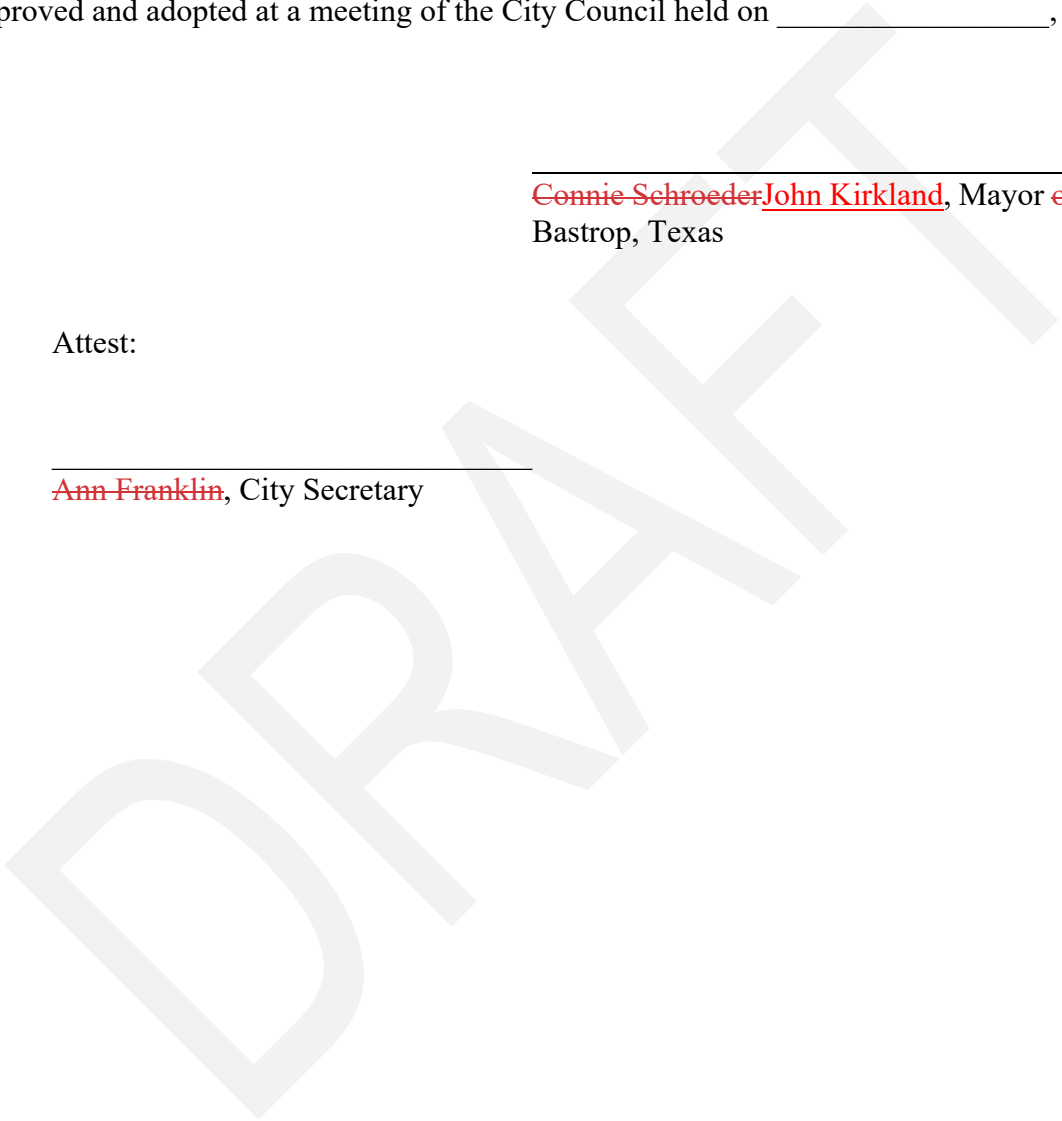
\_\_\_\_\_  
~~Kathryn Nash~~Ron Spencer, Chair  
Bastrop Economic Development Corporation

Approved and adopted at a meeting of the City Council held on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
~~Connie Schroeder~~John Kirkland, Mayor ~~of~~Pro Tem,  
Bastrop, Texas

Attest:

\_\_\_\_\_  
~~Ann Franklin~~, City Secretary





# STAFF REPORT

---

**MEETING DATE:** March 17, 2025

**TITLE:**

Consider and act on approval of Resolution R-2025-0006 approving the changes to the BEDC's Policies and Procedures.

**AGENDA ITEM SUBMITTED BY:**

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

**BACKGROUND/HISTORY:**

As part of the review of BEDC documents discussed at the Board Workshop held on 01/13/25, the BEDC's Policies and Procedures have been updated and are attached for the Board's review and approval.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approve the edited Policies & Procedures.

**ATTACHMENTS:**

1. Draft Resolution R-2025-0006
2. Edited Policies and Procedures

**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING AMENDMENTS TO ITS POLICIES & PROCEDURES; AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY PAPERWORK; AND ESTABLISHING 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 Bastrop Economic Development Corporation (the “Corporation”) has existing Policies & Procedures approved and adopted on January 23, 2017, and amended and approved on April 17, 2023; and

**WHEREAS**, the Corporation has amended its Policies & Procedures as provided for in the attached Exhibit “A” (the “Amended Policies”); and

**WHEREAS**, it is hereby officially found and determined that the Amended Policies are consistent with the certificate of formation of the Corporation, the Bylaws, and state law; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

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

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The Board approves the Amended Policies as established in Exhibit “A”.

**SECTION 3.** The Board authorizes BEDC’s Interim Director to take all necessary actions related to the Amended Bylaws, including requesting approval from the City Council of Bastrop, Texas.

**SECTION 4.** This Resolution is effective upon passage.

**[SIGNATURE PAGE FOLLOWS]**



BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

\_\_\_\_\_  
Ron Spencer, Board Chair

ATTEST:

\_\_\_\_\_  
Frank Urbanek, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Denton, Navarro, Rocha, Bernal & Zech, P.C

DRAFT

# bastrop

E D C



Bastrop Economic Development Corporation  
Policies & Procedures

Amended and Approved ~~April 17, 2023~~ March 17, 2025

# Bastrop Economic Development Corporation (“BEDC”) Policies & Procedures

<b>Chapter 1.</b>	<b>Governance</b>	<b>Page 2</b>
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# Chapter 1: Governance

## I. Appointments

Appointments to the BEDC Board (“Board”) are made by the Governing Body of the City of Bastrop, according to State Law and the BEDC Articles of Incorporation and Bylaws.

## II. Conflicts of Interest

1. Directors of the Board shall sign a Conflict of Interest statement upon appointment to the Board, which shall be kept in the BEDC’s files at the BEDC office for a period of four (4) years after the Director leaves the Board.
2. In accordance with the Bylaws of the BEDC, the Directors are subject to the City’s Code of Ethics Policy, set forth in the City’s Code of Ordinances, Article 1.15, et seq., and shall conform thereto for purposes of addressing potential or actual conflicts of interest.
3. In the event that a Director is aware that he or she has a conflict of interest or potential conflict of interest as defined by State Law and/or the City of Bastrop’s Ethics Policy of the City Code of Ordinances, with regard to any particular matter or vote before the Board, the Director shall bring the same to the attention of the ~~Chief Executive Officer (CEO)~~ Director if available (or the Board Chair if the ~~CEO~~ Executive Director is not available) and shall abstain from discussion and voting thereof.
4. If any Director or member of the public believes that any Director may have a conflict of interest on a matter before the Board, he/she is advised to inform the ~~CEO~~ Executive Director if available (or the Chair if not) in writing.
5. Any questions or complaints regarding possible ethics violations shall be conveyed in writing to the BEDC Attorney who shall review the City’s Ethics Policy for any violations.

