

PUBLIC NOTICE

DEVELOPMENT CORPORATION OF ABILENE, INC.

A regular meeting of the Development Corporation of Abilene, Inc. will be held on Tuesday, January 22, 2013, in the Abilene Life Sciences Accelerator, 1325 Pine St., Abilene, Texas, commencing at 1:30 p.m. to consider the following agenda:

SIGNED:


Richard Burdine, Asst. City Manager for Economic Development

AGENDA

January 22, 2013
1:30 p.m.

Abilene Life Sciences Accelerator
1325 Pine St.

1. Call the meeting to order.
2. Approval of minutes from the January 8, 2013, board meeting.
3. Sales Tax report for January 2013.
4. Executive Session: Pursuant to Tex. Gov't Code Sec. 551.087, an executive session may be held (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). After discussion in executive session, any action or vote will be taken in public.

Pursuant to Tex. Gov't Code Sec. 551.072, an executive session may be held to discuss the possible exchange, lease, or value of real property associated with a project to be funded by the DCOA since deliberation in open session would have a detrimental effect on the DCOA's negotiations with a third party. After discussion in executive session, any action or vote will be taken in public.

Pursuant to Tex. Gov't Code Sec. 551.071, an executive session may be held to consult with the DCOA attorney regarding pending or contemplated litigation or a settlement offer regarding DCOA funded projects or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code. After discussion of the contemplated legal matters in executive session, any action or vote will be taken in public.

5. Discussion and possible approval of a resolution authorizing funding to implement a business development program for the Abilene Life Sciences Accelerator, including services by Lee Ann Woods, consultant.

6. Discussion and possible approval of a resolution authorizing funds to perform environmental abatement and demolition of an exterior structure at the DCOA-owned Blue Cross Blue Shield building at 4002 Loop 322.
7. Adjournment.

CERTIFICATE

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of Abilene, Texas, on the _____ day of _____, 2013, at _____.

City Secretary

NOTICE

Persons with disabilities who would like special assistance or need special accommodations to participate in this meeting should contact Department of Economic Development, (325) 676-6390, at least forty-eight (48) hours in advance of this meeting. Telecommunication device for the deaf is (325) 676-6360.

DEVELOPMENT CORPORATION OF ABILENE, INC.
BOARD MEETING MINUTES
JANUARY 8, 2013

MEMBERS PRESENT: Paul Cannon Mike Schweikhard
Scott Senter Dani Ramsay
Marelyn Shedd

STAFF PRESENT: Richard Burdine Kim Tarrant
Mindy Patterson

GUESTS PRESENT: Bill Ehrie, Abilene Industrial Foundation
Jon Weidanz, Texas Tech University
Health Sciences Center
Dan Santee, City of Abilene
Lee Ann Woods, Consultant
John Mangalanzo, Abilene Reporter-News
Eddie Chase, Chase and Associates

1. **CALL THE MEETING TO ORDER.** President Paul Cannon called the meeting to order in the conference room of the Abilene Life Sciences Accelerator, 1325 Pine Street, Abilene, Texas.
2. **APPROVAL OF MINUTES FROM THE DECEMBER 11, 2012, BOARD MEETING.** Scott Senter moved to approve the minutes from the December 11, 2012 board meeting. Mike Schweikhard seconded and the motion carried.
3. **SALES TAX REPORT FOR DECEMBER 2012 AND PRELIMINARY STATUS OF FUNDS REPORT FOR NOVEMBER 2012.** Mindy Patterson, Director of Finance presented the December 2012 sales tax rebate report. The rebate amount of \$773,104 represents October sales, which is 6.59% above December of last year and 13.73% above the projected FY2013 budget. The December 2012 actual rebate was \$725,276. For the period October through December, sales tax is 2.31% below the same period last year and 4.7% above the projected FY2013 budget.

November's status of funds shows expenditure of \$22,000 at TTU 842 Pine for operating expenses for FY2013. Cisco College Biotech Training had an expenditure of \$18,884 which was an eligible cost not covered by the JET grant.

- 4.1 **EXECUTIVE SESSION #1.** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, .072, and .087 to consult with our legal counsel, discuss real property transactions, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.

President Paul Cannon announced the date is January 8, 2013, and the time is 1:39 p.m. Later, President Paul Cannon announced the date is still January 8, 2013, and the time is 1:59 p.m. No vote or action was taken in Executive Session.

5. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING AN ENGINEERING DESIGN SERVICES CONTRACT WITH JACOB & MARTIN, LTD. FOR THE EXTENSION OF ENTERPRISE DRIVE FROM SH351 TO E. LOWDEN STREET.** Mr. Burdine explained TxDOT's process to convert the access roads for I-20 (E. Overland Trail & E. Stamford St.) from 2-way to 1-way is largely impacting the route taken by Coke Abilene's trucks returning to the plant on Enterprise Dr. from the WindStar warehouse on the north access road of I-20.

Coca-Cola Refreshments USA, Inc. has been leasing warehouse space from Windstar for a number of years. It is time to renew their contract but its renewal is largely depending on Windstar's improvement with the institution of the 1-way access road along I-20. Coca-Cola drivers are now forced to turn right onto the access road traveling north when exiting the WindStar warehouse. The next cross-over is FM600 (West Lake Road), which allows them to travel south toward SH351. The round trip distance is almost 5 miles and impacts Coke Abilene's efficiency by increasing their operating costs by about \$500,000/year.

In response, WindStar is proposing to extend its driveway south to intersect with East Lowden Rd at an estimated cost of \$4-6 million. This extension allows access to SH351 via a much shorter route; however, drivers would be forced to turn right onto SH 351 and left onto Enterprise Dr. SH 351 has a high volume of traffic and no traffic lights making access to and from it hazardous.

To leverage WindStar's proposal, DCOA is being asked to consider an investment which would extend Enterprise Drive to East Lowden Road, including installation of a traffic light at the intersection of SH351 and Enterprise Drive. This extension will make the route even shorter and safer.

Coke is considering extending its lease at WindStar at least 10 additional years subject to WindStar making substantial improvement to the facility to Coke's benefit.

Staff proposed a design services contract with Jacob & Martin Ltd. to extend Enterprise Dr. north from SH351 to E. Lowden. This contract does not include engineering of a traffic signal. The proposed contract is for engineering, surveying, plats, construction plans and construction administration at \$28,300, plus reimbursable expenses at \$2,500, for a total of \$30,800.

Marelyn Shedd moved to approve Resolution No. DCOA-2013.11 as presented. Dani Ramsay seconded and the motion carried.

6. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING FY13 FUNDING FOR ADS4NEXT SPONSORSHIP.** Ads4Next is a non-profit organization which teaches high school students about entrepreneurship while giving them the opportunity to earn money for college. Mr. Burdine recommends approval of \$2,500 for the 2013 sponsorship of the Summer Youth Entrepreneur Program.

Scott Senter moved to approve Resolution No. DCOA-2013.10 as presented. Mike Schweikhard seconded and the motion carried.

7. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A 2013 SPRINGBOARD IDEAS CHALLENGE SPONSERSHIP.** The Springboard Ideas Challenge is sponsored by ACU and is open to the community, specifically aspiring entrepreneurs. DCOA has sponsored this program for the last 5 years.

Mr. Burdine recommends approving a \$5,000 2013 sponsorship to Springboard Ideas Challenge.

Dani Ramsay moved to approve Resolution No. DCOA-2013.11 as presented. Marelyn Shedd seconded and the motion carried.

- 4.2 **EXECUTIVE SESSION #2.** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, .072, and .087 to consult with our legal counsel, discuss real property transactions, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.

President Paul Cannon announced the date is January 8, 2013, and the time is 2:10 p.m. Later, President Paul Cannon announced the date is still January 8, 2013, and the time is 3:23 p.m. No vote or action was taken in Executive Session.

8. **ADJOURNMENT.** The next DCOA Board meeting will be January 22nd and all board members present said they would attend.

Paul Cannon, President

MEMORANDUM

January 9, 2013

TO: Larry D. Gilley, City Manager
FROM: Mindy Patterson, Director of Finance
SUBJECT: January Sales Tax

The sales tax rebate for January is \$2,914,841.72 which represents November sales. This is 22.57% below last year and 2.23% below the projected FY 13 budget amount. The breakdown of the January rebate is \$2,186,131.29 to the General Fund and \$728,710.43 for economic development. Of this rebate, \$89,381 is from prior periods, audit payments, future payments, and unidentified payments. For the period of October through January, sales tax is 7.72% below last year and 3.06% above the projected FY 13 budget amount. I have requested the detail from the state.

Should you have any questions, please contact me.

