

Robinson  
Burdette  
Martin &  
Seright, L.L.P.

a professional services firm of  
certified public accountants

9816 Slide Road  
Suite 301  
Lubbock, TX 79424

telephone (806) 744-3333  
fax (806) 747-2106  
www.rbmsllp.com

***INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES***

Mr. John Osborne  
Chief Executive Officer  
Lubbock Economic Development Alliance, Inc.  
1500 Broadway, Suite 600  
Lubbock, TX 79401

Dear Mr. Osborne:

We have performed the procedures enumerated in the attached supplement, which were agreed to by you, the specified user, solely to assist you with respect to determining the amounts payable pursuant to the Economic Development Grant Contracts with regard to job creation incentives only, for ArmTech Insurance Services, Inc. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified user of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and the findings as a result thereof, are enumerated in the attached supplement which is an integral part of this report.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the specified user listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

*Robinson Burdette  
Martin & Seright, L.L.P.*

Lubbock, Texas  
October 30, 2014

**Lubbock Economic Development Alliance, Inc. Agreement with  
ArmTech Insurance Services, Inc.  
For the period from September 1, 2013 through August 31, 2014**

**Background:**

The Lubbock City Council established the Lubbock Economic Development Alliance, Inc. (hereinafter referred to as LEDA) to promote local economic development and stimulate business and commercial activity in Lubbock and the surrounding area. To this end, LEDA entered into a performance agreement with ArmTech Insurance Services, Inc. (hereinafter referred to as ARM) on August 15, 2011.

The terms of the agreement provide incentives to ARM for the creation of new jobs. The general terms of the agreement allow ARM to receive up to \$84,000 for the creation and maintenance of twenty-four (24) new full-time jobs from September 1, 2011 through August 31, 2016. ARM will earn incentives ranging from \$2,500 to \$10,000 for each job created according to an annual compensation schedule, and these incentives will be earned in one-fifth (1/5) increments as of each annual measurement date.

**Objective, Scope and Procedures Performed:**

Our objective was to determine if ARM met the job creation requirements of their agreement with LEDA. A summary of the procedures used is as follows:

- Reviewed the pertinent contract.
- Reviewed employee census data indicating names, dates of hire, dates of termination, work locations and compensation as of 8-31-2014.
- Obtained the Texas Workforce Commissions (TWC) reports for quarters ending 12-31-2013 through 6-30-2014 and semi-monthly payroll reports for the months of September 2013 & July-August 2014.
- Reviewed wages reported on the TWC reports to verify annual compensation levels and to corroborate dates of hire and/or termination.
- Discussed questions and issues raised as a result of the above steps with ARM personnel.
- Discussed agreement interpretations with LEDA personnel.

Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

**Results and Conclusions:**

Per our review of the above data:

- ARM had ninety-seven (97) full-time Lubbock employees and one (1) part-time Lubbock employee as of September 1, 2011.

- ARM had one hundred seven (107) full-time Lubbock employees and three (3) part-time Lubbock employees as of August 31, 2012.
- ARM had one hundred ten (110) full-time Lubbock employees and three (3) part-time Lubbock employees as of August 31, 2013.
- ARM had one hundred sixteen (116) full-time Lubbock employees and eight (8) part-time Lubbock employees as of August 31, 2014. The one hundred sixteen full-time employees had total compensation of \$8,602,223 for the twelve months ended August 31, 2014.
- Of the net increase of nineteen (19) full-time positions in the Lubbock office, the following met the specific compensation requirements for the various levels of incentives:

<u>Number of Employees</u>	<u>Incentive per Employee</u>	<u>Total Incentive</u>
6	\$ 10,000	\$ 60,000
5	\$ 7,500	\$ 37,500
7	\$ 5,000	\$ 35,000
1	\$ 4,000	\$ 4,000
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<u>19</u>		<u>\$ 136,500</u>

Based on the above, ARM is currently entitled to receive one-fifth (1/5) of the maximum third-year earned incentives of \$84,000, or \$16,800.