## III. Duties of the Board

Directors serve as voting members of the Board of Directors of the BEDC, developing policies, procedures and regulations, and monitoring financial performance of the Corporation.

1. Directors shall have the following obligations to the Corporation:
  - a) Be knowledgeable and support the mission, purpose and goals of the BEDC.
  - b) Discharge the duties of a Director as outlined in the applicable state statutes, Articles of Incorporation, Bylaws, and these Policies & Procedures.
  - c) Have oversight of the CEO tasked with carrying out the day-to-day operations of the Corporation.
  - d) Participate in the establishment and adoption of policy and procedures of the Corporation.
  - e) Monitor the financial performance of the Corporation.
  - f) Participate in the development of the economic development strategy and monitor the performance of the Corporation in fulfilling its mission, purpose and goals.

2. All directors ~~must~~ shall review the BEDC's Bylaws and Policies & Procedures, as well as the City of Bastrop's Ethics and Conflict of Interest Policies, ~~within ninety (90) days prior to~~ of appointment, and then sign and submit a form attesting they have done so. Only after the form is signed, shall the swearing in take place to be seated.

2.3. The Board shall have sole authority to hire, fire and direct an Executive Director.

3.4. The Board shall enter into a written employment contract with the Executive Director who shall ~~serve as the Chief Executive Officer (CEO)~~ having have the authority to hire, manage and direct BEDC staff, as well as oversee the day-to-day operations of the BEDC, enforcement of these policies and carrying out the BEDC mission.

4.5. The Board shall approve the staffing level of the BEDC during the annual budget process.

5.6. The Board shall adopt a mission statement and adopt an annual budget that allows for the mission of the BEDC to be carried out. This budget shall be adopted in accordance with the Bylaws and City's annual budget schedule.

6.7. The Board shall approve the expenditure of funds in accordance with all applicable laws and these Policies & Procedures.

7.8. In accordance with the adopted mission, the Board shall promote projects or programs that directly accomplish or aid in the accomplishment of creating or retaining jobs and capital investment, including educational, job training or planning and research activities necessary to promote job creation or retention. The Corporation's focus of economic development will be primarily in the areas of:

- a) Primary job and capital investment creation, including business retention and expansion of existing primary industries and new enterprises and their job creation.
- b) Non-primary industry business development, including existing business retention and expansion, small business development, and retail and destination development.
- c) Community development, including infrastructure development within applicable laws.
- d) Development and re-development within the community.
- e) Education and workforce development supporting local industry.

#### IV. Committees

1. The officers of the Board shall comprise the Executive Committee of the Board.
2. The Board may create standing or ad hoc committees as needed. The Board Chair may appoint Directors and/or members of the public to committees as needed.



## Chapter 2: Board Meetings

### I. Meetings

1. The BEDC Board of Directors (“Board”) shall adopt a schedule for regular meetings, including date, time, and location, in accordance with the Bylaws of the BEDC.
2. All meetings and deliberations of the Board shall be called, convened, held and conducted in accordance with the requirements of the Texas Open Meetings Act and applicable State Law.
3. Directors shall be expected to regularly attend all Board meetings. Special consideration can be granted for absences for good cause. The Council shall be advised of and may remove any Director who is absent from three (3) consecutive regular or special meetings, or 66% of total meetings, in accordance with the Bylaws of the BEDC.

It shall be the CEO/Executive Director’s responsibility to monitor and report attendance, as required or necessary.

### II. Agenda Preparation

1. The CEO/Executive Director in cooperation with the Executive Committee shall have administrative oversight in preparing meeting agendas.
2. Any individual or group who wishes to have an item of business placed on the agenda shall make a written request to the CEO/Executive Director. The request must be in writing and must state the nature of the matter so that the CEO/Executive Director and/or appropriate staff will have an opportunity to prepare the appropriate materials for the Board’s consideration. The request must be received by the CEO/Executive Director no later than ten (10) days prior to the meeting, in accordance with the Bylaws of the BEDC.
3. If appropriate, the CEO/Executive Director will resolve requests that do not require Board action. If Board action is required, the CEO/Executive Director, in consultation with the Executive Committee, will determine when the individual or group should be placed on the agenda. The time limit for any individual or representative addressing the Board shall be five minutes, unless the Chair permits additional time.
4. Agenda packets, prepared by the BEDC staff, shall include as much background information on the subject as is available and feasible, for each item of business placed on it. The agenda shall be posted at Bastrop City Hall and on the BEDC’s website at least 72 hours prior to the meeting.

### III. Meeting Decorum

1. The purpose of this policy is to establish rules of decorum for members of the public attending and/or addressing the Bastrop Economic Development Corporation (BEDC) in a public meeting. The policy is intended to facilitate the conduct of public meetings in an open and orderly manner and in an environment safe for all persons in attendance, and to promote open meetings that welcome debate of issues being discussed by the BEDC Board in an atmosphere of fairness, courtesy, and respect for

differing points of view.

## 2. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, booing, hissing, shouting, or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from talking on cell phones while the meeting is in session.
- d) The Chair may rule out of order any comments made that are rude, inappropriate, or intended to harass any person or group of people or that are not addressed to the entire Board, and is authorized to take reasonable and appropriate measures to ensure compliance with these rules. Any person addressing the Board or observing the meeting shall not make personal, impertinent, slanderous, profane, threatening, or abusive remarks to any Director of the Board, staff, or general public.
- e) Failure to comply with this Public Meeting Decorum Policy which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

## IV. Public Addressing the Board

### 1. Public Comment Period

- a) For persons wishing to address the Board on items not listed on the agenda, the speaker should complete a "Request to Speak" form and submit to the Board Chair or designated staff member.

**For Public Comments, the completed "Request to Speak" form should be submitted before the meeting being called to order by the Chair.**

- b) The time limit for any individual or representative addressing the Board shall be three minutes unless the Chair approves additional time.
- c) Directors and staff may not comment on matters brought to the Board during the public comment period.
- d) Speakers' comments should be addressed to the full body. Requests to engage any specific Board member(s) or staff in conversation will not be honored. Abusive language will not be tolerated.
- e) Speaker should provide their name and address at the beginning of their remarks for the formal record.
- f) Speakers and any other members of the public will not approach the Board at any time without prior consent from the Chair of the meeting.

### 2. Agenda Item Comments

- a) For persons wishing to address the Board on agenda items, the speaker should complete a "Request to Speak" form and submit to the Board Chair or designated staff member. For Agenda Item Comments, the completed "Request to Speak" form should be submitted before the agenda item being called for consideration by the Chair.

