

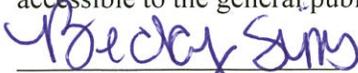
**NOTICE OF REGULAR MEETING OF THE  
LAMPASAS ECONOMIC DEVELOPMENT BOARD  
OF THE CITY OF LAMPASAS, TEXAS  
WEDNESDAY, NOVEMBER 17, 2021  
JACK CALVERT MUNICIPAL BUILDING  
302 EAST THIRD STREET  
5:30 PM**

Notice is hereby given that the regular meeting of the Lampasas Economic Development Corporation Board of the City of Lampasas will be held on Wednesday, November 17, 2021 at 5:30 p.m. in the Jack Calvert Municipal Building located at 302 East Third Street, Lampasas, Texas. The Lampasas Economic Development Corporation reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with the attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development)

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

- I. Call to Order
- II. Open forum for citizen comments and questions (limited to five (5) minutes per person)
- III. Discussion and possible action regarding approval of the minutes dated October 20, 2021.
- IV. Discussion and possible action regarding the Development Map & Guide Design Services Request for Proposals (RFP).
- V. Discussion and possible action regarding Election of Officers for the LEDC Board.
- VI. Update and possible action regarding October Financial Statements.
- VII. Update on the following:
  - County Update
  - LISD Update
  - Staff Update
- VIII. Items that the Board Members may request to be placed on the next agenda
- IX. Adjourn

I, Becky Sims, City 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 day of November 2021 at 11:50 AM

  
Becky Sims, City Secretary

**MINUTES OF REGULAR MEETING OF THE  
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD  
OF THE CITY OF LAMPASAS, TEXAS  
JACK CALVERT MUNICIPAL BUILDING BOARD ROOM  
302 EAST THIRD STREET  
WEDNESDAY OCTOBER 20, 2021  
5:30 P.M.**

The Lampasas Economic Development Corporation met in regular session on the above date with President Misti Talbert presiding.

**LEDC Members Present:**

Roland Schaub  
Steve Hudson  
T.J. Monroe  
Ronnie Vineyard (left at 6:16 pm)  
Sid Ball  
David Millican-Ex-Officio

**LEDC Members Absent:**

Bobby Carroll- Ex Officio  
Neal Leavell

**City Staff Present:**

Finley deGraffenried, City Manager/Executive Director  
Mandy Walsh, Economic Development Director  
Becky Sims, City Secretary  
Lupe Charping, Administrative Secretary

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

I. Call to Order

President Talbert called the meeting to order at 5:30 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 regarding approval of the minutes dated September 15, 2021

Board Member Hudson moved to approve the minutes as presented, the motion was seconded by Board Member Schaub and with a unanimous vote, the motion carried. (Leavell absent)

IV. Discuss and consider Eckerman Engineering Proposal for Business Park Phase 1 Bid and Construction Documents

Board discussion included:

- Designed as a package
  - Base plus alternate

- Ready for review by the end of October
- Advertise in November
- Bid opening early January 2022
- Benefits of bidding in phases
- Better pricing as one project
- TXDOT Permitting

V. Discussion and possible action regarding a marketing proposal from Flyer View Group, LLC.

Flyer View Group has more than 25 years' experience in the mapping industry and hosts the most recent aerial imagery available.

- Community Profiles in products & platform
- Newest Color Vertical Aerial Imagery
- The ability to provide full size custom proofs and/or online proof tool (Review Studio)
- Handle press checks and deliver custom-folded brochures & posters
- Produce and install large-format wall displays
- GIS/Mapping services
- Design Data-rich Infographics
- Content Creation
- Web-Marketing & Proposal Builder Platforms
- Reasonably priced
- Small team

Board discussed LEDC role is to sell and promote Lampasas. This tool will help advertise and maintain digital property listings that will alleviate Staff from having to maintain. This platform will provide property demographics at a glance.

At the board's request Staff will put together an RFP (Request for Proposals) to solicit similar marketing options. Board Member Schaub moved to direct Staff to create an RFP, Board member Vineyard seconded the motion and with a unanimous vote, the motion carried. (Leavell absent)

VI. Discussion and possible action regarding Board appointments

Becky Sims, City Secretary presented interested applicants to the board. Board appointments are made at Council discretion. It is the board responsibility to recommend appointments to Council and Council's responsibility to appoint. The Governance Policy provides Council the discretion to limit term limits to six years. Mrs. Sims reminded the board that each member should have the passion to serve and not feel obligated. The terms of Ronnie Vineyard, Steve Hudson and Roland Schaub are up for renewal and have all shown interest in being reappointed.

President Talbert advised, as reviewing the applicants, that it makes good business sense to have a member with a financial background to be on the board. Board member Ball agreed.

Board member Ball moved to reappoint Steve Hudson, Roland Schaub and to appoint Ryan Shahan, the motion was seconded by Board member Monroe, with Board member Vineyard opposing the motion carried. (Leavell absent)

VII. Update and possible action regarding September Financial Statements

Board member Ball advised he has asked Staff for additional reporting to include comparison sheets for previous year to current, general ledger of last FY and basic day to day operations.

Board member Monroe moved to approve September Financial as presented, Board member Schaub second the motion and with a unanimous vote, the motion carried. (Leavell absent)

VIII. Update on the following

County Update

Mr. Carroll was not in attendance to provide County updates.

LISD Update

David Millican provided an update on the following

- Still assessing learning deficiencies from remote learning
  - COVID pandemic prevented children from being held back
- Funding for testing
- Tutoring is available
- Seeing a decline in COVID numbers
- Lawsuit (Travis County)
- Annexation (Cove/Kempner Subdivision)

Staff Update

Mandy Walsh, EDC Director provided an updated on the following:

- Development
- Downtown
- Seminar November 15
- Industrial Park RFP
- BHI Job Fair
- Ladies Night
- Nextlink
- Comptroller ED Symposium

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

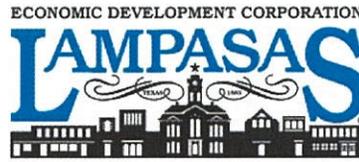
- Marketing
- Financials

X. Adjourn-Board Member Hudson moved to adjourn meeting at 6:35; Board member Schaub seconded the motion and with a unanimous vote, the motion carried. (Leavell absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Misti Talbert, President

\_\_\_\_\_  
Becky Sims, City Secretary



## DEVELOPMENT MAP & GUIDE DESIGN SERVICES REQUEST FOR PROPOSALS (RFP)

*The mission of the Lampasas Economic Development Corporation is to enhance economic opportunities and quality of life for our citizens through strategic business retention and attraction.*

### **INTRODUCTION**

---

The Lampasas Economic Development Corporation (LEDC) is requesting proposals in order to identify a professional and experienced company qualified to plan, execute and deliver a new design for the 2021-2022 Lampasas EDC Development Map & Guide. The company must have demonstrated experience in mapping and graphic design, with a track record of working with economic development organizations to deliver exemplary service in content, design and customer service.

### **ABOUT LAMPASAS**

---

The Lampasas EDC is located in the City of Lampasas, Texas, (pop. 7,291) 65 miles north of Austin and 121 miles north of San Antonio. It is a Type B Texas Economic Development Corporation funded by a ¼ cent local sales tax.

Over the last several years Lampasas has seen steady growth due to our proximity to major employers, reasonable cost of living, accessibility to metropolitan areas and excellent school district. Lampasas is committed to preserving its historic past while embracing a progressive future of commercial and residential growth.

Historically, the natural spring-fed waterways attracted people, railroads and highways to Lampasas and as a result 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. The City is located 21 miles west of Interstate 14, and is part of the Killeen/Fort Hood MSA. 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 City's economic base includes a strong medical, manufacturing and banking presence. The Lampasas Independent School District serves 3300 students at 5 campuses.

## **PROJECT GOALS**

---

The goal of this development map & guide design project is to support Lampasas' continued success of commercial/industrial real estate development interest, as well as serve as a resource to small/large businesses, developers and residents. The new map & guide should attract site selectors, investors and decision makers by delivering attractive, efficient and up-to-date information regarding demographics, target industries, key development areas, community growth/amenities and capture the unique characteristics and high quality of life Lampasas provides. The aforementioned features and goals will be measured through attractive design and creative writing skills that will ultimately brand Lampasas as a destination for business and employment.

## **EXPECTATIONS OF CONTRACTOR**

---

It is expected the selected contractor will adhere to a high degree of professionalism and customer service, including, but not limited to:

1. Consistent communication;
2. Commitment to deadlines;
3. Accuracy and attention to detail;
4. Creativity (both visual and written);
5. Understanding of client/community and ability to interpret needs;
6. Provide "turnkey" services, including aerial mapping, design and publication printing.

*\* Proposals must contain references for at least (3) clients the Firm has worked with in the last (3) years. References should include the point of contact, name of EDO/community, email address, phone number and a copy of the design work you provided for the client. These examples may be delivered digitally or as hard copies.*

## **MAP & GUIDE COMPONENTS**

---

The user experience should be one of that delivers easy-to-use, accurate information in an organized and efficient manner. It should position Lampasas as a premier destination for business and development. The guide should feature aerial mapping, information on target industries and premier sites, along with infographics and an overall appearance that is modern in color and appeal. The map & guide, at many times, is the first impression the real estate and business community will have of the community. Therefore, it is expected the design and content of this site will reflect the character of the community with ease of access in delivering relevant development information.

At a minimum, the Development Map & Guide should:

- Attract site selection consultants, business executives, commercial/industrial real estate brokers, developers, investors, entrepreneurs and other decision makers;
- Be a resource of site and development information on Lampasas;
- Contain an aerial map with relevant, easy-to-read information on Lampasas;
- Focus on target industries and/or key development sites; and
- Contain accurate, creative writing and verbiage that characterizes community assets.

## PROJECT SCHEDULE

---

- **RFP Issued:** Monday, November 22, 2021
- **RFP Deadline:** Monday, January 10, 2022 by COB
- **LEDC Board to Meet & Consider Award of the Project:** Wednesday, January 19, 2022
- **Project Commences:** Monday, February 7, 2022 (flexible date)

## PROPOSAL INSTRUCTIONS

---

Lampasas EDC Staff is available between 8:00 a.m. and 5:00 p.m. Monday-Friday to answer any and all questions related to this RFP. Proposals can be delivered via mail, in person or electronically (either by mail or file sharing) by 12:00 p.m. NOON on Monday, January 10, 2022 to the contact below:

Mandy Walsh  
Economic Development Director  
Lampasas Economic Development Corporation  
[mwalsh@cityoflampasas.com](mailto:mwalsh@cityoflampasas.com)  
(512) 556-6831 (O)  
(972) 983-1411 (C)  
312 E Third St.  
Lampasas, TX 76550

As part of your proposal, please include the following:

1. Complete and executed Company Information Form included in this packet;
2. A cover letter with name, address, phone number and email address of the primary contact with the firm that will serve as the liaison for this project;
3. Relevant information regarding your company and a sample of 3 map projects you recently completed;
4. A description of your company's record in map design and the results it realized for your clients;
5. Projected timeline of design and development;
6. Identify who will primarily be involved on your project team;
7. Pricing – please provide a menu board of prices and services with terms of payment, considering the following:
  - a. Aerial map procurement costs
  - b. Map design costs
  - c. Copywriting services
  - d. Printing costs (separate quotes for 100, 500 and 1,000 copies)
  - e. Include costs for the printing of a 5' x 5' aerial wall map with dry erase board capabilities
8. Provide a list of at least three (3) economic development organization references of which you've completed similar map/brochure designs in the last three (3) years.

Please include the name and contract details of the person(s) with your company to be contacted for clarifications and/or questions regarding the proposal.

## **PROPOSAL EVALUATIONS**

---

The Lampasas EDC Staff, City Manager and (2) LEDC Board members will make up the Review Committee, and will vet and evaluate all proposals. Major considerations for the proposals will include the following:

1. **Quality of Work:** The Review Committee will vet each proposal and examples for scope, attention to detail and quality of work.
2. **Cost:** The most cost-effective that retails a high-quality end-result with strong customer service will receive higher advantage.
3. **Creativity:** Creativity; both visual and written, as evidenced through samples of work, will be held in high regard.
4. **Firm Experience:** Firms with demonstrated capacity for development of effective mapping and graphic design services with a track record of working with economic development organizations of similar size will be vetted.
5. **References:** The reviews and comments of references will be considered.
6. **Timeline:** The proposed timeline and “speed to market” in delivering positive results will be gauged.
7. **“Turnkey” Services:** Advantage will be given to vendors who provide a “one stop shop” for all mapping and design needs.

The Lampasas Economic Development Corporation reserves the right to conduct interviews and/or any other method of vetting applicants.

RFP Form  
Company Information Form

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone Numbers \_\_\_\_\_

Contact Name \_\_\_\_\_

I have fully read and understand the contents of this Request for Proposal and certify I am authorized to execute this proposal on behalf of \_\_\_\_\_  
(company name). I further certify I am willing, able and competent to complete the tasks as outlined.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

Proposals can be delivered via mail, in person or electronically (either by mail or file sharing) no later than **5 p.m. on Monday, January 10, 2022**. Please label your proposal "LEDC Map & Guide RFP," with attention to Mandy Walsh. If delivering via mail or in person, visit the Lampasas City Hall Building, 312 East Third Street, Lampasas, Texas 76550.

BALANCE SHEET

AS OF: OCTOBER 31ST, 2020

75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS

=====			
1020	FSB CHECKING 7001092 LEDC	396,835.59	
1021	FSB CAPITAL FD CHECKING7002363	2,591.57	
1025	FSB LEDC LOAN 2678	0.00	
1026	BUSINESS BANK OF TX 4001561	486,257.60	
1030	CLAIM ON CASH	32,801.13	
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	( 142,005.00)	
1499	DUE FROM CASH & CONCENTRATION	0.00	
1999	LEDC CLEARING ACCOUNT	<u>0.00</u>	
	TOTAL ASSETS		2,520,072.50
			=====

LIABILITIES & FUND BALANCE

=====			
2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00	
2210	ACCOUNTS PAYABLE	1,014.86	
2220	ACCOUNTS PAYABLE PENDING	0.00	
2225	ACCRUED INTEREST PAYABLE	3,168.85	
2283	UNAPPLIED CREDIT	0.00	
2284	BONDS PAYABLE	1,227,858.14	
3009	DESIGNATED RE/DONATIONS	0.00	
3010	UNASSIGNED FUND BALANCE	1,090,511.49	
3030	ASSIGNED FUND BALANCE	180,730.47	
	CURRENT INCREASE / (DECREASE) IN FUND BALANCE	<u>16,788.69</u>	
	TOTAL LIABILITIES & FUND EQUITY		2,520,072.50
			=====

BALANCE SHEET

AS OF: OCTOBER 31ST, 2021

75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS

=====			
1020	FSB CHECKING 7001092 LEDC	660,915.91	
1021	FSB CAPITAL FD CHECKING7002363	2,597.49	
1025	FSB LEDC LOAN 2678	0.00	
1026	BUSINESS BANK OF TX 4001561	468,402.31	
1030	CLAIM ON CASH	90,050.60	
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	( 142,005.00)	
1499	DUE FROM CASH & CONCENTRATION	0.00	
1999	LEDC CLEARING ACCOUNT	<u>0.00</u>	
	TOTAL ASSETS		2,823,552.92
			=====

LIABILITIES & FUND BALANCE

=====			
2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00	
2210	ACCOUNTS PAYABLE	44.19	
2220	ACCOUNTS PAYABLE PENDING	0.00	
2225	ACCRUED INTEREST PAYABLE	3,168.85	
2283	UNAPPLIED CREDIT	0.00	
2284	BONDS PAYABLE	1,227,858.14	
3009	DESIGNATED RE/DONATIONS	0.00	
3010	UNASSIGNED FUND BALANCE	1,090,511.49	
3030	ASSIGNED FUND BALANCE	180,730.47	
	CURRENT INCREASE / (DECREASE) IN FUND BALANCE	321,239.78	
	PRIOR YR INCREASE/ (DECREASE) IN FUND BALANCE	<u>306,468.86</u>	
	TOTAL LIABILITIES & FUND EQUITY		3,130,021.78
			=====

\*\*\* AMOUNT OUT OF BALANCE \*\*\* 306,468.86

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: OCTOBER 31ST, 2021

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	310,000.00	36,580.65	36,580.65	11.80	0.00	273,419.35
	SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER REVENUE	1,400.00	0.00	0.00	0.00	0.00	1,400.00
	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	311,400.00	36,580.65	36,580.65	11.75	0.00	274,819.35
<u>BOND FUND REVENUE</u>							
	OTHER REVENUE	435,040.00	0.00	0.00	0.00	0.00	435,040.00
	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>435,040.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>435,040.00</u>
	FUND TOTAL REVENUE	<u>746,440.00</u>	<u>36,580.65</u>	<u>36,580.65</u>	<u>4.90</u>	<u>0.00</u>	<u>709,859.35</u>
<u>EXPENDITURE SUMMARY</u>							
<u>LEDC OPERATING FUNDS</u>							
	SUPPLIES	500.00	87.45	87.45	17.49	0.00	412.55
	CONTRACTUAL SERVICES	38,176.00	1,037.99	1,037.99	2.72	0.00	37,138.01
	MAINTENANCE	2,300.00	2,284.29	2,284.29	99.32	0.00	15.71
	OTHER EXPENSES	59,300.00	0.00	0.00	0.04	21.60	59,278.40
	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS	50,875.00	0.00	0.00	0.00	0.00	50,875.00
	DEBT SERVICE	<u>154,808.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>154,808.00</u>
	TOTAL LEDC OPERATING FUNDS	305,959.00	3,409.73	3,409.73	1.12	21.60	302,527.67
<u>LAMPASAS EDC BOND FUNDS</u>							
	CONTRACTUAL SERVICES	0.00	18,400.00	18,400.00	0.00	0.00	( 18,400.00)
	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY AND RESERVES	<u>435,040.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>435,040.00</u>
	TOTAL LAMPASAS EDC BOND FUNDS	<u>435,040.00</u>	<u>18,400.00</u>	<u>18,400.00</u>	<u>4.23</u>	<u>0.00</u>	<u>416,640.00</u>
	FUND TOTAL EXPENDITURES	<u>740,999.00</u>	<u>21,809.73</u>	<u>21,809.73</u>	<u>2.95</u>	<u>21.60</u>	<u>719,167.67</u>
	TOTAL PROFIT / (LOSS)	5,441.00	14,770.92	14,770.92	271.08	( 21.60)	( 9,308.32)

CITY OF LAMPASAS  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2021

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
<hr/>							
		=====	=====	=====	=====	=====	=====

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: OCTOBER 31ST, 2021

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	310,000.00	36,580.65	36,580.65	11.80	0.00	273,419.35
	TOTAL TAX REVENUE	310,000.00	36,580.65	36,580.65	11.80	0.00	273,419.35
<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	1,400.00	0.00	0.00	0.00	0.00	1,400.00
400-4821	INTEREST NOTE BACHMAYER	0.00	0.00	0.00	0.00	0.00	0.00
400-4822	INTEREST NOTE - HVM PECAN CR	0.00	0.00	0.00	0.00	0.00	0.00
400-4830	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
400-4897	DESIGNATED RE/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
400-4898	UNDESIGNATED RETAINED EARNIN	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER REVENUE	1,400.00	0.00	0.00	0.00	0.00	1,400.00
<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	311,400.00	36,580.65	36,580.65	11.75	0.00	274,819.35
<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	3,000.00	0.00	0.00	0.00	0.00	3,000.00
410-4898	DESIGNATED RE/BOND FUNDS	432,040.00	0.00	0.00	0.00	0.00	432,040.00
	TOTAL OTHER REVENUE	435,040.00	0.00	0.00	0.00	0.00	435,040.00
<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	435,040.00	0.00	0.00	0.00	0.00	435,040.00

CITY OF LAMPASAS  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2021

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 ***	746,440.00	36,580.65	36,580.65	4.90	0.00	709,859.35

FINANCIAL STATEMENT  
 AS OF: OCTOBER 31ST, 2021

 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	250.00	0.00	0.00	0.00	0.00	250.00
500-5270	SUPPLIES	250.00	87.45	87.45	34.98	0.00	162.55
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	87.45	87.45	17.49	0.00	412.55
<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	37.99	3.23	0.00	1,138.01
500-5325	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
500-5346	ENGINEERING/SURVEYING SERVIC	0.00	0.00	0.00	0.00	0.00	0.00
500-5355	INSURANCE-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
500-5361	LEGAL SERVICES	2,500.00	0.00	0.00	0.00	0.00	2,500.00
500-5373	PROMOTION AND ADVERTISING	7,500.00	0.00	0.00	0.00	0.00	7,500.00
500-5388	TAXES ON PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
500-5395	PROFESSIONAL SERVICES	15,000.00	0.00	0.00	0.00	0.00	15,000.00
500-5397	ADMIN & OVERHEAD	12,000.00	1,000.00	1,000.00	8.33	0.00	11,000.00
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	1,037.99	2.72	0.00	37,138.01
<b>MAINTENANCE</b>							
500-5405	BUILDING & GROUNDS MAINTENAN	0.00	0.00	0.00	0.00	0.00	0.00
500-5425	OFFICE EQUIPMENT MAINTENANCE	<u>2,300.00</u>	<u>2,284.29</u>	<u>2,284.29</u>	<u>99.32</u>	<u>0.00</u>	<u>15.71</u>
	TOTAL MAINTENANCE	2,300.00	2,284.29	2,284.29	99.32	0.00	15.71
<b>OTHER EXPENSES</b>							
500-5451	BUSINESS EXPENSES	2,500.00	0.00	0.00	0.86	21.60	2,478.40
500-5452	TRAVEL & TRAINING	6,000.00	0.00	0.00	0.00	0.00	6,000.00
500-5453	DUES & MEMBERSHIPS	800.00	0.00	0.00	0.00	0.00	800.00
500-5499	ECONOMIC DEVELOPMENT PROGRAM	50,000.00	0.00	0.00	0.00	0.00	50,000.00
500-5499.01	ECON DVLPMNT 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	59,300.00	0.00	0.00	0.04	21.60	59,278.40
<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: OCTOBER 31ST, 2021

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>CONTINGENCY AND RESERVES</b>							
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
<b>TRANSFERS</b>							
500-5710	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
500-5722	TRANSFER TO FUND 22	50,875.00	0.00	0.00	0.00	0.00	50,875.00
500-5751	TRANSFER TO FUND 51 (EDUCATI	0.00	0.00	0.00	0.00	0.00	0.00
500-5759	TRANSFER TO FUND 59	0.00	0.00	0.00	0.00	0.00	0.00
500-5776	TRANSFER TO LEDC DESIGNATED	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL TRANSFERS	50,875.00	0.00	0.00	0.00	0.00	50,875.00
<b>DEBT SERVICE</b>							
500-5800	PRINCIPAL PAYMENT	109,912.00	0.00	0.00	0.00	0.00	109,912.00
500-5801	INTEREST PAYMENT	<u>44,896.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44,896.00</u>
	TOTAL DEBT SERVICE	154,808.00	0.00	0.00	0.00	0.00	154,808.00
<hr/>							
	TOTAL LEDC OPERATING FUNDS	<u>305,959.00</u>	<u>3,409.73</u>	<u>3,409.73</u>	<u>1.12</u>	<u>21.60</u>	<u>302,527.67</u>

CITY OF LAMPASAS  
 FINANCIAL STATEMENT  
 AS OF: OCTOBER 31ST, 2021

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	18,400.00	18,400.00	0.00	0.00	( 18,400.00)
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	18,400.00	18,400.00	0.00	0.00	( 18,400.00)
<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	435,040.00	0.00	0.00	0.00	0.00	435,040.00
	TOTAL CONTINGENCY AND RESERVES	435,040.00	0.00	0.00	0.00	0.00	435,040.00
<hr/>							
	TOTAL LAMPASAS EDC BOND FUNDS	435,040.00	18,400.00	18,400.00	4.23	0.00	416,640.00
<hr/>							
***	TOTAL EXPENSES ***	740,999.00	21,809.73	21,809.73	2.95	21.60	719,167.67
<hr/>							
	TOTAL PROFIT / (LOSS)	5,441.00	14,770.92	14,770.92	0.40-	( 21.60)	( 9,308.32)
<hr/>							

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

## Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: November 3, 2021



### Development

CEFCO has passed final inspection and obtained their CO. Their ribbon cutting and grand opening will be on Thursday, November 11<sup>th</sup>. The Spring Ho building has gone vertical. Building Official also reports (4) houses have been started in the Hillside Acres development on W FM 580.

