

**NOTICE OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, FEBRUARY 20, 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, February 20, 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 January 16, 2019
- IV. Discussion and updates regarding status of contract with Foresite Group, Inc. related to technology infrastructure design, assessment and inventory
- V. Discussion and possible action regarding proposal for surveying and platting services from Triple C Surveying Company for development of a portion of the LEDC Business Park in an amount not to exceed \$9,000.
- VI. Discussion and possible action regarding revised proposal for engineering services from Eckermann Engineering for development of a portion of the LEDC Business Park in the amount of \$100,000.
- VII. Discussion on development and recruitment priorities for LEDC
- VIII. Discussion and update on Proposition 1 (Local Option Election) from Board member Pratus
- IX. Update and possible action regarding January Financials
- X. Update on the following:
 - 1.) County and LISD Updates
 - 2.) Staff Updates
 - Film Opportunity
 - Marketing
 - Downtown Development
 - Key Avenue Development
 - Quality Inn
 - Silver Creek Expansion

- M&M Expansion
- Builder Homesite, Inc.
- AUSA
- Save Your Town Event
- 36 Club
- Stand Up Rural America
- SUSTEX 2019
- Job Fair
- Foresite Presentation

XI. Adjourn into Executive Session

EXECUTIVE SESSION

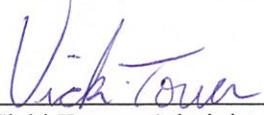
The Board of the Lampasas Economic Development Corporation will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

1. Section 551.087 (economic development) - (1) to receive and evaluate financial information received from a business prospect, to discuss same, and /or to deliberate regarding commercial or financial information that the LEDC has received from a business prospect that the LEDC seeks to have locate, stay, or expand in or near the city, with which the LEDC is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
2. Adjourn Executive Session and Reconvene Regular Session.

REGULAR SESSION

- XII. Discussion and possible action regarding Executive Session items
- XIII. Items that the Board Members may request to be placed on the next agenda
- XIV. 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 15th day of February, 2019 at 4:45pm.



 Vicki Tower, Administrative Secretary

**MINUTES OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, JANUARY 16, 2019
CITY ADMINISTRATION BUILDING - CONFERENCE ROOM
312 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 President Charlie Pratus, III presiding.

LEDC Members Present:

Neal Leavell
Charlie Pratus, III
Steve Hudson
Ronnie Vineyard
TJ Monroe
David Millican-Ex-Officio

LEDC Members Absent:

Misti Talbert
Roland Schaub
Jim Lindeman-Ex-Officio

City Staff Present:

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

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

I. Call to Order

President Pratus called the meeting to order at 5:32 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 November 14, 2018

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

IV. Discussion and update from Board member Pratus on Local Option Election.

President Pratus gave the Board an update on the Local Option Election.

V. Discussion regarding status of contract with Foresite Group, Inc. related to technology infrastructure design, assessment and inventory.

Finley deGraffenried, City Manager/Executive Director, and Mandy Walsh, Economic Development Director, discussed the status of the Foresite Group, Inc. contract with the Board.

Mandy Walsh, Economic Development Director, told the Board that the survey will remain active through the end of February 2019. Board agreed to continue standard promotion of survey via social media marketing and word-of-mouth.

VI. Discussion and possible action regarding Business Park development.

Finley deGraffenried, City Manager/Executive Director, and Mandy Walsh, Economic Development Director, discussed Business Park development with the Board.

Topics of discussion included:

- Walsh visited with Eric Davis, formerly with KSA Engineers and now with Cobalt
- Challenge with spec buildings in a secondary market
- Owning property verses leasing property
- Build to Suit option

No action was taken.

VII. Discussion and possible action regarding proposal for engineering services from Eckermann Engineering for development of a portion of the LEDC Business Park in the amount of \$125,000.

Finley deGraffenried, City Manager/Executive Director, and Mandy Walsh, Economic Development Director, discussed with the Board, the proposal for engineering services from Eckermann Engineering for development of a portion of the LEDC Business Park in the amount of \$125,000.

Topics of discussion included:

- Project Management
- Drainage Analysis
- Construction Documents
- Easement Documents
- Approvals and Permits
- Bid Phase Services

- Construction Phase Services
- Fee schedule
- Project limits
- Geotech report

No action was taken.

VIII. Discussion and possible action regarding proposal for surveying and platting services from Triple C Surveying Company for development of a portion of the LEDC Business Park in an amount not to exceed \$9,000.

Finley deGraffenried, City Manager/Executive Director, and Mandy Walsh, Economic Development Director, discussed with the Board, the proposal for surveying and platting services from Triple C Surveying Company for development of a portion of the LEDC Business Park in an amount not to exceed \$9,000.

Topics of discussion included:

- Concept Plan
- Initial Road Centerline Stake
- Plat document
- Extents of project
- Fee schedule
- Triple C Surveying Company left some items off of their proposal – they may need to resubmit

No action was taken.

IX. Update and possible action regarding November and December Financials.

Finley deGraffenried, City Manager/Executive Director, reviewed the November and December Financials with the Board.

No action was taken.

X. Update on the following:

1.) County and LISD Updates

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

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

- Enrollment is up – 3,380 as of January 15, 2019
- Lampasas Middle School UIL this week and next week

- Roofing Projects are almost done
- Possible expansion of Culinary Arts program into old High School Choir room to allow for more space
- Possible new facility for ag/animal science, depending on funding
- Seats up for election – Kirk Whitehead and David Millican
- Special Education program has increased by 100 students in the last 18 months

2.) Staff Updates

Mandy Walsh, Economic Development Director, reviewed the following:

- Downtown Developments – Walsh told the Board that the development project for the Santa Fe Depot property is moving forward. An application has been received to re-zone the property to Central Business District which will go before Planning & Zoning on February 7, 2019 and City Council on February 11, 2019.

Walsh told the Board that she has been working with downtown business owners and developers on various concepts to revitalize the downtown area.

- Key Avenue Developments – Walsh told the Board that MOJO Coffee is scheduled to close on the property next to Dairy Queen in the middle of February 2019. MOJO Coffee will be a drive thru coffee shop with a small seating area.
- Business Retention and Expansion – Planning for the Silver Creek Assisted Living expansion continues. Silver Creek Assisted Living will be hiring approximately 35 additional employees.
- Heart of Texas Defense Alliance (HOTDA) – Walsh told the Board that she met with HOTDA to review and discuss Community-Based strategies to support Fort Hood, one of the most valuable posts in the Army.
- Association of the United States Army (AUSA) – Walsh told the Board that she attended the AUSA meeting on November 28, 2018. Walsh told the Board that the Soldier Support fund, raised by our Chapter of AUSA, is currently at \$12,418 for the families of our soldiers. Walsh told the Board that scholarships for high school students are available and if they know a student interested, to please have them contact her.
- CTE Advisory Committee – Walsh told the Board that the CTE Advisory Committee met on December 12, 2018 and discussed the proposed new facilities for Lampasas High School. The discussion included possible expansion for the Culinary Arts building at Lampasas High School and possibly a new facility for ag/animal science. New CTE courses proposed in 2019-2020 school year, if approved by the School Board would be: Agribusiness Systems, Animal Science, Arts & A/V, Auto Tech., Computer Programming & Robotics, Construction, Cosmetology, Advanced Culinary Arts, Criminal Justice, Education & Child Care, Engineering, and Welding.
- Lampasas County Higher Education Center (LCHEC) Board Meeting – Walsh told the Board that she attended the quarterly meeting on December 6, 2018. LCHEC has a new program,

Massage Therapy, which will begin in March 2019. Walsh told the Board that the Phlebotomy certification rate from LCHEC courses has been 100%. Funding for the IT program at LCHEC has been approved for a second year.