- b) Generally, once an agenda item is called for consideration by the Chair, the following sequence shall occur:
  - i. Presentation of the agenda item by BEDC staff and/or requestor,
  - ii. Board questions and answers related to the presentation of the agenda item,
  - iii. Public comments on the agenda item,
  - iv. Board consideration of action related to the agenda item:
    - Motion and second
    - Debate
    - Vote
  - v. The Board shall consider only one single motion and second at a time.
- c) The time limit for any individual or representative addressing the Board shall be three minutes and limited to the agenda item under consideration unless the Chair approves additional time.
- d) Abusive language will not be tolerated.
- e) Speaker should provide their name and address at the beginning of their remarks for the formal record.
- f) Speakers and any other members of the public will not approach the Board at any time without prior consent from the Chair of the meeting.

## **V. Officers**

1. The officers of the Board shall be Chair, Vice Chair, Secretary and Treasurer as prescribed in the Bylaws of the Corporation.
2. The Presiding Officer shall preside at the meetings of the Board and shall have the following powers:
  - a) To call the meeting to order and adjourn at the conclusion of business or in an emergency;
  - b) To rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
  - c) To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
  - d) To call a brief recess at any time.
3. In accordance with the Bylaws of the BEDC, at all meetings of the Board, the chair shall preside and, in the absence of the Chair, in the order of availability, the Vice Chair, the Treasurer or the Secretary shall exercise the powers of the Chair.

In the absence of an officer, the Board shall elect a Presiding Officer from the attending membership.

## **VI. Action by the Board**

1. The Board shall proceed by motion. Any Director, including the Chair, may make a motion.
2. A Director may make only one motion at a time.
3. The Chair shall preside over the debate.
4. A motion shall be adopted by a majority of the votes present.

**VII. Closed/Executive Sessions**

The BEDC Board shall have the authority to meet in closed/executive session pursuant to the Texas Local Government Code, Chapter 551.

**VIII. Quorum**

In accordance with the Bylaws of the BEDC, a majority of the Directors shall constitute a quorum for the conduct of official business of the Corporation. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a greater number is required by law, or is otherwise required within the Bylaws of the BEDC.

**IX. Recording of Meetings**

1. Any radio or television station is entitled to broadcast all or any part of an official meeting of the Board that is required to be open to the public. Any person may photograph, film, tape record, or otherwise reproduce any part of a meeting required to be open.
2. The Chair and/or designee reserves the right to designate where any and all broadcasting, photographing, filming and/or recording devices and operating personnel may be placed and/or displaced at any meeting required to be open.
3. The BEDC may contract with any organization or entity that provides video recording and live streaming capabilities.

**X. Meeting Minutes**

1. Minutes shall be kept of all meetings of the Board of Directors.
2. Closed session minutes will be kept as required by law.
3. Draft minutes become official upon Board approval.



## Chapter 3: Financial

### I. Financial Administration

The Corporation's financing and accounting records shall be maintained according to the following guidelines:

1. The Corporation shall contract with the City of Bastrop, or any approved public accounting firm, for financial and accounting services that includes monthly financial reports and annual audits to be distributed to the Board of Directors.
2. The BEDC will comply with the financial policies and procedures of the Corporation and applicable state and federal laws.
3. In accordance with the Bylaws of the BEDC, the Board shall cause to be prepared, and shall submit to the City Council of the City, a budget for the forthcoming fiscal year, and in accordance with the annual budget preparation schedule set forth by the City Manager.
4. The ~~CEO~~Executive Director shall have the authority to make purchases and sign contracts up to the value of ten thousand dollars (\$10,000), on behalf of the Corporation.
5. The BEDC ~~CEO~~Executive Director or staff may remove, commit, obligate or spend funds held by the BEDC as "Contingency Funds" in an amount not to exceed \$1,000, after obtaining prior written approval of the BEDC Board Chair.
6. Neither the ~~CEO~~Executive Director nor the staff of the BEDC may remove, commit, obligate or spend more than \$1,000 of the funds held by the BEDC as "Contingency Funds" without prior notice to and formal approval by a majority vote of the BEDC Board of Directors.
7. Internal Financial Control Policy related to "reserved," "restricted funds" or other excess funds of the Corporation.
  - a) Certain BEDC funds, commonly referred to by the Board of Directors as "reserved" or "restricted funds" or "excess funds", may be placed in alternative investment options/instruments, when jointly agreed upon by and between the Board Chair, ~~CEO~~Executive Director and the City of Bastrop's Director of Finance, so long as the alternative options/ instruments selected for such placement have been formally approved and adopted by the City of Bastrop for its municipal Financial Investment Policy.
8. The fiscal year for the BEDC shall begin October 1<sup>st</sup> of each year and the budget for each year shall be prepared by the ~~CEO~~Executive Director and presented for Board approval on or before the preceding July meeting of the BEDC each year.

### II. Contracted Services

#### 1. General Services & RFQs

- a) The Corporation may contract for professional, consultant, construction,

financial, legal or other service intended to carry out the mission of the Corporation. Any such contracted for service does not require a request for qualifications process, or any similar process; however, any amount over \$10,000 requires Board approval and any amount over \$100,000 to be paid in a single sum, or cumulatively within a ninety (90) day time frame for any such services, shall require a request for qualifications to be issued and prepared by the CEO/Executive Director with subsequent Board approval of the selection.

## 2. Legal Services

- a) The Corporation shall contract with an attorney who has experience with economic development and municipal law.
- b) There shall be a written engagement between the BEDC and the attorney firm.
- c) The CEO/Executive Director, in consultation with the Executive Committee, shall have the authority to contract with outside legal counsel when in his/her opinion a project or legal matter would benefit from such counsel.
- d) Directors ~~are advised to~~ shall contact the CEO/Executive Director of the Corporation regarding legal matters to avoid duplicative communications with legal counsel. In matters related to the performance of the CEO/Executive Director, Directors are advised to contact the Chair of the Board.

## Chapter 4: Travel

The Bastrop Economic Development Corporation (BEDC) participates in a variety of activities that require staff or directors to travel on behalf of the organization. Since staff and directors are frequently required to travel, attend local meetings, or otherwise incur expenses in the interest of the BEDC, it is necessary to establish standard regulations governing the behavior, expectations, and expenses associated with this travel. To provide uniformity, the following procedures will be followed by all BEDC representatives.

### I. Code of Conduct

All representatives of the BEDC and participants in travel sponsored by the BEDC are expected to commit to the following:

1. Show respect for every representative of the BEDC and business associates encountered while traveling by refraining from all forms of intimidation, sexual and physical harassment, and acts of prejudice that infringe upon the rights of others.
2. Refrain from causing physical injury to themselves and others. A representative will be held financially and legally responsible for any and all damage inflicted upon other persons.
3. Refrain from causing damage to real or personal property of others. A representative will be held financially and legally responsible for any and all damage inflicted upon the property of others.
4. Preserve the quality of facilities visited during their travels.
5. Respect cultural differences. This includes observing the proper etiquette in business/social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
6. Refrain from irresponsible behavior, including the inappropriate or excessive consumption of alcohol.
7. Refrain from behaving in ways that would be considered unprofessional or tarnish the reputation of the BEDC.

### II. Travel Arrangements: The Staff of the BEDC will handle all travel arrangements for BEDC events. The most economical means of travel to destination and return will be utilized, while accounting for the preferences and schedules of EDC representatives.

1. **Commercial Airlines:** The BEDC will only pay for air coach tickets. If a representative wishes to upgrade their tickets, they must pay for this expense out of pocket.
2. **Personal Vehicles:** The BEDC will pay a per mile rate based on the amount authorized by the Internal Revenue Service. Mileage will be limited if a representative chooses to drive when air travel would have been cheaper or timelier. It is recommended that EDC representatives attempt to carpool if possible.

