AGENDA

Regular Meeting

BEE CAVE DEVELOPMENT BOARD

Tuesday, May 28, 2024

4:00 PM, City Hall

4000 Galleria Parkway

Bee Cave, Texas 78738-3104

THE CITY OF BEE CAVE DEVELOPMENT BOARD MEETINGS ARE AVAILABLE TO ALL PERSONS REGARDLESS OF DISABILITY. IF YOU REQUIRE SPECIAL ASSISTANCE, PLEASE CONTACT THE CITY SECRETARY OFFICE AT (512) 767-6641 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING. THANK YOU.

A quorum of the Planning and Zoning Commission and/or City Council may be in attendance at the Meeting. No action will be taken by the Commission or Council.

1. Call meeting to order
2. Roll Call
3. Consent Agenda

   All Consent Agenda items listed are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public view.

   A. Consider approval of the minutes of the Regular Session conducted on March 26, 2024.

   B. Consider approval of the minutes of the Special Session conducted on May 14, 2024.

4. Elevated Enterprises: Comments from a local Bee Cave Business.
5. Update from Bee Cave Library regarding the Books and Bees Festival.

6. Discuss and consider action on the approval of Resolution No. BCDC 2024-04 of the City of Bee Cave Economic Development Corporation creating parliamentary procedures for the board.
7. Public hearing, discuss and consider possible action on Resolution No. BCDC 2024- 05 of the City of Bee Cave Economic Development Corporation adopting a project for certain weeks promoting the various industries in the city of Bee Cave for 2023/2024 fiscal year.
8. Discuss and consider attendance and participation at the Bee Cave Chamber of Commerce Annual Business Awards Ceremony.
9. Discussion and update from the Regulatory Review Committee, Planning and Business Development Committee and the Professional Acquisition and Disposition Committee.
10. Activity Update
11. Discussion regarding future administrative items, meeting times and dates.
12. Adjournment

The Board may go into closed session at any time when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session a quorum of the Board must be present, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code, or Section 321.3022 of the Texas Tax Code authorizing the closed session.

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item: **3.A.**

Agenda Title: **Consider approval of the minutes of the Regular Session conducted on March 26, 2024.**

Board Action:

Department: **Admin Assistant**

Staff Contact: **Jo Ann Touchstone, City Secretary**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type

EDC Regular Meeting Minutes 03.26.24 Backup Material

MINUTES OF THE REGULAR MEETING OF THE
BEE CAVE DEVELOPMENT BOARD
CITY OF BEE CAVE
March 26, 2024

STATE OF TEXAS §
COUNTY OF TRAVIS §

Present:
Quinn Gormley, President
Christian Alvarado, Vice President
Tony Lockridge, Secretary
Christy Black, Director
Kevin Hight, Director
Victoria Winburne, Director
John Dashtara, Director

Absent:

City Staff:
Lindsey Oskoui, Interim City Manager
Travis Askey, Interim City Manager
Rebecca Regueira, Interim City Secretary
Ryan Henry, Attorney
Jenny Hoff, Communications Director
Brittany Graham, Communications Manager
Dori Kelley, Business Development Manager

Call to Order and Announce a Quorum is Present

With a quorum present, the regular meeting of the Bee Cave Development Board was called to order by President Gormley at 4:00 p.m. on Tuesday, March 26, 2024.

Consider approval of the minutes of the Regular Session conducted on January 23, 2024 and February 27, 2024.

Motion: A motion was made by Director Alvarado, seconded by Director Hight to approve the minutes.

The vote was taken on the motion with the following result:

Voting Aye: President Gormley and Directors Alvarado, Black, Dashtara, Hight, Lockridge and Winburne.

Voting Nay: None

Absent: None

The motion carried 7-0.

Elevated Enterprises: Comments from a local Bee Cave Business.

- Lake Travis Chamber of Commerce
  - Spoke to the board about the growth of their membership over the last year along with their attempts to balance the location and types of business that become members.

Discussion on a conceptual rendering of potential City wayfinding signage.

Jenny Hoff, Communications Director, presented initial renderings of wayfinding signage for the city seeking council input.

No action taken.

Discuss and consider action on developing a review committee for the Workforce Housing RFP.

President Gormley expresses that this discussion will be limited to the selection of committee members and emphasizes that the committee's purpose is reviewing and selecting proposals.

Dori Kelley, Business Development Manager, recommends including Director Hight and adding Julie Oakley as a nominee.

Motion: A motion was made by Director Winburne, seconded by Director Black to approve the nominated committee members including staff recommended additions of Director Hight and Julie Oakley.

The vote was taken on the motion with the following result:

Voting Aye: President Gormley and Directors Alvarado, Black, Dashtara, Hight, Lockridge and Winburne.

Voting Nay: None

Absent: None

The motion carried 7-0.

Discuss and consider action items of the BCDC workshop, including financial structures.

President Gormley made comments on the items discusses at the workshop.

Esme Thoman the speaker from the workshop held on March 19, 2024 recommends the creation of a Public Facility Corporation (PFC).

