

**NOTICE OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, JANUARY 21, 2026
JACK CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 EAST THIRD STREET
5:30 p.m.**

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, January 21, 2026 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

1. Call to Order Regular Session
2. Open forum for citizen comments and questions (limited to five (5) minutes per person).
3. Discussion and possible action regarding approval of the minutes dated December 17, 2025.
4. Discussion and possible action regarding December 2025 Financial Statements and Balance Sheet.
5. Discussion and possible action regarding awarding a bid for block placement at the Business Park.
6. Discussion and possible action regarding hiring staff for the Economic Development Corporation.
7. Presentation from Burleson Economic Development Director, Alex Phillips and Mayor Pro Tem, Dan McLendon.
8. Discussion and possible action regarding Board member priorities.
9. Update on the following:
 - County Update
 - LISD Update
 - Staff Update

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:

- 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

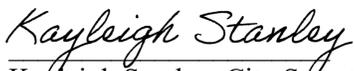
financial or other incentives to any business prospect described above: Project Heavy Load and Project Relaxation.

Adjourn Executive Session and Reconvene Regular Session.

REGULAR SESSION

1. Discussion and possible action regarding items discussed during Executive Session.
2. Any items that the board members may want to place on the next agenda.
3. Adjourn

I, Kayleigh Stanley, 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 15th day of January 2026 at 4:30pm.


Kayleigh Stanley, City Secretary

**MINUTES OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, DECEMBER 17, 2025
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET
5:30 PM**

The Lampasas Economic Development Corporation of the City of Lampasas met in regular session on the above date with President Deorald Finney presiding.

LEDC Members Present:

Derrick Dewald
Tonja Gebert
Fin Erwin
Charley Kennington
Michael Gill
Michael Irvin

City Staff Present:

Erin Harrison, City Manager/Executive Director
Kayleigh Stanley, City Secretary

LEDC Members Absent:

Randy Morris, Ex-Officio- LISD
Bobby Carrol, Ex-Officio- Lampasas County

REGULAR SESSION

1. Call to Order Regular Session

President Finney called the meeting to order at 5:30 p.m.

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

N/A

3. Discussion and possible action regarding approval of the minutes dated November 19, 2025

Board member Gebert made a motion to approve the minutes dated November 19, 2025 as presented, the motion was seconded by Board member Kennington and with a unanimous vote, the motion carried.

4. Discussion and possible action regarding November 2025 Financial Statements and Balance Sheet.

Board member Gill made a motion to approve the November 2025 Financial Statements and Balance Sheet, the motion was seconded by Board member Erwin and with a unanimous vote, the motion carried.

5. Discussion and possible action regarding creating a line item in the LEDC Budget for providing funds for Non-Profit Corporations.

City Manager, Erin Harrison provided information to the Board on their authority to provide funding for non-profit corporations and requested to be notified by the Board if they would like to move forward with a separate line item in the budget for this expenditure.

No action was taken.

6. Discussion and possible action regarding the signage stones at the Business Park.

President Finney requested for the signage blocks to be removed from the site or placed. The Board requested for Staff to resubmit a bid package for block placement.

7. Discussion and possible action regarding hiring staff for the Economic Development Corporation.

City Manager Harrison provided information to the Board regarding their ability to hire supporting Staff. Several Board members inquired about the need for a full time versus part time employee. Ultimately, the Board requested for Staff to provide them two separate job descriptions for part time and full time employment.

No action was taken on this item.

8. Discussion and possible action regarding Board member priorities.

City manager Harrison reminded the Board to provide their priorities to her prior to February 1st.

9. Discussion and possible action regarding a letter to City Council in support of substandard properties.

The Board reviewed the drafted letter from City Secretary Kayleigh Stanley, and approved it.

Board member Irvin made a motion to approve the letter to City Council in support of substandard properties, the motion was seconded by Board member Dewald and with a unanimous vote, the motion carried.

10. Discussion and possible action regarding scheduling a joint meeting with the City Council.

The Board is requesting to be on the workshop session during the January 26 meeting.