3. **Taxis, Transportation Network Companies (TNC) and other Chauffeured Services:** If a BEDC representative is not in possession of or in the same vehicle as a representative with a BEDC credit card, the BEDC will reimburse a representative's taxi, TNC, chauffeured vehicle services, and bus fares for required transportation. Representatives are encouraged to utilize the most economic transportation method and carpool if possible. Receipts must be provided for reimbursement.
  4. **Vehicle Rental:** The BEDC prefers not to rent vehicles unless otherwise necessary. If necessary, the BEDC has a corporate account and staff will take care of making reservations. This account includes vehicle insurance, so the BEDC representative does not need to purchase additional insurance. In accordance with rental company regulations, the vehicle rental must be paid for with a credit card in the name of the person renting the vehicle. If a BEDC representative is renting a vehicle and does not have a BEDC credit card issued in their name, the expenses associated with renting the vehicle will be reimbursed to the representative.
  5. **Parking:** The BEDC will pay for airport parking, in long-term parking lots only, as required while a representative is out of town. If a representative parks in a more expensive lot, the BEDC will reimburse at the lower parking rate. While at the destination, the BEDC will also pay for required parking fees for personal or rented vehicles. BEDC representatives shall choose the most economical parking options while at their destination.
  6. **Lodging:** The BEDC Staff will handle making lodging reservations on behalf of BEDC representatives. BEDC representatives shall make their lodging accommodation preferences known at the request of BEDC staff. The BEDC will attempt to pay for lodging on a BEDC issued credit card; however, if a BEDC representative must pay for lodging on their own credit card they will be reimbursed.
  7. **Per Diem:** The BEDC will provide representatives with a per diem that is in accordance with the U.S. General Services Administration Per Diem Rates for the appropriate fiscal year and destination city.
  8. **Registration Fees:** The BEDC will pay registration fees associated with BEDC related activities. These shall be prepaid in most circumstances.
  9. **Entertainment Related Marketing Expenses:** BEDC staff will attempt to anticipate entertainment expenses related to marketing Bastrop and seek prior approval from the [CEO/Executive Director](#) if available, or the Chair or Treasurer if not available.
  10. **Other Expenses:** The BEDC will not pay for expenses unless it specifically relates to the purpose of the trip, a project and/or an event.
- III. **Approval of Travel Expenditures:** Travel expenses will be reconciled and reviewed by the [CEO/Executive Director](#) and Treasurer for compliance with this policy.
- IV. **Attendance by Non-BEDC appointed Representatives:** The BEDC acknowledges that non-BEDC representatives (e.g. spouses, significant others, or relatives) may

travel with BEDC representatives. Non-BEDC appointed representatives must purchase and pay for all of their travel accommodations and associated expenses themselves. If the attendance of non-BEDC appointed representatives increases the cost of travel accommodations for the BEDC portion of the trip, these additional costs will need to be reimbursed to the BEDC. Non-BEDC representatives must not interfere with the schedule of BEDC representatives, and while they may attend extracurricular and afterhours activities, they must conduct themselves in the same professional manner as the BEDC representatives.

## Chapter 5: Personnel

### I. **BEDC Office Operating Hours**

1. The BEDC shall operate normal business hours and be open from 8am to 5pm Monday through Friday unless there is an emergency or otherwise approved by the CEO Executive Director if available, or the Chair or Treasurer if not available.

### II. **BEDC Office Holidays**

1. BEDC employees shall follow the holiday schedule approved by the City of Bastrop.

### III. **BEDC Staff Reviews**

1. The CEO Executive Director shall conduct annual reviews of each BEDC staff member in September of each year and prepare as part of the CEO Executive Director's own annual review each October/November their findings, outcomes and goals for each staff member from this review.
2. The BEDC staff shall be subject to the personnel policies of the City of Bastrop except where preempted by these Policies & Procedures or other written contracts as approved by the Board.

### IV. **Campaign-related Activities**

BEDC staff may not use any BEDC resources to engage in any campaign-related activity. Campaign-related activity includes, but is not limited to the following: fundraising, conducting polls, performing campaign research, developing campaign materials, or corresponding regarding campaign matters. BEDC resources includes, but is not limited to the following: internet, computers, email accounts, telephones, copiers, and other BEDC-owned equipment and services.

## Chapter 6: Records Retention

### I. Books and Records

1. The Corporation shall keep correct and complete books and records of account. The Corporation's books and records shall include:
  - a) A file endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the Articles of Incorporation, any Articles of Amendment, Restated Articles, Articles of Merger, Articles of Consolidation, and statement of change of registered office or agent.
  - b) A copy of the Bylaws and any amended versions or amendments to the Bylaws.
  - c) Minutes of the proceedings of the Board of Directors.
  - d) A list of names and addresses of the directors and officers of the Corporation.
  - e) A financial statement showing the assets, liabilities, and net worth of the Corporation at the end of each fiscal year.
  - f) A financial statement showing the income and expenses of the Corporation for each fiscal year.
  - g) All rulings, letters, and other documents relating to the Corporation's federal, state and local tax status.
  - h) The Corporation's federal, state and local information or income tax returns for each of the Corporation's tax years.
2. The BEDC shall adhere to the Texas State Library and Archives Commission schedule for local government.
3. Video recordings of BEDC board meetings are retained for up to two years, unless otherwise required by State Law.

### II. Records Open to Public

1. The BEDC shall comply with Texas Government Code Chapter 552 ("the Texas Public Information Act"); and, all records of the Corporation shall be made available to the public for inspection or reproduction in accordance with the requirements of said Act.



## Chapter 7: BEDC Device, Software, And Proprietary Information

### I. General Provisions

1. The BEDC has a substantial investment in the property and equipment provided for employee convenience to ease the effective and efficient accomplishment of the BEDC business. Appropriate use of facilities, equipment, and other items of BEDC property is expected from directors, officials, employees, and other BEDC staff.
2. A director, official, employee, and other BEDC staff shall use BEDC equipment in accordance with established procedures and shall not abuse, damage, or lose the equipment or software. BEDC property or equipment shall not be used for any personal non-BEDC business, except as specified either in these Policies & Procedures or by approval of the Board.
3. Directors, officials, employees, and other BEDC staff may be assigned authorized use of BEDC-owned devices, technology, computers, software licenses, phones, and/or cases for the mutual convenience of the BEDC and its directors, officials, employees, and other BEDC staff. These items are subject to inspection at any time for any reason by the Executive Director/Chief Executive Officer. Data caches, voice and e-mail boxes, pager and cellular phone memory banks, and other electronic storage systems provided by the BEDC may be “opened,” “read,” or inspected in the same manner as the contents of BEDC furnished desks and other equipment.
4. A director, official, employee, and other BEDC staff shall not, regardless of value, take BEDC property without authorization. The use of any BEDC property, equipment, or facility for personal gain, or for other than official duty-related use is forbidden.
5. The following is a non-exhaustive list of BEDC-owned property and/or proprietary information that may be provided to directors, officials, employees, and other BEDC staff for use: devices, computers, cell phones, cell phone stipends (for phones to be used for BEDC business, but subject to Texas Public Information Act), software and corresponding licenses on any computer or device, social media accounts and access thereof, passwords provided for BEDC-related social media and business accounts.
6. All items in the aforementioned Section 5 above are property of the BEDC and shall be relinquished to the BEDC upon resignation or termination from the position held.
7. Data created in the course of BEDC business on electronic communication systems is considered a part of the Texas Public Information Act and all electronic documents are subject to this Act.
8. The purpose of electronic communications systems is to enhance the BEDC’s accessibility to directors, officers, employees, and staff, and improve service delivery. Limited personal use of electronic communications systems is acceptable; however, no expectation of privacy arises to personal use.

9. Prohibited activity with any BEDC-owned, or personal electronic communications system being used on BEDC property or being used to conduct BEDC business, including cell phones, unless specifically delineated otherwise, includes:
- a) Engaging in illegal, fraudulent, or malevolent conduct;
  - b) Transmitting or storing material that is threatening, obscene, sexually explicit or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
  - c) Obtaining unauthorized access to any BEDC-owned computer or data system;
  - d) Unauthorized disclosure of BEDC computer data to another individual, whether or not the individual is an employee of the BEDC;
  - e) Unauthorized creation, duplication, destruction, deletion or alteration of BEDC computer data;
  - f) Sharing or disclosure of BEDC-owned computer user IDs. This applies equally to someone disclosing this information as well as any person using it;
  - g) Using another individual's account or identity without explicit authorization;
  - h) Distributing or storing chain letters, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature;
  - i) Activity used for outside employment or other direct financial profit;
  - j) Conducting political campaigns or other activity; and
  - k) Gambling or playing a game for money or other stakes.

## **II. Liability for Loss or Damage to BEDC Equipment**

1. Repayment Required. Any director, official, employee, and other BEDC staff who causes or permits loss or damage to BEDC issued property, devices, or equipment to occur through an act of unauthorized use, or through an act or omission that constitutes misconduct or negligence, excluding theft, may have to repay the BEDC for the loss or damage as determined by the Executive Director/Chief Executive Officer.
2. "Misconduct" as used in this Section is violation of a rule, procedure, or law.
3. "Negligence" as used in this Section is failure to exercise the degree of care that an employee with ordinary prudence would exercise under the same or similar circumstances.

## **III. Electronic Communications**

1. In the course of conducting BEDC business, employees will create, store, transmit, receive and manage electronic data. All data that is handled by BEDC directors, officials, employees, and other BEDC staff is the property of the BEDC regardless of the media (including paper copies), equipment or information system that is used to create, store or transmit the data.

## **IV. Additional Definitions**

1. BEDC-owned Equipment – Any device that the BEDC physically provides that accesses, stores or transmits electronic data. This includes, but is not limited to, computers, cell phones, traditional phones, other devices, etc.

2. Personal Equipment – Any device that is not provided by the BEDC that may be used to access, store or transmit BEDC electronic data. This includes, but is not limited to, any type of personal computer, tablet computer, cell phone, etc.
3. Information System – The software application, operating system, e-mail system or website, either Internet or intranet, that is used to access, store or transmit electronic data.



# STAFF REPORT

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**MEETING DATE:** March 17, 2025

**TITLE:**

Consider and act on Resolution R-2025-0007 approving the cost of a monument sign at the entry to the Business Park, in an amount not to exceed \$50,000.

**AGENDA ITEM SUBMITTED BY:**

Dori Kelley, BEDC Business Attraction, Retention, and Expansion Manager

**BACKGROUND/HISTORY:**

In February 2025, the City Council approved the Bastrop Economic Development Corporation's 2025 Strategic Plan, which included a priority focus on maximizing and improving the Business and Industrial Park.

Enhancing the Business and Industrial Park ("Park") remains a key initiative to better showcase its offerings to both current and prospective businesses. As efforts continue to recruit high-caliber industries, it is essential to highlight the businesses currently located in the Park through strategic improvements. One such improvement is the installation of a new and upgraded monument sign. This enhancement will elevate the Park's overall appearance, reinforce its identity, and contribute to its competitiveness in attracting new industries. As Bastrop competes with larger cities across Texas, even a simple improvement such as this can significantly enhance the Park's visual appeal and branding, helping to attract companies that will bring high-paying jobs to the community.

Attached are images of the Park's current signage, along with a proposed design for a larger monument sign. The new sign will prominently feature the USA headquarters currently operating in the Park while serving as a marketing tool for prospective businesses considering relocation.

Staff are requesting up to \$50,000 for the construction and installation of the monument sign as part of ongoing efforts to enhance the Bastrop Business and Industrial Park and support economic development initiatives.

**FISCAL IMPACT:**

Up to \$50,000.

**RECOMMENDATION:**

Staff recommend the Board approves the expenditure of up to \$50,000 to design, construct and install an upgraded monument sign at the Bastrop Business and Industrial Park.

**ATTACHMENTS:**

1. Draft Resolution R-2025-0007
2. Current Business Park entrance
3. Proposed monument sign design

**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING NEW ENTRYWAY SIGNAGE AT THE BASTROP BUSINESS AND INDUSTRIAL PARK IN AN AMOUNT TO EXCEED \$50,000; AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY PAPERWORK; AND ESTABLISHING 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**, to fulfill its public purpose in attracting qualifying projects under Texas Local Government Code, Chapters 501 and 505 *et seq.*, as amended, the BEDC requires certain professional services, including without limitation, maintaining the Bastrop Business and Industrial Park (“the Park”); and

**WHEREAS**, the current entryway signage at the Park is outdated and not large enough to display the names of all the existing businesses in the Park as well as the new businesses that will be locating there; and

**WHEREAS**, the anticipated cost of the new signage is less than \$50,000; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

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

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The Board approves the cost of obtaining new entryway signage for the Bastrop Business and Industrial Park, in an amount not to exceed \$50,000.

**SECTION 3.** The Board authorizes BEDC’s Interim Executive Director to take all necessary actions related to erecting the new signage, including but not limited to contracting the services necessary for design and installation.

**SECTION 4.** This Resolution is effective upon passage.

**[SIGNATURE PAGE FOLLOWS]**

BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

\_\_\_\_\_  
Ron Spencer, Board Chair

ATTEST:

\_\_\_\_\_  
Frank Urbanek, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Denton, Navarro, Rocha, Bernal & Zech, P.C