President Gormley expresses that the EDB will be very sensitive to workforce housing and tax abatements.

Motion: A motion was made by Director Hight, seconded by Director Lockridge to recommend the creation of a PFC to the City Council.

The vote was taken on the motion with the following result:

Voting Aye:	President Gormley and Directors Alvarado, Black, Dashtara, Hight, Lockridge and Winburne.
Voting Nay:	None
Absent:	None

The motion carried 7-0.

Discuss and consider action on donating two separate $500 checks to "Best Lake Travis High School Worker Bee" at the Lake Travis High School Annual Job Fair.

Dori Kelley, Business Development Manager, presents the topic.

Ryan Henry, City Attorney, explains to the board that this action is required to be in the form of a resolution and offers an example of youth incentive programs as resolutions with similar effects.

President Gormley says that before drafting a resolution more explanation of the criteria for those nominated and other options for incentivizing students are required.

No action taken.

Discuss and consider action on contracting Opportunity Strategies to develop a strategic plan for the Bee Cave Development Corporation.

Dori Kelley, Business Development Manager, presents options for strategic the plan.

President Gormley proposes a step-by-step path for the EDC to follow.

Motion: A motion was made by President Gormley, seconded by Director Hight to continue negotiations, further develop the scope of the proposal, then bring that back to the board before moving forward, as well as authorize $30,000.

The vote was taken on the motion with the following result:

Voting Aye: President Gormley and Directors, Black, Dashtara, Hight, Lockridge and Winburne.

Voting Nay: Director Alvarado.

Absent: None

The motion carried 6-1.

Activity update.

No updates

Adjournment.

Motion: A motion was made by Director Hight, seconded by Director Alvarado to adjourn at 5:49PM.

The vote was taken on the motion with the following result:

Voting Aye: President Gormley and Directors Alvarado, Black, Dashtara, Hight, Lockridge and Winburne.

Voting Nay: None

Absent: None

The motion carried 7-0.

The Economic Development Board adjourned the meeting at 5:49p.m.

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

_____

President

ATTEST:

_____

Secretary/Treasurer

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item: **3.B.**

Agenda Title: **Consider approval of the minutes of the Special Session conducted on May 14, 2024.**

Board Action:

Department: **Admin Assistant**

Staff Contact: **Jo Ann Touchstone, City Secretary**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type

EDC Special Meeting Minutes 05.14.24 Backup Material

MINUTES OF THE SPECIAL MEETING OF THE
BEE CAVE DEVELOPMENT BOARD
CITY OF BEE CAVE
May 14, 2024

STATE OF TEXAS §
COUNTY OF TRAVIS §

Present:
Quinn Gormley, President
Christian Alvarado, Vice President
Tony Lockridge, Secretary
Christy Black, Director
Kevin Hight, Director
Victoria Winburne, Director
John Dashtara, Director

City Staff:
Julie Oakley, City Manager
Lindsey Oskoui, Assistant City Manager
Dori Kelley, Business Development Manager
Ryan Henry, City Attorney
Rebecca Regueira, Deputy City Secretary
Jenny Hoff, Communications Director
Carly Pearson, Planning & Development Director
Travis Askey, Director of Finance
Anna Jensen, Admin Coordinator

Call to Order and Announce a Quorum is Present

With a quorum present, the special meeting of the Bee Cave Development Board was called to order by President Gormley at 4:31 p.m. on Tuesday, May 14, 2024.

Public hearing, discuss and consider possible action on Resolution No. BCDC 2024-02 a project for training and providing incentives to youths entering the employment market and creating the youth incentives project for 2023/2024 fiscal year.

President Gormley, Ryan Henry (City Attorney), and Dori Kelly (Business Development Manager) presented this item.

President Gormely opened the public hearing at 4:34 p.m.

There being no one wishing to provide public testimony, the public hearing closed at 4:35 p.m.

MOTION: A motion was made by Director Hight, seconded by Director Winburne, to approve Resolution No. BCDC 2024-02.

The vote was taken on the motion with the following result:

> Voting Aye: President Gormley, Directors Alvarado, Black, Dashtara, Hight, Lockridge, and Winburne.
> Voting Nay: None
> Absent: None

The motion carried 7-0.

Discuss and consider action on Resolution No. BCDC 2024-03 approving a consulting contract with Opportunities Strategies for the development of an Economic Development Strategic Plan for the Bee Cave Development Board.

President Gormley and Ryan Henry (City Attorney) presented this item.

MOTION: A motion was made by Director Hight, seconded by Director Winburne, to approve Resolution No. BCDC 2024-03.

The vote was taken on the motion with the following result:

> Voting Aye: President Gormley, Directors Alvarado, Black, Dashtara, Hight, Lockridge, and Winburne.
> Voting Nay: None
> Absent: None

The motion carried 7-0.

Discuss and consider action to request a joint workshop session with the City Council regarding the involvement and direction of the Bee Cave Development Corporation's strategic plan.

President Gormley and Dori Kelley, Business Development Manager, presented this item.

