

## PUBLIC NOTICE

### DEVELOPMENT CORPORATION OF ABILENE, INC.

A meeting of the Development Corporation of Abilene, Inc. ("DCOA") will be held on May 21, 2020, by videoconference commencing at 9:30 am, to consider the Agenda set forth below.

In accordance with social distancing guidelines, the DCOA Board room will not be open to the public, and the meeting will be held by videoconference. In accordance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Proclamation and Declaration of Disaster enacted March 13, 2020: 1) Board Members of the DCOA may participate in this meeting remotely by videoconference; and 2) Members of the public may attend this meeting by videoconference at the following link: <https://global.gotomeeting.com/join/306645429>. The videoconference will remain open from 9:30 am until the end of the meeting.

Under Agenda Item 3., the opportunity for public comment will be announced and members of the public should identify themselves at that time should he or she choose to make any comments concerning any Items on the Agenda. Under Item 3 on the Agenda, public comments concerning Items on the Agenda are allowed for up to 3 minutes per person (or in the event that a person addresses the Board through a translator, such public comments on Items on the Agenda is allowed for up to 6 minutes). While the Board is in executive session the videoconference will remain active. Should you get disconnected at any time during the meeting, you may log back into the meeting using the same link that is set forth above to re-join the meeting.

The following public toll free telephone dial in number may also be used during the meeting to access the Board's open session deliberations and/or provide public comment on any Items on the Agenda under Agenda Item 3: +1 (669) 224-3319, Access Code 306-645-429.



SIGNED:

Misty Mayo, CEO

## AGENDA

May 21, 2020  
9:30 am

1. Call the meeting to order
2. Invocation
3. Public Comment on Agenda Items
4. Governance Schedule

5. Approval of minutes from the February 28, 2020, March 27, 2020, April 1, 2020, April 17, 2020 and April 28, 2020 board meetings.
6. Sales tax report for May and financial report for April 2020.
7. 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. City of Abilene and Extra Territorial Jurisdiction
    - B. Agreement with City of Abilene for use of the DCOA's street expenditure funds for FY 2021
  2. 551.072 (Deliberations about Real Property)
  3. 551.074 (Personnel Matters)
  4. 551.087 (Business Prospect/Economic Development)
    - A. Project ERG – 1 (Economic Relief Grant)
    - B. Project ERG – 2 (Economic Relief Grant)
    - C. Project ERG – 3 (Economic Relief Grant)
8. Oral presentation of Semi-Annual Report from the City of Abilene Airport Business Development Management Program.
9. Discussion and possible approval of a Resolution authorizing the realignment of Staff of the DCOA.
10. Discussion and possible approval of a Resolution approving an Agreement with Project ERG-2.
11. Discussion and possible approval of a Resolution authorizing a Street Expenditure Agreement for use of Street Maintenance funds for FY 2021.
12. Discussion of the next board meeting date and location of future meetings.
13. Adjournment.

**CERTIFICATE**

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of Abilene, Texas, on the 18th day of May, 2020 at 8:50 a.m.

  
Kaitlin Richardson, Deputy City Secretary

**NOTICE**

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

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Post Agenda (72 hrs prior to the meeting)</b>
												Monthly board meeting
												Annual Report presentation to City Council (Nov. or Dec.)
												Semi-annual report presentation to City Council (April or May)
												Annual proposed budget to City Council (July or Aug)
												State of the City Address by Mayor
												Other meetings
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Governance: Semi-Annual &amp; Annual Reviews</b>
												Presentation/proclamation to Outgoing Board Members (City of Abilene and the Board)
												Welcome new board member(s)
												New board member(s) onboarding
												Officer election (President, Vice President, Secretary and Treasurer & others as determined)
												Bank account signature card
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Presentations Semi-annual reports (DCOA, AIF, ABI, SBDC &amp; MAC) -Oct. - Mar.:</b>
												Presentation-Semi-annual report of activity -- MAC (6 mos ending 3/31)
												Presentation-Semi-annual report of activity -- DCOA (6 mos ending 3/31)
												Presentation-Semi-annual report of activity -- ABI/Airport (6 mos ending 3/31)
												Presentation-Semi-annual report of activity -- AIF (6 mos ending 3/31)
												Presentation-Semi-annual report of activity -- SBDC (6 mos ending 3/31)
												Presentation-Report of activity (BE in Abilene)
												Presentation-Report of activity (NextU)
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Presentations: Annual reports (DCOA, AIF, ABI, SBDC &amp; MAC) April - Sept.:</b>
												Presentation of Annual report of activity -- MAC (6 mos ending 9/30)
												Presentation of Annual report of activity -- ABI/Airport (6 mos ending 9/30)
												Presentation of Annual report of activity -- AIF (6 mos ending 9/30)
												Presentation of Annual report -- DCOA
												Presentation of Annual report of activity -- SBDC (6 mos ending 9/30)
												Partners: Semi-Annual written reports of activity (Oct-March) due April 10
												Partners: Annual written reports of activity (Apr-Sept) - due October 10
												Partners: Annual budget request due (AIF, ABI, SBDC & MAC & Griggs Ctr.) - June 3
												New fiscal year contract (Abilene Education Foundation)
												New fiscal year contracts (AIF, ABI, SBDC, MAC & ACU)
												Annual budget proposal for following year presented to Board
												Staffing/Staff evaluation (Staff potential conflicts of interest)
												Financial audit prepared/presented by 3rd party auditor

													Approve annual street expenditure projects per agreement COA ('20-'23)
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Governance: Monthly Board Meeting Review</b>	
													Approval of last meeting's minutes
													Financial report presented by DCOA Staff (accounting firm, as requested)
													Sales tax report - quarterly
													Analysis of investments, including manager risk & fees (once DCOA handles investments)
													Schedule next meeting date
													Review of Strategic Plan
													Review of governance checklist
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Project &amp; Properties Review on Demand</b>	
													Properties, as needed
													Projects, as needed
													• Benchmark comparisons

Rv. 5/19/20

Board Meeting Minutes  
February thru April 2020

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**February 28, 2020**

**MEMBERS PRESENT:** Jack Rich                      Vic Corley                      Sam Vinson  
Shea Woodard-Hall

**MEMBERS ABSENT:** John Beckham

**STAFF PRESENT:** Misty Mayo                      Cynthia Nesmith                      Akane Thaxton  
Julie Johncox

**GUESTS PRESENT:** Mark Zachary                      McMahon Surovik Suttle, PC  
Chris Shelton                      McMahon Surovik Suttle, PC  
Justin Jaworski                      Abilene Industrial Foundation  
Gray Bridwell                      Abilene Chamber MAC  
David Smith                      SBDC

1. **CALL THE MEETING TO ORDER:** President Jack Rich called the meeting to order at 10:00 a.m. at 174 Cypress St., 3<sup>rd</sup> floor conference room, Abilene, Texas.

2. **PUBLIC COMMENT:**

a) **Discussion and possible approval of a resolution adopting procedures governing Public Comment:** Misty Mayo, CEO for the DCOA, presented Resolution DCOA-2020.16 for the Board's consideration that provides for the Board's adoption of procedures for public comments during DCOA Board meetings, including the establishment of an amount of time for members of the public to speak on Agenda items. After discussion, the Board expressed an interest in establishing procedures related to public comment, including three minutes as being the amount of time for members of the public to speak at Board meetings in reference to items on the Agenda.

Sam Vinson made the motion to approve Resolution DCOA-2020.16 adopting procedures for public comments during DCOA Board meetings with three minutes being specified as the amount of time that each member of the public could speak on items that are on the Agenda. Shea Woodard-Hall seconded and the motion passed.

b) Public Comment on Agenda items – no comments were made.

3. **ANNOUNCEMENTS FROM MISTY MAYO, CEO:**

a) **DCOA received the Texas Economic Development Council's 2019 Economic Excellence Recognition Award:** Misty Mayo announced that for the first time ever the DCOA received the Texas Economic Development Council's Economic Excellence Recognition. The award is based on management, production, focus areas and accomplishments of the DCOA in 2019. Ms. Mayo noted that a portion of the award also acknowledges and reflects the strength of the board, and its cumulative breadth of knowledge and experience.

- b) **Texas Economic Development Corporation Business Summit hosted by the DCOA on Thursday, April 16, 2020:** Misty Mayo explained the DCOA is looking beyond its region to aggressively market Abilene. Ms. Mayo stated that involvement at a state level is critical to cultivate relationships outside the DCOA's region and that an important step in this regard was to join the Texas Economic Development Corporation (not to be confused with the TEDC which is the DCOA's professional organization). Ms. Mayo reported that the DCOA has requested to host one of the TxEDC's Business Summits in Abilene and that the first summit that it will host is scheduled for April 16, 2020. Sam Vinson and Shea Woodard-Hall have helped to determine speakers for the meeting and Jack Rich has agreed to facilitate the panel for the event.

**4. APPROVAL OF MINUTES FROM THE JANUARY 28, 2020 BOARD MEETING:** Vic Corley moved to approve the minutes from the January 28, 2020 board meeting. Shea Woodard-Hall seconded, and the motion carried.

**5. FEBRUARY SALES TAX REPORT AND PRELIMINARY FINANCIAL REPORT FOR DECEMBER 2019:** Akane Thaxton, Economic Development Specialist with the DCOA, presented the sales tax report for February as reported by the City of Abilene. The sales tax rebate for February is \$5,187,786.01 which represents December sales. Economic Development received \$1,296,946.50 which is 11.37% above last year and 8.39% above the projected FY20 budget amount. Of this rebate, \$157,591.35 is from prior periods, audit payments, future payments and unidentified payments. For the period October through February, sales tax is 6.32% above last year and 3.47% above the approved FY20 budget amount.

The DCOA's total current assets as of December 31, 2019 were \$36,030,764. The December revenues totaled \$1,221,387 and total expenditures were \$1,087,375 with \$778,651 spent on eight different projects.

**6. EXECUTIVE SESSION:** President Rich stated: I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with the DCOA's 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 Rich announced the date is February 28, 2020 and the time is 10:18 a.m. After returning from Executive Session, President Rich announced the date is still February 28, 2020 and the time is 12:15 p.m. No vote or action was taken in Executive Session.

**7. ORAL PRESENTATION OF SEMI-ANNUAL REPORT FROM ABILENE CHAMBER OF COMMERCE MILITARY AFFAIRS COMMITTEE:** Misty Mayo introduced Gray Bridwell, Vice President of Military Affairs to present an oral report to the board as per the DCOA's new governance schedule. Mr. Bridwell noted that Abilene was awarded the Great American Defense Communities award which is a national award. The award will be received in June and a film crew will be coming to Abilene next week to film the community and speak with some of the airmen from Dyess Air Force Base (Dyess). Mr. Bridwell noted that some of the ways Dyess is supported is the world's largest barbeque where 5,000



airmen and their families are fed. No other community hosts such an event. Mr. Bridwell also noted that another very unique program is Home Away from Home where a civilian host family will sponsor an airman to connect airmen to a family support network. Mr. Bridwell reported that in another initiative this fall, he and Greg Blair, Chairman of Military Affairs, toured a full-scale fatigue test of the B-1. Mr. Bridwell then briefed the Board on details concerning the recent announcement of the retirement of 9 B-1 bombers from Dyess and noted that the impact of the retirement to Dyess is expected to be fairly small.

**8. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING AN AGREEMENT WITH PROJECT GATEWAY:** Misty Mayo presented Resolution DCOA-2020.18 authorizing an incentive for Project Gateway. Mrs. Mayo stated the company is a locally owned, self-launched startup that currently employs 23 full-time employees and plans to create an additional 46 full time employees over a three-year period. The Company has requested the DCOA provide an incentive up to \$387,000.00 to help with the purchase and renovation of a new corporate headquarters & manufacturing facility in Abilene, Texas.

Sam Vinson moved to approve Resolution DCOA-2020.18 authorizing an incentive for Project Gateway up to Three Hundred Eighty-Seven Thousand and no/100's Dollars (\$387,000.00) in exchange for the Company's retention of at least 23 full-time employees and creation of 46 new full-time employees at the end of a three year period. Vic Corley seconded and the motion passed.

**9. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING AN AGREEMENT (INCLUDING REAL ESTATE SALES CONTRACT) WITH PROJECT THRESHOLD:** Misty Mayo presented Resolution DCOA-2020.17 authorizing an incentive, including a Real Estate Sales Contract for Project Threshold ("Company"). The Company is a window and door extrusion manufacturer for residential and light commercial applications. The Company and the DCOA determined that the DCOA owned property located at 1249 Fulwiler Rd., Abilene, Texas which includes an existing building plus over 8 acres of land is suitable for the company's expansion into Abilene. Ms. Mayo reported that the value of the property is estimated by the DCOA to be \$1,100,000. Staff requests the board (i) approve a 10 year note in the amount \$700,000 with an interest rate of 2.25% and the Company paying \$70,000.00 towards the purchase price and (ii) authorize an incentive package in an amount not to exceed \$400,000.00. The Company will create approximately 19 full-time employees (FTE's) over a five-year period.

Sam Vinson moved to approve Resolution DCOA-2020.17 authorizing (i) Real Estate Sales Contract for the DCOA owned property at 1249 Fulwiler Rd., Abilene, Texas in the amount of \$700,000.00 with the Company paying \$70,000.00 towards the purchase price and the DCOA financing the note for 10 years with an interest rate of 2.25% and (ii) an incentive package in an amount not to exceed Four Hundred Thousand and no/100's Dollars (\$400,000.00) with the creation of 19 full-time employees. Shea Woodard-Hall seconded and the motion passed.

**10. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING AN AGREEMENT (INCLUDING REAL ESTATE SALES CONTRACT) WITH PROJECT WINDMILL:** Misty Mayo presented Resolution DCOA-2020.19 authorizing an incentive package for Project Windmill. This is an existing company in Abilene under one of the

DCOA's three pillars, Business Retention and Expansion. The Company currently occupies DCOA owned properties located at 3901, 4009, 4109, 4125 and 4141 Vine Street and 1782 Industrial Boulevard, Abilene, Texas (collectively, the "Property"). The Property has been re-platted and the re-plat will be submitted to the City for record and will be assigned one address. Ms. Mayo reported that the Property is appraised for \$3,000,000.00. Staff recommends approval of a Real Estate Sales Contract with the Company to purchase the buildings and Property for \$1,000,000.00 financed over a three-year period with a 0% interest rate. The remaining \$2,000,000.00 in value will be used as an incentive for Project Windmill to spur the potential expansion of the building and to incent the Company to remain in Abilene, retaining 550 full-time employees and continuing to grow its production line which is not part of this resolution.

Sam Vinson moved to approve Resolution DCOA-2020.19 authorizing a Real Estate Sales Contract with the Company to purchase the buildings and Property for One Million and no/100's Dollars (\$1,000,000.00) financed over a three-year period with a 0% interest rate. The remaining Two Million and no/100's Dollars (\$2,000,000.00) will be used as an incentive for Project Windmill to spur the potential expansion of the building and to incent the Company to remain in Abilene, retaining 550 full-time employees. Shea Woodard-Hall seconded and the motion passed.

**11. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING THE CEO TO ENTER INTO A CONTRACT TO ACQUIRE PROPERTY IN CENTRAL ABILENE AND EXPEND FUNDS FOR DUE DILIGENCE PRIOR TO PURCHASE:** Misty Mayo presented Resolution DCOA-2020.20 authorizing a contract to purchase property in Central Abilene providing the organization the opportunity for expansion, as well as a cost effective means for developing projects in-line with the DCOA's purpose and mission organizationally. The resolution provides for funding necessary to conduct due diligence prior to the purchase. Once the due diligence is completed, staff will return to the board for authorization and funds for the purchase.

Sam Vinson moved to approve Resolution DCOA-2020.20 authorizing the CEO to enter into a contract to purchase the property in Central Abilene and funds necessary to conduct due diligence prior to the purchase. Shea Woodard-Hall seconded and the motion passed.

**12. DISCUSSION OF THE NEXT BOARD MEETING DATE:** President Rich announced the next scheduled meeting of the DCOA board will be on Friday, March 27, 2020, at 10:00 a.m.

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

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Jack Rich, President

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**March 27, 2020**

**MEMBERS PRESENT:** Jack Rich                      Vic Corley                      Sam Vinson  
John Beckham                      Shea Woodard-Hall

**STAFF PRESENT:** Misty Mayo                      Cynthia Nesmith  
Julie Johncox

**GUESTS PRESENT:** Mark Zachary                      McMahon Surovik Suttle, PC  
Chris Shelton                      McMahon Surovik Suttle, PC  
Doug Williamson                      ACoC Military Affairs

**1. CALL THE MEETING TO ORDER:** President Jack Rich called the meeting to order at 10:01 am by telephone conference and offered an invocation. President Rich also thanked departing Board member John Beckham for his six years of dedicated service to the DCOA Board, two years spent as President.

**2. PUBLIC COMMENT ON AGENDA ITEMS:** President Jack Rich announced an opportunity for the public to comment on any of the agenda items. There will be no votes or formal action taken during public comment. This will allow members of the public to present ideas and information to the DCOA Board and staff pertaining to the items on the agenda. If there is anyone who would like to make a public comment at this time please state your name and address. No one from the public spoke.

**3. EXECUTIVE SESSION:** President Rich stated: 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 Rich announced the date is March 27, 2020 and the time is 10:07 am. Later, President Rich announced the date is still March 27, 2020 and the time is 11:34 am. No vote or action was taken in Executive Session.

**4. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING AN AGREEMENT (INCLUDING A REAL ESTATE SALES CONTRACT) WITH PROJECT ISO:** Misty Mayo presented Resolution DCOA-2020.21 authorizing an incentive, including a Real Estate Sales Contract for Project ISO ("Company"). The Company currently has 27 full time employees (FTE's) and will add 70 additional FTE's over the next 10 years for a total of 97 FTE's. The specifics of the incentive include the Company's purchase of the property and building located at 1221 Fulwiler Rd. that has an appraised value of \$2.5 million over the next 10 years at a zero percent interest rate. Staff also recommends an incentive package for Project ISO in an amount not to exceed \$900,000 to help with building improvements, moving existing equipment and the purchase of new equipment.

Following discussion, John Beckham moved to approve Resolution DCOA-2020.21 authorizing (i) Real Estate Sales Contract for the DCOA owned property at 1221 Fulwiler

Rd., Abilene, Texas in the amount of Two Million Five Hundred Thousand and No/100's Dollars with the DCOA financing the note for 10 years with an interest rate of 0% and (ii) an incentive package in an amount not to exceed Nine Hundred Thousand and No/100's (\$900,000) with the creation of 70 full-time employees. Sam Vinson seconded and the motion passed.

**5. DISCUSSION OF THE NEXT BOARD MEETING DATE:** President Rich announced the next scheduled meeting of the DCOA Board will be on Wednesday, April 1, 2020, at 1:00 pm.

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

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Jack Rich, President

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**April 1, 2020**

**MEMBERS PRESENT:** Jack Rich                      Vic Corley                      Sam Vinson  
John Beckham                      Shea Woodard-Hall

**STAFF PRESENT:** Misty Mayo                      Cynthia Nesmith  
Julie Johncox

**GUESTS PRESENT:** Mark Zachary                      McMahon Surovik Suttle, PC  
Chris Shelton                      McMahon Surovik Suttle, PC  
Amy Whitmer                      Abilene Industrial Foundation

1. **CALL THE MEETING TO ORDER:** President Jack Rich called the meeting to order at 1:08 pm by telephone conference and offered an invocation.

2. **PUBLIC COMMENT ON AGENDA ITEMS:** President Jack Rich announced an opportunity for the public to comment on any of the agenda items. There will be no votes or formal action taken during public comment. This will allow members of the public to present ideas and information to the DCOA Board and staff pertaining to the items on the agenda. If there is anyone who would like to make a public comment at this time please state your name and address. No one from the public spoke.

3. **EXECUTIVE SESSION:** President Rich stated: 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 Rich announced the date is April 1, 2020 and the time is 1:10 pm. Later, President Rich announced the date is still April 1, 2020 and the time is 1:45 pm. No vote or action was taken in Executive Session.

4. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION APPROVING AN INCENTIVE AS A RESULT OF DISASTER DECLARATION/COVID-19:** CEO, Misty Mayo presented Resolution DCOA 2020.22 authorizing approval of an Economic Relief Incentive Grant Fund. The grant funds will be monies set aside to allow the DCOA Board to allocate incentives from the fund to assist local Type A companies by offering financial relief and support during this recession.

Mrs. Mayo discussed the presentation included with the packet: Page 4.2 explained the definition from the Texas Comptroller's Office of acceptable uses of Type A sales tax funds; Page 4.3 explained the recommendation for a set-aside, grant fund allocation for incentives to be used for retention of existing companies for Type A qualified local companies/projects; Page 4.4 illustrated the three pillars of the DCOA's Mission, of which one of these primary pillars is for the DCOA to retain and grow existing companies; Page 4.5 outlined parameters of the grant that will be aligned with incentives that support Type A qualified projects for retention. The grant fund will be a specific amount that is set by the Board. The DCOA Board

will direct the incentives awarded from the grant fund, and the City Council will approve any incentives awarded that will exceed the approval authority of the Board. A need for an appointed committee was highlighted; Page 4.7 illustrated potential questions Board members should consider asking a committee to address. With a quick turnaround, the staff team has benchmarked what other economic development organizations and communities are doing. It was acknowledged that many questions will need to be addressed by the committee, such as: timeline for funding incentives; efforts to mitigate duplication of other monies from the Small Business Administration or Federal funds; how long will a business be required to have been operational in Abilene before qualifying for funds; how will incentives be awarded; how will companies find out about the grant fund; and many other questions. After the presentation, Mrs. Mayo turned the meeting back to President Jack Rich.

President Rich announced the appointment of a committee comprised of Shea Hall and Sam Vinson to serve as Committee Chair. The Committee is charged with working with the staff team to develop parameters for the Program with the intention of presenting these to the Board for approval at the next Board meeting. President Rich asked if there were any questions or comments from the Board. He then asked for a motion to be made that would include the maximum limit the DCOA would allocate to this program.

Following the Board's discussion, Sam Vinson moved to approve Resolution DCOA-2020.22 recommending up to Three Million and no/100's Dollars from the DCOA to fund the Economic Relief Incentive Grant Fund. Shea Woodard-Hall seconded and the motion passed.

**5. DISCUSSION OF THE NEXT BOARD MEETING DATE:** President Rich announced the next scheduled meeting of the DCOA Board will be on Tuesday, April 28, 2020, at 1:30 pm.

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

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Jack Rich, President

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**April 17, 2020**

**MEMBERS PRESENT:** Jack Rich                      Vic Corley                      Sam Vinson  
Floyd Miller                      Shea Woodard-Hall

**STAFF PRESENT:**                      Misty Mayo                      Cynthia Nesmith  
Julie Johncox

**GUESTS PRESENT:**                      Mark Zachary                      McMahon Surovik Suttle, PC  
Chris Shelton                      McMahon Surovik Suttle, PC  
Dan Booth                      KTAB

**1. CALL THE MEETING TO ORDER:** President Jack Rich called the meeting to order at 1:36 pm by videoconference. President Rich also welcomed the newly-appointed Board member Floyd Miller.

**2. PUBLIC COMMENT ON AGENDA ITEMS:** President Jack Rich announced an opportunity for the public to comment on any of the agenda items. He further stated that there would be no votes or formal action taken during public comment, that this would allow members of the public to present ideas and information to the DCOA Board and staff pertaining to the items on the agenda, and that if there was anyone wanting to make a public comment, to please state their name and address. No one from the public spoke.

**3. EXECUTIVE SESSION:** President Rich stated: I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with 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 Rich announced the date is April 17, 2020 and the time is 1:39 pm. Later, President Rich announced the date is still April 17, 2020 and the time is 2:33 pm. No vote or action was taken in Executive Session.

**4. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION SETTING PARAMETERS AND/OR AUTHORIZING THE ECONOMIC RELIEF INCENTIVES COMMITTEE TO SET PARAMETERS FOR THE DCOA's ECONOMIC RELIEF GRANTS:** CEO Misty Mayo presented Resolution DCOA-2020.23 authorizing the Economic Relief Incentives Committee to set parameters. This Resolution is to compliment Resolution DCOA-2020.22 passed at the last Board meeting to establish a fund of set-aside monies to contribute to qualified companies for Type A NAICS codes. Ms. Mayo discussed the presentation slide showing the Economic Relief Incentives Parameters; (i) a company or project with a qualified Type A NAICS code will receive a minimum grant of \$25,000, (ii) Company must be in business for the previous 24 months in Abilene, (iii) Company must agree on certain job retention numbers and must remain in Abilene for 12 months after contract is dated and signed, (iv) every grant does require a contract. These parameters are in line with Texas Government Code that dictates requirements for Type A funded economic development organizations. This Resolution gives authority to the committee to make decisions for grants up to \$99,999 and gives them the option to bring any or all requests for funds to the DCOA Board of Directors for

approval. Sam Vinson serves as chairman of the committee and serves along with Shea Woodard-Hall, the committee having been appointed by President Jack Rich.

President Rich asked Ms. Mayo for clarification. Specifically, he asked for confirmation that the committee will have the option to approve grants up to \$99,999 and that anything over that amount will be brought before the Board for approval. Ms. Mayo confirmed that this approval authority is correct. President Rich thanked Sam Vinson and Shea Woodard-Hall for their work on the committee and working with staff especially due to the tight deadline so this process can be moved along. Sam Vinson commented on what a great job Ms. Mayo and the DCOA staff did in putting this framework together in a quick fashion. He also stated that there are a lot of variables at play and a lot of things to consider in this process, and that he believes that the structure the DCOA has developed will provide efficiency in getting money to those who need it but also stay within the Type A guidelines. Ms. Mayo stated that it was important for the public to know this will be done through an online application and the DCOA has stated that the application will be live by April 28th.

Sam Vinson moved to approve Resolution DCOA-2020.23 authorizing the Economic Relief Incentives Committee to set parameters for the economic relief grant fund. Shea Woodard-Hall seconded and the motion passed.

**5. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION TO PURCHASE PROPERTY IN CENTRAL ABILENE:** Misty Mayo presented Resolution DCOA-2020.24 authorizing the purchase of central Abilene property that includes a parking garage. If the Board approves this purchase, this item will go before the City Council on May 14th for their approval since the amount is over the \$250,000 needing council's approval. Ms. Mayo asked Sam Vinson to address the Board concerning the project. Mr. Vinson stated that this property had previously been discussed, and that this is a great opportunity and a perfect fit for the DCOA and its mission to support the City of Abilene and the downtown as well. He further stated that financially this will be good to step into the ownership role as opposed to the role of renter and that the numbers support a viable purchase. The DCOA is looking at a closing date of May 15<sup>th</sup>. It was also noted that a Phase I environmental and inspections of the property have already been completed.

Shea Woodard-Hall moved to approve Resolution DCOA-2020.24 authorizing the purchase of central Abilene property including all fixtures and/or personal property for \$985,000. Floyd Miller seconded and the motion passed.

**6. DISCUSSION OF THE NEXT BOARD MEETING DATE:** President Rich announced the next scheduled meeting of the DCOA Board will be on Tuesday, April 28, 2020, at 1:30 pm.

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

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Jack Rich, President



**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**April 28, 2020**

<b>MEMBERS PRESENT:</b>	Jack Rich Floyd Miller	Vic Corley Shea Woodard-Hall	Sam Vinson
<b>STAFF PRESENT:</b>	Misty Mayo Julie Johncox	Cynthia Nesmith Akane Thaxton	
<b>GUESTS PRESENT:</b>	Mark Zachary Chris Shelton Amy Whitmer	McMahon Surovik Suttle, PC McMahon Surovik Suttle, PC Abilene Industrial Foundation	

- 1. CALL THE MEETING TO ORDER:** President Jack Rich called the meeting to order at 1:34 pm by videoconference.
- 2. INVOCATION:** Sam Vinson offered the invocation.
- 3. PUBLIC COMMENT ON AGENDA ITEMS:** President Jack Rich announced an opportunity for the public to comment on any of the agenda items. He further stated that there would be no votes or formal action taken during public comment, that this would allow members of the public to present ideas and information to the DCOA Board and staff pertaining to the items on the agenda, and that if there was anyone wanting to make a public comment, to please state their name and address. No one from the public spoke.
- 4. APPROVAL OF MINUTES FROM THE FEBRUARY 28, 2020, MARCH 27, 2020 AND APRIL 1, 2020 BOARD MEETINGS:** No action was taken on this item.
- 5. PRELIMINARY FINANCIAL REPORT FOR MARCH 2020:** Akane Thaxton, Economic Development Specialist with the DCOA, presented the Financial Report for March 2020, including that the DCOA's total current assets as of March 31, 2020 were \$38,628,208, that the March revenues totaled \$1,040,555 and that total expenditures were \$282,614, with \$69,983 spent on three different projects.
- 6. PRESENTATION OF THE FY 19 FINANCIAL AUDIT CONDUCTED BY BKD CPA'S & ADVISORS, LLP:** Kevin Kemp with BKD CPA's & Advisors, LLP presented the DCOA's FY 19 audit report, which was conducted as part of the City of Abilene's annual audit. Mr. Kemp stated the purpose of an audit is to give an opinion on each unit, financial reports, accounts payable, cash receipts, cash disbursements and payroll. He further stated that during the audit, they also look at internal key controls to make sure the controls are operating as designed and found no weaknesses or deficiencies in the financial reporting. Mr. Kemp congratulated the DCOA on a very strong balance sheet, and stated that it is the largest balance sheet of any development corporation from the cities his company has audited.
- 7. EXECUTIVE SESSION:** President Rich stated: I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with 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 Rich announced the date is April 28, 2020 and the time is 1:45 pm. Later, President Rich announced the date is still April 28, 2020 and the time is 2:40 pm and that no vote or action was taken in Executive Session.

**8. DISCUSSION AND POSSIBLE APPROVAL OF AN AMENDED DCOA BUDGET FOR FY 19-20:** Misty Mayo presented an amendment to the FY 19-20 budget for the Board's consideration. Ms. Mayo explained to the Board that part of the revised budget includes several new projects for consideration such as the Fulwiler Rd. upgrade and Marigold Street extension. Another project included is the Hangar 2 expansion which was previously approved but due to the addition of the fire suppression system and ventilation there have been extra costs added that are accounted for in the revised budget. The DCOA staff is also anticipating the opportunity for a few additional projects that were not originally anticipated that the DCOA had the capacity to undertake until FY 21. As an example, Ms. Mayo noted that the parts and records storage building at the airport needs maintenance which includes repairing the concrete tilt walls and then repainting.

Ms. Mayo pointed out economic development incentives for Chike, Bavarian and Hartmann's have all been approved by City Council (March 12<sup>th</sup> and April 9<sup>th</sup>). The Marigold Street extension and Fulwiler Rd. upgrade are new project requests. She also mentioned the potential projects and incentives amount includes the \$3 million that the Board set aside for the Economic Relief fund, in addition to \$1 million to ensure the DCOA budgets for upcoming projects that the DCOA might undertake during the remainder of FY 19-20, with the caveat that any project over \$250,000 must not only be approved by the Board, but also be presented to City Council for final approval.

Under the summary of revenues, DCOA staff amended the proposed sales tax revenue line item and Ms. Mayo noted that previously the budget included revenue of \$11.9 million and the revised budget is based on what Ms. Mayo is learning from specialists and consultants in the retail industry. Ms. Mayo also noted that Abilene probably won't be hit as hard as previously anticipated, so the reduction of almost \$2 million appears to be reasonable. Ms. Mayo stated that from what she has been told by economists in the retail industry and by retail people there is a belief that because of Governor Abbott's commitment to get businesses reopened in Texas, the sales tax dip in March and April will rebound to some extent because consumer spending is expected to escalate in late May, June and July. This number also factored in input from the City of Abilene finance department, which has a software program that projects sales tax based on previous revenues and reports from the comptroller's office. Ms. Mayo also discussed the increase in the technology expenses, explaining the \$86,000 increase will purchase three separate software programs that relate to management of the DCOA's projects for business development. The addition will cover all initial contracts for the software programs and Ms. Mayo noted that the bulk of the cost is for the "Sales Force" software. It is a costly option but one that staff believes will drive sales cycle and relationships for business development and better manage the DCOA's existing BRE companies. The "GIS Web Tech" software will help as an online tool for the website with data, research and a graphics tool and the last program is "Real Massive" which is a commercial real estate search engine.

President Rich asked about the increase in salaries, Ms. Mayo reported the salaries line item includes a projection for 4 new employees, and that at this time, the DCOA is asking for the increase in the budget, and that Ms. Mayo intends to come back to the Board in June and officially present the positions, which are expected to be for marketing and brand management, two people for business development and one for data analyst. Ms. Mayo noted that some of these positions have to do with the realignment of the AIF and DCOA. President Rich requested that when this item is presented to the Board, that it be presented as a one-time package.

Sam Vinson made a motion to approve the amended budget as presented. Floyd Miller seconded and the motion passed.

**9. DISCUSSION OF THE NEXT BOARD MEETING DATE:** President Rich announced the next scheduled meeting of the DCOA Board will be on Thursday, May 21, 2020, at 9:30 am.

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

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Jack Rich, President

**Sales Tax for May 2020 and  
Financial Report for April 2020**

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

Accounting Period Month	Actual 2018-19	Actual 2019-20	% Change
October	\$935,573	\$971,166	3.80%
November	1,057,749	1,082,334	2.32%
December	920,280	1,040,873	13.10%
January	896,175	897,279	0.12%
February	1,164,524	1,296,947	11.37%
March	865,352	912,615	5.46%
April	836,708	830,828	-0.70%
May	1,094,925	1,072,277	-2.07%
YTD	\$7,771,285	<b>\$8,104,317</b>	<b>4.29%</b>
June	\$925,759		
July	934,495		
August	1,102,815		
September	996,654		
	11,731,008		

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 2020 represents March 2020 sales. Approximately \$17,193.51 of the rebate is from prior periods, audit, future, and unidentified payments. \$7,018.31 is from Single Local Rate collections.

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.

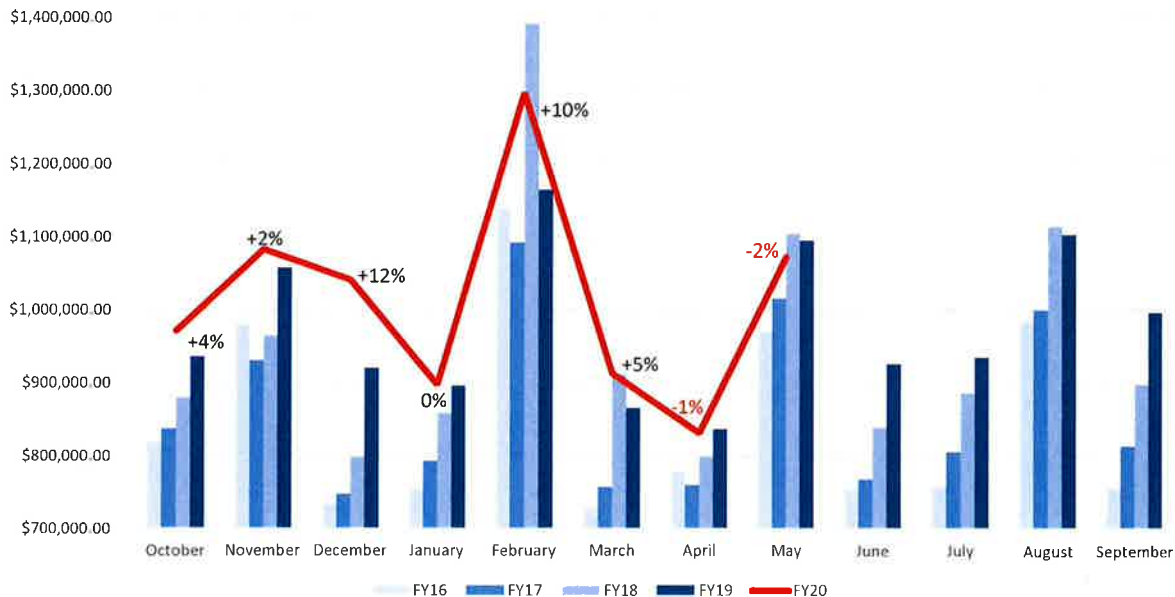
**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**1/2 CENT SALES TAX REVENUE**  
*Five Year Comparison*

Accounting Period Month	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
October	\$818,682	\$837,118	\$879,590	\$935,573	\$971,166
November	980,001	930,685	964,521	1,057,749	1,082,334
December	734,411	747,969	798,352	920,280	1,040,873
January	755,093	793,214	858,624	896,175	897,279
February	1,139,896	1,092,352	1,392,378	1,164,524	1,296,947
March	728,841	757,151	911,871	865,352	912,615
April	779,083	760,192	799,041	836,708	830,828
May	971,507	1,016,082	1,104,587	1,094,925	1,072,277
<b>FY TOTAL</b>	<b>\$6,907,513</b>	<b>\$6,934,763</b>	<b>\$7,708,963</b>	<b>\$7,771,285</b>	<b>\$8,104,317</b>
June	\$754,439	\$767,736	\$838,840	\$925,759	
July	757,642	805,208	885,910	934,495	
August	985,002	1,000,259	1,114,193	1,102,815	
September	756,171	813,341	897,771	996,654	
<b>YTD</b>	<b>\$10,160,766</b>	<b>\$10,321,308</b>	<b>\$11,445,677</b>	<b>\$11,731,008</b>	

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

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

**Sales Tax Revenue For Economic Development**  
**5-Year Comparison**  
**FY20 Revenue Compared to FY19**



**FINANCIAL STATEMENTS  
FOR APRIL 2020  
WILL BE PROVIDED AT MEETING**

# REGULAR SESSION



**Abilene Regional Airport  
FY 2020 Semi-Annual Report  
To  
Development Corporation of Abilene**

The Business Development Program thrives at Abilene Regional Airport (ABI) due to the continued assistance received from DCOA by supporting our goal of marketing to a 17 county catchment area via digital media, radio and print advertisement. This program provides the airport the ability to create and facilitate a campaign to attract additional air service, encourage local economic growth while also giving intentional effort to develop vacant and underutilized airport property for commercial/industrial uses.

FY20 YTD Business Development Activity

- Received official award of the Small Community Air Service Development Program (SCASDP) Grant. \$1 million awarded for revenue guarantee, recruitment costs, marketing program and start-up cost offsets to recruit, initiate, and support new daily non-stop air service to Houston, or alternatively, new air service to Denver International Airport.
- Engaged in initial meetings with airline contender to discuss the SCASD award and how we would like to use the market revenue guarantee.
- Final stages of Land Use Planning for underutilized airport property with a focus of aeronautical and non-aeronautical commercial development of selected areas of the airport.
- Phase I & II of Advisory Aerospace feasibility study completed.
- With the assistance of Develop Abilene, hired The Retail Coach to assist in retail consultancy on available airport land.
- Presentations and local business development within our catchment area.
- Participation in the Chamber of Commerce, Rotary, and American Association of Airport Executives, South Central Chapter.

Presentations, Events, Conferences this year include

- 4 Catchment Area Presentations
- 8 Airport Sponsored Events
- MyABI TV
- TakeOff - Routes America Air Service Development Conference

Marketing the Airport

**Publications:** Hispanic Life Magazine holiday ad insertions (Front page ad, 2-page article spread, ½ page colored ad), Abilene Scene Nov/Dec full page ad

**Social Media:** October Social Media Calendar, December Social Media Calendar, February Social Media Calendar

FY20 Semi-annual ABI Development

**Digital Advertising:** 2 landing pages designed and launched (one for business travelers, and one for general travelers), Digital ad campaign that directs users to both landing pages based on need/location.

### Social Media

**Facebook:** @abileneairport

- 4,162 page followers, up ~150 followers
- 36,000 'check-ins', up ~1,000 check-ins

**Twitter:** @abairport

- 1,397 followers, up ~2 followers

**Instagram:** @abairport

- 934 followers, up ~200 followers

### Sponsorships

- Abilene Young Professionals Summit, Brownwood Visitor & Relocation, Abilene Zoo Train, Texas Midwest Community Network, United Way LightFest.

### Special Programs & Statistics

**ABI-VIP Passenger Rewards** - The objective is to engage customer loyalty and develop a database of passenger information, giving them the opportunity to subscribe to email communications.

- ~2550 registered members.

#### **Enplanements YTD 03/2020**

- down 20%

#### **Parking Revenue YTD 03/2020**

- down 19%

#### **Rental Car Revenues YTD 02/2020**

- down 4%

#### **EASI Parking Revenue** (invoiced @ \$0.70)

Total Entries: 20,897

Total Value: \$14,627.90

### Business Development Outlook

- Recover from COVID with a strong comprehensive marketing & advertising campaign to increase enplanements.
- SCASDP Grant follow through. Revisit our initial meetings with airline contender.
- Airline Headquarter meetings.
- Finalize Land Use Development Study that includes a "fly-over" video and marketing material.
- Attend conference for potential aeronautical development: Maintenance Overhaul and Repair Americas Show.
- Ongoing pursuit of potential retail development.

FY20 Semi-annual ABI Development



# **REALIGNMENT DISCUSSION**



# Develop **Abilene**

DEVELOPMENT CORPORATION  
OF ABILENE



# SHARED VISION

## ECONOMIC DEVELOPMENT STRATEGIC PLAN

*“ Abilene has a growing, dynamic economy that elevates the creativity, skills, and ambitions of its businesses and residents. ”*

# DCOA

- To coordinate and lead the economic development efforts of the community; including long-term visioning and the coordination of the economic development strategic plan - Advancing Abilene.
- To fund pursuits and partnerships that align with DCOA goals and strategies which drive increased capital investment and primary job creation for the Abilene community; leading the DevelopAbilene strategies and priorities.



*Coordinate, Measure & Adjust for Success*

## **I. BUSINESS ATTRACTION**

*Aggressively market & promote Abilene as a destination for new investment.*

## **II. BUSINESS RETENTION & EXPANSION**

*Spur and facilitate the growth and prosperity of existing businesses.*

## **III. ENTREPRENEURSHIP**

*Develop an ecosystem that spawns and supports innovative businesses.*



## **WORKFORCE & TALENT DEVELOPMENT**

*Elevate initiatives and partnerships to create and retain a viable workforce that can support current and future industry.*

## **MARKETING & BRAND AWARENESS**

*Activate strategies to promote Abilene as the premier location for business.*

**= SUCCESS**

# WHY REALIGN?

## TO MEET THE STRATEGIC VISION:

**ABILENE HAS A GROWING, DYNAMIC ECONOMY THAT ELEVATES THE CREATIVITY, SKILLS AND AMBITIONS OF ITS BUSINESSES AND RESIDENTS.**

**01**

### **ALIGN TO COMPETE**

Through contracts with the DCOA, partner organizations will be afforded the opportunity to implement the economic development strategic plan strategies together.

**03**

### **ROLES & RESPONSIBILITIES**

Clearly defined with responsibilities outlined for accountability.

**02**

### **UNIFIED MESSAGE**

Improved collaboration, one #DevelopAbilene message, lessens confusion.

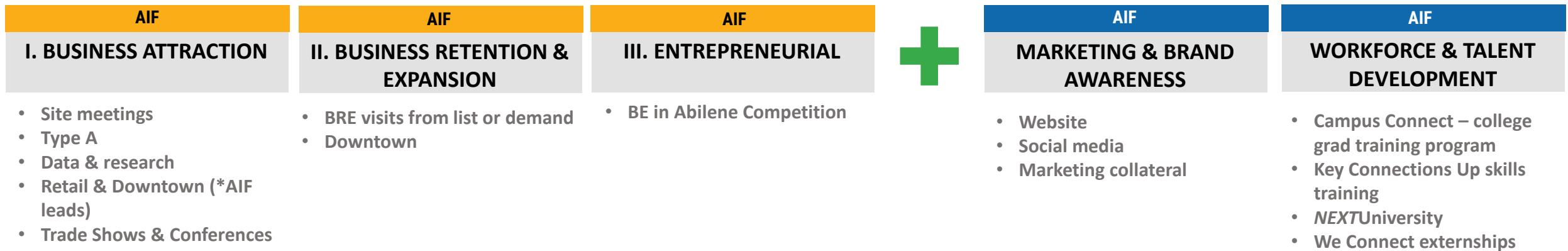
**04**

### **IMPROVES AGILITY**

Allows the DCOA and AIF to recognize new and existing opportunities and to act quickly.



## WHERE WE ARE TODAY



*\*Manage = staff team is employed by respective organization.  
A variety of scenarios apply for funding and contract deliverables.*

## WHERE WE ARE HEADED

DCOA MANAGE	AIF MANAGE	AIF MANAGE	+	DCOA MANAGE	AIF MANAGE
<b>I. BUSINESS ATTRACTION</b>	<b>II. BUSINESS RETENTION &amp; EXPANSION</b>	<b>III. ENTREPRENEURIAL</b>		<b>MARKETING &amp; BRAND AWARENESS</b>	<b>WORKFORCE &amp; TALENT DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>• Site meetings</li> <li>• Type A</li> <li>• Data &amp; research</li> <li>• Retail &amp; Downtown (*AIF leads)</li> <li>• Trade Shows &amp; Conferences</li> <li>• Developers</li> <li>• Subject Matter Experts</li> <li>• Target industries</li> <li>• Business intelligence</li> <li>• Incentive guidelines</li> <li>• Policies &amp; procedures</li> <li>• Compliance</li> <li>• GIS WebTech</li> <li>• Real Estate search software</li> <li>• Sales Cycle Management/Sales Force</li> </ul>	<ul style="list-style-type: none"> <li>• BRE visits from list or demand</li> <li>• Downtown</li> <li>• Match business leaders to business attraction and retention efforts – contacts and connections to leverage success</li> <li>• Industry luncheons &amp; events</li> <li>• Participate in small business initiatives</li> <li>• Coordinate with DCOA team to ensure business intelligence</li> <li>• Experts on existing market</li> <li>• Know the existing industry intelligence</li> <li>• Industry Management Councils</li> </ul>	<ul style="list-style-type: none"> <li>• BE in Abilene Competition</li> <li>• Student and school entrepreneurial programs</li> <li>• Angel Initiatives</li> <li>• Workshops &amp; classes</li> <li>• Coordinate contract with SBDC</li> <li>• Economic Gardening Program</li> <li>• Participate in small business initiatives</li> <li>• Explore funding mechanisms for small business entrepreneurship</li> </ul>		<ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Marketing collateral</li> <li>• Brand management – one brand - #DevelopAbilene</li> <li>• Marketing firm &amp; PR</li> <li>• Site Selector engagement events</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Connect – college grad training program</li> <li>• Key Connections up skills Training</li> <li>• NEXTUniversity</li> <li>• We Connect externships</li> <li>• Data driven initiatives</li> <li>• Industry luncheon to educate business community</li> <li>• College coordination/Workforce training/cont. education</li> <li>• Community assessment for local talent</li> </ul>

*\*Manage = staff team is employed by respective organization. A variety of scenarios apply for funding and contract deliverables.*



# PRIMARY ROLES

## DCOA ROLES

### CORE FUNCTIONS

BUSINESS ATTRACTION - DEVELOPMENT

DATA ANALYTICS & BUSINESS ATTRACTION

MARKETING & BRAND MANAGMENT

STRATEGIC INITIATIVES

### SUPPORT FUNCTIONS

FINANCE, ACCOUNTING &  
COMPLIANCE

ADMINISTRATIVE

FACILITIES

## AIF ROLES

### CORE FUNCTIONS

BUSINESS RETENTION & EXPANSION (BRE)

ENTREPRENEURIAL

DOWNTOWN & RETAIL DEVELOPMENT

WORKFORCE & TALENT DEVELOPMENT

9.8

*\*Through the Public Private Partnership, we are coordinating to accomplish realization of economic development strategies.*

*\*Retail – privately funded & managed.*

*\*Downtown funded – 50% DCOA, 25% City, 25% AIF private funds; DCOA does not current fund downtown.*



# REALIGNMENT FOR EFFECTIVENESS

## REALIGNED DCOA and AIF TEAM MEMBERS

### WHERE WE WERE:

AIF – 5  
DCOA – 5

### WITH REALIGNMENT:

AIF – 4  
DCOA – 10

WHERE WE ARE TODAY FULL TIME EMPLOYEE FOCUS AREAS	WHERE WE SHOULD BE	WITH REALIGNED STAFF - ADD
Business Attraction - 0.5	2.5	2
Business Retention & Expansion - 0.5	0.5	0
Entrepreneurial - 0	0.5	0.5
Marketing - 0.5	1	0.5
Strategic Initiatives - 0	1	1
*Downtown - 1	0.5	- 0.5*
*Retail - 0	0.5	0.5*
<b>TOTAL: 2.5</b>	<b>6.5</b>	<b>3.25 DCOA + .75 Other</b>

*\*Through the Public Private Partnership, we are coordinating to accomplish realization of economic development strategies.*

*\*Retail – privately funded & managed.*

*\*Downtown funded – 50% DCOA, 25% City, 25% AIF private funds; DCOA does not current fund downtown.*

**9.9** *\*Downtown & Retail are part of the DevelopAbilene Business Development Team.*

## STEP ONE

Final concept and budget approval by DCOA Board.

## STEP TWO

Workshop and approval of the budget by City Council.

## STEP THREE

Implementation with the goal of completion by October 1, 2020.



An effective realignment between the DCOA, AIF & City for optimum success in economic development.

# WHAT SUCCESS LOOKS LIKE IN 2020

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## ALIGN

Allows #TeamAbilene to execute economic development strategy; in return allowing partner organizations to be more effective, efficient and strategically aligned.



## RECRUIT

Engaging key leaders to best implement strategy that helps move DevelopAbilene forward.



## RESEARCH

Research and develop best practices to serve as key metrics for staff.



## UPDATE

Our funding model to support strategic plan and organization goals.



## DEVELOP

A plan of action to expand investors and strategic partners with accountability measures.

## RESOLUTION NO. DCOA-2020.26

### **A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC., ABILENE, TEXAS (“DCOA”) AUTHORIZING THE DCOA TO HIRE ADDITIONAL EMPLOYEES AS PART OF A REALIGNMENT OF THE DCOA’S DUTIES AND RESPONSIBILITIES.**

WHEREAS, in an effort to best meet the economic development needs of Abilene, the DCOA has worked with its community partners to determine what Abilene’s core economic development needs are and how each of the community partners can best help Abilene meet those needs; and,

WHEREAS, the DCOA’s role is to coordinate and lead the economic development efforts of the community; and,

WHEREAS, the DCOA’s economic development priorities can be broken down into the following categories (the “**Core Pillars**”): (1) Business Attraction, (2) Business Retention & Expansion, (3) Entrepreneurial, (4) Marketing & Brand Awareness, and (5) Workforce & Talent Development; and,

WHEREAS, the Abilene Industrial Foundation, Inc. (“**AIF**”) is a longstanding partner of the DCOA and has helped Abilene meet its economic development needs; and,

WHEREAS, as part of a realignment of the DCOA’s responsibilities under the Core Pillars and an enhancement of the AIF’s responsibilities under the Core Pillars that the DCOA supervises (the “**Realignment**”), the DCOA and the AIF expect to execute a new or amended agreement outlining the AIF’s deliverables and expanded responsibilities under the Business Retention and Expansion, Entrepreneurial, and Workforce & Talent Development pillars, the timing of which will be determined by the DCOA’s Chief Executive Officer (“**CEO**”) and the AIF; and,

WHEREAS, as part of the Realignment, the DCOA has determined that (1) the DCOA needs additional employees to meet its new responsibilities under the Business Attraction and Marketing & Brand Awareness pillars and (2) that two of the AIF’s existing employees would be best suited to meet the DCOA’s needs; and,

WHEREAS, the CEO requests that the DCOA be authorized to hire additional employees, including hiring two existing AIF employees, to meet the needs described above; and,

WHEREAS, the DCOA’s Board of Directors finds that the expenditures contemplated by this Resolution are costs required or suitable for the development, retention, and expansion of projects and/or are necessary to promote or develop new or expanded business enterprises.

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

**PART 1.** DCOA hereby authorizes its CEO to hire additional employees and establish the compensation for each new position, so long as the DCOA’s annual budget has sufficient funds for the expenditures.

**PART 2.** The CEO or her designee is hereby authorized to, on behalf of the DCOA, take any steps necessary which are consistent with and necessary to effectuate the actions outlined above.

**PART 3.** This Resolution takes effect immediately upon passage.

ADOPTED this the 21<sup>st</sup> day of May, 2020

ATTEST:

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

\_\_\_\_\_  
Jack Rich  
President

APPROVED AS TO FORM:

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



**RESOLUTION NO. DCOA-2020.27**

**A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC., ABILENE, TEXAS (“DCOA”) AUTHORIZING AN ECONOMIC RELIEF INCENTIVE FOR PROJECT ERG-2 (“COMPANY”).**

WHEREAS, as a result of COVID-19 and the economic recession in the City of Abilene, the DCOA set aside funds for Economic Relief Incentives to provide qualified incentives to support business retention and business expansion through any expenditures that are consistent with the Development Corporation Act; and,

WHEREAS, the Economic Relief Incentive Committee has determined that awarding an incentive for Project ERG-2 will support Company’s business retention efforts; and,

WHEREAS, the Economic Relief Incentive Committee and the DCOA’s staff requests the DCOA’s Board of Directors approve an incentive for Project ERG-2 in an amount not to exceed \$ [REDACTED]; and,

WHEREAS, the DCOA's Board of Directors finds that Project ERG-2 (a) creates and/or retains primary jobs, and (b) is required and/or suitable for the development, retention or expansion of one or more of the facilities described in Section 501.101(2) of the Texas Local Government Code.

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

- PART 1.** DCOA hereby authorizes an incentive for Project ERG-2 in an amount not to exceed \$ [REDACTED], in exchange for the Company’s retention of [REDACTED] full-time employees for one year.
- 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 funding commitment herein is extended in writing by the DCOA’s Chief Executive Officer (“CEO”) prior to the expiration date.
- PART 3.** The CEO or her designee is hereby authorized to, on behalf of the DCOA, negotiate, enter into and execute all agreements and to take any steps necessary which are consistent with and necessary to effectuate the actions outlined above.
- PART 4.** This Resolution takes effect immediately upon passage.

ADOPTED this the 21<sup>st</sup> day of May, 2020

ATTEST:

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

\_\_\_\_\_  
Jack Rich  
President

APPROVED AS TO FORM:

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Mark Zachary, Attorney at Law

**RESOLUTION NO. DCOA-2020.25**

**A RESOLUTION OF THE DEVELOPMENT CORPORATION OF ABILENE, INC. (“DCOA”), ABILENE, TEXAS AUTHORIZING STREET EXPENDITURES FOR 2021.**

WHEREAS, the DCOA was requested by the City of Abilene to fund \$8.5 million over 5 years toward street expenditures required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises as follows: Year 1 (2019)-\$1.5 million, Years 2-4 (2020-2022)-\$2 million each, and Year 5 (2023)-\$1 million; and,

WHEREAS, the City of Abilene has presented a request for use of \$2,000,000 for 2021 street projects, including portions of Pine Street, North 18<sup>th</sup> Street and Southwest Drive (the “Streets”); and,

WHEREAS, after consideration and discussion, the DCOA’s Board of Directors finds that an expenditure of \$2,000,000 in 2021 for the reconstruction of the Streets is required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises.

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

- PART 1.** DCOA authorizes an expenditure not to exceed \$2,000,000 in 2021 for the reconstruction of portions of Pine Street, North 18<sup>th</sup> Street and Southwest Drive as requested by the City of Abilene.
- PART 2.** The funding described in this resolution is not committed until the City of Abilene approves the DCOA’s Fiscal Year 2021 Budget.
- PART 3.** 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 funding commitment herein is extended in writing by the DCOA’s Chief Executive Officer (“CEO”) prior to the expiration date.
- PART 4.** The CEO or her designee is hereby authorized to negotiate, enter into and execute a final contract and all other related documents on behalf of the DCOA which are consistent with and necessary to effectuate the actions outlined above.
- PART 5.** This Resolution takes effect immediately upon passage.

ADOPTED this the 21<sup>st</sup> day of May, 2020

ATTEST:

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

\_\_\_\_\_  
Jack Rich  
President

APPROVED AS TO FORM:

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