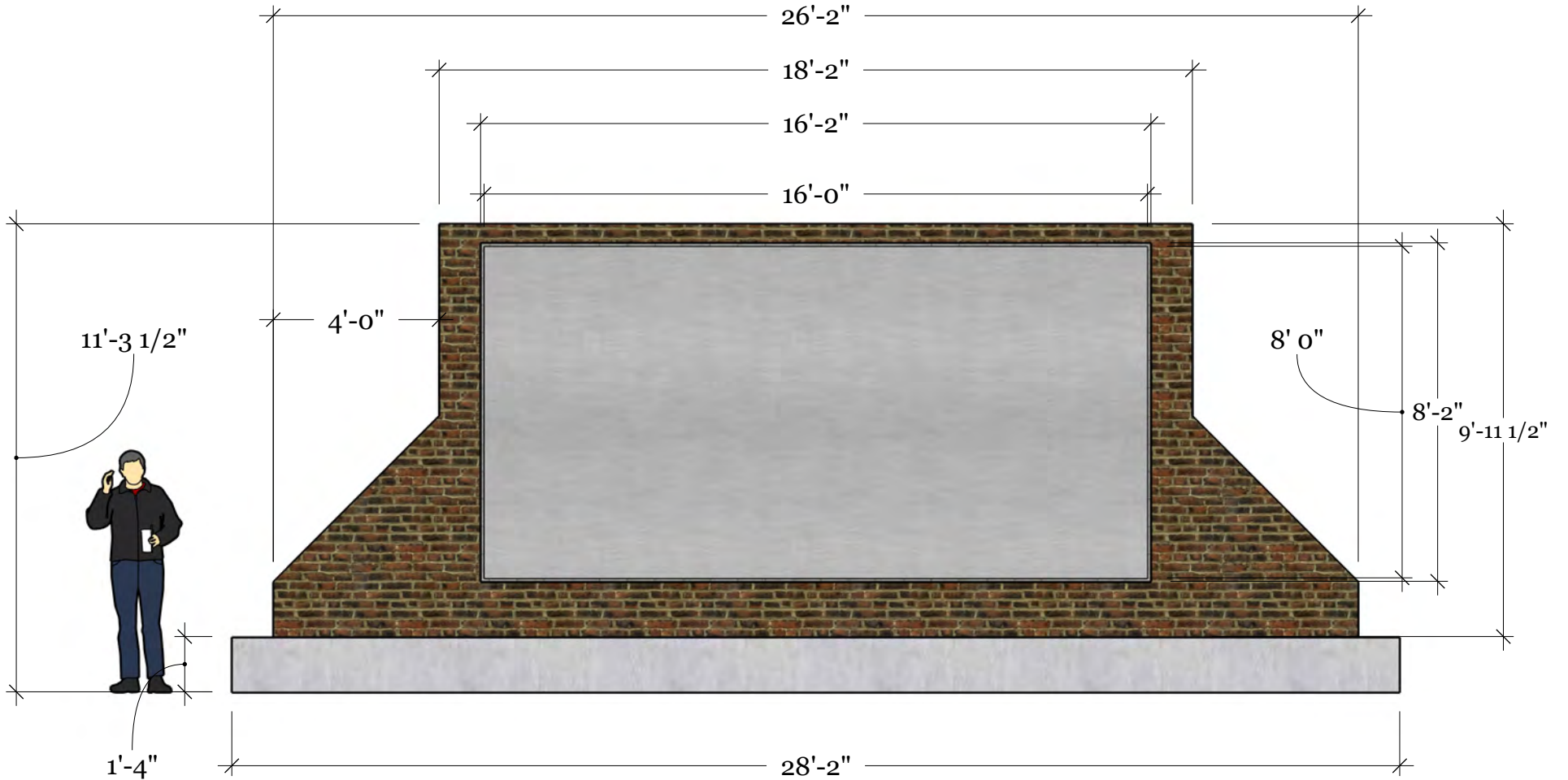
DRAFT





This is a biddable set of plans, however, structural integrity shall be field verified by the contractor on-site

Item 4.F



MONUMENT SIGN - FRONT VIEW

DRAFTED BY:  
MOAB CONSTRUCTION

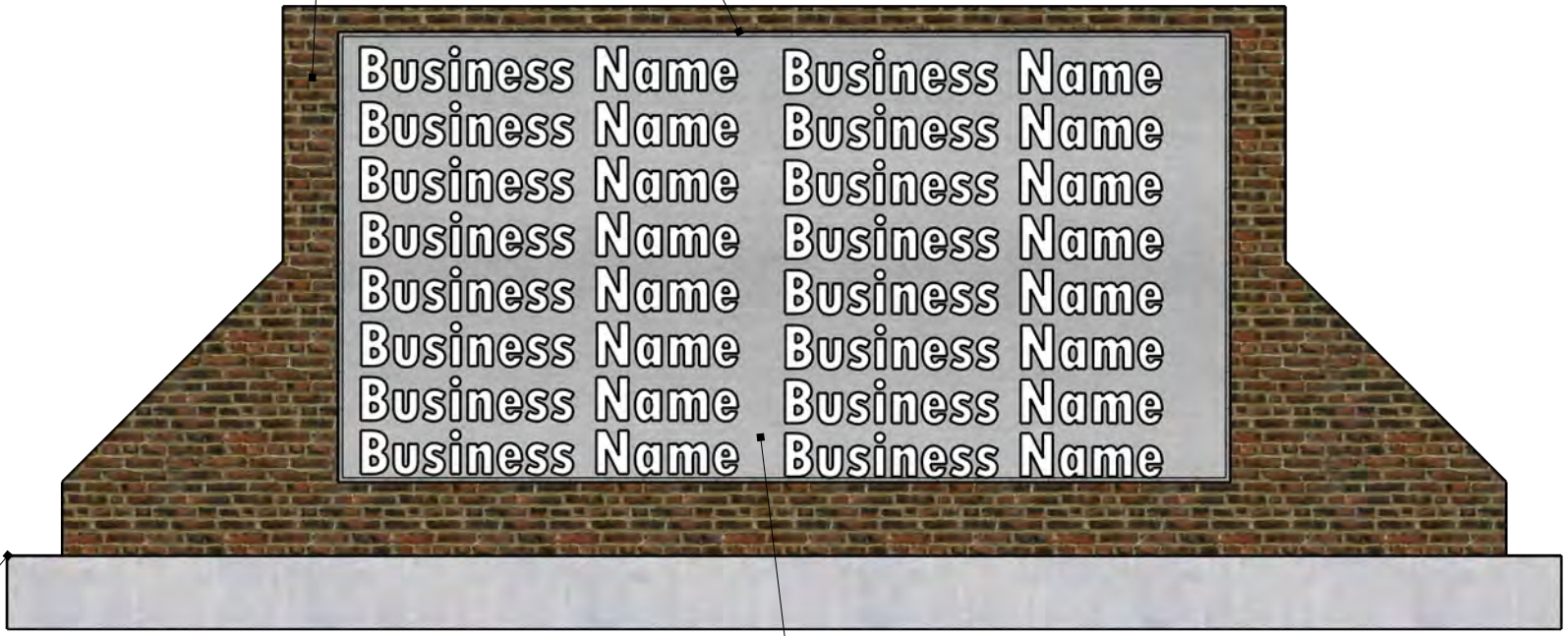
BASTROP EDC INDUSTRIAL PARK  
MONUMENT SIGN

REVISIONS

	MM/DD/YY	REMARKS
1	03/11/2025	INITIAL DESIGN
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

