

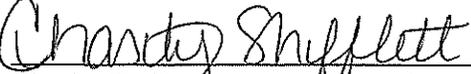
**NOTICE OF REGULAR MEETING OF THE  
LAMPASAS ECONOMIC DEVELOPMENT BOARD  
OF THE CITY OF LAMPASAS, TEXAS  
WEDNESDAY, JULY 15, 2020  
JACK CALVERT MUNICIPAL BUILDING BOARD ROOM  
302 EAST THIRD STREET  
5:30 PM**

Notice is hereby given that the regular meeting of the Lampasas Economic Development Corporation Board of the City of Lampasas will be held on Wednesday, July 15, 2020 at 5:30 p.m. in the Jack Calvert Municipal Building located at 302 East Third Street, Lampasas, Texas. The Lampasas Economic Development Corporation reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with the attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

**REGULAR SESSION  
5:30 p.m.**

- I. Call to Order
- II. Open forum for citizen comments and questions (limited to five (5) minutes per person)
- III. Discussion and possible action concerning approval of the minutes dated June 17, 2020
- IV. Discussion and possible action regarding development & funding of Phase 1 infrastructure for the LEDC Business Park
- V. Discussion and possible action regarding proposal for an Economic Impact Report with Impact DataSource
- VI. Discussion and possible action regarding the FY 2020-2021 LEDC Budget
- VII. Update and possible action regarding Financials for June 2020
- VIII. Update on the following:
  - 1.) County and LISD Updates
  - 2.) Staff Updates
    - Life Safety Grant
    - EDA
    - Internet
    - Development
    - Business Workshops
    - Sales Tax
- IX. Items that the Board Members may request to be placed on the next agenda
- X. Adjourn

I, Chasity Shifflett, Administrative Assistant of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 10 day of July, 2020 at 2:00 pm.

  
Chasity Shifflett, Administrative Assistant

**MINUTES OF REGULAR MEETING OF THE  
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD  
OF THE CITY OF LAMPASAS, TEXAS  
WEDNESDAY, JUNE 17, 2020  
JACK CALVERT MUNICIPAL BUILDING BOARD ROOM  
302 EAST THIRD STREET  
5:30 P.M.**

The Lampasas Economic Development Corporation of the City of Lampasas met in regular session on the above date with Vice President Steve Hudson presiding.

**LEDC Members Present:**

Misti Talbert  
Neal Leavell  
TJ Monroe  
Ronnie Vineyard  
Roland Schaub  
David Millican - Ex-Officio

**LEDC Members Absent:**

Charlie Pratus, III  
Bobby Carroll – Ex-Officio

**City Staff Present:**

Finley deGraffenried, City Manager/Executive Director  
Mandy Walsh, Economic Development Director  
Vicki Tower, Parks Secretary  
Chasity Shifflett, Administrative Secretary

**REGULAR SESSION  
5:30 p.m.**

I. Call to Order

Vice President Hudson called the meeting to order at 5:35 p.m.

II. Open forum for citizen comments and questions (limited to five (5) minutes per person)

There were no citizen comments.

III. Discussion and possible action concerning approval of the minutes dated May 20, 2020

Board member Monroe moved to approve the minutes as presented. The motion was seconded by Board member Vineyard and with a unanimous vote, the motion carried. (Pratus and Carroll absent)

IV. Discussion and possible action concerning approval of the minutes dated May 26, 2020

Board member Monroe moved to approve the minutes as presented. The motion was seconded by Board member Schaub and with a unanimous vote, the motion carried. (Pratus and Carroll absent)

V. Discussion and possible action concerning the 2018-2019 Audit Report from Singleton, Clark & Co.

Jack Clark with Singleton, Clark & Company, PC reviewed the LEDC 2018-2019 Audit Report with the Board.

Topics of discussion included:

- No findings and no comments – clean report
- Financial balance sheet looks good
- Good financial position
- Tax return has been filed

Board member Talbert moved to acknowledge receipt of the 2018-2019 Audit Report from Singleton, Clark & Co. The motion was seconded by Board member Vineyard and with a unanimous vote, the motion carried. (Pratus and Carroll absent)

VI. Discussion and possible action regarding development & funding of Phase 1 infrastructure for the LEDC Business Park

Mandy Walsh, Economic Development Director, told the Board that Ryan Shahan with the Lampasas Branch of BancorpSouth Bank, has been working on a financing proposal for improvements for Phase 1 infrastructure for the LEDC Business Park. Shahan reviewed the financing proposal with the Board.

Topics of discussion included:

- BancorpSouth Bank is proposing a \$1,100,000.00 loan amount to finance improvements to the Lampasas Business Park known as Phase 1, Lots 1-8, currently estimated at \$1,973,879.00
- Third party attorney to prepare all closing documents
- 1.0% origination fee (if applicable by law)
- The Bank will allow a 12-month construction draw phase followed by semi-annual principal and interest payments on a 20-year amortization
- 3.20% fixed rate for the total 21-year term (tax free interest rate)
- Draws for payment will need to be submitted with appropriate documentation to verify the funds tax-free use for construction (engineering reports, etc.)
- Loan agreement will contain covenants requiring and annual debt-service coverage ration of no less than 1.25x (net cash flow divided by total debt payments) and restriction that all future debt must be approved by BancorpSouth.
- Existing loan to be renewed/re-amortized and maturity date extended to March 5, 2040 (10-year extension). The interest rate and all other terms will remain the same.

