

**NOTICE OF REGULAR MEETING OF THE  
LAMPASAS ECONOMIC DEVELOPMENT BOARD  
OF THE CITY OF LAMPASAS, TEXAS  
WEDNESDAY, APRIL 17, 2019  
CITY ADMINISTRATION BUILDING - CONFERENCE ROOM  
312 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, April 17, 2019 at 5:30 p.m. in the City Administration Building-Conference Room located at 312 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 March 20, 2019.
- IV. Discussion and update from Board member Pratus on Local Option Election.
- V. Discussion and possible action regarding cost-sharing with the City of Lampasas for USDA ReConnect Grant/Loan application.
- VI. Discussion regarding scope of Comprehensive Plan.
- VII. Discussion and update on Deb Brown training for May 13-17.
- VIII. Update and possible action regarding March Financials.
- IX. Update on the following:
  - 1.) County and LISD Updates
  - 2.) Staff Updates
    - Downtown Development
    - Key Ave. Development
    - Residential Development
    - Mike Irvin
    - USDA Grant/Loan Application
    - Texas 4000 ATLAS
    - Development Matrix
    - LCHEC
    - Hwy 281
    - Comprehensive Plan

- Job Fair

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

XI. Adjourn

I, Vicki Tower, Administrative Secretary 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 12<sup>th</sup> day of April, 2019 at 3:35 pm.

  
\_\_\_\_\_  
Vicki Tower, Administrative Secretary

**MINUTES OF SPECIAL JOINT MEETING OF THE  
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD  
OF THE CITY OF LAMPASAS, TEXAS  
WITH THE GOVERNING BODY OF THE CITY OF LAMPASAS, TEXAS  
WEDNESDAY, MARCH 20, 2019  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
5:30 P.M.**

The Lampasas Economic Development Corporation of the City of Lampasas met in regular session on the above date with President Charlie Pratus, III, presiding.

**LEDC Members Present:**

Charlie Pratus, III  
Neal Leavell  
Steve Hudson  
TJ Monroe  
Misti Talbert  
Roland Schaub  
David Millican-Ex-Officio  
Jamie Smart-Ex-Officio

**LEDC Members Absent:**

Ronnie Vineyard

**City Staff Present:**

Finley deGraffenried, City Manager/Executive Director  
Gary Cox, Assistant City Manager  
Mandy Walsh, Economic Development Director  
Christina Marez, City Secretary

**REGULAR SESSION**

I. Call to Order and convene into Joint Session

President Pratus called the regular session to order at 5:30 p.m. and immediately went into Joint Session.

**JOINT SESSION**

II. Discussion and possible action regarding presentation by Foresite Group, Inc. related to technology infrastructure design, assessment and inventory.

City Council members that were present at the meeting were Misti Talbert, T.J. Monroe, Robert McCauley, Chuck Williamson and Cathy Kuehne. (Absent: Delana Toups and Mike White)

Mandy Walsh, Economic Development Director, introduced Jonathan Ramos and Cody Miller with the Foresite Group, Inc. She explained that they will be reviewing a presentation related to technology infrastructure design, assessment and inventory. She noted that if anyone had a question during the presentation, please ask any questions at any time.

The Foresite presentation included the following:

- Market Assessment Status
  - Strategy Sessions
  - Preliminary Design
  - Online Survey
  - Business Plan
- Notes from Strategy Planning
- Auto- Design/Preliminary Design – FCC Low Service Area
- Lampasas FTTH Design (Fiber to the house design)
- Online Take Rate Survey/Demand Aggregation – 90% responded favorably
- Two approaches for Deployment
  1. Open Access Network Model
  2. Dark Fiber
- What is Open Access?
  - Owner-operated network independent of ISP's
  - ISP – handles customer service – does not handle any maintenance
  - City would own fiber and lease to different networks
- Open Access Networks (OAN)
  - Pros –
    - Diverse Market Place
    - Competitive Market Place
    - Flexibility
    - Increased Economic Development
    - More profitable
  - Cons –
    - More Expensive
    - Complex to implement
    - Risky
    - Software Compatibility
- Real World Example of OAN
- Lampasas Financial Model – Revenue OAN Pro Forma
- What is Dark Fiber?
  - Pros
    - Less Complex
    - Less Initial and Long Term Investment
    - Low Risk
    - Faster Deployment
    - Increased Economic Development
    - Less Competitive Market
    - Less Diversity of ISP choices
- Real World Examples of Dark Fiber – Centennial, Colorado and Huntsville Utilities
- Dark Fiber Lease Network Pro Forma
- What Does the Fiber Cost – cost difference between Open Access and Dark Fiber
- Lampasas Advantages
  - Lampasas Electric Utility – Owning the poles and providing electric service means the City has the experience managing infrastructure on this scale and in a similar space.
  - Rural eConnectivity Pilot Program – 100% grant; 50/50 Grant/Loan, 100% Loan options
  - Pilot Program map
- Phased Approach – reviewed five phases

1. Backbone construction
  2. Shelter and site prep
  3. 40 anchor institutions
  4. All premises within 1,000 feet of backbone
  5. Residential/Business services East and West
- Foresite recommendations
    1. Build a Dark Fiber
    2. Apply for a Grant
    3. Public or Private Partnership
  - Reviewed Funding Options
  - Reviewed Lessons Learned from other Markets
  - Next Steps

There was discussion on Grant and Loan opportunities and the required deadlines of each.

### III. Adjourn Joint Session and convene into Regular Session

President Pratus adjourned the Joint Session at 6:59 p.m. A brief break was taken and President Pratus reconvened Regular Session at 7:05 p.m.

<b>REGULAR SESSION</b>
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### IV. Open forum for citizens comments and questions (limited to five (5) minutes per person)

There were no citizen comments.