CINDER BLOCK BACKING, 1" REVEAL ALL THE WAY AROUND

STONE TO SUBSTANTIALLY MATCH EXISTING STONE ON CURRENT SIGNAGE



RAISED CONCRETE FOUNDATION

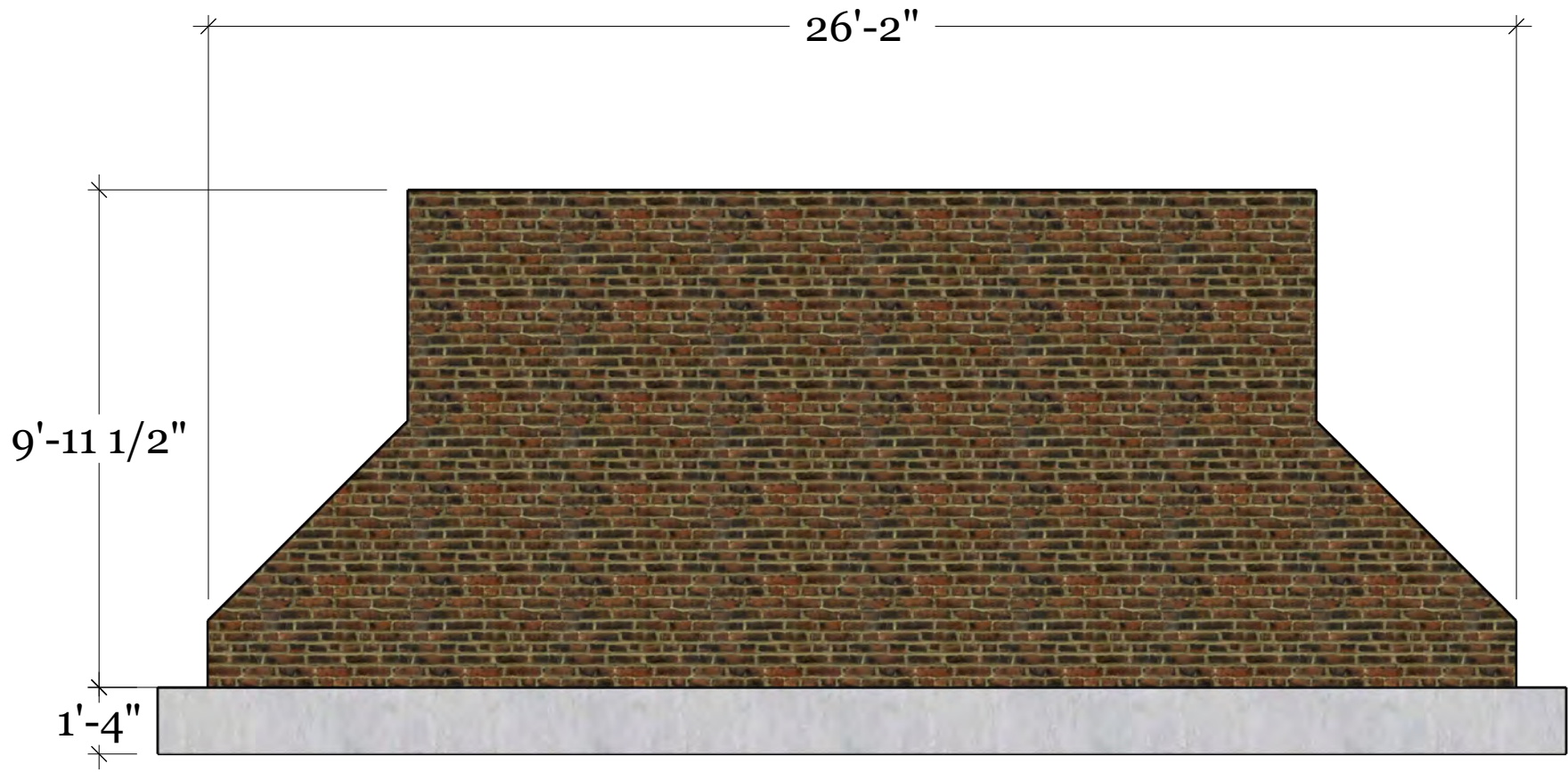
METAL BUSINESS NAME SIGN, PROVIDED AND INSTALLED BY EDC CONTRACTOR, NOT IN SCOPE

MONUMENT SIGN - FRONT VIEW WITH BUSINESS NAMES

DRAFTED BY:  
MOAB CONSTRUCTION

BASTROP EDC INDUSTRIAL PARK  
MONUMENT SIGN

REVISIONS		
	MM/DD/YY	REMARKS
1	03/11/2025	INITIAL DESIGN
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

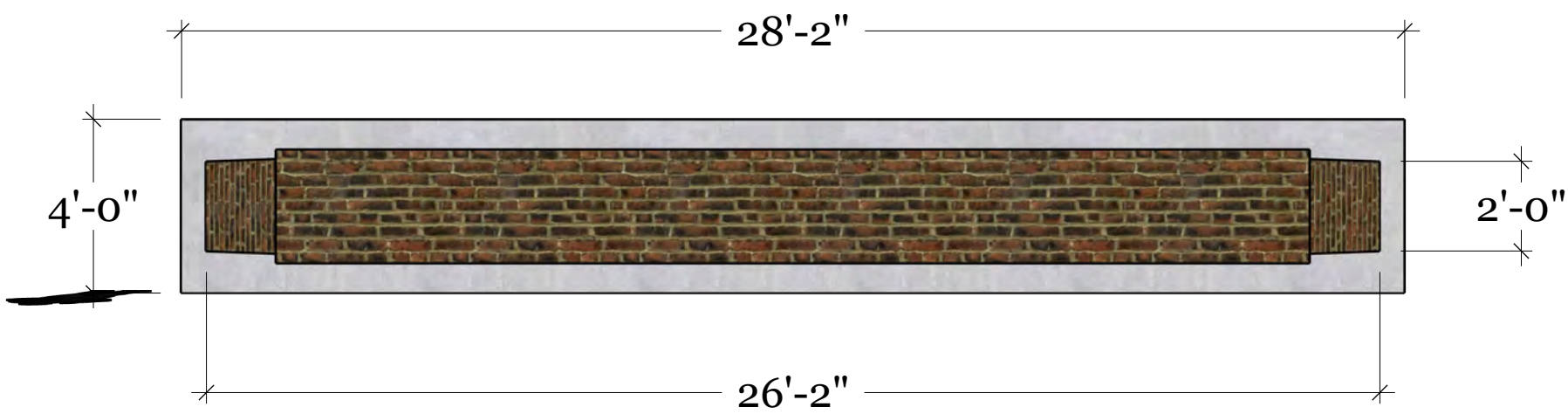


MONUMENT SIGN - REAR VIEW

DRAFTED BY:  
MOAB CONSTRUCTION

BASTROP EDC INDUSTRIAL PARK  
MONUMENT SIGN

REVISIONS		
	MM/DD/YY	REMARKS
1	03/11/2025	INITIAL DESIGN
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...



