

## **PUBLIC NOTICE**

### **DEVELOPMENT CORPORATION OF ABILENE, INC.**

A regular meeting of the Development Corporation of Abilene, Inc. will be held on Wednesday, January 18, 2017, at Develop Abilene conference room, 174 Cypress St., 3<sup>rd</sup> floor, Abilene, Texas, commencing at 1:30 p.m. to consider the following agenda:

SIGNED:

  
Kent Sharp, CEO

### **AGENDA**

January 18, 2017  
1:30 p.m.

Develop Abilene Conference Room  
174 Cypress St., 3<sup>rd</sup> floor

1. Call the meeting to order.
2. Approval of minutes from the December 21, 2016, board meeting.
3. Sales tax report for January 2017 and financial report for November 2016.
4. Officer Elections; President, Vice President and Secretary/Treasurer.
5. Executive Session:  
The DCOA 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:
  1. 551.071 (Consultation with Attorney),
    - A. Outstanding insurance claims
    - B. Outstanding financial commitment
  2. 551.072 (Deliberations about Real Property)
    - A. Pine St. property
  3. 551.074 (Personnel Matters)
  4. 551.087 (Business Prospect/Economic Development)
    - A. Project Next
    - B. AbLabs building prospects
6. Discussion and possible approval of a resolution authorizing funding for Communities in Schools to assist with expansion of a vocational training program for Abilene high school students.
7. Discussion and possible approval of a resolution authorizing additional funding for the industrial workforce training program administered by Cisco College in partnership with Taylor County school districts.
8. FY16-17 DCOA CEO goals update.

9. Discussion of regular monthly board meeting days and times as set by the President.
10. 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 \_\_\_\_\_, 2017, at \_\_\_\_\_.

\_\_\_\_\_  
City Secretary

**NOTICE**

Persons with disabilities who would like special assistance or need special accommodations to participate in this meeting should contact the Development Corporation of Abilene, Inc., (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.**  
**SPECIAL-CALLED MEETING MINUTES**  
**December 21, 2016**

**MEMBERS PRESENT:** Dave Copeland      John Beckham      Dani Ramsay  
Jack Rich

**MEMBERS ABSENT:** Marilyn Shedd

**STAFF PRESENT:** Kent Sharp      Kim Tarrant

**GUESTS PRESENT:** Mark Zachary      McMahon Law Firm  
Bruce Kreitler      City Council

**1. CALL THE MEETING TO ORDER:** President Dave Copeland called the meeting to order at 2:22 p.m. at 174 Cypress St., 3<sup>rd</sup> floor conference room, Abilene Texas.

**2. APPROVAL OF MINUTES FROM THE DECEMBER 13, 2016 BOARD MEETING:** Jack Rich moved to approve the minutes from the December 13, 2016, board meeting. Dani Ramsay seconded and the motion carried.

**3. EXECUTIVE SESSION:** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with our legal counsel, discuss real property transactions, personnel matters, 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 Dave Copeland announced the date is December 13, 2016, and the time is 2:24 p.m. Later, President Copeland announced the date is still December 13, 2016, and the time is 3:15 p.m. No vote or action was taken in Executive Session.

**4. OUTSTANDING INSURANCE CLAIMS, INCLUDING DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING THE CEO OF THE DCOA TO NEGOTIATE AND EXECUTE ALL DOCUMENTS OR AGREEMENTS, AND PURSUE OTHER LEGAL ACTION AS MAY BE NECESSARY, REGARDING THE DCOA'S RIGHTS AND OBLIGATIONS UNDER PROPERTY DAMAGE INSURANCE COVERAGE WITH THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL:** Kent Sharp, CEO of the DCOA, gave an update on the status of the insurance claims associated with the hail storm damage that occurred on June 12, 2014 and involving DCOA owned properties covered by the Texas Municipal League Intergovernmental Risk Pool (TML). After several meetings with city Manager Robert Hanna and representatives from TML no agreement has been made between all parties concerning the amount of the claim. Staff requests authorization for the CEO to pursue all legal means necessary to protect and enforce the rights and obligations of the DCOA under the terms of the property damage insurance policy with the TML, including but not limited to, seeking relief in a court of law.

Dani Ramsay moved to approve resolution DCOA 2017.03 authorizing Kent Sharp, CEO of the DCOA, to pursue legal means, including but not limited to relief in a court of law, against TML. Jack Rich seconded and the motion passed.

**5. DISCUSSION OF THE NEXT BOARD MEETING DATE AND TIME:** Dave Copeland, President of the DCOA Board, stated the next board meeting will be on Wednesday, January 18, 2017 at 1:30 p.m. John Beckham said he will not be able to attend.

**6. ADJOURNMENT:** There being no further business the meeting was adjourned.

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Dave Copeland, President

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**MEMORANDUM**

January 11, 2017

**TO:** Robert Hanna, City Manager  
**FROM:** Mike Rains, Director of Finance  
**SUBJECT:** January Sales Tax

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The sales tax rebate for January is \$3,172,856.80 which represents November sales. This is 5.05% above last year and 5.05% above the projected FY 17 budget amount. The breakdown of the rebate is \$2,379,642.60 to the General Fund and \$793,214.20 for economic development. Of this rebate, \$117,587.69 is from prior periods, audit payments, future payments, and unidentified payments. For the period of October through January, sales tax is .63% above last year and .63% above the projected FY 17 budget amount. I have requested the detail from the state.

Should you have any questions, please contact me.

Cc: Mindy Patterson, Assistant City Manager  
James Childers, Assistant City Manager

# CITY OF ABILENE SALES TAX COMPARISON

Accounting Period Month	GENERAL FUND Actual 2015-16	ECONOMIC DEVELOPMENT Actual 2015-16	TOTAL 2015-16	GENERAL FUND Actual 2016-17	ECONOMIC DEVELOPMENT Actual 2016-17	TOTAL 2016-17
October	\$2,456,044.80	\$818,681.60	\$3,274,726.40	\$2,511,352.80	\$837,117.60	\$3,348,470.40
November	2,940,002.89	980,000.96	3,920,003.85	2,792,056.28	930,685.42	3,722,741.70
December	2,203,231.83	734,410.61	2,937,642.44	2,243,907.19	747,969.06	2,991,876.25
January	2,265,278.52	755,092.84	3,020,371.36	2,379,642.60	793,214.20	3,172,856.80
<b>YTD</b>	<b>\$9,864,558.04</b>	<b>\$3,288,186.01</b>	<b>\$13,152,744.05</b>	<b>\$9,926,958.87</b>	<b>\$3,308,986.28</b>	<b>\$13,235,945.15</b>
February	\$3,419,688.86	\$1,139,896.28	\$4,559,585.14			
March	2,186,523.32	728,841.10	2,915,364.42			
April	2,337,248.73	779,082.91	3,116,331.64			
May	2,914,521.42	971,507.14	3,886,028.56			
June	2,263,315.79	754,438.60	3,017,754.39			
July	2,272,925.02	757,641.67	3,030,566.69			
August	2,955,004.91	985,001.64	3,940,006.55			
September	2,268,511.95	756,170.65	3,024,682.60			
<b>FY TOTAL</b>	<b><u>\$30,482,298.04</u></b>	<b><u>\$10,160,766.00</u></b>	<b><u>\$40,643,064.04</u></b>			

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 to the State Comptroller in accordance with GASB 33 requirements.

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

Accounting Period Month	Actual 2015-16	Actual 2016-17	% Change
October	\$818,682	\$837,118	2.25%
November	980,001	930,685	-5.03%
December	734,411	747,969	1.85%
January	755,093	793,214	5.05%
YTD	\$3,288,186	<b>\$3,308,986</b>	<b>0.63%</b>
February	\$1,139,896		
March	728,841		
April	779,083		
May	971,507		
June	754,439		
July	757,642		
August	985,002		
September	756,171		
FY TOTAL	<u>\$10,160,766</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 to  
the State Comptroller in accordance with GASB 33 requirements.

Revenue for January '17 represents November '16 sales. Approximately  
\$29,396.92 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.

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

Accounting Period Month	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17
October	\$855,868	\$815,126	\$868,660	\$818,682	\$837,118
November	891,956	896,761	987,887	980,001	930,685
December	773,104	766,502	836,922	734,411	747,969
January	728,710	744,242	798,120	755,093	793,214
<b>FY TOTAL</b>	<b>\$3,249,638</b>	<b>\$3,222,630</b>	<b>\$3,491,589</b>	<b>\$3,288,186</b>	<b>\$3,308,986</b>
February	\$1,012,685	\$1,061,353	\$1,137,082	\$1,139,896	
March	821,529	743,945	759,360	728,841	
April	800,963	726,196	733,667	779,083	
May	965,056	981,409	1,019,627	971,507	
June	827,415	773,012	822,955	754,439	
July	826,951	794,307	778,812	757,642	
August	927,272	966,814	998,076	985,002	
September	797,862	845,806	811,136	756,171	
<b>YTD</b>	<b>\$10,229,372</b>	<b>\$10,115,471</b>	<b>\$10,552,304</b>	<b>\$10,160,766</b>	

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 to the State Comptroller in accordance with GASB 33 requirements.

3.4



**DEVELOPMENT CORPORATION OF ABILENE**  
**STATEMENT OF NET POSITION**  
**November 30, 2016 and 2015**

	November 2016	November 2015
<b>Current Assets:</b>		
Cash and cash investments	\$ 21,290,148	\$ 21,284,713
Accounts receivable	1,677,765	35,293
Due from other governments	1,757,691	1,789,074
Prepaid expense	-	-
	<u>24,725,604</u>	<u>23,109,080</u>
<b>Total Current Assets</b>		
<b>Noncurrent Assets:</b>		
Notes receivable, net	1,505,850	11,058,897
Notes receivable - earning economic incentives	10,456,602	3,807,207
Capital assets	62,437,447	51,765,462
Accumulated depreciation	(14,190,010)	(9,815,739)
	<u>48,247,437</u>	<u>41,949,723</u>
<b>Total capital assets, net</b>		
	<u>60,209,889</u>	<u>56,815,827</u>
<b>Total Noncurrent Assets</b>		
	<u>\$ 84,935,493</u>	<u>\$ 79,924,907</u>
<b>Total Assets</b>		
<b>Liabilities</b>		
Current:		
Accounts payable	\$ 36,984	\$ 347,121
Accrued expenses	1,677,765	-
	<u>1,714,749</u>	<u>347,121</u>
<b>Total Current Liabilities</b>		
	<u>1,714,749</u>	<u>347,121</u>
<b>Total Liabilities</b>		
	<u>1,714,749</u>	<u>347,121</u>
<b>Net Position</b>		
Net Investment in capital assets	48,247,437	41,949,723
Restricted for contractual obligations	14,675,507	16,011,326
Unrestricted, designated for purposes of trust	20,297,800	21,616,737
	<u>83,220,744</u>	<u>79,577,786</u>
<b>Total Net Position</b>		
	<u>\$ 84,935,493</u>	<u>\$ 79,924,907</u>
<b>Total Liabilities and Net Position</b>		

**DEVELOPMENT CORPORATION OF ABILENE**  
**SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For two months ending November 30, 2016 and 2015**