### V. Discussion and possible action concerning approval of the minutes dated February 20, 2019

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

### VI. Discussion and possible action regarding 2019-2020 Strategic Plan

Mandy Walsh, Economic Development Director, reviewed the following strategies:

- Goal 1: Internet
  - Foresite final presentation with options and recommendations
  - Meet and discuss opportunities with interested ISP's and Partners
  - Determine model type and funding
  - Develop agreement
  - Begin construction
- Goal 2: Marketing
  - Continue maintenance and updated information, news stories and tools for LEDC website and social media platforms
  - Promotion of Neon Cloud video on social media platforms; consider creating an updated video by 2020/2021
- Goal 3: Workforce Development

- Regular meetings between stakeholders
- Develop and implement apprenticeship program between LISD and local businesses
- Regional collaboration on workforce training and labor pool data for business recruitment
- Goal 4: Business Park Development
  - Review survey from Triple C and engineering plans from Eckermann Engineering
  - Create action steps following review
  - Develop marketing materials specific to business park once pad sites and utilities are complete
  - Attract prospects
- Goal 5: Retail Business Recruitment, Redevelopment, Downtown Development
  - Develop and distribute marketing materials to real estate brokers
  - Research grant opportunities to assist small business entrepreneurs in developing downtown businesses
  - Network opportunities in surrounding cities
  - Review our retail leakage report and assess retail needs and targets
- Goal 6: Business Retention and Expansion
  - Research and discuss training needs with current businesses, along with exploring opportunities for professional development and training
  - Explore opportunities to decrease operational costs by connecting with current suppliers
  - Research and offer workshops and training for current employers

Walsh also reviewed the Business Retention Visits for 2019-2020.

There was no action taken.

President Pratus moved back to agenda item II.

II. Discussion and possible action regarding presentation by Foresite Group, Inc. related to technology infrastructure design, assessment and inventory.

Discussion included deadlines on both the grant or loan funding and having the Sub Committee meet to discuss and review both options in further detail.

Board member Talbert moved to direct staff to pursue possible grant or loan funding to support increased broadband capacity. The motion was seconded by Board member Schaub and with a unanimous vote, the motion carried. (Vineyard absent)

President Pratus moved to Item VII.

VII. Discussion and possible action regarding booking Save Your Town's Deb Brown

Mandy Walsh, Economic Development Director, informed the Board that the cost for Ms. Brown is \$4,500.00 whether for one day or one week so the preference is for one week. She explained that the Chamber is willing to split the cost with the City to have her come. Ms. Brown would be here the week of May 13 through May 17.

Walsh reviewed the following schedule of what Ms. Brown has planned for the week she is here:

- Presentations to various groups throughout the week that will include:
  - New Approach to Economic Development
  - Rural Job Creation Strategies
  - Reviving Downtown
  - People are negative or stuck in the past
  - Small Town Trends
  - Attracting and retaining our youth
  - Gathering Volunteers presentation
  - Large Employer Roundtable
  - Small Business Roundtable
  - Downtown Walk Around/Pop Up
  - Rural Marketing and Customer Service for Retailers
  - Empty Building Presentation
- Training between Chamber and EDC:
  - Motivating our volunteers/boards/committees
  - Finding ways to become a destination city
- City Council, May 13
  - Introduce herself and ask a few questions
- Town Hall, May 14
  - Introduce herself, possibly speak
- EDC/Chamber Joint Session, May 15
  - Training/Presentations
- News at Noon, May 16
  - Presentation

Board member Schaub moved to approve the expenditure of the shared cost with the Chamber of Commerce for the services of Deb Brown in the amount of \$2,250.00. The motion was seconded by Board member Monroe and with a unanimous vote, the motion carried. (Vineyard absent)

Ex-officio Board member Smart left the meeting at approximately 7:45 p.m.

#### VIII. Update and possible action regarding February Financials

Mandy Walsh, Economic Development Director, reviewed the February financials with the Board. She indicated that the projections are good and sales tax is up.

Board member Talbert moved to accept the February Financials as presented. The motion was seconded by Board member Schaub and with a unanimous vote, the motion carried. (Vineyard absent)

#### IX. Update on the following:

- 1.) County and LISD Updates

With the absence of Ex-officio Board member Smart, there was no County update.

Board member Millican explained that student headcounts were up at approximately 3,380. Economic Development Director Walsh also reminded him of the basketball tournament this weekend with 52 teams being in Lampasas.

## 2.) Staff Updates

Mandy Walsh, Economic Development Director, reviewed the following:

- Rural Internship Program – Central Texas Council of Governments (CTCOG) and the Development District of Central Texas (DDCT) began accepting applications for the DDCT Rural Internship Program. This program awards scholarships to economic development programs for the internship of high school juniors or seniors in their local area. Students gain hands on experience in promoting economic development in rural communities. In turn, the community benefits through advanced efforts of economic development and assistance in cultivating ambassadors for rural Central Texas. \$500.00 scholarships are awarded to Chambers of Commerce, Economic Development Organizations or Departments of Tourism within the 7-county CTCOG region. Walsh informed the Board that she had applied for this, and if awarded, plans to share their time with the Chamber/Visitor Center. Start date would be in May.
- Downtown Tour – Walsh said that she had a recent developer reach out to her who is interested in our downtown. She set up four (4) vacant buildings with their owners to be toured. The developer was very impressed and is looking into our market and strategizing ways to develop. The developer also met with the owner of the Santa Fe Depot to discuss ideas with him, which went very well. In addition, the developer also met with a local broker to visit a few vacant lots near downtown that might work well for residential development. She received great feedback on how impressed the developer is with our community and she hopes to continue working with him on his development ideas in the coming months.
- New Opportunities – The City has had some recent business closings, and she encouraged everyone to visit them before their final day. Swain’s and Rutland’s should be open for at least another one to two months as they clear their inventory. These businesses were vital to our community, and we will miss the value they brought to our downtown, but we will embrace the change. Both buildings, thankfully, have been purchased and have conceptual plans in the works.
- CDI - Walsh attended the Community Development Institute at Lone Star College in The Woodlands and successfully completed her second year of a three-year training program in order to obtain certification for PCED (Professional Community & Economic Developer). She will complete this training next year in March and take a certification test. She has learned many valuable tools in this training as well as networking opportunities. At this year’s training program, a city had to be built from the ground up. It was very hands-on and helpful in many ways. She also had to give presentations regarding best practices in our communities. She learned about fostering entrepreneurial growth, community development challenges and opportunities, target markets, quality of place, business retention and expansion, business attraction, site selection, redevelopment, community surveying, presentation and facilitation tools, global trends and financial tools for community and economic development. She benefits the most from sharing ideas with other ED Directors and what works within their communities.
- Downtown Development - The new Gillen’s Co-op & Mercantile opened on the Square next to Eve’s Café. The Hart House Historic Stagecoach Stand & Hotel was also recently purchased by a couple from Austin, but no plans of the building has been discussed yet. City Staff is continuing discussions regarding downtown concepts with a few of the downtown building owners and developers.
- Key Avenue Development - Mojo Coffee should be finalizing their purchase of the property at 1008 S Key Ave. They will not be demolishing any of the current structures. They plan to enclose the awning