11. Update on the following:

- County Update – *N/A*
- LISD Update – *N/A*
- Staff Update – *Erin Harrison provided a flow chart directing the Board on how they can carry out specific functions as a Type B EDC.*

Adjourn into Executive Session

Board member Irvin moved to adjourn into executive session at 5:30, the motion was seconded by Board member Erwin and with a unanimous vote, the motion carried.

City Manager, Erin Harrison and City Secretary, Kayleigh Stanley entered executive session at this time.

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:

- 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: Project Heavy Load.

Adjourn Executive Session and Reconvene Regular Session.

The Board adjourned executive session and reconvened regular session at 6:38pm.

1. Discussion and possible action regarding items discussed during Executive Session.

N/A

2. Any items that the board members may want to place on the next agenda.

** Bids for block placement*

** Employment*

** Priorities*

3. Adjourn

Board member Kennington moved to adjourn at 7:14. The motion was seconded by Board member Irvin and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2025.

Deorald Finney, LEDC President

Kayleigh Stanley, City Secretary

Lampasas Economic Development Corporation Sales Tax Allocation			
Dec-24	Dec-25	increase/ (decrease)	% increase/ (decrease)
\$41,560.08	\$40,813.05	-\$747.03	-1.80%
YTD FY 25	YTD FY 26		
\$127,392.92	\$124,318.02	-\$3,074.90	-2.41%
Sales Tax Annual Budget			\$455,000.00
% Annual Budget Received to date			27.32%

Lampasas Economic Development Corporation Sales Tax Allocation			
Jan-25	Jan-26	increase/ (decrease)	% increase/ (decrease)
\$40,611.72	\$40,383.45	-\$228.27	-0.56%
YTD FY 25	YTD FY 26		
\$168,004.64	\$164,701.47	-\$3,303.17	-1.97%
Sales Tax Annual Budget			\$455,000.00
% Annual Budget Received to date			36.20%

Fund 75 LEDC Operating Fund Balance available \$1,510,149.69 FSB Checking, \$121,674.75 Claim on Cash held in Cash and Concentration.

FSB Capital Fund Balance: \$164,161.02 December 31, 2025 Balance Sheet

75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS

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1020	CADENCE CHECKING 7001092 LEDC	1,510,149.69	
1021	CADENCE CAP FD CHECKING7002363	164,161.02	
1025	CADENCE LEDC LOAN 2678	0.00	
1026	BUSINESS BANK OF TX 4001561	0.00	
1030	CLAIM ON CASH	121,674.75	
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	1,777,853.31	
1396	ACCUMULATED DEPRECIATION	(519,797.00)	
1499	DUE FROM CASH & CONCENTRATION	0.00	
1999	LEDC CLEARING ACCOUNT	0.00	
	TOTAL ASSETS		4,779,658.38

4,779,658.38

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LIABILITIES & FUND BALANCE

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2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00	
2210	ACCOUNTS PAYABLE	372.16	
2220	ACCOUNTS PAYABLE PENDING	0.00	
2225	ACCRUED INTEREST PAYABLE	3,943.00	
2283	UNAPPLIED CREDIT	0.00	
2284	BONDS PAYABLE	(29,469.00)	
2285	NOTES PAYABLE	2,129,272.00	
2310	RETAINAGE PAYABLE	0.00	
3009	DESIGNATED RE/DONATIONS	0.00	
3010	UNASSIGNED FUND BALANCE	2,367,212.06	
3030	ASSIGNED FUND BALANCE	180,730.47	
	CURRENT INCREASE / (DECREASE) IN FUND BALANCE	127,597.69	