	November 2016	Fiscal YTD 2017	Fiscal YTD 2016
<b>Revenues:</b>			
Sales and use taxes	\$ 930,685	1,767,803	1,798,682
Interest income	9,935	18,978	10,003
Building rental / land lease	62,895	152,107	176,812
Miscellaneous revenue	-	-	31,310
Total Revenues	<u>1,003,515</u>	<u>1,938,888</u>	<u>2,016,807</u>
<b>Expenses:</b>			
Economic Development Projects	47,344	221,028	307,407
Life Sciences property maintenance	20,079	74,294	76,213
DCOA property maintenance	21,066	42,174	54,138
Abilene Industrial Foundation	42,079	42,079	40,920
TTU Small Business Development Center	14,494	14,494	12,281
Chamber Military Affairs	-	-	-
Airport Business Development Manager	7,957	7,957	9,487
Economic Development Operating Division	80,989	208,542	128,161
Total Expenditures	<u>234,008</u>	<u>610,568</u>	<u>628,607</u>
<b>Changes In Net Position</b>	769,507	1,328,320	1,388,200
<b>Net Position at Beginning of Period</b>	<u>82,451,237</u>	<u>81,892,424</u>	<u>78,189,586</u>
<b>Net Position at End of Period</b>	<u>\$ 83,220,744</u>	<u>\$ 83,220,744</u>	<u>\$ 79,577,786</u>

**Summary of Current Period Economic Development Projects:**

Hangar 0 Doghouse A/E	\$ 21,687
Hangar 0 Doghouse	23,707
EASI De Fuel Truck	<u>1,950</u>
Total	<u>\$ 47,344</u>

**Development Corporation of Abilene  
Economic Program Status  
As of November 30, 2016**

Economic Programs:	Project	Amount Budgeted	Prior Years Disbursement	Current Year Disbursement	Balance reserved for budgeted programs
TTU Pharmacy School	5242	\$ 1,924,943	\$ 1,893,035	\$ 31,908	\$ -
TTU 842 Pine	5308	853,999	853,999	-	-
Petrosmith Ph 5	5330.1	150,667	150,667	-	-
TTUHSC School of Nursing	5331	1,076,253	1,076,253	-	-
Rentech '12	5342	470,000	470,000	-	-
Hangar Doghouses A/E	5348.1	423,000	322,318	21,687	78,995
Hangar Doghouses Construction	5348.2	2,732,618	2,722,255	-	10,363
Hangar 0 Doghouse Construction	5348.3	2,000,000	603,023	152,039	1,244,938
EASI De-Fuel Truck	5354	111,560	78,200	1,950	31,410
Tucker Energy Services	5359	585,000	171,705	-	413,295
Five Points Infrastructure	5359.1	1,000,000	137,491	-	862,509
5 Pts RR Expansion	5363.1	30,800	24,320	-	6,480
Fehr Foods Expansion	5368	5,123,000	3,103,196	-	2,019,804
Broadwind Towers 2014	5373	679,300	679,300	-	-
Corley Wetsel Trucking	5376	455,200	-	-	455,200
Fehr Foods 14	5378	160,278	106,852	-	53,426
Gift Card System	5379	55,395	55,395	-	-
BWJ Consulting	5382	619,000	280,940	-	338,060
Datroo Technologies	5385	280,750	81,460	-	199,290
DCOA Strategic Planning	5386	130,000	125,000	-	5,000
Coca Cola Refreshments	5387	3,200,000	-	-	3,200,000
Martin Sprocket & Gear	5388	-	-	-	-
Industrial Maintenance Training AISD	5389	70,000	50,100	13,444	6,456
Lone Star Canvas	5390	50,000	-	-	50,000
Abimar Foods 2015	5391	-	-	-	-
BCBS Roof Repairs	5392	953,400	-	-	953,400
TTUHSC School of Public Health	5393	1,426,901	87,422	-	1,339,479
Praire Dog Pet Products	5394	-	-	-	-
Spec 3 Remediation	5396	244,795	214,993	-	29,802
18/36 Industrial Park	5398	52,000	-	-	52,000
2016 Startup Week / 2017 Springboard	5399	32,500	-	-	32,500
Broadwind Towers	5400	715,000	-	-	715,000
<b>Subtotal Economic Program Obligation Reserve</b>		<b>\$ 25,606,359</b>	<b>\$ 13,287,924</b>	<b>\$ 221,028</b>	<b>\$ 12,097,407</b>

**Plus Administrative Division Obligations:**

Economic Development Operating Division	Division 2760	777,490	-	208,542	568,948
Life Sciences Property Maintenance	Division 2765	322,550	-	74,294	248,256
DCOA Property Maintenance	Division 2775	465,670	-	42,174	423,496
Abilene Industrial Foundation	Division 2775	619,780	-	42,079	577,701
TTU Small Business Dev Center	Division 2775	200,000	-	14,494	185,506
Chamber Military Affairs	Division 2775	397,000	-	-	397,000
Airport Business Development Manager	Division 2775	185,150	-	7,957	177,193
<b>Subtotal Administrative Divisions Obligation Reserve</b>		<b>\$ 2,967,640</b>	<b>\$ -</b>	<b>\$ 389,540</b>	<b>\$ 2,578,100</b>
<b>Total reserve for obligated programs</b>					<b>\$ 14,675,507</b>

**DCOA Board approved projects waiting for signed contracts:**

Dyess JLUS	\$ 50,000	Expiration Date 6/17/17
TSTC New Campus Ops	4,000,000	3/21/17
	<u>\$ 4,050,000</u>	

3.7

Development Corporation of Abilene  
Revenue and Expense  
Budget vs Actual Comparison  
October 2016 - September 2017

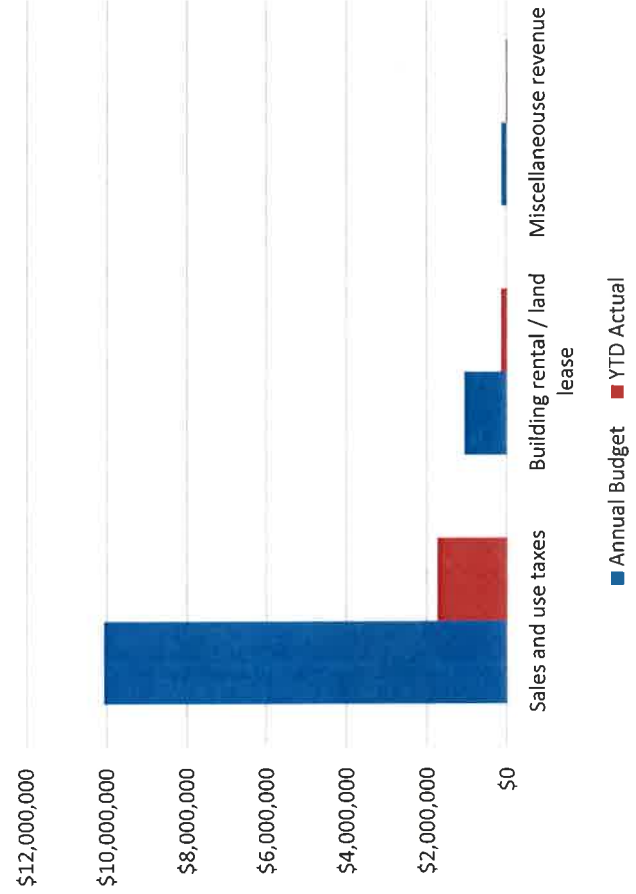
Revenue

	Annual Budget	YTD Actual	% of Budget
Sales and use taxes	10,088,060	1,767,803	18%
Building rental / land lease	1,073,200	152,107	14%
Miscellaneous revenue	135,000	18,978	14%
Revenue	11,296,260	1,938,888	17%

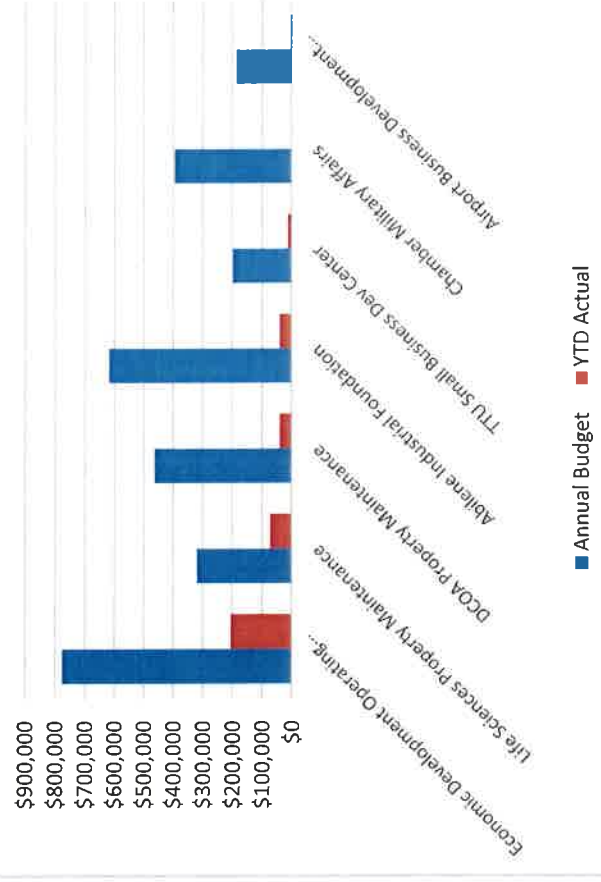
Expenses

	Annual Budget	YTD Actual	% of Budget
Economic Development Operating Division	777,490	208,542	27%
Life Sciences Property Maintenance	322,550	74,294	23%
DCOA Property Maintenance	465,670	42,174	9%
Abilene Industrial Foundation	619,780	42,079	7%
TTU Small Business Dev Center	200,000	14,494	7%
Chamber Military Affairs	397,000	-	0%
Airport Business Development Manager	185,150	7,957	4%
	2,967,640	389,540	13%

FY 17 Budget vs Actual Revenue



FY 17 Budget vs Actual Expenses



# DEVELOPMENT CORPORATION OF ABILENE, INC.

## BOARD AGENDA

MEETING DATE: January 18, 2017

**PROJECT:** Communities in Schools Vocational Training Expansion

**STAFF:** Kent Sharp, CEO

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### **BACKGROUND INFORMATION:**

The Abilene Industrial Foundation (AIF) has hired a Director of Talent Development, Shea Hopkins. Her main responsibility is to encourage, facilitate and assist with skills training for the local workforce in order to meet the demands of Abilene employers. This addresses the second strategy for a comprehensive economic development program identified by TIP Strategies, which states: *Build a deep and highly skilled talent base through development, retention, and attraction.*

Communities in Schools of the Big Country (CIS) works to give students support to finish high school and achieve success in life. CIS works with students on the campuses of Abilene, Cooper and Wylie High Schools in addition to the middle schools giving them one-on-one case management to improve attendance, academics scores and behavior.

### **REQUEST:**

AIF and CIS are proposing a partnership with the DCOA to pay the salary and benefits for a full-time Workforce Development Coach (Coach) plus administrative support. The Coach will assess each case-managed high school student's plans beyond graduation, conduct skills assessments, promote local vocational training programs, enroll the student in a vocational training program, if warranted, and provide one-on-one support to ensure the student successfully completes the chosen program. The Coach will also help the student take advantage of the industrial workforce training money provided by the DCOA for programs in electrical, plumbing, maintenance, welding and HVAC through Cisco College.

I am proposing the board cover the cost of salary, benefits and administrative support for the six-month period beginning April 1<sup>st</sup> then cover the costs again for a full year beginning October 1<sup>st</sup> and continuing through September 30, 2018. The full-time salary is proposed at \$35,000/year with benefits being \$9,400 and administrative support at \$5,000 for a total of \$49,400. One half of that is \$24,700, which will cover the initial six months. Eighteen months should be sufficient time to determine the success of this program and any future changes needed.

### **FISCAL IMPACT:**

April 1, 2017 to September 30, 2017 Coach salary, benefits and administrative support	\$24,700
October 1, 2017 to September 30, 2018 Coach salary, benefits and administrative support	<u>\$49,400</u>
TOTAL	\$74,100

### **STAFF RECOMMENDATION:**

Staff recommends the board approve Resolution DCOA-2017.04 authorizing funding of \$74,100 to cover the salary, benefits and administrative support for a new Workforce Development Coach to be employed by CIS; 1) \$24,700 for the period April 1, 2017 through September 30, 2017, and, 2) \$49,400 for the period October 1, 2017 through September 30, 2018.

**ATTACHMENTS:**

Letter from Shea Hopkins, AIF, dated 01-05-17

Proposal from Terry Johnson, Executive Director of Communities in Schools of the Big Country dated 12-14-16

Resolution DCOA-2017.04

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# Develop Abilene

Abilene Industrial Foundation

Abilene Industrial Foundation, Inc.  
P.O. Box 2281, Abilene, Texas 79604  
174 Cypress Street, Suite 300  
Abilene, Texas 79601  
Tel.: 325/673-7349  
800/299-0005  
Fax: 325/673-9193  
Website: [www.developabilene.com](http://www.developabilene.com)

Kent Sharp  
Development Corporation of Abilene  
174 Cypress St., 301  
Abilene, TX 79601

Thursday, January 05, 2017

Mr. Sharp:

We are excited to present this proposed partnership with Communities in Schools. This collaborative effort is designed to guide student through technical programs and ensure their success and completion. The overall objective will be to build a pipeline of skilled local employees prepared to meet the workforce demand of Abilene employers in key in demand areas.

The AIF will identify these in demand occupations by staying connected with local employers and industry leaders. Communities in Schools will then mentor students and ensure they are informed of all scholarship and job opportunities available.

This partnership will also help in building a deep and highly skilled talent base through development, as well as support the growth and prosperity of existing businesses by addressing their workforce needs. Both have been identified by the TIP's strategy as key components in positioning Abilene for long-term growth and prosperity for residents and businesses.

Sincerely,

Shea Hopkins  
Director of Talent Development



Communities  
In Schools

The Big Country

1654 Campus Court PH: 325-232-8712  
Abilene, TX 79601 FX: 325-232-8715

[cisbigcountry.org](http://cisbigcountry.org)

December 14, 2016

Kent Sharp  
Chief Executive Officer  
Development Corporation of Abilene  
174 Cypress Street, Suite 301  
Abilene, TX 79601

Mr. Sharp,

Communities In Schools of the Big Country has a mission to surround students with a community of support, empowering them to stay in school and achieve in life. We accomplish this by providing student success coaching to help students improve their school performance in the areas of attendance, academics, and behavior. We have worked with students on campuses in the Abilene community since 2001 and have established our one-on-one student case management model as an essential component for helping students succeed on each of the middle school and high school campuses in Abilene and Wylie ISD. During the 2015-2016 school year, we case managed 1,009 students. Of these students, 79% improved their school attendance, 85% improved their academics, and 91% improved their behavior.

We would like to partner with DCOA by leveraging the effectiveness of our one-on-one student case management model to help build a pipeline of local skilled employees who are prepared to meet the workforce demand of Abilene employers. Our request is for DCOA to invest \$49,400 over one-year for us to expand our student case management model to include workforce development coaching. We will accomplish this by using the funds to employ a full-time Workforce Development Coach who will work to help build a pipeline of local skilled employees by recruiting students to enroll in vocational training programs, providing one-on-one case management support to ensure students are completing their programs of choice, and preparing students to fill local jobs offered by Abilene employers. Please see the attached collaborative partnership proposal for full details.

A collaborative partnership between our two organizations will help us complete our student case management feeder pattern from the Abilene middle schools and high schools to the community colleges. It will also help DCOA build a pipeline of trained and skilled local employees who are prepared to go to work for Abilene businesses. If there are any questions regarding this proposal please contact me at (325) 232-8712 ext. 200 or [terryjohnson@cisbigcountry.org](mailto:terryjohnson@cisbigcountry.org). Thanks so much for your willingness to collaborate with us to help create more economic opportunity for the Abilene community.

Sincerely,

Terry E. Johnson  
Executive Director



## **Communities In Schools of the Big Country & Development Corporation of Abilene A Collaborative Partnership Proposal**

### **Partnership Overview:**

Communities In Schools of the Big Country (CIS) and Develop Corporation of Abilene (DCOA) will form a collaborative partnership designed to transition students from high school into local vocational training programs. Graduating seniors attending Abilene High School, Cooper High School, and Wylie High School will be the targeted population for recruitment. Students will be educated about opportunities available to enroll in vocational training programs and provide them with case management support to help them successful graduate from their selected programs. The overall objective will be to expand the number of local students who are enrolling in and completing vocational training programs. This work will contribute to DCOA's commitment toward building a pipeline of skilled local employees prepared to meet the workforce demands of Abilene based employers. CIS will also collaborate with Workforce Solutions to help students who have earned training certifications transition into employment with local employers.

### **Opportunities:**

- According to the Abilene Workforce Assessment published by Site Selection Group on January 5, 2015, only 19.6% of the workforce within the Labor Shed have a postsecondary degree (13.2% - Bachelor's Degree; 6.4% - Associate's Degree). The local percentage of Associate's Degrees is running approximately 1.1% behind the national percentage of 7.5%. This gap shows there is a need to make vocational training programs more accessible to students transitioning out of high school.
- DCOA is continually supporting local businesses and marketing Abilene to outside companies to create local jobs, but the unemployment rate hovers around 4% resulting in a shallow pool of skilled employees. A strategy for addressing this issue is to work toward building a pipeline of local talent by connecting high school students to vocational training programs that will equip them to meet the specific workforce demands of Abilene employers.
- DCOA has made a pool of scholarship funds available to high school students to complete local vocational training programs, but there is a need to establish a direct connection between students and the available opportunities.
- CIS partners with Abilene and Wylie ISD to provide integrated student support services to over 1,000 at-risk high school students each year. These services are designed to help students improve school performance in the areas of attendance, academics, and behavior. Services provided during the 2015-2016 school year resulted in 79% of the students making an improvement in attendance, 85% improving academics, and 91% improving behavior. CIS has been effective at helping students improve their school performance in Abilene schools since 2001 and is now seeking opportunities to help its case managed students transition from high school to college and into jobs in the local marketplace. According to the Georgetown Public Policy Institute, 65% of all jobs in the economy will require postsecondary education or vocational training beyond high

## **Communities In Schools of the Big Country & Development Corporation of Abilene A Collaborative Partnership Proposal**

school by 2020 and CIS is aligning its student services to ensure that it is effectively connecting case managed students to resources beyond high school that will properly train them for workforce demands in the local marketplace.

### **Partnership Roles:**

- CIS will expand its one-on-one student case management model by hiring a full-time Workforce Development Coach and expanding its integrated student support services to include workforce development training that is specifically targeted toward its pool of case managed high school students. Students who are currently case managed for school performance improvement by CIS Student Success Coaches at Abilene High School, Cooper High School, and Wylie High School will be connected to the new Workforce Development Coach for a workforce planning assessment. The Workforce Development Coach will assess each student's plans beyond high school graduation, conduct skills assessments, promote local vocational training programs, educate students and parents about scholarships offered by DCOA, enroll students in vocational training programs, and provide one-on-one case management support to ensure students are successfully completing their chosen programs. ***\*All students will be enrolled in vocational training programs which provide training for jobs that fall within the eligible list of North American Industry Classification System (NAICS) sectors.***
- DCOA will provide funding to pay the salary and benefits for the full-time Workforce Development Coach along with some additional program support. Abilene Industrial Foundation's Director of Talent Development will collaborate with the Workforce Development Coach by tracking available scholarship dollars from DCOA, conducting industry mapping, researching career pathways, and identifying recommended courses for students to successfully complete their chosen vocational training programs.

### **Partnership Objectives:**

- Abilene Industrial Foundation will provide available DCOA scholarship amounts and marketing materials (industry mapping, career pathways, recommended courses, etc.) to the Workforce Development Coach to help CIS recruit students for vocational training programs.
- CIS will recruit high school students from Abilene High, Cooper High, and Wylie High to enroll in local vocational training programs.
- CIS will help students and parents successfully access DCOA scholarship funds and other financial aid in preparation for entry into local vocational training programs.
- CIS will provide one-on-one case management services to students enrolled in vocational training programs to help them successfully complete their training certifications.
- CIS will collaborate with Workforce Solutions to educate students about potential job opportunities and salaries available upon completion of their chosen vocational training programs.

**Communities In Schools of the Big Country & Development Corporation of Abilene  
A Collaborative Partnership Proposal**

**Performance Measures:**

- Total number of students enrolled in vocational programs.
- Total number of vocational training certificates completed by students.

\*The goal will be for the Workforce Development Coach to have a case load of 100 students participating in vocational training programs each year (40-Abilene High students; 40-Cooper High students; 20-Wylie High students).

**Placement Timeline:**

- February 15 - Establish MOU between CIS and DCOA
- February 15 - Post Workforce Development Coach job opening
- April 3 - Start date for Workforce Development Coach
- September 15 - Semi-Annual report due to DCOA
- March 15, 2018 - Semi-Annual report due to DCOA
  - Year 1 - 50 students enrolled in vocational training programs for Summer/Fall 2018; Program positioned to increase the number of enrolled students to 100 for Summer/Fall 2019

**Annual Budget:**

Item	Amount	Investing Partner
Salary - Workforce Development Coach	35,000	DCOA
Benefits - Workforce Development Coach	9,400	DCOA
CIS Administrative Support	5,000	DCOA
Office Space (Cisco College)	2,400	Cisco
Employee On-Boarding (background check, etc.)	250	CIS
Office Equipment (computer, etc.)	1,500	CIS
Office Supplies	500	CIS
Mileage Reimbursements	1,500	CIS
Student Support (work clothing, transportation, etc.)	2,500	CIS
<b>Total Cost</b>	<b>58,050</b>	
DCOA Investment	49,400	
CIS Investment	6,250	
Cisco Investment	2,400	

\*Communities In Schools of Houston serves as a model of success for collaboration between a CIS program and a local community college. CIS of Houston has partnered with Lone Star College and Houston Community College since 2010 helping high school students transition into college and successfully complete 2-year associate degree programs. The organization works on 4 campuses (Lone Star Campuses - Greenspoint, Thorne, & Victory; Houston Community College Campuses - Spring Branch). Over a 6-year period, they have case managed 1,121 students and helped 65% of them continue enrollment or successfully graduate (729).

**Abilene Independent School District**

241 Pine Street • Abilene, Texas 79601 • (325) 677-1444

Wednesday, December 14, 2016

Kent Sharp  
Develop Abilene, Chief Executive Officer  
174 Cypress St., Ste. 301  
Abilene, TX 79601

Mr. Kent Sharp & Board of Directors:

I am pleased to see your commitment toward developing a workforce development pipeline in our community. Your objective to train students strategically creates an opportunity for them to transition from our high school classrooms into vocational training programs where they can learn a skill and prepare to go to work in a relatively short period of time. This kind of "opportunity infrastructure" can ultimately result in measurable economic impact for our students and local economy.

Abilene ISD has enjoyed a partnership with Communities In Schools of the Big Country (CIS) since 2001. They provide a Student Success Coach for each of our middle school and high school campuses to help students with at-risk indicators improve their school performance in the areas of attendance, academics, and behavior. I encourage you to give serious consideration to partnering with them on adding a Workforce Development Coach who can help expand your reach on our high school campuses to help students transition into vocational training programs offered by local colleges. Each school year CIS is responsible for providing student support services to over 300 of our high school students and their performance measures prove they have the relationships with students to help guide them into the kinds of workforce development opportunities the DCOA and Abilene Industrial Foundation is interested in promoting and supporting.

Abilene is a great community that believes in surrounding our students with support to help them achieve success in school and life. A collaborative partnership between Abilene ISD, Communities In Schools, and Develop Abilene would be reflective of the vision we hold for our students. Please contact me if you need any additional information about our partnership with CIS at (325) 677-1444 ext. 7639 or [david.young@abileneisd.org](mailto:david.young@abileneisd.org). Thank you for the work you do in our community.