- Development District of Central Texas (DDOCT) – Walsh told the Board that Lampasas has been certified Film-Friendly and there was quite a bit of discussion regarding Film-Friendly cities in the recent DDOCT meeting. The Rural Internship program will be ramping up soon and the Board is accepting those applications.
- Technology – This was discussed under Item V.
- Board Appreciation Party – Walsh reminded the Board about the Board Appreciation Dinner on January 29, 2019 from 6pm-9pm at Putters & Gutters.

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

- Update on Foresite Group, Inc.
- Follow up with Eckermann Engineering

XII. Adjourn

Board member Vineyard moved to adjourn the meeting at 6:55 p.m. The motion was seconded by Board member Leavell and with a unanimous vote, the motion carried. (Talbert, Schaub, and Lindeman absent)

PASSED AND APPROVED this _____ day of _____, 2019.

Charlie Pratus III, President

Vicki Tower, Administrative Secretary



Triple C Surveying Co.

Date: December 21, 2018

Finely DeGraffenried
City of Lampasas
312 E. Third Street
Lampasas, Texas 76550

Finley,

Thank you for the opportunity to provide surveying services for your firm. Please find the attached scope of work, an estimated cost for each line item and the total estimated cost as listed below.

PROJECT: LAMPASAS BUSINESS PARK PHASE 1 (SEE ATTACHED)

The above estimate does not include surveying requirements other than noted. Additional revisions and other services may be provided at our Standard Rate Schedule (see attached). Work will be billed monthly and at the completion of the scope of work. Unless there is a written agreement between both parties stating otherwise, payment terms are "due and payable upon receipt". Any outstanding balances due past 30 days will incur a late fee of 1½% per month beginning on the 30th day past due. Client will be responsible for collection costs on past due invoices including but not limited to attorney's fees and court costs. The client shall promptly review invoice statements and shall submit any objections in writing within 15 days from the date of the invoice. If no objections are received, the invoice shall be deemed proper and acceptable. Clyde C. Castleberry, Jr./Triple C Surveying Co. has the right (but not obligation) to cease all work on any project when fees become past due on this project or any others. This Proposal and Contract Terms represents the entire understanding between the Lampasas Economic Development Corporation and Clyde C. Castleberry, Jr./Triple C Surveying Co., and may not be altered unless in writing and signed by both parties. Field staff does not have the authority to bind Clyde C. Castleberry, Jr./Triple C Surveying Co. to changes to this Proposal and Contract Terms. Client and Clyde C. Castleberry, Jr./Triple C Surveying Co. agree and stipulate that any claims for damages by Client against Clyde C. Castleberry, Jr./Triple C Surveying Co. shall be limited to the amount paid by Client to Clyde C. Castleberry, Jr./Triple C Surveying Co. for services rendered. Payment is to be made at the offices of Clyde C. Castleberry, Jr./Triple C Surveying Co. currently 21224 FM 963, Briggs, Texas 78608.

If you agree with the terms set forth in these documents, your signature will be accepted as authorization to proceed with the scope of work as defined herein. Thank you again for the opportunity to submit this proposal and we look forward to working with you.

Work will be scheduled and proceed once written acceptance is provided. This proposal is valid for 60 days.

ACCEPTED BY:
Triple C Surveying Co.



12/21/18
By: Clyde C. Castleberry Jr. Date:

Lampasas Economic Development Corporation Date:

~ P.O. Box 544 Lampasas, Texas 76550 ~

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LAMPASAS BUSINESS PARK PHASE ONE (LOTS 1-9/POND LOT)

CONCEPT PLAN

- Calculate a base Concept drawing based on the initial design shown below
- Revisions to lot/road location will be billed at the attached corporate rates (if revisions are requested after road stake)
- Client will provide base file of the provided exhibit for submittal

Cost \$475

INITIAL ROAD CENTERLINE STAKE (to confirm/determine appropriate location of proposed utilities)

- Stake centerline of proposed road at 100' stations
- Approx 2500 linear feet
- Revisions/restaking if road/lot configuration is revised will be performed at the attached corporate rates

Cost \$2250

PLAT DOCUMENT

- Prepare Preliminary Plat Document for the City of Lampasas
- Prepare Final Plat Document for the City of Lampasas
- Calc lots/provide lot closure reports of final plat
- Based on 9 lots and 1 pond lot (see attached)

