

## ECONOMIC INCENTIVE PROCEDURE & APPLICATION 2024

### **Procedural Guidelines**

Any person, organization, or corporation desiring that the Lockhart EDC/City of Lockhart consider providing incentives to encourage local economic development is expected to comply with the following procedural guidelines. Nothing within these guidelines shall imply or suggest that Lockhart EDC/City of Lockhart is under any obligation to provide tax rebates, grants and/or loans or any other incentives to any applicant.

### **Completion of the Application**

1. Applicants should complete the "Application for Economic Incentives" and include a statement explaining why incentives are being sought for the specific project.
2. The incentive request should include a map or other documentation showing the following:
  - a. The location of the project property and all roadways within 500 feet of the site,
  - b. Any known existing uses assigned to, and conditions of, the project property,
  - c. Summary of the proposed improvements and uses on the site,
  - d. Proposed project site plan and elevations, if applicable,
  - e. Any proposed changes in zoning that may be requested,
  - f. Statement indicating that the applicant understands the project must be compatible with the Lockhart EDC's Comprehensive Plan, applicable building codes, and all City ordinances.
3. Completed application forms and supplementary information may be submitted to the Lockhart Economic Development Department, at:

**Lockhart EDC**  
**ATTN: Economic Development Director**  
**215 E. Market Street**  
**Lockhart, TX 78644**

Or via email by sending electronic documents to: [hmalish@lockhart-tx.org](mailto:hmalish@lockhart-tx.org)

4. All information in the application package detailed above will be reviewed for completeness and accuracy. Additional information may be requested.

### **Consideration of the Application**

The following describes the steps involved in the consideration of an incentive application in the Lockhart EDC:

1. The application and supplemental documentation are determined by the Lockhart Economic Development Corporation Office to provide a complete overview of the project and incentive request. Additional information may be requested of the applicant at this time, as needed.
2. Depending on the type of incentive requested, the appropriate governing body will review the application and supplemental information during Executive Session at their next available Regular Call Meeting<sup>1</sup>. An Impact Analysis will be provided to the governing body by City staff in this initial consideration. Additional information may be requested of the applicant again following these meetings.
3. Financial incentive requests that the City Council and/or Lockhart EDC may be generally interested in granting, terms will be discussed and outlined, and an agreed-upon draft incentive will be constructed and verified for legal compliance.
4. The incentive agreement draft will be brought before the City Council and/or Lockhart EDC at a Regular Call Meeting for public presentation, discussion, and a final vote<sup>2</sup>.
5. Following a majority approval vote, the Mayor and/or Lockhart EDC Board President, or their designee, will execute the two (2) copies of the agreement. One original copy will be returned to the applicant. One original copy will be filed with the City Secretary's Office and kept by the Lockhart EDC. An electronic copy of the agreement will be kept by the Lockhart Economic Development Department.

The Lockhart EDC/City of Lockhart reserve the authority to enter into incentive agreements on a case-by-case basis and at differing terms than any previous or existing agreement that may have been approved in the City or elsewhere, whether in a similar scope and size or not. Nothing within these guidelines shall imply or suggest that the City is under any obligation to provide tax rebates, grants and/or loans or any other incentives to any applicant.

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<sup>1</sup> If the requested incentive package includes consideration of both City of Lockhart and Lockhart EDC funds, the Lockhart EDC Board of Directors will first review the request in Executive Session and make an initial recommendation on their portion of participation before it is presented to City Council in Executive Session. If the incentive package requested concerns only Lockhart EDC funds, only the Lockhart EDC Board will review and authorize an incentive agreement. If the incentive package only concerns City of Lockhart funds, the Lockhart EDC will not need to review the application.

<sup>2</sup> If the incentive agreement includes consideration of both City of Lockhart and Lockhart EDC funds, the Lockhart EDC Board must first review, discuss, and take action on a draft agreement before it may be taken to the City Council for final action. Only incentive requests that do not include consideration of Lockart EDC funds are eligible to go directly to City Council.

# Application for Economic Incentives

Completed application and supplementary information may be submitted to: Lockhart EDC, ATTN: Economic Development Department, 215 E. Market Street, Lockhart, Texas 78644 or via email to [hmalish@lockhart-tx.org](mailto:hmalish@lockhart-tx.org). Contact 512.668.4766 with questions.