MP:ls

cc: Richard Burdine, Assistant City Manager
David Vela, Deputy City Manager

**CITY OF ABILENE
SALES TAX COMPARISON**

Accounting Period Month	GENERAL FUND	ECONOMIC DEVELOPMENT	TOTAL	GENERAL FUND	ECONOMIC DEVELOPMENT	TOTAL
	Actual 2011-12	Actual 2011-12	2011-12	Actual 2012-13	Actual 2012-13	2012-13
October	\$2,671,157.84	\$890,385.94	\$3,561,543.78	\$2,567,604.30	\$855,868.10	\$3,423,472.40
November	2,894,423.44	964,807.81	3,859,231.25	2,675,867.12	891,955.71	3,567,822.83
December	2,175,827.99	725,276.00	2,901,103.99	2,319,312.29	773,104.09	3,092,416.38
January	2,823,199.08	941,066.36	3,764,265.44	2,186,131.29	728,710.43	2,914,841.72
YTD	<u>\$10,564,608.35</u>	<u>\$3,521,536.11</u>	<u>\$14,086,144.46</u>	<u>\$9,748,915.00</u>	<u>\$3,249,638.33</u>	<u>\$12,998,553.33</u>
February	3,527,637.94	1,175,879.31	4,703,517.25			
March	2,196,565.64	732,188.54	2,928,754.18			
April	2,307,190.75	769,063.58	3,076,254.33			
May	2,932,384.19	977,461.40	3,909,845.59			
June	2,300,833.44	766,944.48	3,067,777.92			
July	2,270,657.66	756,885.89	3,027,543.55			
August	2,760,289.25	920,096.42	3,680,385.67			
September	2,400,600.79	800,200.26	3,200,801.05			
FY TOTAL	<u>\$31,260,768.01</u>	<u>\$10,420,255.99</u>	<u>\$41,681,024.00</u>			

NOTE: Report reflects the month sales tax is received from Austin. Revenue is recorded on this basis for budgetary purposed.

The Comprehensive Annual Financial Report (CAFR) will reflect revenue based upon the month the sales tax is paid by the vendor in accordance with GASB 33 requirements.

3.2

DEVELOPMENT CORPORATION OF ABILENE, INC.
1/2 CENT SALES TAX REVENUE
Monthly and Year-to-Year Comparisons

Accounting Period Month	Actual 2011-12	Actual 2012-13	% Change
October	\$890,386	\$855,868	-3.88%
November	964,808	891,956	-7.55%
December	725,276	773,104	6.59%
January	941,066	728,710	-22.57%
YTD	\$3,521,536	\$3,249,638	-7.72%
February	1,175,879		
March	732,189		
April	769,064		
May	977,461		
June	766,944		
July	756,886		
August	920,096		
September	800,200		
FY TOTAL	\$10,420,256		

Note: Report reflects the month sales tax is received from Austin.
Revenue is recorded on this basis for budgetary purposes.

The Comprehensive Annual Financial Report (CAFR) will reflect revenue based upon the month the sales tax is paid by the vendor in accordance with GASB 33 requirements.

Revenue for January '13 represents November '12 sales. Approximately \$22,345 of the rebate is from prior periods, audit, and future payments.

Audit Payments: Larger businesses submit sales tax collections to the State Comptroller every month and smaller ones either quarterly or annually. The Comptroller audits the books of these businesses on a four year cycle to determine if sales tax was collected on all taxable sales. Audit collections represent the sales tax revenue from prior sales and submitted or refunded subsequent to the audit.

3, 3

DEVELOPMENT CORPORATION OF ABILENE, INC.
1/2 CENT SALES TAX REVENUE
Five Year Comparison

Accounting Period Month	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13
October	\$703,442	\$671,904	\$661,859	\$890,386	\$855,868
November	893,442	758,231	774,838	964,808	891,956
December	707,339	602,230	647,119	725,276	773,104
January	660,623	594,761	693,114	941,066	728,710
February	955,889	898,241	978,890	1,175,879	
March	602,464	618,659	646,308	732,189	
April	616,560	601,410	641,310	769,064	
May	793,424	814,964	948,413	977,461	
June	653,711	612,963	741,634	766,944	
July	598,036	660,806	749,767	756,886	
August	799,090	829,188	1,013,393	920,096	
September	653,828	649,391	799,173	800,200	
FY TOTAL	<u><u>\$8,637,848</u></u>	<u><u>\$8,312,748</u></u>	<u><u>\$9,295,819</u></u>	<u><u>\$10,420,256</u></u>	<u><u>\$3,249,638</u></u>

Note: Report reflects the month sales tax is received from Austin.
Revenue is recorded on this basis for budgetary purposes.