Cost \$2225

Set Lot Corners

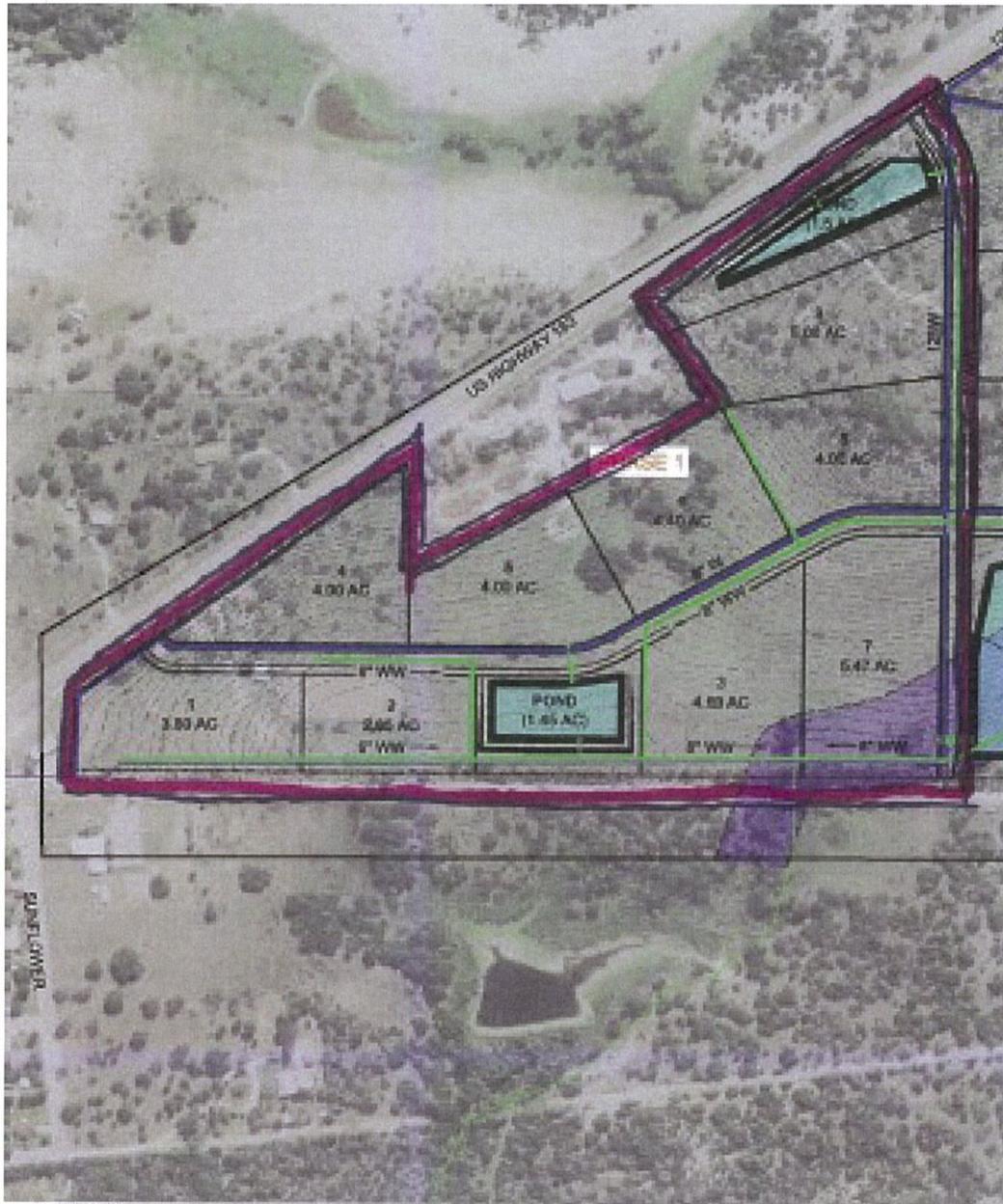
- \$200/lot x 9 lots & 1 pond lot

Cost \$2000 (no tax)

OWNER/AGENT HEREBY AUTHORIZES CLYDE C. CASLTERRY, JR/TRIPLE C SURVEYING CO. TO ENTER SUBJECT PROPERTY AND TO PERFORM NECESSARY CUTTING/TRIMMING (EXCEPT HARDWOODS GREATER THAN 3" DIA.) TO PROVIDE THE AFOREMENTIONED SURVEYING SERVICES.

Agent

Date:



EXTENTS OF PROJECT

Standard Rate Schedule
Effective December 21, 2018

Survey Field Crew Services:

Conventional Field Crew \$150/hr

GPS Field Crew \$150/hr

Crew Rates include one vehicle. There is no mileage charge for survey crew vehicles when the job site is within fifty (50) miles of the office from which the field crew originates.

Office Personnel Services:

Principal/Surveyor \$150.00 per hour

Project Manager/staff surveyor \$100.00 per hour

Senior Technician/LSIT \$ 95.00 per hour

Survey Technician \$ 85.00 per hour

Draftsman \$ 75.00 per hour

Clerical Support \$ 57.50 per hour

Travel & Substance:

All travel and substance expenses are invoiced at actual cost plus 10 % handling. Cost for company– owned vehicle drive is computed at the current I.R.S. mileage allowance plus \$30.00 per day.

Additional Copies:

Bond Paper-1st page \$ 25.00

Bond additional pages \$ 5.00

Mylar Paper-1st page \$ 35.00

Mylar additional pages \$ 10.00

Purchased Services:

All purchased services are invoiced at actual cost plus ten percent (10%) handling. These include but are not limited to reproduction, computer time, long distance telephone, consultants, subcontract services, rented or leased equipment, expendable, and project required supplies.

Taxes:

Boundary surveying services and fees are subject to State and Local 8.25% sales tax, when applicable, will be collected.

Agent

Date:



January 29, 2019

Mrs. Mandy Walsh
Lampasas Economic Development Director
312 E. 3rd Street
Lampasas, Texas 76550

**RE: Professional Services Proposal, Revision 1
Business Park Roadway and Utility Improvements, Phase 1
Lampasas, Texas**

Dear Mrs. Walsh:

Eckermann Engineering, Inc. is pleased to submit the following scope and fee proposal for professional civil engineering services associated with Phase 1 of the roadway and utility improvements within the Business Park located in the City of Lampasas, Lampasas County, Texas.

This proposal assumes that the overall project limits are as identified in the attached Exhibit A. The improvements are generally described as the installation of approximately 3,000 linear feet of new roadway extending from the connection to County Road 4006 to the northernmost Business Park entrance as shown on Exhibit A, detention ponds and drainage structures to support the roadway extension, and installation of water and wastewater lines to serve the lots adjacent to the new road. Utility or roadway extensions outside of the project limits as shown on the attached Exhibit A are not included in this proposal, but can be added as an additional service if requested.

EEI assumes the previously provided topographical survey information will be adequate for the design of the Phase 1 improvements, so no additional survey effort is included in this proposal. EEI will establish right-of-way lines within the Business Park to support the roadway and utility improvements, but preparation of the dedication documents, subdivision plats, and exhibits is not included in this proposal. Additionally, it is understood that the City of Lampasas or the Lampasas Economic Development Corporation will have a geotechnical investigation performed and will provide EEI with a copy of the Geotechnical report with pavement section recommendations included as a basis for the roadway design.

Task 1. Project Management

EEI will provide project management support throughout the design, bidding, and construction phases of the project. EEI shall be the single point of contact for all correspondences during the project.

1. EEI will lead, monitor, and coordinate with the design team to ensure an efficient and effective project. EEI will communicate with sub-consultants, maintain project files, prepare correspondence, and provide overall management and coordination of the design team.
2. EEI will conduct project meetings as needed to obtain City and/or EDC input, review progress, schedule, issues, issues resolution, and other items as needed. Meetings shall

include a pre-design kickoff meeting, a review meeting with City and/or EDC staff following complete progress submittals, and project status review meetings as needed.

3. EEI will provide monthly progress reports to the City and/or EDC as necessary.

Task 2. Drainage Analysis

Utilizing the survey information and the preliminary Business Park layouts, EEI will perform one (1) on-site drainage analysis for the development for use in the detention pond design. The drainage analysis will quantify and route existing and proposed flows from the subject site to the analysis point. The analysis will attempt to verify that proposed flows are reduced to levels at or below existing conditions flows for the 2, 10, and 25-year storm events. For the purposes of this proposal, the detailed design of a detention pond structure and outfall has been included in the Construction Documents task below.

Task 3. Construction Documents (60%, 90%, and 100% Design)

EEI will provide the following civil design services to support the development of Construction Documents:

1. Design of approximately 3,000 linear feet of roadway design, including installation of sidewalks and drainage structures as required. EEI will rely on pavement recommendations provided in Geotechnical Report provided by Others.
2. Design of approximately 3,200 linear feet of 8 or 12-inch C-900 PVC water line extension installed by open cut installation. A plan and profile will be provided as part of this task. This proposal does not include an analysis of the City of Lampasas water system to determine available flows and pressures, or the need for other possible improvements, including pumps, elevated storage tanks, etc.
3. Design of small diameter wastewater lines to support the lots adjacent to the new roadway extension. A plan and profile will be provided as part of this task.
4. Design of up to two detention ponds to support both the Phase 1 Business Park improvements and future development to the south of east-west road within the Business Park.
5. Design of temporary erosion and sedimentation controls to support the proposed roadway and utility extensions. A Storm Water Pollution Prevention Plan (SWPPP) will be required prior to construction and is not included in this scope. It is assumed that the SWPPP will be provided by the Contractor, but can be provided by EEI as an additional service, if requested.
6. Development of a Project Manual which includes the bid documents and project specifications. Project Manual will be submitted to the LEDC for review at the 90% design phase. It is understood that specific forms related to bidding will be left blank as bid phase services are not included in this proposal.

7. Preparation of an Engineer's Opinion of Probable Construction Cost to accompany each design phase submittal.

EEI intends to use the City of Lampasas's Standard Bid Documents and Standard Construction Specifications for the Project. If adequate specifications are not available the City of Austin Standard Construction Specifications or TXDOT specifications will be referenced to supplement the project specifications.

Task 4. Easement Documents (per each)

At the time of this proposal, no easements are expected to be required to support this project. If required, the Client pre-authorizes EEI to prepare the easement documents for a lump sum price of \$1,250 each. EEI will have prepared the necessary metes and bounds description to support the standard Lampasas dedication documents. EEI understands that the Client will negotiate the easements with applicable property Clients and obtain the required signatures. Upon execution of the documents, EEI will process the documents for recordation.

This proposal assumes all recording fees are to be paid by the Lampasas EDC or the City of Lampasas. Recording fees paid by EEI, if needed, will be billed as a reimbursable expense.

Task 5. Approvals and Permits

EEI will coordinate and obtain the following necessary approvals or permits:

1. EEI will provide the necessary design documents to the City and assist the City in obtaining approvals to construct a new driveway entrance within the state right-of-way connecting to U.S. Highway 183.
2. EEI will notify the Texas Commission on Environmental Quality (TCEQ) of the utility extensions and provide final design plans and specifications to TCEQ as requested to obtain necessary approvals prior to the start of construction.

Task 6. Bid Phase Services (Not In Contract)

As requested by the LEDC, Bid Phase Services are not included in this contract, but can be provided as an additional service.

Task 7. Construction Phase Services (Not in Contract)

As requested by the LEDC, Construction Phase Services are not included in this contract, but can be provided as an additional service.

Task 8. General On-Call Civil Engineering Consulting

EEI has prepared this general "on-call" task to address the Client's periodic requests that are not specifically included in another task or letter agreement regarding this Project. This task shall include items such as preparation of applications, opinions of probable construction cost, preparation of exhibits, meetings, and coordination as needed for items not specifically related to

this Project, or any other general “on-call” services not previously authorized. All services provided under this task shall be provided on an hourly basis per the attached rate schedule.

INFORMATION PROVIDED BY THE CLIENT

The Client will provide the following information, upon which EEI will rely:

1. Rights of Entry to all properties prior to performing any survey field work or site visits.
2. Geotechnical report with pavement recommendations upon which EEI can utilize for roadway design.
3. Executed copy of this agreement.

ADDITIONAL SERVICES

The following services are not included in the Scope of Services, but can be provided as Additional Services if authorized by the Client. If Additional Services are requested, EEI will prepare a specific scope and fee proposal to be reviewed and approved by the Client prior to services being initiated.

1. Surveying services not specifically outlined in the above Scope of Services.
2. Civil Engineering design services not specifically outlined in the above Scope of Services.
3. Assistance to the Client or Client as an expert witness in any litigation with third parties arising from the development or construction of the project.
4. Soil, foundation, and paving investigation, including field and laboratory tests, borings, related engineering analyses and recommendations.
5. Preparation of a flood study to include a hydrologic and hydraulic analysis, except as specifically outlined in the above Scope of Services.
6. Easement and/or deed research
7. Geological or Environmental Assessments
8. Coordination with the USACE concerning the identification, removal, or mitigation of Waters of the U.S., including wetlands.
9. Subsurface Utility Engineering Services
10. Professional services related to the findings of endangered species or archaeological resources during the design or construction of the project.
11. Design of electric, gas, telephone, cable or lighting utilities.
12. Negotiations with the City or other parties to resolve protracted disputes regarding the Project.
13. Easement acquisition services or acquisition of right-of-way or real property.
14. Preparation of a Storm Water Pollution Prevention Plan (SWPPP)
15. Bid Phase and Construction Phase Services.

FEE SCHEDULE

EEI will provide the services identified herein based upon the summary below:

Lump Sum (LS) – EEI’s labor is included and will be billed based upon the lump sum amount identified.

Cost Plus (CP) – EEI’s labor will be billed on an hourly basis in accordance with the agreed upon hourly rates included in the attached Standard Rate Schedule.

Task	Task Description	Fee Type	Budget
1	Project Management	LS	\$ 6,000
2	Drainage Analysis	LS	\$ 6,000
3	Construction Documents (60%, 90%, and 100% Design)	LS	\$ 82,000
4	Easement Documents (\$1,250 each)	LS	TBD
5	Approvals and Permits	LS	\$ 6,000
6	Bid Phase Services (Not in Contract)	LS	NA
7	Construction Phase Services (Not In Contract)	LS	NA
8	General On-Call Civil Engineering Consulting	CP	Hourly
<i>Project Total</i>			<i>\$ 100,000</i>

Items not specifically identified in the above Scope of Services will be considered an additional service.

Fees will be invoiced monthly in the consultant’s format based, as applicable, upon the percentage of services completed or actual services performed and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

Reimbursable expenses, including printing, plotting, reproduction, messenger service, taxes on surveys, recording fees, etc., will be considered reimbursable. They will be billed separately at 1.10 times the direct cost incurred. All permitting, application, and similar project fees will be paid directly by the Client.

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Mrs. Mandy Walsh, January 29, 2019

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the attached Standard Form of Agreement, which are incorporated by reference. As used in the Standard Form of Agreement, the term "Engineer" shall refer to Eckermann Engineering, Inc., and the term "Client" shall refer to the Lampasas Economic Development Corporation.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have an authorized person execute this Agreement in the space provided below and in the Standard Form of Agreement, and return a copy to us. Fees stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide this proposal to you. If you have any questions, please call me at (512) 556-8160.

Sincerely,

ECKERMANN ENGINEERING, INC.

Derrek Eckermann, P.E.
President

Attachments: Exhibit A – Project Limits
EEI Standard Rate Schedule
Standard Form of Agreement

APPROVED:

Client: LAMPASAS ECONOMIC DEVELOPMENT CORPORATION

Signature: _____

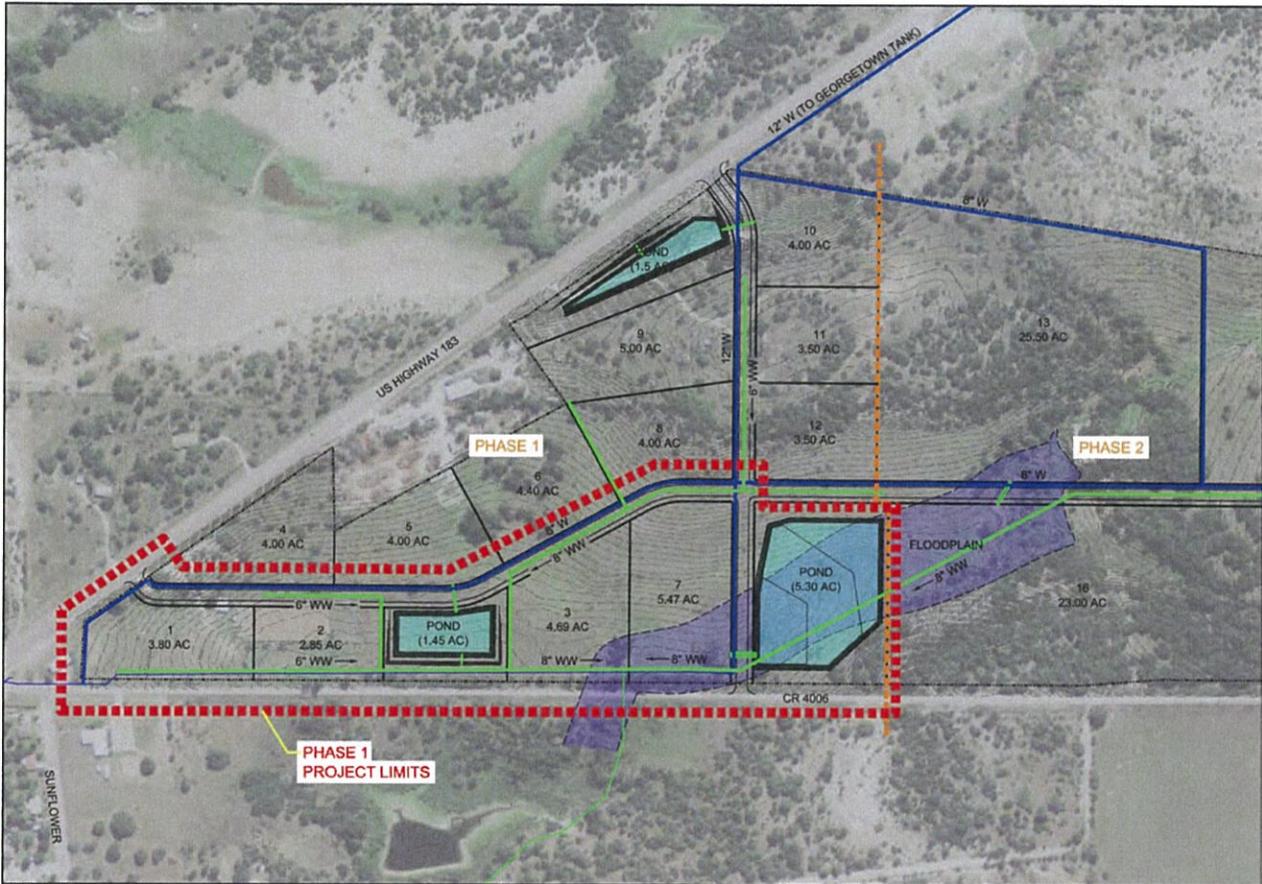
Typed or Printed Name: _____

Title: _____

Date: _____

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EXHIBIT A
PROJECT LIMITS





Mrs. Mandy Walsh, January 29, 2019

Eckermann Engineering, Inc.

Standard Rate Schedule

(Hourly Rates)

Project Manager/Senior Civil Engineer	\$150
Civil Engineer (PE)	\$135
Engineer in Training (EIT)	\$95
CAD Technician/Designer	\$75
Clerical	\$35

Effective January 1, 2018
(subject to annual increases)

ATTACHMENT

**STANDARD FORM OF AGREEMENT BETWEEN CLIENT AND ENGINEER FOR
PROFESSIONAL SERVICES**

**THIS IS AN AGREEMENT EFFECTIVE THE LATEST DATE OF EXECUTION AS PROVIDED BELOW BETWEEN THE
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION (CLIENT), AND ECKERMANN ENGINEERING, INC. (ENGINEER),**

I. SCOPE

Eckermann Engineering, Inc. (hereinafter "Engineer") agrees to perform the services described in the attached Scope of Services which incorporates these terms and conditions. Unless modified in writing by the parties hereto, the duties of Eckermann Engineering shall not be construed to exceed those services specifically set forth in the Scope of Services. The Scope of Services and these General Terms and Conditions, when executed by the Lampasas Economic Development Corporation (hereinafter "Client"), shall constitute a binding Agreement on both parties.

II. COMPENSATION

Client agrees to pay monthly invoices or their undisputed portions within 30 days of receipt. Payment later than 30 days shall include interest at 1-1/2 percent per month or lesser maximum enforceable interest rate, from the date the Client received the invoice until the date Engineer receives payment. Such interest is due and payable when the overdue payment is made.

It is understood and agreed by the parties that receipt of payment(s) by Engineer from Client is in no way contingent upon Client's receipt of payment, funding, reimbursement or any other remuneration from others.

Time-related charges will be billed as specified in this Agreement. Unless stated otherwise in this Agreement, direct expenses will be billed at actual cost and subcontracted services and costs will be billed at actual cost plus a service charge of 15 percent. Mileage incurred will be billed at current IRS rates.

III. RESPONSIBILITY

Engineer is employed to render a professional service only, and any payments made by Client are compensation solely for such services rendered and recommendations made in carrying out the work. Engineer shall follow the standard practices of the engineering profession to make findings, provide opinions, make factual presentations, and provide professional advice and recommendations. Engineer shall not be required to provide any certification, assignment or warranty of its work but, upon request and for a separate fee, Engineer may provide written statements regarding its services under this Agreement. Such statements shall be in a form acceptable to Engineer and shall be requested with sufficient advance notice to allow Engineer to review the documents and prepare a suitable statement.

Engineer's review or supervision of work prepared or performed by other individuals or firms employed by Client shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

It is understood that any resident engineering or observation provided by Engineer is for the purpose of determining compliance with the technical provisions of the project specifications and does not constitute any form of guarantee or insurance with respect to the performance of a contractor. Engineer does not assume responsibility for methods or appliances used by a contractor, for safety of construction work, or for compliance by contractors with laws and regulations.

IV. SCOPE OF CLIENT SERVICES

Client agrees to provide site access, and to provide those services described in the attached Scope of Services.

V. OWNERSHIP OF DOCUMENTS

Upon Engineer's completion of services and receipt of payment in full, Engineer grants to Client an exclusive license to all drawings, instruments and data produced in connection with Engineer's performance of the work under this Agreement. Said drawings, instruments and data may be copied, duplicated, reproduced, used and disclosed by Client for any purposes Client deems appropriate in connection with the work under this Agreement. **Client agrees that such documents are not intended or represented to be suitable for reuse by Client or others for purposes outside the Scope of Services of this Agreement.** Any reuse by Client, or by those who obtain said information from Client, without written verification or adaptation by Engineer will be at Client's sole risk and without liability or legal exposure to Engineer, Engineer's subconsultants or independent associates. Client shall indemnify Engineer, Engineer's subconsultants and independent associates for all damage, liability or cost arising therefrom. Engineer may reuse all drawings, reports, data and other information developed in performing the services described by this Agreement in Engineer's other activities.

VI. INDEMNIFICATION

Engineer agrees to indemnify and hold Client harmless from any actual damage, liability or costs, including reasonable attorney's fees and expenses, to the extent caused directly by a negligent act or omission or willful misconduct of Engineer, Engineer's subconsultants or those for whom Engineer is legally liable, in the performance of the professional services which are the subject of this Agreement.

In the event that Client is found to be concurrently negligent, Engineer shall not indemnify for the proportionate negligence of Client, but shall indemnify for the portion of negligence solely attributable to Engineer, its agents, servants, employees, and subcontractors of any tier, their agents, servants and employees.

Neither party shall be liable to the other for incidental or consequential damages, whether or not the possibility of such damages has been disclosed or could have been reasonably foreseen.

The parties shall indemnify one another against damages of third parties recoverable from the indemnitee to the extent caused by the comparative negligence of the indemnitor. **Such negligence shall be measured by standards in effect at the time services are rendered, not by later standards. All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after three (3) years have passed from the date of issuance of the Certificate of Completion, unless the Engineer's services shall be terminated earlier, in which case the date of termination of this Agreement shall be used.**

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ECKERMAN ENGINEERING, INC.
General Terms and Conditions (continued)

Client acknowledges Engineer may perform work at facilities that may contain hazardous materials or conditions, and that Engineer had no prior role in the generation, treatment, storage, or disposition of such materials. In consideration of the associated risks that may give rise to claims by third parties or employees of Client, Client agrees to indemnify, defend, and hold Engineer harmless (including attorneys' fees) from any and all losses, damages, claims, or actions brought by any third party or employee of Client against Engineer or Engineer's employees, agents, officers or directors, in any way arising out of the presence of hazardous materials at the facilities, except for claims shown by final judgment of a court of competent jurisdiction to arise out of the sole negligence of Engineer.

VII. INSURANCE

Engineer shall maintain during the life of the Agreement the following minimum insurance:

- A. Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The limit shall be not less than \$1,000,000.
- B. Automobile bodily injury and property damage liability insurance with a limit of not less than \$1,000,000.
- C. Statutory workers' compensation and employers' liability insurance as required by state law.
- D. Professional liability insurance.

VIII. SUBCONTRACTS

Engineer shall be entitled, to the extent determined appropriate by Engineer, to subcontract any portion of the work described in the Scope of Services. All work that is to be subcontracted shall obtain prior approval, in writing, from the Client. The Engineer, prior to proceeding with the work, shall notify Client in writing the name of any subcontractors proposed for the work, including the extent and character of the work done by each.

IX. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. Neither this Agreement, nor any claims, rights, obligations or duties associated hereto, shall be assigned or assignable by either Client or Engineer without the prior written consent of the other party.

X. INTEGRATION

These terms and conditions and the letter agreement (Scope of Services) to which they are attached represent the entire understanding of Client and Engineer as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The Agreement may not be modified or altered except in writing signed by both parties.

XI. JURISDICTION AND VENUE

This Agreement shall be administered and interpreted under the laws of the State in which the Engineer's office performing the majority of the work described in the Scope of Services is located. Jurisdiction of litigation arising from the Agreement shall be in that State. If any part of the Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect. Exclusive venue shall lie in the county in which the Engineer's office performing the majority of the work described in the Scope of Services is located.

XII. SUSPENSION OF SERVICES

- A. If work under this Agreement is suspended for more than thirty (30) calendar days in the aggregate, the Engineer shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and mobilization costs. In addition, there shall be an equitable adjustment in the work schedule based on the delay caused by the suspension. If work under this Agreement is suspended for more than ninety (90) calendar days in the aggregate, the Engineer may, at its option, terminate this Agreement upon giving notice in writing to the Client. Engineer may request that the work be suspended by notifying Client, in writing, of circumstances that are interfering with normal progress of the work.
- B. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client.

XIII. TERMINATION OF WORK

Either the Client or the Engineer may terminate this Agreement at any time with or without cause upon giving the other party ten (10) calendar days prior written notice. Client agrees that termination of Engineer for Client's convenience shall only be utilized in good faith, and shall not be utilized if the purpose or result is performance of all or part of Engineer's services under this Agreement by Client or by another service provider. The Client shall within ten (10) calendar days of termination pay the Engineer for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

XIV. LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$25,000, whichever is less. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. This Section XIV is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section XIV shall

ECKERMANN ENGINEERING, INC.
General Terms and Conditions (continued)

require the Client to indemnify the Consultant.

XV. TAXES

The fees and costs stated in this Agreement, unless stated otherwise, exclude all sales, consumer, use and other taxes which are promulgated following execution of this Agreement. Client agrees to reimburse Engineer and its subconsultants for the taxes paid by Engineer and its subconsultants in accordance with the laws and regulations of the applicable taxing authorities.

XVI. ALTERNATIVE DISPUTE RESOLUTION

Any conflicts that arise during the work described by this Agreement or following the completion thereof shall be submitted to nonbinding mediation unless the parties agree otherwise. The parties further agree to require all independent contractors and consultants retained in connection with this Agreement to include a similar mediation provision in all Agreements with subcontractors, subconsultants, suppliers or fabricators.

XVII. SEVERABILITY

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be void, invalid, illegal, or unenforceable in any respect, such voiding, invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be considered as if the entirety of such void, invalid, illegal, or unenforceable provision had never been contained in this Agreement.

XVIII. TIMELINESS OF PERFORMANCE

The Engineer will perform its services with due and reasonable diligence consistent with sound professional practices.

XIX. WAIVER

Any failure by Engineer to require strict compliance with any provision of this Agreement shall not be construed as a waiver of such provision, and Engineer may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.

CITY OF LAMPASAS
FINANCIAL STATEMENT
AS OF: JANUARY 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
REVENUE SUMMARY							
OPERATING REVENUE							
	TAX REVENUE	295,000.00	24,334.76	101,292.99	34.34	0.00	193,707.01
	SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER REVENUE	23,742.00	461.76	1,597.80	6.73	0.00	22,144.20
	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	24,796.52	102,890.79	32.28	0.00	215,851.21
BOND FUND REVENUE							
	OTHER REVENUE	538,040.00	803.57	3,178.23	0.59	0.00	534,861.77
	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>803.57</u>	<u>3,178.23</u>	<u>0.59</u>	<u>0.00</u>	<u>534,861.77</u>
	FUND TOTAL REVENUE	856,782.00	25,600.09	106,069.02	12.38	0.00	750,712.98
EXPENDITURE SUMMARY							
LEDC OPERATING FUNDS							
	SUPPLIES	500.00	0.00	0.00	0.00	0.00	500.00
	CONTRACTUAL SERVICES	38,176.00	1,037.99	9,939.99	26.04	0.00	28,236.01
	MAINTENANCE	6,900.00	0.00	1,973.26	28.60	0.00	4,926.74
	OTHER EXPENSES	68,500.00	743.34	21,524.78	32.49	728.85	46,246.37
	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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>154,809.00</u>
	TOTAL LEDC OPERATING FUNDS	318,742.00	1,781.33	33,438.03	10.72	728.85	284,575.12
LAMPASAS EDC BOND FUNDS							
	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	856,782.00	1,781.33	33,438.03	3.99	728.85	822,615.12
	TOTAL PROFIT / (LOSS)	0.00	23,818.76	72,630.99	0.00	(728.85)	(71,902.14)

CITY OF LAMPASAS
FINANCIAL STATEMENT
AS OF: JANUARY 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
		=====	=====	=====	=====	=====	=====

CITY OF LAMPASAS
 FINANCIAL STATEMENT
 AS OF: JANUARY 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
OPERATING REVENUE							
TAX REVENUE							
400-4017	SALES TAX	295,000.00	24,334.76	101,292.99	34.34	0.00	193,707.01
	TOTAL TAX REVENUE	295,000.00	24,334.76	101,292.99	34.34	0.00	193,707.01
SERVICE REVENUE							
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
OTHER REVENUE							
400-4710	BONDS	0.00	0.00	0.00	0.00	0.00	0.00
400-4820	INTEREST & DIVIDENDS	1,200.00	461.76	1,597.80	133.15	0.00	(397.80)
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	461.76	1,597.80	6.73	0.00	22,144.20
TRANSFERS							
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	24,796.52	102,890.79	32.28	0.00	215,851.21
BOND FUND REVENUE							
OTHER REVENUE							
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	803.57	3,178.23	52.97	0.00	2,821.77
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	803.57	3,178.23	0.59	0.00	534,861.77
TRANSFERS							
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	803.57	3,178.23	0.59	0.00	534,861.77

CITY OF LAMPASAS
FINANCIAL STATEMENT
AS OF: JANUARY 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	25,600.09	106,069.02	12.38	0.00	750,712.98

CITY OF LAMPASAS
FINANCIAL STATEMENT
AS OF: JANUARY 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
SUPPLIES							
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	0.00	0.00	0.00	0.00	500.00
500-5295	BOOKS & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SUPPLIES	500.00	0.00	0.00	0.00	0.00	500.00
CONTRACTUAL SERVICES							
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	331.96	28.23	0.00	844.04
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	5.61	0.00	7,079.47
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	4,000.00	33.33	0.00	8,000.00
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	38,176.00	1,037.99	9,939.99	26.04	0.00	28,236.01
MAINTENANCE							
500-5405	BUILDING & GROUNDS MAINTENAN	5,000.00	0.00	0.00	0.00	0.00	5,000.00
500-5425	OFFICE EQUIPMENT MAINTENANCE	1,900.00	0.00	1,973.26	103.86	0.00	(73.26)
	TOTAL MAINTENANCE	6,900.00	0.00	1,973.26	28.60	0.00	4,926.74
OTHER EXPENSES							
500-5451	BUSINESS EXPENSES	5,000.00	56.37	195.55	3.91	0.00	4,804.45
500-5452	TRAVEL & TRAINING	7,500.00	686.97	1,129.23	24.77	728.85	5,641.92
500-5453	DUES & MEMBERSHIPS	1,000.00	0.00	200.00	20.00	0.00	800.00
500-5499	ECONOMIC DEVELOPMENT PROGRAM	55,000.00	0.00	20,000.00	36.36	0.00	35,000.00
500-5499.01	ECON DVLPMNT PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER EXPENSES	68,500.00	743.34	21,524.78	32.49	728.85	46,246.37
CAPITAL EXPENDITURES							
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: JANUARY 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
CONTINGENCY AND RESERVES							
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
TRANSFERS							
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
DEBT SERVICE							
500-5800	PRINCIPAL PAYMENT	102,087.00	0.00	0.00	0.00	0.00	102,087.00
500-5801	INTEREST PAYMENT	<u>52,722.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,722.00</u>
	TOTAL DEBT SERVICE	154,809.00	0.00	0.00	0.00	0.00	154,809.00
TOTAL LEDC OPERATING FUNDS							
		<u>318,742.00</u>	<u>1,781.33</u>	<u>33,438.03</u>	<u>10.72</u>	<u>728.85</u>	<u>284,575.12</u>

CITY OF LAMPASAS
 FINANCIAL STATEMENT
 AS OF: JANUARY 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	1,781.33	33,438.03	3.99	728.85	822,615.12
<hr/>							
	TOTAL PROFIT / (LOSS)	0.00	23,818.76	72,630.99	0.00	(728.85)	(71,902.14)

*** END OF REPORT ***

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75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS		
=====		
1020	FSB CHECKING 7001092 LEDC	360,798.82
1021	FSB CAPITAL FD CHECKING7002363	8,269.82
1025	FSB LEDC LOAN 2678	0.00
1026	BUSINESS BANK OF TX 4001561	535,507.35
1030	CLAIM ON CASH	98,301.10
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	
		2,664,215.70
		=====

LIABILITIES & FUND BALANCE		
=====		
2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00
2210	ACCOUNTS PAYABLE	690.47
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>72,630.99</u>
	TOTAL LIABILITIES & FUND EQUITY	
		2,664,215.70
		=====

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Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: February 20, 2019



Film Opportunity

I've been working with a director for a movie called "Bullyproof." He came across the Lampasas page on the Film Commission website and is interested in shooting portions of his movie in the old Junior High gymnasium, cafeteria, library, hallways and bathrooms. I did a walk-through of the location with LISD staff and have been coordinating with the director. They would bring a minimum 33 people (staff, crew, talent) for a minimum of 21 days, staying in Lampasas the entirety and dining within our community.

Marketing

The Chamber/Visitor Center Director and I have met again regarding marketing materials. We will be collaborating on a few items, but hope to have something drafted in the next few weeks that we'll be able to leave at local hotels, restaurants, gas stations, in the Visitors Center, mail to other Visitor Centers around Texas, etc. I hope to use my pieces for prospect meetings and networking/conferences I attend, but I still believe our best marketing tool is our website and our promo video, which I will be boost again online once we wrap up the internet survey.

Downtown Development

The Planning & Zoning board unanimously approved the re-zoning of the Santa Fe Depot property on February 7th to Central Business District, and City Council unanimously approved on February 11th. It will go back to City Council for a second reading on February 25th. Additionally, I've been working with the owner of Gillen's Co-op and Mercantile downtown. She is working on a few minor issues to bring the building up to code, but anticipates opening in March. I've also continued discussions on various concepts with downtown business owners and developers to revitalize the downtown area and hope to have more to report in the coming months.

Key Avenue Development

Continuing discussions with the construction/engineering team for the QSR locating at 404 N Key. They will be going to ZBA on Feb. 19 for their setback variances. They've submitted a revised plan, but once variances are approved we can move forward. In addition, Mojo Coffee will be closing in March on their property at 1008 S Key and we will continue moving forward with their plans.

Quality Inn

Quality Inn has completed a massive renovation where they replaced all carpeting, furniture, fixtures, televisions and bedding throughout the entire hotel. They also upgraded their internet/wi-fi package with AT&T as well as DirectTV (they feature over 170 channels including HBO). They have numerous suites, including several presidential suites with King-sized beds, living quarters, vanity/restroom and a dining room/kitchenette. I enjoyed breakfast and a walk-through with the owners,



and look forward to promoting this hotel as a high quality lodging option for Lampasas.

Silver Creek Expansion

We met with the development team for Silver Creek Assisted Living. They are moving forward with their plans, but they've submitted a request for assistance along with job creation details. They are constructing a 36-unit assisted living facility in the lot east of the golf course clubhouse on S Hwy 281. I plan to review their total projected capital investment and job creation specifics with the board.

M&M Expansion

M&M continues their expansion; they met with the USDA recently who will come to inspect their facility within the next 30 days. Once they've been inspected and approved they will begin operating. They are shooting for March 4th as their opening day.

Builder Homesite, Inc.

Met with Builder Homesite human resources representatives from their headquarters in Austin regarding labor pool data, current job openings and the need for additional parking. I'm researching different options for parking, and we've discussed workforce data that they will be presenting to their CEO. Their CFO Greg Miller is retiring and they have replaced that position. We are planning a meeting with the new CFO once he begins.

AUSA

We are officially 18% to our scholarship goal, but with commitments we've received we're well over 50% to reaching our goal of \$75k. I've given the scholarship information to the high school and if a recipient is chosen I've volunteered to present the scholarship to the student on behalf of our AUSA Chapter. In our January 23rd meeting, we heard an update from Commanding General Paul E. Funk, II. He made us aware of the need for more motor pool tanks and the work they're doing with Congress in order to meet this need. He also reported the barrack renovation on Fort Hood is now 97% complete. We also announced the golf tournament fundraiser on May 10th at Clear Creek Golf Course on Fort Hood. If anyone is interested in a team, or assisting with the fundraiser, let me know.

Save Your Town Event

The Chamber/Visitor Center Director, Melissa Unger, and I have been discussing co-hosting an event for various groups within the community with Deb Brown from Save Your Town. Here's a few ideas we talked about pursuing while Deb is working in our town: Board training for both Chamber & EDC boards that focuses on creating buy-in for everyone; "Gathering Volunteers" presentation; manufacturers and business owner meeting and focus groups; Downtown Walk Around & Pop-ins; "What to do with Empty Buildings" presentation and "Marketing and Customer Service" presentation for retailers. Her various presentations can be found here if you're interested in seeing her work. <https://saveyour.town/video-library/>. We have tentatively scheduled May 13-17 at \$4500 + travel expenses that would be split between Chamber & EDC. Deb does request staying with locals while in our town so she can get to know the community better so there likely won't be a lodging expense.

36 Club

I presented to the 36 Club at the library on Feb. 14th. I gave them a description of economic development and what it is that I do, as well as an update on what's going on within the community, and wrapped up with our promotional video. If you have a group that would like for me to come speak, please let me know. I enjoy this part of

my job and I truly believe it helps the community better understand what we do, brings transparency and encourages support. They all raved about the video and will be sharing it as well!

Stand Up Rural America

I've been approached about an event in Tulsa, OK on July 23-25 called Stand Up Rural America – Get Yourself a Seat at the Big Table. It's a dynamic economic development summit designed specifically for rural America. Alysia Cook who did our strategic plan is one of the speakers, along with more than eighteen nationally renowned subject matter experts and successful economic development practitioners. Topics covered will include planning, leadership, entrepreneurship, downtown revitalization, marketing, regionalism, business retention & expansion, rural retail recruitment, housing, rural health issues and more. We will be given tangible strategies to help us grow in economic prosperity.

SUSTEX 2019

The 2019 SUSTEX is a new conference for sustainable business that Texas A&M-Central Texas will be hosting and co-organizing with CTCOG and One Planet Education Networks on March 20-22 in Killeen. The goal of the inaugural SUSTEX conference is to bring leaders from the private sector, government, and academia together in a more personalized environment to reflect and discuss the present challenges and successes in advancing sustainable business practices and education. Thursday session will run 9a-4:30p and Friday is 9a-3p. Friday is more "academic in nature," but certainly has practical applications to business. One of the organizers will be sending more information to me along with the speakers. Conference registration is \$295 and includes special dinner outings, snacks and local ground transportation around Killeen.

Job Fair

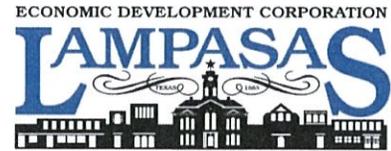
I'll be meeting with Derrick Berrios (LCHEC) on February 19th to discuss the Job Fair. We've tentatively held Thursday, June 6th and proposing 10a-1p. I will let everyone know once we've locked down the date/time. I'll begin booking our employers and creating ads shortly after.

Foresite Presentation

Foresite and staff are requesting a joint session between City Council and LEDC for their final presentation and deliverables. We are proposing our next LEDC meeting on March 20th. The survey is still active and will wrap up at the end of March. Foresite and Cous (survey company) will then begin to gather data and package together our marketing portfolio, design, financials and overall presentation.

Memo

To: Mandy Walsh, LEDC Director
 From: Monica Wright, Director of Information Systems
 Date: Monday, February 4, 2019
 Re: January Website/Social Media Analytics Report



Information Systems

January 1-31, 2019

Communication

	December 2018	January 2019
'Contact Us" Submissions	1	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	1,623	1,625
Twitter (Followers)	113	115

LEDC Website

	December 2018	January 2019
Page Views	365	554
Page Visits	205	266
Total Searches	18	28
Total Downloads	135	99

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	167
Smartphone	81
Tablet	15
Unknown	2
Phablet	1

Browser Views

Chrome	101
Mobile Safari	38
Chrome Mobile	36
Firefox	24
Internet Explorer	19
Microsoft Edge	15
Unknown	11
Safari	8
Samsung	6
Chrome Mobile iOS	5

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

Unknown	81
Leander, TX	33
EIPaso, TX	16
Vancouver, British Columbia, Canada	15
Grand Prairie, TX	9
San Antonio, TX	8
Austin, TX	7
Killeen, TX	6
Lampasas, TX	6
Forney, TX	5
Houston, TX	4
Spring, TX	4
Temple, TX	4
Round Rock, TX	3
Anadarko, Oklahoma	2
Charlotte, North Carolina	2
Georgetown, TX	2
Midland, TX	2
Arlington, TX	1
Brady, TX	1

Site Search Keywords

Available Properties	1	Entertainment	1
Building Permit	1	Foreclosure	1
EDC Board	1	Help Paying Utilities	1
Employment	1	Jobs	1

Top Visits

Lampasas Economic Development Official Website	342
About Your EDC Director	21
Demographics	19
Top Employers	16
Labor Force	13
History of Lampasas	13
About Us	11
Incentives & Financing	11
EDC Board	11
Lampasas Business Park	9
Lampasas Attractions	8
Living Here	8
Local Clubs & Organizations	7
Location	5
K-12 Education	5
Local Incentives	4
Lampasas Dining	4
Parks & Recreation	3