## Authorized Business Representative (Applicant)

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project/Company Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Company's Primary Business: \_\_\_\_\_

Federal Tax ID \_\_\_\_\_ Service/Product Produced \_\_\_\_\_

NAICS Code: \_\_\_\_\_ New Business Local Expansion

Will the business be required to pay state sales and use tax on equipment? Yes No

**The following consultant is authorized to provide and obtain information related to this application. However, Lockhart EDC reserves the right to contact the applicant business directly at any time.**

Consultant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Consultant Email Address: \_\_\_\_\_

**Please provide the following information based on the completed project at full operation. It will be assumed that the project is phased in equal annual increments unless indicated otherwise. All values should be those on Appraisal District tax rolls. Please provide supporting documentation where appropriate. Additional pages for responses may be attached.**

1. Incentive(s) Requested: \_\_\_\_\_  
(Rank order of priority)

Necessity of Requested Incentive(s): \_\_\_\_\_  
(Describe the reason(s) why this project is seeking assistance)

2. Would this project be financially feasible without requested incentive(s)?:

\_\_\_\_\_

**Construction Information**

3. Expected Start Date \_\_\_\_\_ Expected Complete Date: \_\_\_\_\_

4. Land \_\_\_\_\_ Total Acres \_\_\_\_\_ Sq Ft \_\_\_\_\_

**Capital Investment (US Dollars)**

Lease

Own

Shell

Build to Suit

Owner

Tenant

**Investment Schedule (Please provide a 10-year list of the following items)**

<u>Year</u>	<u>Land</u>	<u>Building</u>	<u>M&amp;E</u>	<u>FF&amp;E</u>	<u>Taxable Inventory</u>	<u>Total</u>

5. If new construction, number of water and irrigation meters and size(s): \_\_\_\_\_  
 \_\_\_\_\_

6. List the specific operations to be performed at proposed location (items manufactured or services provided): \_\_\_\_\_

7. Will Lockhart be designated as point of sale for construction/equipment purchases?: \_\_\_\_\_

8. If so, estimated project construction/equipment cost?: \_\_\_\_\_

## Depreciation Schedule

Item	Years	% Per Year	Item	Years	% Per Year
Machinery			Building		
Equipment			Other		

\*\*Speculative Development projects can end application here\*\*

## Employment Information

### Hiring Schedule

Year	Existing Jobs on Site	New Jobs	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Total</b>			

### Employment & Wages Breakdown

Job Category	# of jobs (Company)	# of jobs (Contract)	Average Annual Wages	% To Be Hired Locally
Executive				
Manager				
Supervisor				
Staff				
Entry Level				

9. Annual estimates sales subject to local sales tax at site: \_\_\_\_\_

10. Annual estimated sales subject to City hotel occupancy tax: \_\_\_\_\_

11. Will the property need to be annexed into the City limits?:      Yes      No
12. Will there be a need for TCEQ Permits at property site?:      Air      Water      Land

a. If yes, describe type: \_\_\_\_\_

## Service Requirements

Utility	Average Monthly Use	Line Size	Load Factor	Dual Feed?
Electric Peak demand(kw)				
Water			X	X
WW			X	X

Are there other factors you would like taken into consideration? *(Include additional pages, as needed)*

Please sign here signifying that you understand the project must be consistent with the City's Comprehensive Plan, applicable development codes, and all ordinances to be considered for incentives and to indicate that you believe the proposed project does, in fact, meet those criteria:

\_\_\_\_\_  
*(Sign)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Name)*

**Supplemental Attachments – Check all documents that may be attached to submitted application:**

- |  |  |
|--|--|
| <input type="checkbox"/> Map of property location                                  | <input type="checkbox"/> Summary of proposed site improvements |
| <input type="checkbox"/> Existing uses assigned to property                        | <input type="checkbox"/> Proposed project site plan            |
| <input type="checkbox"/> Utility requirements<br>(water, sewer, electric, and gas) | <input type="checkbox"/> Proposed project elevations           |
|  | <input type="checkbox"/> Phasing plan, if applicable           |
| <input type="checkbox"/> Other:<br>_____   | <input type="checkbox"/> Other:<br>_____                       |
| <input type="checkbox"/> Other:<br>_____   | <input type="checkbox"/> Other:<br>_____                       |

**Definitions**

“Rebates, grants and/or loans” means the full or partial rebate of ad valorem taxes for eligible properties in a reinvestment zone designated as such for economic development purposes. Rebates, grants and/or loans may be granted for real property improvements and/or business personal property as determined by the terms of each individual agreement.

“Base Year Value” shall mean the taxable value of the specified real property and business personal property (including inventory and supplies) located in a designated reinvestment zone on January 1 of the year of the execution of the agreement, as determined by the Guadalupe County Central Appraisal District.

“Full-Time Equivalent (FTE)” shall mean any employee working for a company on the specified project site on a forty (40) hour or more per week schedule, or a combination of two (2) or more employees on part-time scheduled that equal forty (40) hours.