The Comprehensive Annual Financial Report (CAFR) will reflect revenue based upon the month the sales tax is paid by the vendor in accordance with GASB 33 requirements.

3.4

DEVELOPMENT CORPORATION OF ABILENE, INC.

BOARD AGENDA

MEETING DATE: January 22, 2013

PROJECT: Funding to Implement a Business Development Program for the Abilene Life Sciences Accelerator, including Professional Services by Consultant Lee Ann Woods.

STAFF: Richard Burdine, CEO

INFORMATION:

We are pursuing opportunities to work more closely with the Texas Tech University Health Sciences Center School of Pharmacy and its Center of Excellence for Immunotherapeutics Development to provide biotechnology services to biotech companies, large pharmaceutical companies and other universities from the Abilene Life Sciences Accelerator. A critical element of our strategic planning is a thorough understanding of the competitive environment in which these services would be offered. On October 9, 2012, the DCOA Board authorized an agreement for professional services for a biotech asset inventory, competitive analysis and an outline business development plan by consultant Lee Ann Woods. She has finished this phase of work and reported her findings to the board.

The next step is to establish a budget to implement the business development plan over the next 6 months, including funding for professional consulting services. I asked Ms. Woods to develop a budget (attached), which is summarized by expenditure categories below:

Expenditure Categories	Proposed Six Month Budget
Website development & maintenance, brochures, marketing materials, newsletter set-up, newsletters, public relations using a news release service	\$ 31,900
Business Materials such as business cards, letterhead, etc.	\$ 3,000
Industry Associations/Memberships – Texas Health & Bioscience Initiative (THBI), Assoc. of Contract Research Organizations, Texas Medical Device Assoc., Association of Capital Growth, Clinical Laboratory Management Assoc.	\$ 3,100
Industry Meetings and Trade Shows – Attendance at THBI legislative day and 3 THBI Luncheons, Attendance at the Biotechnology Industry Organization annual conference and the California BIO annual conference	\$ 10,400
In Market Meetings in Abilene @ \$500/month for 6 months	\$ 3,000
Personnel – Consultant @ \$3,000/month for 6 months	\$ 36,000
Miscellaneous Contingency @ \$2,500/month for six months	\$ 15,000
Grand Total	\$102,400

5.1

Please note that Ms. Woods will only be paid out of the Personnel category. In addition the funds in the categories of Industry Meetings and Trade Shows (\$10,400) and In-Market Meetings (\$3,000) are travel expenses for Ms. Woods that the DCOA will pay directly for conference registration fees, travel and lodging. All other categories are for work and materials recommended by Ms. Woods that will also be paid directly by the DCOA.

I recommend that the Board:

1. Authorize \$66,400 to establish the budget needed for implementation of the Business Development Program; and,
2. Authorize \$36,000 for the professional services contract with Ms. Woods.

FISCAL IMPACT:

Business Development Program Implementation	\$ 66,400
Professional Services Contract	\$ 36,000
Total Project Cost	\$102,400

STAFF RECOMMENDATION:

Staff recommends approval of Resolution DCOA-2013.13 for funding to implement a Business Development Program for the Abilene Life Sciences Accelerator, including Professional Services by Consultant Lee Ann Woods.

ATTACHMENTS:

Recommended budget and consultant proposal from Lee Ann Woods
Resolution DCOA-2013.13.

ABILENE LABORATORIES
A PROPOSAL

OVERVIEW

ABILENE

The community of Abilene, Texas has committed tremendous resources to the building of what is a significant – and still growing – biotechnology and life sciences 'ecosystem' – resulting in the creation of a dynamic economy.

ABILENE LABORATORIES

As has been discussed, it is the decision of the community to re-purpose and re-position the Abilene Life Sciences Accelerator facility.

It has been recommended that DCOA – as manager of the facility – adopt the growing business model of a **CONTRACT DEVELOPMENT & MANUFACTURING ORGANIZATION (CDMO)**.

As a CDMO, Abilene Labs will work closely in coordination with its ANCHOR TENANT,

TTUHSC/SOP The Center for Immunotherapeutics Development (The Center)

in growing opportunities and business development. Abilene Labs will leverage the assets of its facility, as well as those found within the activities of The Center.

The Center's focus and unique proposition is IMMUNOLOGY and IMMUNOTHERAPEUTICS. Abilene Labs will have the same focus in its marketing and business development efforts.

OPPORTUNITY

Outsourcing of work in the life sciences industry is much like that in any industry. **The BUSINESS MODEL is FOR-PROFIT through a fee-for-service CONTRACT BUSINESS.**

Abilene Labs will seize the opportunity of this new direction and focus to **identify and recruit technology and companies that have existing business, and businesses that are growing concerns.**

That many of these opportunities and targets will be working with The Center, the opportunity is also one for generating revenues to The Center, thus growing The Center's presence and influence with the continued growth of Abilene Labs.

KNOWN OPPORTUNITIES

There are several identified targets for Abilene Laboratories – generated by the activity/needs of The Center, as well as “organic”/home-grown technologies that may be market-ready, contract business for The Center (which support Abilene Labs’ build-out), and third-party labs that are seeking an alignment with the area and current life sciences activity.

There is a need to move the activities of ABILENE LABS forward in order to capitalize on these pending/potential opportunities, while laying the ground-work for multiple future opportunities.

Timing is critical.

RECOMMENDATION

It is strongly recommended that activity – per the submitted BUSINESS PLAN & MARKETING STRATEGY - **begin immediately** on behalf of ABILENE LABORATORIES.

This includes execution of marketing and business development tools, putting them to work immediately at meetings, networking events, trade shows that begin in FEBRUARY.

It is further recommended that **execution be managed on an initial six-month timeline**, with a robust review and evaluation process to occur no later than August 1, 2013. At that time, additional decisions about the future of Abilene Laboratories would be made.

It is recommended that the execution of this plan and activity work within the existing facilities budget, with some incremental costs due to the need of re-positioning, and DIRECT BUSINESS DEVELOPMENT activity.

PROPOSAL

The proposal contemplates a six-month business development plan implementation, beginning officially on Feb 1. The proposal and related budget includes:

- ^ website, marketing materials, PR
- ^ business materials
- ^ industry associations/memberships
- ^ industry meetings, trade shows
- ^ in-market meetings
- ^ personnel: business development management

BUDGET

EXP	Feb	Mar	Apr	May	June	July	TOTAL
Website, mktg, PR	17,000	6000	3500	1800	1800	1800	31,900
Biz Material	2500			500			3000
Industry: Assoc/Member	3100						3100
Industry: Mts/Trade	600	2400	3500		3900		10,400
In-Mkt Mts	500	500	500	500	500	500	3000
Personnel	6000	6000	6000	6000	6000	6000	36,000
MONTHLY	29,700	19,400	13,500	8800	12,200	8300	87,400
MISC	2500	2500	2500	2500	2500	2500	15,000
TOTAL							102,400

BUDGET BREAKOUT

WEBSITE, MKTG, PR

(includes design & printing)

^ Website, Logo, Branding	\$	15,000
^ Brochure	\$	2,500
^ Postcards	\$	1,000
^ One-Sheet	\$	2,500
^ Newsletter/Set-up + first one	\$	2,000
^ Newsletter/monthly (\$500 x 5)	\$	2,500
^ PR (use biz wire; 1-2 releases per mo; avg. \$800/ea)	\$	6,400
	\$	31,900

BUSINESS MATERIALS

^ Business Cards	\$	500
^ Letterhead +	\$	2,500
	\$	3,000

INDUSTRY ASSOC/MEMBERSHIPS

^ Texas Health & Bioscience Initiative (THBI)	\$	n/a
^ Assoc Contract Research Organization (ACRO)	\$	1,000
^ Texas Med Device Assoc (TMDA)	\$	1,000
^ Association of Capital Growth (ACG)	\$	400
^ Clinical Laboratory Management Assoc (CLMA)	\$	700
	\$	3,100

ABILENE LABORATORIES: PROPOSAL

confidential

INDUSTRY MEETINGS/TRADE SHOWS

(includes travel & related expenses for consultant)

^ Feb:	- THBI Lunch (1/25); \$300		
	- THBI Legislative Day (2/12); \$300	\$	600
^ Mar:	- Capital Connection (Dal); \$500		
	- Society/Toxicology (San Ant); \$1500		
	- THBI (1); \$400	\$	2,400
^ Apr:	BIO (1)	\$	3,500
^ May:			
^ June:	- THBI; \$400		
	- CalBIO; \$3500	\$	<u>3,900</u>
		\$	10,400

IN-MARKET MEETINGS

^ Abilene – calculate at \$500/mo x 6	\$	3,000
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PERSONNEL

^ OPS – during this period, DCOA will continue its oversight/mgmt		
^ Advisory – Dr. Weidanz will fill this role and function during this period		
^ Business Development – recommend contract hire; \$6K/mo x 6	\$	36,000

MISC

^ this is included as contingency & could be applied as needed	\$	15,000
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TOTAL BIZ DEV/MARKETING BUDGET; Feb-July/Aug	\$	102,400
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RESOLUTION NO. DCOA-2013.13

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. (“DCOA”), ABILENE, TEXAS AUTHORIZING THE IMPLEMENTATION OF A BUSINESS DEVELOPMENT PROGRAM FOR THE ABILENE LIFE SCIENCES ACCELERATOR, INCLUDING PROFESSIONAL SERVICES BY CONSULTANT LEE ANN WOODS.

WHEREAS, we are pursuing opportunities to work more closely with the Texas Tech University Health Sciences Center School of Pharmacy and its Center of Excellence for Immunotherapeutics Development to provide biotechnology services to biotech companies, large pharmaceutical companies and other universities from the Abilene Life Sciences Accelerator; and,

WHEREAS, a critical element of our strategic planning is a thorough understanding of the competitive environment in which these services would be offered, so on October 9, 2012, the DCOA authorized an agreement for professional services for a biotech asset inventory, competitive analysis and an outline business development plan by consultant Lee Ann Woods, which she finished and reported her findings to the board; and,

WHEREAS, the next step is to establish a budget to implement the business development plan over the next 6 months, including funding for professional consulting services; and,

WHEREAS, staff requests the DCOA fund the implementation of a Business Development Program for the Abilene Life Sciences Accelerator, including Professional Services by Consultant Lee Ann Woods.

NOW THEREFORE, BE IT RESOLVED BY THE DEVELOPMENT CORPORATION OF ABILENE, INC., ABILENE, TEXAS, THAT:

PART 1. DCOA authorizes funding to implement a Business Development Program for the Abilene Life Sciences Accelerator, including Professional Services by Consultant Lee Ann Woods. Funding approved is an amount up to One Hundred Two Thousand Four Hundred and no/100’s Dollars (\$102,400.00) based on the following budget:

Expenditure Categories	Proposed Six Month Budget
Website development & maintenance, brochures, marketing materials, newsletter set-up, newsletters, public relations using a news release service	\$ 31,900
Business Materials such as business cards, letterhead, etc.	\$ 3,000
Industry Associations/Memberships – Texas Health & Bioscience Initiative (THBI), Assoc. of Contract Research Organizations, Texas Medical Device Assoc., Association of Capital Growth, Clinical Laboratory Management Assoc.	\$ 3,100
Industry Meetings and Trade Shows – Attendance at THBI legislative day and 3 THBI Luncheons, Attendance at the Biotechnology Industry Organization annual conference and the California BIO annual conference	\$ 10,400

In Market Meetings in Abilene @ \$500/month for 6 months	\$ 3,000
Personnel – Consultant @ \$3,000/month for 6 months	\$ 36,000
Miscellaneous Contingency @ \$2,500/month for six months	\$ 15,000
Grand Total	\$102,400

Ms. Woods will only be paid out of the Personnel category at \$36,000. In addition the funds in the categories of Industry Meetings and Trade Shows (\$10,400) and In-Market Meetings (\$3,000) are travel expenses for Ms. Woods that the DCOA will pay directly for conference registration fees, travel and lodging. All other categories are for work and materials recommended by Ms. Woods that will also be paid directly by the DCOA.

PART 2. The Chief Executive Officer of the Development Corporation of Abilene, Inc. is hereby authorized to negotiate any contract and all other related documents on behalf of the DCOA.

ADOPTED this the 22nd day of January, 2013.

ATTEST:

Marelyn Shedd
Secretary/Treasurer

Paul Cannon
President

APPROVED:

T. Daniel Santee, City Attorney

5.8

DEVELOPMENT CORPORATION OF ABILENE, INC.

