



## **AGENDA**

### **Regular Meeting**

#### **BEE CAVE DEVELOPMENT BOARD**

**Tuesday, December 13, 2022**

**4:30 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 KAYLYNN HOLLOWAY 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 quorum of the Planning and Zoning Commission and/or City Council may be in attendance at this meeting. No action will be taken by the Commission or Board.*

1. Call meeting to order
2. Roll Call
3. Discuss and consider action on the selection of a President, Vice President and Secretary to the Bee Cave Development Board.
4. Consider approval of the minutes of the Regular Session conducted on August 23, 2022.
5. 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.**

I certify that the above notice of meeting was posted at Bee Cave City Hall,  
4000 Galleria Parkway, Bee Cave, Texas, on the 9th day of December, 2022  
at 5:15 P.M. (Seal)



***Economic Development Board Meeting  
12/13/2022  
Agenda Item Transmittal***

**Agenda Item:** 3.

**Agenda Title:** Discuss and consider action on the selection of a President, Vice President and Secretary to the Bee Cave Development Board.

**Board Action:** Select Officers

**Department:** City Secretary

**Staff Contact:** Kaylynn Holloway, City Secretary

**1. INTRODUCTION/PURPOSE**

The purpose of this item is to allow the Development Corporation to appoint officers pursuant to the corporations bylaws.

**2. DESCRIPTION/JUSTIFICATION**

**a) Background**

The Development Corporation has 3 officer positions, President, Vice-president, and Secretary.

Each October the board votes to select members to serve for 1 year in the position.

**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  
12/13/2022  
Agenda Item Transmittal***

**Agenda Item:** 4.

**Agenda Title:** Consider approval of the minutes of the Regular Session conducted on August 23, 2022.

**Board Action:** Approve

**Department:** City Secretary

**Staff Contact:** Kaylynn Holloway, 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
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MINUTES OF THE REGULAR MEETING OF THE  
BEE CAVE DEVELOPMENT BOARD  
CITY OF BEE CAVE  
August 23, 2022

STATE OF TEXAS       §  
COUNTY OF TRAVIS   §

**Present:**

Steve Albert, President  
Andrew Rebber, Secretary  
Christian Alvarado, Director  
Tony Lockridge, Director  
Quinn Gormley, Director  
Kevin Hight, Director

**Absent:**

Joe DaSilva, Vice President

**City Staff:**

Clint Garza, City Manager  
Kaylynn Holloway, City Secretary  
Megan Santee, City Attorney  
Lindsey Oskoui, Assistant City Secretary  
Kevin Sawtelle, City Engineer  
Lanie Marcotte, Parks and Facilities Manager  
Anna Jensen, Administrative Coordinator  
Jenny Hoff, Communications Director  
Alma Sanchez, Finance Analysis  
Dori Kelley, Communications Specialist  
Logan Maurer, Engineer

**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 Albert at 4:01 p.m. on Tuesday, August 23, 2022.

**Consider approval of the minutes of the Regular Session conducted on July 26, 2022.**

**MOTION:** A motion was made by Director Rebber, seconded by Director Gormley, to approve the minutes of July 26, 2022.

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

Voting Aye: President Albert, Directors Alvarado, Gormley, Hight, Lockridge and Rebber  
Voting Nay: None  
Absent: Vice President DaSilva

The motion carried 6-0.

**Update and possible action on promotional activities including gas card, branding and website initiatives.**

Communications Director Jenny Hoff and Business Communications Specialist Dori Kelley provided an update on promotional activities.

At the last board meeting the Development Board approved a match up to \$15,000 to the gas fund program in partnership with the Lake Travis Chamber of Commerce. The city signed a Marketing and Promotional Agreement with the LTCOC.

North Star branding began phase one of a proposed 34-week timeline of completion. They are underway with the upcoming October site visit.

The new DB website will be starting from scratch and will include general business resources, community information, featured videos, featured news, upcoming developments and more. Cost to the board is \$4,775, and annual SaaS service fee is \$853.

**Board discussion regarding prioritization of current and future projects.**

**Discuss and consider action regarding the Development Board's 2021-2022 budget, 2022-2023 budget and Capital Improvement Plan.**

The above two items were opened together.

At the July board meeting the board discussed budget as well as projects, including the CIP. During those discussions, members requested staff come back and present methodology used to create the CIP and give feedback on staff time requirements for adopted projects so board members can prioritize improvements funded by the plan.

**MOTION:** A motion was made by Director Hight, seconded by Director Gormley, to approve the FY 2021-22 amended budget and the FY 2022-23 Budget as discussed.

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

Voting Aye: President Albert, Directors Alvarado, Gormley, Hight, Lockridge and Rebber  
Voting Nay: None  
Absent: Vice President DaSilva



The motion carried 6-0.

**Discussion regarding future meeting times and dates.**

No action was taken on this item.

**Adjournment**

The Economic Development Board adjourned the meeting at 5:21 p.m.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer