



BEE CAVE
TEXAS

AGENDA

Regular Meeting

BEE CAVE DEVELOPMENT BOARD

Tuesday, August 27, 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. a. Consider approval of the minutes of the Regular Session conducted on July 9, 2024.
4. Discuss and take possible action on date for the Strategic Plan Workshop
5. Discuss and consider action on Resolution No. 2024-08 approving an amendment to contract between Opportunity Strategies, LLC and the

Bee Cave Development Corporation.

6. Update from Business Relations and Development Manager regarding projects, planning and development, and general operations
7. Open Executive Session
 - a. Pursuant to Texas Government Code Section 551.087 Discussion regarding BCDC and the expansion of a corporate headquarters of a specific company to relocate within Bee Cave.
8. Close Executive Session
9. Open Regular Meeting
10. Consider action, if any, on Executive Session.
11. Discussion regarding administrative items, future 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
8/27/2024
Agenda Item Transmittal*

Agenda Item: 3.A.
Agenda Title: a. Consider approval of the minutes of the Regular Session conducted on July 9, 2024.
Board Action: Consider approval
Department: City Secretary
Staff Contact:

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
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MINUTES
Regular Meeting
Bee Cave Development Corporation
Tuesday, July 9, 2024
4:00 P.M., City Hall
4000 Galleria Parkway
Bee Cave, Texas 78738-3104

THE BEE CAVE DEVELOPMENT CORPORATION MEETINGS ARE AVAILABLE TO ALL PERSONS REGARDLESS OF DISABILITY. IF YOU REQUIRE SPECIAL ASSISTANCE, PLEASE CONTACT THE CITY SECRETARY'S 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.

A recording of this meeting will be available to the public on the City's website.

1. Call meeting to order - With a quorum present, the special meeting of the Bee Cave Development Board was called to order by President Gormley at 4:03 p.m. on Tuesday, July 9, 2024.
2. Roll Call.

Present:

Quinn Gormley, President
Christian Alvarado, Director
Kevin Hight, Director
Victoria Winburne, Director

Absent:

Christy Black
Tony Lockridge, Secretary
John Dashtara, Director

City Staff:

Julie Oakley, City Manager
Lindsey Oskoui, Assistant City Manager

Dori Kelley, Business Development Manager
Jason Rammel, City Attorney
Jo Ann Touchstone, City Secretary
Crystal Cotti, Communications Director
Lanie Marcotte, Parks and Facilities Director
Anna Jensen, Administrative Coordinator

3. Pledge of Allegiance.
4. Consent Agenda
 - a. Consider approval of the minutes of the Regular Session conducted on May 28, 2024.
 - b. Consider approval of the minutes of the Special Session conducted on June 17, 2024.
 - c. Discuss and take possible action on Resolution No. BCDC 2024-06 regarding participation at the Bee Cave Chamber of Commerce Annual Business Awards Ceremony.

President Gormley pulled item c. President Gormley moved to approve the consent agenda. Board member Hight seconded and the motion passed unanimously.

Board member Winburne moved to approve item c, Resolution No. 2024-06. Board Member Alvarado seconded and the motion passed unanimously.

5. Conduct public hearing, discuss, and take possible action on Resolution No. BCDC 2024-07 regarding an application from Hill Country Indoor for funding from the Bee Cave Development Corporation – Presentation from HCI. Board member Hight moved to approve Resolution No. 2024-07. President Gromley offered friendly amendment to include amount of \$10,000 to be reimbursed. Board member Hight accepted friendly amendment. Board member Alvarado seconded and the motion passed unanimously.
6. Discuss changes made to concept plans for new City wayfinding signs – Communications Director presented.
7. Discuss and take possible action regarding the Bee Cave Development Corporation budget for current fiscal year 2023-2024 and proposed fiscal year 2024-2025 budget – Board member Hight moved to approved the fiscal year 2024-2025 budget. Board member Alvarado seconded and the motion passed unanimously.
8. Update from Business Relations and Development Manager regarding projects, planning and development, and general operations.
9. Discussion regarding administrative items, future meeting times and dates – Next meeting is scheduled for August 17, 2024.