BOARD AGENDA

MEETING DATE: January 22, 2013

PROJECT: Blue Cross Blue Shield Building, 4002 Loop 322 – Demo of Wooden Structure

STAFF: Richard Burdine, CEO

GENERAL INFORMATION:

The DCOA-owned building at 4002 Loop 322 has been occupied by Blue Cross Blue Shield of Texas (BCBSTX) since 1997. Since then, the DCOA has provided a total of \$4.7 million for various phases of improvements to the facility with BCBSTX investing about the same amount through 2003. The DCOA also replaced the roof and resurfaced the parking lot at about \$1 million more. BCBSTX maintains the facility very well at its own expense under a \$10/year lease agreement set to expire 5-31-15, but with an option to extend for an additional 7 years. BCBSTX employment in Abilene stands at 1,050.

THE PROJECT:

Located adjacent to the south side of the main building is an abandoned cooling tower on a gravel pad bound by concrete tilt-walls enclosing an area of approximately 3,000 square feet. Several years ago BCBSTX invested its own funds to convert a similar area to conditioned, usable space.

The cooling tower hasn't been used in many years and currently poses a fire hazard. Materials testing revealed a small amount of asbestos-containing materials. Staff has solicited proposals to test and abate the asbestos-containing materials and demolish the structure, the lowest bids being:

Asbestos Survey	\$ 450
Asbestos Abatement	\$ 1,350
Demolition	\$ 9,750
Total	\$11,550

FUNDING/FISCAL IMPACT:

Total funding to test and abate asbestos-containing materials and demolish - \$11,550.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution DCOA-2013.12 authorizing \$11,550 to test and abate the asbestos-containing materials in the former wooden cooling tower adjacent to the DCOA-owned building at 4002 Loop 322, occupied by Blue Cross Blue Shield of Texas.

ATTACHMENT:

Resolution DCOA-2013.12

RESOLUTION NO. DCOA-2013.12

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. (“DCOA”), ABILENE, TEXAS AUTHORIZING FUNDING TO PERFORM ENVIRONMENTAL ABATEMENT AND DEMOLITION OF AN EXTERIOR STRUCTURE AT THE DCOA-OWNED BUILDING AT 4002 LOOP 322, OCCUPIED BY BLUE CROSS BLUE SHIELD OF TEXAS (“BCBSTX”).

WHEREAS, the DCOA-owned building at 4002 Loop 322 has been occupied by Blue Cross Blue Shield of Texas (BCBSTX) since 1997; and,

WHEREAS, BCBSTX maintains the facility very well at its own cost under a lease agreement set to expire 5-31-15, with an annual payment of \$10, with an option to extend for an additional 7 years; and,

WHEREAS, located adjacent to the south side of the main building is an abandoned cooling tower on a gravel pad bound by concrete tilt-walls enclosing an area of approximately 3,000 square feet; and,

WHEREAS, several years ago BCBSTX invested its own funds to convert a similar area to conditioned, usable space; and,

WHEREAS, the cooling tower hasn’t been used in many years and currently poses a fire hazard. Materials testing revealed a small amount of asbestos-containing materials; and,

WHEREAS, staff requests the DCOA authorize funding to perform environmental abatement and demolition of the structure described above, located at 4002 Loop 322.

NOW THEREFORE, BE IT RESOLVED BY THE DEVELOPMENT CORPORATION OF ABILENE, INC., ABILENE, TEXAS, THAT:

PART 1. DCOA authorizes funding of Eleven Thousand Five Hundred Fifty and no/100’s Dollars (\$11,550.00) to contract for the following items relating to demolition of the structure housing an abandoned cooling tower located adjacent to the DCOA-owned facility at 4002 Loop 322, currently occupied by Blue Cross Blue Shield of Texas:

Asbestos Survey	\$ 450
Asbestos Abatement	\$ 1,350
Demolition	\$ 9,750
Total	\$11,550

PART 2. This resolution is contingent upon execution of all necessary agreements. The commitment authorized under this resolution shall expire without notice 180 days from the date of adoption of same unless all required documents and agreements are executed prior to that expiration date or the commitment herein is extended in writing by the DCOA.

PART 3. The Chief Executive Officer of the Development Corporation of Abilene, Inc. is hereby authorized to negotiate any contract and all other related documents on behalf of the DCOA.

ADOPTED this the 22nd day of January, 2013.

ATTEST:

Marelyn Shedd
Secretary/Treasurer

Paul Cannon
President

APPROVED:

T. Daniel Santee, City Attorney

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