Sincerely,



David Young, Ph.D.  
Superintendent of Schools

6.8

# WYLIE INDEPENDENT SCHOOL DISTRICT

Wednesday, December 14, 2016

6251 Buffalo Gap Road  
Abilene, Texas 79606  
(325) 692-4353

Kent Sharp  
Develop Abilene, Chief Executive Officer  
174 Cypress St., Ste. 301  
Abilene, TX 79601

Mr. Kent Sharp & Board of Directors:

Students in Wylie ISD have many interests after they graduate high school. Many of them transition into 4-year liberal arts colleges and some go on to serve our country in the military. While we celebrate those who have definite plans after high school, we want to be mindful of those who may not see a four-year degree in their future. We believe these students can also enjoy rewarding careers through various vocational opportunities offered by local employers such as Rentech and AbiMar. To gain access to these opportunities, these students still need to obtain training certifications that are offered by our local colleges.

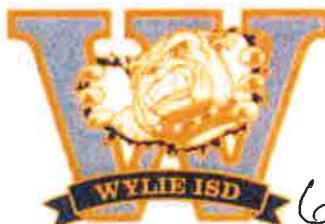
Communities In Schools of the Big Country is the kind of organization that can help you link these students to vocational training programs. They have worked in partnership with our district for two years and have done outstanding work with at-risk students on our high school, junior high, and middle school campuses. They specialize in building relationships with students and helping them establish goals to improve attendance, academics, and behavior. By adding a Workforce Development Coach, they could expand their focus to help our high school students get into vocational training programs and prepare to go to work for local companies who need trained employees.

Please consider partnering with them to help you achieve your objective of providing scholarships for students who want to pursue vocational training through our local colleges. It's a win-win situation for all of us. It will help our students learn to take advantage of the available opportunities and it will help you achieve your goal of developing a broader workforce training pipeline for local employers. Please feel free to contact me if you need any additional information about our partnership with CIS at (325) 692-4353 or [jlight@wylie.esc14.net](mailto:jlight@wylie.esc14.net). Thank you.

Sincerely,



Joey Light  
Wylie ISD, Superintendent



6.9

**RESOLUTION NO. DCOA-2017.04**

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. ("DCOA"), ABILENE, TEXAS AUTHORIZING FUNDING FOR COMMUNITIES IN SCHOOLS ("CIS") TO ASSIST WITH EXPANSION OF A VOCATIONAL TRAINING PROGRAM FOR ABILENE HIGH SCHOOL STUDENTS.

WHEREAS, there exists in Abilene the glaring need for the development of a sustainable, high quality industrial workforce training program for Abilene and Taylor County to meet the needs of existing and future employers in our area; and,

WHEREAS, in 2015 the DCOA approved \$40,000 to participate in the Industrial Workforce Training Program for Taylor County high school juniors and senior that focuses on training in the areas of HVAC, plumbing, electrical, welding and industrial maintenance plus \$30,000 as a match for a grant to purchase equipment necessary for the industrial maintenance module; and,

WHEREAS, the Industrial Workforce Training Program in Taylor County is in the second year of training area high school students; and,

WHEREAS, the partners involved in the Industrial Workforce Training Program have ascertained a strong need to boost student awareness, guidance and counseling for the Industrial Workforce Training Program to facilitate greater numbers of students enrolled in said program; and,

WHEREAS, Communities in Schools of the Big Country (CIS) works to give students support to finish high school and achieve success in life by working with students on the campuses of Abilene, Cooper and Wylie High Schools, in addition to the middle schools, giving them one-on-one case management to improve attendance, academics scores and behavior; and,

WHEREAS, the Abilene Industrial Foundation and CIS are proposing a partnership with the DCOA to pay the salary and benefits for a full-time Workforce Development Coach (Coach) plus administrative support, which will assess each case-managed high school student's plans beyond graduation, conduct skills assessments, promote local vocational training programs, enroll the student in a vocational training program, if warranted, and provide one-on-one support to ensure the student successfully completes the chosen program; and

WHEREAS, the Coach will also help the student take advantage of the Industrial Workforce Training Program money provided by the DCOA for programs in electrical, plumbing, maintenance, welding and HVAC through Cisco College; and,

WHEREAS, currently, CIS does not have funding for an additional counselor to raise awareness, guidance and counseling for post-secondary career counseling and requests the DCOA provide \$49,400 for one year to compensate a full time Workforce Development Coach beginning in April of 2017; and

WHEREAS, staff requests the DCOA adopt \$24,700 to compensate the full time Workforce Development Coach, employed by CIS, from April 1, 2017 through September 30, 2017 and an additional \$49,400 to compensate the Coach from October 1, 2017 through September 30, 2018, at which time the DCOA will have evaluated the success of this position and the need to continue or discontinue said

position and other funding sources for the position.

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

- PART 1.** DCOA authorizes total funding of Seventy-Four Thousand One Hundred and no/100's Dollars (\$74,100.00) to cover the salary, benefits and administrative support for a new Workforce Development Coach to be employed by CIS; 1) \$24,700 for the period April 1, 2017 through September 30, 2017, and, 2) \$49,400 for the period October 1, 2017 through September 30, 2018, at which time the DCOA will have evaluated the success of this position and the need to continue or discontinue said position and other funding sources for the position
- 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 18th day of January, 2017.

ATTEST:

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John Beckham  
Secretary/Treasurer

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Dave Copeland  
President

APPROVED:

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Mark Zachary, Attorney

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6.11



**DEVELOPMENT CORPORATION OF ABILENE**  
**BOARD AGENDA**  
**MEETING DATE: January 18, 2017**

**PROJECT:** Additional Funds for the Industrial Workforce Training Program Administered by Cisco College

**STAFF:** Kent Sharp, CEO

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**BACKGROUND:**

There is a need for the development of a sustainable, high quality industrial workforce training program for Abilene and Taylor County to meet the needs of existing and future employers in our area. Such a program must be ongoing year after year to address the consistent low unemployment rate of Abilene and Taylor County combined with the deficiency of local workforce participants trained in certain industrial workforce skills. Past and current models in other parts of the state and country, which seem to be the most effective, are composed of partnerships between local training institutions such as community colleges and technical colleges, independent school districts, local workforce boards and local economic development corporations. Each partner brings an important element to the effort.