### Downtown

City Building Official and I have traveled to a few other cities and met with their staff regarding some of the items we discussed in the meeting on October 25<sup>th</sup> with downtown property owners, specifically building code, building use, fire safety and historic preservation. The City of Llano gave us information to review on how they handle historic preservation and types of uses for downtown buildings (citing property owners that use buildings solely as storage). They also showed us a GIS services program app they've purchased to collect data and track buildings in their Historical Business District that need attention and repairs. Our goal is to collect information from other communities similar in size and structure so we may move forward with an action plan for downtown, which also encompasses points made in the City Comp Plan.

### CDI

I will be attending my 4<sup>th</sup> year at the Community Development Institute at Lone Star College in The Woodlands. This year I'll attend the Advanced course and continue to accrue points necessary to retain my PCED certification. In Advanced CDI we will cover application of community and economic development principles in real-world settings, learn practical tools and innovative approaches to stay relevant in the field of community and economic development. Advanced CDI is designed for individuals who have completed all three years of CDI, but is open to non-CDI participants who want to stay current with trends and best practices. Advanced CDI will be held November 10-11 and completion is recognized by the CDC for education requirements, training, work experience and eligibility criteria for recertification.

### Rural Spark

I joined the Rural Spark Roadmap Course, which is being offered by a colleague of mine that has been doing rural economic development for 17 years in Texas. She is passionate about saving, developing, and bringing innovation to small communities. She has taken her years of experience and created content that is useful, educational, and helps make the ED job just a little easier. The Roadmap Course is a weekly combination of short videos and downloads that spans across 2 months, along with a "Bonus Material" section. The first week was about momentum and how our small towns can't



survive without it. Rather than constantly fighting apathy, she is teaching us simple ways to build momentum and create excitement within the community.

### **Business Park Phase 1**

Staff met with Eckermann Engineering on November 4<sup>th</sup> and reviewed the plans for Phase 1. There was discussion regarding how the Board may feel about installing electric overhead along the roadway within the Park, then underground to each individual business, as opposed to all underground (substantial cost difference). We also discussed having water taps near both entrances off of Hwy 183 for irrigation purposes in the entrance medians. One discussion involved stopping the water line short of Hwy 183 (south entrance) approximately 200-300 ft. in order to provide room to bore underneath the highway for the Georgetown loop project, per Van Sims. EEI will run cut and fill numbers again to get a better idea of the balance. EEI will also make a note that flood plain requires FFE; all finished floors require a foot above the flood plain elevation. Staff and EEI will contact Atmos regarding the location of nearest gas line, as well as the need for gas being extended within the Business Park. Staff will also engage Nextlink (who has already expressed the desire to string fiber within the Business Park) regarding fiber design for Phase 1, and beyond. Staff is obtaining data regarding traffic type and volume for exit and entry into the Business Park in order for EEI to apply for the TxDOT Driveway Permits. EEI will be preparing and finalizing bid documents within the 1-2 weeks. One item the Board will need to discuss and consider in the near future is the platting process and if we'd like to move forward with dedicating the ROW, and leaving tracts in large blocks with the option to subdivide administratively as businesses come in. Additionally, in the next few months as we begin gaining interest and fielding inquiries, the Board will need to discuss and finalize how we wish to convey the land to a prospect and what that process entails.

### **Website**

We began resourcing the website redesign project, in conjunction with Civic Plus, the week of November 8<sup>th</sup>. We worked with Jordan Cummings on updated photos of Lampasas, events, amenities and the community as a whole so we will review those soon and feature updated professional photos, as opposed to stock images. I've been researching other EDC sites and gathering some ideas, but this redesign is more about updating content, not changing the overall aesthetics. So the "look" of the LEDC website will remain the same for the most part, but will feature additional content and likely have content streamlined more effectively.