that once covered the fuel pumps in order to have adequate seating for customers. They are anxious to begin renovating the building and she'll keep everyone updated as they move forward. In addition, Burger King had their variance approved in February, submitted site plans and pulled a demo permit for 404 N Key Ave. Their building plans are currently being reviewed. Also, not located on Key Avenue, Silver Creek Assisted Living continues their plans for expansion. City Staff had a full site/building plan review and civil utility meeting with their general contractor on March 14 regarding fire lanes and utilities. They are getting ready to mobilize for construction. Both Silver Creek and Burger King will have a pre-construction meeting with City Staff before they go vertical.

- Residential Development - MD Homes has submitted their preliminary plat and civil plans for Hillside Acres located on FM 580 West. They will be building 28 total homes in three (3) phases. There are also two other local developers building 22 homes on Brown Street. Their preliminary plat is pending, but should receive by March 22 in order to be presented to Planning & Zoning at their April meeting. Stone Valley, being developed by Deorald Finney, has requested temporary electric and will begin paving streets in order to break ground on the first four (4) homes. Also, the DLF addition (Finney) on CR 3420 will have five (5) homes. Electric easements have been completed and two (2) of the lots will begin construction soon.
- Oil States - Oil States held their grand opening ceremony on March 6. They seemed very pleased with their new facility and the relationship with the City throughout this project. Their top executives were in attendance and had positive feedback regarding the project and Lampasas. The City looks forward to their continued growth. She was unable to attend due to attending CDI training in The Woodlands, but was she was able to take them a congratulatory gift once she returned. Their General Manager was out of town when she went by, but she plans to go visit once he returns so she may tour the new facility. She welcomed the Board to attend with her when she goes.
- Job Fair is scheduled for June 7, 2019.
- She was part of the review committee of the Comprehensive Plan request for qualifications that were submitted.
- Keystone Hotel – Mr. Fish reports that he should be partially moved in by June 2019.

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

- Update from Sub Committee

XI. Adjourn

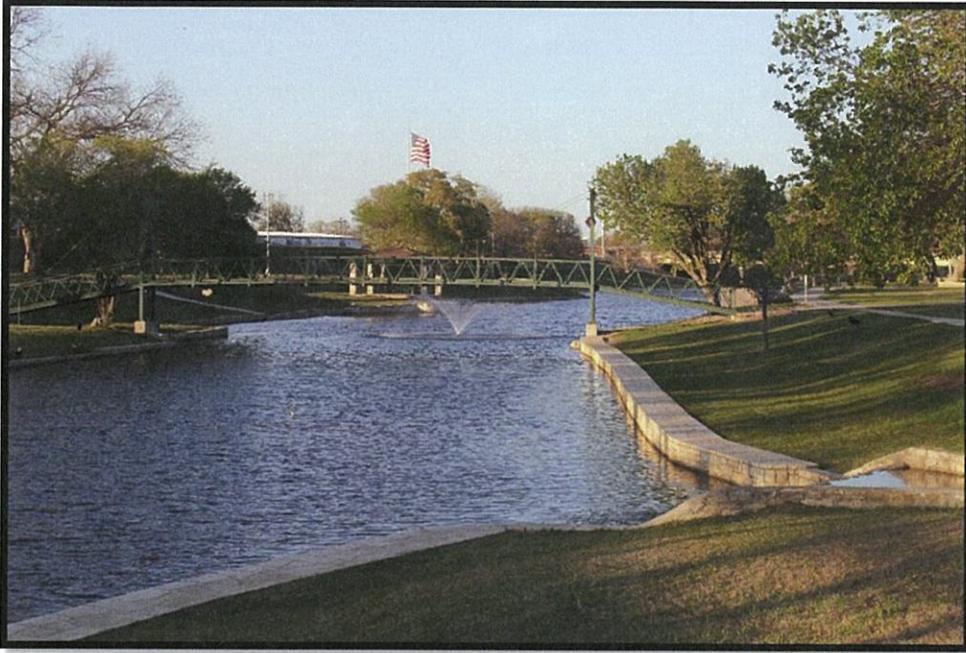
Board member Hudson moved to adjourn the meeting at 8:01 p.m. The motion was seconded by Board member Schaub and with a unanimous vote, the motion carried. (Vineyard & Smart absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Charlie Pratus, III, President

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary



*City of Lampasas, Texas*

# *Request for Qualifications*

*Professional Services*

*Comprehensive Planning, Facilitation and Plan Deliverables*

February 15, 2019

*Qualifications due March 15, 2019 by 2:00 p.m.*

## Introduction

**The City** – The City of Lampasas, estimated population 7915, is located in Central Texas 65 miles north of Austin, 120 miles north of San Antonio, and 170 miles southwest of Dallas/Ft. Worth. Ft. Hood, one of the largest military installations in the world, is located 23 miles to the east, and military retirees, families, contractors and soldiers transitioning to the civilian workforce choose to live and work in Lampasas because of the quality of life and business opportunities. Historically, our natural spring fed waterways attracted people, railroads and highways to Lampasas and as a byproduct the City is located at the intersection of three major US Highways-183, 281 and 190 which provide alternatives to I-35 and easy access to San Antonio, Dallas, Austin and Killeen/Temple. Lampasas is located 21 miles west of Interstate 14, and is part of the Killeen/Ft. Hood MSA. The City is the County Seat of Lampasas County and has a strong medical, manufacturing, and banking presence.