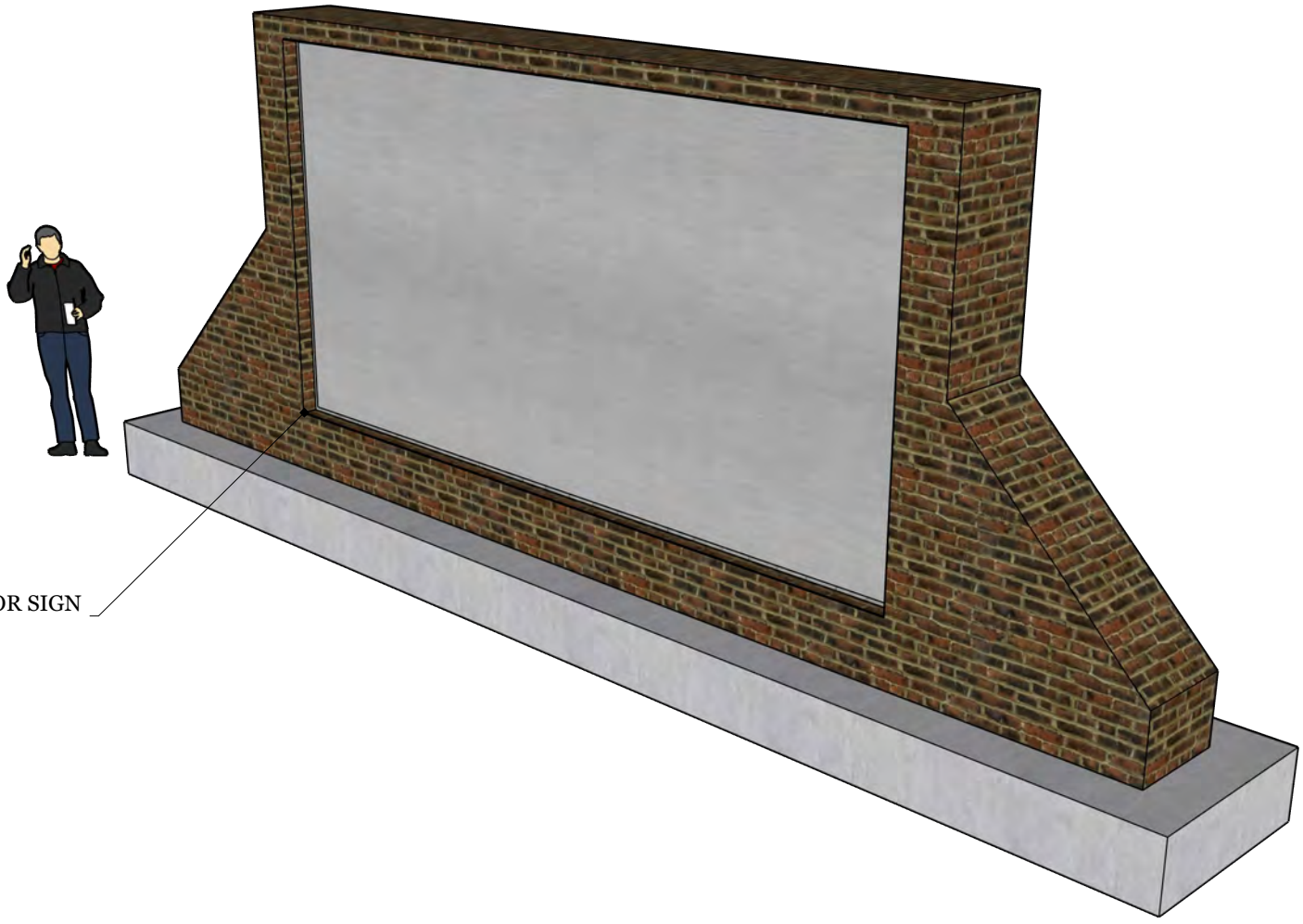
MONUMENT SIGN -  
TOP DOWN VIEW

DRAFTED BY:  
MOAB CONSTRUCTION

BASTROP EDC INDUSTRIAL PARK  
MONUMENT SIGN

REVISIONS		
	MM/DD/YY	REMARKS
1	03/11/2025	INITIAL DESIGN
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...





~ 5" REVEAL FOR SIGN

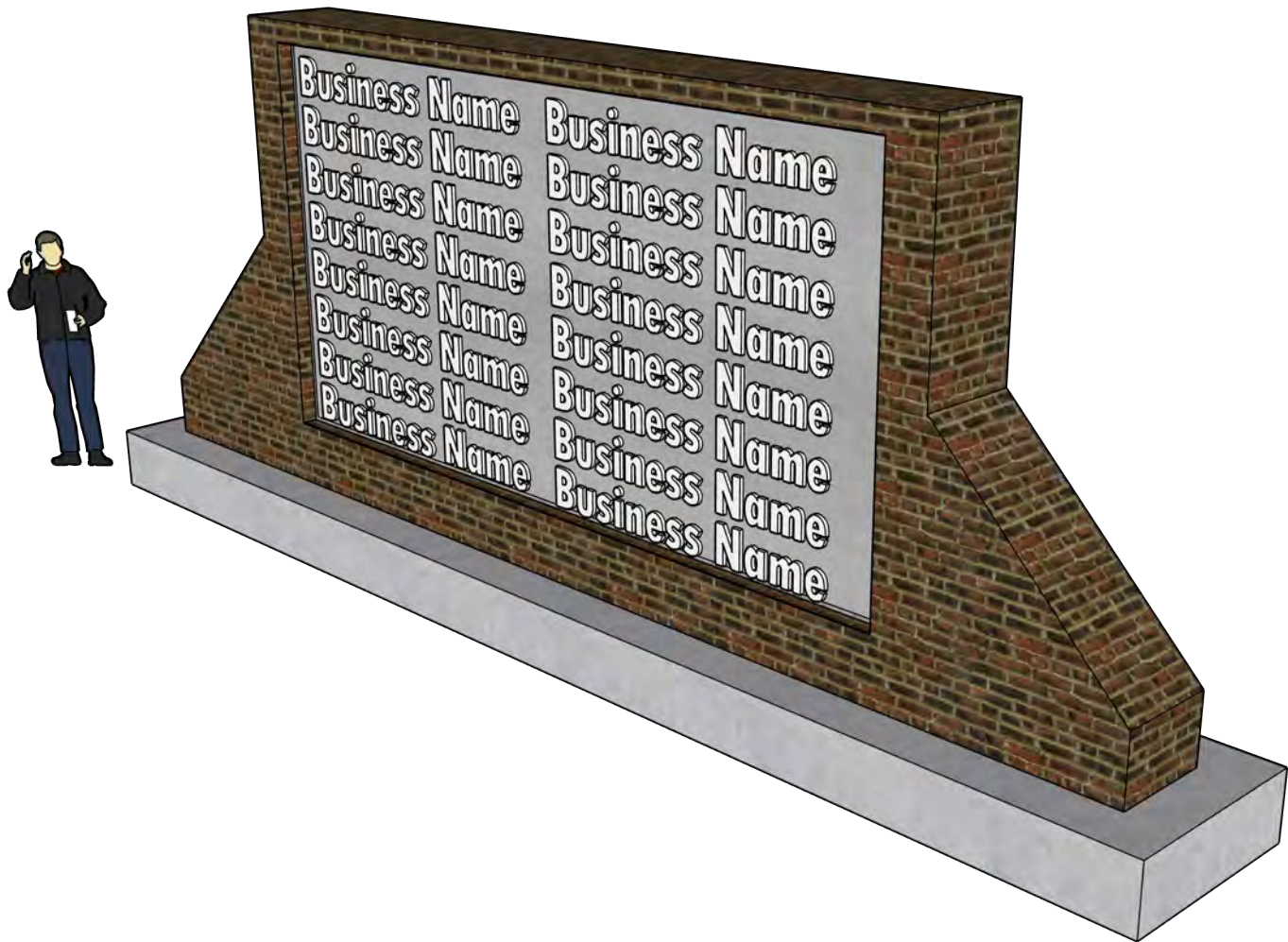
**MONUMENT SIGN -  
PERSPECTIVE VIEW**

DRAFTED BY:  
MOAB CONSTRUCTION

**BASTROP EDC INDUSTRIAL PARK  
MONUMENT SIGN**

**REVISIONS**

	MM/DD/YY	REMARKS
1	03/11/2025	INITIAL DESIGN
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...



MONUMENT SIGN -  
PERSPECTIVE VIEW  
WITH BUSINESS NAMES

DRAFTED BY:  
MOAB CONSTRUCTION

BASTROP EDC INDUSTRIAL PARK  
MONUMENT SIGN

REVISIONS		
	MM/DD/YY	REMARKS
1	03/11/2025	INITIAL DESIGN
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...