

## PUBLIC NOTICE

### DEVELOPMENT CORPORATION OF ABILENE, INC.

A regular meeting of the Development Corporation of Abilene, Inc. ("DCOA") will be held on Monday, December 10, 2018, at the Development Abilene conference room, 174 Cypress St., 3rd floor, Abilene, Texas, commencing at 10:00 a.m. to consider the following agenda:

SIGNED:

  
\_\_\_\_\_  
Kent Sharp, CEO

### AGENDA

December 10, 2018  
10:00 a.m.

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

1. Call the meeting to order.
2. Approval of minutes from the November 27, 2018 board meeting.
3. 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. Insurance claims including, but not limited to, contracts for roof replacement, roof repairs, roof design and roof monitoring services on Vine St. buildings located at 4009, 4109 and 4125 Vine St., and hangars and other structures at the Abilene Regional Airport, Abilene, Texas.
    - B. Prairie Dog Pet Products
    - C. Appointment of temporary and/or interim designee(s) for CEO duties and responsibilities
  2. 551.072 (Deliberations about Real Property)
    - A. Acquisition of parcels of land in West Abilene
    - B. Acquisition of land in Abilene, Texas for Project Cafe
  3. 551.074 (Personnel Matters)
    - A. Resignation of the CEO
    - B. Appointment of a temporary and/or interim designee(s) for CEO duties and responsibilities
    - C. Supplementary compensation for DCOA employees
  4. 551.087 (Business Prospect/Economic Development)
    - A. Texas Tech University Health Sciences Center
    - B. Haskell CISD and Hamlin ISD job training assistance
4. Discussion and possible approval of a six-month extension of the FY18 contract with Abilene Industrial Foundation.
5. Discussion and possible approval of a resolution authorizing match funds for implementation of the Joint Land Use Study (JLUS) at Dyess AFB.

6. Discussion and possible approval of a resolution authorizing assistance for Haskell CISD and Hamlin ISD for job training.
7. Discussion and possible approval of assistance to Texas Tech University Health Sciences Center, which includes a contract for sale of the building and parking lot at 842 and 834 Pine St., Abilene, TX, and all equipment located therein.
8. Discussion and possible approval of a resolution authorizing a contract with the Chamber of Commerce for 2020 Census resources.
9. Discussion and possible action to accept the resignation of CEO, Kent Sharp.
10. Discussion and possible approval of a resolution authorizing a temporary and/or interim designee(s) for CEO duties and responsibilities.
11. Discussion and possible approval of supplementary compensation for DCOA employees.
12. Discussion of the next monthly board meeting.
13. 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 7th day of December, 2018, at 10:00 a.m.

  
Deputy 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.**  
**BOARD MEETING MINUTES**  
**November 27, 2018**

**MEMBERS PRESENT:** John Beckham      Jack Rich      Vic Corley  
   Sam Vinson      Seaton Higginbotham

**STAFF PRESENT:**      Kent Sharp      Kim Tarrant

**GUESTS PRESENT:**      Shane Price – Abilene City Council; Greg Blair – AEP; Mark Zachary and Chris Shelton - McMahon Surovik Suttle, PC; Marjorie Knight – Finance Dept City of Abilene; Amy Whitmer, Marissa Thompson, Justin Jaworski, Brock New – Abilene Industrial Foundation; Gray Bridwell – Abilene Chamber Military Affairs Committee; Becky Green and Judy Wilhelm – Small Business Development Ctr; Kate Alvarez – Airport; Tim Chipp – ARN; Claire Krietz – KTAB

**1. CALL THE MEETING TO ORDER:** President John Beckham called the meeting to order at 1:33 p.m. at 174 Cypress St., 2nd floor conference room, Abilene Texas.

**2. PRESENTATION OF PROCLAMATION FROM CITY OF ABILENE TO FORMER BOARD SECRETARY/TREASURER GREG BLAIR:** Councilman Shane Price presented former Secretary/Treasurer Greg Blair with a Certificate of appreciation from the Mayor's office for his faithful and dedicated service to the Development Corporation of Abilene and the City of Abilene.

**3. PRESENTATION BY PRESIDENT JOHN BECKHAM TO FORMER BOARD SECRETARY/TREASURER GREG BLAIR:** President John Beckham presented former board Secretary/Treasurer Greg Blair with a plaque of appreciation from the DCOA for his service on the DCOA Board.

**4. WELCOME REMARKS TO NEW BOARD MEMBER SAM VINSON:** President John Beckham welcomed the newly appointed board member Sam Vinson to the DCOA board. Mr. Vinson is President of Pine Street Capital.

**5. ELECTION OF SECRETARY/TREASURER:** Seaton Higginbotham moved to elect Vic Corley as Secretary/Treasurer of the DCOA board. Jack Rich seconded and the motion carried.

**6. APPROVAL OF MINUTES FROM THE OCTOBER 15, 2018 BOARD MEETING:** Seaton Higginbotham moved to approve the minutes from the October 15, 2018, board meeting. Vic Corley seconded and the motion carried.

**7. SALES TAX REPORT FOR NOVEMBER 2018 AND PRELIMINARY FINANCIAL REPORT FOR SEPTEMBER 2018:** Marjorie Knight with the Finance Department presented the sales tax report for November 2018. The sales tax rebate for November is \$4,230,996, which represents September sales. Economic Development received \$1,057,749, which is 9.67% above last year and 7.52% above the projected FY19 budget amount. For the period October through November, sales tax is 8.09% above last year and 5.97% above the approved FY19 budget amount. The DCOA's total current assets as of September 30, 2018, were \$27,092,565. The September revenues totaled \$1,001,258 and total expenditures were \$1,964,211 with \$1,597,517 being spent on twelve different projects.

**8. PRESENTATION OF ANNUAL REPORTS FOR FISCAL YEAR ENDED SEPTEMBER 30, 2018 BY: TEXAS TECH UNIVERSITY SMALL BUSINESS DEVELOPMENT CENTER, ABILENE INDUSTRIAL FOUNDATION, ABILENE CHAMBER OF COMMERCE MILITARY AFFAIRS COMMITTEE, AND CITY OF ABILENE AIRPORT BUSINESS DEVELOPMENT MANAGER:**

**Texas Tech University Small Business Development Center (SBDC):** Judy Wilhelm presented the annual report for FY18. In FY18 over \$10,000,000 was spent in assisting small businesses in a 15-county area, with 209 jobs created and approximately 115 hours in free business training. They are still operating on a 35% budget decrease levied by the state legislature on all state institutions. Excited to be one of the partners of the BE in Abilene program, the SBDC will continue to work with the winners for the next couple of years. Ms Wilhelm has assumed the leadership of the Northwest Texas SBDC but is still considered the Regional Director in Abilene. In the meantime, Becky Green has become the interim director in Abilene.

**Abilene Industrial Foundation (AIF):** Justin Jaworski presented the annual report for FY18. The last half of the fiscal year was well received with many leads on new businesses. This was also the first year of the BE in Abilene program, consisting of a team effort with different organizations, including ACU's Griggs Center and the SBDC. Two winners were awarded \$100,000 each, and with this program we can help seed the next generation. The business retention and expansion (BRE) program continues, with the AIF making contact with the primary employers and then continuing to stay engaged with these businesses. Most are voicing strong, healthy futures and all participants in the program say they have grown their employment by 5-10%. Over the summer the AIF worked to transition the *NEXT*University program to a permanent home with the AISD. Last, there has been good feedback on DCOA's acquisition of the former Zoltek properties since this tends to be an ongoing issue with landing businesses who want to see existing buildings.

**Abilene Chamber of Commerce Military Affairs Committee (MAC):** Gray Bridwell presented the annual report for FY18. The focus over the last year was mainly on the B21 program and getting it to Dyess Air Force Base (Dyess). In addition to the B21's we also want the formal training unit (FTU) to be located at Dyess. A piece of the puzzle is to keep the B1's viable until the B21 is here. In pursuit of the FTU, MAC worked with Congressman Arrington's office, Senator Cruz and Senator Cornyn's office to provide a letter to the Secretary of the Air Force (which was sent out) noting Dyess' attributes; air space, good training weather and runway length. A similar bipartisan letter was sent out by the Texas delegation stating that the FTU should be located at Dyess. Both letters were received very well by the Secretary of the Air Force.

**City of Abilene Airport Business Development (ABI):**

Kate Alvarez, Marketing and Development Manager for the Abilene Regional Airport presented their FY18 annual report. Enplanements are down, and seat capacity is down by 300 per month. There have been meetings with five different airlines this year, which were positive. There are reasons why a second airline would be successful here. We have an 83% load factor with the national average sitting at 68%. Airfare is \$85 more for one-way trip than the national average. ABI was recently unsuccessful at being awarded a Small Community Air Service Development program grant.

**9. PRESENTATION AND POSSIBLE APPROVAL OF THE FY18 ANNUAL REPORT OF ACTIVITIES OF THE DEVELOPMENT CORPORATION OF ABILENE, INC.:** Kent Sharp, CEO of the DCOA presented the DCOA's FY18 Annual Report of Activities. The report presents historical sales tax collection data from 2009 to present that indicates 2018 being the best year at \$11.45 million dollars for the DCOA. Also presented are the average weekly wages in the US and Texas plus counties that we compete with in economic development. The low unemployment rate is good for the economy but presents difficulties when trying to recruit new businesses.

Projects consist of: 1) Sale of 1325 Pine St. known as AbLabs to Hardin Simmons University for expansion of their physical therapy program. Future enrollment is anticipated to reach 50 students, 2) Access Business Park Phase I development and the first tenant, BrightFarms code named Project Ladybug. The project was anticipated to begin in January and has been pushed back to March 2019, 3) NEXT Lab with Abilene Christian University (ACU) is a research and development project that involves the use of molten salt to cool a thorium-powered reactor. The reactor is not here, but the molten salt loop and all the research and development are at ACU, and 4) DCOA's purchase of the former Zoltek properties after a year of negotiations and due diligence activities. The property was purchased for \$5 million and includes 52 acres and three industrial buildings totaling about 280,000 sq ft. Clean up of two structures is anticipated to cost about \$1 million. This purchase represents great potential for growth in the Five Points Business Park.

Jack Rich made a motion to accept the DCOA FY18 annual report as presented. Seaton Higginbotham seconded and the motion passed. The annual report will be presented to the City Council in December.

**10. EXECUTIVE SESSION – SESSION 1:** 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.

John Beckham announced the date is November 27, 2018, and the time is 2:18 p.m. Later, President Beckham announced the date is still November 27, 2018, and the time is 3:51 p.m. No vote or action was taken in Executive Session.

**11. DISCUSSION AND POSSIBLE APPROVAL OF A FY 19 CONTRACT WITH ACU GRIGGS CENTER FOR BE IN ABILENE PROGRAM:** Kent Sharp, CEO of the DCOA, requested approval of the contract with ACU's Griggs Center (handed out during the meeting) for administration of the BE in Abilene entrepreneurship program. Funding of \$35,000 was previously approved in the FY19 budget.

Before a vote was taken, Mark Zachary spoke briefly about the laws governing conflict of interest with regard to DCOA board members.

Jack Rich abstained from voting due to his affiliation with ACU. Seaton Higginbotham moved to approve the FY19 contract with ACU Griggs Center. Sam Vinson seconded and the motion passed.

**12. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A CONTRACT WITH ABILENE EDUCATION FOUNDATION FOR ADMINISTRATION OF THE NEXTUNIVERSITY PROGRAM:** Kent Sharp presented resolution DCOA-2019.01 authorizing a contract with the Abilene Education Foundation (AEF) and funds up to \$51,437.00. This contract replaces the previous contract with Communities in Schools (CIS). The program ensures students are enrolled in classes, attend classes and follow the timeline for completion with the goal of transitioning into a good-paying job after graduation.

Marissa Thompson, Abilene Industrial Foundation Director of Talent Development, spoke about *NEXT*University and the purpose of providing financial assistance to high school students with the goal of graduating with a training certificate that will allow them to move directly into the workforce. Communities in Schools administered the first two years of the program, and this year the Abilene Education Foundation will take over the administration. This gives the Workforce Development Coach access to parents, students and resources within the AISD. We hope to eventually make this a stand-alone program so it will be recognized as *NEXT*University.

Jack Rich moved to approve resolution DCOA-2019.01 authorizing a contract with Abilene Education Foundation. Seaton Higginbotham seconded and the motion passed.

**13. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING ASSISTANCE FOR PROJECT COLUMN 2:** Kent Sharp requested approval of DCOA-resolution 2019.03, authorizing financial assistance up to \$1,035,000 for Project Column 2 as described in the resolution handed out. Project Column 2 is a local company providing jobs with an average annual salary of over \$50,000 that will expand its corporate headquarters operation. The expansion is estimated to cost \$6,900,000.00 and will be a substantial economic boost both directly and indirectly.

Seaton Higginbotham moved to approve DCOA-resolution 2019.03 authorizing an incentive package for Project Column 2. Jack Rich seconded and the motion passed.

**14. DISCUSSION OF NEXT MONTHLY BOARD MEETING:** President Beckham announced the next scheduled meeting of the DCOA would be Monday, December 10, 2018, at 10.00 a.m.

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

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John Beckham, President

2.4

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD AGENDA**  
**MEETING DATE: December 6, 2018**

**PROJECT: Abilene Industrial Foundation – FY 2018 Contract Extension**

**STAFF: Kent Sharp, CEO**

**GENERAL INFORMATION:**

Since 1990, the DCOA has contracted with the Abilene Industrial Foundation (AIF) to perform services on the DCOA's behalf that promote and market Abilene.

In August of this year, the board approved a FY19 budget that included funding for the AIF of \$692,275.

**SPECIAL CONSIDERATIONS:**

Due to unforeseen circumstances, the FY19 contract has not yet been approved by DCOA. Staff is working with the AIF to finalize the contract. In the meantime, staff requests the DCOA extend the FY18 contract by six (6) months to March 31, 2019 and authorize the new FY19 funds of \$692,275.

The FY18 contract expired on September 30, 2018 and included funding of \$648,275; 1) \$473,775 for operating expenses, and 2) \$174,500 for marketing activities. The total amount funded under the FY18 contract is \$588,368.48; 1) \$428,141 for operating, and 2) \$160,228 for marketing.

So far during FY19, \$53,623.89 was reimbursed to AIF for October '18 operating and marketing. November invoices haven't been submitted as of yet. Staff proposes the FY18 contract extension include the FY19 budget of \$692,275 as presented and approved by the DCOA

**FISCAL IMPACT:**

Actual FY18 expenses	\$ 588,368
Add FY19 budget amount	<u>\$ 692,275</u>
TOTAL	\$1,280,644

**STAFF RECOMMENDATION:**

Staff recommends the Board approve an amendment to the FY18 contract with the Abilene Industrial Foundation that extends the expiration to March 31, 2018 and provides for the FY19 budget amount as presented and approved by the DCOA board. The board also authorizes the CEO to execute the contract amendment on DCOA's behalf.

**ATTACHMENT:**

First Amendment to AIF FY18 contract

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/Abilene Industrial Found FY18 6-mo ext 12-06-18 docx>

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<https://dcoas.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/Abilene Industrial Found FY18 6-mo ext 12-06-18 docx>



**FIRST AMENDMENT TO CONTRACT BETWEEN  
DEVELOPMENT CORPORATION OF ABILENE, INC.  
AND  
ABILENE INDUSTRIAL FOUNDATION, INC.**

This agreement amends the FY18 contract effective October 1, 2017, by and between the **Development Corporation of Abilene, Inc. (“DCOA”)**, by and acting through its Chief Executive Officer with headquarters located at 174 Cypress St., Ste. 301, Abilene, Texas, 79601, and **Abilene Industrial Foundation, Inc. (“AIF”)**, located at 174 Cypress St., Ste. 300, Abilene, Texas, 79601 (the “Contract”).

WHEREAS, the Contract provides that DCOA will reimburse AIF up to \$648,275 (\$473,775 for operating and \$174,500 for marketing) through September 30, 2018, for promoting and marketing Abilene. This amendment is effective September 30, 2018, and amends the Contract by extending the expiration of the contract by six (6) months to March 31, 2019.

NOW THEREFORE, THE DEVELOPMENT CORPORATION OF ABILENE, INC. AND THE ABILENE INDUSTRIAL FOUNDATION, INC. AGREE TO AMEND THE CONTRACT AS FOLLOWS:

1. Section “II. Duties” subsection A.1. is hereby amended as follows:

1. Reimburse AIF for certain funds expended for operation of the AIF associated with promoting and marketing Abilene and vicinity in an amount not to exceed One Million Two Hundred Eighty Thousand Six Hundred Forty-Four and no/100’s Dollars (\$1,280,644.00) in accordance with the actual FY18 expenses and the FY19 budget attached hereto as Exhibit A. Funding described herein shall be limited to activities beginning October 1, 2017 and ending on March 31, 2019, as follows:

- Operating expenses \$945,916
- Marketing activities \$334,728

Expenses shall be reimbursed to the AIF no later than 14 days after receipt of invoices detailing eligible expenses incurred, subject to reimbursement under this contract.

2. Section “III. Duration, Termination” is hereby amended as follows:

This contract may be terminated by the DCOA or AIF in whole, or from time to time, in part, upon good cause and whenever such termination is in the best interest of the DCOA or the AIF. Termination will be effective 60 days after delivery of Notice of Termination specifying to what extent performance or work under the contract has been terminated and specifying that the contract shall be terminated 60 days after receipt by the notified party. If no notice of termination is received from either party prior to February 1, 2019, this contract expires without notification on March 31, 2019.

3. All other terms and conditions of the Contract that are not hereby amended are to remain in full force and effect.

Development Corporation of Abilene, Inc.

Abilene Industrial Foundation, Inc.

By: \_\_\_\_\_  
Kent Sharp, CEO

By: \_\_\_\_\_  
Douglas Peters, President and CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Mark Zachary, Attorney

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Annual Contracts/Abilene Industrial Foundation/FY 2019/Amendment A to FY18 AIF Contract eff 09-30-18.doc>

EXHIBIT A  
**Abilene Industrial Foundation**  
 Budget Comparison

	2018-2019 Budget	2017-2018 Budget	Net Change
<b>Income</b>			
DCOA Operating	\$ 517,775	\$ 473,775	\$ 44,000
DCOA Marketing	\$ 174,500	\$ 174,500	\$ -
Fund Drive	\$ 100,000	\$ 67,500	\$ 32,500
Other Income	\$ -	\$ -	\$ -
<b>Total Income</b>	<b>\$ 792,275</b>	<b>\$ 715,775</b>	<b>\$ 76,500</b>
<b>Expenses</b>			
<b>Programs and Services Expenses</b>			
Equipment Purchases	\$ 3,600	\$ 3,600	\$ -
Prospect Development	\$ 60,000	\$ 60,000	\$ -
Special Functions	\$ 1,000	\$ 1,000	\$ -
<i>Fund Drive Expenses*</i>	\$ 500	\$ 500	\$ -
<i>New Initiatives*</i>	\$ 29,000	\$ -	\$ 29,000
<b>Marketing Expenses</b>			
Advertisements	\$ 25,000	\$ 25,000	\$ -
BE in Abilene	\$ 20,000	\$ -	\$ 20,000
Marketing Materials	\$ 25,000	\$ 25,000	\$ -
Website	\$ 2,500	\$ 2,500	\$ -
Memberships and Affiliations	\$ 15,000	\$ 10,000	\$ 5,000
Public Relations	\$ -	\$ -	\$ -
Local Communications	\$ 6,000	\$ 6,000	\$ -
Direct Mail	\$ 1,000	\$ 1,000	\$ -
Site Consultant Activity	\$ 25,000	\$ 25,000	\$ -
Business Retention Activity	\$ 15,000	\$ 25,000	\$ (10,000)
Trade Shows and Conferences	\$ 20,000	\$ 30,000	\$ (10,000)
Workforce Marketing	\$ 20,000	\$ 25,000	\$ (5,000)
<b>Total Marketing Expenses</b>	<b>\$ 174,500</b>	<b>\$ 174,500</b>	<b>\$ -</b>
<b>Total Programs and Services Expenses</b>	<b>\$ 268,600</b>	<b>\$ 239,600</b>	<b>\$ 29,000</b>
<b>Administrative Expenses</b>			
Accounting	\$ 9,600	\$ 9,600	\$ -
Auditing & Legal	\$ 2,000	\$ 2,000	\$ -
Automobile	\$ 1,000	\$ 1,000	\$ -
Office Supplies	\$ 3,600	\$ 3,600	\$ -
Repair & Maintenance	\$ 1,000	\$ 1,000	\$ -
Postage	\$ 2,000	\$ 2,000	\$ -
Printing	\$ 2,000	\$ 2,000	\$ -
Telephone & Internet	\$ 8,000	\$ 8,000	\$ -
Rental of Facility	\$ 26,000	\$ 26,000	\$ -

**Abilene Industrial Foundation**

**Budget Comparison**

Property Tax	\$ 500	\$ -	\$ 500
Equipment Rental	\$ 2,200	\$ 2,200	\$ -
Dues & Subscriptions	\$ 3,000	\$ 3,000	\$ -
Travel & Professional	\$ 5,800	\$ 5,800	\$ -
Property Insurance	\$ 2,625	\$ 2,625	\$ -
Liability Insurance	\$ 600	\$ 600	\$ -
Sundry*	\$ 2,000	\$ 2,000	\$ -
Computer Services	\$ 4,000	\$ 4,000	\$ -
<b>Total Administrative</b>	<b>\$ 75,925</b>	<b>\$ 75,425</b>	<b>\$ 500</b>
<b>Staff Expenses</b>			
Contract Services/Temporary Services	\$ 3,600	\$ 3,600	\$ -
Salaries	\$ 305,000	\$ 261,000	\$ 44,000
Payroll Tax	\$ 20,500	\$ 20,500	\$ -
Group Insurance	\$ 28,000	\$ 28,000	\$ -
Retirement	\$ 15,000	\$ 15,000	\$ -
Unemployment Tax	\$ 850	\$ 850	\$ -
Worker's Comp	\$ 1,800	\$ 1,800	\$ -
Professional Development	\$ 5,000	\$ 5,000	\$ -
Governmental Affairs/Legislative	\$ 68,000	\$ 65,000	\$ 3,000
<b>Total Staff Expenses</b>	<b>\$ 447,750</b>	<b>\$ 400,750</b>	<b>\$ 47,000</b>
<b>Total Expenses</b>	<b>\$ 792,275</b>	<b>\$ 715,775</b>	<b>\$ 76,500</b>
<b>Net Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD AGENDA**  
**MEETING DATE: DECEMBER 10, 2018**

**PROJECT: JLUS Implementation Grant**

**STAFF: Kent Sharp, CEO**

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**GENERAL INFORMATION:**

Like most military installations, Dyess Air Force Base (DAFB) was originally located in a remote area due largely to the availability of land and for defense and security purposes. Over time people and businesses have moved closer to the base to take advantage of civilian job opportunities and to provide goods and services to support base operations resulting in land use conflicts between base operations and civilian development. Urban development near DAFB impacts operational effectiveness, training, and mission readiness; and, if allowed to go unregulated, the incompatible development may further compromise the base's utility and mission effectiveness.

Through joint, cooperative military and community planning, growth conflicts can be anticipated, identified, and prevented, which will help protect the base's military mission, public health, safety, quality of life and community economic stability. On December 17, 2014 the DCOA approved funding up to \$50,000 to cover the 10% contribution required of the City of Abilene as sponsoring entity for application to the U.S. Department of Justice Office of Economic Adjustment (OEA) for a cost-shared Community Planning Assistance grant to perform a Joint Land Use Study (JLUS).

The City of Abilene was awarded the Community Planning Assistance grant and hired Matrix Design Group, a consulting firm, to conduct the JLUS, which was completed then presented to and approved by Abilene City Council on July 26, 2018. The final cost for the JLUS is \$284,557.00 and the City is responsible for \$28,456.00, or 10%, of which \$12,839.00 is in-kind contribution of Don Green's, Director of Aviation, salary and benefits during the grant period. DCOA provided only \$15,617.00 to reimburse City for the remainder of its costs contributing to the required 10% match (\$28,456.00 - \$12,839.00).

**THE REQUEST**

Currently, the City of Abilene wishes to apply for an implementation grant in the amount of \$555,000.00 from the U.S. Department of Defense Office of Economic Adjustment (OEA), of which there must be a 10% match from the local community. The City may again count "in-kind" contributions as part of the local match. The implementation grant funds will be used to mitigate items found to be of concern in the JLUS.

The City of Abilene is requesting \$55,000.00 from the DCOA to count toward the 10% local match. This project is found to be acceptable as a Type A project *designed to attract new military missions, prevent the closure of existing missions, and redevelop a closed or realigned facility.*

**FISCAL IMPACT**

Up to \$55,000 for City's required 10% contribution net the value of City's in-kind contribution.

**STAFF RECOMMENDATION**

Staff recommends the board approve resolution DCOA-2019.05 authorizing funding of up to \$55,000 to cover the required 10% grant match for a JLUS study net the value of the City's in-kind contribution.

**ATTACHMENTS**

Resolution DCOA-2019.05

[https://dcoa.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/DCOA JLUS Implementation\\_KS Rev 12-10-18.doc](https://dcoa.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/DCOA JLUS Implementation_KS Rev 12-10-18.doc)

**RESOLUTION NO. DCOA-2019.05**

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. (DCOA), ABILENE, TEXAS AUTHORIZING PARTIAL MATCH FUNDING FOR A DEPARTMENT OF DEFENSE OFFICE OF ECONOMIC ADJUSTMENT GRANT TO PERFORM A JOINT LAND USE STUDY FOR DYESS AIR FORCE BASE.

WHEREAS, like most military installations, Dyess Air Force Base (DAFB) was originally located in a remote area due largely to the availability of land and for defense and security purposes; and,

WHEREAS, over time people and businesses have moved closer to the base to take advantage of civilian job opportunities and to provide goods and services to support base operations resulting in land use conflicts between base operations and civilian development; and,

WHEREAS, urban development near DAFB impacts operational effectiveness, training, and mission readiness; and, if allowed to go unregulated, the incompatible development may further compromise the base's utility and mission effectiveness; and,

WHEREAS, through joint, cooperative military and community planning, growth conflicts can be anticipated, identified, and prevented, which will help protect the base's military mission, public health, safety, quality of life and community economic stability; and,

WHEREAS, on December 17, 2014, DCOA approved resolution DCOA-2015.02 authorizing up to \$50,000 to cover the required 10% local match for the City of Abilene's application to the U.S. Department of Defense Office of Economic Adjustment (OEA) for a cost-shared Community Planning Assistance grant to perform a Joint Land Use Study (JLUS); and,

WHEREAS, the City of Abilene was awarded the Community Planning Assistance grant and hired Matrix Design Group, a consulting firm, to conduct the JLUS, which was completed then presented to and approved by Abilene City Council on July 26, 2018; and,

WHEREAS, the final cost for the JLUS was \$284,557.00 and the City was responsible for \$28,456.00, or 10%, of which \$12,839.00 was an in-kind contribution of Don Green's, Director of Aviation, salary and benefits during the grant period; and,

WHEREAS, DCOA provided only \$15,617.00 to reimburse City for the remainder of its costs contributing to the required 10% match (\$28,456.00 - \$12,839.00), resulting in unspent funds of \$34,383; and,

WHEREAS, the City of Abilene now wishes to apply for an implementation grant in the amount of \$555,000.00 from the U.S. Department of Defense OEA, of which there must be a 10% match from the local community of \$55,000; and,

WHEREAS, the implementation grant funds will be used to mitigate items found to be of concern in the JLUS; and,

WHEREAS, Staff proposes the board authorize funding up to \$55,000 to cover the short-fall of the required 10% contribution net the value of the City's in-kind contribution; and,

WHEREAS, the DCOA's Board of Directors finds that this project (a) is being implemented for the creation and retention of primary jobs, and (b) is suitable for the development, retention, or expansion of military facilities and promoting or supporting a military base.

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

**PART 1.** DCOA approves funding up to Fifty-Five Thousand and no/100's Dollars (\$55,000.00) to cover the 10% contribution required of the City of Abilene as sponsoring entity for application to the U.S. Department of Justice Office of Economic Adjustment (OEA) for a grant to mitigate items of concern identified in the Joint Land Use Study (JLUS).

DCOA funding is contingent upon approval by the Abilene City Council of application and award of the grant. Funding will only be required should the value of the City's in-kind contribution of staff time dedicated to the project fall short of the required 10% match for the grant.

**PART 2.** Funding under this resolution is contingent upon execution of all necessary agreements.

**PART 3.** The Chief Executive Officer of the Development Corporation of Abilene, Inc. or his designee is hereby authorized to negotiate, enter into and execute a final contract and all other related documents on behalf of the DCOA.

ADOPTED this the 10th day of December, 2018.

ATTEST:

\_\_\_\_\_  
Vic Corley  
Secretary/Treasurer

\_\_\_\_\_  
John Beckham  
President

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark S. Zachary, Attorney at Law



**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD AGENDA**  
**MEETING DATE: DECEMBER 10, 2018**

**PROJECT: Abilene Chamber of Commerce Census 2020 Effort**

**STAFF: Kent Sharp, CEO**

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**GENERAL INFORMATION:**

On March 1, 2008, the DCOA entered into a professional services contract with Melissa Boisvert of Abilene to perform certain services in an effort to conduct research, coordinate with the U.S. Census Department and develop a marketing plan and other tasks to achieve as complete a count of Abilene citizens as possible for the Census 2010.

The professional services contract with Ms. Boisvert outlined a total compensation for the basic services performed not to exceed Ninety-Eight Thousand Two Hundred Fifty and no/100's Dollars (\$98,250) plus reimbursable and other services expenses in the estimated amount of \$5,000. Ms. Boisvert completed the services outline in the contract and was duly compensated.

**THE REQUEST**

The DCOA again desires to contract with the Abilene Chamber of Commerce (ACOC) to conduct research and information gathering services, coordinate with the U.S. Census Department, develop a marketing plan and other tasks essential to accomplishing as complete a count of Abilene citizens as possible in the upcoming national decennial population count, and the ACOC will provide professional services to assist in achieving that objective.

This effort is anticipated to span a period of two years at a cost of \$100,000 with the first \$50,000 being paid to the ACOC in FY 2018-2019 and the remaining \$50,000 being paid to the ACOC in FY 2019-2020.

A complete scope of work and a complete set of measurable outcomes will be developed by the ACOC, in coordination with the City of Abilene and the DCOA and approved by the DCOA.

**FISCAL IMPACT**

\$100,000 to be allocated: \$50,000 in fiscal year 2018-2019 and \$50,000 in fiscal year 2019-2020.

**STAFF RECOMMENDATION**

Staff recommends the board approve resolution DCOA-2019.06 authorizing funding of \$100,000 to the Abilene Chamber of Commerce payable as \$50,000 in FY 2018-2019 and \$50,000 in FY 2019-2020.

**ATTACHMENTS**

Resolution DCOA-2019.06

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/DCOA Census Chamber Effort.doc>

8.1

**RESOLUTION NO. DCOA-2019.06**

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. (DCOA), ABILENE, TEXAS AUTHORIZING FUNDS TO THE ABILENE CHAMBER OF COMMERCE FOR EFFORTS ASSOCIATED WITH THE UPCOMING 2020 U.S. CENSUS.

WHEREAS, on March 1, 2008, the DCOA contracted with Melissa Boisvert of Abilene to perform certain services in an effort to conduct research, coordinate with the U.S. Census Department and develop a marketing plan and other tasks to achieve as complete a count of Abilene citizens as possible for the Census 2010; and,

WHEREAS, the contract with Ms. Boisvert outlined a total compensation for the basic services performed not to exceed \$98,250 plus reimbursable and other services expenses in the estimated amount of \$5,000; and,

WHEREAS, Ms. Boisvert completed the services outline in the contract and was duly compensated; and,

WHEREAS, DCOA desires to contract with the Abilene Chamber of Commerce (ACOC) to conduct research and information gathering services, coordinate with the U.S. Census Department, develop a marketing plan and other tasks essential to accomplish as complete a count of Abilene citizens as possible in the upcoming national decennial population count, and the ACOC will provide professional services to assist in achieving that objective; and,

WHEREAS, this effort is anticipated to span a period of two years at a total cost of \$100,000 with the first \$50,000 being paid to the ACOC in FY 2018-2019 and the remaining \$50,000 being paid to the ACOC in FY 2019-2020; and,

WHEREAS, DCOA staff requests the board authorize a contract with the Chamber of Commerce in the amount of \$100,000 for the 2020 Census project; and,

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

**PART 1.** DCOA approves a contract with the Abilene Chamber of Commerce and funding of One Hundred Thousand and no/100's Dollars (\$100,000.00) to conduct research and information gathering services, coordinate with the U.S. Census Department, develop a marketing plan and other tasks essential to accomplishing as complete a count of Abilene citizens as possible in the upcoming national decennial population count, 2020 Census.

The funds will be payable at \$50,000 in FY 2018-2019 and \$50,000 in FY 2019-2020.

**PART 2.** Funding under this resolution is contingent upon execution of all necessary agreements. The funding 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. or his designee is hereby authorized to negotiate, enter into and execute a final contract and all other related documents on behalf of the DCOA.

ADOPTED this the 10th day of December, 2018.

ATTEST:

\_\_\_\_\_  
Vic Corley  
Secretary/Treasurer

\_\_\_\_\_  
John Beckham  
President

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark S. Zachary, Attorney at Law

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Resolution/2019/2019.06 2020 Census efforts by Chamber 12-10-18 .docx>

Information for Item #6, #7, #10 and #11  
will be available during the board meeting

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