No action was taken.

Discuss changes made to concept plans for new City wayfinding signs.

Jenny Hoff, Director of Communications, presented this item.

EDC Board Members provided feedback on the presented wayfinding signage designs.

Discussion regarding administrative items, future meeting times and dates.

Dori Kelley, Business Development Manager, presented this item and confirmed that the next regular meeting would take place on May 28th, 2024.

Adjournment:

Motion: A motion was made by Director Hight, seconded by Director Lockridge to adjourn at 5:23 p.m.

The vote was taken on the motion with the following result:

Voting Aye:	President Gormley and Directors Alvarado, Black, Dashtara, Hight, Lockridge and Winburne.
Voting Nay:	None
Absent:	None

The motion carried 7-0.

The Economic Development Board adjourned the meeting at 5:23 p.m.

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

_____

President

ATTEST:

_____

Secretary/Treasurer

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**4.**
Agenda Title:	**Elevated Enterprises: Comments from a local Bee Cave Business.**
Board Action:	
Department:	**Administration**
Staff Contact:	**Dori Kelley, Business Development & Relations Manager**

1. INTRODUCTION/PURPOSE

Elevated Enterprises provides the Economic Development Board with a unique platform to engage with Bee Cave businesses. In a concise 3-minute presentation, local businesses share insights into their identity, operations, challenges faced within the City of Bee Cave, and their highlights as business owners in the community. This initiative fosters direct communication, allowing for a deeper understanding of the business landscape and promoting a collaborative environment between the Bee Cave Development Corporation Board of Directors and the vibrant businesses of Bee Cave.

2. DESCRIPTION/JUSTIFICATION

a) Background

Today's session offers an opportunity to hear from Shereen Chand, owner of the new Bee Cave business, Vitality Bowls.
Vitality Bowls is located at: 3620 Ranch Rd 620 S suite 320, Bee Cave, TX 78738

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**5.**
Agenda Title:	**Update from Bee Cave Library regarding the Books and Bees Festival.**
Board Action:	
Department:	**Administration**
Staff Contact:	**Gretchen Hardin, Assistant Library Director**

1. INTRODUCTION/PURPOSE

In 2022, the Bee Cave Library established the Books and Bees Festival, an annual event celebrating literature and bee conservation.
As a central hub of literacy for children and adults, the Bee Cave Public Library offers year-round programs serving hundreds of families in the local area and beyond. As a Bee City USA affiliate, the City of Bee Cave is committed to educating the public and aiding in the conservation of bees, a vital insect. The unique Books and Bees Festival supports these missions by featuring high-profile, bestselling authors to share fantastic literature with both kids and adults, and by educating our community about the importance of bees.

2. DESCRIPTION/JUSTIFICATION

a) Background

In 2023 and 2024, the Bee Cave Development Corporation sponsored $10,000 to support the festival's efforts and offset the costs of branding and marketing. Additionally, Keystone Bank contributed a generous $10,000 sponsorship, further offsetting the costs of branding and marketing and ensuring the festival's success and reach.
This year, the Books and Bees Festival was a two-day event held on April 5th and 6th. On April 5th, there was a Texas-themed private book reading with Elizabeth Crook, author of "The Madstone," at the new Keystone Bank headquarters in Bee Cave. April 6th featured a festival day filled with author readings, book signings, book sales, Q&A panels, crafts and storytime, bee and nature education, and a honey-tasting contest.

b) Issues and Analysis

Gretchen Hardin, the Bee Cave Library's Assistant Director, will present an update on the Books and Bees Festival 2024.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Books and Bees Recap	Backup Material

BOOKSANDBEES FESTIVAL

3,200 Attendees
17 Authors
36 Volunteers
16 City Staff Members

Friday, April 5th &
Saturday, April 6th 2024

BOOKSANDBEES
FESTIVAL





BOOKSANDBEES
FESTIVAL





Impact as a result of the festival

- Strengthen community partnerships with Keystone Bank, Hill Country Galleria, Barnes & Noble, local honey businesses, and more
- Statewide recognition with Texas Library Association's "Libraries Change Communities" award and submitted for TAMIO's "Best Recurring Event" award
- Encourage literacy and nature awareness in the community
- Expand into a two-day festival with the addition of Books and Bees VIP with author Elizabeth Crook
- Establish Bee Cave as an institution for family-friendly events while bringing in visitors from the surrounding areas

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**6.**
Agenda Title:	**Discuss and consider action on the approval of Resolution No. BCDC 2024-04 of the City of Bee Cave Economic Development Corporation creating parliamentary procedures for the board.**
Board Action:	
Department:	**Administration**
Staff Contact:	**Quinn Gormley, EDC President**

1. INTRODUCTION/PURPOSE

In order to aid in the efficiency of the Bee Cave Development Corporation Board meetings, the attached resolution aims to establish parliamentary procedures for its Board of Directors.
This resolution is intended to formalize and streamline the conduct of board meetings, ensuring efficient administration and orderly debate. The resolution includes comprehensive rules on agenda preparation, quorum requirements, roles of presiding officers, debate protocols, voting procedures, public comment handling, and meeting adjournment. The adoption of these procedures aims to enhance the effectiveness of the Board's operations and decision-making processes, promoting transparency and accountability in its activities.