TOTAL LIABILITIES & FUND EQUITY

4,779,658.38

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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	455,000.00	40,813.05	124,318.02	27.32	0.00	330,681.98
	SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER REVENUE	38,500.00	1,734.63	7,956.71	20.67	0.00	30,543.29
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OPERATING REVENUE	493,500.00	42,547.68	132,274.73	26.80	0.00	361,225.27
<u>BOND FUND REVENUE</u>							
	OTHER REVENUE	168,000.00	177.37	872.05	0.52	0.00	167,127.95
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BOND FUND REVENUE	168,000.00	177.37	872.05	0.52	0.00	167,127.95
	FUND TOTAL REVENUE	661,500.00	42,725.05	133,146.78	20.13	0.00	528,353.22
<u>EXPENDITURE SUMMARY</u>							
<u>LEDC OPERATING FUNDS</u>							
	SUPPLIES	1,800.00	0.00	132.91	7.38	0.00	1,667.09
	CONTRACTUAL SERVICES	41,500.00	1,518.22	3,895.57	9.39	0.00	37,604.43
	MAINTENANCE	4,500.00	0.00	0.00	0.00	0.00	4,500.00
	OTHER EXPENSES	68,200.00	349.44	1,520.61	2.23	0.00	66,679.39
	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	123,201.00	0.00	0.00	0.00	0.00	123,201.00
	DEBT SERVICE	164,330.00	0.00	0.00	0.00	0.00	164,330.00
	TOTAL LEDC OPERATING FUNDS	403,531.00	1,867.66	5,549.09	1.38	0.00	397,981.91
<u>LAMPASAS EDC BOND FUNDS</u>							
	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	MAINTENANCE	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	CAPITAL EXPENDITURES	50,000.00	0.00	0.00	0.00	0.00	50,000.00
	CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL LAMPASAS EDC BOND FUNDS	70,000.00	0.00	0.00	0.00	0.00	70,000.00
	FUND TOTAL EXPENDITURES	473,531.00	1,867.66	5,549.09	1.17	0.00	467,981.91
	TOTAL PROFIT / (LOSS)	187,969.00	40,857.39	127,597.69	67.88	0.00	60,371.31

C I T Y O F L A M P A S A S
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2025

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
=====							

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
<u>OPERATING REVENUE</u> =====							
<u>TAX REVENUE</u>							
400-4017	SALES TAX	455,000.00	40,813.05	124,318.02	27.32	0.00	330,681.98
	TOTAL TAX REVENUE	455,000.00	40,813.05	124,318.02	27.32	0.00	330,681.98
<u>SERVICE REVENUE</u>							
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
<u>OTHER REVENUE</u>							
400-4710	BONDS	0.00	0.00	0.00	0.00	0.00	0.00
400-4820	INTEREST & DIVIDENDS	38,500.00	1,734.63	7,956.71	20.67	0.00	30,543.29
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	38,500.00	1,734.63	7,956.71	20.67	0.00	30,543.29
<u>TRANSFERS</u>							
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	493,500.00	42,547.68	132,274.73	26.80	0.00	361,225.27
=====							
<u>BOND FUND REVENUE</u> =====							
<u>OTHER REVENUE</u>							
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	5,000.00	177.37	872.05	17.44	0.00	4,127.95
410-4898	DESIGNATED RE/BOND FUNDS	163,000.00	0.00	0.00	0.00	0.00	163,000.00
	TOTAL OTHER REVENUE	168,000.00	177.37	872.05	0.52	0.00	167,127.95
<u>TRANSFERS</u>							
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	168,000.00	177.37	872.05	0.52	0.00	167,127.95
=====							

C I T Y O F L A M P A S A S
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2025

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 ***		661,500.00	42,725.05	133,146.78	20.13	0.00	528,353.22

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

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>							
510-5316	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
510-5346	ENGINEERING/SERVEYING SERVIC	10,000.00	0.00	0.00	0.00	0.00	10,000.00
510-5361	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
510-5395	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
510-5399	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CONTRACTUAL SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00
<u>MAINTENANCE</u>							
510-5405	BUILDINGS AND GROUNDS	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	TOTAL MAINTENANCE	10,000.00	0.00	0.00	0.00	0.00	10,000.00
<u>CAPITAL EXPENDITURES</u>							
510-5505	BUILDING AND GROUNDS	50,000.00	0.00	0.00	0.00	0.00	50,000.00
	TOTAL CAPITAL EXPENDITURES	50,000.00	0.00	0.00	0.00	0.00	50,000.00
<u>CONTINGENCY AND RESERVES</u>							
510-5600	CONTINGENCY/RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LAMPASAS EDC BOND FUNDS		70,000.00	0.00	0.00	0.00	0.00	70,000.00
*** TOTAL EXPENSES ***		473,531.00	1,867.66	5,549.09	1.17	0.00	467,981.91
TOTAL PROFIT / (LOSS)		187,969.00	40,857.39	127,597.69	0.00	0.00	60,371.31

*** END OF REPORT ***

The Alderlyn Group

1441 County Road 111,

Lampasas, Tx 76550

contact@alderlyngroup.com

979-286-0477



Project Estimate

Client: City of Lampasas

Project Address: South US Hwy 183, Lampasas, Tx

Issuance: December 29, 2025

Expiration: January 12, 2026

Scope of Work

- Set monument stones on concrete pad.
- Layout and align monument stone placement for proper elevation and spacing.
- Drill and secure first course of stones into concrete pad using rebar dowels and epoxy anchoring system.
- Lay remaining stones to match the existing business park entry sign for consistent appearance and alignment.
- Mortar all joints to provide a clean and secure finished look.

This estimate includes labor, equipment, and supervision for the described scopes of work. Any design changes, upgrades, or additions requested after acceptance will result in a change order.

Total Project Estimate: \$5,200

Please review these Terms & Conditions carefully. If you have any questions or concerns, please contact us prior to accepting the quote.

By accepting this quote, the client agrees to the following terms and conditions:

1. **Payment Obligations:**
Unless otherwise stated, this quote is a Fixed Price quote and (you) the client agrees to pay on the quoted amount as the project progresses until the quoted amount is paid in full.
2. **Payment Schedule:**
Payments will be made according to the following schedule: Late payments may incur additional fees or interest charges, as specified in the corresponding invoice.
 - First Draw: 35% of the quoted total is required as a deposit prior to the commencement of the project.
 - Second Draw: 30% is due following the completion of the first phase of the project.
 - Third Draw: 25% is due following the completion of the second phase of the project.
 - Fourth Draw: 5% is due following the completion of the third phase of the project.
 - Final Draw: The remaining 5% of the quoted total is due upon project completion, after accounting for all previous payments, approved change orders, and any additional costs incurred throughout the project.
3. **Payment Methods:**
Payments are to be made via check and can be mailed or dropped off in-person at our office located at 1441 County Road 111, Lampasas, TX 76550. All checks are to be made payable to The Alderlyn Group.
4. **Project Changes:**
Any changes or additions requested by the client after accepting this quote and during the course of the project must be confirmed and approved via Change Order and will result in additional costs or credits not outlined in this quote.
5. **Project Cancellation:**
In the event of project cancellation by the client, any work completed up to that point will be invoiced and subject to payment. The client may be responsible for any costs incurred by the service provider due to the cancellation.
6. **Confidentiality:**
Both parties agree to maintain the confidentiality of any sensitive information exchanged during the project.
7. **Termination:**
Either party may terminate the project by providing written notice. Any outstanding payments and fees will still be due at the time of termination.
8. **Dispute Resolution:**
Any disputes arising from this agreement will be resolved through third-party arbitration.

By accepting this quote, the client acknowledges and agrees to abide by these Terms & Conditions in their entirety.

Scope of Work – Presented 1/14/2026

Project: South Entrance Signage Block Installation

Client: Lampasas Economic Development Corporation

Location: South Entrance – South Hwy 183 Business Park

Contractor: BL3 Construction Services, LLC

Project Overview

The Lampasas Economic Development Corporation is requesting quotes from qualified vendors for the setting and mortaring of signage blocks at the south entrance of the South Hwy 183 Business Park. The installation is to mirror the design and layout of the existing signage at the north entrance of the Business Park to ensure consistency in appearance.

Scope of Work Details

1. Block Placement & Alignment

- Set signage blocks in the designated layout matching the configuration at the north entrance.
- Ensure all blocks are level and aligned to maintain a uniform and professional appearance.

2. Mortar Application (Concrete Mortar Consistent with Existing Installation)

- Apply **concrete mortar consistent with the existing mortared signage block appearance** currently in place.
- Mortar joints will be installed in a clean, uniform manner to match the style and finish of existing signage block placement.
- Due to the nature of mortaring work, **the curing process is time consuming and requires additional labor time**, and pricing reflects this portion of the scope.

3. Structural Positioning

- Adjust and position blocks to ensure stability based on their weight and placement.
- Verify spacing and orientation match the existing layout.

4. Quality & Finish Standards

- Workmanship shall replicate the appearance, alignment, and overall layout of the north entrance signage.
- Blocks will be set cleanly, with attention to symmetry and visual consistency.

5. Site Conditions & Cleanup

- Maintain a clean and organized worksite.
- Remove debris or unused materials resulting from block staging and installation.
- Restore work area to pre-construction condition.

Pricing

Total Cost for Placement & Mortaring of Signage Blocks: \$2,700.00

Exclusions

The following items are not included unless otherwise agreed upon in writing:

- Excavation, grading, or creation of a new foundation
- Procurement of signage blocks
- Engineering or design modification beyond mirroring the existing installation

Scheduling

Work will be scheduled upon approval and confirmation that all signage blocks. Scheduling may be impacted by weather due to mortar curing requirements.

Acceptance

By approving below, the client authorizes BL3 Construction Services, LLC to perform the work described in this Scope of Work for the amount listed above.

Client Signature: _____

Date: _____



Sign in 

What Job title, keywords, or compan

Where Lampasas, TX

Business Development Specialist

[City of Alton](#) 

509 South Alton Boulevard, Alton, TX 78573

\$18.42 - \$21.17 an hour - Full-time

Apply now



Profile insights

Find out how your skills align with the job description

Skills

Do you have experience in **Writing grant proposals**?

Yes

No

Education

Do you have a **Bachelor's degree**?

Yes

No

Languages

Do you know **Spanish**?

Yes

No

Job details

Pay

\$18.42 - \$21.17 an hour

Job type

Full-time

Benefits

Pulled from the full job description

- Health insurance
- Retirement plan
- Paid time off
- Vision insurance
- Health savings account
- Dental insurance
- Flexible spending account
- Life insurance

[Show fewer](#) ^

Full job description

Job Summary

We are seeking a motivated and results-driven Business Development Specialist to join our dynamic team. The ideal candidate will be responsible for supporting the daily operations of the Alton Economic Development, which include Economic Development Programs, Marketing, Special Projects, and Chamber of Commerce initiatives. The Specialist reports directly to the CEO and is responsible for ensuring accurate, timely, and efficient performance of duties to advance the Alton Economic Development's mission. The Specialist will provide professional expertise in identifying and pursuing funding sources, including grant writing, and will assist with event planning and coordination. Work involves planning and organizing programs, preparing financial and programmatic reports for the Alton Economic Development Board of Directors, the Chamber of Commerce, and the City, and supporting general organizational operations. In addition, the Business Development Specialist will lead the implementation and delivery of new community-facing programs, such as the Kauffman Foundation programs. This includes presenting and facilitating workshops, engaging stakeholders, and ensuring strong participation from the business community. ESSENTIAL

JOB FUNCTIONS:

1. Lead public relations activities, including outreach to businesses, community partners, and media, to promote Alton Economic Development, the Chamber of Commerce, and their programs.
2. Provide oversight and reporting of all funding sources, including federal and state grants, ensuring compliance with applicable guidelines.

3. Assist in researching, preparing, and writing federal and state grants to support Alton Economic Development programs and initiatives.
4. Support and strengthen the operations and activities of the Chamber of Commerce.
5. Assist with the strategic and operational priorities of the Economic Development Corporation.
6. Produce accurate and timely monthly expenditure and revenue reports on assigned events and programs for the Alton Economic Development CEO.
7. Assist the business community in expanding operations and creating additional jobs through technical assistance and resource support.
8. Assist the business community in identifying and obtaining funding and grants for expansion and job creation initiatives.
9. Provide programming, facilitation, and event coordination for Chamber of Commerce initiatives, including networking and educational opportunities.
10. Provide programming, facilitation, and event coordination for Alton Economic Development initiatives, including special projects and economic development programs.
11. Assist business owners with compliance issues and other City-related requirements to ensure ongoing regulatory compliance.
12. Lead, facilitate, and promote community-facing programs ensuring strong community participation and measurable outcomes.
13. Represent Alton Economic Development and the Chamber at community events, conferences, and meetings, delivering presentations and promoting the mission and services of the organization. The above duties describes the chief function of the job and is not considered detailed description of every duty of the job.

Minimum qualifications · Assist in grant writing · Assist in program management · Strong verbal and writing skills (bilingual English/Spanish) · Ability to plan, organize and conduct events · Understand financial processes · Read, interpret and apply financial policies and regulations, plans and established priorities

EDUCATION: · Bachelor's degree from an accredited college or university in Business Administration or a related field required. · Master's degree in a related field preferred. · A combination of relevant education and experience that meets the minimum requirements may be considered as a substitute.

Job Type: Full-time

Pay: \$18.42 - \$21.17 per hour

Expected hours: 40 per week

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person

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Economic Development Specialist

Req #587

1945 E Jackson Rd, Carrollton, TX 75006, USA

This job posting is no longer available

Job Description

Posted Wednesday, October 29, 2025 at 1:00 AM | Expired Monday, November 24, 2025 at 12:59 AM

JOB TITLE: Economic Development Specialist

DEPARTMENT/DIVISION: Economic Development

REPORTS TO: Director of Economic Development

SUMMARY: The Economic Development Specialist provides critical support to the Director of Economic Development and department staff through a combination of administrative, technical and research functions. This position plays a key role in maintaining efficient operations, managing data systems and ensuring accurate, high-quality information to guide strategic initiatives and business attraction, retention and redevelopment efforts. The Specialist will assist with departmental purchasing, invoicing, vendor procurement while also serving as the primary administrator of the department's new customer relationship management (CRM) system and economic development database. This position will oversee

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[Sign In](#)**ESSENTIAL JOB FUNCTIONS:**

- Assist the Director of Economic Development and department Managers with day-to-day operations and project coordination;
- Serve as the primary administrator for the department's CRM system ensuring data accuracy, organization and usability;
- Generate reports and data summaries from CRM and other platforms to support strategic planning, business outreach and marketing initiatives;
- Conduct research and data analysis using tools such as CoStar, ImpactData and other regional or national data sources to identify trends, support business recruitment and track market conditions;
- Gather, verify and maintain demographics and site selection data for use in reports, presentations and department website;
- Regularly update the economic development website with community data and other relevant information for site selectors and business prospects;
- Manage departmental administrative functions, including purchasing, invoicing, vendor procurement and records management;
- Coordinate meeting logistics including scheduling, preparing conference rooms and ensuring materials and technology are ready for use;
- Support departmental participation in conferences and events through logistics coordination and material preparation;
- Provide exceptional customer service to internal departments, external partners and the business community through timely and professional communication;
- Perform other related duties as assigned to support the goals and priorities of the economic development department;
- Collect data and information to respond to Requests For Information (RFI) and Requests for Proposals (RFP) from local and state organizations;
- Provides administrative support as needed;
- Represents the department at various internal and external events;
- Any other duties that may be assigned by the Director.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of website content management systems and basic understanding of digital publishing or data uploads;
- Skilled in research and analysis with the ability to collect, interpret and present

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Strong organizational skills with the ability to manage multiple projects, priorities and deadlines with attention to detail;

- Skilled in written and verbal communication with the ability to engage professionally and effectively with internal staff, business representatives and community stakeholders;
- Skilled in professional judgment and discretion when handling confidential or sensitive information;
- Skilled in providing high-quality service to business community, partners and internal stakeholders;
- Ability to maintain and manage database systems, ensuring data integrity and consistency over time.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree.
- At least 2-4 years of work experience in economic development, data analysis, research or related administrative work.

PRERERENCES:

- Economic Development Experience and/or Certification or Master's Degree.
- Experience with CRM systems, data management or GIS tools.

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 20 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

Job Details

Job Function

Administrative

Pay Type

Salary

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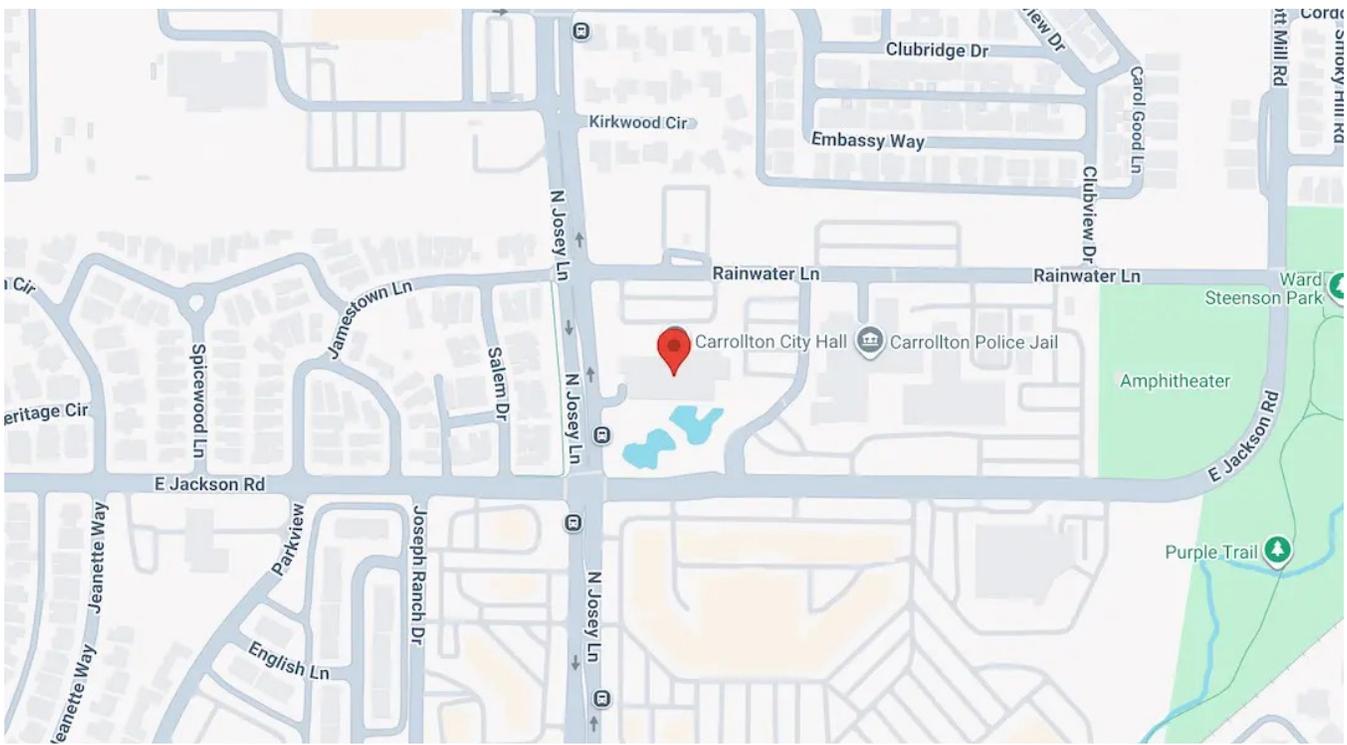
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City of Waxahachie
Economic Development Coordinator

SALARY	\$32.36 - \$46.44 Hourly \$2,589.00 - \$3,715.21 Biweekly \$5,609.50 - \$8,049.63 Monthly \$67,313.95 - \$96,595.52 Annually	LOCATION	408 S Rogers St. Waxahachie,
JOB TYPE	Full-Time/Non-Exempt	JOB NUMBER	00506
DEPARTMENT	Economic Development	OPENING DATE	09/19/2025

Description

This position will remain open until filled, with applications reviewed on an ongoing basis. This job pos removed at any time without prior notice. Interested applicants are encouraged to apply as soon as pos consideration.

Under general direction, and in coordination with the Director of Economic Development, assist in de implementing local and external marketing and communication activities to promote and facilitate th retention, expansion and formation of businesses in the City of Waxahachie, and perform other duties as ass

DISTINGUISHING CHARACTERISTICS:

This is a single-incumbent classification. The employee receives direction from the Senior Director Development and exercises no supervision.