No action was taken.

VII. Discussion and possible action regarding proposal from Langford Community Management Services for grant writing and grant administration services.

Mandy Walsh, Economic Development Director, discussed with the Board, a proposal from Langford Community Management Services for grant writing and grant administration services.

Topics of discussion included:

- Langford Community Management Services (LCMS) is assisting the LEDC in its efforts to secure an Economic Development Administration (EDA) CARES Grant for the Business Park Improvements project.
- Walsh told the Board that LCMS feels like the LEDC has a good chance of receiving all or most of the funding needed for the Business Park Improvements Phase 1 project.
- Application could be submitted as early as July 31, 2020.
- LCMS will substantially complete/compile the EDA application for submission, and will offer assistance through to the EDA's 'acceptance' of the completed application, for a fee of \$7,500.00
- Timing of grant – don't want to lose the opportunity for grant funds by committing to a loan

Board member Schaub moved to engage Langford Community Management Services for the EDA Grant Application. The motion was seconded by Board member Vineyard and with a unanimous vote, the motion carried. (Pratus and Carroll absent)

VIII. Discussion and possible action regarding the FY 2020-2021 LEDC Budget

Mandy Walsh, Economic Development Director, discussed a few highlights of the FY 2020-2021 LEDC Budget with the Board. The budget will be on the July agenda in more detail for review and approval.

Topics of discussion included:

- Legal Services increased \$500 from last year due to Business Park
- Promotion & Advertising – budgeted \$7,500.00 last year and \$5,000.00 for 2020-2021
- Professional Services – grant writing and impact studies
- Admin & Overhead – funding provided to the Finance Department
- Business Expenses – LEDC meetings; Business Retention and Expansion (BRE)
- Travel & Training – likely attend more virtual training/online webinars due to COVID-19
- Dues – canceled membership with the P-20 Central Texas Regional Council and the AUSA Board of Governors
- Economic Development Programs – \$100,000.00 was allocated from this budget item for the COVID-19 Emergency Grant; Vision Lampasas is not requesting a grant this year; LCHEC typically requests funding; Life Safety Grant funds will come from this budget item.

It was the consensus of the Board to review and discuss the FY 2020-2021 LEDC Budget at the next meeting.

No action was taken.

IX. Review and discussion regarding data provided by The Retail Coach

Mandy Walsh, Economic Development Director, reviewed with the Board, data provided by The Retail Coach.

Topics of discussion included:

- Leakage report
- Cell phone data
- Walsh is going to present this to the downtown merchants to assist in marketing/promotion
- Walsh will create various workshops to disseminate this information to local businesses
- Walsh said she will put the report from The Retail Coach on the LEDC website

X. Update and possible action regarding Financials for May 2020

Finley deGraffenried, City Manager/Executive Director, reviewed the May financials with the Board.

No action was taken.

XI. Update on the following:

1.) County and LISD Updates

There were no updates on the County due to the absence of Ex-officio member Carroll.

David Millican, LISD Ex-officio member, reviewed the following:

- Planning for the 2020/2021 school year – school starts August 10, 2020
- Trying to determine best policies and procedures to keep students and staff safe
- Trying to fill a few vacancies – in good shape though
- Annexation – upcoming hearing in Travis County

2.) Staff Updates

Mandy Walsh, Economic Development Director, reviewed the following:

- Internet
  - Nextlink Internet acquired a building on 580 East that will house their Central Texas Headquarters. Nextlink executed a lease agreement with the City on the Nix Water Tank that will allow them to begin serving subscribers within a five-mile radius.
  - Roll Call internet is expanding into a new location (TBD) within the City and will be increasing their staff.

- EDA Grant – Staff is working with Langford Community Management Services on the potential for an EDA grant to assist in developing Phase 1 of the Business Park
- Governor’s Office Prospects – Staff received an RFI recently from the Governor’s Office, and in conjunction with the Public Works Department did submit a response.
- Development
  - The Cherry on Top is moving along - completing plumbing and HVAC along with a few aesthetic items
  - The Beer Market – continuing their build-out and hoping to be open in time for the Spring Ho Festival
  - Former funeral home on Key Avenue will soon be home to Heritage Funeral Home
  - The Wool & Vine owners have expanded to open The Hidden Pearl, featuring various charcuterie boards, soups and sandwiches
- Sales Tax – Comptroller reports the City had an 8.87% increase with \$172,545.04 collected, compared to \$158,475.44 last year.
- PBS show, The Daytripper, will be coming to Lampasas July 1-2, 2020 to film
- CARES Act – the City is working on reimbursement for COVID-19 expenses

XII. Items that the Board Members may request to be placed on the next agenda

- FY 2020-2021 LEDC Budget

XIII. Adjourn

Board member Schaub moved to adjourn the meeting at 6:41 p.m. The motion was seconded by Board member Vineyard and with a unanimous vote, the motion carried. (Pratus and Carroll absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Steve Hudson, Vice President

\_\_\_\_\_  
Vicki Tower, Parks Secretary

**Engineer's Opinion of Probable Construction Cost**  
**Business Park Improvements - Phase 1 - 95%**  
**Lampasas Economic Development Corporation/City of Lampasas**

Prepared By: Eckermann Engineering, Inc.