2. DESCRIPTION/JUSTIFICATION

a) Background

The Bee Cave Economic Development Board recognized the need for structured and consistent meeting protocols to enhance its governance and operational efficiency. Over time, as the Board's responsibilities and the complexity of its projects increased, the lack of formal parliamentary procedures led to occasional inefficiencies and ambiguities during meetings.

b) Issues and Analysis

The attached resolution and policy reflects the Board's commitment to improving its administrative processes, fostering better decision-making, and ensuring transparent and orderly meetings.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds

Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends adopting the rules of procedure and approving the resolution.

ATTACHMENTS:

	Description	Type
🗋	Parliamentary Procedures	Resolution Letter

RESOLUTION NO. BCDC 2024-04

A RESOLUTION OF THE CITY OF BEE CAVE ECONOMIC DEVELOPMENT BOARD, CREATING PARLIAMENTARY PROCEDURES FOR THE BOARD

WHEREAS, the City of Bee Cave Economic Development Board (EDB) finds it necessary to adopt a parliamentary procedure policy for use by the Board of Directors of the City of Bee Cave Economic Development Board; and

WHEREAS, the City of Bee Cave Economic Development Board finds that adopting said policy will aid in the efficient administration of meetings.

NOW THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT BOARD OF THE CITY OF BEE CAVE, TEXAS THAT:

1. A parliamentary procedures policy is hereby adopted by the Board of Directors of the City of Bee Cave Economic Development Board, which is attached hereto as Exhibit A to this resolution.

DULY PASSED AND APPROVED, on the _____ day of _____, 2024 at a regular meeting of the Economic Development Board of the City of Bee Cave, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF BEE CAVE, TEXAS

_____

Quinn Gormley – *President, City of Bee Cave Economic Development Board*

ATTEST:

_____

Jo Ann Touchstone, *City Secretary*

APPROVED:

_____

Ryan Henry, *City Attorney*

Exhibit A to Resolution BCDC 2024-04 of the City

of Bee Cave Economic Development Board

Conduct of Business Procedure Sheet

Rules of Procedure:

I. Preparation, contents and posting of agenda

1) The agenda will be prepared by the president of the board or designee. Any board member, officer of the Corporation or member of the governing body of the City may request an item be place on the agenda by delivering the same in writing to the City Secretary and Secretary of the Board as long as they provide the topic and any backup information requested by the Preparer no later than six (6) business days prior to the posting of such agenda.

2) The agenda for regular meetings of the Board will include, at a minimum, the following:

a) Determination of quorum and call to order.

b) Citizen's participation. During which citizens may address the Board on any topic of general public interest falling under the purview of the board. See Procedures for public comment below.

c) Each project, resolution, or policy that the president, any single Board member, or Board staff wishes to have the Board consider. Each of these agenda items shall be specifically described and there shall be provision for citizens' comments on each item for which a council vote is planned.

d) Approval of minutes of previous meeting(s), if available.

e) Reports of officers, staff, and committees

3) Routine matters may be placed on a consent agenda, which will be treated as one agenda item. Before the consent agenda is voted on, any item will be removed at the request of any single Board member.

4) The agenda for all meetings shall be posted by the city Secretary of the City of Bee Cave or his/her designee.

II. Quorum

1) A quorum for the transaction of business by the Board shall be a majority of the number of directors, being not less than four (4) members, present to conduct official business of the

Corporation. The President of the Board is considered for purposes of determining a quorum. The act of four (4) or more directors at a meeting at which a quorum is in attendance shall constitute an act of the Board and the Corporation, unless the act of a greater number of directors is required by these Bylaws, City ordinance/resolution or state law.

III. Presiding Officer

1) The President shall preside over all meetings of the EDB. In the absence of the President, the Vice-President shall preside and in the absence of the Vice-President, the Secretary of the EDB shall preside, and in the absence of those officers, a senior Board member, as determined by length of service, shall preside.

2) The presiding officer shall preserve order and decorum and is authorized to enforce compliance with the rules contained herein. The presiding officer shall require Board members, staff, city support staff and citizens to limit discussion to the question under consideration and as posted on the agenda.

3) The presiding officer's decision on a procedural matter can be overruled by a majority vote of the Board members. The motion to overrule may be made at any time and must be seconded. The person making the motion may make a brief statement and the presiding officer may explain his/her position, but no other member may speak on the motion. The presiding officer will then put the ruling to a vote of the council, board, or commission.

4) The presiding officer must introduce every item on the agenda. The presiding officer may change the order of the agenda. The Board may elect not to take action on any agenda item.

5) Where the rules are silent, the presiding officer is authorized to determine reasonable rules of procedures; the presiding officer, at his or her discretion, may rely on the most recent edition of Robert's Rules of Order unless they conflict with the city charter or state statutes.

IV. Agenda Items, Debate, Motions, and Voting

1) Each Board member shall be recognized to offer his/her comments at least once.

2) Any agenda item before the Board may be decided only by a motion, a second, and a favorable vote by a majority of the members present and voting (unless state law or local law mandates otherwise).

3) Motions should be "positive" rather than "negative."

4) There shall be no limit to the number of times a Board member may ask for the floor, but a board member shall speak only when recognized by the presiding officer. Board member remarks shall generally be addressed to the presiding officer, but board members may ask questions of other board members or of the staff. Board members may respond to remarks or

questions but will refrain from exchange or remarks with the public except that a Board member may ask a citizen a question of a factual or technical nature.

5) Each Board member must be given an opportunity to speak on the item without interruption. The presiding officer is also to be given an opportunity to speak on the item without interruption. The presiding officer must maintain order and not allow interruption of a member who has the floor. The presiding officer must also be allowed to speak without interruption on the item. The presiding officer must allow each member the opportunity to speak at least once before allowing any member to speak on the item a second time. Citizens providing comments and members of the audience may not speak out, interrupt, disrupt, or disturb the debate while members of the Board are discussing and item or when a presenter is providing information to the Board.

6) The presiding officer will request a motion and a second. The presiding officer will repeat the motion. The presiding officer may make a motion. After a motion has been made and seconded, or a topic has been presented for discussion, the presiding officer will recognize each Board member for debate. The presiding officer is not obligated to recognize any Board member for a second time until every Board member wishing to speak has been given the opportunity to do so. The presiding officer may enter the debate. When the presiding officer is satisfied that each Board member has had a reasonable opportunity to address the topic, the presiding officer will call for a vote. Debate will cease and the vote shall be taken.

7) When a member of the public, or board member, or anyone else present during the meeting disrupts the meeting, interrupts the person who has the floor, or fails to follow the direction of the presiding officer in the course of maintaining the orderly progression of the meeting, the presiding officer or a member of the city council, Board or commission may call that person out of order. Being called out of order applies only to actions taken in a specific meeting and such determinations may not be combined to future meetings. Anyone called out of order is subject to removal from the meeting.

V. Resolutions

1) When passing a resolution, the presiding officer shall read the "heading", including the resolution number, if any.
2) After reading the heading, the presiding officer shall then list who requested the item to be placed on the agenda and have that person explain the item and what they need from the board.
3) After presentation of the resolution, the presiding officer shall invite Board discussion, motion and vote.

VI. Procedures for taking public comment

1) At each meeting open to the public the Board shall provide opportunity for members of the public to make:
   a) The opportunity for general public comment under this subsection may not be used to advocate for or against any specific action relating to any posted item or for or against any pending agenda item. The opportunity for any such testimony is to be limited to the

appointed time when action on such matter is requested by the Board Chair;

b) At the time general or specific public comment is taken, speakers should be prepared to come promptly to the podium or other place designated for speakers. They may, if they wish, agree among themselves on an order in which they will speak, or this may be directed by the Board Chair. If a large number of speakers wish to testify, the Chair may, in his or her reasonable discretion, establish appropriate limits on the total amount of time to be devoted to testimony on any given item or items. As each individual speaker begins his or her testimony, they must state on the record their name and on whose behalf they are speaking, and sign in on a sheet provided by staff to indicate the correct spelling of their name and on whose behalf they are speaking.

VII. Adjourn meeting

1) The Presiding Officer shall call for a motion to adjourn.

2) The Presiding Officer shall announce the time of adjournment.

a) "This meeting is adjourned at _____(time)."

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**7.**
Agenda Title:	**Public hearing, discuss and consider possible action on Resolution No. BCDC 2024- 05 of the City of Bee Cave Economic Development Corporation adopting a project for certain weeks promoting the various industries in the city of Bee Cave for 2023/2024 fiscal year.**
Board Action:	
Department:	**Administration**
Staff Contact:	**John Dashtara, EDC Member of the Board of Directors**

1. INTRODUCTION/PURPOSE

The Bee Cave Development Corporation will discuss Resolution No. 2024-05, authorizing the "Industry Weeks Project" for the 2023/2024 fiscal year.
This project, with a budget not exceeding $10,000, aims to promote various industries within Bee Cave, Texas, including the restaurant, health and wellness, and retail sectors. The project will run from October 1, 2023, to September 30, 2024, with any remaining funds at the project's end returning to the EDB's general fund. Bee Cave Development Corporation staff is tasked with implementing the project.

2. DESCRIPTION/JUSTIFICATION

a) Background

"Industry Weeks" originated from a series of discussions within the Planning and Business Development Committee. The committee, tasked with fostering economic growth and development in Bee Cave, identified the need to support and promote local industries to stimulate economic growth.
During initial meetings, committee members highlighted the potential benefits of showcasing the diverse sectors within the city, such as the restaurant, health and wellness, and retail industries. They emphasized that targeted promotional efforts could enhance visibility, drive consumer traffic, and ultimately contribute to the economic vitality of Bee Cave.
Subsequent discussions focused on practical implementation, budget considerations, and potential collaborations with community organizations. The committee proposed the concept of "Industry Weeks," a project designed to spotlight different industries over a set period, providing a structured approach to promotion and engagement.

b) Issues and Analysis

Since this project wasn't factored into the Bee Cave Development Corporation's fiscal plan for 2023/2024, its approval by the Corporation would necessitate presentation before the city council.

