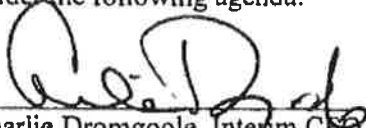


**PUBLIC NOTICE**

**DEVELOPMENT CORPORATION OF ABILENE, INC.**

A regular meeting of the Development Corporation of Abilene, Inc. will be held on Thursday, May 23, 2019, 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:

  
Charlie Dromgoole, Interim CEO

**AGENDA**

May 23, 2019  
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 April 16, 2019 board meeting.
3. Sales tax report for May 2019 and financial report for March 2019.
4. Presentation of semi-annual reports of activities for six months ended March 31, 2019, by:
  - America's Small Business Development Center at Texas Tech-Abilene
  - Abilene Chamber of Commerce for Military Affairs
  - City of Abilene Airport Business Development Management Program
  - Abilene Industrial Foundation
5. Discussion and possible approval of DCOA's semi-annual report of activities for six months ended March 31, 2019.
6. 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. Agreement for roof replacement, roof repairs, roof design and roof monitoring services on Vine St. buildings located at 4009, 4109 and 4125 Vine St.,
    - B. Agreements for roof replacement, roof repairs and roof design services for hangars and other structures at the Abilene Regional Airport.
    - C. Agreement for roof replacement design and engineering work for the buildings located at 1121, 1221 and 1249 Fulwiler Rd.
    - D. Lease negotiations for land and buildings/hangars at the Abilene Regional Airport.
  2. 551.072 (Deliberations about Real Property)
    - A. Acquisition of parcels of land in West Abilene
    - B. Sale/lease of property in Five Points Business Park
    - C. Acquisition of property and/or land in West Abilene (different property than that

- described in 2.A. above)
- D. Acquisition of property in central Abilene
3. 551.074 (Personnel Matters)
    - A. CEO Search Committee report
  4. 551.087 (Business Prospect/Economic Development)
    - A. BrightFarms project
    - B. Project Mayday
    - C. Project Lasso
    - D. Project Tidal Wave
    - E. Project Wildcat
7. Discussion and possible approval of a resolution authorizing funds for purchase of a utility bed pickup for use by DCOA's Construction Project and Property Manager.
  8. Discussion and possible approval of a resolution authorizing amended assistance to the Abilene Chamber of Commerce to accomplish as complete a count of Abilene citizens as possible in the upcoming national decennial population count, 2020 Census.
  9. Discussion of the Texas Economic Development Council's sales tax training workshop to be held in Abilene on August 23, 2019.
  10. Discussion of the next monthly board meeting.
  11. 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 17th day of May, 2019, at 2:20 p.m.

  
Shawna Atkinson, Interim 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**  
**April 16, 2019**

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

**STAFF PRESENT:**                          Charlie Dromgoole    Kim Tarrant

**GUESTS PRESENT:**      Diane Terrell                          Eide Bailly, LLP  
  Mark Zachary                          McMahon Surovik Suttle, PC  
  Chris Shelton                          McMahon Surovik Suttle, PC  
  Mike Rains                                  City of Abilene Finance  
  Justin Jaworski                          Abilene Industrial Foundation  
  Don Green                                  Abilene Regional Airport  
  Kate Alvarez                                  Abilene Regional Airport

- 1. CALL THE MEETING TO ORDER:** President John Beckham called the meeting to order at 1:33 p.m. at 174 Cypress St., 3<sup>rd</sup> floor conference room, Abilene, Texas.
- 2. APPROVAL OF MINUTES FROM THE MARCH 19, 2019 BOARD MEETING:** Seaton Higginbotham moved to approve the minutes from the March 19, 2019, board meeting. Jack Rich seconded, and the motion carried.
- 3. SALES TAX REPORT FOR APRIL 2019 AND FINANCIAL REPORTS FOR FEBRUARY 2019:** Mike Rains, Director of Finance for the City of Abilene, presented the sales tax report for April 2019. The sales tax rebate for April is \$3,346,830.29 which represents February sales. Economic Development received \$836,707.57, which is 4.71% above last year and 2.66% above the projected FY19 budget amount. Of this rebate, \$171,762.83 is from prior periods, audit payments, future payments and unidentified payments. For the period of October through April, sales tax is 1.09% above last year and 5.50% above the approved FY19 budget amount.

The DCOA's total current assets as of February 28, 2019 were \$31,781,971. The February revenues totaled \$1,302,754 and total expenditures were \$584,393 with \$316,477 being spent on nine different projects.
- 4. PRESENTATION OF THE FY18 FINANCIAL AUDIT CONDUCTED BY EIDE BAILLY, LLC:** Diane Terrell with Eide Bailly, LLC presented the DCOA's FY 18 audit report, which was conducted as part of the City of Abilene's annual audit.
- 5. EXECUTIVE SESSION I:** 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 John Beckham announced the date is April 16, 2019 and the time is 1:49 p.m. Later, President Beckham announced the date is still April 16, 2019 and the time is 2:25 p.m. No vote or action was taken in Executive Session.

**6. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING FUNDS TO THE ABILENE REGIONAL AIRPORT FOR AN AEROSPACE INDUSTRY CLUSTER STUDY:** Charlie Dromgoole, Interim CEO, introduced Don Green with the Abilene Regional Airport (Airport) to present the Aerospace Industry Cluster study proposal. Mr. Green explained it is anticipated that certain land within the Airport will be opened for commercial/industrial development. The City of Abilene is requesting funds up to \$55,000 (including \$7,000 for reimbursable costs) from the DCOA for the purpose of engaging Advisory Aerospace (AA) to conduct a Phase I study that will provide a preliminary understanding of aerospace businesses to target for possible development out at the Airport, Access Business Park and Five Points Business Park.

Jack Rich made the motion to approve resolution DCOA-2019.18 authorizing an agreement with the City of Abilene and funds up to \$55,000.00 (including \$7,000 for reimbursable costs) to engage Advisory Aerospace to perform a cluster development study for the Abilene Regional Airport. Seaton Higginbotham seconded and the motion passed.

**7. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A SETTLEMENT AGREEMENT WITH THE CITY OF ABILENE FOR THE TMLIRP INSURANCE CLAIM RESULTING FROM THE 2014 HAILSTORM:** Charlie Dromgoole presented a resolution (handed-out during the meeting) which allocates insurance claim proceeds to the DCOA by the City of Abilene (City). The proceeds are a result of the Settlement Agreement between the City and the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) regarding the damage caused by the June 2014 hailstorm that affected properties owned by the City and the DCOA.

Jack Rich made the motion to approve resolution DCOA-2019.13 approving the allocation of proceeds to the DCOA by the City of Abilene, which were received from the Settlement Agreement between the City of Abilene and TMLIRP, subject to City Council approval. Sam Vinson seconded and the motion passed.

**8. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING THE EXERCISE OF AN OPTION TO EXTEND AND/OR REVISE THE MASTER GROUND LEASE WITH THE CITY OF ABILENE FOR LAND AT THE ABILENE REGIONAL AIRPORT:** Charlie Dromgoole presented a resolution (handed-out during the meeting) requesting the extension and amendment to the master ground lease between the DCOA and City of Abilene for land at the Abilene Regional Airport. The DCOA entered into a Land Lease Agreement (Lease) in 2004 with the City of Abilene covering three (3) tracts of land on the Airport with DCOA-owned hangars located thereon known as Hangar 0, Hangar 2, and Hangar 3, which are all subleased to Eagle Aviation Services, Inc. (EASI). The Lease was executed to simplify property management at the airport by consolidating three individual land leases into one master lease and add the ground underneath the new Parts/Records storage building. The initial Lease term is fifteen (15) years to October 26, 2019, with two renewal options at ten (10) years each. If approved, this resolution will extend the Lease for another ten (10) years to October 26, 2029. This

resolution will also amend the Lease by adding the lease of City-owned Hangar 1 and the ground beneath it, which is also currently occupied by EASI.

Seaton Higginbotham moved to approve resolution DCOA-2019.19 authorizing an extension and amendment to the master ground lease with the City of Abilene for land at the Abilene Regional Airport for another ten (10) years to October 26, 2029. Vic Corley seconded and the motion passed.

**5. EXECUTIVE SESSION II:** 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 John Beckham announced the date is April 16, 2019 and the time is 2:45 p.m. Later, President Beckham announced the date is still April 16, 2019 and the time is 4:15 p.m. No vote or action was taken in Executive Session.

**9. DISCUSSION OF NEXT MONTHLY BOARD MEETING:** President Beckham announced the next scheduled meeting of the DCOA Board will be on Thursday, May 23, 2019, at 1:30 p.m.

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

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John Beckham, President

MEMORANDUM

May 8, 2019

**TO:** Robert Hanna, City Manager

**FROM:** Mike Rains, Director of Finance 

**SUBJECT:** May Sales Tax

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The sales tax rebate for May is \$4,379,699.44 which represents March sales. This is .87% below last year and 2.82% below the projected FY 19 budget amount. The breakdown of the rebate is \$3,284,774.58 to the General Fund and \$1,094,924.86 for economic development. Of this rebate, \$128,651.96 is from prior periods, audit payments, future payments, and unidentified payments. For the period of October through May, sales tax is .81% above last year and 4.24% above the approved FY 19 budget amount. I have requested the detail from the state.

Should you have any questions, please contact me.

**Cc:** Mindy Patterson, Deputy City Manager  
Michael Rice, Assistant City Manager

**CITY OF ABILENE  
SALES TAX COMPARISON**

Accounting Period Month	GENERAL FUND	ECONOMIC DEVELOPMENT	TOTAL	GENERAL FUND	ECONOMIC DEVELOPMENT	TOTAL
	Actual 2017-18	Actual 2017-18		Actual 2018-19	Actual 2018-19	
October	\$2,638,770.11	\$879,590.03	\$3,518,360.14	\$2,806,719.25	\$935,573.08	\$3,742,292.33
November	2,893,562.65	964,520.88	3,858,083.53	3,173,247.00	1,057,749.00	4,230,996.00
December	2,395,055.97	798,351.99	3,193,407.96	2,760,838.68	920,279.56	3,681,118.24
January	2,575,873.17	858,624.39	3,434,497.56	2,688,524.09	896,174.70	3,584,698.79
February	4,177,134.62	1,392,378.21	5,569,512.83	3,493,572.86	1,164,524.29	4,658,097.15
March	2,735,613.92	911,871.30	3,647,485.22	2,596,054.89	865,351.63	3,461,406.52
April	2,397,121.59	799,040.53	3,196,162.12	2,510,122.72	836,707.57	3,346,830.29
May	3,313,759.56	1,104,586.52	4,418,346.08	3,284,774.58	1,094,924.86	4,379,699.44
<b>YTD</b>	<b>\$23,126,891.59</b>	<b>\$7,708,963.85</b>	<b>\$30,835,855.44</b>	<b>\$23,313,854.07</b>	<b>\$7,771,284.69</b>	<b>\$31,085,138.76</b>
June	\$2,516,518.53	\$838,839.51	\$3,355,358.04			
July	2,657,731.10	885,910.37	3,543,641.47			
August	3,342,578.36	1,114,192.79	4,456,771.15			
September	2,693,312.20	897,770.73	3,591,082.93			
	<u>\$34,337,031.78</u>	<u>\$11,445,677.25</u>	<u>\$45,782,709.03</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.

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

<b>Accounting Period Month</b>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>	<b>% Change</b>
October	\$879,590	\$935,573	6.36%
November	964,521	1,057,749	9.67%
December	798,352	920,280	15.27%
January	858,624	896,175	4.37%
February	1,392,378	1,164,524	-16.36%
March	911,871	865,352	-5.10%
April	799,041	836,708	4.71%
May	1,104,587	1,094,925	-0.87%
<b>YTD</b>	<b>\$7,708,963</b>	<b>\$7,771,285</b>	<b>0.81%</b>
June	\$838,840		
July	885,910		
August	1,114,193		
September	897,771		
	<u>11,445,677</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 May '19 represents March '19 sales. Approximately \$32,162.99 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.



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

<b>Accounting Period Month</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Actual 2018-19</b>
October	\$868,660	\$818,682	\$837,118	\$879,590	\$935,573
November	987,887	980,001	930,685	964,521	1,057,749
December	836,922	734,411	747,969	798,352	920,280
January	798,120	755,093	793,214	858,624	896,175
February	1,137,082	1,139,896	1,092,352	1,392,378	1,164,524
March	759,360	728,841	757,151	911,871	865,352
April	733,667	779,083	760,192	799,041	836,708
May	1,019,627	971,507	1,016,082	1,104,587	1,094,925
<b>FY TOTAL</b>	<u>\$7,141,326</u>	<u>\$6,907,513</u>	<u>\$6,934,763</u>	<u>\$7,708,963</u>	<u>\$7,771,285</u>
June	\$822,955	\$754,439	\$767,736	\$838,840	
July	778,812	757,642	805,208	885,910	
August	998,076	985,002	1,000,259	1,114,193	
September	811,136	756,171	813,341	897,771	
<b>YTD</b>	<u>\$10,552,305</u>	<u>\$10,160,766</u>	<u>\$10,321,308</u>	<u>\$11,445,677</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.

**DEVELOPMENT CORPORATION OF ABILENE**  
**STATEMENT OF NET POSITION**  
**March 31, 2019 and 2018**

	March 2019	March 2018
<b>Current Assets:</b>		
Cash and cash investments	\$ 25,364,956	\$ 25,299,180
Accounts receivable	4,466,848	2,606,933
Due from other governments	1,983,177	1,834,074
Total Current Assets	31,814,981	29,740,187
<b>Noncurrent Assets:</b>		
Notes receivable, net	2,746,267	3,086,267
Notes receivable - earning economic incentives	10,228,383	11,396,856
Capital assets	60,410,934	63,885,149
Accumulated depreciation	(14,132,185)	(15,831,323)
Total capital assets, net	46,278,749	48,053,826
Total Noncurrent Assets	59,253,399	62,536,949
<b>Total Assets</b>	\$ 91,068,380	\$ 92,277,136
<b>Liabilities</b>		
Current:		
Accounts payable	\$ 28,757	\$ 5,685
Accrued expenses	1,789,830	2,606,933
Total Current Liabilities	1,818,587	2,612,618
Total Liabilities	1,818,587	2,612,618
<b>Net Position</b>		
Net Investment in capital assets	46,278,749	48,053,826
Restricted for contractual obligations	20,299,034	9,027,630
Unrestricted, designated for purposes of trust	22,672,010	32,583,062
Total Net Position	89,249,793	89,664,518
<b>Total Liabilities and Net Position</b>	\$ 91,068,380	\$ 92,277,136

**DEVELOPMENT CORPORATION OF ABILENE**  
**SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the six months ending March 31, 2019 and 2018**

	March 2019	Fiscal YTD 2019	Fiscal YTD 2018
<b>Revenues:</b>			
Sales and use taxes	\$ 865,352	\$ 5,839,653	\$ 5,805,337
Investment earning	50,117	358,014	218,234
Building rental / land lease	96,428	558,255	564,807
Sale of Building	-	-	1,491,496
Miscellaneous revenue	833	9,420	48,675
Total Revenues	<u>1,012,730</u>	<u>6,765,342</u>	<u>8,128,549</u>
<b>Expenses:</b>			
Economic Development Projects	792,308	2,977,553	2,301,305
Life Sciences property maintenance	-	-	118,671
DCOA property maintenance	32,708	392,119	130,815
Abilene Industrial Foundation	65,545	273,486	298,063
TTU Small Business Development Center	18,412	81,994	80,906
Chamber Military Affairs	-	74,441	80,197
Airport Business Development Manager	12,133	66,075	53,840
Economic Development Operating Division	60,102	536,274	539,073
Total Expenditures	<u>981,208</u>	<u>4,401,942</u>	<u>3,602,870</u>
<b>Changes In Net Position</b>	31,522	2,363,400	4,525,679
<b>Net Position at Beginning of Period</b>	<u>89,218,271</u>	<u>86,886,393</u>	<u>85,138,839</u>
<b>Net Position at End of Period</b>	<u>\$ 89,249,793</u>	<u>\$ 89,249,793</u>	<u>\$ 89,664,518</u>

<b>Summary of Current Period Economic Development Projects:</b>	
EASI De-Fuel Truck	\$ 3,900
Lone Star Canvas / Sign Works (job creation)	10,067
Access Bus Park Ph 1 Development	200,573
5 Pts Bus Park Repairs/Cleanup	190,904
Vine St. Roof Project	270,956
Abilene Education Foundation / WF Coach	4,690
Interim CEO	20,979
N. 1st Land Purchase	88,705
CEO Search Firm 2019	1,534
Total	<u>\$ 792,308</u>

**Development Corporation of Abilene  
Economic Program Status  
As of March 31, 2019**

Economic Programs:	Project	Amount Budgeted	Prior Years Disbursement	Current Year Disbursement	reserved for budgeted programs
Murf Systems	4998	\$ 237,240	\$ 237,240	\$ -	\$ -
TTU 842 Pine	5308	1,020,231	1,020,231	-	-
TTUHSC School of Nursing	5331	1,614,989	1,614,989	-	-
Hangar Doghouses A/E	5348.1	423,000	352,301	-	70,699
EASI De-Fuel Truck	5354	158,360	125,000	11,700	21,660
5 Pts RR Expansion	5363.1	30,800	24,320	-	6,480
BWJ Consulting	5382	614,109	529,109	-	85,000
Coca Cola Refreshments	5387	616,356	616,356	-	-
Martin Sprocket & Gear	5388	160,000	160,000	-	-
Industrial Maintenance Training AISD	5389	162,154	112,154	18,672	31,328
Lone Star Canvas	5390	10,067	-	10,067	-
Abimar Foods 2015	5391	900,000	600,000	300,000	-
TTUHSC School of Public Health	5393	836,328	836,328	-	-
Praire Dog Pet Products	5394	-	-	-	-
Broadwind Towers	5400	-	-	-	-
TSTC New Abilene Campus	5401	4,179,600	579,600	-	3,600,000
Donald Hardin, Jr. Service Contract	5405	28,500	25,500	3,000	-
Access Business Park A/E	5406	64,150	64,051	-	99
Access Business Park Ph 1 Development	5406.1	1,258,101	644,506	443,001	170,594
BE In Abl Grant	5407	250,000	-	-	250,000
Dyess-TMPC Grant Match	5408	198,880	-	-	198,880
5 Pts Purchase Zoltek Property	5410	5,065,000	4,897,522	125,769	41,709
5 Pts. Business Park Repairs/Cleanup	5410.1	1,000,000	-	250,127	749,873
BrightFarms/TEX Greenhouse	5412	1,700,000	-	-	1,700,000
Streetlights - 5 Points	5413	80,560	-	-	80,560
Dyess JLUS	5414	15,617	15,617	-	-
Vine St. Roof Project	5415	1,789,830	1,350	1,110,396	678,084
City Street Maintenance	5416	8,500,000	-	-	8,500,000
ACU NEXT Lab	5417	300,000	-	300,000	-
Abilene Educ Foundation	5418	51,437	-	20,466	30,971
Hardin Simmons Universty	5419	250,000	-	250,000	-
842/834 Pine St	5420	5,000	-	-	5,000
Interim CEO	5421	75,000	-	34,116	40,884
N 1st Land Purchase	5422	90,000	-	88,705	1,295
CEO Search Firm 2019	5423	40,000	-	11,534	28,466
Workforce Solutions High Demand Job Training	5424	31,658	-	-	31,658
Airport Roofing Project	5425	1,976,786	-	-	1,976,786
<b>Subtotal Economic Program Obligation Reserve</b>		<b>\$ 33,733,753</b>	<b>\$ 12,456,174</b>	<b>\$ 2,977,553</b>	<b>\$ 18,300,026</b>
<b>Plus Administrative Division Obligations:</b>					
Economic Development Operating Division	Division 2760	1,039,919	-	536,274	503,645
DCOA Property Maintenance	Division 2775	857,210	-	392,119	465,091
Abilene Industrial Foundation	Division 2775	692,275	-	273,486	418,789
TTU Small Business Dev Center	Division 2775	245,000	-	81,994	163,006
Chamber Military Affairs	Division 2775	397,000	-	74,441	322,559
Airport Business Development Manager	Division 2775	191,993	-	66,075	125,918
ACU Griggs Center	Division 2776	35,000	-	-	35,000
<b>Subtotal Administrave Divisions Obligation Reserve</b>		<b>\$ 3,458,397</b>	<b>\$ -</b>	<b>\$ 1,424,389</b>	<b>\$ 1,999,008</b>
<b>Total reserve for obligated programs</b>					<b>\$ 20,299,034</b>
<b>DCOA Board approved projects waiting for signed contracts:</b>				Expiration Date	
FDLIC		\$ 1,035,000		05/27/2019	
JLUS Implementation		55,000		06/10/2019	
Chamber 2020 Census Count		100,000		07/03/2019	
Staff Retention Bonuses		12,500		09/19/2019	
		<b>\$ 1,202,500</b>			

**Development Corporation of Abilene  
Revenue and Expense  
Budget vs Actual Comparison  
October 2018 - March 2019**

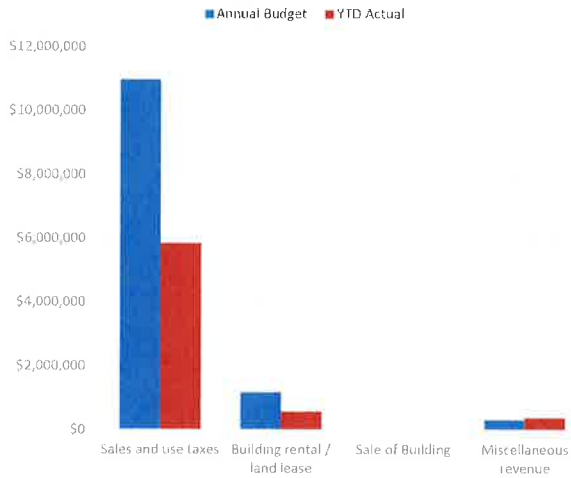
**Revenue**

	Annual Budget	YTD Actual	% of Budget
Sales and use taxes	10,981,812	5,839,653	53%
Building rental / land lease	1,162,257	558,255	48%
Sale of Building	-	-	-
Miscellaneous revenue	300,000	367,434	122%
<b>Revenue</b>	<b>12,444,069</b>	<b>6,765,342</b>	<b>54%</b>

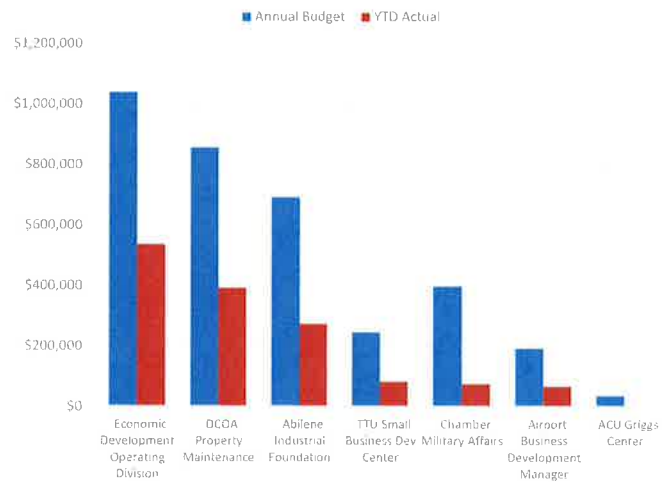
**Expenses**

	Annual Budget	YTD Actual	% of Budget
Economic Development Operating Division	1,039,919	536,274	52%
DCOA Property Maintenance	857,210	392,119	46%
Abilene Industrial Foundation	692,275	273,486	40%
TTU Small Business Dev Center	245,000	81,994	33%
Chamber Military Affairs	397,000	74,441	19%
Airport Business Development Manager	191,993	66,075	34%
ACU Griggs Center	35,000	-	0%
	<b>3,458,397</b>	<b>1,424,389</b>	<b>41%</b>

**FY 19 Budget vs Actual Revenue**



**FY 19 Budget vs Actual Expenses**



**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD AGENDA**  
**MEETING DATE: May 24, 2019**

**PROJECT: Semi-Annual Reports for FY19**

**STAFF: Charlie Dromgoole, Interim CEO**

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**GENERAL INFORMATION**

Since 1990, the DCOA has contracted with the Abilene Industrial Foundation (AIF) for promotion and marketing services for Abilene and the immediate vicinity. The AIF administers a marketing program, which includes magazine advertisements, e-newsletters, promotional videos, web-site management, trade shows, visits to consultants and/or prospects, retention visits to existing Abilene businesses, and hosting visits to Abilene by consultants and/or prospects. The AIF also promotes workforce training for area high school and post-secondary students via the NEXTUniversity program and promotes entrepreneurship via the BE in Abilene grant program.

The board first began funding the Military Affairs Committee in 1992 at the level of \$45,000 for marketing Abilene as an on-going base site as well as opportunity for acquiring additional assets from closed bases. Since then, efforts to retain Dyess AFB's assets and gain additional assets have increased to include consultants who work directly with Legislators and Air Force leaders on Abilene and Dyess AFB's behalf. The DCOA funds these efforts on an annual basis.

The Texas Tech University Small Business Development Center (SBDC) has also contracted with the DCOA since 1990, providing business counseling services to clients in a 17-county region, free-of-charge. The DCOA began partial funding of the Airport Business Development Management Program in FY02. The Airport Master Plan recommends pursuit of a marketing program that will help the airport build activity within its business segments.

**SPECIAL CONSIDERATIONS**

Attached are reports covering activities during the first one-half of the fiscal year, primarily from 10-1-18 through 3-31-19.

**FUNDING/FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

None.

**ATTACHMENT**

America's SBDC (Small Business Development Center) at Texas Tech-Abilene Mid-Year FY19 Report  
Chamber Military Affairs Semi Annual Report October 2018- March 2019  
Abilene Regional Airport FY2019 Semi-Annual Report  
Abilene Industrial Foundation 2018-2019 Semi-Annual Report

*America's SBDC at Texas Tech – Abilene*  
*FY 19*

The Texas Tech SBDC- Abilene has experienced several changes in the past six months. We have been very fortunate to add David Smith to our organization. David has been a local CPA with Condley and Company for many years in Abilene and has agreed to share his wealth of knowledge to assist the Abilene small business owners.

The TTU-SBDC-Abilene has recently added three new counties (Palo Pinto, Parker and Wise) to their service area. The city of Mineral Wells had previously requested the services of the TTU-SBDC, therefore, it appeared there was a need in the other counties also.

TTU-Abilene has assisted the following clients in securing funding for their new businesses during the last six months in the amount of **2.9 million**, assisted with **21 new businesses opened**, and have **served 292 clients**. In addition the TTU-SBDC has provided **18 training classes with 154 attendees**. **Jobs supported totaled 484**. (See attached)

The U. S. Small Business Administration has implemented a new requirement for the SBDC program that reflects the number jobs supported. Jobs supported will be identified through seminars and the training that currently takes place when a client accesses the SBDC services. The TTU-SBDC has always educated or trained the client during their one to one consulting visit, however, the group seminars that have been conducted through the TTU-SBDC is not currently listed in the contract with DCOA. Although, seminars and attendee numbers have been included in all past DCOA reporting. The emphasis on training is becoming more important as the TTU-SBDC is disseminating more small business information through the use of technology and the restraints of decreased funding.

The small business environment is rapidly change. Training is allowing the small business owner to gain the knowledge they need to stay current and meet customer demands in the technology age. The TTU-SBDC will be conducting training on Cybersecurity, Identity Theft, Quick Books, etc. as well as the standard basic accounting, marketing, management and social media.

The TTU-SBDC was instrumental in organizing a meeting between the Abilene Industrial Foundation (AIF) and the Texas Manufacturing Assistance Center (TMAC) to determine the benefits the TMAC program could bring to the Abilene manufacturing companies. The TMAC program is affiliated with the TTU-SBDC program. The TMAC mission is to increase the global competitiveness of small manufacturers by providing assistance through techniques and technology. TMAC is comprised of a trained staff of specialists and engineers who are experts in manufacturing operations.

The TTU-SBDC is proud to partner with AIF, Abilene Christian University and DCOA as we move forward in the second year of the BE in Abilene program. TTU-SBDC has delivered training to the eligible contestants in the beginning and continued assistance to each individual on developing their business plan to present to the judges. The goal of the BE in Abilene program is to encourage entrepreneurship in the Abilene community as well as attract individuals from other areas to move their business to Abilene for growth and stainability.

March 20, 2019 was SBDC Day. This was an opportunity to celebrate the success of the national program. (See attached). The SBDC program was established in Abilene thirty-two years ago to serve the small business community in starting businesses. However, the services have expanded to provide sound advice and financial projections for the existing business that desire to expand, sell or become more diverse in their industry.

We are all aware of the economic driver Dyess AFB base is to the Abilene community as well as the wealth of diversity it brings to our community. The TTU-SBDC appreciates the opportunity to deliver training services through Boots2Business and the one to one sessions for anyone from the Dyess community desiring to start a business while at Dyess. Several of our very successful businesses in Abilene are a result of Dyess personnel meeting with TTU-SBDC consultants to gain the proper knowledge to start and sustain a local business. Continued support and informational sessions are presented to the Dyess Spouses organization on a semi-annual basis

In addition to the local services to Dyess the Procurement Assistance Center (PAC) that is also affiliated with the TTU-SBDC provides training and counseling to business owners needing to register as government contractors. PAC lends guidance in completing the required bid proposal requirements for those wanting to compete for federal contracts at Dyess. PAC will also assist individuals desiring to bid on local and state contracts.

TTU-SBDC continues to reach clients through social media, website, and word of mouth of the very satisfied clients. More and more clients are reaching the TTU-SBDC through the website that allows for appointment sign up at their leisure and the completion of the initial paperwork online.

The TTY-SBDC continues to sponsor and support many activities to note a few:

- Chamber of Commerce Small Business Person of the Year
- McMurry University Women's Leadership Luncheon
- Mercado – Hispanic Business Council
- Black Chamber – Annual Meeting
- Hispanic Business Committee
- Business Expo

TTU-SBDC Abilene was awarded a \$2,500 grant from the Certified Development Corporation as a Community Reinvestment Act fulfillment. The funds will be used to enhance TTU-SBDC services.

TTU-SBDC is currently awaiting the future funding results that are being determined in our 86<sup>th</sup> Legislative Session. The State of Texas funding is disseminated to the TTU-SBDC through the host institution (Texas Tech). State funding is vital to the program as it becomes the matching funds needed to acquire Federal funds.

The assistance provided to the TTU-SBDC by the DCOA has allowed the Abilene program to remain a recognized SBDC within the national organization. We thank you for believing in and supporting the TTU-SBDC in Abilene.



ABILENE CLIENTS SERVED

ABILENE SBDC

Total Clients Counseled		292
Number of Counseling Hours		913.50
Number of Counseling Sessions		778
Number of New Clients		96
Currently in Business		66
New Clients Additional Svc		45% Estimate
Prior Clients Returned for Svc		35% Estimate
Capital Formation		\$2,977,996.00

New Businesses Opened		20
Business Expansion		2
New Business Jobs Created		
Types of Businesses	# Bus	# Jobs Created
Accommodation & Food	3	61.00
Arts & Entertainment	1	2.00
Construction	1	5.00
Financing	1	1.00
Health Care	1	1.50
Manufacturing	3	6.50
Professional/Technical	2	7.00
Real Estate (Expansion)	0	3.00
Retail	3	14.50
Service	6	22.50
Transportation	0	5.00
All Other (Expansion)	0	13.50
Jobs Created New Business	21	142.50
<b>WORKSHOPS</b>		
Number of Workshops	18	
Training Hours	41	
Number of Attendees	154	

April 15, 2019

Memo for: Board of Directors, Development Corporation of Abilene (DCOA)  
From: Abilene Chamber of Commerce (ACOC)  
Subject: Semiannual Report on Military Affairs, October 2018–March 2019

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#### **EXECUTIVE SUMMARY**

The Military Affairs Committee (MAC) of the Abilene Chamber of Commerce planned and executed a wide variety of strategic outreach and engagement efforts since October 2018. While the ongoing local support for Dyess Airmen will continue to be a distinct advantage in these efforts, a key focus is building relationships with senior military and elected officials. These efforts will allow us to proactively posture Abilene and Dyess to ensure the success of the military mission, thereby protecting the long-term viability of Dyess AFB.

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This report describes the activities of the Abilene Chamber of Commerce (ACOC) in the area of military affairs from October 2018 through March 2019. The intent is to provide the DCOA Board with information to achieve transparency and accountability in the use of taxpayer dollars. The emphasis of our efforts is on outreach and engagement activities external to Dyess AFB. Additionally, the local support to Airmen and the base provided by the volunteer Military Affairs Committee (MAC) is an integral component of the overall community support for the base, and although not funded by DCOA, those activities are also an essential part of the overall efforts.

The likelihood of another round of BRAC (Base Realignment and Closure) is low with congressional favor pretty much nonexistent, but some Department of Defense officials would like to see some form of it.

Everything we do with taxpayer funds directly impacts the ongoing and growing viability of Dyess AFB. The work in the area of BRAC was focused on making sure that Dyess plays a strong, strategic part in the nation's defense. In that direction, ACOC worked to strengthen the base's most important functions, while working to overcome any factors that might be detrimental in the BRAC.

Much of the effort of the ACOC through its MAC in this half of the fiscal year was focused on two important issues: 1) the basing of the B-21 bomber, and, 2) advocating for the Texas Legislature to address issues that provide more military value for Dyess AFB and better quality of life for Airmen and their families.

Here's some of what ACOC has done and is doing:

#### **B-21 "RAIDER" BOMBER**

For seven years, the Military Affairs Committee has vigorously advocated for the basing of the B-21 "Raider" long-range strike bomber at Dyess AFB, the full funding for purchase of at least 100 of the aircraft and the naming of Dyess as the Formal Training Unit for the B-21.

Countless hours have been spent in congressional offices and throughout the Pentagon, along with almost constant other communication with the decision-makers and influencers.

Dyess, Whiteman AFB and Ellsworth AFB were named last year as the bases to get the bombers. In March, additional basing decisions were announced. Ellsworth will be the home of FTU. Dyess will house the operational testing and evaluation squadron and the weapons training squadron.

You might ask the MAC, "Are you disappointed you didn't get the FTU that you worked for so long?"

The answer is, “No.” By housing these two, very important squadrons, we likely will get more personnel and more aircraft than we would have had with the FTU.

Sometime in the mid-2020s, we’ll see this new aircraft overhead, coming home to Abilene and Dyess. Over a number of years after that, the Department of Defense plans to retire the Air Force’s fleet of B-1s and B-2s.

Now, the MAC’s job continues to be ensuring the new bombers are fully funding, while the B-1 fleet continues to get the maintenance and upgrades.

That B-21 funding is vital, based on the history of the B-2.

The Air Force entered the B-2 era with the expectation to have more than 100 of the bombers. Cost overruns and other factors forced the total bomber production down to just 21. And, of course, only one base – Whiteman AFB – received any of the aircraft. If something similar were to happen, we want Dyess to be that one, single base.

### **COMMUNITY PARTNERSHIPS**

Community partnerships, sometimes referred to as “3P” (public-private partnerships), benefit all parties concerned. The Pentagon wants to see local communities and local military installations working together.

Dyess and the City of Abilene are six months into a major partnership, which the ACOC helped to facilitate. In addition, the ACOC retained two national-level experts to assist and advise during this process. The City is providing solid waste services to the base at its normal commercial rate, but it is producing a savings of approximately \$1.25 million over its five-year term compared to the base’s previous contractor.

This was a ground-breaking project. It was only the eighth Intergovernmental Service Agreement by the Air Force, and it produces a savings that exceeds the other solid waste IGSA’s combined.

The Association of Defense Communities recognized the unique approaches taken in the Dyess-Abilene agreement and asked us to present the project during its annual innovation conference in Miami in March. Representatives from the City, the ACOC Military Affairs Committee and Dyess explained the project.

Several years ago, the Dyess-Big Country Community Partnership Forum (a group including Dyess, the cities of Abilene and Tye, Taylor County, the Abilene Chamber of Commerce and others) was established to focus on identifying potential partnerships and helping initiate them.

The group continues to meet and has several ideas for future partnerships.

MAC leadership also has frequent meetings with Dyess officials to understand the needs of the base and brainstorming solutions.

### **ADVOCACY IN AUSTIN**

The ACOC and its MAC are very active in advocating for legislation and actions in Austin to benefit Dyess.

We have been very active in Austin during this 86<sup>th</sup> session of the Texas Legislature. There are several pieces of legislation that we have been tracking, advocating for and testifying for.

About half a dozen bills in the House and Senate deal with various phases of licensure reciprocity. There’s a lot to gain by making it easier for military members, their spouses and veterans to have their out-of-state occupational licenses recognized in Texas – a more advantageous status when it comes time for the Pentagon make basing decisions and more experienced, qualified professionals for our workforce.

Secretary of the Air Force Heather Wilson and the other Armed Forces secretaries have agreed that future basing decisions will consider quality of life issues for Airmen and their families. She has identified licensure reciprocity and quality of public schools as major factors.

The ACOC has been in frequent communications with Rep. Stan Lambert and Sen. Dawn Buckingham about this issue. Lambert has authored a bill, HB 3032, and Sen. Buckingham is the joint author of SB 1200 with Sen. Donna Campbell. Both of these bills are addressing reciprocity.

SB 1200 has been heard in the Senate Business & Commerce Committee, and it awaiting a committee substitute. Lambert's bill has not had a committee hearing, yet.

Tamara Dugger, spouse of Chief MSgt Eric Dugger of the 7<sup>th</sup> Bomb Wing, and Doug Williamson, ACOC Director of Governmental Affairs, testified in favor of the Senate bill in late March. Mrs. Dugger told of her experiences holding a nursing license, making a number of military moves and trying to get her license recognized in Texas. Williamson described the urgency of getting this done, in light of the Armed Forces secretaries' declaration.

As other reciprocity bills come up, we will testify in favor of them.

Reciprocity is not the only military-focused legislation we are working. Some of the other areas include:

- Giving a local option exemption from property taxes for new veteran-owned businesses for a short time period (Rep. Lambert)
- Giving a local option exemption from property taxes for businesses that provides or pays for services for veterans (Rep. Lambert)
- Allowing military families to present their change of station orders (instead of a permanent address) to let their kids enroll in public schools sooner (Rep. Lambert & Sen. Buckingham)
- Modernizing the requirements to receive funds through the Defense Economic Adjustment Assistance Grants program and the Texas Military Value Revolving Loan Fund
- Continuation of the Texas Military Preparedness Commission
- Allowing TxDOT to be able to provide road services on military installation property (with the military covering the cost)

#### **ADVOCACY IN WASHINGTON**

The ACOC and its MAC are very active in advocating for legislation and actions in Washington, D.C. to benefit Dyess.

Much of the activity in D.C. has been focusing on the B-21 basing and mission decisions and on the continued funding for updates, maintenance and operation of the B-1 & C-130J fleets.

Realize that the B-1 is the most used aircraft in our war for freedom over Afghanistan and other nations. Its ability to carry a wide variety of munitions, and its speed and maneuverability combine for a lethal combination

The C-130J is probably the most versatile aircraft in the Air Force. It drops supplies and equipment with precision in war zones. It transports personnel to where they are most needed. It jumps into service when humanitarian efforts need help. It is not at all uncommon for our C-130Js and our Dyess Air Mobility Command to be on five continents on a single day.

Congressman Jodey Arrington and Senators John Cornyn and Ted Cruz are our strongest advocates on Capitol Hill. ACOC VP Gray Bridwell speaking them or members of their staff at least weekly. He spent a day on the Hill in March dealing with both the issues on both long-range strike bombers.

With the volatile nature of the budget in both houses, it is vital that we stay on top of the issues constantly.

As you probably remember, we take a larger group to the Capitol and Pentagon in the September-October timeframe. We expect in the current fiscal year to also have much smaller groups make one or two more trips, in addition to conferences we attend there.

Our presence in the nation's capital isn't just once or twice a year, it is daily. ACOC has a consultant in Washington focused on Dyess and Abilene. He has worked with ACOC for many years.

#### **RESERVIST PAY SCALE**

The 489<sup>th</sup> Bomb Group at Dyess is an Air Force Reserve unit with B-1s.

The Bomb Group competes people with local aerospace firms and others in the Dallas-Fort Worth Metroplex and other Texas areas.

Currently the pay scale assigned to the group is less-than-competitive making it difficult to retain people to maintain the aircraft.

We continue advocating with leadership at the Pentagon and other levels of the AF Reserve to assign pay levels that would help balance the competitive scale.

#### **DYESS BOUNDARY FENCE PROJECT**

Work on the Dyess boundary fence project should begin on the base any day now.

As you may remember, the contractor will demolish a fence and erect a new one west of the runway. The old fence stood 750 feet from the centerline of the runway. Regulations require that to be 1,000 feet. The base has been in non-compliant status, and this will bring it back into compliance.

The fewer out-of-compliance items the base has, the better chance it can gain missions and avoid possible downsizing or closure.

The ACOC assisted the City of Abilene in applying for and securing a \$281,678 state Defense Economic Adjustment Assistance Grant for the removal and relocation of a boundary fence near the runway at Dyess AFB. The DCOA matched the by almost \$199,000 from the DCOA and \$82,000 from Dyess.

The City will oversee the project and then “gift” it to the base. Air Force approval of the gift has been secured. The MAC continues the City in the project. The project must be completed by Aug. 31. 2019.

There’s more good news. The bid came in substantially below the half-million-dollar estimate by the base. So, the funds needed from the DCOA will be significantly reduced.

#### **ADDITIONAL FIRST HALF FY19 ACTIVITIES:**

- ACOC continues to work to begin the implementation of the **Joint Land Use Study**. Applications for funds should be made in the next few months. We anticipate asking moneys on the federal and state level, along with some matching funds from DCOA and other local sources. The City of Abilene is leading this process.
- In October, four ACOC MAC members attended the **Airlift Tanker Association** conference in Grapevine. MAC had a booth in the exhibit hall and MAC members attended many informational sessions during the annual event.
- In January, several members of ACOC MAC attended the **Texas Military Summit** in Austin. The half-day event covered a variety of issues important to Texas military installations and with which communities could provide some help. Some of the topics were wind turbine intrusion in weather and military radar sites, results from the Texas Military Value Task Force Report and the Governor’s Committee to Support the Military and reviews of the defense industry in Texas and those of the Texas Military Preparedness Commission.
- ACOC MAC members and Dyess leadership and personnel reviewed the findings of the **Roosevelt Group’s study** of the energy resiliency at the base and an appraisal of where the base stands on the findings. In general, Dyess is in excellent shape, and in fact, leads all other bomber bases in virtually every category. The Roosevelt study was funded by ACOC.
- A number of ACOC MAC members spent time on and off base with **8<sup>th</sup> AF Commander Maj. Gen. James Dawkins Jr.** during his visit in October.
- **AbileneWorks.com**, a local jobs portal, is up and operating. Marketing is underway. Each day, more businesses are taking advantage of this portal. It features immediate-Abilene-area jobs only. The target audience has expanded and now include Dyess AFB and Fort Hood. ACOC MAC and the Abilene Industrial Foundation combined efforts to get the site up and operating.

- No DCOA funds are being used, so just informationally, the construction on the **Dyess Memorial Park Expansion Project** is underway.
- We have been participating in conference calls conducted by the **Air Force Community Partnership Program**. In those sessions, the variety of partnerships that are intact or in the creation stage is shared. In addition, processes and procedures are detailed.
- The **Military Affairs Committee** is growing, standing more than 300 members strong. We have increased the activities to not only draw new members, but also to strengthen the tie with existing members. We are conducting MAC 101 introductory sessions. We also have arranged a number of other activities. No DCOA funds were expended on any of these activities. MAC members have taken and will take the following trips:
  - To Fort Worth to see the F-35 manufacturing plant
  - To Marietta, Georgia, to see the C-130 plant
  - To Wright-Patterson AFB in Ohio
  - On Dyess base tours
- As a reminder, Abilene has representatives on three important **statewide military-focused groups**:
  - Woody Gilliland is on the Texas Military Preparedness Commission
  - Michael Bob Starr is on the Texas Military Value Task Force
  - Sam Vinson is on the new Governor's Committee to Support the Military.

Several of the activities mentioned were not funded by DCOA, per its contact with ACOC. However, they do add to that strong base-community relationship that's known Air Force-wide.

As always, none of these efforts would be possible without DCOA's recognition of the value of this important work and commitment to annual funding. The Abilene MAC is a true public-private partnership that continues to pay dividends for Abilene and Dyess AFB. Thank you for your continued endorsement and support.

Any questions regarding the contents of this report may be directed to Gray Bridwell, ACOC Vice President for Military Affairs.

Doug Peters  
 President & CEO  
 Abilene Chamber of Commerce

**Abilene Regional Airport  
FY 2019 Semi-Annual Report  
To**

**Development Corporation of Abilene**

By using a visible marketing strategy the Business Development Management program continues its effort to increase airline passenger enplanements, recover some of our leaked passenger base, continue communication with other potential air carrier service and encourage economic growth for the airport. We find this method effective in keeping our 17 county catchment area cognizant of what Abilene Regional Airport has to offer and to consider Abilene Regional Airport first when making flight reservations.

Abilene Regional Airport appreciates the continued assistance received from DCOA, supporting our goal of improving air service and growing our customer base.

**FY19 YTD Business Development Activity**

Community outreach has been and will continue to be a priority to the Business Development program through speaking engagements and sponsorships to various civic organizations. Presentations made during these engagements highlight the operations of the airport, construction updates, air service needs and fare comparisons as well as focusing on the advantages of flying from Abilene versus driving to another airport. The Business Development Manager has established working relationships with local companies to ensure ABI is top of mind when booking business travel.

We will continue to stay in contact with our regional community leaders and make ourselves available to speak at various events.

**Presentations/Events FY19 YTD:**

Oct. 18	Moorehouse Academy - school tour
Oct. 19	Brownwood Chamber of Commerce Presenting Sponsor
Oct. 24	Texas Midwest Communities Network Exhibitor
Nov. 7	Air Service Development public presentation
Nov. 26 – 30	TSA Pre Check Event
Dec. 10-18	Passenger Appreciation- Holiday music programs
Jan. 30	Young Professionals- ABI-CHAT luncheon
Feb. 5	Youth Leadership Abilene - tour
Feb. 21	Leadership Abilene City/County Day - presentation
Mar. 27	Abilene Business Expo booth

**Marketing**

**Radio & Print**

In our first six months of FY19 we have continued our “One-Stop to the Rest of the World” advertising theme. By using radio, print, sponsorships and social media we continue our work at keeping a top-of-mind awareness of the opportunities ABI offers.

**Social Media**

Facebook: 3,729 page likes, engaging our 35 - 64 year old passengers with our story.

[www.facebook.com/abileneairport](http://www.facebook.com/abileneairport)

Twitter: 1,360 followers, engaging our 18 – 45 year old passengers with imperative news and travel blogs. @abiairport

Instagram: 655 followers, engaging 15 – 30 year old passengers through pictures. @abiairport

### **Sponsorships**

Increasing our top of mind awareness while connecting with the community by sponsoring various events throughout the year.

*Brownwood Visitor & Relocation Pkg*

*Abilene Young Professionals ABI-CHAT*

*Around the World @ The Grace Museum*

*Abilene Philharmonic – Program*

*Abilene Zoo – Train*

*TMCN- Marketing*

*Taste of Abilene- VIP*

### **Special Programs**

**ABI-VIP Passenger Rewards Program**: 2,400 members-to-date. This program continues to serve as a strong tool to communicate with our passengers as well as surrounding area businesses as they serve as sponsors.

**Parking Badge program**: This program is still offered to our companies with high-volume business traffic.

**Customer Service Initiative**: Annual training program for City and airline employees to increase positive customer service at the airport.

### **On the Airport**

**Enplanements**: March 2019 enplanements are up 13% over March 2018.

**Revenues**: Major revenue sources to the airport are the car rental concessions and the parking lot, this measurement is compared to March 2018 numbers.

Rental Car Revenue is down 9%

Parking lot revenue is up 5%.

### **Summary & Outlook:**

Abilene Regional Airport welcomed a better airline schedule for the latter part of 2018 and Q1 2019. Regaining a sixth flight added seats back into our market that deprived us for much of 2018. ABI still falls short on seat capacity overall due to the aircraft change, E145 to E140, from previous years. However, future schedules suggest we may see growth in seat capacity by slowly adding the E145 back into the schedule.



We believe DCOA's support of staff travel to air service conferences has played a part in this increase in flights and seats returning to ABI. At the October 2018 conference, Staff and our consultant met with American Airlines network planning representatives and presented a case to increase flights and seats.

Staff has worked tirelessly with the Air Service Development Consultant meeting with prospective air carriers, presenting compelling data, as provided by our 2018 Leakage Study, as to why and how our 17 county catchment area is ready for additional air service. This data alongside in-person meetings has kept us relevant to other air carriers- which keeps ABI at top of mind.

As we look toward our near future we plan to continue our ongoing conversations with prospective airlines. Market air service we have currently on the airport creatively- with intentionally captured audiences by using more digital marketing efforts. And identify new opportunities for the airport and Abilene's economic growth.



**Develop Abilene**

Abilene Industrial Foundation

# 2018-2019 Semi-Annual Report

October 1, 2018 to March 31, 2019



April 15, 2019

Mr. Charlie Dromgoole  
 Chief Executive Officer  
 Development Corporation of Abilene  
 174 Cypress St, Suite 301  
 Abilene, TX 79601

Mr. Charlie Dromgoole:

In accordance with the terms of the Development Corporation of Abilene contract with the Abilene Industrial Foundation, the following progress report is submitted for the period of October 1, 2018 to March 31, 2019 inclusive. This report covers all categories listed in the AIF Marketing Plan. A brief summary of the data is as follows:

Marketing Budget \$174,500  
 Spent to Date \$76,449

Category	10/2018 thru 3/2019	4/2019 thru 9/2019	Total
Contacts	68	----	67
Leads (Qualified)	14	----	14
Projects	1	----	1
Retention/Expansion	127	----	127
Trade Shows/Conferences	8	----	8
Site Consultant Activity	21	----	21

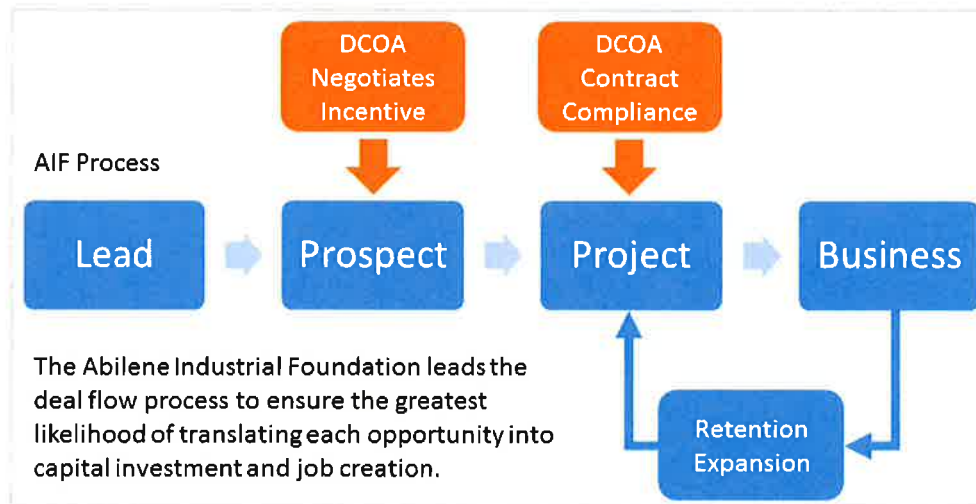
The following report reflects mid-year marketing summary, retention activities, and financial report for this period. Please let me know if you have any questions regarding the content.

Sincerely,

Justin Jaworski  
 Executive Director  
 cc: Kim Tarrant, Doug Peters

## About the Abilene Industrial Foundation

The Abilene Industrial Foundation, an affiliate of the Abilene Chamber of Commerce, serves as the marketing and development arm for the Development Corporation of Abilene. Its purpose is to promote the growth, development and diversification of the economy in and around Abilene, by attracting new industries, retaining and expanding existing industries and supporting the federal, state and military agencies presently located in Abilene. In fulfillment of its contract with the DCOA, the AIF devotes a considerable amount of effort generating contacts. From these contacts, the organization aims to produce qualified leads for new business. Once qualified leads have been identified, a diligent effort is undertaken to translate each of these into actual projects for new business development. This "deal flow" process is designed to create investment for the city, as depicted in the following diagram.



In this capacity, the organization is capable of working between the two entities to accomplish a goal that is "mutually beneficial" to both parties. Similar to a consultant, the AIF works on DCOA's behalf to bring prospects to the table and formulate solutions unique to each individual business. Clients often express items of interest or concern to the AIF that would not have otherwise done so.

Conversely, being under contract with the DCOA requires the AIF to not only work for the benefit of a business, but also for the benefit of the DCOA, whose goal is to generate capital investment and job creation for Abilene. Therefore, each prospective project undergoes a review process to help determine the economic impact of a project in such a way that balances an incentive with the benefits to the community. This helps businesses understand that the receipt of funds from the DCOA is not defined by an incentive, but one that is defined by the creation of a long-term, mutually beneficial relationship.

Ultimately, this is designed to convey an enduring partnership with each business that fosters a system of support that will help them grow and prosper, drastically reducing the likelihood of downsize or closure.



## *CLP2 Process Definition*

The AIF tracks and records interactions with various individuals and companies in one of the five following categories: Contacts, Leads, Unqualified Leads, Prospects and Projects in a database environment collectively referred to as "CLP2."

**Contacts** are instances where the AIF is simply contacted by phone, email or direct reference. They can be typically categorized as one of the following sub-categories: general information requests, new business inquiries, real estate searches or information regarding economic development incentives. Practically any inquiry relative to the AIF's activities qualify it as a contact including, but not limited to, phone calls asking about the general state of Abilene's economy, commercial or industrial sites and buildings, prospective developers or general inquiries regarding summary data about Abilene such as population.

**Leads** are represented by an interest in doing business with a specific request to include the Abilene area, but are considering sites in other localities. Leads are received directly from businesses as part of the BRE program, site selection consultants or from the Governor's Office of EDT (Economic Development and Tourism). Contacts transition into leads when they express a specific interest in placing a business in the city and therefore make a specific inquiry for available sites and buildings as well as possible incentives.

**Unqualified Leads** are those that do not meet one or more of the listed criteria as specified by the originating contact or organization such as the Governor's Office of EDT. Typical criteria which disqualifies Abilene as a potential site for a lead includes geographic requirements such as a minimum distance from a major metropolitan area or a minimum population count or an available site or building. Leads are only disqualified at the request of the distributor based on a site's inability to meet the minimum selection criteria.

**Prospects** are leads that have responded to a proposal or RFI submitted by the organization with the intent to select Abilene for a proposed project. Prospects are typically those that have planned a site visit or are in the process of negotiating an incentive agreement with the Development Corporation of Abilene and/or the City of Abilene but have not been awarded any assistance.

**Projects** are the final designation in the process when a prospect has agreed to commit to a project in Abilene as a result of a request for assistance. This officially takes place after the DCOA and/or City of Abilene has adopted a resolution for the provision of assistance for a prospect. Projects are tracked by regular contact with the business until their completion and enter the "compliance" stage of an agreement with the DCOA. At this point, each business is automatically rolled into the Business Retention/Expansion Program to ensure they are meeting required milestones such as capital investment, construction and job creation milestones.

## Contacts

Contacts are the first step in generating potential leads for new investment. Contacts are categorized as one of the following: general information requests, new business inquiries, searches for commercial real estate and questions regarding economic development incentives.

*October 1, 2018 thru March 30, 2019*

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### *Contact Summary*

The following table summarizes the types and number of contacts generated over the past six months.

<i>Contact Type</i>	<i>10/2018 thru 3/2019</i>
<i>General Information</i>	47
<i>Real Estate</i>	3
<i>New Business</i>	11
<i>Economic Development Incentives</i>	7

In many cases, a contact uses the information provided by the AIF as part of its site selection process. This process has been known to happen in as short a time as a few weeks and as long as 2-3 years, depending on the project. In most cases, the majority of these information requests are for general information such as demographics, population, workforce and infrastructure.

This information is subsequently added to a database that is used to compare multiple sites. Though a great deal of this information is publicly available, information provided at the community level is often more accurate than nation-wide databases. The bulk of contacts are generated by participation in regional, state and national events.



## Leads & Prospects

**Leads** are defined by those requests that express an interest in doing business specifically in Abilene. Many of these leads come from the Governor's Office of Economic Development and Tourism who have made a request for an RFI/RFP. Other leads come from direct contact with site consultants and businesses.

**Prospects** are leads that have responded to a proposal or RFI submitted by the organization with the intent to select Abilene for a proposed project or are an existing company that is looking at expansion with their current facility. Prospects are typically those that have planned a site visit or are in the process of negotiating an incentive agreement with the Development Corporation of Abilene and/or the City of Abilene but have not been awarded any assistance.

*Leads from October 1, 2018 to March 31, 2019*

13

*Qualified*

3

*Unqualified Leads*

Every year the AIF receives leads for new and expanding business. In many of these cases, the organization is asked to "qualify" the city's ability to provide the specified criteria outlined in the request. In some instances, a lead is designated as "unqualified."

This designation is assigned when mandatory criteria specified by the client or contact cannot be met. Even in this instance, these leads are recorded in the AIF database in order to map trends that might help the economic development program better position the City of Abilene to qualify for these leads in the future.

For this portion of the fiscal year, 13 qualified leads were identified that were provided with summary responses. These leads represented an estimated potential capital investment of **\$227.7 million** that would create upwards of **2,546 new jobs** and retain approximately **540 existing jobs**. The 3 leads that were unqualified were due to the lack of available existing food grade buildings and geographic location.

## Leads & Prospects Summary

Leads and prospects listed here are done without attribution to protect the identity and interests of the originating entity.

PROJECT NAME	DESCRIPTION	EST. CAPEX	NEW JOBS	LEAD	PROSPECT
PROJECT COLUMN 2	This project represents an expansion of the FDLIC corporate headquarters that hosts an array of business services for an estimated 30k sq. ft. to expand its operations with three of the fastest growing divisions.	\$6.9 M	76	✓	✓
PROJECT MAYDAY	The expansion of Hangar 2 and roof repairs to all hangars	\$2.2M	--	✓	✓
PROJECT WILDCAT	International food manufacturer that will distribute product nationally. Looking for a 100K sq. ft. exiting building or greenfield site to build.	\$30 M	80	✓	✓
PROJECT TIDAL WAVE	Local manufacturer seeking to add an additional manufacturing line to existing facility	\$500K	63	✓	✓
PROJECT LASSO	Company is wanting to expand and move corporate headquarters to Abilene, Texas	4.5M	150	✓	
PROJECT HEARTBEAT	Air company looking to open a new facility in Abilene, Texas	TBD	TBD	✓	
PROJECT PENNY	Company would like to build a Hangar for MRO services	TBD	TBD	✓	
PROJECT RECOVERY	Tire de-manufacturer that processes 2MM - 3MM tires per year. Needs approximately 20 acres and will build to suit.	\$20M	35	✓	
PROJECT DEEP FREEZE	The construction of a 600,000 sq. ft. facility for manufacturing and administration	\$75M	600	✓	



## Projects

Oct 1, 2018 thru Mar 31, 2019

1

### Fiscal Year Project Summary

Project Name	Status	Capex/Jobs
Project Column 2 – Funeral Directors Life Insurance	Is awaiting contract to sign so they may receive funds to expand current facility by 30K sq ft	\$6.9M/76

<i>Capital Investment</i>	<i>Job Creation</i>	<i>Retained Jobs</i>	<i>Induced Jobs</i>
\$6.9M	76	166	99

## *Business Retention/Expansion*

Abilene provides an ongoing network of support to help primary employers promote growth and expansion. The Business Retention-Expansion (BRE) Program performs annual on-site visits to employers, providing a platform for businesses to express interest in expansion. The BRE program also provides an avenue for businesses to communicate issues affecting their operations including workforce, infrastructure or capital and to make requests for assistance to address these concerns.

Program objectives include:

- Demonstrating support for local businesses
- Identifying opportunities for expansion
- Helping solve immediate business concerns
- Building community capacity to sustain growth
- Establishing a long-term plan to meet the needs of primary employers

### *Retention/Expansion from October 1, 2018 to March 31, 2019*

*In-Person Contacts*

*On-Site Visits*

**127**

**19**

### *Business Retention/Expansion Contacts*

In addition to actual "visits," the BRE Program also aims to make contact with Abilene manufacturers in other ways. For this portion of the fiscal year, the AIF hosted its Semi-Annual Manufacturers Luncheon at Lytle Land and Cattle. Over 75 partners attended from Abilene's local workforce, community, education, higher education, and manufacturers. Guest speaker, Dr. Ketta Garduno, spoke about the current CTE programs of study offered to AISD students and the various Industry-Based Certifications that are offered to current students enrolled in AISD. The AIF also made personal visits to 36 businesses in December as part of an ongoing effort to express the community's gratitude for their presence in Abilene.

## Marketing

AIF marketing initiatives cover a wide range of goals, but mainly focus on:

- Branding Abilene in regional, state and national markets as a destination for new and expanding business development
- Creating and maintaining relationships with existing businesses in order to quickly identify opportunities for retention/expansion
- Building and growing relationships with site selection consultants, especially those within the greater Dallas/Ft. Worth metropolitan area
- Highlighting successes of the economic development program to local, state and national audiences

## Local Communications

Recent years have indicated that a significant level of public unfamiliarity exists in regard to the value created by local economic development efforts. As a result, a "Local Communications" initiative was put in place to develop awareness of the activities and effectiveness of DevelopAbilene. The effort featured successful projects and businesses operating in Abilene the past four years it has been in place. For the first half of fiscal year 2018-2019, the AIF renewed its license for the econometric model to estimate the total impact for projects. This model was used for Project Column 2 in the first half of the fiscal year in determining the economic value of several potential projects.

## Website Analytics

The AIF uses its website and social media networks (Facebook, Twitter, LinkedIn and YouTube) to promote Abilene as a prime destination for new business development. The following metrics represent an increased level of engagement with the Abilene economic development program and its value.

*Google Analytics for Oct 1, 2018 thru Mar 31, 2019 (developabilene.com)*

Users	Sessions	Page Views	Mobile	Bounce Rate
2,406	3,023	6,289	684	64.74%

*Google Analytics for Oct 1, 2018 thru Mar 31, 2019 (beinabilene.com)*

Users	Sessions	Page Views	Mobile	Bounce Rate
398	663	744	256	92.31%

## Marketing Metrics

The AIF produces and distributes a number of printed materials. These include the Community Profile (in two forms), the Manufacturers Directory, maps for Five Points Business Park and several other various items used for promotional purposes. These publications are periodically updated for both print and digital distribution. Printed distribution for this time period is as follows:

*Oct 1, 2018 thru Mar 31, 2019*

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The AIF places a number of ads in a wide range of publications throughout the year. In keeping with the ongoing effort to update our message, new advertisements have been designed to better communicate the economic development opportunities in Abilene. In addition to ads, several efforts are made to issue public statements and generate awareness regarding new business, expansions and programs. While no dollars are expended in this process, their value to the program is recorded.

### Advertising

**Placements**  
18  
**Impressions**  
44,982  
**Click-Throughs**  
352

### Public Relations

**Placements**  
10  
**Advertising Value**  
\$5,720  
**PR Value**  
\$8,580

## *Downtown*

As part of the organization's efforts to support Strategy 6 of the Strategic Plan that aims to "make downtown Abilene a center for employment and investment," the AIF spent a significant amount of energy towards the development of a downtown hotel. The City's initial work to acquire Request for Proposals from private sector developers were not answered. In response, the AIF lead an effort to reimagine the initiative as part of a greater vision for downtown Abilene. This vision focused on creating "a sense of place" for this vital part of the city, which included a downtown hotel and convention center.



As a result of that effort, a more comprehensive RFP was submitted which garnered immediate attention from several private developers. The response was significant enough to warrant an extension of the deadline to allow two additional developers that wished to submit a proposal, but needed more time to do so. After receipt of these proposals, the City selected Garfield Public Private as the choice developer for this endeavor.

Since that time, the organization, in concert with the Abilene Chamber of Commerce and the City of Abilene, has been working to support the critical legislation needed to provide the public incentives for this project. As part of this process, the AIF has composed a draft economic impact analysis that estimates the new facility would generate \$21.9 million of economic output each year and increase the region's gross area product by \$13.7 million.

On March 21, 2019, the Board of Directors voted to provide funding in the amount of \$75,000 to pay for the franchise application on behalf of the City of Abilene. Doing so helped demonstrate private-sector support for the project by reducing the cost the public cost associated with its development. While there is no guarantee the application will be approved, a great degree of effort has been invested towards its success.

## *Trade Shows and Conferences*

The AIF regularly participates in trade shows and conferences to promote prospect development, recruiting efforts and networking opportunities. The AIF, and its membership organizations, will participate in the following events, pursuant to the city's target industries.

*Trade Shows and Conferences for Oct 1, 2018 to Mar 31, 2019*

- TEDC Conference – Annual meeting focusing on “The Economic Development Profession: Past, Present and Future” in Fort Worth, TX
- High Ground Annual Meeting – Annual event to discuss the organization’s activities in the prior fiscal year in Lubbock, TX
- TMCN Conference – Annual meeting focusing on “Solutions” in Abilene, Texas
- SEMA Show – Annual show that is the premier automotive specialty products trade event held in Las Vegas, NV
- WOW – Youth extravaganza sponsored by Workforce Texas, to educate and promote employers to the local youth in Abilene Texas
- Consultants Forum – Gathering of site consultants across the nation to network and learn new techniques in site selection in Miami, FL
- High Ground of Texas Austin Allies – Annual event to meet with state officials and agencies to thank the staff for their efforts on our behalf
- TEDC Legislative Conference – Annual event that covers the possible changes/potential threats to the half-cent sales tax legislation that could affect economic development.

## *Site Consultant Activity*

The AIF conducts direct visits with site selection consultants and attends networking events with these individuals when the opportunity arises. The consultants targeted are those with a proven track record of producing clientele that Abilene has designated as attractive. With the success of past consultant special events, the AIF will continue to use these settings to build and strengthen relationships with a select group of consultants.

*Oct 1, 2018 to Mar 31, 2019*

21



## Workforce

In fiscal year 2016-2017, the DCOA funded an additional programming element for workforce within the AIF. These efforts currently being put into place now will have a long-standing and significant impacts on both the social and economic makeup of the Abilene area.

### *NEXTUniversity*

Abilene Industrial Foundation oversaw the formalization of a contract between the Abilene Education Foundation (AEF) and the Development Corporation of Abilene (DCOA). The DCOA approved contract allows AEF to serve as the intermediary agency for *NEXTUniversity*, DCOA as the fiscal agent and the AIF as the managing partner agency. The contract approves the DCOA to support and fully fund year one for the new Workforce Development Coach for *NEXTUniversity*. The Workforce Development Coach is an AISD employee allowing them greater access to students, parents and resources. After year one, funding will transition with AISD paying 1/3 of the Workforce Coach's salary and benefits starting in year 2, and this trend will continue over a three-year period until the Workforce Development Coaches' salary and benefits are fully paid by AISD.

Jamilah Spears, *NEXTUniversity* Workforce Development Coach started her new position on Monday, December 3, 2018. Training collaboration and guidance from Abilene Education Foundation (AEF) COOL Counselors, Abilene Industrial Foundation and Abilene Independent School District (AISD) partners begin to help climatize Jamilah to all reporting parties. The Workforce Development Coach works within AISD with direct access to AISD resources and students at all AISD schools. In this role, Jamilah has been oriented on AISD, AEF and AIF requirements to maintain and raise program standards of *NEXTUniversity*. A host of introduction meetings with education and post-secondary education partners were held to forecast program needs and the needs for students involved within *NEXTUniversity*.

At the beginning of the Spring semester over 400 personalized introduction cards were delivered to teachers, counselors, and CTE instructors introducing Jamilah Spears and *NEXTUniversity* to both Abilene High and Cooper High school campuses. She also collaborated with Sophomore and Junior level English classes and was able to make 30 student presentations about *NEXTUniversity*.

*NEXTUniversity* Electrical Power and Controls dual-credit program will have approximately 11 students graduating this upcoming spring while approximately 18 dual-credit welding students will also graduate this spring. As students prepare for graduation and the next phase, job placement into local workforce or continuing education further is the main question being asked to students. Workforce Development Coach, Jamilah Spears is spearheading a commencement ceremony to honor graduating students. *NEXTUniversity* students and their families along with education partners, community partners, DCOA and AIF executive board members will be invited to attend, celebrate and honor our graduates. Additionally, AISD approved *NEXTUniversity* students to wear black and red honor cords at their graduation to give them special recognition. Currently 11 new students have enrolled to take dual-credit welding classes starting Fall 2019.



## *WOW*

The Abilene Industrial Foundation participated in the World of Work (WOW) youth career expo, hosted by Workforce Solutions through financial sponsorship and booth display. The AIF organized an 80's themed interactive booth challenging students to "Turn-Up Your Future." AIF staff spoke to local and regional high school students encouraging them to look at and focus on their inner strengths, passions and characteristics that linked them to different potential career paths.

Approximately 450 students visited the AIF booth to learn more about various career fields. Students were challenged to visit other booths related to their career field interest to learn more about needed experience and education for their future career choice. As students returned to the AIF booth and reported on what they learned they received a participation prize. Participation prizes included: Magic 8 Balls, Rubrik's Cubes, Caboodles, sunglasses and AIF t-shirts.

## *Campus Connect*

Campus Connect kicked off its second year this fall partnering 13 local college students to Abilene Young Professional (AYP) members. As a mentoring program for students, this effort is designed to help Abilene attract and retain a younger talent pool. The AIF's role is aimed at orientating Mentors and Mentees with the goal of presenting reasons to stay in Abilene.

It does so by outlining the Mentor/Mentee experience, program expectations, personal development tips and networking strategies. The AIF and the Abilene Chamber of Commerce work together to maintain quarterly engagement with Campus Connect participants, through check-in emails focusing on community event updates and supplementary information about the benefits of mentor and mentee experiences.

## *Key Connections*

Team Workforce re-launched with a call to action for community organizations, secondary and post-secondary education institutions and workforce partners. The group has established a goal "to be the instrument that drives internships with regional and local reach of high demand jobs." By August 2019, the group hopes to have the following objectives in place:

- Establish Committees
- Implement Internship Guidelines
- Develop Summer Internship

Each of these are designed to provide deliverables that will compliment the other AIF workforce initiatives.





## *BE in Abilene*

"BE in Abilene," is a collaboration of four organizations all working together to "Build Entrepreneurs in Abilene." Led and funded by the Development Corporation of Abilene, the program's goal is designed to carry out a primary objective of the city's economic development strategic plan of implementing an innovation ecosystem. The objective is based on a need to place greater emphasis on a "homegrown approach" for promoting job creation and business investment at the local level, thereby enhancing income opportunities and the quality of life for Abilene residents. The BE In Abilene program seeks to award up to \$250,000 in cash to local entrepreneurs through the local competition. The program was organized by multiple local agencies including the [Abilene Industrial Foundation](#), [Abilene Christian University](#) and the [Small Business Development Center](#); each of which provide a unique resource to these aspiring individuals.



The Abilene Industrial Foundation, the city's industrial recruitment organization, has focused the program's goals with an eye to local investment and job creation, the primary function of the Development Corporation of Abilene. As with any investment from the DCOA, the AIF will work with prospective candidates to establish their business in Abilene and demonstrate their superior capacity to contribute to the local economy.

ACU's Griggs Center for Entrepreneurship and Philanthropy will utilize the Center's Springboard judging competition as a platform for candidates to compete against one another for award monies. Participants that advance to a second round of judging will meet with the SBDC (Small Business Development Center) to utilize their business counseling services in order to compose a detailed business plan and 3-year proforma financial plan.

Participants that are awarded dollars will be required to complete a three-year compliance agreement with the DCOA to ensure each business meets established post award guidelines and support.

Since this program was in its second year, an aggressive campaign was organized by the AIF to garner applicants as part of its ongoing efforts to establish the program. The marketing included a website, application packet, TV commercial, social media campaigns, as well as public service announcements on both television and radio. The goal of the campaign was to continue to create awareness about the program and generate qualified applicants.

The website development for BE in Abilene was a large undertaking considering all the details and variables entailed in producing such a site. Key focus areas of the website development included: User Experience, Story Telling, Information Included.



- **User Experience** - Great attention was given in designing the BE in Abilene site, starting with the layout. The basic layout needed to meet the needs of desktop and mobile users, allowing access to vital program information. The site is laid out as one long page that the user can easily scroll through. The simplicity of this layout enables the user to engage with the materials in a fluid manner, i.e. not having to click through three pages to get to information that is needed. In addition, the site provides the user direct access to the BE in Abilene application portal. Further simplifying and streamlining the applicants experience.
- **Story Telling** - The AIF creates a clear connection between all marketing materials (tri-folds, previous video content, etc.) and the BE in Abilene website to establish BE in Abilene as its own entity separate from other competitions. The website was designed to be an engaging resource for the user, telling the story of BE in Abilene. This was accomplished using rich media i.e. video content and testimonials from last year's winners. Quotes from last year's winners are highlighted at the top of the site, setting a tone and expectation for the applicants. The use of still shots from last year's awards ceremony create a clear vision of the BE in Abilene experience.
- **Information Included** - A list of frequently asked questions (FAQs) was created and arranged in a methodical order to follow the users thought process, allowing for ease and access to pertinent information. There is also a dedicated BE in Abilene general email for users to send additional questions to. This email is managed directly by the AIF, allowing quick and accurate response to the user. The site also has a schedule of events listed for BE in Abilene. These events include everything from General Information Meetings to important dates throughout the competition. All three of these categories; User Experience, Story Telling, and Information Included, work seamlessly together to promote, excite, and invite entrepreneurs to apply to BE in Abilene; all the while enabling them to feel confident that they have access to necessary information needed to proceed successfully through the application process.

To maximize the efficiency of information dissemination and more clearly define the BE in Abilene Program, the AIF produced a BE in Abilene specific application packet. This packet was designed to provide a single resource to those interested in the finer details of the program. The packet includes a comprehensive program overview, qualification parameters for the program, judging process, schedule for the competition, and frequently asked questions (FAQs).

In addition, the AIF had an animated 30-second commercial produced for BE in Abilene, that can be reused in future year's advertising for the competition. This commercial aired on KRBC and KTAB as well as on BE in Abilene's Facebook page.



The organization placed a heavy emphasis on social media presence. Utilizing the BE in Abilene Facebook page and partnering organization's social media accounts, the AIF produced over 30 different posts between December 1 and January 31, 2019. Partnering organization joined the AIF in posting the same information on their social media pages, furthering the audience base.



The AIF also took advantage of locally focused digital marketing via Big Country Homepage's open app ads. There were three ads produced for this space. The ads varied in appearance and were rotated over the month of January. The ads focused on BE in Abilene as a whole, driving traffic towards the BE in Abilene Website (BEinabilene.com), encouraging individuals to apply.

In concert with the broadcast commercial, the AIF purchased a spot on KTAB4U. AIF staff were interviewed about BE in Abilene and its primary objectives and who was eligible to apply to BE in Abilene. Finally, the AIF procured additional news coverage via radio through KACU. The radio station was and remains interested in BE in Abilene. Heather Claborn interviewed Justin Jaworski about the history behind BE in Abilene and the core function of the competition.



After evaluating 12 applications to determine their eligibility for “Type A” economic development funding, a total of 6 were approved to participate in this year’s competition. These six teams participated in an orientation hosted by the AIF, ACU and SBDC to educate the teams on what to expect from the rest of the competition and to answer any question they might have about the award and compliance process. After this orientation, one team withdrew from the competition. Below is a brief description of each advancing team.

- Belt Buckle Distillery – This company will manufacture fine distilled products such as bourbon, whiskey, single malt, vodka, gin, rum and brandy in Abilene. The primary focus of this company is to pair a wholesale business model with an attractive retail space for visitors. Belt Buckle Distillery would use the BE in Abilene award as working capital to propel their launch.
- Kids Beds, Inc – Manufactures uniquely themed kids’ beds from wood. The company’s goal is to offer competitive pricing at up to 60% off their competitors’ prices that offer a more customizable product. This company ships product all over the US. Kids Bed Inc would use the BE in Abilene award to expand their current operation, increasing production.
- PRPRD Inc. - (pronounced “Prepared”), This company designs, manufactures and sells emergency preparedness kits, equipment, and supplies. The company’s goal is to create the most durable, customizable complete emergency preparedness kits on the market. PRPRD’s base kit feature emergency lighting, hand-crank radio & chargers, first aid kits, emergency food, water purification systems, and many more items strategically sourced for a variety of emergency and disaster situations. PRPRD would use the BE in Abilene award to relocate and set up head-quarters in Abilene.
- Proxy Pay Inc. – Proxy Pay is a Human Resources Outsourcing Company. The company’s technology and experience give small and medium size businesses the opportunity to attract and retain talent, reduce turnover, administer benefits, and properly manage their human capital with efficiency. This company would use the BE in Abilene award as working capital to bring additional data management and sales staff.
- Sockdolager Brewing Co. – This company produces and offers craft beer that is made in West Texas for West Texans. Sockdolager Brewing Company seeks to provide consistent, unique, and quality products to the West Texas market. Currently at production capacity, this company seeks to expand their capacity through the BE in Abilene award.

Currently the competition requires each of the applicants to participate with the SBDC to draft and/or refine their business plan. In this process, each business has drafted a three-year financial proforma to show how, if funded, these funds would help grow their business and employment. There are five teams that have complied with this and provided all the necessary information to the SBDC as well as the judges. The Awards Ceremony will be held May 17, 2019 where the winners will be announced.



## Marketing Budget

The following table is a summary of marketing expenses incurred in the first six months of the fiscal year.

<i>Category</i>	<i>Budget</i>	<i>10/1/18 thru 3/31/19</i>	<i>4/1/19 to 9/30/19</i>
<i>Advertisements</i>	\$25,000	\$10,205	\$----
<i>BE in Abilene</i>	\$20,000	\$13,549	\$----
<i>Marketing Materials</i>	\$25,000	\$8,473	\$----
<i>Website</i>	\$2,500	\$0	\$----
<i>Memberships &amp; Affiliations</i>	\$15,000	\$11,645	\$----
<i>Public Relations</i>	\$0	\$0	\$----
<i>Local Communications</i>	\$6,000	\$0	\$----
<i>Direct Mail</i>	\$1,000	\$0	\$----
<i>Site Consultant Activity</i>	\$25,000	\$8,852	\$----
<i>Business Retention Activity</i>	\$15,000	\$3,053	\$----
<i>Trade Show/Conferences</i>	\$20,000	\$14,414	\$----
<i>Workforce Marketing</i>	\$20,000	\$6,258	\$----
<i>Total</i>	\$174,500	\$76,449	\$----

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

BOARD AGENDA

MEETING DATE: May 23, 2019

**SUBJECT: DCOA FY19 Semi-Annual Report of Activities through March 31, 2019**

**FROM: Charlie Dromgoole, Interim CEO**

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## **GENERAL INFORMATION:**

A report of activities for the first one-half of the current fiscal year has been prepared. The report covers the 6-month period beginning October 1, 2018 and ended March 31, 2019.

## **SPECIAL CONSIDERATIONS:**

As a special note of interest, this year marks the 30<sup>th</sup> anniversary of the DCOA's formation. The Articles of Incorporation were filed with the Texas Secretary of State on November 27, 1989.

Charlie Dromgoole will present the report to City Council in June.

## **FISCAL IMPACT:**

None.

## **STAFF RECOMMENDATION:**

Staff recommends the Board approve by oral resolution the attached report of activities for the 6-month period ended March 31, 2019.

## **ATTACHMENT:**

Development Corporation of Abilene, Inc.  
Report of Activities for period ended March 31, 2019



# **DEVELOPMENT CORPORATION OF ABILENE**

## **SEMI-ANNUAL REPORT OF ACTIVITIES**

October 1, 2018 - March 31, 2019

# Project Summaries

October 1, 2018 to March 31, 2019

## Zoltek Properties – Five Points Business Park



On August 20, 2018, the DCOA purchased the former Zoltek properties in the Five Points Business Park including three (3) large industrial buildings and a total of 52 acres. Zoltek Companies, Inc. will continue to occupy one building, known as building C/D located at 1121 Fulwiler Rd., for an additional 30 months under a lease agreement until March 2021. The other two structures, known as Building A and Building B are vacant and were originally used for manufacturing and processing carbon fiber. In

order to prepare the buildings for future industrial use, extensive clean-up efforts were needed so in October 2018, the DCOA authorized a contract with Briercroft Fire & Restoration/The Signature Group and \$698,811.00 to clean them by vacuuming and power washing the interior. Selective demolition work is done, and The Signature Group will complete the clean-up by mid-April 2019. At that time, the DCOA will have an industrial facility inventory of one 100,000 square foot building and one 40,000 square foot building, ready to lease or sell to encourage more industrial growth in Abilene.

## FDLIC (Project Column 2)

The DCOA approved in November 2018 financial assistance for Project Column 2 (Funeral Directors Life Insurance Co. or FDLIC) up to \$1,035,000 to assist with an expansion of the company's headquarters facility in Abilene. The expansion will add 30,000 sq. ft. at an estimated cost of



\$6,900,000. FDLIC has operated in Abilene for 36 years with the majority of the Company's products and services being sold outside of the Abilene area including specific finance-related products and services such as life insurance, financial services, consulting services and marketing services. The expansion will provide needed room for three of the fastest growing divisions of the Company; 1) investments, 2) administrative software solutions for companies, and 3) technology development and support for the funeral



business. The company currently employs 166 in well-paying jobs and expects to create 76 new jobs.

## Joint Land Use Study (JLUS)



The DCOA recently paid \$15,617 to cover the 10% local match for the City of Abilene's Community Planning Assistance grant from the U.S. Dept. of Defense Office of Economic Adjustment to perform a Joint Land Use Study (JLUS). The study is a joint effort between the community and Dyess Air Force Base (DAFB) to

reduce potential conflicts between DAFB and the surrounding area while accommodating new growth and economic development, sustaining economic vitality, protecting public health and safety, plus protecting the operational missions of DAFB. The JLUS was completed and approved by City Council in July 2018. Since then, the City of Abilene applied for an implementation grant to mitigate the items found in the JLUS to be of concern to DAFB. In December 2018, the DCOA authorized up to \$55,000 to cover the 10% local match required of the City of Abilene as the sponsoring entity for application of another grant.

## Regional High Demand Job Training

The DCOA is participating in a regional job training partnership with Knox City Economic Development Corporation (EDC), the Haskell EDC and Workforce Solutions of West Central Texas to address the lack of available skilled labor for local industries. The DCOA authorized up to \$31,658, and the Knox City EDC and Haskell EDC approved \$5,000 each toward the local match requirement for a High Demand Job Training Program grant that will also benefit the Rochester and Hamlin Independent School Districts. The grant funds will be used for the purchase of welding machines and supplies and a shear/punch machine plus installation of vents and exhaust fans. The regional vocational training programs will benefit eligible Type A employers creating jobs in Abilene and the surrounding area.

## Abilene Chamber of Commerce – Census 2020

The Abilene Chamber of Commerce (ACOC) will contract with a consultant to conduct research and information gathering services plus 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. The DCOA agreed in January 2019 to provide \$100,000 to the ACOC for this purpose,



which will help lead to the attraction and retention of more projects that will lead to more primary jobs in Abilene.

## Street Expenditures

The Abilene City Council appointed a Street Maintenance Advisory and Appeals Board (Streets Board) to determine the highest and best use of funds available for the improvement of city streets. The Streets Board requested that the expenditure in 2019 of \$1.5 million over the next five years toward Ridgemont Dr. The DCOA Board will approve all DCOA funds in order to determine infrastructure necessary to promote or develop new or expanded businesses. The remaining funds will be disbursed following a schedule of: Years 2-4 (2020-2022) \$2,000,000 million each, and Year 5 (2023) \$1,000,000.



DCOA approved an agreement 2019 to provide \$8,500,000 street expenditures. The DCOA make a street on the reconstruction of approved the funding for future street projects using if they are suitable for

## Eagle Aviation Services Roof Replacement



Eagle Aviation Services, Inc. (EASI) occupies five hangars (4 DCOA-owned and 1 City-owned) and a separate building for records and parts storage (also DCOA-owned) at the Abilene Regional Airport. The roofs on these six buildings were damaged as a result of a hailstorm in June of 2014. After discussing its

current and future relationship, it was decided the DCOA would take full responsibility for replacing the roofs. Crenshaw Consulting Group was hired to design the new roofs and a bid opening was held on February 21, 2019. The DCOA approved in April 2019 two contracts for the roof work; 1) \$1,143,227 to Montgomery Construction out of Lorena, Texas for the five hangars, and 2) \$433,209 to Roofs, Inc. from Lubbock for the records and parts storage building. Also approved was \$110,350 to pay Crenshaw's fee, \$60,000 to repair the lightning protection for the hangars, and an 8% contingency for unknowns.

## Purchase of Vacant Land – N. 1<sup>st</sup> St.

In March 2019, the DCOA authorized the purchase of 2.552 acres of vacant land in West Abilene located at 5426 N 1<sup>st</sup> Street for \$90,000. The land will be very useful for further developing Abilene's manufacturing sector.

## Sale of 842 & 834 Pine St.



Texas Tech University Health Sciences Center (TTUHSC) established a campus in Abilene in 2007 with the construction of the School of Pharmacy (SOP) in the 1700 block of Pine St. Later the Department of Immunotherapeutics and Biotechnology, a School of Nursing and School of Public Health were added with some assistance from the DCOA and other community donors. The DCOA established in 2008 laboratory space in a

6,000 sq. ft. structure at 842 Pine St., which is used by TTUHSC researchers. Located inside the building are heavy and light equipment pieces used in research activities. The Agreement for Operation of the Abilene Vivarium that the DCOA signed along with TTUHSC expired on December 31, 2018, so the DCOA approved the sale of the structure along with the adjacent parking lot (834 Pine St.) and all the equipment located inside to TTUHSC. The estimated value of the building and parking lot is \$770,000, which is considered to be the incentive value for this project because no money was exchanged when the sale closed on January 15, 2019. TTUHSC agreed to continue operating the vivarium for at least two more years, continue employing two (2) full-time persons at the site, and meet the applicable requirements for accreditation or use the building for such other purpose as might benefit TTUHSC.

## DCOA Board Members and CEO

In November, Abilene City Councilman Shane Price presented outgoing Secretary/Treasurer and board member Greg Blair with a proclamation from the City of Abilene thanking him for his service on the DCOA board. DCOA President John Beckham present Mr. Blair with a Certificate of Appreciation from the DCOA for his faithful and dedicated service. President Beckham then welcomed new board member Sam Vinson.

The DCOA board accepted Kent Sharp's Letter of Resignation as Chief Executive Officer of the DCOA, effective December 21, 2018. In January 2019, the DCOA authorized a contract with Charlie Dromgoole as Interim CEO to serve until a new CEO is hired. At the same board meeting the board appointed a CEO Search Committee. Finally, the DCOA authorized a contract with The PACE Group of Tupelo, MS and \$30,000 plus reimbursable costs to provide assistance in identifying and locating a qualified individual to serve as CEO of the DCOA.

**Board of Directors:**

**John Beckham** President  
**Jack Rich** Vice President  
**Vic Corley** Secretary/Treasurer  
**Seaton Higginbotham**  
**Sam Vinson**

**Staff:**

**Charlie Dromgoole** Interim Chief Executive Officer  
**Kim Tarrant** Chief Operating Officer  
**Rick Jones** Construction Project Manager  
**Akane Thaxton** Economic Development Specialist  
**Cynthia Nesmith** Administrative Coordinator



**Develop** Abilene

**Development Corporation of Abilene**

**174 Cypress Street, Suite 301  
Abilene, Texas 79601  
325.676.6390**

**[www.abilenedcoa.com](http://www.abilenedcoa.com)**

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**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD AGENDA**  
**MEETING DATE: May 23, 2019**

**PROJECT: Purchase – Utility Pickup Truck for DCOA’s Property Manager**

**STAFF: Charlie Dromgoole, Interim CEO**

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**GENERAL INFORMATION:**

Rick Jones, the DCOA’s Construction Project and Property Manager, works diligently to maintain all of the DCOA’s properties, including the newly purchased former Zoltek property in Five Points Business Park, the hangars, fire pumphouse and Parts/Records storage building occupied by Eagle Aviation Services, the Blue Cross Blue Shield building on Loop 322, and the warehouses on Vine St. occupied by AbiMar Foods. In total, the DCOA owns about 1,075 acres and 1,100,000 sq ft of building space, most of which is leased out.

Mr. Jones drives his private vehicle and averages over 900 miles per month, which is reimbursed to him at the then existing Federal rate for mileage reimbursement.

In order to better accommodate Mr. Jones and the work he does for the DCOA, DCOA staff developed a bid document and specifications for a utility truck that was sent to two local new vehicle vendors: Arrow Ford and Lawrence Hall Chevrolet. The specifications include:

1. One-ton, extended cab, 4WD, single rear wheel, long bed cab and chassis
2. Heavy duty suspension package
3. Hands-free communication
4. Towing package with external transmission oil cooler and seven-pin wiring harness
5. Trailer brake controller
6. Removable heavy-duty, all weather rubber floor mats
7. V-8, 6.0 liter gasoline engine, automatic transmission
8. Utility body with headache rack/window grill, driver side front and rear compartment drawer systems, curb side standard body shelves, appropriate bumper to access towing package, fully undercoated body, back-up alarm, and keyed alike locks
9. Silver exterior paint
10. Full-sized spare tire
11. Left and right outside power adjustable trailer tow mirrors
12. Parts and service availability for at least 7 years
13. Cruise control

Other after-market accessories are expected to be added to the truck including, spray-liner for the bed and possibly tool compartments, mobile desk system for the passenger side front seat, additional interior and exterior lights, fire extinguisher, additional 120v outlet, and ladder rack.

**THE REQUEST**

Sealed bids were required to be submitted by May 2, 2019. Arrow Ford was the only bidder with a Ford F350 Super Cab, 4X4 long bed (to be removed for utility body installation) as follows:

Item	Price
2019 Ford F350 Super Cab, 4x4, 1-ton	\$31,136
Utility body for 1-ton pickup	\$10,160
Add-on; power adjustable mirrors, power door locks & keyless entry	\$832
Add-on; 5-year or 75,000 mile limited warranty on truck (standard warranty is 3 year or 36,000 mile bumper to bumper)	\$1,750
<b>TOTAL</b>	<b>\$43,878</b>

Arrow Ford worked with DCOA staff to secure the best possible pricing for the vehicle, and it was determined that the City of Abilene will make the purchase in order to secure fleet pricing. DCOA will then purchase it from the City. City staff is aware of this arrangement and they do approve.

After-market accessories as stated above are expected to cost an additional \$2,000 and will be handled by DCOA staff after purchasing the vehicle from the City.

**FISCAL IMPACT**

2019 Ford F350 Super Cab w/utility body	\$41,296
Add-on features as described above	\$ 2,582
After-market accessories	<u>\$ 2,000</u>
Total	\$45,878

**STAFF RECOMMENDATION**

Staff recommends the board approve resolution DCOA-2019.20 authorizing the purchase from the City of Abilene of the Ford utility bed truck described above and funds of \$45,878.

**ATTACHMENTS**

Resolution DCOA-2019.20

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/Utility PU purchase 05-23-19.docx>

**RESOLUTION NO. DCOA-2019.20**

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. ("DCOA"), ABILENE, TEXAS AUTHORIZING THE PURCHASE OF A FORD F350 SUPER CAB PICKUP WITH UTILITY BODY ("TRUCK") AND OTHER ACCESSORIES FOR USE BY DCOA STAFF.

WHEREAS, Rick Jones, the DCOA's Construction Project and Property Manager, works diligently to maintain all of the DCOA's properties, including the newly purchased former Zoltek property in Five Points Business Park, the hangars, fire pumphouse and Parts/Records storage building occupied by Eagle Aviation Services, the Blue Cross Blue Shield building on Loop 322, and the warehouses on Vine St. occupied by AbiMar Foods; and,

WHEREAS, in total, the DCOA owns about 1,075 acres and 1,100,000 sq ft of building space, most of which is leased out; and,

WHEREAS, Mr. Jones drives his private vehicle and averages over 900 miles per month, which is reimbursed to him at the then existing Federal rate for mileage reimbursement; and,

WHEREAS, in order to better accommodate Mr. Jones and the work he does for the DCOA, DCOA staff developed a bid document and specifications for a utility truck that was sent to two local new vehicle vendors: Arrow Ford and Lawrence Hall Chevrolet; and,

WHEREAS, other after-market accessories are expected to be added to the truck including, spray-liner for the bed and possibly tool compartments, mobile desk system for the passenger side front seat, additional interior and exterior lights, fire extinguisher, additional 120v outlet, and ladder rack; and,

WHEREAS, sealed bids were required to be submitted by May 2, 2019, and Arrow Ford was the only bidder with a Ford F350 Super Cab, 4X4 long bed (to be removed for utility body installation); and,

WHEREAS, Arrow Ford worked with DCOA staff to secure the best possible pricing for the vehicle, and it was determined that the City of Abilene will make the purchase in order to secure fleet pricing and DCOA will then purchase it from the City; and,

WHEREAS, DCOA staff believes that purchase of the vehicle using fleet pricing is in the best interests of the DCOA and staff has independently confirmed that the pricing proposed by Arrow Ford is reasonable; and,

WHEREAS, City staff is aware of this arrangement and they do approve; and,

WHEREAS, DCOA staff requests the board authorize the purchase of the above described vehicle and after-market accessories for use by DCOA staff.

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

**PART 1.** DCOA authorizes the purchase from the City of Abilene of a Ford F350 Super Cab, 1-ton, 4x4 long bed (to be removed for utility body installation) plus funding of up to Forty-Five Thousand Eight Hundred Seventy-Eight and no/100's Dollars (\$45,878.00) as follows:

2019 Ford F350 Super Cab w/utility body	\$41,296
Add-on features (including extended warranty)	\$ 2,582
After-market accessories	<u>\$ 2,000</u>
Total	\$45,878

**PART 2.** 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 (Interim, if applicable) and/or Chief Operating Officer are authorized to execute any documents on behalf of the DCOA relating to the transaction authorized in this resolution.

ADOPTED this the 23rd day of May 2019.

ATTEST:

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

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

APPROVED AS TO FORM:

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

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Resolution/2019/2019.20 Purchase of utility pickup 05-23-19.docx>



**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD AGENDA**  
**MEETING DATE: May 23, 2019**

**SERVICES: Abilene Chamber of Commerce – 2020 Census REVISED Assistance**

**STAFF: Charlie Dromgoole, Interim 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 Abilene Chamber of Commerce (ACOC) will contract 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 (a Complete Count).

It is expected that by achieving a Complete Count, the DCOA will attain more favorable Census data which will in turn lead to the attraction and retention of more primary employers seeking to establish, relocate, or expand their businesses in Abilene and ultimately lead to more primary jobs in Abilene. The information gained from the services provided by the ACOC will be used by the DCOA to develop “projects” as the term is used in the Local Government Code.

This effort is anticipated to span a period of about one and one-half years at a cost of \$100,000. On January 3, 2019, the DCOA approved resolution DCOA-2019.06 authorizing \$100,000 to be reimbursed to the ACOC as follows: \$50,000 in FY 2018-2019 and \$50,000 in FY 2019-2020.

**THE REQUEST**

The ACOC is contracting with Jay Hardaway to perform the 2020 Census services effective May 1, 2019. Attached is a complete scope of work, in coordination with the City of Abilene and the DCOA and approved by the DCOA.

The ACOC has requested that the funding not be restricted to \$50,000 for each fiscal year in order to provide the flexibility needed for Mr. Hardaway to perform the services as contracted. The ACOC contract for DCOA funds will allow for \$100,000 reimbursed through September 30, 2020, spanning about 17 months.

**FISCAL IMPACT**

No change - \$100,000 through FY 2019-2020

**STAFF RECOMMENDATION**

Staff recommends the board approve resolution DCOA-2019.06 REV authorizing amended assistance to the Abilene Chamber of Commerce whereby the \$100,000 previously approved will be reimbursed as needed through FY 2019-2020, or September 30, 2020.

**ATTACHMENTS**

Memorandum of Agreement between the Chamber of Commerce and Jay Hardaway, West Texas Strategies  
Resolution DCOA-2019.06 REV

<https://dcoa.sharepoint.com/Shared Documents/DCOA/Meeting Memos/FY2019/2020 Census contract with Chamber REV 05-23-19.docx>



**MEMORANDUM OF AGREEMENT**

Effective May 1, 2019, the Abilene Chamber of Commerce (ACOC) hereby engages the services of Jay Hardaway of West Texas Strategies as a consultant to coordinate the City of Abilene's efforts to accomplish as complete a count of Abilene citizens as possible during the upcoming 2020 United States census.

The scope of work to be performed will include, but is not limited to:

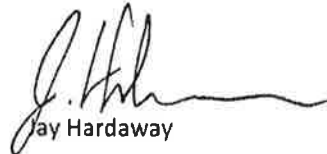
- Research success and lessons learned from the 2010 census process.
- Become an official partner with the Census, assisting with workforce needs and community education.
- Create Abilene specific marketing/awareness campaign, including goals, objectives, action steps and funding/implementation needs.
- Report to the Chamber/City/Development Corporation of Abilene officials the progress of the GIS/Planning department's effort to update the census database to include all residences and group facilities in the Abilene area, ensuring deadlines are met.
- Form a Complete Count Committee comprised of representatives from the City, Chamber, social service organizations, universities, churches, public and private schools, neighborhood groups and Dyess Air Force Base.
- Plan and conduct regular committee meetings.
- Meet with surrounding communities to encourage them to create Complete Count Committees.
- Promote the importance of a complete count through social media, booths at events, public service announcements, school curriculum, commercials, etc.

The monthly retainer for these services will be \$5,294.12 and will continue until September 30, 2020. This agreement may be terminated by either party with 30 days' notice.

Invoices submitted for the monthly retainer and expenses will be paid within 10 days of submission.



Douglas S. Peters  
President & CEO, ACOC



May 7, 2019  
(Date)

May 7, 2019

**RESOLUTION NO. DCOA-2019.06 REV**

A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. (DCOA), ABILENE, TEXAS AUTHORIZING A CONTRACT WITH THE ABILENE CHAMBER OF COMMERCE CONCERNING THE UPCOMING 2020 U.S. CENSUS WITH A REVISED FUNDING REIMBURSEMENT SCHEDULE.

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 outlined 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 (a "Complete Count"), and the ACOC will provide professional services to assist in achieving a Complete Count; and,

WHEREAS, the DCOA Board of Directors finds that it is expected that by achieving a Complete Count, the DCOA will attain more favorable Census data which will in turn lead to the attraction and retention of more primary employers seeking to establish, relocate, or expand their businesses in Abilene and ultimately lead to the creation or retention of primary jobs in Abilene and that achieving a Complete Count is suitable for the development, retention or expansion of facilities specified in Texas Local Government Code, Section 501.101(2); and

WHEREAS, the information gained from the services provided by the ACOC will be used by the DCOA to develop "projects" as the term is used in the Local Government Code; 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, on January 3, 2019, the DCOA approved resolution DCOA-2019.06 authorizing a contract with the ACOC up to \$100,000 to be reimbursed as follows: \$50,000 during FY 2018-2019 and \$50,000 during FY 2019-2020; and,

WHEREAS, the ACOC is contracting with Jay Hardaway to perform the 2020 Census services effective May 1, 2019; and,

WHEREAS, the ACOC now requests that the funds not be restricted to \$50,000 for each fiscal year in order to provide the flexibility needed for Mr. Hardaway to perform the services as contracted; and,

WHEREAS, DCOA staff requests the board authorize revised assistance to the ACOC to allow the ACOC to draw down the approved \$100,000 for the 2020 Census services as needed until September 30, 2020.

**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 up to 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 until September 30, 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 23rd day of May 2019.

ATTEST:

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

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

APPROVED AS TO FORM:

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



## 2019 Abilene Economic Development Sales Tax Workshop



[Register for Event](#)

**Date of Event:** Friday, August 23, 2019

**Time of Event:** 8:00 AM - 4:00 PM

**Registration Deadline:** Friday, August 16, 2019

**Registration Rate:** \$175

The Economic Development Sales Tax Workshop are designed specifically for EDC Board Members and local elected officials and include information about economic and community development in general, and changes to the Economic Development Sales Tax Law. The workshops will include a discussion of changes to the Economic Development Sales Tax law that occurred during the 86th session of the Texas Legislature. Workshop attendees will receive Open Meetings Act and Public Information Act certification as a part of this course. Attendees of the Economic Development Sales Tax Workshop will be provided training materials, a light breakfast, and lunch.

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## Hilton Garden Inn Hotel

4449 Ridgemont Dr.  
Abilene, TX 79606  
(325) 690-6432

### **OVERNIGHT ACCOMMODATIONS:**

The TEDC's discounted room block rate at the Hilton Garden Inn is currently **\$109.00/night+tax**. There are **limited number** of rooms available in the TEDC's room block. The room block rate will expire on **August 2nd**, 2019.

**To book your reservation online:** Room Reservation Link

**To book your reservation by phone:** (800) 445-8667

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**Registration and Payment Policy:** All registrations are to be made online. Registrations will not be accepted by mail, email, telephone or fax. Payments in advance are encouraged, unless specified to be paid prior to the event. Invoices are required to be paid within 30 days following the event. Payments may be made in the form of check or online via credit card. Purchase orders will not be accepted as a form of payment.

**Cancellation, Refund and No-Show Policy:** All cancellations must be received in writing via email to TEDC staff. Cancellations received in writing on or before (10 business days), and which payment has been received, will be

refunded via check following the event. All refunds will be charged a \$35.00 administration cancellation fee. There will be no refunds for cancellations received after (10 business days). A registrant who does not submit a written cancellation or attend the event, is considered a No-Show and is not eligible for a refund. A registrant who does not submit a written notice of cancellation or attend the event is still responsible for the registration fee.

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