



STAFF REPORT

MEETING DATE: March 18, 2023

TITLE:

Discussion and possible action on a job description for a professional level position titles Business Attraction, Retention, and Expansion Manager within the EDC.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director of the Bastrop Economic Development Corporation and City Manager

BACKGROUND/HISTORY:

The reduction of sales tax revenue has prompted the board to re-review the level of personnel provided in the BEDC budget. The board determined that business retention and expansion is a primary goal and function of the BEDC and work towards hiring a professional who can fill that role is needed.

A new position entitled a Business, Retention, and Expansion Manager is proposed to be added in the FY 24 budget. The job description is attached here and is modeled after a similar position in Port Arthur, Texas.

FISCAL IMPACT:

To be determined

RECOMMENDATION:

Approve the job description and direct staff to recruit and hire for the position.

ATTACHMENTS:

1. Job Description