3. FINANCIAL/BUDGET

Amount Requested	$10,000.00	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends approving Resolution No. 2024-05, authorizing the "Industry Weeks Project" for the 2023/2024 fiscal year.

ATTACHMENTS:

Description	Type
Industry Weeks Resolution	Resolution Letter

RESOLUTION NO. 2024-05 (R)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEE CAVE DEVELOPMENT CORPORATION APPROVING THE INDUSTRY WEEKS PROJECT PROMOTING THE VARIOUS INDUSTRIES IN THE CITY OF BEE CAVE

WHEREAS, the Bee Cave Development Corporation, commonly referred to as the Bee Cave Economic Development Board (the "***EDB***"), is a Texas Type B economic development corporation formed pursuant to Chapters 501 and 505, Texas Local Government Code, by the City of Bee Cave, a Texas home rule municipality with a population of 20,000 or less;

WHEREAS, pursuant to Texas Local Government Code § 505.158(a), the EDB may conduct projects that include expenditures found by the Board of Directors to promote new or expanded business development;

WHEREAS, the EDB Board of Directors finds that the project known as the Industry Weeks Project, whereby the EDB promotes the various industries in the City of Bee Cave, promotes new and expanded business development; and

WHEREAS, the City of Bee Cave Economic Development Board finds that the cost of the Industry Weeks Project will not exceed ten thousand dollars ($10,000) between October 1, 2023, and September 30, 2024, at which point the Project concludes and that any excess funds be returned to the City of Bee Cave Economic Development Board's general fund;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BEE CAVE DEVELOPMENT CORPORATION THAT:

1. The Industry Weeks Project for 2023/2024 Fiscal Year (the "***Project***") is hereby authorized, created, and budgeted.

2. The Industry Weeks Project is authorized to utilize funds in an amount not to exceed ten thousand dollars ($10,000) for the Project, which is to commence on October 1, 2023, and conclude on September 30, 2024. **This Project does not automatically renew.**

3. The Industry Weeks Project shall utilize the budgeted funds throughout the 2023/2024 fiscal year to promote the various industries in the City of Bee Cave, including, but not limited to:

    a. The restaurant industry;
    b. The health and wellness industry; and
    c. The retail industry

4. The Project includes, but is not limited to, promoting industries in the City of Bee Cave in conjunction with other community organizations.

5. The Project will conclude on September 30, 2024, and excess funds will return to the EDB's general fund.

6. The President of the EDB, or the designee thereof, is hereby authorized to proceed forward, under the law, with implementing this Project as funded.

7. The Board may designate additional industries by majority vote at future meetings.

DULY PASSED AND APPROVED, on the _____ day of _____, 2024 at a regular meeting of the Board of Directors of the Bee Cave Development Corporation, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF BEE CAVE, TEXAS

_____

Quinn Gormley – President, City of Bee Cave Economic Development Board

ATTEST:

_____

Jo Ann Touchstone, *City Secretary*

APPROVED:

_____

Ryan Henry, *City Attorney*

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**8.**
Agenda Title:	**Discuss and consider attendance and participation at the Bee Cave Chamber of Commerce Annual Business Awards Ceremony.**
Board Action:	
Department:	**Administration**
Staff Contact:	**Dori Kelley, Business Development & Relations Manager**

1. INTRODUCTION/PURPOSE

The Bee Cave Chamber of Commerce is hosting their annual Business Awards Ceremony on Saturday, June 8th, at Sonesta Hotel, Bee Cave.

The Bee Cave Economic Development Board will discuss endorsing the annual Bee Cave Chamber Business Awards Ceremony by procuring two tables for Directors, city officials, and staff to attend, as it presents a unique opportunity to celebrate and recognize local businesses for their contributions to the community.

Attending the event not only showcases the Bee Cave Development Corporation's support for local enterprises but also fosters connections with key stakeholders, promoting collaboration and engagement within the business community. Additionally, participation in this event aligns with the Bee Cave Development Corporation's mission to facilitate economic growth and development in Bee Cave, further solidifying its commitment to the city's prosperity.

2. DESCRIPTION/JUSTIFICATION

a) Background

Last year marked the debut of the Bee Cave Chamber of Commerce Business Awards Ceremony, held at the Sonesta Hotel, Bee Cave.

Mayor King and previous City Manager Clint Garza were in attendance. The event was emcee'd by Jenny Hoff, the City's Communication's Director, and Dori Kelley, the Business Relations and Development Manager for the City of Bee Cave.

Its resounding success, resonating with both the business community and residents, has prompted the Bee Cave Chamber of Commerce's enthusiasm to expand this year's edition, introducing new nominee categories for public voting.