Highway improvements have kept pace with the population growth in Travis, Williamson and Burnet Counties, and Lampasas is 40 minutes from Leander; 50 minutes from Cedar Park and slightly over 1 hour from downtown Austin. Lampasas is also conveniently located close to the Colorado River, Highland Lakes, Wineries, and the Texas Hill Country. Burnet, Marble Falls, Johnson City, Fredericksburg and Llano can all be enjoyed as day trips.



**Fast Facts** - The City operates electric, water, sewer and trash utilities; and manages the Hancock Park Golf Course, Hancock Spring fed pool, and the Lampasas Municipal Airport. The Lampasas Independent School District serves 3300 students at five campuses. The City has an annual operating budget of \$26.5 million and a workforce of 114 FTE's.

	<u>Lampasas</u>	<u>US</u>
Median Age	37	37.9
Median Household Income	\$38,989.00	\$53,889.00
Retail Sales per Capita	\$28,656.00	\$13,443.00

**Planning History** – Although the City has engaged professional planners previously, and has facilitated plans related to land use and housing, the City of Lampasas does not currently have an adopted Comprehensive Plan. In 2002, in conjunction with The Hogan Corporation, the City drafted a Comprehensive Plan inclusive of Future Land Use, Thoroughfare Plan, Water and Sewer System Plan, and Drainage Plan, however; the Plan was never officially approved by Council. In 2013, the City facilitated a Land Use and Housing inventory and assessment, which resulted in modifications to the City's Zoning and Sub-Division Ordinances that were originally adopted in 1998. Annually the City prepares a Capital Improvement Program Plan and a City Council Work Plan.

**Planning Vision** – The Comprehensive Plan should be representative of our current and future opportunities, our culture, and our capacity to implement, forecast and respond to needs. The plan is inclusive and developed inclusively.

- The Plan represents and considers neighborhoods, assets, challenges, businesses, residents and resources. The Plan is developed by engaged stakeholders and is unique to Lampasas.
- The Plan represents a clear understanding of people and place.
- The Plan recognizes regional trends in planning, housing, land use and transportation.
- The Plan provides latitude and options related to goals and objectives. The Plan considers performance based goals, changing needs and external influences.
- The Plan is a tool that can be implemented, measured, evaluated and modified at predetermined frequencies. It is a Working Plan.

**Planning Issues** – The Comprehensive Plan should identify strategies related to current and future conditions, and issues. Strategies to address issues should meet overall Plan goals. Issues include, but are not limited to:

- The impacts of residential and business growth from the south and east. Growth related to the attraction of Lampasas to individuals, retirees and families seeking a reasonable cost of living and quality of life.
- The impact of increased traffic as commuters and transporters seek north/south alternatives to I-35.
- The ability of Lampasas to plan for and maintain services and utilities during periods of growth. The ability to match delivery of services with changing community expectations.
- The ability to maintain, improve and fund quality of life, public safety, economic development, and utility systems.
- The need to acknowledge and balance conflicting attitudes related to growth and regulations. The need to understand Place as a transitioning rural community.
- The need to seek opportunities to transition from a pass-through community to destination community as a means to expand economic base. The need to identify and promote a brand.
- The need to increase capacity to collect and utilize data and technology. The need to identify opportunities for increased efficiency to support our customer service brand and future development. The need to better utilize mapping systems, floodplain management, drainage assessments and communications.
- The need to attract of work from home individuals, primary employers, technology based companies and a qualified workforce to broaden the City's economic base.



## **Scope of Work**

*The precise Scope of Work will be determined after selection of the highest ranked firm, however; the City anticipates the following and components of an agreed to Scope. Facilitation and community engagement to prepare:*

- An inventory, review and analysis of existing conditions. The profile will include at least the following: community history, existing land uses, natural environment elements, thoroughfares and transportation, community facilities, and other relevant topics.
- A demographic and economic profile of the city based on data from the US Census and other sources to include population projections and socio-economic trends.
- A current land use map as well as policies, recommendations and goals related to future land use. The Plan should identify future potential annexation, future development, and potential zoning amendments to address projected needs and trends.
- An inventory and assessment of City assets that will support growth and development. The City envisions this assessment as including, but not being limited to a review for public safety needs, solid waste disposal, public buildings, libraries, parks and open space, and recreational facilities.
- A review and analysis of plans related to utility infrastructure to support build-out scenarios for future land use including identification of service areas and CCN.
- Housing assessment and strategies that ensure sufficient quantity and quality of local housing for all incomes. An assessment of the current housing market and long-term recommendations for neighborhood preservation, infill development, redevelopment and new development.
- A review and recommendation of policies that address community image and preservation of community assets. Recommendation of areas appropriate for the application of design standards, including the gateways, major corridors, and Central Business District.
- Review and assessment of open spaces, parks, watersheds, drainage, floodplain management, and natural resources to meet needs of future land use and demographics.
- Review of current road and thoroughfare conditions and development of goals and polices that address future needs. Assessment and recommendation of construction, traffic management, and other transportation related needs.
- Goals, objectives and policies regarding future development and re-development. The goals may also identify current gaps or conflicts between current codes and ordinances and the new Plan.
- Implementation strategies and benchmarks should be identified in the Plan.

## **Deliverables**

The Plan in format(s) acceptable to the City for public distribution, presentation and posting.

The plan shall be prepared in a format and language that is user-friendly and easily comprehensible and accessible to the public. Use of maps, graphics, and similar dynamic devices that will enhance the effectiveness, readability, and ease-of-use is encouraged.

Staff from the selected firm should visit the City of Lampasas to familiarize themselves with the area and the challenges presented. The firm will attend meetings as determined within the approved scope.

Products produced as part of the plan process, including but not limited to GIS layers, studies, documents, drawings, etc., shall be the property of the City of Lampasas.

## **Submission Requirements, Format, and Scoring**

To achieve a uniform review process and obtain the maximum degree of comparability, the Proposals shall be organized in the manner specified below. Proposals shall **not exceed twenty (20) pages** in length (excluding title page, index/table of contents, work sample attachments (on CD or flash drive). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of printed, 8 ½" x 11", sheet of paper.