TBPE Firm # F-10496

July 2, 2020

<b>Roadway and Drainage</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>
1	Prepare ROW	STA	30	\$2,000	\$60,000
2	Roadway Excavation	CY	16100	\$8	\$128,800
3	Roadway Embankment	CY	15000	\$8	\$120,000
4	10" Crushed Limestone Base (TXDOT Item 247, Type A or D, Grade 1-2) with Tensar TX130S Geogrid	SY	14535	\$18	\$261,630
5	3" HMAC Pavement (TXDOT Item 340, Type C or D)	SY	12231	\$15	\$183,465
6	Concrete Curb and Gutter	LF	6084	\$22	\$133,848
7	Concrete Valley Gutter	SY	166	\$50	\$8,300
8	15" RCP Storm Drain Pipe	LF	23	\$100	\$2,300
9	18" RCP Storm Drain Pipe	LF	471	\$120	\$56,520
10	24" RCP Storm Drain Pipe	LF	251	\$130	\$32,630
11	30" RCP Storm Drain Pipe	LF	425	\$160	\$68,000
12	36" RCP Storm Drain Pipe	LF	153	\$200	\$30,600
13	10' Curb Inlet	EA	4	\$5,000	\$20,000
14	15' Curb Inlet	EA	10	\$7,000	\$70,000
15	4' x 4' Junction Box	EA	3	\$3,000	\$9,000
16	30" Safety End Treatment (TXDOT Type SETP-CD)	EA	1	\$3,500	\$3,500
17	36" Safety End Treatment (TXDOT Type SETP-CD)	EA	1	\$4,000	\$4,000
18	6' x 6' Area Inlet	EA	1	\$7,500	\$7,500
19	4' X 3' Concrete Box Culvert	LF	51	\$250	\$12,750
20	4' x 3' Headwall (TXDOT FW-0)	EA	1	\$6,000	\$6,000
21	8' x 5' Concrete Box Culvert	LF	148	\$500	\$74,000
22	8' x 5' Headwall (TXDOT Type PW-1) (Double)	EA	2	\$15,000	\$30,000
23	Pavement Markings (Striping)	LF	719	\$2	\$1,438
24	Pavement Markings (Symbol)	EA	2	\$300	\$600
25	Signage	EA	9	\$300	\$2,700
26	Street End Barricade	EA	2	\$1,000	\$2,000
27	Erosion Control and Tree Protection	LS	1	\$20,000	\$20,000
				<b>Subtotal Roadway and Drainage:</b>	<b>\$1,289,581</b>
				<b>10% Contingency:</b>	<b>\$128,958</b>
				<b>Total Roadway and Drainage:</b>	<b>\$1,418,539</b>

<b>Wastewater to Support Phase 1 Improvements</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>
1	8" SDR-26 PVC Wastewater Pipe by Open Cut	LF	3351	\$55	\$184,305
2	4' Diameter Precast WW Manholes	EA	10	\$5,000	\$50,000
3	6" WW Service Lines with Cleanouts at ROW	EA	8	\$1,500	\$12,000
4	Trench Safety	LF	3923	\$2	\$7,846
				<b>Subtotal Wastewater:</b>	<b>\$254,151</b>
				<b>10% Contingency:</b>	<b>\$25,415</b>
				<b>Total Wastewater:</b>	<b>\$279,566</b>

<b>Water to Support Phase 1 Improvements</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>
1	8" C-900 PVC Water Pipe by Open Cut	LF	2929	\$50	\$146,450
2	12" C-900 PVC Water Pipe by Open Cut	LF	806	\$60	\$48,360
3	Fire Hydrant Assembly	EA	10	\$4,000	\$40,000
4	8" Gate Valves	EA	9	\$1,500	\$13,500
5	12" Gate Valves	EA	5	\$2,000	\$10,000
6	DI Fittings	TON	0.5	\$10,000	\$5,000
7	Trench Safety	LF	3818	\$2	\$7,636
				<b>Subtotal Water:</b>	<b>\$270,946</b>
				<b>10% Contingency:</b>	<b>\$27,095</b>
				<b>Total Water:</b>	<b>\$298,041</b>

<b>Total: \$1,996,146</b>
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\* Costs do not include fees associated with legal services, easement acquisition, engineering, or surveying.

\* Cost for extension of electric facilities is to be prepared by others.