Duties and Responsibilities

The duties listed below represent the various types of work that may be performed. The omission of specif of duties does not exclude them if the work is related or a logical assignment to this class.

- Assist the Senior Director in the development and implementation of marketing strategies to effectivel the economic opportunities available in Waxahachie including designing and updating marketing colla

preparing prospect packets.

- Maintain assigned databases of existing businesses, preferred business sites and prospects.
- Coordinate with the City of Waxahachie's Marketing and Communications Department to design and r economic development webpages for Waxahachie and to prepare press releases and presentations.
- Research and compile site location, demographic, and economic information regarding Waxahachie for prospects, developers and site location consultants as well as other departments within the City.
- Research and pursue prospective and target employers interested in relocating or expanding to the ar
- Provide recruitment assistance to major retail and commercial related developments within the City.
- Conduct tax incentives related research, financial modeling, and analyses. Work with the Management evaluate projects on a cost/benefit basis and perform economic impact reviews on projects.
- Provide business retention and expansion assistance by maintaining contact with local employers and assisting with site visits and facilitating local events such as business roundtables and forums.
- Develops and maintains positive public and business relationships, including trade associations, comm estate industry, community groups, county and state governments and nonprofit organizations.
- Assists with department budgeting and processes accounts payables.
- Processes incentive payments and maintains records on incentive recipients.
- Willingness to work flexible hours and travel.
- Performs related duties and responsibilities as required with minimal supervision.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Marketing and business strategies that achieve results.
- Basic Principles of graphic design.
- Project management skills necessary to effectively track progress of multiple initiatives and goals.
- Effective telephone sales skills and resourceful information gathering techniques to garner leads.
- English usage, spelling, grammar and punctuation.
- Operations, services and activities of the city.
- Basic principles and procedures of record keeping.
- Understanding of contracts, rules and regulations.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Accomplish assigned tasks and objectives under minimal supervision.
- Prepare timely and accurate reports and presentations.
- Take the initiative to institute improvements and contribute ideas to improve efficiencies.
- Effectively present information to management, business prospects and other groups as needed.
- Interpret and apply Federal, State and local policies, laws, and regulations.
- Understand and follow oral and written instructions.
- Interpret and explain City Economic Development strategy.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Requirements

Education, Training and Experience:

Any combination of related education, experience, certifications and licenses that will result in a candidate performing the essential functions of the job may be considered.

- Bachelor's degree or equivalent preferred, with course work in urban planning, business, public admin related field.
- Ability to obtain the Basic Economic Development Course (BEDC) within 1 year of employment.
- Minimum of three (3) years of marketing experience, preferably in economic development or related fie

Licenses and Certificates:

- A valid State driver's license is required at the time of appointment and must be maintained throughout employment.

Supplemental Information**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by e successfully perform the essential functions of this class. Reasonable accommodations may be mac individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk a hands to handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive of hands or wrists.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads a data, information and documents; analyzes and solves problems; uses math and mathematical reasoni highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the co including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain position classification may require availability to work flexible schedule.

Employer

City of Waxahachie

Economic Development Coordinator Supplemental Questionnaire

*QUESTION 1

Select the highest level of education that you have completed.

- Less than a High School Diploma or GED
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree

*QUESTION 2

Do you have a valid drivers license?

- Yes
- No

*QUESTION 3

How many years of experience do you have in marketing?

- Less than 1 year of experience
- More than 1 year but less than 2 years of experience
- More than 2 years but less than 3 years of experience
- More than 3 years but less than 4 years of experience
- More than 4 years but less than 5 years of experience
- 5+ years of experience

*QUESTION 4

Have you completed the Basic Economic Development Course (BEDC) accredited by the International Economic Development Council (IEDC)?

- Yes
- No

*QUESTION 5

How many years of experience do you possess in the field of economic development?

- Less than two years
- More than 2 years but less than 4 years
- More than 4 years but less than 6 years
- More than 6 years but less than 8 years

More than 8 years of experience

* Required Question