On June 23, 2015, the DCOA approved resolution DCOA-2015.14 authorizing participation with Taylor County school districts and Cisco College beginning with the fall semester of 2015 and funding of \$40,000 for an Industrial Workforce Training program for high school juniors and seniors that focuses on training in the areas of HVAC, plumbing, electrical, welding and industrial maintenance. These five curriculum modules have been identified to target demand occupations in our area, which pay a higher starting wage to trained employees versus candidates without these skill sets.

On August 11, 2015, the board approved resolution DCOA-2015.17 authorizing \$30,000 as match grant funds for the purchase of specialized equipment needed to conduct the industrial maintenance module of the Program. The equipment was purchased and DCOA paid its match in February of 2016.

Of the \$40,000 initially approved in 2015, a total of \$33,544 has been reimbursed to Cisco College for 111 high school students trained under this program as follows:

Semester	HVAC	Plumbing	Electrical	Welding	Industrial Maintenance
Fall 2015	8	0	11	10	0
Spring 2016 (including 7 Trent ISD students)	7	0	9	23	0
Fall 2016 (including 1 Jim Ned ISD student)	12	0	14	17	0
TOTAL	27	0	34	50	0

**REQUEST:**

There is \$6,456 unfunded from the initial \$40,000 approved. During the Spring semester of 2017, Cisco College saw an increased number of enrolled students in the program, thus creating a shortfall of funds to cover tuition, supplies, books and fees. The shortfall is estimated at \$8,000.



In a separate item to be considered by the DCOA, a request is being made to fund a full-time Workforce Development Coach to be employed by Community in Schools of the Big Country (CIS). If funded and employed, this position will start in April of 2017. The new Workforce Development Coach will also give the DCOA and its partners a much better estimate of the number of students to be enrolled in the Industrial Workforce Training Program for the Fall 2017 and Spring 2018 semesters, at which time a funding request will be made for those semesters.

**FUNDING IMPACT:**

Additional funding for tuition, supplies, books and fees for Spring 2017 semester	\$8,000
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**RECOMMENDATION:**

Staff recommends approval of resolution DCOA-2017.05 authorizing additional funds of \$8,000 for additional students enrolled in the Industrial Workforce Training Program for Spring semester of 2017.

**ATTACHMENTS:**

Resolution DCOA-2017.05

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**RESOLUTION NO. DCOA-2017.05**

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. ("DCOA"), ABILENE, TEXAS AUTHORIZING ADDITIONAL FUNDING FOR THE INDUSTRIAL WORKFORCE TRAINING PROGRAM ADMINISTERED BY CISCO COLLEGE IN PARTNERSHIP WITH TAYLOR COUNTY SCHOOL DISTRICTS

WHEREAS, there exists in Abilene the glaring need for the development of a sustainable, high quality industrial workforce training program for Abilene and Taylor County to meet the needs of existing and future employers in our area; and,

WHEREAS, such a program must be ongoing year after year to address the consistent low unemployment rate of Abilene and Taylor County combined with the deficiency of local workforce participants trained in certain industrial workforce skills; and,

WHEREAS, this continuing program must be able to have the flexibility to add curriculum modules over time as well as remove certain curriculum modules to adequately address the changing industrial demand occupations in our area; and,

WHEREAS, a local economic development corporation, such as the DCOA, can provide funding in a sustained manner to ensure the program does not terminate after a certain time period, which is often the case when these efforts are dependent on a one time grant from the federal or state government; and,

WHEREAS, initially, for Abilene and Taylor County, five curriculum modules have been identified to target demand occupations in our area which pay a higher starting wage to trained employees, and they include welding, plumbing, HVAC, electrical and industrial maintenance; and,

WHEREAS, on June 23, 2015, the DCOA approved resolution DCOA-2015.14 authorizing participation with Taylor County school districts and Cisco College beginning with the fall semester of 2015 and funding of \$40,000 for the Industrial Workforce Training Program for high school juniors and seniors; and,

WHEREAS, on August 11, 2015, the board approved resolution DCOA-2015.17 authorizing \$30,000 as match grant funds for the purchase of specialized equipment needed to conduct the industrial maintenance module of the Program; and,

WHEREAS, of the \$40,000 initially approved in 2015, a total of \$33,544 has been reimbursed to Cisco College for 111 high school students trained under this program for the Fall 2015, Spring 2016 and Fall 2016 semesters, which leaves \$6,456 unfunded; and,

WHEREAS, for the Spring 2017 semester, AISD saw more students enrolled in these program modules than originally anticipated, thereby creating a shortfall of funds already approved by the DCOA for these students and programs; and,

WHEREAS, in a separate item to be considered by the DCOA on January 18, 2017, a request is being made to fund a full-time Workforce Development Coach to be employed by Community in Schools of the Big Country (CIS), and if funded and employed, this position will start in April of 2017; and,

WHEREAS, the new Workforce Development Coach will also give the DCOA and its partners a much better estimate of the number of students to be enrolled in the Industrial Workforce Training Program for the Fall 2017 and Spring 2018 semesters, at which time a funding request will be made for those semesters; and,

WHEREAS, staff requests the DCOA approve an additional \$8,000 to cover tuition, supplies, books and fees for the Spring 2017 semester.

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

- PART 1.** DCOA authorizes an additional Eight Thousand and no/100's Dollars (\$8,000.00) to cover tuition, supplies, books and fees for the extra, unanticipated Taylor County high school students enrolled in the Industrial Workforce Training Program through Cisco College for the Spring 2017 semester.
- 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 18th day of January, 2017.

ATTEST:

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John Beckham  
Secretary/Treasurer

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Dave Copeland  
President

APPROVED:

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Mark Zachary, Attorney

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