### **Comp Plan**

The Comp Plan has been adopted by City Council and now staff is reviewing implementation. There are several areas where the LEDC is the sole entity responsible, and some where we will collaborate with other departments/committees. In addition, the actions are broken into Short Term (1-2 year), Mid-Term (3-10 year) and Long Term (10+ years) recommendations. For the short term, 1-2 year goals, that involve the LEDC: 1. Establish a Buy Local campaign; 2. Encourage the expansion of existing



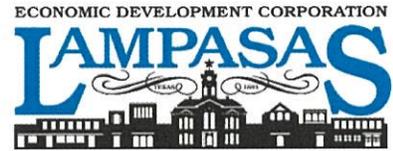
businesses offering higher paying, high skill jobs; 3. Expand options for event space by investing in renovation of existing properties such as the Hostess House as well as the long-range demand for a new conference center. As a part of its work program, the City Manager, in consultation with the LEDC Board will prepare an annual report for submittal and discussion with City Council. Status of implementation will be contained in these annual reports, and the progress report should also identify and recommend required actions and programs to be established and implemented in the next year. This report will fall during the annual budget development process.

### **December Meeting**

Historically we have cancelled the December LEDC meeting due to lack of quorum with board members and their families traveling during the holidays. This year we will likely have more active topics of discussion, specifically the Business Park, so instead of planning to cancel we will wait until we near the meeting date and make a decision based on attendance.

**Memo**

To: Mandy Walsh, LEDC Director  
 From: Monica Wright, Director of Information Systems  
 Date: Friday, November 5, 2021  
 Re: October Website/Social Media Analytics Report



Information Systems

**October 1-31, 2021****Communication**

	October 2020	October 2021
'Contact Us" Submissions	0	0
Notify Me Subscribers (Calendar)	43	39
Notify Me Subscribers (News Flash)	43	41
Notify Me Subscribers (News Carousel)	5	5
Notify Me Subscribers (Local Business Profile & Community Spotlight)	37	35
Notify Me Subscribers (Property Listings)	40	37
Notify Me (Jobs)	11	11
Facebook (Followers)	2,141	2,295
Twitter (Followers)	152	157

**LEDC Website**

	October 2020	October 2021
<b>Page Views</b>	1,445	978
<b>Page Visits</b>	598	445
<b>Total Searches</b>	27	19
<b>Total Downloads</b>	291	302

*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.*

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

Unknown	429
San Saba, Texas	1
Ashburn, Virginia	1
Bourbon, Missouri	1
Boydton, Virginia	1
Buffalo, New York	1
Cleveland, Ohio	1
Del Rio, Texas	1
Grand Prairie, Texas	1
Killeen, Texas	1
King of Prussia, Pennsylvania	1
Millington, New Jersey	1
Oklahoma City, Oklahoma	1
San Jose, California	1
Seattle, Washington	1
Wilmington, Delaware	1

**Top Visits**

Lampasas Economic Development – Official Website	185
Staff Directory	53

EDC Website/Social Media Report

News Flash	52
Real Estate Locator	39
History of Lampasas	37
Jobs	33
Photo Gallery	33
Calendar	27
Lampasas Business Park	24
Top Employers	23
Demographics	19
Events	18
Site Selection	17
Bid Postings	16
About Your EDC Director	14
Local Incentives	14
Location	14
About Us	12
Living Here	12
Parks & Recreation	12
EDC Board	10
FAQ's	10

**Transparency**

Tax Allocations

**City Sales and Use Tax Comparison Summary November 2021**

Download and further analyze current and historic data using the Texas Open Data Center External Link: undefined.

NOTE: Some jurisdictions may have changed tax rates, thus affecting the comparison. See Local Sales Tax Rate Information Report [comptroller.texas.gov/taxes/sales/rate-report.php] for a list of jurisdictions who have changed rates in the preceding 14 months.

U/C = Unable To Compute Percentage Change

Total Net Payments This Period: **\$697,812,533.90**; Comparable Payment Prior Year: **\$583,889,202.29**; Percent Change: **19.51%**

Total Payments YTD: **\$6,540,477,524.98**; Total Prior Year Payment YTD: **\$5,714,519,751.69**; Percent Change: **14.45%**

City	Net Payment This Period	Comparable Payment Prior Year	% Change	Payment YTD	Prior Year Payment YTD	% Change
Lamp						
Lampasas	\$242,908.23	\$200,033.24	21.43%	\$2,409,216.94	\$1,983,967.14	21.43%

Rows 1 to 1 of 1168 Total

If you have questions about Tax Allocation Payment Distribution Schedule, please contact us [mailto:Taxalloc.RevAcct@cpa.texas.gov].