\* The Engineer has no control over the cost of labor, materials, equipment, contractor's methods of determining prices, competitive bidding, or market conditions. Estimates of Probable Construction Costs, as provided herein are approximate, and compiled on the basis of the Engineer's experience and qualifications which represents the Engineer's judgement as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that the proposals, bids, or actual construction costs will not vary from these estimates of probable costs prepared for the owner or intended recipient of this document.

**LEDC OPERATING BUDGET**  
2020-2021 Fiscal Year

**Operating Revenues**

Account Number	Revenue Description	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
400-4017	Sales Tax	298,357	313,229	301,000	325,000	310,000
	<b>Tax Revenue Subtotal</b>	<b>\$298,357</b>	<b>\$313,229</b>	<b>\$301,000</b>	<b>\$325,000</b>	<b>\$310,000</b>
400-4330	Lease Revenue	210	-	-	-	-
400-4330.01	Lease Revenue (Quonset Hut)	-	-	-	-	-
400-4383	Donations	2,000	2,000	-	2,000	-
	<b>Service Revenue Subtotal</b>	<b>2,210</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
400-4820	Interest & Dividends	1,925	4,999	4,660	1,400	1,400
400-4821	Interest Note Bachmayer	-	-	-	-	-
400-4830	Sale of fixed Assets	-	-	-	-	-
400-4898	Undesignated Retained Earnings	-	-	-	-	-
400-4999	Miscellaneous Revenues	-	-	-	-	-
	<b>Other Revenue Subtotal</b>	<b>1,925</b>	<b>4,999</b>	<b>4,660</b>	<b>1,400</b>	<b>1,400</b>
	<b>Total LEDC Revenues</b>	<b>302,492</b>	<b>320,228</b>	<b>305,660</b>	<b>328,400</b>	<b>311,400</b>

**Operating Expenses**

Account Number	Account Description	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Projected 2019-2020	Budget 2020-2021
500-5230	Uniforms	\$ -	-	100	-	-
500-5250	Hand Tools & Small Equipment	195	0	-	-	-
500-5265	Computer Software & Equipment	-	0	-	-	-
500-5270	Supplies	174	673	500	150	100
500-5295	Books & Publications	120	130	-	-	-
	<b>Supplies Subtotal</b>	<b>\$ 489</b>	<b>\$ 803</b>	<b>\$ 600</b>	<b>150</b>	<b>100</b>
500-5300	Contract Labor	-	-	-	-	-
500-5320	Telephone Services	1,176	1176	1,176	1,176	1,176
500-5346	Engineering & Surveying Services	-	0	10,000	-	-
599-5355	Insurance - Property	-	-	-	-	-
500-5361	Legal Services	-	0	2,000	1,500	2,500
500-5373	Promotion & Advertising	6,701	3986	7,500	1,500	7,500
500-5388	Taxes on Property (Quonset Hut)	-	-	-	-	-
500-5395	Professional Services	39,393	8538	7,000	14,000	10,000
500-5397	Admin & Overhead	12,000	12000	12,000	12,000	12,000
500-5399	Other Services	-	0	-	-	-
	<b>Contractual Services</b>	<b>59,270</b>	<b>\$ 25,700</b>	<b>\$ 39,676</b>	<b>30,176</b>	<b>33,176</b>
500-5405	Building & Grounds Maintenance	-	0	5,000	-	-
500-5425	Office Equipment Maintenance	1,736	1973	2,065	2,072	2,300
	<b>Maintenance Subtotal</b>	<b>1,736</b>	<b>\$ 1,973</b>	<b>\$ 7,065</b>	<b>2,072</b>	<b>2,300</b>
500-5451	Business Expenses	1,737	503	5,000	800	2,500
500-5452	Travel & Training	4,690	4291	7,500	4,500	5,000
500-5453	Dues & Memberships	775	880	1,000	750	800
500-5499	Economic Development Programs	20,000	20000	40,000	122,000	50,000
	<b>Services Subtotal</b>	<b>27,202</b>	<b>\$ 25,674</b>	<b>53,500</b>	<b>128,050</b>	<b>58,300</b>
500-5610	Depreciation	29,877	29877	-	-	-
	<b>Contingency &amp; Reserves Subtotal</b>	<b>29,877</b>	<b>\$ 29,877</b>	<b>-</b>	<b>-</b>	<b>-</b>
500-5710	Transfer to General Fund	-	0	-	-	-
500-5722	Transfer to Fund 22	47,806	49633	50,011	50,011	50,875
	<b>Transfers Subtotal</b>	<b>47,806</b>	<b>\$ 49,633</b>	<b>50,011</b>	<b>50,011</b>	<b>50,875</b>
500-5800	Principal Payment - 2004 Series/2015 Series	98,509	102103	105,879	105,879	109,912
500-5801	Interest Payment - 2004 Series/2015 Series	55,787	56298	48,929	48,929	44,896
	<b>Debt Service</b>	<b>154,296</b>	<b>\$ 158,401</b>	<b>154,808</b>	<b>154,808</b>	<b>154,808</b>
	<b>Total LEDC Expenses</b>	<b>320,676.00</b>	<b>292,061.00</b>	<b>305,660</b>	<b>365,267</b>	<b>299,559</b>
	Balance	(18,184)	28,167	-	(36,867)	11,841

BALANCE SHEET  
AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS

=====		
1020	FSB CHECKING 7001092 LEDC	202,920.06
1021	FSB CAPITAL FD CHECKING7002363	2,588.56
1025	FSB LEDC LOAN 2678	0.00
1026	BUSINESS BANK OF TX 4001561	486,011.91
1030	CLAIM ON CASH	242,279.92
1210	ACCOUNTS RECEIVABLE	0.00
1222	ACCOUNTS RECEIVABLE	0.00
1235	NOTE RECEIVABLE BACHMAYER	0.00
1236	NOTE RECEIVABLE-PECAN CRK HVM	0.00
1300	LAND PURCHASE/IMPROVEMENTS	1,725,616.61
1310	FAG-BUILDINGS & IMPROVEMENTS	17,975.00
1396	ACCUMULATED DEPRECIATION	( 112,129.00)
1499	DUE FROM CASH & CONCENTRATION	0.00
1999	LEDC CLEARING ACCOUNT	0.00
	TOTAL ASSETS	
		2,565,263.06
		=====

LIABILITIES & FUND BALANCE

=====		
2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00
2210	ACCOUNTS PAYABLE	2,355.34
2220	ACCOUNTS PAYABLE PENDING	0.00
2225	ACCRUED INTEREST PAYABLE	3,397.85
2283	UNAPPLIED CREDIT	0.00
2284	BONDS PAYABLE	1,333,759.36
3009	DESIGNATED RE/DONATIONS	0.00
3010	UNASSIGNED FUND BALANCE	1,064,289.93
3030	ASSIGNED FUND BALANCE	180,730.47
	CURRENT INCREASE / (DECREASE) IN FUND BALANCE	( 19,269.89)
	TOTAL LIABILITIES & FUND EQUITY	
		2,565,263.06
		=====

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CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
 FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
<u>OPERATING REVENUE</u>							
	TAX REVENUE	301,000.00	28,757.50	250,587.98	83.25	0.00	50,412.02
	SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER REVENUE	4,660.00	46.92	1,204.12	25.84	0.00	3,455.88
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OPERATING REVENUE	305,660.00	28,804.42	251,792.10	82.38	0.00	53,867.90
<u>BOND FUND REVENUE</u>							
	OTHER REVENUE	439,040.00	59.91	3,010.83	0.69	0.00	436,029.17
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BOND FUND REVENUE	439,040.00	59.91	3,010.83	0.69	0.00	436,029.17
	FUND TOTAL REVENUE	744,700.00	28,864.33	254,802.93	34.22	0.00	489,897.07
<u>EXPENDITURE SUMMARY</u>							
<u>LEDC OPERATING FUNDS</u>							
	SUPPLIES	600.00	37.34	310.53	51.76	0.00	289.47
	CONTRACTUAL SERVICES	39,676.00	3,337.99	17,169.71	43.27	0.00	22,506.29
	MAINTENANCE	7,065.00	0.00	2,071.92	29.33	0.00	4,993.08
	OTHER EXPENSES	53,500.00	0.00	125,329.02	234.98	385.00	( 72,214.02)
	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS	50,011.00	0.00	0.00	0.00	0.00	50,011.00
	DEBT SERVICE	154,808.00	0.00	77,403.64	50.00	0.00	77,404.36
	TOTAL LEDC OPERATING FUNDS	305,660.00	3,375.33	222,284.82	72.85	385.00	82,990.18
<u>LAMPASAS EDC BOND FUNDS</u>							
	CONTRACTUAL SERVICES	10,000.00	0.00	51,788.00	517.88	0.00	( 41,788.00)
	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY AND RESERVES	429,040.00	0.00	0.00	0.00	0.00	429,040.00
	TOTAL LAMPASAS EDC BOND FUNDS	439,040.00	0.00	51,788.00	11.80	0.00	387,252.00
	FUND TOTAL EXPENDITURES	744,700.00	3,375.33	274,072.82	36.85	385.00	470,242.18
	TOTAL PROFIT / (LOSS)	0.00	25,489.00	( 19,269.89)	0.00	( 385.00)	19,654.89

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CITY OF LAMPASAS  
FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
		=====	=====	=====	=====	=====	=====

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
 REVENUES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<b>OPERATING REVENUE</b>							
<b>TAX REVENUE</b>							
400-4017	SALES TAX	301,000.00	28,757.50	250,587.98	83.25	0.00	50,412.02
	TOTAL TAX REVENUE	301,000.00	28,757.50	250,587.98	83.25	0.00	50,412.02
<b>SERVICE REVENUE</b>							
400-4330	LEASE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
400-4330.01	LEASE REVENUE (QUONSET HUT)	0.00	0.00	0.00	0.00	0.00	0.00
400-4335	WEBSITE REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
400-4383	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
<b>OTHER REVENUE</b>							
400-4710	BONDS	0.00	0.00	0.00	0.00	0.00	0.00
400-4820	INTEREST & DIVIDENDS	4,660.00	46.92	1,204.12	25.84	0.00	3,455.88
400-4821	INTEREST NOTE BACHMAYER	0.00	0.00	0.00	0.00	0.00	0.00
400-4822	INTEREST NOTE - HVM PECAN CR	0.00	0.00	0.00	0.00	0.00	0.00
400-4830	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
400-4897	DESIGNATED RE/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
400-4898	UNDESIGNATED RETAINED EARNIN	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER REVENUE	4,660.00	46.92	1,204.12	25.84	0.00	3,455.88
<b>TRANSFERS</b>							
400-4910	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
400-4999	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OPERATING REVENUE	305,660.00	28,804.42	251,792.10	82.38	0.00	53,867.90
<b>BOND FUND REVENUE</b>							
<b>OTHER REVENUE</b>							
410-4520	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
410-4710	BOND FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
410-4820	INTEREST EARNED	7,000.00	59.91	3,010.83	43.01	0.00	3,989.17
410-4898	DESIGNATED RE/BOND FUNDS	432,040.00	0.00	0.00	0.00	0.00	432,040.00
	TOTAL OTHER REVENUE	439,040.00	59.91	3,010.83	0.69	0.00	436,029.17
<b>TRANSFERS</b>							
410-4999	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BOND FUND REVENUE	439,040.00	59.91	3,010.83	0.69	0.00	436,029.17

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C I T Y O F L A M P A S A S  
FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
REVENUES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	FUND TOTAL REVENUE ***	744,700.00	28,864.33	254,802.93	34.22	0.00	489,897.07

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
 LEDC OPERATING FUNDS  
 DEPARTMENT EXPENSES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<b>SUPPLIES</b>							
500-5230	UNIFORMS	100.00	0.00	0.00	0.00	0.00	100.00
500-5250	HAND TOOLS & SMALL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
500-5260	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
500-5265	COMPUTER SOFTWARE & EQUIPMEN	0.00	0.00	194.95	0.00	0.00	( 194.95)
500-5270	SUPPLIES	500.00	37.34	115.58	23.12	0.00	384.42
500-5295	BOOKS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SUPPLIES	600.00	37.34	310.53	51.76	0.00	289.47
<b>CONTRACTUAL SERVICES</b>							
500-5300	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00
500-5316	BOND AGENT FEES	0.00	0.00	0.00	0.00	0.00	0.00
500-5320	TELEPHONE SERVICES	1,176.00	37.99	341.91	29.07	0.00	834.09
500-5325	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
500-5346	ENGINEERING/SURVEYING SERVIC	10,000.00	0.00	0.00	0.00	0.00	10,000.00
500-5355	INSURANCE-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
500-5361	LEGAL SERVICES	2,000.00	0.00	533.75	26.69	0.00	1,466.25
500-5373	PROMOTION AND ADVERTISING	7,500.00	0.00	1,144.05	15.25	0.00	6,355.95
500-5388	TAXES ON PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
500-5395	PROFESSIONAL SERVICES	7,000.00	2,300.00	6,150.00	87.86	0.00	850.00
500-5397	ADMIN & OVERHEAD	12,000.00	1,000.00	9,000.00	75.00	0.00	3,000.00
500-5398	VISION LAMPASAS	0.00	0.00	0.00	0.00	0.00	0.00
500-5399	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CONTRACTUAL SERVICES	39,676.00	3,337.99	17,169.71	43.27	0.00	22,506.29
<b>MAINTENANCE</b>							
500-5405	BUILDING & GROUNDS MAINTENAN	5,000.00	0.00	0.00	0.00	0.00	5,000.00
500-5425	OFFICE EQUIPMENT MAINTENANCE	2,065.00	0.00	2,071.92	100.34	0.00	( 6.92)
	TOTAL MAINTENANCE	7,065.00	0.00	2,071.92	29.33	0.00	4,993.08
<b>OTHER EXPENSES</b>							
500-5451	BUSINESS EXPENSES	5,000.00	0.00	574.33	11.49	0.00	4,425.67
500-5452	TRAVEL & TRAINING	7,500.00	0.00	4,029.69	58.86	385.00	3,085.31
500-5453	DUES & MEMBERSHIPS	1,000.00	0.00	725.00	72.50	0.00	275.00
500-5499	ECONOMIC DEVELOPMENT PROGRAM	40,000.00	0.00	120,000.00	300.00	0.00	( 80,000.00)
500-5499.01	ECON DVLPMNT PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER EXPENSES	53,500.00	0.00	125,329.02	234.98	385.00	( 72,214.02)
<b>CAPITAL EXPENDITURES</b>							
500-5505	BUILDING & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00
500-5530	WATER SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00
500-5535	ELECTRIC SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00
500-5540	SEWER SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00
500-5545	STREETS & DRAINAGE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
 LEDC OPERATING FUNDS  
 DEPARTMENT EXPENSES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>CONTINGENCY AND RESERVES</u>							
500-5600	CONTINGENCY/RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
500-5601	DONATION RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
500-5610	DEPRECIATION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
<u>TRANSFERS</u>							
500-5710	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
500-5722	TRANSFER TO FUND 22	50,011.00	0.00	0.00	0.00	0.00	50,011.00
500-5751	TRANSFER TO FUND 51 (EDUCATI	0.00	0.00	0.00	0.00	0.00	0.00
500-5759	TRANSFER TO FUND 59	0.00	0.00	0.00	0.00	0.00	0.00
500-5776	TRANSFER TO LEDC DESIGNATED	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL TRANSFERS	50,011.00	0.00	0.00	0.00	0.00	50,011.00
<u>DEBT SERVICE</u>							
500-5800	PRINCIPAL PAYMENT	105,879.00	0.00	52,535.60	49.62	0.00	53,343.40
500-5801	INTEREST PAYMENT	<u>48,929.00</u>	<u>0.00</u>	<u>24,868.04</u>	<u>50.82</u>	<u>0.00</u>	<u>24,060.96</u>
	TOTAL DEBT SERVICE	154,808.00	0.00	77,403.64	50.00	0.00	77,404.36
<hr/>							
	TOTAL LEDC OPERATING FUNDS	<u>305,660.00</u>	<u>3,375.33</u>	<u>222,284.82</u>	<u>72.85</u>	<u>385.00</u>	<u>82,990.18</u>