10. Adjournment – Board member Hight moved to adjourn the meeting. Board member Winburne seconded and motion passed unanimously. Meeting adjourned at 5:20 p.m.

Jo Ann Touchstone
City Secretary



*Economic Development Board Meeting
8/27/2024
Agenda Item Transmittal*

Agenda Item: 4.

Agenda Title: Discuss and take possible action on date for the Strategic Plan Workshop

Board Action:

Department: Administration

Staff Contact: Dori Kelley

1. INTRODUCTION/PURPOSE

Due to unforeseen scheduling conflicts, city staff had to cancel the Strategic Plan Workshop, scheduled for August 17th and would like to discuss another date that works for board member schedules.

2. DESCRIPTION/JUSTIFICATION

a) Background

On March 26, 2024 the Bee Cave Development Corporation voted to begin negotiations with Opportunity Strategies regarding the development of an Economic Development Strategic Plan.

On May 14, 2024 the Bee Cave Development Corporation voted 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.

On May 28, 2024 City Council approved the Opportunity Strategies LLC contract as recommended by the Bee Cave Development Corporation.

b) Issues and Analysis

The first step of the strategic planning workshop is to provide education and training.

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
8/27/2024
Agenda Item Transmittal

Agenda Item: 5.

Agenda Title: Discuss and consider action on Resolution No. 2024-08 approving an amendment to contract between Opportunity Strategies, LLC and the Bee Cave Development Corporation.

Board Action:

Department: Administration

Staff Contact: Dori Kelley

1. INTRODUCTION/PURPOSE

In an effort to ensure the strategic plan for the Bee Cave Development Corporation is in alignment with the city's direction, staff proposes a joint session with City Council and the Bee Cave Development Corporation Board of Directors, prior to the Director's strategic planning retreat.

2. DESCRIPTION/JUSTIFICATION

a) Background

On March 26th the Bee Cave Development Board voted to allow staff to begin negotiations with Opportunity Strategies for a Bee Cave Development Corporation Strategic Plan.

On May 14th the Bee Cave Development Board approved a contract with Opportunity Strategies for the development of an Economic Development Strategic Plan for the Bee Cave Development Board.

On May 28th City Council approved the contract between the Bee Cave Development Board and Opportunity Strategies.

b) Issues and Analysis

Attached you will find the proposed addendum to the contract. The change is regarding page 2 of contract, Step 4, Strategic Planning.

This addendum would be an increase of \$3,997, bringing the total from \$18,998 to \$22,985. The full amount will be paid on the date of the facilitation.

This Joint Session has not been scheduled yet but will occur after the "Understanding the Economic Development Process" Training Workshop and before the BCDC Strategic Planning Retreat.

3. FINANCIAL/BUDGET

Amount Requested	\$3,997	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Original Contract between BCDC and Opportunity Strategies	Backup Material
<input type="checkbox"/> Contract Addendum BCDC	Backup Material
<input type="checkbox"/> Resolution No. BCDC 2024-08	Resolution Letter

CONTRACT FOR SERVICES

By and between Opportunity Strategies LLC and the Bee Cave Development Corporation

This contract is made this 19th day of April 2024 between the Bee Cave Development Corporation, hereinafter referred to as the Client, and Opportunity Strategies LLC, the contractor or facilitator.

In consideration of payment in the amount of \$18,988 plus travel expenses, Opportunity Strategies LLC referred to as the "Consultant" agrees to complete the training/facilitation/strategic planning services described below in summer or fall 2024 (dates and times to be determined.)

The Project Scope of Work

Step 1:

Economic Development Workshop: We recommend that in Q2 or Q3 of 2024, the Bee Cave Development Corporation participate in a workshop called "Understanding the Economic Development Process" Workshop.

Participants are expected to include members of the board of directors and staff of the Bee Cave Development Corporation, City government staff, elected officials, and can include (at the client's wishes) any special guests such as P&Z, permitting, building inspections, code enforcement, ISD Superintendent, etc. Guests can include anyone a prospect, investor, or developer may encounter during the industrial, commercial, or downtown site selection/elimination or development process.

Final Deliverable: The topics for the "Understanding the Economic Development Process" Workshop will include but may not be limited to board vs. staff roles & responsibilities, best practices from other economic development organizations, allowable/prohibited Type B projects, business attraction, existing business retention, working with entrepreneurs, workforce development, social & physical infrastructure, confidentiality, marketing, social media, events, roles of elected officials in economic development, product development (buildings, sites) etc.

The purpose is to give the Development Corporation board and other Bee Cave area leaders the tools they need to make effective and efficient decisions in the realm of economic development and be able to ask questions about economic development and what it means for their community. We can also incorporate thorough board governance training and tips to maximize board engagement and effectiveness.

The interactive training workshop is a half-day workshop (3.5-4-hours.) The final deliverable is the workshop itself, as well as accompanying materials and handouts.

Initial page 1 of 6: 

Step 2:

Board Member Interviews: Opportunity Strategies will privately and confidentially interview each Bee Cave Development Corporation board member (or other interviewees the client selects) in person or via Zoom or phone (their preference), anonymously aggregate their responses, and present our findings to the participants of the visioning process.

Experience has proven that board members will anonymously share their true thoughts and opinions with our facilitator that they will not share in public meetings or paid staff of the client. The facilitator protects the privacy of the interview and aggregates results with the interviews of others. The facilitator will work with the client to determine exact dates, but it must be completed at least 3-4 weeks prior to the Strategic Planning Sessions. The results are a very helpful tool to properly plan for the future during the planning process.

The facilitator will compile, categorize, and analyze all results. The facilitator will then formulate specific recommendations for the client.

Final Deliverable: Board Member Assessments with aggregated conclusions and detailed recommendations to the client electronically. These will also include the results of a SWOT (strengths, weaknesses, opportunity, threats) assessment conducted during the interviews.

Step 3:

SWOT: We are happy to conduct a SWOT (Strengths/Weaknesses/Opportunity/Threats) Analysis with all attendees (and anyone else the client chooses to invite to give feedback) via brief email survey prior to the planning retreat. The results of the SWOT Analysis can help shape the direction of the planning retreat by allowing participants to submit their responses anonymously. Aggregated results will be presented at the Planning Session prior to Goal Development.

This work is done prior to the Planning Retreat so there is no additional time added to the Planning Session.

Step 4:

Strategic Planning: The client, the Bee Cave Development Corporation, requests professional facilitation services and strategic planning services. Participants are expected to include members of the board of directors of the Bee Cave Development Corporation, staff, and any invited guests. This is likely to be a 3-year Strategic Plan.

This will be a 1-day retreat. The facilitator will help the organization board develop specific goals, strategies, and metrics.

Final Deliverable: We recommend the strategic planning participants include board members, staff, and any other stakeholders the client invites to participate. Exact dates and times will be decided by the client.

Initial page 2 of 6: 

In this 1-day retreat, the facilitator will review the results of the SWOT Analysis, sharing her findings as well as her recommendations, reach group consensus on goal development and/or any modifications, and facilitate the initial group discussion of desired outcomes. We work together to develop 3-7 goals/goal categories in total. This participatory session will likely include:

- Mission and Vision Statement Review or Development
- Interview Results Summary
- SWOT Analysis
- Goal Development (3-7 goals)
- Strategy Development
- Metrics/Key Performance Indicators to gauge progress
- Accountability Areas (who is responsible for what)
- Timetables (estimated start and end quarters)

This will ensure that anyone who picks up the plan can quickly gain an understanding of what needs to happen to make the plan a reality.

The draft Strategic Plan will be submitted in an electronic format within 30 business days of the planning session date.

Capabilities and Methodology: Opportunity Strategies LLC uses the Drivers Model for strategic planning processes. The Drivers Model is a strategic approach to addressing a business situation and goal development. It is a simple 4-step communications tool that can be used by any sized organization. The four steps include:

1. Where are we now? (Current Assessment)
2. Where do we want to go? (Strategic Direction)
3. How do we plan to get there? (Implementation Guide)
4. How will we monitor progress? (Metric & Monitoring)

Opportunity Strategies knows the importance of the 5 P's: purpose, products, participants, probable issues, and process.

Expected Results: The above methodology will lead to an organized interactive session that includes consensus building, strategy development, and action planning. The facilitator records each participant's expectations for the day at the beginning of each retreat so she can build in any on-the-spot expectations that may not have been included in the preplanning session with the hiring client. The goal result is the accomplishment of directives, satisfied participants who feel like it was worthwhile time spent, and a workable realistic Strategic Work Plan that can be used at each city council and/or staff meeting in the future to measure progress.

Communication: The facilitator is available to the client via email, mobile phone, and Zoom (by appointment.) The facilitator's personal standard is to answer/return every communication within 24-hours (exceptions include international travel.)

Equipment: Opportunity Strategies provides two full-size professional easels, easel paper pads, markers, handouts, a laptop, name tags, tent cards, and other necessary facilitation supplies. The client will need to provide a screen, room space, extension cords, and room setup (desired setup will be given by facilitator.)

Confidential Information

During the course of the performance of the Scope of Work, the facilitator may have access to materials, data, strategies, systems, or other information related to the Client and its programs, processes, and plans. Any such information acquired by the facilitator shall not be used, published, or divulged to any person, firm, governmental entity, organization, or corporation without the express written consent of the Client, except where required by law or appropriate subpoena from a court of law.

Opportunity Strategies LLC reserves the right to list the Client, the Client's principal location, and the general nature of the work performed on a list of current or former clients used for purposes of advertising and promoting the services of Opportunity Strategies LLC, with the understanding that no confidential information shall be disclosed on such a list.

In certain circumstances, the Client may be asked to allow a brief video recording of the facilitator only for the sole purpose of creating clips for the facilitator to showcase facilitation style for marketing purposes of Opportunity Strategies LLC. Additionally, the Client may be asked to provide a testimonial statement as to the quality of services performed by the facilitator. This is strictly on a voluntary basis and the sole discretion of the Client.

Independent Contractor Relationship

It is understood by Opportunity Strategies LLC (as a contractor) and the Client that their relationship is not that of employee to employer. Opportunity Strategies LLC acknowledges and understands that provisions of law, including workers' compensation, unemployment insurance, wage and hour as well as all applicable taxes are the responsibility of the contractor and not the Client.

The Client acknowledges and understands that in order to maintain an independent contractor relationship between the contractor and the Client, the Client may not exercise control over the manner and detail in which the work is performed. The contracting authority shall be concerned only with the delivery of the finished product within the timeframes agreed to by the parties. Opportunity Strategies LLC further represents that it is engaged in an independently established trade, profession, or occupation free from exercise of control by the Client other than as to delivery of a finished product in the timeframes agreed to by the parties with payment to be made as further agreed by the parties.

Initial page 4 of 6: 

The client will be responsible for determining participants for the workshop and for inviting them to attend. The client will secure the room space(s,) secure any food/beverage, plan the agenda with the facilitator, and remind the invited participants to attend.

Payment Terms, Expenses and Tax Reporting

- Travel – Some elements of this proposal can be conducted via Zoom or phone, thus saving travel expenses. The facilitator will travel to Bee Cave via car and since the facilitator lives in Austin, there are no travel expenses.
- Lodging – The facilitator lives in Austin so there will be no lodging expenses.
- Meals – No meals are ever charged to the client.
- Fees – The fee including all elements of the scope of work as described including all preparation & deliverables is \$18,988.
- Terms –
 - The client will pay 1/3 deposit (of the planning portion) upon contract execution to begin work, conduct interviews, and secure the dates of the sessions. The deposit is nonrefundable and is applied to the total fee.
 - The client will pay 1/3 (of the planning portion) upon completion of Strategic Planning Retreat.
 - The client will pay 1/3 (of the planning portion) upon electronic delivery of the draft Strategic Plan.
 - The total fee for the workshop (\$3497) is due on the day of the workshop delivery.
 - Final payment is due within 15 calendar days of the receipt of the invoice.
 - Any expenses will be charged to the nearest invoice.
 - At least 30 days' notice from the original scheduled date is required for any change in event date and payment date. If event date is changed in under 30 days of original contracted date, payment is still due the original date of the event but will be applied as payment for the new date. There is no penalty to the client for changing any dates.
- All preparation, facilitation, delivery, and documentation time are included in this proposal, as are all reasonable expenses unless otherwise specified in this contract.
- The scope of work and fees in this contract are valid for any contract signed by June 30, 2024.

Initial page 5 of 6: 

- Client will also be responsible to issue applicable tax documentation: IRS Form 1099 to Opportunity Strategies LLC for income earned in each tax year that exceeds \$600. Opportunity Strategies LLC will provide appropriate tax documentation including Employer Identification Number (EIN) upon execution of the contract.

Dated this 19th day of April 2024.

For:

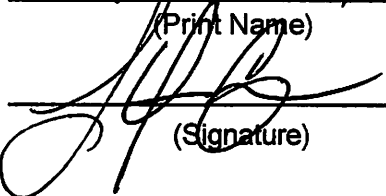
Bee Cave Development
Corporation
4000 Galleria Pkwy
Bee Cave, TX 78738

For: Opportunity Strategies LLC

For: Bee Cave Development Corporation

Alysia A. Cook, PCED, IOM

Alysia A. Cook

S. Quinn Corumley
(Print Name)

(Signature)

Contract Addendum

Bee Cave Development Corporation

Quinn Gormley, Bee Cave Development Corporation Board President, requests a change to the contract with Opportunity Strategies LLC dated April 19, 2024, and executed on May 8, 2024.

The change is regarding page 2 of contract, Step 4, Strategic Planning.

The Bee Cave Development Corporation requests that prior to the full day facilitated Strategic Planning Retreat, that Opportunity Strategies LLC facilitate a Joint Session of the Bee Cave Development Corporation and the Bee Cave City Council, including the City Manager to clarify and solidify a Joint Vision for Economic Development.

This change represents a change of this total from \$18,998 to \$22,985 for an increase of \$3997. The full amount will be paid on the date of the facilitation.

This Joint Session has not been scheduled yet but will occur after the "Understanding the Economic Development Process" Training Workshop and before the BCDC Strategic Planning Retreat.

Dated this 28th day of June 2024.

For: Bee Cave Development Corporation
Mr. Quinn Gormley
Board President
4000 Galleria Pkwy
Bee Cave, TX 78738

For: Opportunity Strategies LLC

(Print Name)

Alysia A. Cook, PCED, IOM

Alysia A. Cook

(Signature)

Attest:
Mr. Tony Lockridge
Board Secretary

(Print Name)

(Signature)

RESOLUTION NO. BCDC 2024-08

A RESOLUTION OF THE BEE CAVE DEVELOPMENT CORPORATION APPROVING AN AMENDMENT TO CONTRACT BETWEEN OPPORTUNITY STRATEGIES, LLC AND THE BEE CAVE DEVELOPMENT CORPORATION

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 located within Travis County, Texas with a population of less than 20,000; and

WHEREAS, pursuant to the EDB bylaws, the EDB may, with the approval of the Bee Cave City Council, contract with any qualified and appropriate entity to perform and discharge designated tasks that will aid or assist the EDB board of directors in the performance of its duties; and

WHEREAS, the EDB and Opportunity Strategies, LLC previously entered into that certain Contract for Services dated April 19, 2024 as approved by the City Council (the “**Contract**”); and

WHEREAS, the EDB and Opportunity Strategies, LLC desire to amend the Contract as provided in the First Amendment to Contract, attached hereto as Exhibit A (the “**Amendment**”), such that Contractor will facilitate a joint session of the Bee Cave Economic Development Corporation and the Bee Cave City Council prior to the planning retreat; and

WHEREAS, the Bee Cave City Council has approved the Amendment; and

WHEREAS, the EDB Board of Directors finds that approval of the proposed amendment will assist the EDB board of directors in the performance of its duties; and

WHEREAS, the EDB Board of Directors finds and determines that the meeting at which this resolution was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Texas Public Open Meetings Act, Chapter 551, Texas Government Code;

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

1. **Findings of Fact.** The foregoing recitals are incorporated into this resolution by reference as findings of fact as if expressly set forth herein.
2. **Enactment.** The Board of Directors approves the Amendment and authorizes the President of the Board of Directors for the Bee Cave Development Corporation to execute said Amendment.

DULY PASSED AND APPROVED, on the _____ day of _____, 2024 at a meeting of the Board of Directors of the Bee Cave Development Corporation, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

BEE CAVE DEVELOPMENT CORPORATION

Quinn Gormley, *President*

ATTEST:

Jo Ann Touchstone, *City Secretary*

APPROVED:

Ryan Henry, *City Attorney*

EXHIBIT A

FIRST AMENDMENT TO CONTRACT

This First Amendment to Contract (the “*Amendment*”) is entered into by and between the Bee Cave Development Corporation, a Texas Type B economic development corporation (the “*EDC*”), and Opportunity Strategies, LLC, a Texas limited liability company (“*Contractor*”), to be effective as of the last date of due execution by the parties (the “*Effective Date*”).

RECITALS

1. The parties entered into that certain Contract for Services dated April 19, 2024 (the “*Contract*”).
2. The parties desire to amend the Contract such that Contractor will facilitate a joint session of the Bee Cave Economic Development Corporation and the Bee Cave City Council prior to the planning retreat.

In consideration of the above recitals and the terms of this Amendment, the parties agree as follows:

1. **Amendments.** The Contract is amended as indicated below, with insertions indicated by underlines (e.g. underlines) and deletions indicated by strikethroughs (e.g. ~~strikethroughs~~):

- 1.1 Joint Session. Step 4 of the Contract is amended as follows:

Step 4: Strategic Planning: The client, the Bee Cave Development Corporation, requests professional facilitation services and strategic planning services. Participants are expected to include members of the board of directors of the Bee Cave Development Corporation, staff, and any invited guests. This is likely to be a 3-year Strategic Plan.

This will be a 1-day retreat. The facilitator will help the organization board develop specific goals, strategies, and metrics.

Prior to the full day facilitated Strategic Planning Retreat, the facilitator will facilitate a Joint Session of the Bee Cave Development Corporation and the Bee Cave City Council, including the City Manager, to clarify and solidify a Joint Vision for Economic Development. This Joint Session shall occur after the “Understanding the Economic Development Process” Training Workshop but

before the Bee Cave Development Corporation Strategic Planning Retreat. The Client will pay the amount of \$3,997 on the date of the Joint Session.

1.2 Additional Fee. Payment Terms, Expenses, and Tax Reporting on Page 5 of the Contract is amended as follows:

Payment Terms, Expenses, and Tax Reporting

Fees – The fee including all elements of the scope of work as described including all preparation and deliverables is ~~\$18,988~~ \$22,985.

2. General Matters

2.1 Effect. Except as expressly amended and modified by this Amendment, any and all terms and provisions of the Contract remain in full force and effect.

2.2 Counterparts. This Amendment may be executed in two or more identical original counterparts, each of which serves as an original and all of which together constitute one and the same agreement. Furthermore, the parties’ respective original signature and acknowledgement pages may be removed from the several counterparts and attached to one counterpart, so as to create one original instrument.

EXECUTED to be effective as of the Effective Date.

EDC:

CONTRACTOR:

BEE CAVE DEVELOPMENT CORPORATION

OPPORTUNITY STRATEGIES, LLC

By: _____
Quinn Gormley, its President

By: _____
Alysia A. Cook, its Managing Member

Date: _____

Date: _____



*Economic Development Board Meeting
8/27/2024
Agenda Item Transmittal*

Agenda Item: 6.

Agenda Title: Update from Business Relations and Development Manager regarding projects, planning and development, and general operations

Board Action:

Department: Administration

Staff Contact: Dori Kelley

1. INTRODUCTION/PURPOSE

Staff will provide a 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

📄 August Activity Report

Cover Memo



August 2024 Activity Update

Event Updates:

Experience Bee Cave, #BeeCultured - July 29th through August 4th

- Featured in Austin.com, Do512.com, Free Fun in Austin, and Facebook!
- The total budget spent: \$699.96
- The total reach was over 17,000 people
- Facebook ads ran from 7/16 through 8/20
 - Total event responses: 104
 - Total video play: 5870
- This inaugural, week-long event coincided with the Magnolia Musical performance, attracting visitors to explore our local businesses before the show! Magnolia Musical Theater kindly allowed us to include brochures in all their programs, reaching over 10,000 people!

Magnolia Musical Theatre

- July 10 through August 10 was Magnolia Musical Theatre's 3rd annual performance.
- "Footloose" hosted over 10,000 people during the four-week show.

Upcoming Dates

- Mayor King's next Business Roundtable will be held on Tuesday, September 10th, from 8:30 to 10 a.m.
 - Jessica Scanlon from Hot Dog Marketing will discuss expert marketing strategies for the upcoming holiday season.
- HCI's FitFest will be hosted on Saturday, September 21.
 - HCI has reserved tickets for Directors and their families. If you are interested in attending this wellness-focused event, please contact Dori Kelley to secure your tickets.
- The next Bee Cave Development Corporation Board Meeting will be Tuesday, September 24th.
 - Please ensure that any agenda items are submitted to Dori by September 10th.

Notices

- Director Packets will be available on October 1st, the start of the new fiscal year. These packets will include important information about the Bee Cave Development Corporation, the annual budget, by-laws, and more.
- The EDC Board may notice future city council agenda items ratifying previously approved contracts by the Bee Cave Development Corporation.

Staff Updates

- Carly Pearson will begin working with the BCDC.
- We want to congratulate Sean Lapano on becoming Senior City Planner!
- We want to congratulate Jose Gomez, our Deputy Court Clerk, who has transferred to Planning and Development to become the city's Code Compliance and Enforcement Officer!
- We want to welcome Roger Velazquez as the new multimedia specialist for the City of Bee Cave!

Planning and Development Updates

- The City of Bee Cave issued eight certificates of occupancy from the end of July through August:
 - International School of Texas
 - PUR LIFE Medical
 - Capital Eye Group
 - Nothing Bundt Cake
 - My Time Kids Gym (expansion)
 - One Taco
 - Build Volume 3D printer shop
 - Dirty Dough

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

- Monthly site listing update for the month of July
 - There were 3 new listings
 - There were 4 listings that went off-market
 - And the total active listing count for the City of Bee Cave, TX is 28.



*Economic Development Board Meeting
8/27/2024
Agenda Item Transmittal*

Agenda Item: 8.
Agenda Title: Close Executive Session
Board Action:
Department: Admin Assistant
Staff Contact:

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
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4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION



*Economic Development Board Meeting
8/27/2024
Agenda Item Transmittal*

Agenda Item: 9.
Agenda Title: Open Regular Meeting
Board Action:
Department: Admin Assistant
Staff Contact:

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



*Economic Development Board Meeting
8/27/2024
Agenda Item Transmittal*

Agenda Item: 10.
Agenda Title: Consider action, if any, on Executive Session.
Board Action:
Department: Admin Assistant
Staff Contact:

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



*Economic Development Board Meeting
8/27/2024
Agenda Item Transmittal*

Agenda Item: 11.

Agenda Title: Discussion regarding administrative items, future meeting times and dates.

Board Action:

Department: Admin Assistant

Staff Contact:

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