**Sealed Proposals will be accepted on or before 2:00 p.m., March 15, 2019 at City of Lampasas City Hall, 312 E. Third Street, Lampasas, Texas 76550. Proposals should be labeled "City of Lampasas Comprehensive Plan Proposal." Proposals received after that time will not be considered. Facsimile or electronically transmitted responses are not acceptable. Responses cannot be altered or amended after submission. The City will not be bound by any oral statement or offer made contrary to the written specifications.**

The Respondent shall submit **one (1) original** signed paper copy and **five (5) copies** of its Proposal. In addition, the Respondent shall submit one (1) CD or USB/flash drive, containing a complete copy of Respondent's submission in a PDF format.

### **Submittal Format**

#### **Title Page (1 page)**

Document title, the name of firm, address, telephone number(s).

#### **Tab 1 Letter of Interest**

This letter shall provide a statement of interest and understanding of the work; the name and title of the individual who will be the primary point-of-contact for matters relating to the submittal (including contact information) and shall be signed by an individual with the authority to commit the firm to the project. The letter shall include a description of the strengths associated with the firm and consultants. **The letter should also clearly state the representative of the firm has read and clearly understands the content of this RFQ.**

#### **Tab 2 Table of Contents (1 page)**

Clearly identify the materials by Tab and Page Number

#### **Tab 3 Respondent History and Resources**

Provide a brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size. Describe any unique qualifications the firm has related to this project. Provide an organizational chart for the team that will perform the work, provide qualifications and experience of the principals and consultants on the team. Identify any sub-contractors, provide their qualifications, and identify the services they will provide. Provide any additional information that may be of benefit to the City.

#### **Tab 4 Project Team Experience/References**

Provide the name, address, telephone number and e-mail address of a primary contact for at least three (3) municipalities that have utilized similar services from your firm, including the proposed Project Manager, within the last five (5) years, include a brief overview of the work performed, methodologies used, amount of contract and time required to complete contract.

**Tab 5 Methodology and Approach**

Provide description of the method and approach to be used in this project. Specifically describe:

- Community engagement strategies, tools and techniques
- Role of citizens, officials, and staff in the project
- Meeting facilitation tools and techniques
- Any unique techniques that your team has successfully utilized on similar projects

**Tab 6 Issue or Opportunity Facing Lampasas**

Respondent shall demonstrate their understanding of one unique issue or opportunity facing the City of Lampasas and how it may impact the Comprehensive plan through a brief narrative.

**Tab 7 Project Schedule**

Provide a detailed proposed schedule for the project that meets or exceeds the scope of services as described herein.

**Tab 8 Work Samples**

Include a CD/flash drive with two (2) completed and adopted Comprehensive Plans completed for other similar municipalities by the proposed Project Manager.

**Review Schedule**

- |  |                   |
|--|-------------------|
| • Request For Qualifications released                              | February 15, 2019 |
| • Deadline for RFI's   | March 6, 2019     |
| • Final responses to RFI's posted by 5 pm                          | March 11, 2019    |
| • Proposals due by 2:00 PM, CST                                    | March 15, 2019    |
| • Committee review of Proposals                                    | March 18, 2019    |
| • Respondents notified of status                                   | March 20, 2019    |
| • Consultant interviews and presentations, 5:30 p.m. (if required) | March 25, 2019    |
| • Selection of Most Qualified Firm                                 | March 25, 2019    |

**Updates**

Updates, addendum, and responses to RFI's will be posted on the City of Lampasas website, [www.lampasas.org](http://www.lampasas.org)



### **Basis of Selection**

An evaluation committee will review each response for compliance and technical scoring using the following weighted criteria.

- 15% - Consultant's specialized experience, expertise, and performance in providing similar or related services to communities similar in size to Lampasas.
- 20% - The proposed approach and methods to be used in project.
- 10% - Demonstrated understanding of the project and the Lampasas community.
- 20% - Quality of sample materials and proposal package submitted.
- 15% - Consultants overall suitability to provide the required services within the time and budget constraints.
- 20% - Qualifications and experience of the assigned project team.

The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate additional considerations to serve the best interest of the City. The results of the review and evaluation of the responses to the RFQ may be used to select one or more consultants to meet with City Council for an interview.

Expenses incurred by the respondents in replying to the RFQ or in making an appearance before City Council are at the respondents' own expense and risk.

Upon completion of the ranking process, the City Council will select the most qualified firm and direct staff to initiate contract negotiations. If the City is unsuccessful in negotiations with the selected firm, the City may then select the next most qualified firm and attempt to negotiate an agreement with that firm. The City shall continue this process until an agreement is reached or all negotiations are terminated. When such an agreement is reached, a recommendation will be made to the City Council requesting authorization to execute a contract pursuant to the agreement and subject to the availability of funding.

### **Contacts**

Potential Contractors are encouraged to contact:

Gary Cox, Assistant City Manager  
312 East Third Street  
Lampasas, Texas 76550  
[gcox@cityoflampasas.com](mailto:gcox@cityoflampasas.com)  
512-556-6831

Finley deGraffenried, City Manager  
312 East Third Street  
Lampasas, Texas 76550  
[finley@cityoflampasas.com](mailto:finley@cityoflampasas.com)  
512-734-6375

This Request for Qualifications is prepared by the City of Lampasas in accordance with Chapter 2254 Professional and Consulting Services, Texas Government Code.

### **Confidentiality of Content**

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it's not clearly marked as such.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

### **Conflict of Interest**

If a vendor who has a business relationship as defined by Section 176.001(1-a), Texas Local Government Code ("LGC") with a local governmental entity and the vendor meets requirements under Section 176.006(a), LGC, then the vendor must complete and file a Conflict of Interest Questionnaire. By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. A vendor commits an offense if the vendor knowingly violates Section 176.006, LGC.

An offense under this section is a misdemeanor. The questionnaire can be found at:

[https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm).

### **General Conditions**

The City of Lampasas expects to select a consulting firm from the qualifications submitted. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. Upon selection, a Professional Service Contract shall be prepared, negotiated, and fully executed before work is initiated.

### **Waiver**

By submitting a proposal, each submitter agrees to and does hereby waive any claim the submitter has or may have against the City and/or the City's employees, agents and officers, arising out of or in any way connected with the following:

1. The administration, evaluation or recommendation of any statement of qualifications.
2. Waiver or deletion of any of the requirements under the statement of qualifications or the contract documents.
3. Acceptance or rejection of any statement of qualification.
4. Award of contract.

By submitting a Statement of Qualifications, the submitter acknowledges that he or she understands all terms of the proposal documents and consents to the competitive selection process and the possibility of a negative assessment. By submitting a Statement of Qualifications, the submitter acknowledges and agrees that there was and is no disparity of bargaining power between the submitter and the City. The submitter agrees that this is the intentional relinquishment of the above listed presently existing known rights.

By submitting a Statement of Qualifications, each submitter agrees to waive and does hereby waive any claim the submitter has or may have against the City and/or its respective employees and representatives, for the award of attorney fees, arising out of or in connection with the administration, evaluation, or recommendation of any Statement of Qualifications, waiver of any requirements under this RFQ, acceptance or rejection of any Statement of Qualifications, and award of the contract. By submitting a Statement of Qualifications, the submitter specifically waives any right to recover or be paid attorney's fees from the City or any of the City's employees and representatives.

BALANCE SHEET  
AS OF: MARCH 31ST, 2019

75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS

1020	FSB CHECKING 7001092 LEDC	281,712.49	
1021	FSB CAPITAL FD CHECKING7002363	8,277.48	
1025	FSB LEDC LOAN 2678	0.00	
1026	BUSINESS BANK OF TX 4001561	536,972.75	
1030	CLAIM ON CASH	149,884.07	
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	( 82,253.00)	
1499	DUE FROM CASH & CONCENTRATION	0.00	
1999	LEDC CLEARING ACCOUNT	<u>0.00</u>	
	TOTAL ASSETS		2,638,185.40

2,638,185.40

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LIABILITIES & FUND BALANCE

2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00
2210	ACCOUNTS PAYABLE	620.74
2220	ACCOUNTS PAYABLE PENDING	0.00
2225	ACCRUED INTEREST PAYABLE	3,916.96
2283	UNAPPLIED CREDIT	0.00
2284	BONDS PAYABLE	1,435,861.80
3009	DESIGNATED RE/DONATIONS	0.00
3010	UNASSIGNED FUND BALANCE	970,385.01
3030	ASSIGNED FUND BALANCE	180,730.47
	CURRENT INCREASE / (DECREASE) IN FUND BALANCE	<u>46,670.42</u>

TOTAL LIABILITIES & FUND EQUITY

2,638,185.40

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CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: MARCH 31ST, 2019

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	295,000.00	24,337.96	154,611.51	52.41	0.00	140,388.49
	SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER REVENUE	23,742.00	153.35	2,200.84	9.27	0.00	21,541.16
	TRANSFERS	<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 OPERATING REVENUE	318,742.00	24,491.31	156,812.35	49.20	0.00	161,929.65
<u>BOND FUND REVENUE</u>							
	OTHER REVENUE	538,040.00	746.05	4,651.29	0.86	0.00	533,388.71
	TRANSFERS	<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 BOND FUND REVENUE	<u>538,040.00</u>	<u>746.05</u>	<u>4,651.29</u>	<u>0.86</u>	<u>0.00</u>	<u>533,388.71</u>
	FUND TOTAL REVENUE	<u>856,782.00</u>	<u>25,237.36</u>	<u>161,463.64</u>	<u>18.85</u>	<u>0.00</u>	<u>695,318.36</u>
<u>EXPENDITURE SUMMARY</u>							
<u>LEDC OPERATING FUNDS</u>							
	SUPPLIES	500.00	582.75	627.85	125.57	0.00	( 127.85)
	CONTRACTUAL SERVICES	38,176.00	1,037.99	12,075.97	31.89	100.00	26,000.03
	MAINTENANCE	6,900.00	0.00	1,973.26	28.60	0.00	4,926.74
	OTHER EXPENSES	68,500.00	500.00	22,712.50	35.57	1,650.05	44,137.45
	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	49,857.00	0.00	0.00	0.00	0.00	49,857.00
	DEBT SERVICE	<u>154,809.00</u>	<u>77,403.64</u>	<u>77,403.64</u>	<u>50.00</u>	<u>0.00</u>	<u>77,405.36</u>
	TOTAL LEDC OPERATING FUNDS	318,742.00	79,524.38	114,793.22	36.56	1,750.05	202,198.73
<u>LAMPASAS EDC BOND FUNDS</u>							
	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY AND RESERVES	<u>538,040.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>538,040.00</u>
	TOTAL LAMPASAS EDC BOND FUNDS	<u>538,040.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>538,040.00</u>
	FUND TOTAL EXPENDITURES	<u>856,782.00</u>	<u>79,524.38</u>	<u>114,793.22</u>	<u>13.60</u>	<u>1,750.05</u>	<u>740,238.73</u>
	TOTAL PROFIT / (LOSS)	0.00	( 54,287.02)	46,670.42	0.00	( 1,750.05)	( 44,920.37)

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CITY OF LAMPASAS  
FINANCIAL STATEMENT  
AS OF: MARCH 31ST, 2019

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
=====							

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CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: MARCH 31ST, 2019

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	295,000.00	24,337.96	154,611.51	52.41	0.00	140,388.49
	TOTAL TAX REVENUE	295,000.00	24,337.96	154,611.51	52.41	0.00	140,388.49
<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	1,200.00	153.35	2,200.84	183.40	0.00	( 1,000.84)
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	22,542.00	0.00	0.00	0.00	0.00	22,542.00
	TOTAL OTHER REVENUE	23,742.00	153.35	2,200.84	9.27	0.00	21,541.16
<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	318,742.00	24,491.31	156,812.35	49.20	0.00	161,929.65
<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	6,000.00	746.05	4,651.29	77.52	0.00	1,348.71
410-4898	DESIGNATED RE/BOND FUNDS	532,040.00	0.00	0.00	0.00	0.00	532,040.00
	TOTAL OTHER REVENUE	538,040.00	746.05	4,651.29	0.86	0.00	533,388.71
<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	538,040.00	746.05	4,651.29	0.86	0.00	533,388.71