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: JUNE 30TH, 2020

75 -LAMPASAS ECONOMIC DEV CRP  
 LAMPASAS EDC BOND FUNDS  
 DEPARTMENT EXPENSES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>							
510-5316	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
510-5346	ENGINEERING/SERVEYING SERVIC	10,000.00	0.00	51,788.00	517.88	0.00	( 41,788.00)
510-5361	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
510-5395	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
510-5399	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CONTRACTUAL SERVICES	10,000.00	0.00	51,788.00	517.88	0.00	( 41,788.00)
<u>CAPITAL EXPENDITURES</u>							
510-5505	BUILDING AND GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTINGENCY AND RESERVES</u>							
510-5600	CONTINGENCY/RESERVES	429,040.00	0.00	0.00	0.00	0.00	429,040.00
	TOTAL CONTINGENCY AND RESERVES	429,040.00	0.00	0.00	0.00	0.00	429,040.00
<hr/>							
	TOTAL LAMPASAS EDC BOND FUNDS	439,040.00	0.00	51,788.00	11.80	0.00	387,252.00
<hr/>							
***	TOTAL EXPENSES ***	744,700.00	3,375.33	274,072.82	36.85	385.00	470,242.18
<hr/>							
	TOTAL PROFIT / (LOSS)	0.00	25,489.00	( 19,269.89)	0.00	( 385.00)	19,654.89
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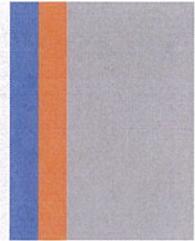
\*\*\* END OF REPORT \*\*\*

# Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: July 15, 2020



## **Life Safety Grant**

We've received (1) completed application for the Life Safety Grant. The review panel met and discussed the application and grant request. We have sent a letter to the business owner explaining the application was approved, however a couple of the items listed for reimbursement were not considered "life safety improvements" and will not be included in the overall amount granted. The items which were approved included: panic hardware for doors, exit signage and an emergency key box (knock box) for access by first responders if the business owner is not available during an emergency. We have given the application to (3) additional businesses and anticipate seeing another application (or multiple) to review in the coming months.

## **EDA Grant**

As we discussed in June, I am working with Langford Community Management Services on the EDA CARES Act Recovery Assistance grant application to assist in developing Phase 1 of the Business Park. As of now we are compiling information mandatory for the application, and soon I'll begin collecting support letters to include with our submission. We hope to have this application completed by the August LEDC Meeting.

## **Internet**

At this time, (2) internet service providers have submitted applications for attachment to City utility/service poles. It is the City's intention to work concurrently with their design engineers to assess their network route and make-ready requirements, while reviewing their application and negotiating an agreement. Our rep through Local Government Services will be contacting each ISP respectively to negotiate and complete the attachment agreement along with additional items the City is requesting.

## **Development**

The Cherry on Top is moving along with only a few minor items to complete (tile and a/c) and anticipate opening by mid-to-late August.

Lampasas Beer Market is lacking a few plumbing and cosmetic items, but anticipates opening by late July.

Heritage Funeral Home submitted a revised set of plans that will be reviewed internally, then sent off for third-party review as well. The owner has also requested an application for the Life Safety Grant with plans to install a fire suppression system.



The fire marshal recently submitted an RFI to the developer for the project on Hwy 190 with Built Wright Construction. According to the plans submitted, the design of the fire suppression system has been altered and will need to be re-designed and reviewed to pass inspection.

New Covenant Church has gone vertical and plan to have their structural steel inspection soon. The intent of this building is for youth activities and potential expansion of Heritage Daycare.

Former Hwy 281 Café (300 S Hwy 281) is under a remodel and will eventually be a new retail location. We've received the conceptual design, and anticipate receiving a full set of plans soon. Staff plans to meet with the contractor next week.