Recognising the value and impact of this event, the Bee Cave Chamber of Commerce Board of Directors has decided to extend a special offer to the city, providing two tables of 10 seats each at a discounted rate of $500 each, showcasing their commitment to fostering collaboration and celebration within the local business ecosystem.

b) Issues and Analysis

The Bee Cave Chamber of Commerce Business Awards Ceremony is on Saturday, June 8th, at Sonesta Hotel, Bee Cave.This is a ticketed event.
For more information, please visit:
https://www.beecavechamberofcommerce.com/content/special-event-summer-nights-business-awards/8069

3. FINANCIAL/BUDGET

Amount Requested	$1,000	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends the Bee Cave Development Corporation approves the cost, attendance, and participation in the Bee Cave Chamber of Commerce Business Awards Ceremony.

ATTACHMENTS:

Description	Type
Bee Cave Chamber of Commerce Business Awards Ceremony Flyer	Backup Material


BEE CAVE CHAMBER OF COMMERCE
BUSINESS AWARDS CEREMONY
Summer
NIGHTS
June 8, 2024 | 7pm
Sonesta-Bee Cave
SPONSORED BY
Kim Ortiz
PORTRAIT ART
BEE CAVE
CHAMBER OF COMMERCE
—home is where the hive is—

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item: **9.**

Agenda Title: **Discussion and update from the Regulatory Review Committee, Planning and Business Development Committee and the Professional Acquisition and Disposition Committee.**

Board Action:

Department: **Administration**

Staff Contact: **Dori Kelley, Business Development & Relations Manager**

1. INTRODUCTION/PURPOSE

Updates from:

- Regulatory Review Committee, with Christy Black and Tony Lockridge
- Planning and Business Development Committee, with John Dastara and Kevin Hight
- Professional Acquisition and Disposition Committee, with Christian Alvarado

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**10.**
Agenda Title:	**Activity Update**
Board Action:	
Department:	**Administration**
Staff Contact:	**Dori Kelley, Business Relations and Development Manager**

1. INTRODUCTION/PURPOSE

Staff will provide a comprehensive monthly activity report for the Bee Cave Development Corporation Board of Directors. The goal is to keep the Board fully informed and engaged with the Corporation's activities, ensuring transparency and facilitating informed decision-making.

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
May 2024 Activity Update	Cover Memo

BEE CAVE
DEVELOPMENT CORPORATION

May 2024 Activity Update

Lake Travis High School Job Fair

- The Annual Lake Travis High School Job Fair, sponsored by the City of Bee Cave, was hosted on Monday, May 20th. Two morning Leadership Panels attracted over 200 students in attendance. Panelists included:
  - Mayor King
  - Jeff Wilkinson, Chairman and CEO of Keystone Bank
  - Dr. Monica Hall-Porter, Director of the Texas Interdisciplinary Plan (TIP) Scholars Program in the College of Natural Sciences at UT
  - James Carwell, VP of Engineering and Operations at Cesium Astro
- A total of 40 businesses participated, with 20 from Bee Cave and 20 from the surrounding area. Ten on-site hires were made by the following companies: Target, Old Navy, Chicken Express (2 hires), Panera Bread, Rad Sports, Urban Air (2 hires), Primrose, and Sun Auto. Additionally, Dave DeStefano from Texas Regional Bank volunteered his time.
- Special acknowledgment goes to Lori Wristers, the Career and Technical Education Coordinator, for her instrumental role in facilitating the students, parking, and all the efforts on the LTISD side.

EDC Contracts

- The EDC Board may notice future city council agenda items ratifying previously approved contracts by the Bee Cave Development Corporation.

Staff Updates

- The City of Bee Cave's Director of Communications, Jenny Hoff, is making a cross-country move with her family. This is her last EDC Board meeting. We wish her the very best and thank her for her dedication to city projects, including the rebranding, new website, multiple city-wide events, and so much more.
- This week, Jo Ann Touchstone started her role as the new City Secretary for the City of Bee Cave. We want to welcome Mrs. Touchstone to the city.