CITY OF LAMPASAS  
FINANCIAL STATEMENT  
AS OF: MARCH 31ST, 2019

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 ***	856,782.00	25,237.36	161,463.64	18.85	0.00	695,318.36

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CITY OF LAMPASAS  
FINANCIAL STATEMENT  
AS OF: MARCH 31ST, 2019

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	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
500-5270	SUPPLIES	500.00	582.75	627.85	125.57	0.00	( 127.85)
500-5295	BOOKS & PUBLICATIONS	<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 SUPPLIES	500.00	582.75	627.85	125.57	0.00	( 127.85)
<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	467.94	39.79	0.00	708.06
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	0.00	0.00	0.00	2,000.00
500-5373	PROMOTION AND ADVERTISING	7,500.00	0.00	420.53	6.94	100.00	6,979.47
500-5388	TAXES ON PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
500-5395	PROFESSIONAL SERVICES	5,500.00	0.00	5,187.50	94.32	0.00	312.50
500-5397	ADMIN & OVERHEAD	12,000.00	1,000.00	6,000.00	50.00	0.00	6,000.00
500-5398	VISION LAMPASAS	0.00	0.00	0.00	0.00	0.00	0.00
500-5399	OTHER SERVICES	<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 CONTRACTUAL SERVICES	38,176.00	1,037.99	12,075.97	31.89	100.00	26,000.03
<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	<u>1,900.00</u>	<u>0.00</u>	<u>1,973.26</u>	<u>103.86</u>	<u>0.00</u>	<u>( 73.26)</u>
	TOTAL MAINTENANCE	6,900.00	0.00	1,973.26	28.60	0.00	4,926.74
<b>OTHER EXPENSES</b>							
500-5451	BUSINESS EXPENSES	5,000.00	0.00	256.51	8.86	186.65	4,556.84
500-5452	TRAVEL & TRAINING	7,500.00	0.00	1,575.99	40.53	1,463.40	4,460.61
500-5453	DUES & MEMBERSHIPS	1,000.00	500.00	880.00	88.00	0.00	120.00
500-5499	ECONOMIC DEVELOPMENT PROGRAM	55,000.00	0.00	20,000.00	36.36	0.00	35,000.00
500-5499.01	ECON DVLPMT PROGRAM	<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 OTHER EXPENSES	68,500.00	500.00	22,712.50	35.57	1,650.05	44,137.45
<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	<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 CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: MARCH 31ST, 2019

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	49,857.00	0.00	0.00	0.00	0.00	49,857.00
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	49,857.00	0.00	0.00	0.00	0.00	49,857.00
<u>DEBT SERVICE</u>							
500-5800	PRINCIPAL PAYMENT	102,087.00	50,727.85	50,727.85	49.69	0.00	51,359.15
500-5801	INTEREST PAYMENT	<u>52,722.00</u>	<u>26,675.79</u>	<u>26,675.79</u>	<u>50.60</u>	<u>0.00</u>	<u>26,046.21</u>
	TOTAL DEBT SERVICE	154,809.00	77,403.64	77,403.64	50.00	0.00	77,405.36
<hr/>							
	TOTAL LEDC OPERATING FUNDS	<u>318,742.00</u>	<u>79,524.38</u>	<u>114,793.22</u>	<u>36.56</u>	<u>1,750.05</u>	<u>202,198.73</u>

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CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: MARCH 31ST, 2019

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	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
<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	538,040.00	0.00	0.00	0.00	0.00	538,040.00
	TOTAL CONTINGENCY AND RESERVES	538,040.00	0.00	0.00	0.00	0.00	538,040.00
<hr/>							
	TOTAL LAMPASAS EDC BOND FUNDS	538,040.00	0.00	0.00	0.00	0.00	538,040.00
<hr/>							
***	TOTAL EXPENSES ***	856,782.00	79,524.38	114,793.22	13.60	1,750.05	740,238.73
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	TOTAL PROFIT / (LOSS)	0.00	( 54,287.02)	46,670.42	0.00	( 1,750.05)	( 44,920.37)

\*\*\* END OF REPORT \*\*\*

23

# Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: April 17, 2019



## **Downtown Development**

The development project for the Santa Fe Depot is continuing forward, but no new updates from the previous month. He does hope to begin construction this summer. Andy Fish will be storing some of this antique cars in the Swain's Hardware building as they transition. We've also had quite a bit of interest recently in the Perks Coffee building. The owner has cleaned up the interior and shown the property numerous times in the past few weeks. Bar 17 is converting to a Mercantile, but I don't have many details as of yet. I will be sure to keep everyone updated as I obtain more information. The Hart House will have new owners, closing on the property the week of 4/15. Staff is continuing discussions regarding downtown concepts with a few of the downtown building owners and developers and will be sure to keep everyone updated as concepts advance. Rutland's and Swain's will still be open for a few more weeks if you haven't had a chance to stop by and thank them for their business. Also, Gillen's Co-Op & Mercantile reports sales doing very well in their new location next door to Eve's.

## **Key Avenue Development**

Mojo Coffee has begun work on their building at 1008 S Key Ave. If you are on social media, I encourage you to follow their Facebook page for updates. Burger King and Silver Creek Assisted Living are both continuing with their plans for development. Burger King hopes to be open by end of the summer (July at the earliest) and Silver Creek hopes to begin construction by May.

## **Residential Development**

I updated in our last meeting regarding the specific residential projects, but wanted to make a note that we are currently looking at around 150 homes being built. Staff was discussing this might be the highest count Lampasas has ever seen for residential development, which speaks volumes on the steady growth we are experiencing. These will be built in phases (not all in one year), however the plans have been submitted, and the number of homes represents a substantial increase from previous years.

## **Mike Irvin**

Staff recently met with Mike Irvin regarding his development at 301 S Hwy 281. We discussed his plans for the former Lampasas Rental & Hardware building that was leased to Oil States. The relationship between Mike and Oil States was very positive; both owner and tenant worked well together and I'm thankful the LEDC was able to create that opportunity for both parties. He has plans to build out this space for retail, and depending on the interest he may build out to accommodate several new businesses, as



opposed to only one. His plans include a south-facing wall that is constructed of glass (tall windows), and rock and awning that will match the storage units he is completing on the same lot. He does have a business owner that has expressed interest, but once he has his plans drawn I'll include on the LEDC website and assist him with retail recruitment. Once I have specs I will share with the Board so you may share with anyone interested in office/retail space.

**USDA Grant/Loan Application** Judy Langford (grant writer) has begun work on our USDA ReConnect Grant/Loan Application. The most strategic option, in staff/fiber sub-committee/grant writer's opinion is the 50/50 Grant/Loan option. I've drafted the LISD letter of support and received their approval. I will be drafting letters for businesses, hospital, public safety and our Congressman and asking for approval. The deadline has been pushed back until the end of June for now so all letters of support will be due the day before application submittal.

**Texas 4000 ATLAS** Staff recently met with the Texas 4000 ATLAS Ride team to discuss this year's event, which will begin on June 1<sup>st</sup> at 8:30 a.m. at Campbell Park. There will be food, vendors and even a kid-friendly ride. This year's event will have the most riders they've ever had (80+) along with their friends and families in town shopping and dining. It's a wonderful event that highlights Lampasas. Come support these riders as they kick off their 70-day journey to Anchorage, AK.

**Development Matrix** Staff has been asked by Council to create a development matrix that will aid in City efforts to determine cost-sharing strategies, incentives, etc. We are tentatively looking at meeting with Council regarding this matrix by end of week April 15-19. I think this will be helpful in EDC efforts as well. We have several developers and current projects that have asked what type of assistance, if any, the City might offer. We are hoping this matrix will help us keep our process streamlined and prevent lengthy stalls in the development process, as well as determining if, and where, the City might be able to assist. Once completed, I'll be sure to share with the Board.

**LCHEC** I serve on the Board for LCHEC, and wanted to give everyone the update from our most recent meeting. Dr. Bailey's term as president of the board has expired and I have been elected to serve as president. I will serve in this capacity for the next year and hope to be even more involved in the courses and strategies we're discussing to help increase and strengthen our local workforce.



## **Hwy 281**

Brief update, but TxDOT engineers have approached staff and wish to begin stakeholder meetings in the near future regarding the Hwy 281 expansion. They have proposed widening to (5) lanes within the next 5 years.

## **Comprehensive Plan**

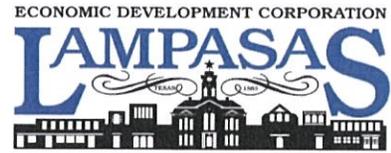
City Council recently awarded the Comprehensive Plan project to Half Associates out of Austin. Staff will begin putting together a committee of stakeholders to assist in this process. Half will be working on this plan to shape and revitalize our community, as well as generate economic growth through creative, sustainable planning solutions. Their plan will be a visionary guidance for the future and a clear road map of actions we may readily implement. We will likely include a minimum of (2) EDC board members on our committee to assist in the process as well.

## **Job Fair**

The Job Fair has been set for Friday, June 7<sup>th</sup> from 10a-1p. I have started online promotions, but will be placing ads in the Killeen Daily Herald, Lampasas Dispatch and other area publications in the coming weeks. The Chamber will be sending out an email and the ISD is promoting as well. We do not have a max limit of businesses this year as I've moved the location to the old Middle School Cafeteria so we will have one big space to set up with rows of tables, as opposed to individual classrooms. I'm currently reaching out to businesses that would like to participate. If you know of someone, please have them contact me.

**Memo**

To: Mandy Walsh, LEDC Director  
 From: Monica Wright, Director of Information Systems  
 Date: Monday, April 8, 2019  
 Re: March Website/Social Media Analytics Report



Information Systems

March 1-31, 2019

**Communication**

	February 2019	March 2019
'Contact Us" Submissions	0	0
Notify Me Subscribers (Calendar)	43	43
Notify Me Subscribers (News Flash)	44	44
Notify Me Subscribers (News Carousel)	5	5
Notify Me Subscribers (Local Business Profile & Community Spotlight)	38	38
Notify Me Subscribers (Property Listings)	42	42
Notify Me (Jobs)	11	11
Facebook Likes	1,629	1,667
Twitter (Followers)	122	126

**LEDC Website**

	February 2019	March 2019
<b>Page Views</b>	462	1,241
<b>Page Visits</b>	244	476
<b>Total Searches</b>	15	32
<b>Total Downloads</b>	157	147

*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	236
Smartphone	191
Tablet	38
Unknown	8
Phablet	3

**Browser Views**

Chrome	139
Unknown	91
Mobile Safari	90
Chrome Mobile	43
Firefox	36
Microsoft Edge	28
Internet Explorer	24
Safari	16
Samsung Browser	5
Chrome Mobile iOS	3

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

Unknown	126
Leander, TX	46
Austin, TX	26
San Antonio, TX	21
El Paso, TX	18
Houston, TX	15
Grand Prairie, TX	12
Forney, TX	12
Vancouver, British Columbia, Canada	8
Copperas Cove, TX	8
Menlo Park, California	7
Conroe, TX	6
Dallas, TX	6
Killeen, TX	6
Midland, TX	6
San Saba, TX	5
Lampasas, TX	5
Marble Falls, TX	5
Odessa, TX	4
Pride, Louisiana	4

**Site Search Keywords**

1 <sup>st</sup> National Bank	1	Electric Utility	1
Austin native buys Keystone Hotel	1	Inspectors	1
Country Kitchen	1	Lampasas Dining	1
Current jobs in Lampasas	1	New Construction	1

**Top Visits**

Lampasas Economic Development Official Website	756
Demographics	35
Top Employers	30
Incentives & Financing	23
Labor Force	21
Lampasas Business Park	16
History of Lampasas	16
Events	15
About Your EDC Director	14
Business Climate	12
City Governance	12
Local Incentives	12
Quarterly Reports	9
Lampasas Dining	8
Location	8
Public Safety	8
About Us	8
2019 Fast Facts	6