Silver Creek Assisted Living passed state inspection and is officially open and accepting tenants. They have (3) residents thus far and at full capacity can accommodate up to (42) total residents. They also have an area they cleared along the creek so their residents have a place to fish and enjoy the outdoors.

Envoy Mortgage and Baby J's Children's Boutique got their final inspection in the Marketplace Retail building on S Hwy 281.

Kindred Spa (formerly Interlude Spa) has passed inspection and is open at 205 S Key Ave Suite B near Area Wide Locksmith.

## **Business Workshops**

I met with Melissa Unger last week to discuss small group business workshops we anticipate hosting in the Fall. We plan to break up by areas so the groups aren't too large and we'll be able to space out – downtown merchants, N Key Ave, S Key Ave, E 190, S 281, etc. Our plan is to survey business owners on their top 1-2 topics for workshops and decide from those results, but the topics we've discussed thus far include: Business Plan creation and guidance with an SBD rep; E-Commerce and creating your business website with a web developer (and a few small business owners from other cities that currently have websites and online sales); Funding/Grant resources for small business owners with specific (federal/state) reps with expertise in this area; and presenting Retail Coach data and explaining how it can translate into marketing strategies/developing a Marketing Plan.

## **Sales Tax**

We anticipated a dip in sales tax receipts for the month of July, but once again, we were shocked to see the Comptroller report the City had another increase. There was \$193,607.43 reportedly collected, compared to \$152,956 last year, showing a 26.58% increase.



City of Lampasas  
Authority Code: 2141019

Select a month ▾

Allocation Period: Jul 2020

Total Period Collections:	198,000.51
Prior Period Collections:	1,372.90
Current Period Collections:	194,935.82
Future Period Collections:	5.87
Audit Collections:	337.14
Unidentified:	17.89
Single Local Rate Collections:	1,330.89
Service Fee:	3,960.01
Current Retained:	3,880.81
Prior Retained:	3,447.74
Net Payment	193,607.43

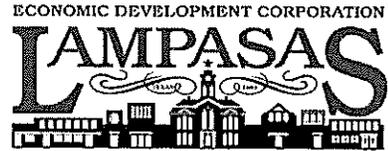
New report

Last July 152,956

26.58% ↑      WOW!

**Memo**

To: Mandy Walsh, LEDC Director  
From: Monica Wright, Director of Information Systems  
Date: Wednesday, July 8, 2020  
Re: June Website/Social Media Analytics Report



Information Systems

**June 1-30, 2020**

**Communication**

	June 2019	June 2020
'Contact Us" Submissions	0	0
Notify Me Subscribers (Calendar)	43	43
Notify Me Subscribers (News Flash)	43	43
Notify Me Subscribers (News Carousel)	5	5
Notify Me Subscribers (Local Business Profile & Community Spotlight)	38	38
Notify Me Subscribers (Property Listings)	41	41
Notify Me (Jobs)	11	11
Facebook (Followers)	1,695	2,108
Twitter (Followers)	131	148

**LEDC Website**

	June 2019	June 2020
<b>Page Views</b>	512	444
<b>Page Visits</b>	261	307
<b>Total Searches</b>	25	14
<b>Total Downloads</b>	89	190

*A page view is a visit to a page on your website. If the visitor reloads a page, this counts as an additional page view. If the user navigates to a different page and then returns to the original page, this will count as another page view. A visit is defined as a sequence of consecutive page views without a 30-minute break. A visit always contains one or more page views.*

**Mobile vs Desktop**

Desktop	198
Smartphone	94
Tablet	14
Unknown	1

**Browser Views**

Chrome	115
Mobile Safari	57
Chrome Mobile	40
QQ Browser	24
Safari	22
Microsoft Edge	18
Firefox	12
Internet Explorer	7
Chrome Mobile iOS	4
Unknown	3

**Geo Map Overlay- Visits (top 20 Country/Region/City)**

Unknown	93
Leander, TX	22
Austin, TX	10
Copperas Cove, TX	7
Forney, TX	7
El Paso, TX	6
Fort Worth, TX	6
Grand Prairie, TX	6
Lampasas, TX	6
Las Vegas, Nevada	4
Montreal, Quebec, Canada	4
San Jose, California	4
Temple, TX	4
Aurora, Illinois	3
Belton, TX	3
Burleson, TX	3
Cheyenne, Wyoming	3
Harker Heights, TX	3
Houston, TX	3
Kansas City, Missouri	3

**Site Search Keywords**

1210 Porter Street	1		
bees	1		

**Top Visits**

Lampasas Economic Development Corporation	248
Demographics	22
History of Lampasas	20
Lampasas Business Park	15
Labor Force	14
Top Employers	11
Location	8
Quarterly Reports	8
Living Here	7
About Your EDC Director	6
About Us	5
Business Climate	5
Local Incentives	5
Public Safety	5
Wineries	5
Zoning & Permits	5
EDC Board	4
Local Clubs & Organizations	4
Municipal Airport	4
Shopping	4