Planning and Development Updates

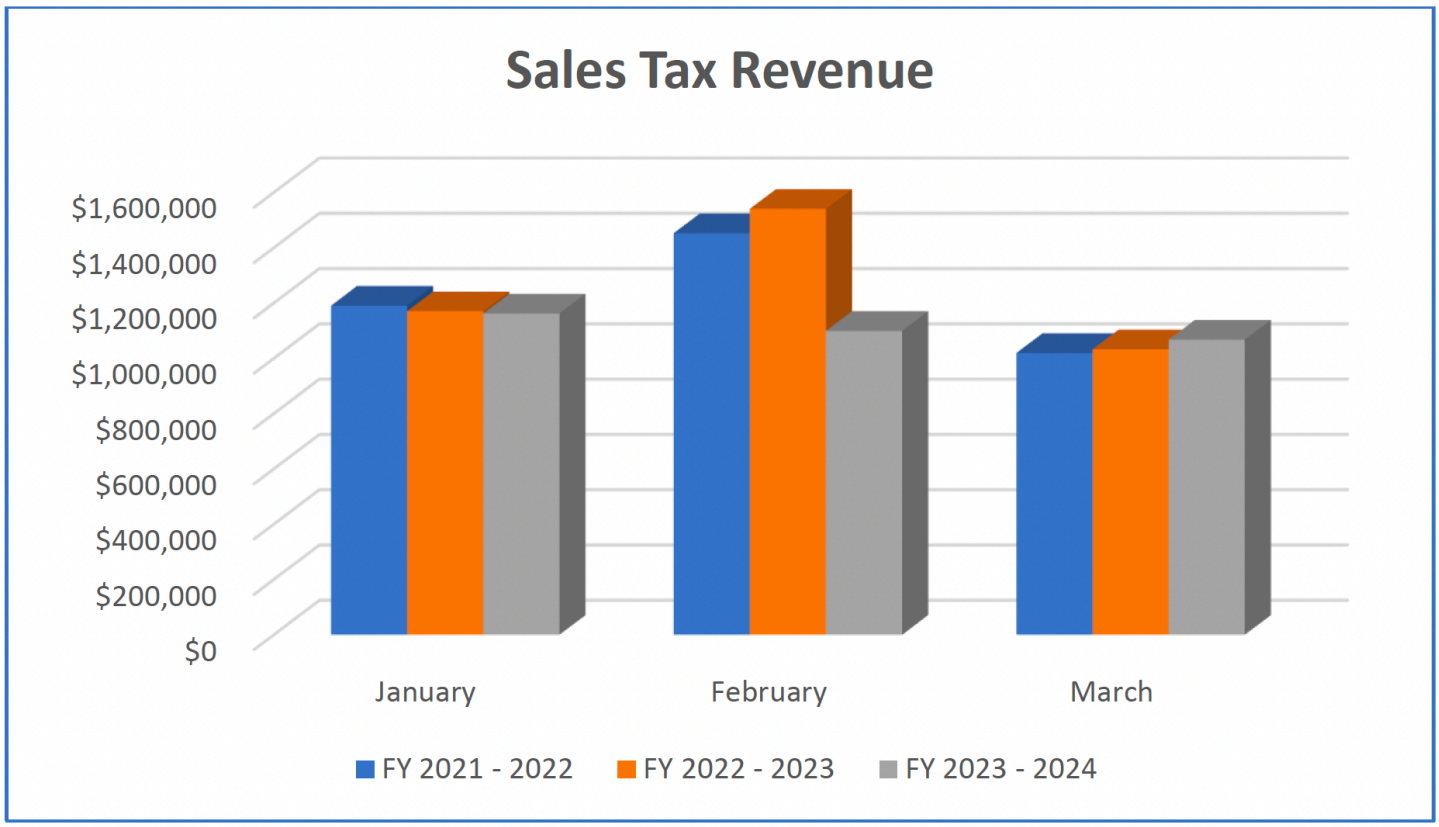
- The City of Bee Cave issued 5 certificates of occupancy in May 2024.
  - Vitality Bowls, at the strip in front of Target and Home Depot
  - Taco Margarita, at the strip in front of Target and Home Depot
  - The Learning Zone, at Shops of the Galleria (teacher/education supplies)
  - ECO Jewelry, at Hill Country Galleria
  - Chipeltz Engineer office, at Hill Country Galleria

- The Planning & Zoning Commission, Zoning Board of Adjustment, and/or City Council did not officially act on any applications in March & April.

BuildBeeCave.com; https://www.buildbeecave.com/sites.html

- Monthly site listing update for the month of April
  - There were 0 new listings
  - There were 2 listings that went off-market
  - And the total active listing count for the City of Bee Cave, TX is 26.

Quarterly Finance & Investments Report



Total Sales Tax revenue through half of the fiscal year is just under $7M. When compared to prior fiscal years by comparison, we're down about 2.7%. As the graph above illustrates, the March allocation, unlike prior months, lacks volatility which may be a good sign moving forward. We received our April allocation that represented a slight increase over the previous year; our hope is that the trend continues.

Other General Fund Revenue:

Revenue Description	Budget	FYTD	Perform%
MIXED BEVERAGE TAX	$165,000	$82,775	50.17%
FRANCHISE FEES	$564,000	$156,505	27.75%
BUILDING FEES	$376,000	$508,162	135.15%
MUNICIPAL COURT	$274,500	$240,510	87.62%

Building and Development Revenue continues to outperform our budget forecast again due primarily to plan review and permitting fees. Not included in the listing above but should be noted that Property Tax Revenue in our Debt Service Fund is almost complete and totals just over $610K.

Economic Development Board Meeting
5/28/2024
Agenda Item Transmittal

Agenda Item:	**11.**
Agenda Title:	**Discussion regarding future administrative items, meeting times and dates.**
Board Action:	
Department:	**City Secretary**
Staff Contact:	**Dori Kelley, Business Development & Relations Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION