CITY OF SAN ANGELO TEXAS
Development Corporation

Agenda
9/28/2022

Notice is hereby given of a regular meeting of the City of San Angelo Development Corporation (COSADC) to be held on September 28, 2022 at 8:30 AM at the East Mezzanine of City Hall, 72 W. College Ave., San Angelo, Texas, for the purpose of considering the following agenda items.

1. **Call to Order**
2. **Prayer**
3. **Public Comment**

Issues or items that are not on the agenda may be raised by the public at this time. Citizens should speak from the podium, begin by stating their name and limit remarks to less than three minutes. Board members may request that a discussed item be placed on a future agenda. The Board takes public comment on all Regular Agenda items during the discussion of those items.

4. **Consent Agenda**
   a. Consider approving the necessary Corporation disbursements
   b. Consider approving the August 24, 2022 Meeting Minutes
   c. Consider approving the August 2022 Financials
   d. Consider approving an increase from $5,000 to $15,000 under the Affordable Housing Assistance Program (AHAP) and authorizing the Board President or their designee to execute all necessary documents (Bob Salas, Director of Neighborhood and Family Services)
5. **Regular Agenda**
   a. Discussion and possible action regarding the Administrative Services Agreement by and between the City of San Angelo Development Corporation and the City of San Angelo (Presentation by First Vice President John Bariou)
   b. Discussion and possible action regarding the COSADC Disbursement Policy, including designating Business Liaison(s) (Presentation by First Vice President John Bariou)
   c. Consider appointing COSADC representative(s) for various boards; including but not limited to the San Angelo Water Advisory Board, San Angelo Chamber of Commerce Ex-Officio Representative, Ports to Plains Alliance, Transportation Advocates of Texas, and the Gulf Coast Strategic Highway Coalition. (Presentation by First Vice President John Bariou)
   d. Presentation by the COSADC Bylaws Review Committee and discussion of the Committee's proposed restated COSADC By-Laws. (Presentation by Bylaws Review Committee)
   e. Discussion of additional efficiency and effectiveness topics (Presentation by Michael Dane, Interim Director of Economic Development)

f. Update regarding the Economic Development Director position and search process (Presentation by Michael Dane, Interim Director of Economic Development)

g. Discussion and possible action regarding the Professional Services Agreement by and between the City of San Angelo Development Corporation and the San Angelo Chamber of Commerce (Presentation by Michael Dane, Interim Director of Economic Development)

6. Closed Session

Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meetings, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:

a. Section 551.087 to discuss or deliberate commercial or financial information that the Board received from a business prospect and to deliberate the offer of a related financial (or other) incentive concerning:

Project CONNECTOR - Manufacturer (Other Miscellaneous Manufacturing - Connectivity Components)

7. Follow Up and Administrative Issues

a. Consideration and possible action of items discussed in Closed Session, if needed

b. Announcements and consideration of Future Agenda Items

8. Adjournment

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of the City of San Angelo, Texas, on the 23rd day of September 2022 at 2:00 P.M.

_____

Michael Dane
Economic Development Interim Director

All agenda items are subject to action. All contracts/agreements may be subject to further negotiation prior to execution. The Board reserves the right to consider business out of posted order and/or meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code. In compliance with the Americans with Disabilities Act, the City of San Angelo Development Corporation will provide for reasonable accommodations for persons attending board meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the Economic Development Office at 325-653-7197. COSADC meetings are broadcast on Channel 17-Government Access at 8:00 A.M. on every Wednesday on the Wednesday after each meeting.

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Consent Item

Caption:

Consider approving the necessary Corporation disbursements

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1. Disbursement 09-28-2022 Disbursement 09-28-2022.pdf

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Tina Dierschke	Approved
Brandon Dyson	Approved
Nolan Sosa	Final Approval

City of San Angelo Development Corporation
Check Disbursements
For Board Approval September 28, 2022

Economic Development

COSA	$	8,560,671.84	Fund 105 Interest & Fund 260 Ft. Stockton Water (Inv. 58615 & 58616)	
COSA		196,215.00	Admin Serv - Affordable Housing (Inv. 58472)	
McLaughlin Advertising		4,795.54	Marketing - BP Comp & Print Place (Inv. 4534 & 5646	
Bowles Heating & Cooling		3,740.64	Refrigerant leak, add freon, replace run cap (Inv. 3894)	
Padilla Painting		1,608.00	Repair & Paint at BRC (Inv. 2437)	*Ck. 5744*
SA Chamber of Commerce		1,600.00	Sponsorship & table 20 Under 40	*Ck. 5747*
Total for Board Consideration	**$**	**8,768,631.02**		
Jowers Commercial Cleaning	$	800.00	Clean at BRC (Inv. 5760)	
Jowers Commercial Cleaning		800.00	Clean at BRC (Inv. 5750)	*Ck. 5736*
Jowers Commercial Cleaning		800.00	Clean at BRC (Inv. 5735)	*Ck. 5729*
Russ Wallace		596.00	MO IT serv for Business Factory (Inv. 1035)	*Ck. 5750*
Staples		416.75	Office supplies (Inv. 3515739112)	*Ck. 5737*
Rads Window Cleaning		350.00	Clean interior & exterior windows (Inv. 1062)	*Ck. 5734*
Rads Window Cleaning		350.00	Clean interior & exterior windows (Inv. 1069)	
Schindler		200.16	Annual service for elevator at BRC (Inv. 9100730050)	*Ck. 5748*
TEDC		200.00	Registration - ED Sales Tax Workshop (Inv. 18204)	*Ck. 5738*
Ener-tel		175.00	Serv call (Inv. 278920)	*Ck. 5733*
House of Chemicals		164.78	Cleaning supplies (Inv. 10074761)	*Ck. 5742*
Kirbo's Office Systems		149.00	Mo. Copier lease for Business Factory (Inv. 423295)	
Kirbo's Office Systems		149.00	Mo. Copier lease for Business Factory (Inv. 419639)	*Ck. 5730*
House of Chemicals		140.67	Cleaning supplies (Inv. 1007562 & 1007476)	*Ck. 5735*
3D's Plumbing		132.24	Address backflow violations (Inv. 22263239)	*Ck. 5739*
Staples		130.72	Office supplies (Inv. 3515930976, 3516032511, 3516032510, & 3516032508)	*Ck. 5749*
Staples		126.69	Office supplies (Inv. 3516728867, 3516728869, 3517254524, & 3517016804)	
Ports to Plains		125.00	Registration for Annual Conference	*Ck. 5745*
Ener-tel		100.00	Mo. Burglar & fire alarm security(Inv. 283044)	*Ck. 5741*
Ener-tel		100.00	Mo. Burglar & fire alarm security(Inv. 280820	*Ck. 5726*
House of Chemicals		99.85	Janitorial suppies for BRC (Inv. 1007476)	
Atmos Energy		95.09	Gas utilities at BRC (Serv date 08042022-090622)	
Atmos Energy		90.83	Gas utilities at BRC (Serv date 07072022-080322)	*Ck. 5725*
CVEC		46.93	Elec serv at airport sign (Serv date 07202022 - 08202022)	*Ck. 5740*
Republic Service		29.51	Trash Serv for BRC (Inv. 001145459)	*Ck. 5746*
Kirbo's Office Systems		14.28	Overage on copier for Business Factory (Inv. 422317)	*Ck. 5743*
	$	**6,382.50**		
Total Economic Development Disbursements	**$**	**8,775,013.52**		

Ballot

First Title Co.	$	55,062.23	Mortgage buy down - 711 W. 15th St.	*Ck. 2016*
Total for Board Consideration	**$**	**55,062.23**		
Total Routine Disbursements	**$**	**-**		
Total Ballot Disbursements	**$**	**55,062.23**		
Grand Total Disbursements this Period	**$**	**8,830,075.75**		

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Consent Item

Caption:

Consider approving the August 24, 2022 Meeting Minutes

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1. COSADC Meeting Minutes 08-24-2022 COSADC Meeting Minutes 08-24-2022.pdf

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Tina Dierschke	Approved
Brandon Dyson	Approved
Nolan Sosa	Final Approval

City of San Angelo, Texas
Development Corporation Meeting
Wednesday, August 24, 2022

Present:
Max Puello, President
John Bariou, First Vice President
Dr. Clifton Jones, Second Vice President
Dr. Ruben Ceballos, Director
Chris Evatt, Director
Joe Spano, Director
Dr. Farrah Gomez, Director

1. Call to Order

With a quorum of the City of San Angelo Development Corporation Board Members present, President Puello called the regular session of the City of San Angelo Development Corporation to order at 8:30 a.m., on Wednesday, August 24, 2022, in the City of San Angelo City Hall, 72 W College Avenue, San Angelo, TX 76903

2. Prayer

An invocation was provided by First Vice President Bariou.

3. Public Comment

No public comments were made.

4. Consent Agenda

a. Consider approving the necessary Corporation disbursements

b. Consider approving the July 27, 2022, Meeting Minutes

Motion: Director Ceballos made a motion, seconded by First Vice President Bariou to approve the consent agenda as presented. The motion carried unanimously seven (7) ayes to zero (0) nays.

5. Regular Agenda

a. Consider approving the July 2022 Financial Statements and Quarterly Financial Report (Presentation by Finance Director Tina Dierschke

Motion: First Vice President Bariou made a motion, seconded by Director Jones to approve the July 2022 Financial Statements. The motion carried unanimously seven (7) ayes to zero (0) nays.

b. Consider accepting the 2021 City of San Angelo Development Corporation Audit (Presentation by Internal Auditor Michael Muncey)

Director Spano asked if a discussion regarding the San Angelo Chamber of Commerce agreement has been conducted.

Director Jones asked if the staff was working on a draft of the agreement. Plus, he requested the board receive a copy of the agreement.

Interim Dane assured the board they would receive a copy of the agreement.

Motion: Director Jones made a motion, seconded by Director Spano to approve the 2021 City of San Angelo Development Corporation Audit. The motion carried unanimously seven (7) ayes to zero (0) nays.

6. Closed Session

Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meetings, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:

7. Follow Up and Administrative Issues

a. Consideration and possible action of items discussed in Closed Session, if needed

No discussion.

b. Announcements and consideration of Future Agenda Items

Director Jones requested the following, "I would like to ask the board be updated on the status of the search for the Executive Director – where we may be on that. I would like for that to be a continuing agenda item, until such time that search has been completed. So the board will be aware of the efforts."

8. Adjournment

Motion: First Vice President Bariou made a motion, seconded by Director Ceballos to adjourn the meeting. The motion carried unanimously seven (7) ayes to zero (0) nays.

There being no further business, the meeting adjourned at 8:41 a.m.

THE CITY OF SAN ANGELO

_____
Corporation President

ATTEST:

_____
Corporation Secretary

In accordance with Chapter 2, Article 2.300, of the Official Code of the City of San Angelo, the minutes of this meeting consist of the preceding Minute Record and the Supplement Minute Record. Details on Board meetings may be obtained from the City Clerk's Office. (Portions of the video recording may be distorted due to equipment malfunction or other uncontrollable factors.)

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Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Consent Item

Caption:

Consider approving the August 2022 Financials

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1.	COSADC FS 2208	COSADC FS 2208.pdf

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Tina Dierschke	Approved
Brandon Dyson	Approved
Nolan Sosa	Final Approval

City of San Angelo Development Corporation

Financial Information and Schedules
As of August 31, 2022

Contents

Executive Summary

Economic Development

- Balance Sheet
- Revenue & Expenditure Report
- Project Commitments

Ballot

- Balance Sheet
- Revenue & Expenditure Report
- Project Commitments

Transaction Detail by Account

2011 Bond Issue

Hickory Water Supply

This UNAUDITED information is designed for internal use and analysis only.

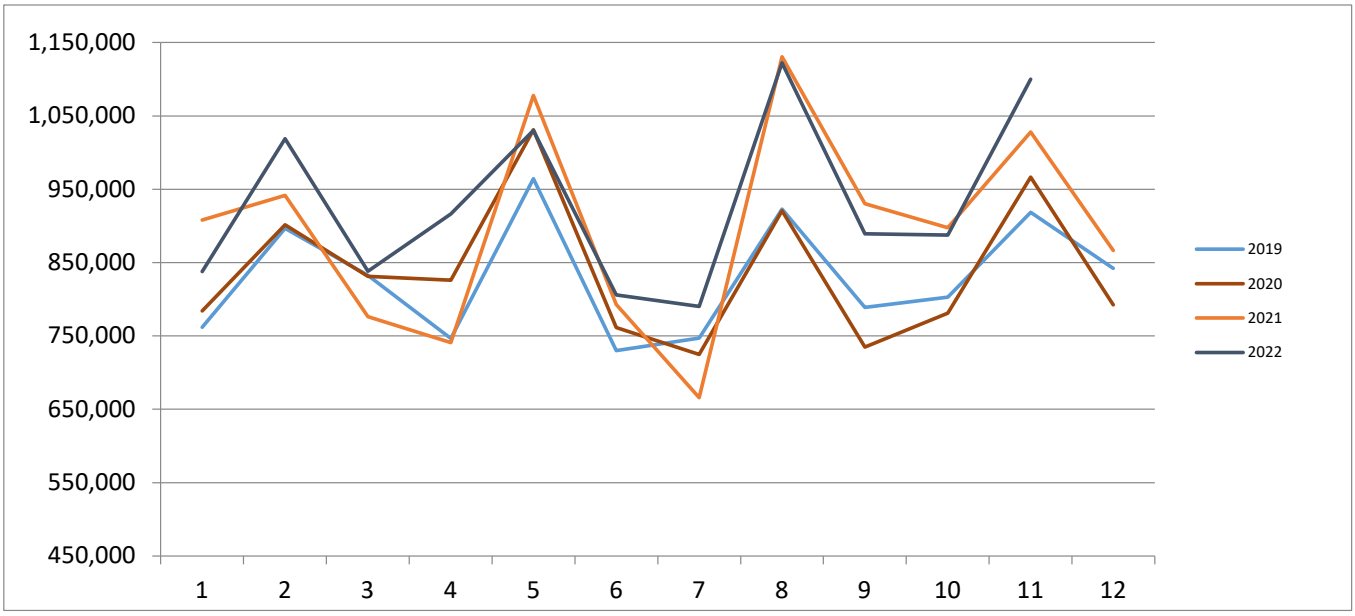
City of San Angelo Development Corporation
Executive Summary
August 2022

Available Fund Balances

Unassigned Fund Balance-Economic Development	4,161,356
Unassigned Fund Balance-Ballot	5,998,442

Sales Tax Analysis

Month	2019	2020	2021	2022	% Over/(Under)
Oct	761,865	784,232	907,912	837,902	-7.71%
Nov	896,890	901,416	941,714	1,018,994	8.21%
Dec	832,486	831,209	776,336	838,245	7.97%
Jan	746,604	826,116	740,927	916,151	23.65%
Feb	964,281	1,030,912	1,077,963	1,030,426	-4.41%
Mar	730,020	761,229	792,882	806,025	1.66%
Apr	747,020	725,032	665,954	790,185	18.65%
May	923,026	920,877	1,130,561	1,122,067	-0.75%
Jun	789,102	734,988	930,276	889,239	-4.41%
Jul	802,784	781,279	897,588	887,685	-1.10%
Aug	918,423	966,590	1,027,915	1,100,228	7.03%
Sep	842,023	792,202	866,535		



City of San Angelo Development Corporation
Balance Sheet - Economic Development
As of August 31, 2022

ASSETS	
Current Assets	
Checking/Savings	
Cash	391,056
Money Market	2,981,021
Total Checking/Savings	3,372,077
Accounts Receivable	
Leases	10
Grants	84,345
Total Accounts Receivable	84,355
Other Current Assets	
Investments	5,971,989
Total Other Current Assets	5,971,989
Total Current Assets	9,428,421
Fixed Assets	
Land -Industrial Park	62,948
Industrial Park-Phase I	409,078
Industrial Park-Phase II	4,261,855
Industrial Park-Phase III	20,377
Building-Business Resource Ctr	2,004,967
Accum Depr-Building	(1,080,184)
Total Fixed Assets	5,679,039
TOTAL ASSETS	15,107,460
LIABILITIES & FUND EQUITY	
Liabilities	
Current Liabilities	
Security Deposits	2,733
Total Current Liabilities	2,733
Total Liabilities	2,733
Fund Equity	
Committed for Eco. Dev. Projects	5,097,341
Restricted for Fixed Assets	5,679,039
Reserved for Encumbrance	166,991
Unassigned Fund Balance	4,161,356
Total Fund Equity	15,104,728
TOTAL LIABILITIES & FUND EQUITY	15,107,460

City of San Angelo Development Corporation
Revenue & Expenditure Report - Economic Development
August 2022

		Budget	Month Actual	YTD Actual	YTD Actual W/ Enc	Over/(Under) Budget	% of Budget
Revenues							
Sales & Use Tax		2,852,009	308,064	2,866,401	2,866,401	14,392	101%
Interest on Investments		9,464	11,382	35,482	35,482	26,018	375%
Lease Income		10	2,119	8,236	8,236	8,226	100%
Miscellaneous Income		-	-	159,482	159,482	159,482	100%
Gain on Sale Assets		-	-	1,000	1,000	1,000	100%
Total Revenues		2,861,483	321,565	3,070,601	3,070,601	209,118	107%
Expenditures							
Administrative		201,302	1,732	136,630	141,038	(60,264)	70%
COSADC Staff		434,530	108,633	325,898	325,898	(108,632)	75%
City Services		271,416	67,854	203,562	203,562	(67,854)	75%
Industrial Park Ops & Maint		18,662	113	12,462	14,590	(4,072)	78%
Marketing-Chamber of Commerce		262,500	-	262,500	262,500	-	100%
Advertising		14,500	-	11,500	11,956	(2,544)	82%
Building Maintenance/Utilities		106,537	2,686	67,940	82,807	(23,730)	78%
Capital		295,678	12,401	261,208	267,818	(27,860)	91%
Business Factory		138,784	5,910	47,504	51,171	(87,613)	37%
Total Operating Expenditures		1,743,909	199,329	1,329,204	1,361,340	(382,569)	78%
Projects							
Principle LED	DC0134	1,004	-	-	-	(1,004)	0%
Phase II Sewer Line	DC0136	96,000	-	-	-	(96,000)	0%
TXDOT Aside Program Grant	DC0137	60,500	-	-	-	(60,500)	0%
Parkhill	DC0139	10,006	-	(17,018)	(7,808)	(17,814)	(78%)
Grant Works	DC0140	2,500	-	2,500	2,500	-	100%
Industrial Park-Phase II	DC0147	2,848	-	-	2,848	-	100%
US Customs Retention II	DC0152	151,762	-	-	-	(151,762)	0%
Principle LED BREP	DC0154	2,500	-	-	-	(2,500)	0%
Chadbourne Street	DC0157	750,000	-	750,000	750,000	-	100%
West Texas Steel	DC0162	59,000	-	-	-	(59,000)	0%
SMC Global	DC0163	160,000	-	8,577	8,577	(151,423)	5%
J's Deer & Wild Game	DC0164	15,000	-	-	-	(15,000)	0%
Double Barrel	DC0167	20,000	-	-	-	(20,000)	0%
Ethicon	DC0170	1,057,203	-	325,047	325,047	(732,156)	31%
Centurion BREP	DC0171	6,000	-	6,000	6,000	-	100%
Wendland Manufacturing	DC0176	400,000	-	400,000	400,000	-	100%
Airport Exit Monument	DC0179	100,000	-	-	-	(100,000)	0%
TGC/GAFB II	DC0181	145,000	-	66,861	66,861	(78,139)	46%
SMC Global - BREP	DC0182	362,500	-	-	-	(362,500)	0%
Dorado Construction	DC0183	50,000	-	-	-	(50,000)	0%
SME-Prime	DC0184	100,000	-	50,000	50,000	(50,000)	50%
Ind Park Monument	DC0187	2,400	-	2,400	2,400	-	100%
Ind Park Clearing	DC0188	25,000	-	18,813	25,000	-	100%
Skyline P3	DC0192	3,000,000	-	-	-	(3,000,000)	0%
BREP - 4540 Construction	DC0201	32,500	-	-	-	(32,500)	0%
Ind. Park Brush Clearing	DC0202	188,000	-	89,204	188,000	-	100%
Future Projects		444,050	-	-	-	(444,050)	0%
Total Project Expenditures		7,243,773	-	1,702,384	1,819,425	(5,424,348)	24%
Total Expenditures		8,987,682	199,329	3,031,588	3,180,765	(5,806,917)	34%
Revenue Over/(Under) Expenditures		(6,126,199)	122,236	39,013	(110,164)		

City of San Angelo Development Corporation
Economic Development Projects
As of August 31, 2022

Project	Code	Original Allocation	Current Allocation	Current Year Activity	Inception to Date	Remaining Allocation
Principle LED	DC0134	550,001	516,123	-	515,119	1,004
Phase II Sewer Line	DC0136	100,000	100,000	-	4,000	96,000
TXDOT Aside Program Grant	DC0137	100,000	100,000	-	39,500	60,500
Parkhill	DC0139	308,000	323,000	(17,018)	295,975	27,025
Grant Works	DC0140	54,000	54,000	2,500	54,000	-
Industrial Park-Phase II	DC0147	2,000,000	4,225,568	-	4,222,719	2,849
US Customs Retention II	DC0152	46,435	1,149,225	-	997,462	151,763
Principle LED BREP	DC0154	300,147	300,147	-	297,647	2,500
Chadbourne Street	DC0157	1,500,000	3,750,000	750,000	3,750,000	-
West Texas Steel	DC0162	59,000	59,000	-	-	59,000
SMC Global	DC0163	200,000	200,000	8,577	48,577	151,423
J's Deer & Wild Game	DC0164	60,000	60,000	-	45,000	15,000
Double Barrel	DC0167	70,000	70,000	-	50,000	20,000
Ethicon	DC0170	47,724	1,057,203	325,047	325,047	732,156
Centurion BREP	DC0171	36,000	36,000	6,000	36,000	-
Wendland Manufacturing	DC0176	400,000	400,000	400,000	400,000	-
Airport Exit Monument	DC0179	100,000	100,000	-	-	100,000
TGC/GAFB II	DC0181	145,000	145,000	66,861	66,861	78,139
SMC Global - BREP	DC0182	362,500	362,500	-	-	362,500
Dorado Construction	DC0183	150,000	150,000	-	100,000	50,000
SME-Prime	DC0184	150,000	150,000	50,000	100,000	50,000
Ind Park Monument	DC0187	5,800	5,800	2,400	5,800	-
Ind Park Clearing	DC0188	25,000	25,000	18,813	18,813	6,187
Skyline P3	DC0192	3,000,000	3,000,000	-	-	3,000,000
BREP - 4540 Construction	DC0201	32,500	32,500	-	-	32,500
Ind. Park Brush Clearing	DC0202	188,000	188,000	89,204	89,204	98,796
		9,769,607	16,338,566	1,613,180	11,461,725	5,097,341

Total Committed, Not Expended	5,097,341

City of San Angelo Development Corporation
Balance Sheet - Ballot
As of August 31, 2022

ASSETS	
Current Assets	
Checking/Savings	
Cash	8,537
Money Market	4,031,640
Total Checking/Savings	4,040,177
Other Current Assets	
Investments	3,000,688
Total Other Current Assets	3,000,688
Total Current Assets	7,040,865
TOTAL ASSETS	7,040,865
LIABILITIES & FUND EQUITY	
Fund Equity	
Committed for Ballot Projects	685,310
Assigned for Debt Service	357,113
Unassigned Fund Balance	5,998,442
Total Fund Equity	7,040,865
TOTAL LIABILITIES & FUND EQUITY	7,040,865

City of San Angelo Development Corporation
Revenue & Expenditure Report - Ballot
August 2022

	Budget	Month Actual	YTD Actual	YTD Actual w/ Enc	Over/(Under) Budget	% of Budget
Revenues						
Sales & Use Tax	7,333,738	792,164	7,370,746	7,370,746	37,008	101%
Interest on Investments	24,336	10,397	45,886	45,886	21,550	189%
Total Revenues	7,358,074	802,561	7,416,632	7,416,632	58,558	101%
Expenditures						
City Services	48,779	12,195	36,584	36,584	(12,195)	75%
Affordable Housing Admin	30,135	7,534	22,601	22,601	(7,534)	75%
Loan/Debt Service	5,465,394	-	5,108,281	5,108,281	(357,113)	93%
Total Operating Expenditures	5,544,308	19,729	5,167,466	5,167,466	(376,842)	93%
Projects						
West TX Water Partnership	200,000	12,161	52,451	52,451	(147,549)	26%
Affordable Housing	537,760	55,062	223,654	223,654	(314,106)	42%
Water Rights	498,960	-	-	-	(498,960)	0%
Future Projects	809,941	-	-	-	(809,941)	0%
Total Project Expenditures	2,046,661	67,223	276,105	276,105	(1,770,556)	13%
Total Expenditures	7,590,969	86,952	5,443,571	5,443,571	(2,147,398)	72%
Revenue Over/(Under) Expenditures	(232,895)	715,609	1,973,061	1,973,061		

City of San Angelo Development Corporation
Ballot Projects
As of August 31, 2022

Project	Project Allocation	Current Year Activity	Inception to Date	Remaining Allocation
Ballot Projects:				
Water Supply Projects				
West Texas Water Partnership	857,010	52,451	709,461	147,549
* Reclaimed Water Alternatives	1,389,965	-	1,389,965	-
* Red Arroyo Storm Water Basin	151,040	-	151,040	-
Total Expenditures	2,398,015	52,451	2,250,466	147,549
Total Water Supply Projects				147,549
Affordable Housing				
Revenues				
* Sale of Fixed Assets - Blackshear Properties	394,351	-	394,351	-
Total Revenues				
Expenditures				
Affordable Housing	3,920,207	223,654	3,382,446	537,761
* Administrative Contract	120,405	-	120,405	-
* Blackshear Neighborhood Boundary	28,300	-	28,300	-
* Blackshear Properties	404,125	-	404,125	-
* Neighborhood Blitz	550,000	-	550,000	-
* Neighbors Helping Neighbors	53,000	-	53,000	-
* Rebuilding Together - Housing One Stop	23,759	-	23,759	-
* Rebuilding Together - Housing Repair	74,920	-	74,920	-
* Rehabs	114,487	-	114,487	-
* Roofing Grant	200,000	-	200,000	-
Total Expenditures	5,489,203	223,654	4,951,443	537,761
Total Affordable Housing				537,761
Other Projects				
* Sports Facilities Maintenance	285,353	-	285,353	-
Total Expenditures	285,353	-	285,353	-
Total Ballot Projects Committed, Not Expended				685,310
Voter Approved Projects:				
* Fort Concho Improvements	900,000	-	900,000	-
* Sports & Athletics Facilities	708,744	-	708,744	-
* 29th Street Sports Complex	1,750,000	-	1,750,000	-
Total Expenditures	3,358,744	-	3,358,744	-
Total Voter Approved Projects Committed, Not Expended				-

* Completed

City of San Angelo Development Corporation
Transaction Detail by Account
August 2022

Group #	PO #	Type	Date	Number	Description	Amount
Fund 700 DEVELOPMENT CORPORATION						
700-0000-313.00-00 TAX / SALES AND USE TAX						
7015		AJ	8/31/2022	580	COSADC Sales Tax	308,063.94
700-0000-361.10-00 INTEREST / INTEREST ON INVESTMENTS						
7029		AJ	8/31/2022	592	Bank Interest ED	1,610.05
7029		AJ	8/31/2022	592	MM Interest ED	3,623.03
7029		AJ	8/31/2022	592	Investment Interes	3,906.00
6750		AJ	8/1/2022	560	July Interest	2,242.64
700-0000-363.11-00 RENT / RENT						
6460		AJ	8/17/2022 MR			-511.2
6378		AJ	8/15/2022 MR			255.6
6408		AJ	8/15/2022 MR			2,374.10
700-0700-411.03-12 PROFESSIONAL & TECHNICAL / ADMINISTRATIV						
6679		AP	8/22/2022	5732	CITY OF SAN ANGELO	108,632.50
6679		AP	8/22/2022	5732	CITY OF SAN ANGELO	67,854.00
700-0700-411.04-11 PURCHASED SERVICES / WATER/SEWER UTILITI						
6179		AJ	8/3/2022 UT		UB CHARGE UPDATE	128.68
6158		AJ	8/2/2022 UT		UB CHARGE UPDATE	15
700-0700-411.04-12 PURCHASED SERVICES / NATURAL GAS						
6427	126545	AP	8/3/2022	5725	ATMOS ENERGY	90.83
700-0700-411.04-31 PURCHASED SERVICES / BLDG. & GROUNDS MAI						
6675	126231	AP	8/22/2022	5734	RADS WINDOW CLEANI	350
6530	126677	AP	8/15/2022	5729	JOWERS COMMERCIAL	800
6278	126677	AP	8/1/2022	5719	JOWERS COMMERCIAL	950
6427	126233	AP	8/1/2022	5726	ENER-TEL SERVICES	100
6279	126269	AP	7/31/2022	5721	REPUBLIC SERVICES,	29.51
6279	127006	AP	7/29/2022	5718	CONCHO VALLEY ELEC	46.72
6676	127487	AP	7/20/2022	5733	ENER-TEL SERVICES	175
700-0700-411.04-33 PURCHASED SERVICES / VEHICLE MAINTENANCE						
7017		AJ	8/31/2022	582	Mthly Vehicle Main	51.95
700-0700-411.04-42 PURCHASED SERVICES / RENT OF EQUIPMENT						
6466		AP	7/29/2022	696220	CTWP	121.76
700-0700-411.05-30 PURCHASED SERVICES / COMMUNICATION						
6983		AJ	8/28/2022	566	Suddenlink Aug 22	584.75
7019		AJ	8/28/2022	584	VoIP - Aug 22	305.82
700-0700-411.05-31 PURCHASED SERVICES / CELLULAR PHONE						
7020		AJ	8/8/2022	585	AT&T Aug '22	9.13
6998		AJ	7/22/2022	579	Verizon Chrgs June	55.36
700-0700-411.05-65 PURCHASED SERVICES / SPECIAL PROJECT "A"						
6530	126564	AP	8/8/2022	5730	KIRBO'S OFFICE SYS	149
6278	126230	AP	8/1/2022	5723	WALLACE, RUSSELL E	596
6279	126564	AP	7/11/2022	5720	KIRBO'S OFFICE SYS	149
6428	128208	AP	7/1/2022	5727	MCLAUGHLIN ADVERTI	220
6429	128386	AP	6/1/2022	5727	MCLAUGHLIN ADVERTI	4,795.54
700-0700-411.06-26 SUPPLIES / GASOLINE						
7017		AJ	8/31/2022	582	Mthly Fuel Expense	59.57
700-0700-411.06-30 SUPPLIES / FOOD						
6675	126679	AP	8/23/2022	5731	ANGELO WATER SERVI	43.22
6553		AP	8/12/2022	5728	ANGELO STATE UNIVE	500
700-0700-800.07-44 PROPERTY / TECHNOLOGY CAPITAL						
6278	127912	AP	8/3/2022	5722	TAURUS TECHNOLOGIE	12,050.00
6280	128126	AP	6/20/2022	5717	CDW GOVERNMENT, IN	351.46
700-0705-411.04-11 PURCHASED SERVICES / WATER/SEWER UTILITI						
6272		AJ	8/8/2022 UT		UB CHARGE UPDATE	30.69
6253		AJ	8/5/2022 UT		UB CHARGE UPDATE	82.32

City of San Angelo Development Corporation
Transaction Detail by Account
August 2022

	Group #	PO #	Type	Date	Number	Description	Amount
Fund 711 Ballot							
711-0000-313.00-00 TAX / SALES AND USE TAX							
	7015		AJ	8/31/2022	580	COSADC Sales Tax	792,164.40
711-0000-361.10-00 INTEREST / INTEREST ON INVESTMENTS							
	7029		AJ	8/31/2022	592	MM Interest Ballot	5,003.23
	7029		AJ	8/31/2022	592	Investment Intst B	5,394.00
711-0700-411.03-11 PROFESSIONAL & TECHNICAL / INDIRECT COST							
	6679		AP	08/22/22	2017	CITY OF SAN ANGELO	12,194.75
711-0700-411.03-13 PROFESSIONAL & TECHNICAL / ADM SVCS-AFFO							
	6679		AP	08/22/22	2017	CITY OF SAN ANGELO	7,533.75
711-0700-411.03-20 PROFESSIONAL & TECHNICAL / PROFESSIONAL							
	6550		AP	08/22/22	2016	FIRST TITLE CO	55,062.23
	6997		AJ	08/09/22	578	West TX Water Part	12,160.90

THE CITY OF SAN ANGELO, TEXAS

Schedule of Revenues and Expenditures
Fiscal Year through August 31, 2022

Hickory Water Supply - Fund 516

Debt Payments Through 2031

	Dept	Current Budget	Month Actual	YTD W/Enc	Over/(Under) Budget	Previous Years Activity	Inception to Date
Beginning Fund Balance		**55,328**		**55,328**			
REVENUES:							
Interest		-	-	-	-	596,221	596,221
C.O. Proceeds		-	-	-	-	119,998,750	119,998,750
Total Revenues		-	-	-	-	120,594,971	120,594,971
EXPENDITURES:							
Easements/Property Damage	4150	-	-	-	-	106,865	106,865
Engineering	4157	45,628	-	45,628	-	18,744,693	18,790,321
Well Field Pipelines	4152	-	-	-	-	3,026,918	3,026,918
30 " Transmission Main	4153	-	-	-	-	38,681,022	38,681,022
Well Field Pumps	4154	-	-	-	-	12,831,038	12,831,038
Well Field Pump Station	4155	-	-	-	-	1,617,139	1,617,139
Well Field Expansion	4158	-	-	-	-	7,668,888	7,668,888
Treatment Plant	4156	-	-	-	-	27,132,194	27,132,194
Well Field Expansion #2	4159	-	-	-	-	9,640,252	9,640,252
Transfer to Debt Service	1994	-	9,700	9,700	9,700	-	9,700
Issue Costs	9900	-	-	-	-	172,251	172,251
Total Expenditures		45,628	9,700	55,328	9,700	119,621,260	119,676,588
Revenue Over/(Under) Expenditures		**(45,628)**	**(9,700)**	**(55,328)**			
Ending Fund Balance		**9,700**		**-**			

	Revenues
Previous Years Activity	120,594,890
Current Year Budget	-
Less Interest Earned	(596,140)
TOTAL	**119,998,750**

THE CITY OF SAN ANGELO, TEXAS

Schedule of Revenues and Expenditures
Fiscal Year through August 31, 2022

Hickory Water Supply II - Fund 527

Debt Payments Through 2045

	Dept	Current Budget	Month Actual	YTD W/Enc	Over/(Under) Budget	Previous Years Activity	Inception to Date
Beginning Fund Balance		**10,069**		**10,069**			
REVENUES:							
Interest Income		-	-	-	-	10,069	10,069
C.O. Proceeds		52,311,560	-	-	(52,311,560)	3,763,441	3,763,441
Total Revenues		52,311,560	-	-	(52,311,560)	3,773,510	3,773,510
EXPENDITURES:							
Post Construction	4150	150,000	-	150,000	-	-	150,000
Design & Inspection	4157	3,145,056	58,975	3,097,556	(47,500)	-	3,097,556
Construction	4159	49,016,504	2,895,440	48,666,503	(350,001)	-	48,666,503
Issue Costs	9900	-	-	-	-	1,469,664	1,469,664
Contingencies	9900	-	-	-	-	-	-
Transfer to Debt Service	1994	-	-	-	-	2,293,777	2,293,777
Total Expenditures		52,311,560	2,954,415	51,914,059	(397,501)	3,763,441	55,677,500
Revenue Over/(Under) Expenditures		**-**	**(2,954,415)**	**(51,914,059)**			
Ending Fund Balance		**10,069**		**(51,903,990)**			

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Bob Salas, Neighborhood Services Director, Neighborhood and Family Services, 325-655-0824

Meeting Date: September 28, 2022

Item type: Consent Item

Caption:

Consider approving an increase from $5,000 to $15,000 under the Affordable Housing Assistance Program (AHAP) and authorizing the Board President or their designee to execute all necessary documents (Bob Salas, Director of Neighborhood and Family Services)

Summary/History:

Currently, the AHAP program allows for up to $5K reimbursement for lot purchases for new home construction, which does not affect the price of the home. However, the scarcity of available lots in the targeted neighborhoods and the increased price of land have forced developers to consider passing the increased cost to homebuyers, which will negatively affect low-to-moderate first-time homebuyers and make them ineligible for a mortgage. Early in the program, the City sold vacant tax-foreclosed lots for $750. When the available stock was exhausted, developers were forced to purchase lots at market rates which have skyrocketed over the past ten years. In addition, due to the scarcity of vacant lots, developers are often required to demolish existing condemned structures, which adds to the cost of the property. Therefore, staff is recommending that AHAP increase lot reimbursement to $15K.

Financial Impact:

Reimbursement cap for lot purchases will increase from $5K to $15K.

Other Information/Recommendation:

Staff recommends approving an increase for lot purchases from $5,000 to $15,000 in the Affordable Housing Assistance Program and authorizing the Board President or their designee to execute all necessary documents.

Attachments:

1.	AHAP Guidelines 2022	AHAP Guidelines 2022.pdf

Presentation:

Bob Salas

Approvals/Reviews:

Bob Salas	Created/Initiated
Tina Dierschke	Approved
Brandon Dyson	Approved
Nolan Sosa	Final Approval

POLICIES AND PROCEDURES
FOR
SINGLE FAMILY NEW CONSTRUCTION
AFFORDABLE HOUSING ASSISTANCE PROGRAM
(AHAP) CITY OF SAN ANGELO
DEVELOPMENT CORPORATION

Updated July 27, 2022

SINGLE FAMILY NEW CONSTRUCTION

AFFORDABLE HOUSING ASSISTANCE PROGRAM (AHAP)

1. Introduction and Purpose

The purposes of the City of San Angelo Development Corporation (COSADC) Single Family New Construction Homebuyer Assistance Program is as follows: 1) to increase home ownership in City of San Angelo identified neighborhoods targeted for revitalization; 2) to assist low to moderate income households with home purchases; and 3) to leverage private funds for these purposes with Federal and nonfederal grant funds. It is the goal of the Program to serve the maximum number of households within the approved annual allocation from COSADC (1/2 Cent Sales Tax) funding. Participants in the Program are as follows:

City of San Angelo Community & Housing Support Division (City Staff)
Income -Eligible Applicants
Preferred Lenders
Participating Non- Profit/For -Profit Contractors
Other Entities Providing/Encouraging Affordable Housing Development

The policies and procedures set forth herein are subject to approval and revision by the COSADC Board and City Staff responsible for administering the program. City Staff and approved program verifying non- profit organizations (with City Staff review) will determine income eligibility for grants and loans provided under the COSADC's Single Family New Construction AHAP.

Approved program verifying non- profit organizations may include additional requirements beyond the minimum requirements of these guidelines. Those additional program requirements, such as sweat equity, participation in IDA match savings and additional homebuyer education classes will be reviewed and approved by the Community Housing Support Division Manager.

2. Authority for Program / Administration of Program

- Program funded primarily by the economic development sales tax authorized under The Development Corporation Act of 1979, (the Act) as amended.
- Affordable housing is an eligible activity under the Act, and was approved by the voters in an election on September 11, 2004.
- COSADC 's approved annual allocation for this program is $335,000 subject to funding stream of sales tax receipts.
- COSADC is responsible for funding recommendations and community relations issues

- City Staff is responsible for oversight, and implementation of policies and procedures that have been reviewed and recommended by COSADC Board and adopted by formal resolution of the Board of the COSADC .

3. Types of Assistance

- Gap reduction/mortgage buy down up to $ **50,000** contingent upon the execution of a deferred, non-interest bearing 2nd Lien Deed of Trust and Promissory Note due at the time the subject property is sold, proceeds from which will be used as reinvestment back into the Program.
- Deferred loan for the gap financing amount will be forgivable starting in year five (5) and extend thru the life of the mortgage and forgiven monthly thereafter in equal amounts.
- Required closing costs (if down payment assistance is unavailable from other sources).
- Purchase of lot, not to exceed $5,000.00 which can include demolition of existing structures.

4. Eligible Applicants

- Applicants must reside in the City of San Angelo for a minimum of one year, or be currently employed with a local San Angelo business, the City of San Angelo, Tom Green County, or the San Angelo Independent School District for a minimum of one year.
- Applicant's gross annual household income may not exceed current income limits for low to moderate income households, as established and periodically revised by the U.S. Department of Housing & Urban Development (HUD). This is defined as households with incomes not to exceed 80% of the Area Median Income, adjusted for family sizes (24 CFR, §92.2 (9)).
- Applicants must be U.S. Citizens or permanent legal residents.
- Verification of homeowner's insurance, paid property taxes and homestead is required annually for the entire term the applicant resides at the property after closing is complete.
- An applicant, and co -applicant (if applicable), must be an individual who has not purchased real property within three (3) years prior of submitting an application for this Program. Co -applicants are defined as spouses and adult co-habitants.
- Income is calculated based on HUD-established procedures for calculating adjusted annual gross income (24 CFR, Subpart E §92.203).
- Applicants must provide a minimum of $**500** in Earnest Money and/or contribution of time and effort (i.e. sweat equity) toward the purchase of their home. Sweat equity programs must be approved by staff and requires appropriate monitoring and verification as defined by staff.
- Each applicant must attend and complete a staff approved Homebuyer Education program prior to purchase of a home.
- Applicants will be served on a first -come -first-served basis, as funding allows, with minimum mortgage pre-approval qualification of **$60,000** minimum. Homebuyers will be required to qualify for amounts to cover the higher sales price. However, debt -to-income ratios identified later in this document will still apply.

- Willing to relocate to one of the six (6) neighborhoods targeted for revitalization (see APPENDIX A).
- Must sign and submit to City Staff or organization approved for client processing a signed acknowledgement form that he/she has read the Program Policies and understands all his/his rights and responsibilities under the program.
- Applicants will be served as they become Bank Qualified and Income/Program Verified. The later date of either the bank qualification letter/Good Faith Estimate (GFE) and their completed Income/Program Verification shall be used to determine the order that they shall be served. The date of the first bank qualification letter/GFE and completed Income/Program Verification letter shall continue to be used for determining order even as the applicant must recertify every six months while waiting for AHAP buy-down funding approval.

5. <u>Preferred Lenders – Mortgage Companies, Banks, and Other Financial Institutions</u>

- A "Preferred Lender" is defined as a mortgage Lender partnering with the COSADC to promote and support the COSADC Single Family AHAP and which has been selected by an applicant.
- Applicants must apply for mortgage financing with one of the Lenders from the COSADC Preferred Lenders list or from a financial institution willing to become a Preferred Lender
- Owner finance options do not qualify as "Preferred Lenders"

6. <u>To participate as a preferred Lender, the Lender must meet the following criteria:</u>

- Agree to waive 10% of standard fees. The list of standard fees eligible to be considered for this waiver is subject to review and approval by the COSADC .
- "Sub-prime" loans will not be approved.
- Mortgage brokers will be required to waive 10% of their Origination Fee.
- Lend to low and/or moderate -income families.
- Agree to participate in the marketing of the COSADC's Single Family New Construction Homebuyer Assistance Program
- Agree to pre- approve applicants before the prospective homebuyer can be fully eligible for the COSADC Mortgage buy down assistance and City's down payment assistance and supply the applicants with a pre-approval letter.
- Lender agrees to contact the City Staff 30-60 days after an applicant becomes delinquent to the extent of becoming a possible foreclosure in order to pursue curable action.
- Any federally or state chartered financial institution may apply at any time to be on the COSADC 's list of preferred Lenders.
- Must provide closing notification to staff at least three (3) workdays prior to closing to provide staff time to obtain payment information and secure funding for the project.
- Provide Homebuyer Education classes (in house) or through an approved third party.
- Establish an escrow account.
- Preferred Lenders will be expected to commit to these provisions in writing.

7. Lender Underwriting Guidelines:

- Payment-to-Income and Debt-to-Income Ratios not to exceed those established by the Federal Housing Administration (FHA) benchmarks.
- Collateral–Newly constructed or to be constructed house which meets or exceeds program minimum standards.
- $500.00 minimum down payment (earnest money and/or sweat equity) from borrower.
- Minimum loan term– 20 years; 30 years preferable.
- Maximum Loan to Value Ratio –100% inclusive of City of San Angelo second mortgage loan
- Fixed Interest Rate comparable to current FHA 203(b) fixe d rates adjusted for similar term, amount, and credit quality.

8. Homebuyer Education

- Homebuyers are required to take a homebuyers education class. City Staff accepts an online class at www.homebuyerfunds.com. Client must pass exam and submit certificate to staff prior to closing.

9. Role of the Title Company

- Title Company is to close the loan on behalf of the Lender and homebuyer.
- Title Company provides City Staff with a HUD1 form (a list of buyers and sellers fees) 5 business days prior to closing the loan.
- City submits a check for the gap reduction/mortgage buy down and closing costs to the Title Company.

10. Eligible Properties and Inspections

- Eligible properties are newly constructed single-family homes financed through this Program and located within the neighborhoods targeted for revitalization as determined by City Staff.
- Single-family homes whose sale price to the buyer does not exceed **95%** of the area purchase price for single-family homes as established by HUD for the San Angelo area.
- Property must meet all inspections as specified by City Staff.
- Houses must meet minim um construction standards and specifications as set forth in APPENDIX B and all applicable City building codes.

11. Legal Documents

The City of San Angelo's Legal Department or designated outside counsel will review as to form all legal documents related to the sale of homes under this single family Homebuyers Assistance Program at least annually. Applicants are required to sign a Real Estate Lien Note and Deed of Trust document before release of funds to the Title Company. Legal documents to include Deed of Trust will reflect the following:

- Recapture provisions where the non- forgiven portion of the note will be repaid upon the sale of the housing unit.

- Deferred forgivable loan starting with the first month of the SIXTH (6th) year, and forgiven in a set amount each month for the remaining life of the mortgage. (The monthly amount to be forgiven beginning with the 61st month is calculated by multiplying the total sum then due on the note, not to exceed the original principal sum, by a fraction having a numerator of 1 and a denominator equal to the number of months left on the note).

- Allow COSADC to "cure" in cases where the client/borrower chooses to sell the home while having a portion of the note outstanding and un-forgiven. The right to cure will be preserved by execution of a "right of first refusal" by the client/borrower at closing. To exercise the right, COSADC would be required to "match" the sum and terms of a legitimate written offer of purchase made by a ready, willing and able potential buyer. COSADC would bid in the un- forgiven portion of the note, plus pay off the remaining balance of the bank note, and pay to the client any amount by which the offered purchase price exceeds the sum thereof. (The client will get the benefit of his/her equity in the property in the case of a voluntary sale.)

12. Variance from Homebuyer Assistance Program Policies and Procedures

Variances from these policies and procedures may be authorized by the Community & Housing Support Division Manager and shall only be granted under extraordinary extenuating circumstances and upon recommendation from the COSADC. Applicants or other program participants requesting such a variance must make a written request, providing a full explanation and description of the circumstances justifying the variance.

13. Rights and Responsibilities of the Applicant

- Submitting all information required to document eligibility for the program within a period of 30 days.
- Get pre-approved by a preferred lender.
- Reviewing, executing, and understanding the grant agreement, deed of trust, and associated documents.
- Notifying City Staff and approved program verifying non-profit organizations of any concerns and/or questions during the application process and homebuyer education period.
- Attending the mandatory homebuyer education classes.
- Keep in contact with their builder to keep abreast of the construction process.
- Support the City Staff in obtaining closing documents identified in the HUD-1.
- Work with builder to minimize the cost to the City.
- Agree to an escrow account to pay for annual taxes and insurance costs.
- Work with the builder in selection a lot, floor plan and acceptable sales price of their home. (If the applicant can't come to agreement with the assigned builder within 60

days, the applicant will be assigned the next builder from the qualified builders' list.

14. Grievance Procedures

If an application is denied, the applicant will be informed of his or her right to present an appeal and the timeframe to do so. An appeal must be made in writing and submitted to the Community & Housing Support Division Manager within 30 calendar days of the date the applicant is informed of the denial. The appeal will be presented first to the COSA Economic Development Director and may then be forwarded to the City Manager whose decision is final.

15. Role of Participating Organizations

Financial institutions, non- profit housing organizations, community development corporations, or redevelopment agencies acting on behalf of COSADC to administer an AHAP will be expected to conduct operations in a manner which is consistent with these guidelines . Though amounts of assistance, target client populations, and administrative procedures may vary, the following provisions in particular should be consistent with COSADC policy:

1) Income verification requirements.
2) First-come -first-served basis after clients have been approved by the bank and are income eligible. If clients are vetted and funds are no longer available for the fiscal year, they will be placed on a waiting list based on approval date and funded in the next fiscal year.
3) Requirement of fee waivers from participating Lenders.
4) Homebuyer education requirements.
5) San Angelo residency requirements.
6) Sale Price purchase limitations (95% of median sales price).
7) Retention of records (for all applicant households whether denied or approved) for a period of five years.

16. Rights and Responsibilities of Participating Organizations and City Staff

- Administering the program in a professional manner that ensures maximum effectiveness, efficiency and customer satisfaction.
- Timely communications with the applicant, title company, Lender and City Staff regarding all administrative procedures that affect completion of the purchase on behalf of the applicant.
- Determine eligibility of applicants to attend the classes.
- Advising the applicant regarding lending requirements.
- Clarifying with the applicant the advisability and eligibility of certain fees and/or charges.

17. Builders/Developers/Contractors

Local builders/developers/contractors (hereafter referred to as builder) interested in participating will need to contact the Community & Housing Support (CHS) Division andobtain an application. Once the application has been received, Staff will vet the application for past performance and current capacity and then make an approval determination with an

accompanying letter from the CHS Manager. If disapproved, builder may appeal to the COSADC Board. In order to support the local economy, builders from outside the city limits will not be approved to participate in the program. Other considerations for approved builders:

- Must obtain interim financing for the construction of the unit.
- Can either build at risk (i.e. build the unit without a qualified homebuyer at hand) orwait until a qualified homebuyer is identified by City Staff.
- When building with an identified qualified homebuyer, a construction agreement between the homebuyer and builder must be executed. City Staff will mediate the agreement.
- Must purchase the proposed lot prior to commencing construction.
- Must obtain an initial survey and final survey.
- Upon completion must notify the bank to order a final appraisal (cost to be covered by COSADC at closing.)

18. Special Provisions

- In cases where the builder has completed the construction of the home and the client becomes ineligible for a mortgage, COSADC agrees to purchase the property if a qualified client cannot be identified within 60 days from the issuance of the Certificate of Occupancy.The purchase price cannot exceed 95% of the agreed upon sales price.
- In order of date of qualification, clients on the City's and approved program verifying non-profit organization's waiting list will be given the opportunity to purchase the home. Choosingnot to purchase the home will not affect their position in the waiting list.

Date: 2/2/2018
COSA GIS Division
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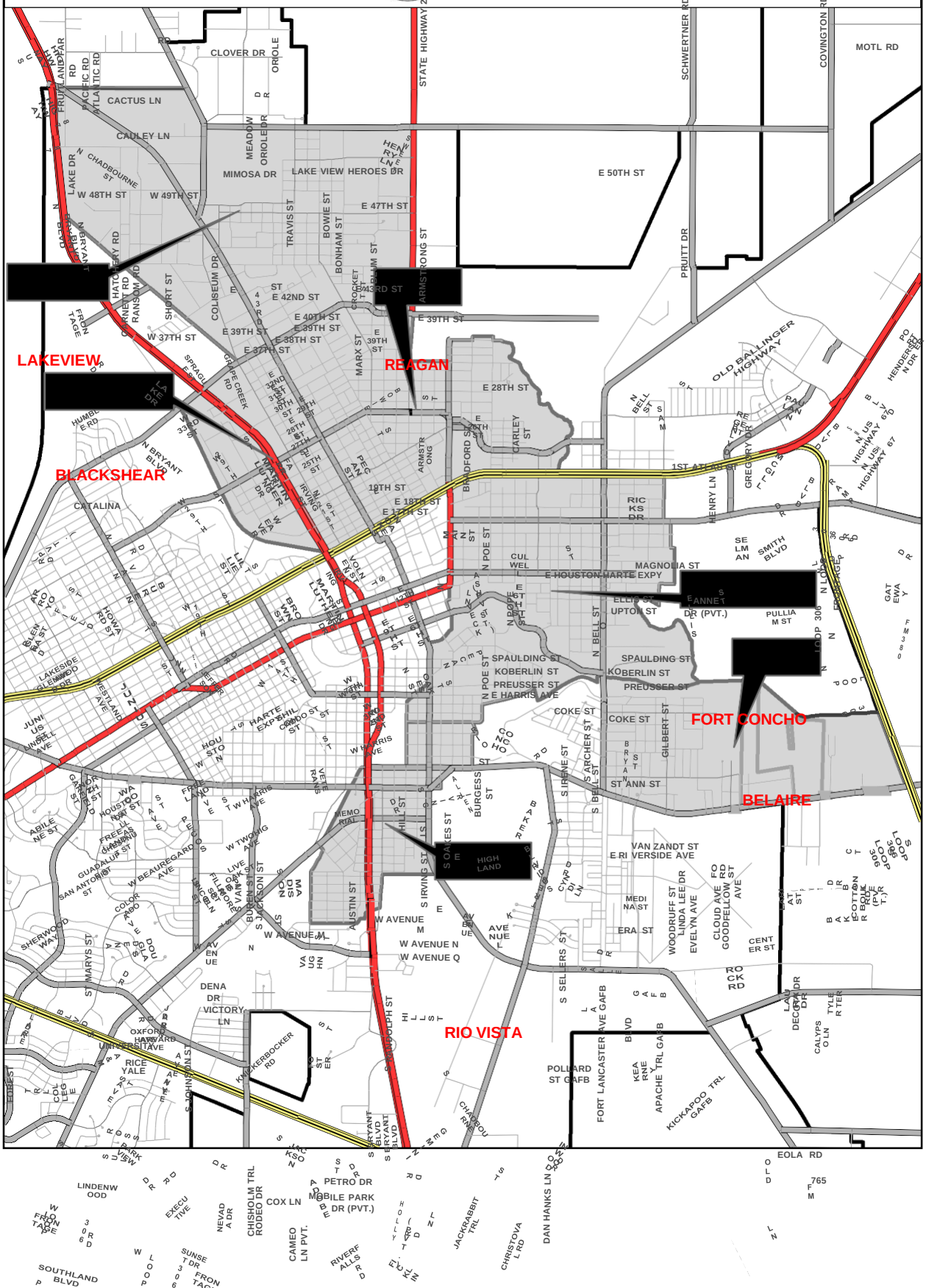
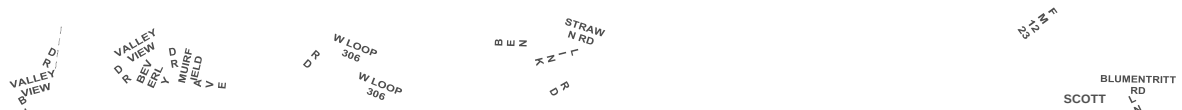
1 inch = 5,375 feet

Community Development

Target Area Map





Document Path: Y:\GISFiles\Dept Neighborhood Family Services\Functions\Target Areas CDBG\workarea\2018_Community_Development_Areas.mxd

APPENDIX B

CITY OF SAN ANGELO DEVELOPMENT CORPORATION
HOMEBUYER ASSISTANCE PROGRAM:

SINGLE FAMILY HOME CONSTRUCTION STANDARDS AND MINIMUM SPECIFICATIONS

Minimum square footage (living): 1,200 Square Feet without including Garage

Garage: One car garage

Minimum No. bedrooms: 3

Minimum No. bath (full): 2 (one of which contains a full size tub)

Exterior materials: Brick or OSB backed Smart Siding

Foundation: Slab on Grade

Roofing materials (warranty): 20 Years

Insulation requirements (exterior walls, roof, etc): Comply with city code (R30 in Attic, R13 on Exterior Walls)

Appliances furnished (energy star rating): Range/Dishwasher/Refrigerator

Driveway: Concrete

Fencing: Wooden in Back Yard

HVAC with 13 SEER or as required by the DOE

All other standard construction requirements as set by city code will apply

** Above Standards Meet or Exceed the Minimum Standards Required by the City's Inspection and Permit Department as well as the energy efficiency standards in accordance with Title 42 U.S.C. 12708*

GENERAL PROCEDURES

The following is an outline of the normal sequence of events for a homebuyer assistance grant/ deferred loan. For specifics, see attached Standard Operating Procedures (SOP).

Initial Contact with Potential Homebuyer

- The potential homebuyer inquires about the program through lenders, or Family Support Division, and receives a **Homebuyer's Assistance Packet** from the City Staff.
- The potential homebuyer submits a **Homebuyer Assistance Application** to City Staff, which includes information on income, credit history, social security number, and household size.
- The time and date that the application is received is stamped on all components.
- The applicant is required to furnish documentation to verify income, family size, and any other information necessary to verify eligibility.

Income Verification, Program Approval, and Lender Pre-approval

- City Staff will review the application information to determine income eligibility.
    - If applicant income is greater than 80% of the area median, Staff prepares a letter to the applicant notifying them that they are not eligible for assistance.
    - If applicant income is 80% of the area median or less, an interview will be scheduled with the applicant to verify all information and to thoroughly explain program procedures.
    - Applicants for homebuyer assistance must complete this income eligibility verification phase of the application process within 30 days. Incomplete applications will be returned to the applicant and may not be resubmitted for an additional 60 days.
- Income documents will include:
    - An IRS 1040
    - 3 months current paystubs
    - All income documentation must be current within 6 months of the application date
- City Staff will prepare a program approval letter for the applicant for later submission to their selected Lender.
- If the applicant is income-eligible and approved for the program, applicant contacts a respective Lender to get pre-approved for a minimum $60K mortgage.
- Lender will provide pre-approval letter and initial Good Faith Estimate.
    - Although the GFE will change based on the actual sales price, an initial GFE provides the Staff critical information to help determine housing and debt to income ratios.
- Applicant returns the pre-approval letter to Family Support for filing.

Match up with Builders

- Staff will create and maintain a rotating list of eligible builders.
- Once approved for the program and pre-approved by the lender, City Staff will facilitate a meeting with the applicant (hereafter referred to as client) and the next eligible builder in order to begin the construction process.
- Builder will provide sales contract and builder and client will execute the contract.

    - Sales contracts should include a clause specifying that the house must meet or exceed the construction standards and minimum specifications as set forth in Appendix B, as determined by an inspection by the City of San Angelo Inspection & Permits Division and the Family Support Division in order for the sale to go through.
- Based on the sales contract and amount of mortgage the client is pre-approved for, Staff will determine the amount of gap financing required
    - A letter will be sent to lender, SADC, client, and builder addressing the amount of funds to be committed for the project.
    - Funds will be reserved/committed to the project at this point.
- Client will select eligible lot from list provided by Staff.
- Builder will contact COSA Purchasing Division to begin the lot purchasing process.
- If client provides own lot, ownership documentation (transfer of lien) must be executed prior to start of construction.
    - Client will need to pay $75 for a title search to ensure the clear title which will be part of the $500 Earnest Money provided.
- Builder will be required to obtain interim financing.
- Client works with the builder to select appropriate options (colors, flooring, etc).
- Construction begins.

Construction

- Client and Staff will monitor construction quality control
- Upon 90% completion, Staff will initiate closing process
    - Contact the lender
    - Begin gathering required docs (see SOP for specific items)
- At construction completion, Builder will be required to obtain a Certificate of Occupancy
- Staff and Client will walk thru to identify corrections
    - A punch list will be developed and the Builder will be required to address all items on the punch list prior to setting up closing date

Closing

- Staff will coordinate closing with the lender, title company, builder, and client
- Title Company must submit a HUD-1 form to City Staff.
- A City check for the mortgage reduction, down payment and closing costs will be submitted to the Title Company on the closing date.
- A minimum of 3 business days must be allowed for check disbursements by the City.
- The Family Support Division Manager or his/her designee will review legal documents for execution by the homebuyer while the check is being processed.
- City Staff will secure the SADC and/or City's down-payment and mortgage reduction/gap reduction assistance through a second lien on the property.
- Before payment to the title company can be issued, the applicant provides proof of home owner's insurance coverage.
- The borrower will execute a Subordinate Lien Contract and Deed of Trust in the principal sum of the SADC Single Family New Construction Homebuyer Assistance Program Deferred Payment Loan.
- This Loan will bear an interest rate of zero percent (0%). As long as the borrower is not in default with any conditions of this Program or the Subordinate Lien Contract and Deed of Trust, all payments of principal will be deferred. Principal and five percent interest (5%) on unforgiven amount will be due and payable under the following conditions:

a. Cessation of use as borrower(s) sole residence.
b. The sale, lease, rental or transfer of Program property.
c. Death of Borrow(s) unless transferred to a qualifying family member.
d. Upon refinance of the 1st mortgage unless SADC agrees to subordinate.

Homebuyers Education Class

- Applicants are required to attend Homebuyer Education class at www.homebuyerfunds.com or any other HUD-approved course with City staff approval.
- On-line versions require clients to pass an end of class test by 70% or better.

Record Keeping

- City Staff is responsible for maintaining a database of all prospective applicants, lenders, and builders.
- Records of all applicants to include those households denied assistance, will be maintained on file for 5 years.

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Discussion and possible action regarding the Administrative Services Agreement by and between the City of San Angelo Development Corporation and the City of San Angelo (Presentation by First Vice President John Bariou)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Per the request of First Vice President John Bariou

Attachments:

1. CITY-COSADC Administrative Services Agreement CITY-COSADC Administrative Services Agreement.pdf

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Brandon Dyson	Approved
Nolan Sosa	Final Approval

DocuSign Envelope ID: C389821D-EEB0-4596-9580-042E4F753B51

SAN ANGELO DEVELOPMENT CORPORATION AND CITY OF SAN ANGELO AGREEMENT FOR PROVISION OF ADMINISTRATIVE SERVICES

This Agreement ("Agreement") is entered into by and between the City of San Angelo, a Texas home-rule municipal corporation ("CITY") and the City of San Angelo Development Corporation, a Type 4B Development Corporation organized pursuant to the Texas Development Corporation Act ("COSADC"), effective the 1st day of October, 2020, the Effective Date.

RECITALS

A. COSADC is authorized by law to contract with CITY for the provision of administrative services ("Services").

B. CITY is authorized by law to provide Services to COSADC utilizing municipal personnel.

C. COSADC wishes to engage Services of CITY, and CITY wishes to perform Services for

D. COSADC, under the terms and conditions set forth herein ("Agreement").

E. On July 28, 2021, COSADC approved this Agreement between COSADC and CITY and authorized the President of COSADC to execute a contract, under the terms and conditions set forth herein.

F. On August 3, 2021, the CITY Council ratified approval of this Agreement given by the Board of Directors of COSADC and authorized its execution for CITY.

NOW THEREFORE, in consideration of the mutual covenants and promises herein contained, COSADC and CITY agree as follows:

Article 1.

Term

This Agreement shall commence on the Effective Date and automatically renew annually effective on the first day of October of each fiscal year, terminating on September 30, 2024**,** unless earlier terminated in accordance with Article 6 herein.

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Article 2.

Scope of Services

A. CITY agrees the CITY's Economic Development Department Staff will administer COSADC's authorized projects by performing Services for COSADC, as set out in **Exhibit "A"** attached hereto and incorporated herein for all purposes.

B. In addition to Services described under Section A of this Article 2, CITY agrees to provide staff employees for the provision of Audit, Finance, Real Estate, Accounting, Public Information Office, Information Technology, Purchasing, Billing & Receipt, Human Resources, Communications, Neighborhood & Family Services, City Attorney, City Management, and Risk Management services to COSADC as set out in **Exhibit "A"**.

Article 3.

Compensation

A. COSADC agrees to reimburse CITY for all Services provided under Article 2 above and described in **Exhibit "A"**, in the total amount of SIX HUNDRED NINETY-FOUR THOUSAND FIVE HUNDRED FIFTY AND 00/100 DOLLARS ($694,550.00) for fiscal year 2021, and for each fiscal year thereafter allocated as approved by the COSADC Board and City Council budget approval process. The cost reimbursements for fiscal year 2021 will be made in four equal quarterly installments of up to ONE HUNDRED SEVENTY-THREE THOUSAND SIX HUNDRED THIRTY-SEVEN AND 50/100 DOLLARS ($173,637.50) due and payable on or about January 1, 2021, April 1, 2021, July 1, 2021 and September 29, 2021.

B. The staff services costs reimbursement sums shall be reviewed on an ongoing basis throughout the term of this Agreement subject to adjustments to ensure that estimated administrative services costs allocated to COSADC accurately reflect CITY employee staff time required to perform those services. Any adjustments to the staff services cost reimbursements are subject to the agreement of both parties.

C. For Services of all CITY employees provided under Article 2 above and described in **Exhibit "B"**, other than employees of the Economic Development Department, THREE HUNDRED THOUSAND FIVE HUNDRED EIGHTY-SIX AND NO/100 DOLLARS ($300,586.00) for fiscal year 2021, shall be allocated of the total amount to be reimbursed to CITY.

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D. In no event shall the amount payable by COSADC under this Agreement exceed the amount reasonably required to reimburse CITY for employee staff time actually spent on COSADC related tasks pursuant to this Agreement.

Article 4.
Use of Funds

It is expressly understood and agreed by COSADC and CITY that all funds received from COSADC by CITY shall be used solely for the purposes set out in Article 2. CITY shall establish and maintain a reasonable accounting system necessary to track, report and verify performance of the services to be provided under this agreement. During the term of this Agreement and any extension thereof, and for a period of three years from and after its expiration of the term as the term may be extended, CITY shall allow COSADC or its third-party auditor, upon five (5) days advance notice, to inspect and audit all books and records of CITY as necessary to verify CITY's compliance with the terms and conditions of this Agreement.

Article 5

Employees

All personnel furnishing administrative services provided for hereunder shall be employees of CITY.

Article 6

Termination

Either party hereto may terminate this Agreement by giving the other party notice in writing of termination of this Agreement thirty (30) calendar days prior to the effective date of termination. Upon the effective date of termination of this Agreement, COSADC shall pay CITY for all administrative services rendered by CITY staff up to the date of termination on a pro-rated upon the part of the term of this agreement then expired and the sum of payments herein authorized.

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Article 7.

Assignment

This Agreement may not be assigned by either party hereto without prior written consent of the other party.

EXECUTED this 20th day of August, 2021.

CITY OF SAN ANGELO DEVELOPMENT CORPORATION

By: DocuSigned by: Max Puello 1FBA781B99AB47A...
Max Puello, First Vice President

ATTEST:

DocuSigned by: Nora Nevarez BA8B9107B214CD...
Nora Nevarez, Corporate Secretary

CITY OF SAN ANGELO

By: DocuSigned by: Daniel Valenzuela 3FF0587237A9429...
Daniel Valenzuela, City Manager

ATTEST:

DocuSigned by: 4C3EC4F6CC9044A...
Julia Antilley, City Clerk

APPROVED AS TO FORM FOR CITY:

DocuSigned by: Theresa James E822428D610A4D4...
Theresa James
City Attorney

APPROVED AS TO CONTENT:

DocuSigned by: Guy Andrews BB559A...
Guy D. Andrews
Economic Development Director

APPROVED AS TO FORM FOR COSADC:

DocuSigned by: Brandon Dyson 9A482AB1406744A...
Brandon Dyson
Deputy City Attorney

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EXHIBIT "A"

I.

Required Services and Performance Measures
Economic Development Administration

Required Economic Development Services

1. Prepare, post and distribute COSADC meeting agenda and related background Information.
2. Respond to economic development prospect inquiries:
    a. Prepare offers of financial incentives;
    b. Compose related agreements;
    c. Ensure compliance with all economic development incentive agreements and abatement agreements.
3. Create and maintain an annual incentive Agreement compliance report.
4. Develop and implement Program of Work Goals.
5. Begin preparations of annual COSADC budget in early spring.
6. Monitor performance measures required of COSADC administrative partners (e.g., the San Angelo Chamber of Commerce).
7. Provide management services to the Business Resource Center
8. Coordinate and facilitate business recruiting prospect meetings including participation in other economic development partners' business recruitment meetings.
9. Coordinate with officials of Tom Green County and City of San Angelo on reinvestment zones, tax abatement agreements and other economic development programs or incentives.
10. Obtain and maintain staff professional training and proficiency in economic development trends, techniques, and knowledge of market conditions.
11. The CITY's Economic Development Director shall serve on the Water Advisory Board at the discretion of COSADC Board.

Performance Measures

1. Ensure COSADC Board packet is distributed no later than the Friday before Wednesday COSADC meetings.
2. Present regular staff updates to COSADC Board.
3. Provide bi-annual updates on program of work goals to the COSADC Board.

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4. Provide performance agreements within 10 business days of COSADC/Council approval, subject to the availability of Legal staff.
5. Document the economic impact of each performance agreement.
6. Ensure compliance of contract terms and performance measures prior to grant or incentive payments.
7. Ensure Program of Work contains performance measures.

II.

Required Services and Performance Measures
Audit

Required Audit Services

1. Perform audit services for COSADC operations, as necessary and appropriate.
2. Coordinate with CITY Financial staff and COSADC Board and staff to establish audit objectives in advance of performing any audit services.
3. Provide audit report to the COSADC Board and staff upon completion.

Performance Measures

1. Audit COSADC agreements, administrative files and financial records for compliance with relevant requirements and regulations.
2. Provide draft audit report to City's Financial staff and COSADC staff for review prior to finalizing report.
3. Coordinate services with City's financial staff and COSADC staff and make presentations on audit results to COSADC Board and/or CITY Council, as necessary and upon request.

III. Required Services and Performance Measures
Real Estate Services:

Required Real Estate Services

1. Manage real estate closings for COSADC.
2. Research history of properties, including council actions.

Performance Measures

1. Deliver copies of all easements, restrictions and encumbrances affecting the property to buyer.
2. Work with title company, buyer and seller to close transactions.
3. Provide City Attorney's Office with closing documents for Legal review and approval.

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4. Provide Accounting Department, and management with sales information.

IV. Required Services and Performance Measures
Finance & Accounting

Required Finance Department Services

1. Develop monthly and present quarterly financial reports in format and detail level to meet the needs of the COSADC Board.
2. Deliver monthly financial reports no later than the 15th day of each succeeding month (e.g., April financials would be due no later than May 15th).
3. Determine allocation of cost of services for COSADC budget as part of the indirect costs contract with consultant or other comparable means.
4. Assist COSADC staff in the preparation of the annual COSADC budget and amendments thereafter.
5. Provide financial analysis and projections on available funds, sales tax trends, bonding capacity, and voter-approved project, as requested by COSADC Board.
6. Provide annual Economic Development Corporation report to the Texas Comptroller of Public Accounts.
7. Provide services of the Finance Director to serve as Board Treasurer.
8. Assist with travel advances and settlements.
9. Provide Treasury services, including cash management, oversight, and reporting of COSADC investments; manage banking relations, including reconciliation of bank accounts.
10. Provide Accounting services, including general ledger, payroll, and accounts payable.
11. Handle the financial audit and comprehensive annual financial reporting requirement for COSADC, including providing information to external auditors, responding to questions, and reviewing the annual report to ensure accuracy and compliance with GAAP.
12. Provide financial analysis and reports for Economic Development projects.

Performance Measures

1. Provide COSADC Board and staff with financial updates and reports at COSADC meetings each month, in format requested by Board.

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2. Make recommendations to COSADC Board and staff to ensure staff is adhering to approved financial policies and practices.
3. Prepare and submit the annual Economic Development Corporation and Eminent Domain reports to the Texas Comptroller of Public Accounts as required by state law each year.
4. Fulfill responsibilities of the Treasurer in accordance with COSADC By-laws.

V.

Required Services and Performance Measures
Information & Communications

Information & Communications Services

1. Create, update, install and maintain all IT infrastructure.
2. Provide communications reliability and maintenance support to the BRC building.

Performance Measures

1. Provide assistance to COSADC staff on recommendation to take advantage of the latest technologies in an effort to operate as efficiently and effectively as possible.
2. Review all billing and ensure best value for cost.
3. Assist COSADC staff in evaluating communications options for the department.

VI.
Required Services and Performance Measures
Purchasing

Purchasing Division Services

1. Review purchase requisitions and compile formal bids to fulfill state and local purchasing law.
2. Review all Payment Request support documentation (contracts, invoices, etc.) as required for approval of vendor payments.
3. Manage P-card initiation, monthly reconciliation, and on-going program support.
4. Prepare, assemble, draft, execute, and manage contract documents. Route Legal Services requests on behalf of COSADC for new agreements, Change Orders, Task Orders, etc. upon request of COSADC.

Performance Measures

1. Provide COSADC staff with procurement and contracting support in compliance with state and local law and City purchasing policies.
2. Make recommendations to COSADC staff to ensure adherence to approved policies and best practices.

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3. Support COSADC staff at Board meetings as required for procurement and contracting matters.

VII.

Required Services and Performance Measures
Billing & Receipt

Billing & Receipt Services

1. Timely and accurate maintenance to charge codes, printing of invoices, and receiving and reconciliation of records of cash receipts for Staff Services and other City-COSADC contracts.

Performance Measures

1. Timely accountable records for the reviewing and processing of receivable billing for COSADC Board approval and disbursement.

VIII.

Required Services and Performance Measures Human Resources

1. Provide sufficient availability of HR staff support, guidance, and resources to ensure compliance by COSADC with applicable federal, state and local laws. Make recommendations to the Board to assist with such compliance as reasonably necessary.
2. Attend COSADC Board meetings, as necessary or appropriate.
3. Assist COSADC staff in the preparation /review of annual insurance coverages.

Performance Measures

1. Evaluate staffing levels for optimum allocation of employee time and resources on an annual basis.
2. Upon request and as frequently as necessary, participate in COSADC related meetings to provide guidance on Human Resources related issues.

IX. Required Services and Performance Measures
Public Information

Public Information Office Services

1. Attend all COSADC Board meetings
2. Prepare, maintain and operate audio, visual, and computer equipment for all COSADC Board meetings
3. Maintain presence during COSADC Board meetings for technical assistance
4. Post public notice of COSADC Board meetings aon COSA Government Channel for public view

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Performance Measures

1. Attend, or send authorized representative, to all COSADC Board meetings.
2. Publish video recording for COSA Government Channel within 48 hours.
3. Maintain official recordings of COSADC Board meetings.
4. Provide copies of recordings of meeting to COSADC staff.
5. As needed, provide assistance with special COSADC Board meetings or Economic Development events.

X.

Required Services and Performance Measures
Neighborhood & Family services

Required Neighborhood & Family Services

1. Maintain oversight & management of City of San Angelo Affordable Housing Program.
2. Assist in preparation of contracts with approved program applicants.
3. Administer Affordable Housing contracts and oversight of compliance issues.
4. Assist with COSADC administrative oversight of the community development projects authorized by ballot.
5. Assist the City Finance Department with budget oversight of projects and Affordable Housing Development funds, receipts and expenditures.
6. Make reports to civic groups, City Council and COSADC.
7. Ensure effective management of grant agreements.
8. Provide necessary follow-up services to grantees and contractors under the Affordable Housing Development program.
9. Gather, maintain and report statistical data for the program.
10. Provide closing documents and payments to title company at loan closings.

Performance Measures

1. Provide annual reports on required services and performance measures to COSADC Board.
2. Seek annual input for program improvements from stakeholders.
3. Submit all grant-related reports for Program on or before due dates.
4. Work with community partners to ensure effective marketing for program.

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5. Construct six (6) Program houses based on available funds.

XI.

Required Services and Performance Measures
City Attorney

Required Legal Department Services

1. Attend all COSADC meetings to provide legal recommendations; as an observer of COSADC proceedings, and to the extent which Legal is involved, ensure the board and staff are adhering to all applicable federal and State laws, City ordinances and policies, and the corporation Articles and Bylaws.
2. Provide legal services to COSADC Board and the CITY Economic Development Department staff including, but not limited to the following:

    a. Draft, review and finalize all real estate-related and legal transactions pertaining to matters for which the Board has authority.
    b. Provide oversight of and assist in developing and implementing economic development programs for the City of San Angelo and the COSADC Board.
    c. Agreement composition, review and approval as to form for economic development partner agreements, economic incentives such as tax abatements or grants and other agreements authorized by the Board.
    d. Respond to requests for legal opinions on matters relating to the use of sales tax revenue, Type 2 (4B) economic development corporations and projects and other legal matters related to the COSADC Board.

3. Advise Board and COSADC staff on matters relating to the Public Information Act, Open Meetings Act, Corporate ByLaws, and Corporate Charter, including keeping the Board and staff up to date on changes which may occur at the City, State and Federal level affecting COSADC.

Performance Measures

1. Review all agendas and attend all COSADC meetings.
2. Follow up with COSADC staff and Board, as necessary, after State legislative sessions regarding any relevant changes in law that affect the Corporation.

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3. Advise the Board as needed on legislative or other regulatory changes at local, state and federal levels of government.
4. Respond to requests for legal assistance in a timely manner, and as priorities dictate.
5. Provide timely, effective and accurate legal advice and assistance to the City Economic Development Department to ensure that all matters acted upon by the COSADC Board are in compliance with the City Charter, Code of Ordinances, federal and state laws and regulations.
6. Draft all contracts and agreements
7. Provide real estate research and services

XII.

Required Services and Performance Measures
CITY Management

Required CITY Management Services

1. Attend COSADC Board meetings, as requested and/or appropriate.
2. Participate in business prospect/incentive meetings, discussions, and negotiations, as requested and/or as appropriate.
3. Make available sufficient staff support, guidance, and resources to provide effective and efficient operations of Economic Development Department services and COSADC programs in compliance with law.

Performance Measures

1. Provide executive representation at COSADC Board meetings, or send suitable substitute, when executive representation is requested.
2. Participate in, or send a suitable substitute to, COSADC-related meetings and discussions that require executive representation and/or guidance.
3. Provide recommendations for operational improvements to COSADC Board and staff and reallocate City resources as necessary to ensure success.

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Exhibit "B"

Allocation of Costs to be Reimbursed for City Staff Services

COSADC agrees to reimburse CITY for City Staff Services pursuant to Article 2(B), as follows:

		FY 2021
Economic Development		$393,964
Audit		$249
Real Estate		$27,849
Finance / Accounting		$138,910
Information Tech		$21,716
Communications		$224
Purchasing		$13,176
Billing & Receipt		$95
Human Resources / Risk Mgmt.		$3,209
Public Information Office		$21,466
Neighborhood & Family Services		$30,135
City Attorney		$39,267
City Management		$4,290
Total		$694,550

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Discussion and possible action regarding the COSADC Disbursement Policy, including designating Business Liaison(s) (Presentation by First Vice President John Bariou)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Item requested by First Vice President John Bariou

Attachments:

1. 2015 Disbursements Policy — 2015 Disbursements Policy.pdf

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Brandon Dyson	Approved
Tina Dierschke	Approved
Nolan Sosa	Final Approval

City of San Angelo Development Corporation
Disbursements Policy

COSADC checks can be prepared and approved in accordance with the following:

Checks below $1,000

- Can be prepared and signed by the Business Liaison or Treasurer.
- Only one signature is required.

Checks equal to or greater than $1,000

- Can be prepared and signed by the Business Liaison or Treasurer.
- Two signatures required (Board members can sign).

Board approval/ratification

A listing of year to date disbursements (or a similar listing) will be presented for the Board's review and approval. Such approval shall be recorded in the Minutes.

Supporting Documentation

Sufficient supporting documentation shall be gathered to provide evidence of the purpose of the expenditure. Such items might be invoices, analyses to determine contract compliance, etc.

This documentation shall be maintained by the Business Liaison for a period of time consistent with record retention laws and City of San Angelo Policy.

COSADC approved 4/17/2015
COSA approved 5/19/2015

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Consider appointing COSADC representative(s) for various boards; including but not limited to the San Angelo Water Advisory Board, San Angelo Chamber of Commerce Ex-Officio Representative, Ports to Plains Alliance, Transportation Advocates of Texas, and the Gulf Coast Strategic Highway Coalition. (Presentation by First Vice President John Bariou)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Item requested by First Vice President John Bariou

Attachments:

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Brandon Dyson	Approved
Nolan Sosa	Final Approval

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Presentation by the COSADC Bylaws Review Committee and discussion of the Committee's proposed restated COSADC By-Laws. (Presentation by Bylaws Review Committee)

Summary/History:

The Board President called a committee to review the Corporate Bylaws and recommend any necessary updates. The Committee members are: First Vice President John Bariou, Director Chris Evatt, and Director Ruben Ceballos, PhD.

The Committee will update the Board on their progress and request input and direction from the full Board on their proposed updates.

Financial Impact:

Other Information/Recommendation:

Requested by John Bariou, Chris Evatt, and Dr. Ruben Ceballos

Attachments:

1.	Current COSADC Bylaws	Current COSADC Bylaws.pdf
2.	2022 Bylaw Revisions - 09222022	2022 Bylaw Revisions - 09222022.pdf

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Brandon Dyson	Approved
Nolan Sosa	Final Approval

DocuSign Envelope ID: F759FE42-DF36-4D7F-952E-797B82ABDB2D

BYLAWS OF
CITY OF SAN ANGELO DEVELOPMENT CORPORATION

These bylaws restate in their entirety and supersede the bylaws of the City of San Angelo Development Corporation in effect upon their adoption by the Board and approval by City Council.

ARTICLE I
PURPOSE AND POWERS

SECTION 1. GOVERNING LAW.

The Corporation shall be governed by the following statutes, ordinances and rules, as amended and supplemented from time to time and to the extent that such statutes, ordinances and rules remain in force and effect.

- Articles of Incorporation, as amended.
- Local Government Code, Chapters 380, 501, 502, and 505;
- City of San Angelo Code of Ordinances, Chapter 2 “Administration and Personnel”, Article 2.07 “Boards, Committees and Commissions”, Division 1 “Generally” and Division 6 “Economic Development Corporation”;
- Bylaws

SECTION 2. REGISTERED OFFICE AND REGISTERED AGENT.

(a) Registered Office and Agent. The City of San Angelo Development Corporation (the "Corporation") shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office. The Registered Office for the Corporation shall be the City of San Angelo Business Resourced Center, 69 N. Chadbourne, San Angelo, Texas 76903. The Registered Agent for the Corporation is Nora Nevarez, Economic Development Assistant for the City of San Angelo, or such other person employed in the Economic Development office as may be designated by the Board from time to time and registered with the Texas Secretary of State.

(b) Principal Office. The Principal Office of the Corporation shall be the City of San Angelo Business Resource Center, 69 N. Chadbourne Street, San Angelo, Texas, 76903.

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SECTION 3. MEETINGS.

A. Notice of Meetings. The Corporation is subject to the Open Meetings Act, Texas Government Code, Sec. 551.001. Notice of each regular or special meeting of a quorum of the board shall be given in accordance with the provisions of the Act.

B. Place. All meetings of the Board of Directors shall be held within the corporate limits of the City of San Angelo, Texas. Regular meetings of the board shall be held at least one time each calendar month, unless there is no business for consideration. The board, by majority vote, shall set the day of each month for regular meetings. Special meetings may be called by the board President with notice to board members as required under the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

C. Annual Meeting. An annual meeting of the Board of Directors shall be held at the regular board meeting in May of each year, subject to resolution of the Board setting a special meeting for the annual meeting.

D. Regular Meetings. The Board of Directors may provide for regular meetings by resolution stating the day of each month, time and place within the corporate limits of the City of San Angelo for regular meetings. Regular Meetings shall continue to be held on such days and at such time and place, subject to change by Resolution of the Board.

E. Special Meetings. (1) Special meetings of the Board of Directors may be held at the request of the President, any Vice President, any two Directors of the Corporation, or any two members of the City Council. A person or persons calling the meeting shall fix the date and time of the meeting.

(2) The person or persons calling a special meeting shall notify the Secretary of the Corporation of the information required to be included in the notice of special meeting. In addition to posting public notice of the meeting in accordance with the Texas Open Meetings Act, a written copy of the notice of meeting shall be delivered to each board member not less than seventy-two hours before the time set for the meeting. A meeting notice shall be deemed delivered one day after the notice is deposited in the United States mail or the day sent by email, addressed to the board member at his or her address as it appears on the records of the Corporation. Such notice shall be deemed waived by a board member's attendance at the meeting for purposes other than protesting notice, or in writing delivered to the corporate secretary either before or after the time of the meeting.

F. Agenda. Any director or officer of the corporation may place an issue on the Agenda of a regular or special meeting by notifying the Secretary of the corporation one week prior to the meeting, if possible, but in no event later than necessary for posting public notice in compliance with the Texas Open Meetings Act.

G. Quorum. A quorum for the transaction of business by the Board shall be a majority of the seven (7) members of the Board. The presence of a director may not be established by proxy.

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SECTION 4. CONDUCT OF BUSINESS.

A. Matters pertaining to the business of the Corporation shall be considered by the Board in accordance with the rules of procedure as from time to time prescribed by the Board. Unless otherwise adopted by the Board, the rules of procedure of the City Council then in effect shall be the rules of procedure for the Board.

B. At the meetings of the Board of Directors, the President, or in his or her absence the First or Second Vice President, or in the absence of those Officers, a member of the Board selected by motion adopted by a majority of the members present, shall preside.

C. The secretary of the Corporation or his or her designee shall act as secretary of at meetings of the board. The secretary shall keep minutes of Board and committee meetings and shall cause such approved, official minutes to be recorded in books kept for that purpose in the principal office of the Corporation.

D. Committees. The Board of Directors may by resolution establish one or more special or standing committees. Such committees shall have the powers, duties and responsibilities established by the Board. The committees shall keep regular minutes of their meetings and report the same to the Board of Directors when requested.

E. Compensation of Directors. Board members shall not receive a salary or any compensation for their services. Directors may be reimbursed for actual expenses incurred in the performance of their duties as board members. Travel expenses shall be reimbursed under the City's travel policy.

F. Ex-Officio Members. (1) The City Council may appoint Ex-Officio members to the Board of Directors as it deems appropriate. These representatives shall have the right to take part in any discussion in open meetings, but shall not have the power to vote in the meetings. Ex- Officio members shall serve a term of one calendar year, but shall be eligible for reappointment for succeeding one year terms.

(2) The following persons shall be automatically appointed as Ex-Officio directors during their term of service in the designated capacities:

(i) The President of the San Angelo Chamber of Commerce;
(ii)The Chairman of San Angelo Regional Manufacturing Association;
(iii) The Chairman of Cornerstone Investors and
(iv) The Chairman of the Economic Development Advisory Board.

(3) Ex Officio board membership of an individual holding the designated office for such named entity shall automatically be deemed vacated upon termination of the individual’s service as an officer of the named entity, and the replacement for such designated officer shall automatically succeed to the vacated Ex-Officio board

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member seat.

G. Contracts. No contract or other transaction between this corporation and any other corporation, person or entity shall be authorized unless approved at a public meeting a quorum of the Board, on duly adopted motion of members not having a conflict of interest.

I. Authority of the Board. The Board of Directors shall govern the corporation pursuant to applicable law, subject to oversight of the City Council as required. Within the scope of such general authority the Board of Directors shall have the following authority:

1. To purchase, or otherwise acquire for the corporation, any property, rights, or privileges which the corporation is authorized to acquire, at such price or consideration and generally on such terms and conditions as they think fit; and at their discretion to pay therefore either wholly or partly in money, notes, bonds; debentures, or other securities of contracts of the corporation .

2. To create, make and issue notes, mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instrument and securities, secured by mortgage or deed of trust on any real property of the corporation or otherwise and to do every other act or thing necessary to effect the same, or to contract with the City of San Angelo to effect the same.

3. To sell or lease the real or personal property of the corporation on such terms as the Board may deem fit and to execute all deeds, leases and other conveyances of corporate property or other contracts that may be necessary or desirable for carrying out the purposes of this corporation.

4. Whether included in the foregoing or not, to have and exercise all powers necessary or appropriate to effect any or all of the purposes for which the corporation is organized which powers shall be subject at all times to the control of the City Council of San Angelo, Texas.

J. Review of proposed Development Projects. In addition to ballot approved projects, the Board is charged with authority pursuant to provisions of the Development Corporation Act to evaluate and fund projects for the promotion and development of new or expanding business enterprises which create or retain primary jobs, including providing for infrastructure to support such enterprises. With regard to economic development projects, the corporation may request review and recommendations from Cornerstone Investors or the San Angelo Chamber of Commerce as provided under contract.

SECTION 5. DUTIES OF DIRECTORS.

A. Performance of Duties. Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. In acting in their official capacity as directors of the Corporation,

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directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Corporation and which are not unlawful and shall refrain from actions not in the best interest of the Corporation or which would be unlawful. A director shall not be liable if, in the exercise of ordinary care, the director acts in good faith relying on written financial and legal statements provided by an accountant, attorney, or other professional advisor retained by the Corporation.

B. Conflict of Interest. In the event that a director is aware that he has a conflict of interest or potential conflict of interest, with regard to any particular matter or vote coming before the Board, the director shall bring the same to the attention of the Board and shall abstain from discussion of and voting on that matter.

A director shall bring to the attention of the Board any apparent conflict of interest or potential conflict of interest of any other director, in which case the Board shall determine whether a true conflict of interest exists before any further discussion or vote shall be conducted regarding the matter. The director about whom a conflict of interest question has been raised shall refrain from voting with regard to the board's determination..

C. Contracts for Service. (1) The Corporation may, with approval of the City Council, contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties. However, no such contract shall divest the Board of its discretionary duties or policy-making authority.

(2)

SECTION 6. ANNUAL REPORT OF CORPORATE FUNDED PROJECTS. At the regular meeting of the Board in May of each year, the board shall hold a public hearing for review of a summary of corporate funded projects and economic development activities of the Corporation during the previous fiscal year as outlined in a written report prepared by staff and submitted to the board for adoption.

SECTION 7. DEBT, DEPOSIT AND INVESTMENT OF CORPORATE FUNDS.

A. Bonds and Debt Instruments. All proceeds from the issuance of bonds, notes or other debt instruments (the "Bonds") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance and handled in accordance with the statute governing this Corporation, but no bonds shall be issued, including refunding bonds, by the Corporation without the approval of the City Council after review and comment by the City's bond counsel.

B. Investment Policy. All monies of the Corporation shall be deposited, secured, and/or invested in compliance with the City of San Angelo Investment Policy, Strategy and Broker/Dealer List of the San Angelo Development Corporation adopted and amended from time to time by the board pursuant to the Texas Public Funds Investment Act and approved by City Council The treasurer shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal

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of funds therefrom for use by and for the purposes of the Corporation upon the signature of the treasurer and the secretary. The accounts, reconciliation, and investment of such funds and accounts shall be performed by the Department of Finance of the City.

SECTION 8. EXPENDITURES OF CORPORATE MONEY.

The monies of the Corporation, including sales and use taxes collected pursuant to Chapter 505 "Type B Corporations", of the Development Corporation Act and Article 2.07, Division 6 of the City of San Angelo Code of Ordinances, the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, monies derived from the repayment of loans, rents received from the lease or use of property, the proceeds derived from the sale of bonds, and other proceeds may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:

1. Expenditures from the proceeds of bonds shall be identified and described in the orders, resolutions, indentures, or related corporate agreements submitted to and approved by the City Council. Expenditures made from a fund established with the proceeds of bonds, and expenditures of proceeds from sources other than bonds, may be used for the purposes of funding or otherwise facilitating one or more authorized economic development projects. Specific proposed expenditures shall be described in an authorizing resolution or order of the Board, subject to approval thereof by the City Council.

2. Other proposed expenditures shall be made in accordance with annual budgeted funds as the budget may be amended from time to time. .

SECTION 9. REPORT TO COMPTROLLER.

Not later than February 1 of each year, the board of directors of the Corporation shall submit to the Texas Comptroller of Public Accounts the report of corporate revenues and expenditures required under Local Government Code, Title 12, Subtitle C1, Chapter 502.

ARTICLE II OFFICERS

SECTION **1.** TITLES AND TERM OF OFFICE.

The officers of the Corporation shall be a president, first and second vice-presidents, a secretary and a treasurer.

SECTION 2. OFFICERS.

A. President and First and Second Vice-President. The president and first and second vice presidents shall be appointed by and subject to the control of the Board of Directors, and shall serve a term of one (1) year or until their successors are appointed.

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B. Secretary and Treasurer. The Secretary of the Corporation shall be a City staff member assigned to the Corporation under a contract between the Corporation and the City of San Angelo, as approved by the Board of Directors. The Treasurer of the Corporation shall be the Finance Director of the City of San Angelo, and shall serve as long as he/she remains in the position.

C. Any officer of the Corporation may be removed by a majority vote of the Board of Directors without cause.

D. Vacancies. A vacancy in any office of the Corporation may be filled by a majority vote of the Board of Directors for the unexpired portion of the officer's term.

E. Annual Election. The Board of Directors, at each annual meeting of the Board shall appoint the officers of the Corporation who shall have such authority, and shall perform such duties as from time to time may be prescribed by the Board of Directors.

F. Compensation of Officers. Officers of the corporation shall not receive a salary or other compensation for their services. Officers may be reimbursed for actual expenses incurred in the performance of their duties. Travel expenses shall be reimbursed under the City's travel policy.

SECTION 3. DUTIES OF OFFICERS.

A. President. The president shall be the chief executive officer of the Corporation and shall preside at all meetings of the Directors. The president shall, subject to the authority of the Board and approval of the City Council, supervise and control all of the business and affairs of the Corporation. When the execution of any contract or instrument shall have been authorized by the Board of Directors, the president shall execute same except where such power is expressly delegated to another officer of the Corporation. The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president.

In addition, the president shall:

1. Have the authority to appoint standing or study committees to aid and assist the Board in its business undertaking or other matters incidental to the operation and functions of the Board (this authority is in addition to the authority of the Board to establish committees pursuant to Article II, Section 3D of these Bylaws);

2. Appear or designate a board or staff member to appear before the City Council on a periodic basis to give a report on the status of activities of the Corporation; and

3. Appear or designate a board or staff member to appear before the City Council, regarding any item being considered by the City Council concerning the Corporation.

B. Vice Presidents. The first vice president shall exercise the powers of the president during that officer's absence or inability to act. The second vice president shall exercise the powers

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of the president during the absence of the president and the first vice president. The first and second vice presidents shall also perform other duties as from time to time may be assigned by the president or the Board.

C. Secretary. The secretary shall keep the minutes of all meetings of the Board and committees in books provided for that purpose, shall give and serve all notices, shall sign in his/her official capacity with the president in the name of the Corporation, and/or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation and when necessary shall affix the seal of the Corporation. The secretary shall have charge of the corporate books, records, documents and instruments except the books of account and financial records and securities, and such other books and papers as the Board may direct, the secretary shall in general perform all duties incident to the office of secretary subject to the control of the Board.

D. Treasurer. The treasurer shall have charge and custody of all funds and securities of the Corporation; shall receive and give receipts for money due and payable to the Corporation from any source; shall endorse on behalf of the Corporation for collection, checks, notes and other obligations and shall deposit the same to the credit of the Corporation in such bank or depository as the Board of Directors may designate. Whenever required by the Board of Directors, the treasurer shall render a statement of the Corporation's cash account; shall enter regularly in the books of the Corporation, to be kept by the treasurer for that purpose, a full and accurate account of the Corporation and shall assist the board in preparing an annual budget. The Corporation's books and accounts shall at all reasonable times be open to examination by any director of the Corporation or any officer or Councilmember of the City of San Angelo upon application at the office of the Corporation during business hours, and to the public as required under the Texas Open Records Act. The treasurer shall perform all acts incident to the position of treasurer, subject to the control of the Board of Directors. The treasurer shall submit a monthly public financial statement to the City Council of the City of San Angelo.

ARTICLE III
REQUIRED BOOKS AND RECORDS

SECTION 1. CORPORATE RECORDS.

The Corporation’s books and records shall include a file endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the Articles of Incorporation, any articles of amendment, restated articles, articles of merger, articles of consolidation, and statement of change of registered office or agent.

a. Bylaws and any amended or restated bylaws.
b. Minutes of the proceedings of the Board of Directors.
c. A list of names and addresses of the directors and officers of the Corporation.
d. A financial statement showing the assets, liabilities, and net worth of the Corporation at the end of the three most recent fiscal years.
e. A financial statement showing the income and expenses of the Corporation for the three most recent fiscal years.

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f. All rulings, letters, and other documents relating to the Corporation's federal, state and local tax status.
g. Annual budget approved by City Council.

SECTION 2. ANNUAL BUDGET.

At least ninety (90) days prior to October 1st, with the assistance of the Treasurer, the Board shall prepare and adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year. The fiscal year of the Corporation shall commence on October 1st of each year and end on September 30th of the following year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council of the City of San Angelo. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be required by the City Council for its approval and adoption. The budget shall be considered adopted upon formal approval by the City Council.

SECTION 3. FINANCIAL BOOKS, RECORDS, AUDITS.

The Treasurer shall keep and properly maintain, in accordance with generally accepted accounting principles, complete financial books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

The Corporation's books are required to be audited by the City's independent auditor on an annual basis. Cost of the audit will be paid by the Corporation.

SECTION 4. RECORDS OPEN TO PUBLIC.

The Corporation shall be considered a "governmental body" within the meaning of the Texas Government Code, Sec. 552.003 and all records of the Corporation shall be made available to the public for inspection or reproduction in accordance with the requirements of the Texas Government Code, Chapter 552 (The Texas Open Records Act).

ARTICLE IV
INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES

SECTION 1. INDEMNIFICATION.

To the extent permitted by law, the Corporation shall indemnify, hold harmless and defend its directors and officer and the City of San Angelo, its Councilmembers, officers, agents, and employees, from and against liability or expense for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses including court costs and attorneys' fees and other reasonable costs arising out of or resulting from Corporation's functions or activities and from any liability arising out of or resulting from the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of the corporation. This indemnity shall apply even if one or more of those to be indemnified was negligent or caused or contributed to cause any loss, claim, action or suit. Specifically, it is the intent of these Bylaws to require

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the Corporation to indemnify those named for indemnification, even for the consequences of the negligence of those to be indemnified which caused or contributed to cause any liability.

SECTION 2. INSURANCE.

The Corporation shall purchase or acquire through the City of San Angelo and maintain insurance on behalf of its directors, officers, employees, or agent of the Corporation, against any liability asserted against that person and incurred by that person in any such capacity or arising out of any such status with regard to the Corporation, whether or not the Corporation has the power to indemnify that person against liability for any of those acts.

ARTICLE V
MISCELLANEOUS

SECTION 1. CONSTRUCTION/AMENDMENT OF BYLAWS.

A. Legal Authorities Governing Construction of Bylaws. In the event of any conflict between the applicable provisions of Texas Development Corporation Act and these bylaws, then the applicable provisions of such Act shall control.

B. Legal Construction. If any bylaw or part of a bylaw is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other bylaw or remaining part(s) of a bylaw, and the bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the bylaws.

C. Headings. The headings used in the bylaws are used for convenience and shall not be considered substantive in construing the terms of the bylaws.

D. Effective Date (Amendment). These bylaws, and any subsequent amendments thereto, shall be effective from and after the date upon which approval has been given by the City Council of the City of San Angelo, Texas, of bylaws or amendments to bylaws duly adopted by the Board.

SECTION 2. NOTICE AND WAIVER.

Whenever under the provisions of these bylaws notice is required to be given to any director or officer, unless otherwise provided such notice may be given personally, or it may be given in writing by depositing the same with the U.S. Postal Service, or by email addressed to such director or officer, at such address as appears on the books of the corporation, and such notice shall be deemed to be given one day after deposit with the Postal Service or on the day sent by email. Whenever any notice is required to be given by statute, code, charter, law, or by these bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to notice.

SECTION 3. NEGOTIABLE INSTRUMENTS.

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All checks, drafts, notes or other obligations of the Corporation shall be signed by such of the officers of the corporation or by such person or persons as may be authorized from time to time by the Board of Directors.

SECTION 4. RESIGNATIONS.

Any director or officer of the corporation may at any time resign. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of receipt of the written notice of resignation by the corporation's President or Secretary. Formal acceptance of a resignation shall not be a condition to make it effective, unless expressly so provided in the written notice of resignation.

SECTION 5. CITY APPROVAL.

To the extent that these bylaws refer to any action, approval, advice, or consent by the City or refer to action, approval, advice or consent by the City Council, such action, approval, advice or consent shall be evidenced by a motion, resolution or ordinance duly passed by the City Council and reflected in the minutes of the City Council.

SECTION 6. ORGANIZATIONAL CONTROL.

The City Council of the City of San Angelo, at its sole discretion, and at any time, may alter or change the structure, organization or procedures of the Corporation as permitted under the Texas Development Corporation Act, or order an election on termination the corporation, as provided under the Act. .

SECTION 7. CORPORATE SEAL.

The Board may obtain a corporate seal which shall bear the words "Corporate Seal of the City of San Angelo Development Corporation" and the Board may thereafter use the corporate seal and corporate name; but these bylaws shall not be constructed to require the use of the corporate seal.

SECTION 8. GIFTS.

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purpose or for any special purposes of the Corporation so long as such acceptance is not contrary to the provisions of any applicable state law or city policy governing city officers and employees.

ARTICLE VII
DISSOLUTION OF CORPORATION

Upon the dissolution of the Corporation after payment of all obligations of the Corporation, all remaining assets of the Corporation shall be transferred to the City of San Angelo, Texas, as

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permitted or required under the Texas Development Corporation Act for a section 4B Corporation.

DULY ADOPTED by the Board of the City of San Angelo Development Corporation, SUBJECT TO APPROVAL of the City Council of the City of San Angelo, Texas, this 22nd day of May, 2019.

DocuSigned by:
D5BB05B2E1E14B1...
Todd Kolls, President

ATTEST:

DocuSigned by:
B488B0107DA14CD...
Nora Nevarez, Secretary

APPROVED AND ADOPTED BY the City Council for the City of San Angelo, Texas, this 4th day of June, 2019.

DocuSigned by:
Brenda Gunter
65CC121DADBB40F...
Brenda Gunter, Mayor

ATTEST:

DocuSigned by:
4C3EC4F6CC0044A...
Julia Antilley, City Clerk

APPROVED AS TO CONTENT

DocuSigned by:
Guy Andrews
B555592C5C0947A...
Guy Andrews,
Economic Development Director

APPROVED AS TO FORM

DocuSigned by:
Dan Saluri
600C3C877D18482...
Dan T. Saluri, Deputy City Attorney

BYLAWS OF
CITY OF SAN ANGELO DEVELOPMENT CORPORATION

These bylaws restate in their entirety and supersede the bylaws of the City of San Angelo Development Corporation in effect upon their adoption by the Board and approval by City Council.

ARTICLE I
PURPOSE AND POWERS

SECTION 1. GOVERNING LAW.

The Corporation shall be governed by the following statutes, ordinances, and rules, as amended and supplemented from time to time and to the extent that such statutes, ordinances, and rules remain in force and effect.

- Articles of Incorporation, as amended.
- Local Government Code, Chapters 380, 501, 502, and 505.
- City of San Angelo Code of Ordinances, Chapter 2 "Administration and Personnel", Article 2.07 "Boards, Committees and Commissions", Division 1 "Generally" and Division 6 "Economic Development Corporation".
- Bylaws

SECTION 2. REGISTERED OFFICE AND REGISTERED AGENT.

(a) Registered Office and Agent. The City of San Angelo Development Corporation (the "Corporation") shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office. The Registered Office for the Corporation shall be the City of San Angelo Business Resource Center, 69 N. Chadbourne, San Angelo, Texas 76903. The Registered Agent for the Corporation is Nora Nevarez, Economic Development Assistant for the City of San Angelo, or such other person employed in the Economic Development office as may be designated by the Board from time to time and registered with the Texas Secretary of State.

(b) Principal Office. The Principal Office of the Corporation shall be the City of San Angelo Business Resource Center, 69 N. Chadbourne Street, San Angelo, Texas, 76903.

SECTION 3. MEETINGS.

A. Notice of Meetings. The Corporation is subject to the Open Meetings Act, Texas Government Code, Sec. 551.001. Notice of each regular or special meeting of a quorum of the board shall be given in accordance with the provisions of the Act.

B. Place. All meetings of the Board of Directors shall be held within the corporate limits of the City of San Angelo, Texas. Regular meetings of the board shall be held at least one time each calendar month, unless there is no business for consideration. The board, by majority vote, shall set the day of each month for regular meetings. Special meetings may be called in accordance with Section 3(E) of these bylaws with proper notice ~~by the Board President with notice to the Board~~ as required under the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Commented [SN1]: This provision conflicted with Section 3(E).

C. Annual Meeting. An annual meeting of the Board of Directors shall be held at a regular board meeting during March of each year, subject to resolution of the Board setting a special meeting for the annual meeting.

D. Regular Meetings. The Board of Directors may provide for regular meetings by resolution stating the day of each month, time and place within the corporate limits of the City of San Angelo for regular meetings. Regular Meetings shall continue to be held on such days and at such time and place, subject to change by Resolution of the Board.

E. Special Meetings. (1) Special meetings of the Board of Directors may be held at the request of the President, any Vice President, any two Directors of the Corporation, or any two members of the City Council. A person or persons calling the meeting shall fix the date and time of the meeting.

(2) The person or persons calling a special meeting shall notify the Secretary of the Corporation of the information required to be included in the notice of special meeting. In addition to posting public notice of the meeting in accordance with the Texas Open Meetings Act, a written copy of the notice of meeting shall be delivered to each board member not less than seventy-two hours before the time set for the meeting. A meeting notice shall be deemed delivered one day after the notice is deposited in the United States mail or the day sent by email, addressed to the board member at his or her address as it appears on the records of the Corporation. Such notice shall be deemed waived by a board member's attendance at the meeting for purposes other than protesting notice, or in writing delivered to the corporate secretary either before or after the time of the meeting.

F. Agenda. Any director or officer of the corporation may place an issue on the Agenda of a regular or special meeting by notifying the Secretary of the corporation one week prior to the meeting, if possible, but in no event later than necessary for posting public notice in compliance with the Texas Open Meetings Act.

G. Quorum. A quorum for the transaction of business by the Board shall be a majority of the seven (7) members of the Board. The presence of a director may not be established by proxy.

SECTION 4. CONDUCT OF BUSINESS.

A. Matters pertaining to the business of the Corporation shall be considered by the Board in accordance with the rules of procedure as from time to time prescribed by the Board. Unless otherwise adopted by the Board, the rules of procedure of the City Council then in effect shall be the rules of procedure for the Board.

B. At the meetings of the Board of Directors, the President, or in his or her absence the First or Second Vice President, or in the absence of those Officers, a member of the Board selected by motion adopted by a majority of the members present, shall preside.

C. The Secretary of the Corporation or his or her designee shall act as secretary of at meetings of the board. The secretary shall keep minutes of Board and committee meetings and shall cause such approved, official minutes to be recorded in books kept for that purpose in the principal office of the Corporation.

D. Committees. The Board of Directors may by resolution establish one or more special or standing committees. Such committees shall have the powers, duties and responsibilities established by the Board. The committees shall keep regular minutes of their meetings and report the same to the Board of Directors when requested.

E. Compensation of Directors. Board members shall not receive a salary or any compensation for their services. Directors may be reimbursed for actual expenses incurred in the performance of their duties as board members. Travel expenses shall be reimbursed under the City's travel policy.

F. Ex-Officio Members. (1) The City Council may appoint Ex-Officio members to the Board of Directors as it deems appropriate. These representatives shall have the right to take part in any discussion in open meetings but shall not have the power to vote in the meetings. Ex- Officio members shall serve a term of one calendar year but shall be eligible for reappointment for succeeding one-year terms.

(2) The following persons shall be automatically appointed as Ex-Officio directors during their term of service in the designated capacities:

(i) The President of the San Angelo Chamber of Commerce;
(ii) The Chairman of San Angelo Regional Manufacturing Association; and
(iii) The Chairman of Cornerstone Investors
(iv) The Chairman of the Economic Development Advisory Board.

(3) Ex Officio board membership of an individual holding the designated office for such named entity shall automatically be deemed vacated upon termination of the individual's service as an officer of the named entity, and the replacement for such designated officer shall automatically succeed to the vacated Ex-Officio board member seat.

G. Contracts. No contract or other transaction between this corporation and any other corporation, person or entity shall be authorized unless approved at a public meeting by a quorum of the Board, on duly adopted motion of members not having a conflict of interest.

I. Authority of the Board. The Board of Directors shall govern the corporation pursuant to applicable law, subject to oversight of the City Council as required. Within the scope of such general authority, the Board of Directors shall have the following ~~authority~~powers:

1. To purchase, or otherwise acquire for the corporation, any property, rights, or privileges which the corporation is authorized to acquire, at such price or consideration and generally on such terms and conditions as they think fit; and at their discretion to pay therefore either wholly or partly in money, notes, bonds; debentures, or other securities of contracts of the corporation.

2. To create, make and issue notes, mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instrument and securities, secured by mortgage or deed of trust on any real property of the corporation or otherwise and to do every other act or thing necessary to effect the same, or to contract with the City of San Angelo to effect the same.

3. To sell or lease the real or personal property of the corporation on such terms as the Board may deem fit and to execute all deeds, leases and other conveyances of corporate property or other contracts that may be necessary or desirable for carrying out the purposes of this corporation.

4. Whether included in the foregoing or not, to have and exercise all powers necessary or appropriate to effect any or all of the purposes for which the corporation is organized which powers shall be subject at all times to the control of the City Council of San Angelo, Texas.

J. Review of proposed Development Projects. In addition to ballot approved projects, the Board is charged with authority pursuant to provisions of the Development Corporation Act to evaluate and fund projects for the promotion and development of new or expanding business enterprises which create or retain primary jobs, including providing for infrastructure to support such enterprises. With regard to economic development projects, the corporation may request review and recommendations from ~~Cornerstone Investors or the San Angelo Chamber of Commerce as provided under contract~~ outside entities when deemed appropriate by the Board of Directors.

SECTION 5. DUTIES OF DIRECTORS.

A. Performance of Duties. Directors shall exercise ordinary business judgment in managing the affairs of the Corporation. In acting in their official capacity as directors of the Corporation, directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Corporation and which are not unlawful and shall refrain from actions not in the best interest of the Corporation or which would be unlawful. A director shall not be liable if, in the exercise of ordinary care, the director acts in good faith relying on written financial and legal statements provided by an

Commented [SN2]: The word "authority" is used twice. Replaced second "authority" with "powers" for readability.

Commented [SN3]: Proposal – remove language specific to certain contractors. Broader language provides latitude for the Board to seek outside Counsel on ED projects where necessary and appropriate.

accountant, attorney, or other professional advisor retained by the Corporation.

B. Conflict of Interest. In the event that a director is aware that he has a conflict of interest or potential conflict or interest, with regard to any particular matter or vote coming before the Board, the director shall bring the same to the attention of the Board and shall abstain from discussion of and voting on that matter.

A director shall bring to the attention of the Board any apparent conflict of interest or potential conflict of interest of any other director, in which case the Board shall determine whether a true conflict of interest exists before any further discussion or vote shall be conducted regarding the matter. The director about whom a conflict-of-interest question has been raised shall refrain from voting with regard to the board's determination.

C. Contracts for Service. (1) The Corporation may, with approval of the City Council, contract with any qualified and appropriate person, association, corporation, or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties. However, no such contract shall divest the Board of its discretionary duties or policy-making authority.

SECTION 6. ANNUAL REPORT OF CORPORATE FUNDED PROJECTS. On or before the first regular meeting of the Board in May of each year, the board shall ~~hold a public hearing for~~ review ~~of a summary of~~ corporate funded projects and economic development activities of the Corporation during the previous fiscal year as outlined in a written report prepared by staff and submitted to the board for adoption.

Commented [SN4]: "Public hearing" carries a different meaning with respect to Corporate Projects (e.g., TLGC 505.159).

SECTION 7. DEBT, DEPOSIT, AND INVESTMENT OF CORPORATE FUNDS.

A. Bonds and Debt Instruments. All proceeds from the issuance of bonds, notes or other debt instruments (the "Bonds") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance and handled in accordance with the statute governing this Corporation, but no bonds shall be issued, including refunding bonds, by the Corporation without the approval of the City Council after review and comment by the City's bond counsel.

B. Investment Policy. All monies of the Corporation shall be deposited, secured, and/or invested in compliance with the City of San Angelo Investment Policy, Strategy and Broker/Dealer List of the San Angelo Development Corporation adopted and amended from time to time by the board pursuant to the Texas Public Funds Investment Act and approved by City Council. The treasurer shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal of funds therefrom for use by and for the purposes of the Corporation upon the signature of the treasurer and the secretary. The accounts, reconciliation, and investment of such funds and accounts shall be performed by the ~~Department of Finance of the City~~entity contracted by the Board of Directors to perform such services.

Commented [SN5]: Committee recommends less specific language here.

SECTION 8. EXPENDITURES OF CORPORATE MONEY.

The monies of the Corporation, including sales and use taxes collected pursuant to Chapter 505 "Type B Corporations", of the Development Corporation Act and Article 2.07, Division 6 of the City of San Angelo Code of Ordinances, the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, monies derived from the repayment of loans, rents received from the lease or use of property, the proceeds derived from the sale of bonds, and other proceeds may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:

1. Expenditures from the proceeds of bonds shall be identified and described in the orders, resolutions, indentures, or related corporate agreements submitted to and approved by the City Council. Expenditures made from a fund established with the proceeds of bonds, and expenditures of proceeds from sources other than bonds, may be used for the purposes of funding or otherwise facilitating one or more authorized economic development projects. Specific proposed expenditures shall be described in an authorizing resolution or order of the Board, subject to approval thereof by the City Council.

~~1.~~2. For any "Project" as such is defined by the Act (each a "**Project Expenditure**" and collectively "**Project Expenditures**"), in the amount of $250,000 or less, the Board has sole approval authority over each Project Expenditure upon approval by the Board. For any Project Expenditure exceeding $250,000, the City Council shall also ratify such Project Expenditure. The Corporation shall not make a Project Expenditure over $250,000 without the approval of the City Council. This Section shall satisfy the requirements of Texas Local Government Code, Section 501.073 requiring approval of Project Expenditures by the City Council, and it shall also constitute the City Council's approval of any necessary budget amendments to carry out said Project Expenditures.

~~2.~~3. Other proposed expenditures shall be made in accordance with annual budgeted funds as the budget may be amended from time to time.

Commented [SN6]: This passage is modeled after the Development Corporation of Abilene Bylaws, adopted in 2020.

SECTION 9. REPORT TO COMPTROLLER.

Not later than February 1 of each year, the board of directors of the Corporation shall submit to the Texas Comptroller of Public Accounts the report of corporate revenues and expenditures required under Local Government Code, Title 12, Subtitle C1, Chapter 502.

ARTICLE II
OFFICERS

SECTION **1.** TITLES AND TERM OF OFFICE.

The officers of the Corporation shall be a president, first and second vice-presidents, a secretary, and a treasurer.

SECTION 2. OFFICERS.

A. President and First and Second Vice-President. The president and first and second vice presidents shall be appointed by and subject to the control of the Board of Directors and shall serve a term of one (1) year or until their successors are appointed.

B. Secretary and Treasurer. The Secretary of the Corporation shall be a City staff member assigned to the Corporation under a contract between the Corporation and the City of San Angelo, as approved by the Board of Directors. The Treasurer of the Corporation shall be appointed by and subject to the control of the Board of Directors and may be either a Board member or an individual assigned under a contract between the Corporation and another entity (e.g., the City of San Angelo). The Secretary and Treasurer of the Corporation shall serve indefinite terms, unless removed by a majority vote of the Board of Directors. Nothing in this provision shall be construed as conferring upon the Board the authority to terminate individuals employed by organizations under contract with the Corporation.~~The Treasurer of the Corporation shall be the Finance Director of the City of San Angelo and shall serve as long as he/she remains in the position.~~

C. Any officer of the Corporation may be removed by a majority vote of the Board of Directors without cause.

D. Vacancies. A vacancy in any office of the Corporation may be filled by a majority vote of the Board of Directors for the unexpired portion of the officer's term.

E. Annual Election. The Board of Directors, at each annual meeting of the Board shall appoint the officers of the Corporation who shall have such authority and shall perform such duties as from time to time may be prescribed by the Board of Directors.

F. Compensation of Officers. Officers of the corporation shall not receive a salary or other compensation for their services. Officers may be reimbursed for actual expenses incurred in the performance of their duties. Travel expenses shall be reimbursed under the City's travel policy.

SECTION 3. DUTIES OF OFFICERS.

A. President. The president shall be the chief executive officer of the Corporation and shall preside at all meetings of the Directors. The president shall, subject to the authority of the Board and approval of the City Council, supervise and control all of the business and affairs of the Corporation, except those delegated herein to the Executive Director. When the execution of any contract or instrument shall have been authorized by the Board of Directors, the president shall execute same except where such power is expressly delegated to another officer of the Corporation or to the Executive Director. The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president.

Commented [SN7]: Updated per Committee recommendation. Included language that would provide Board option to appoint an outside consultant or Board member as Corporate Treasurer.

Included provision to clearly articulate that removal as an officer of the Board does not constitute termination as an employee of a contracted entity (e.g., the City of San Angelo).

In addition, the president shall:

1. Have the authority to appoint standing or study committees to aid and assist the Board in its business undertaking or other matters incidental to the operation and functions of the Board (this authority is in addition to the authority of the Board to establish committees pursuant to Article II, Section 3D of these Bylaws);

2. Appear before the City Council on a periodic basis to give a report on the status of activities of the Corporation; and

3. Appear or designate a board member to appear before the City Council, regarding any item being considered by the City Council concerning the Corporation.

B. Vice Presidents. The first vice president shall exercise the powers of the president during that officer's absence or inability to act. The second vice president shall exercise the powers of the president during the absence of the president and the first vice president. The first and second vice presidents shall also perform other duties as from time to time may be assigned by the president or the Board.

C. Secretary. The secretary shall keep the minutes of all meetings of the Board and committees in books provided for that purpose, shall give and serve all notices, shall sign in his/her official capacity with the president in the name of the Corporation, and/or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation and when necessary, shall affix the seal of the Corporation. The secretary shall have charge of the corporate books, records, documents, and instruments except the books of account and financial records and securities, and such other books and papers as the Board may direct. The secretary shall in general perform all duties incident to the office of secretary subject to the control of the Board. The secretary shall endorse and countersign, on behalf of the Corporation, for collection or issuance, checks, notes, and other obligations in or drawn upon such bank or banks or depositories as shall be designated by the City Council consistent with these Bylaws.

D. Treasurer. The treasurer shall have charge and custody of all funds and securities of the Corporation; shall receive and give receipts for money due and payable to the Corporation from any source; shall endorse on behalf of the Corporation for collection, checks, notes, and other obligations and shall deposit the same to the credit of the Corporation in such bank or depository as the Board of Directors may designate. Whenever required by the Board of Directors, the treasurer shall render a statement of the Corporation's cash account; shall enter regularly in the books of the Corporation, to be kept by the treasurer for that purpose, a full and accurate account of the Corporation and shall assist the board in preparing an annual budget. The Corporation's books and accounts shall at all reasonable times be open to examination by any director of the Corporation or any officer or Councilmember of the City of San Angelo upon application at the office of the Corporation during business hours, and to the public as required under the Texas Open Records Act. The treasurer shall perform all acts incident to the position of treasurer, subject to the control of the Board of Directors. The treasurer shall submit a monthly public financial statement to the City Council of the City of San Angelo.

ARTICLE III
REQUIRED BOOKS AND RECORDS

SECTION 1. CORPORATE RECORDS.

The Corporation's books and records shall include a file endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the Articles of Incorporation, any articles of amendment, restated articles, articles of merger, articles of consolidation, and statement of change of registered office or agent.

a. Bylaws and any amended or restated bylaws.
b. Minutes of the proceedings of the Board of Directors.
c. A list of names and addresses of the directors and officers of the Corporation.
d. A financial statement showing the assets, liabilities, and net worth of the Corporation at the end of the three most recent fiscal years.
e. A financial statement showing the income and expenses of the Corporation for the three most recent fiscal years.
f. All rulings, letters, and other documents relating to the Corporation's federal, state and local tax status.
g. Annual budget approved by City Council.

SECTION 2. ANNUAL BUDGET.

At least ninety (90) days prior to October 1st, with the assistance of the Treasurer, the Board shall prepare and adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year. The fiscal year of the Corporation shall commence on October 1st of each year and end on September 30th of the following year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council of the City of San Angelo. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be required by the City Council for its approval and adoption. The budget shall be considered adopted upon formal approval by the City Council.

SECTION 3. FINANCIAL BOOKS, RECORDS, AUDITS.

The Treasurer shall keep and properly maintain, in accordance with generally accepted accounting principles, complete financial books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

The Corporation's books are required to be audited by the City's independent auditor on an annual basis. Cost of the audit will be paid by the Corporation.

SECTION 4. RECORDS OPEN TO PUBLIC.

The Corporation shall be considered a "governmental body" within the meaning of the Texas Government Code, Sec. 552.003 and all records of the Corporation shall be made available to the public for inspection or reproduction in accordance with the requirements of the Texas Government Code, Chapter 552 (The Texas Open Records Act).

ARTICLE IV
INDEMNIFICATION OF DIRECTORS, OFFICERS, AND EMPLOYEES

SECTION 1. INDEMNIFICATION.

To the extent permitted by law, the Corporation shall indemnify, hold harmless and defend its directors and officer and the City of San Angelo, its Councilmembers, officers, agents, and employees, from and against liability or expense for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses including court costs and attorneys' fees and other reasonable costs arising out of or resulting from Corporation's functions or activities and from any liability arising out of or resulting from the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of the corporation. This indemnity shall apply even if one or more of those to be indemnified was negligent or caused or contributed to cause any loss, claim, action, or suit. Specifically, it is the intent of these Bylaws to require the Corporation to indemnify those named for indemnification, even for the consequences of the negligence of those to be indemnified which caused or contributed to cause any liability.

SECTION 2. INSURANCE.

The Corporation shall purchase or acquire through the City of San Angelo and maintain insurance on behalf of its directors, officers, employees, or agent of the Corporation, , against any liability asserted against that person and incurred by that person in any such capacity or arising out of any such status with regard to the Corporation, whether or not the Corporation has the power to indemnify that person against liability for any of those acts.

ARTICLE V
EXECUTIVE DIRECTOR

SECTION 1. APPOINTMENT OF AN EXECUTIVE DIRECTOR.

A. Executive Director Position. The duly appointed Director of Economic Development for the City of San Angelo shall serve as the Executive Director of the Corporation. The City Manager shall appoint the Director of Economic Development in consultation with the Corporation's Board of Directors.

Commented [SN8]: This language is modeled after Converse EDC.

Added provision for Executive Director. Proposed language consistent with Committee recommendations.

The ED would have authority to approve Corporate Expenditures up to $50,000, including authorizing execution of Agreements.

Agreements exceeding $50,000 would require Board Approval and the signature of the Board President.

Expenditures exceeding $50,000 would require Board (and Council) approval, except those expressly delegated by Council (e.g., Project Expenditures identified in Section 8(2)).

B. Selection Process. As outlined in Article V, Section 1 (A), the Board shall participate in the selection process when a vacancy arises in the Executive Director position. The Board President (or their designee) shall serve on the selection panel alongside the City Manager and his or her designees. The Board President may also appoint up to two additional Board Members to serve on the selection panel. In no event shall more than three Board Members participate on a selection panel for the Executive Director Position as four Board Members constitutes a quorum under the Texas Open Meetings Act.

SECTION 2. POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR

A. The Executive Director shall have the general powers and authority set forth below so that the Executive Director may transact the general business of the Corporation and efficiently carry out the Corporation's programs, oversee the administrative functions of the Corporation, and otherwise oversee the Corporation's affairs. The Executive Director is authorized to take the following actions:
   a. Make expenditures of corporate funds as set forth in the Corporation's annual budget, as such budget is approved by the Board and the City Council.
   b. Enter into contracts for the purchase of goods and services, so long as said contracts do not involve expenditures that exceed the amounts set forth in the Corporation's annual budget, and provided that expenditures greater than or equal to $50,000 require Board approval before the expense may be made or obligated under contract.
   ~~a.~~c. Approve expenditures or contracts that are necessary to: (i) preserve the property of the Corporation; (ii) address unforeseen damage to corporate machinery, equipment, or other property; or (iii) preserve and protect the health and safety of the Corporation's contracted employees or tenants. Any such expenditures that exceed $50,000 shall require the approval of the Board during the next regularly scheduled meeting. In no event shall ninety (90) days elapse without review and approval of such expenditures by the Board of Directors.
   d. Supervise the Corporation's contracted employees and perform any and all duties incident to the City of San Angelo Director of Economic Development position. The delegated authorities enumerated in this Article shall not limit the Executive Director/Director of Economic Development from exercising the authority ordinarily granted to a Department Director in the City of San Angelo's Employee Policies and Procedures Manual.

B. The authority described above shall also authorize the Executive Director to enter into agreements and/or deliver instruments in the name of and on behalf of the Corporation. Said agreements and/or instruments may have provisions for contingent liabilities, provided that the contingent liability obligations are not reasonably expected to exceed the amounts set forth in the Corporation's annual budget, as determined by the Executive Director in his or her reasonable discretion.

ARTICLE VI
MISCELLANEOUS

SECTION 1. CONSTRUCTION/AMENDMENT OF BYLAWS.

A. Legal Authorities Governing Construction of Bylaws. In the event of any conflict between the applicable provisions of Texas Development Corporation Act and these bylaws, then the applicable

provisions of such Act shall control.

B. Legal Construction. If any bylaw or part of a bylaw is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other bylaw or remaining part(s) of a bylaw, and the bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the bylaws.

C. Headings. The headings used in the bylaws are used for convenience and shall not be considered substantive in construing the terms of the bylaws.

D. Effective Date (Amendment). These bylaws, and any subsequent amendments thereto, shall be effective from and after the date upon which approval has been given by the City Council of the City of San Angelo, Texas, of bylaws or amendments to bylaws duly adopted by the Board.

SECTION 2. NOTICE AND WAIVER.

Whenever under the provisions of these bylaws notice is required to be given to any director or officer, unless otherwise provided such notice may be given personally, or it may be given in writing by depositing the same with the U.S. Postal Service, or by email addressed to such director or officer, at such address as appears on the books of the corporation, and such notice shall be deemed to be given one day after deposit with the Postal Service or on the day sent by email. Whenever any notice is required to be given by statute, code, charter, law, or by these bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to notice.

SECTION 3. NEGOTIABLE INSTRUMENTS.

All checks, drafts, notes, or other obligations of the Corporation shall be signed by such of the officers of the corporation or by such person or persons as may be authorized from time to time by the Board of Directors.

SECTION 4. RESIGNATIONS.

Any director or officer of the corporation may at any time resign. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of receipt of the written notice of resignation by the corporation's President or Secretary. Formal acceptance of a resignation shall not be a condition to make it effective, unless expressly so provided in the written notice of resignation.

SECTION 5. CITY APPROVAL.

To the extent that these bylaws refer to any action, approval, advice, or consent by the City or refer to action, approval, advice or consent by the City Council, such action, approval, advice, or consent

shall be evidenced by a motion, resolution or ordinance duly passed by the City Council and reflected in the minutes of the City Council.

SECTION 6. ORGANIZATIONAL CONTROL.

The City Council of the City of San Angelo, at its sole discretion, and at any time, may alter or change the structure, organization or procedures of the Corporation as permitted under the Texas Development Corporation Act, or order an election on termination the corporation, as provided under the Act.

SECTION 7. CORPORATE SEAL.

The Board may obtain a corporate seal which shall bear the words "Corporate Seal of the City of San Angelo Development Corporation" and the Board may thereafter use the corporate seal and corporate name; but these bylaws shall not be constructed to require the use of the corporate seal.

SECTION 8. GIFTS.

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purpose or for any special purposes of the Corporation so long as such acceptance is not contrary to the provisions of any applicable state law or city policy governing city officers and employees.

ARTICLE VIII
DISSOLUTION OF CORPORATION

Upon the dissolution of the Corporation after payment of all obligations of the Corporation, all remaining assets of the Corporation shall be transferred to the City of San Angelo, Texas, as permitted or required under the Texas Development Corporation Act for a section 4B Corporation.

DULY ADOPTED by the Board of the City of San Angelo Development Corporation, SUBJECT TO APPROVAL of the City Council of the City of San Angelo, Texas,

this ~~27th~~ _____ day of ~~March~~ _____, ~~2019~~2022.

_____

~~Todd Kolls, President~~Max Puello, President

APPROVED AND ADOPTED BY the City Council for the City of San Angelo, Texas, this ~~2nd~~ _____ day of ~~April~~ _____, ~~2019~~ ____.

_____

Brenda Gunter, Mayor

ATTEST:

_____

Julia Antilley, City Clerk

APPROVED AS TO CONTENT

_____

~~Guy Andrews~~First Last, Economic Development Director

APPROVED AS TO FORM

_____

~~Dan Saluri~~Brandon Dyson, Deputy City Attorney

~~Economic Development Director~~

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Discussion of additional efficiency and effectiveness topics (Presentation by Michael Dane, Interim Director of Economic Development)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Per the request, Interim Economic Development Director Michael Dane

Attachments:

Presentation:

Michael Dane

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Michael Dane	Approved
Brandon Dyson	Final Approval

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Update regarding the Economic Development Director position and search process (Presentation by Michael Dane, Interim Director of Economic Development)

Summary/History:

This item was requested by Board President Max Puello, First Vice President John Bariou, and Second Vice President Dr. Clifton Jones.

Financial Impact:

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Brandon Dyson	Approved
Nolan Sosa	Final Approval

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Nolan Sosa, Economic Development, COSADC, 325-657-4219

Meeting Date: September 28, 2022

Item type: Regular Item

Caption:

Discussion and possible action regarding the Professional Services Agreement by and between the City of San Angelo Development Corporation and the San Angelo Chamber of Commerce (Presentation by Michael Dane, Interim Director of Economic Development)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Staff recommends approving a professional services agreement by and between the City of San Angelo Development Corporation and the San Angelo Chamber of Commerce for economic development marketing and industrial recruitment and authorizing the Board President or their designee to execute all necessary documents.

Attachments:

1. 2021 COSADC-Chamber EDD Agreement 2021 COSADC-Chamber EDD Agreement.pdf

Presentation:

Michael Dane

Approvals/Reviews:

Nolan Sosa	Created/Initiated
Tina Dierschke	Approved
Brandon Dyson	Approved
Nolan Sosa	Final Approval

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2021 COSADC-CHAMBER OF COMMERCE PROFESSIONAL SERVICES PERFORMANCE AGREEMENT

This Agreement is entered into this 28th day of October 2020, and having an Effective Date of January 1, 2021, by and between the CITY OF SAN ANGELO DEVELOPMENT CORPORATION, a Texas nonprofit economic development corporation ("COSADC") and the SAN ANGELO CHAMBER OF COMMERCE, INCORPORATED. a Texas non-profit corporation ("PROVIDER").

RECITAL

A. COSADC is in need of professional economic development marketing and recruitment services to develop and implement an economic development marketing and recruitment program which will be conducive to ensuring the continued economic growth of the City of San Angelo ("Services").

B. PROVIDER possesses all necessary qualifications and expertise to perform Services.

C. COSADC wishes to engage the services of PROVIDER, and PROVIDER wishes to perform Services for COSADC, under the terms and conditions set forth herein ("Agreement").

NOW THEREFORE, in consideration of the mutual covenants and promises herein contained, COSADC and PROVIDER agree as follows:

TERMS

1. **RECITAL:** The recitals are true and correct and are hereby incorporated into and made a part of this Agreement.

2. **INITIAL TERM:** The Initial Term of this Agreement shall commence on the Effective Date, subject to authorization of the COSADC Board and approval of the City Council, and shall be in effect for two (2) years, terminating on December 31, 2022 ("Term"), unless earlier

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terminated as herein provided and subject to extension by duly authorized written agreement of the parties.

3. SCOPE OF SERVICE:

A. PROVIDER agrees to provide Services as prescribed in **Exhibit "A"**, "SCOPE OF SERVICES", attached here to and made a part of this Agreement for all purposes.

B. PROVIDER represents and warrants to COSADC that: (i) it possesses all qualifications, licenses and expertise required for the performance of Services; (ii) it is not delinquent in the payment of any sums due COSADC, including payment of permit fees, occupational licenses, etc., nor in the performance of any obligations to COSADC; (iii) all personnel assigned to perform Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; and (iv) Services will be performed in the manner prescribed in **Exhibit "A".**

4. COMPENSATION:

A. The total compensation payable by COSADC to PROVIDER for the Initial Term of this Agreement shall be $262,500. In no event shall the total compensation payable under this Agreement for the Initial Term exceed TWO HUNDRED SIXTY-TW0 THOUSAND FIVE HUNDRED AND NO/100 DOLLARS ($262,500).

B. PROVIDER shall maintain supporting documentation that contains sufficient detail to reflect work performed under Agreement to allow a proper audit of expenditures should COSADC require one to be performed.

C. Compensation payable by COSADC to PROVIDER under 4(A) "COMPENSATION" shall be paid quarterly according to the following schedule:

January 1, 2021 - $65,625.

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April 1, 2021 - $65,625.

July 1, 2021 - $65,625.

October 1, 2021 - $65,625.

D. PROVIDER shall refund and remit to COSADC any and all compensation paid to PROVIDER by COSADC, not later than sixty (60) days after expiration of each fiscal year or after termination of Agreement under 7. "TERMINATION" hereunder, which are verified as being attributable to Services not actually performed or rendered by PROVIDER under Agreement.

5. **AUDIT AND INSPECTION RIGHTS:** CHAMBER shall establish and maintain a reasonable accounting system necessary to track, report and verify performance of the services to be provided under this agreement. During the Initial Term of this Agreement and any extension thereof, and for a period of three years from and after its expiration of the term as the term may be extended, PROVIDER shall allow COSADC or its third party auditor, upon five (5) days advance notice, to inspect and audit all books and records of PROVIDER as necessary to verify PROVIDER's compliance with the terms and conditions of this Agreement.

6. **INDEPENDENT PROVIDER**: This Agreement is not intended to create a joint enterprise. PROVIDER is and shall at all times be considered as an independent provider and neither PROVIDER nor PROVIDER's employees shall be considered to be employees of COSADC or the City of San Angelo ("City").

A. PROVIDER agrees that this Agreement does not entitle PROVIDER or its employees, agents, or volunteers to workers' compensation benefits, unemployment compensation benefits, or any other benefits or protections that accrue from an employment relationship, all of which shall remain the sole and exclusive responsibility of PROVIDER or its employees or agents.

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B. PROVIDER, its employees or agents shall be responsible for any business registration or licenses required by any governmental entity relating to PROVIDER's services under this Agreement.

C. Neither PROVIDER nor PROVIDER's employees, agents or volunteers are to be considered agents or employees of COSADC or City for any purpose, including that of federal and state taxation, and neither PROVIDER nor its employees or agents are entitled to any of the benefits that the COSADC or City may provide to their employees.

7. **TERMINATION:** It is understood and agreed that either COSADC or PROVIDER may terminate this Agreement for convenience upon thirty (30) days prior written notice to the other party.

8. **AMENDMENT:** Agreement constitutes the sole and entire agreement between COSADC and PROVIDER. No modification or amendment hereto shall be valid unless in a written instrument entered into by COSADC and PROVIDER, authorized by the COSADC Board and approved by City Council.

9. **CONTINGENCY CLAUSE:** COSADC funding for this Agreement is contingent on the availability of funds and continued authorization from the City Council. This Agreement is subject to amendment or termination upon thirty days advance notice given to PROVIDER due to lack of funds, reduction of funds or discontinuance of City Council authorization.

10. **ASSIGNMENT:** This Agreement is not to be assigned by PROVIDER, in whole or in part, and PROVIDER shall not assign any part of its operations.

11. **REPORTING:** PROVIDER shall report to COSADC on its activities in relation to this Agreement as described in **Exhibit "B"** and upon request by COSADC Board.

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12. **HOLD HARMLESS:** Each party agrees to indemnify, hold harmless, and defend the other from any and all claims, causes of action, and damages of every kind arising from the operations of the other, its officers, agents and employees, carried out in furtherance of this Agreement.

13. **ENTIRE AGREEMENT**: This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter contained in it, and supersedes all prior agreements, understandings and negotiations between the parties. The express terms of this Agreement control and supersede any course of performance or usage of trade inconsistent with any of the terms of the Agreement.

EXECUTED in duplicate originals this day of October 28, 2020.

CITY OF SAN ANGELO DEVELOPMENT CORPORATION

DocuSigned by:

By: _____
D5BB05B2E1E14B1...
Todd Kolls, President

ATTEST:

DocuSigned by:

By: _____
B488B9107DA14CD...
Nora Nevarez, Corporate Secretary

SAN ANGELO CHAMBER OF COMMERCE, INCORPORATD

DocuSigned by:

By: _____
51DB3467ECB74EA...
E. Walter Koening, President
EMAIL: walt@sanangelo.org

APPROVED AS TO CONTENT

DocuSigned by:

_____
B555592C5C6947A...
Guy D. Andrews, Economic Development Director

APPROVED AS TO FORM

DocuSigned by:

_____
609C3C877D18482...
Dan T. Saluri, Deputy City Attorney

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EXHIBIT "A"

SCOPE OF SERVICES

The scope of services provided under this agreement include marketing, recruitment and related activities described in the "Task Summary", **Attachment 1** to this Exhibit. The Tasks shall, pertain to industries identified in the COSADC Strategic Plan and target jobs having specific NAICS Code classifications as outlined in **Attachment 2** to this Exhibit. The task descriptions below contain a number of specifically prescribed functions to be performed in carrying out the Scope of Services.

Task 1

Marketing and Recruitment Services

A. Provide professional economic development marketing and recruitment services to develop and implement an economic development marketing and recruitment program with all necessary qualifications and expertise to perform services.

B. Provide Public Relations services.

C. Participate in marketing efforts with the Governor's Office, Texas Economic Development Council, Texas Midwest Community Network (TMCN) and other economic development organizations to promote San Angelo for job creation and capital investment.

D. Meet with the COSADC Economic Development Director prior to presenting to the Board for consideration and final adoption of the PROVIDER's *Plan of Action* as it relates to economic development marketing and recruitment to solicit comments and input on desired outcomes and activities related to COSADC funding.

E. Present, no later than the October meetings of each year, such *Plan of Action* as it relates to economic development marketing and recruitment for approval at a regular meeting of the

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COSADC. COSADC and PROVIDER staff will review the PROVIDER's Plan of Action as it relates to evaluating the success of efforts in the plan.

F. Present a written report, in January, April, July and October of each year to COSADC concerning the status of each task.

G. Maintain and publish a Community Profile, cost of living index, special media advertising land and buildings, general community information necessary for the site selection process.

H. Provide background information for any projects including, but not limited to, the site requirement form, economic impact analysis (which may be written in cooperation with COSADC on a case-by-case basis), prospect summary reports for use by COSADC staff in their preparation of a formal incentive application, financial due diligence reviews and/or presentations to the COSADC Board of Directors and City Council. Upon award of financial incentives as recommended by COSADC and approved by the City Council, COSADC shall become the primary point of contact for said business.

I. Work in cooperation with local economic development partners through the Business Resource Center model.

J. Maintain a cross-branded website between COSADC and PROVIDER website, with links as deemed appropriate by PROVIDER, to other local, state, and federal business resources, that will direct traffic to other partner websites including but not limited to: San Angelo Development Corporation, Downtown San Angelo, The Business Factory, Concho Valley Workforce Development, the ASU Small Business Development Center, Howard College/West Texas Training Center, and the San Angelo Chamber of Commerce, and any other economic development partner.

K. Coordinate San Angelo responses to all prospect leads, ensuring complete information sharing and involvement of all relevant economic development partners. All contacts and actions on

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leads, existing and potential companies/employers will be maintained and organized by PROVIDER using a mutually agreeable project management system.

L. Maintain current community information and other relevant information required by business prospects. This information is to be updated as soon as relevant new market data is available each year and coordinated with COSADC Staff to ensure consistency of data provided by COSADC and PROVIDER.

Task 2

Internet & Print Marketing

This may include subscriptions to online interactive sites, internet advertising costs, and any print media.

Task 3

Marketing Campaigns

Provide marketing materials to prospective primary job creators. PROVIDER will provide information to potential prospective employers highlighting the benefits of the regional market, labor pool, facilities, amenities, etc. encouraging them to consider San Angelo for expansion, relocation or merger/acquisition with existing primary employers. Consider and encourage, when feasible, cooperative working and supply relations between prospective employers and existing San Angelo companies. PROVIDER will, considering the impacts of the COVID—19 pandemic, develop special marketing campaigns that address developing opportunities that arise such as those resulting from supply chain disruptions, on-shoring initiatives, and other adaptions resulting from the changed business and industrial environment.

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Task 4

Prospect Meetings and Coordination

Encourage personal visits to San Angelo to discuss investment in the City with PROVIDER, COSADC staff, City/County staff, Workforce Development and all other economic development partners.

Task 5

Trade Shows

PROVIDER may engage in attendance at, exhibitor participation in, or the hosting of national, regional or local trade shows.

Task 6

Site Selector/Prospect Generation Services

PROVIDER may utilize website services and electronic advertising and engage the services of qualified professional site selection/prospect generation services to create greater awareness of the benefits of the San Angelo market, workforce, facilities and incentives.

Task 7

Goodfellow AFB Outreach

Coordinate with personnel at Goodfellow AFB, Department of Defense, Department of the Air Force, NSA and related personnel to retain and increase the AFB facility size and missions.

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Task 8

Third Party Services

PROVIDER may engage third-party expert consultants when appropriate to assist in the capture of new employers or the expansion of existing employers into San Angelo.

Task 9

Maintain Professional Memberships

Maintain professional memberships and contact with economic development allies, and resource providers, such as the Governor's Economic Development Office, Texas Economic Development Council, Private Lead Generation/Site Selector Companies, Utility Companies, Texas Midwest Community Network (TMCN) and other economic development organizations.

Task 10

SARMA/BRE Cooperative Efforts

Coordinate with the Business Expansion and Retention Coordinator of COSADC to conduct periodic visits to existing industries and businesses that have qualifying NAICS codes.

Task 11

Rail Business Recruitment

Actively recruit new businesses to the San Angelo intermodal rail facility, working with COSADC and consultants. Explore, along with consultants, new business opportunities in Mexico that would utilize the South Orient Freight Corridor.

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Task 12

Industrial Career Promotion and/or Talent Acquisition for Post-Secondary Tech Students

Actively engage in Industrial Career Promotion and/or Talent Acquisition utilizing special outreach to post-secondary tech school students nearing graduation, encouraging them to work in the trades in San Angelo.

Task 13

Industrial Career Promotion and/or Talent Acquisition for High School Students

Actively engage in Industrial Career Promotion and/or Talent Acquisition utilizing special outreach to high school students to encourage them to acquire technical training and to work in the trades in San Angelo.

Task 14

Industrial Training

Actively engage in activities with the Texas Manufacturing Assistance Center (TMAC) and other trade organization to provide Industry Training to local industries and businesses with qualifying NAICS codes.

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EXHIBIT "A"

Attachment 1

TASK SUMMARY

Task 1	**Marketing and Recruitment Services**	
Task 2	**Internet & Print Marketing**	
Task 3	**Marketing Campaigns**	
Task 4	**Prospect Meetings and Coordination**	
Task 5	**Trade Shows**	
Task 6	**Site Selector/Prospect generation services**	
Task 7	**Goodfellow AFB outreach**	
Task 8	**Third Party Services**	
Task 9	**Professional Memberships**	
Task 10	**SARMA/BRE Cooperative Efforts**	
Task 11	**Rail Business and Operator Recruitment**	
Task 12	**Industrial Career Promotion and/or Talent Acquisition for Post-Secondary Tech Students**	
Task 13	**Industrial Career Promotion and/or Talent Acquisition for High School Students**	
Task 14	**Industrial Training**	

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EXHIBIT "A"

Attachment 2

NAICS CODE – ELIGIBLE "TARGETED INDUSTRIES"

NAICS code-eligible "targeted industries" that provide "Primary jobs" as approved under the Development Corporation Act of 1979 are listed in the table below. A "Primary job" means;

(A) a job that is: (i) available at a company for which a majority of the products or services of that company are ultimately exported to regional, statewide, national, or international markets infusing new dollars into the local economy; and, (ii) included in one of the following sectors of the North American Industry Classification System (NAICS):

Sector Number	**Description**
111	Crop Production
112	Animal Production
113	Forestry and Logging
115	Support Activities for Agriculture and Forestry
211-213	Mining
221	Utilities
311-339	Manufacturing
42	Wholesale Trade
48-49	Transportation and Warehousing
523-525	Securities, Commodity Contracts, and other Financial Investments and related activities; Insurance Carriers and Related Activities; Funds, Trusts, and Other Financial Vehicles
5413, 5415	Scientific Research and Development Services
5416, 5417, 5419 and 551	Management of Companies and Enterprises
56142	Telephone Call Centers
922140	Correctional Institutions

(B)

Sector Number	**Description**
928110	A job that is included in NAICS sector number 928110, National Security, for the corresponding index entries for Armed Forces, Army, Navy, Air Force, Marine Corps, and Military Bases.

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EXHIBIT "B"

REPORTING REQUIREMENTS

1. **Weekly written update from the Chamber on all economic development related activities.**

2. **Monthly oral and written report to the COSADC Board of projects under negotiation with prospects.**

3. **Quarterly oral and written summary to the COSADC Board.**

4. **Annual oral and written report to the COSADC Board.**

5. **Other reports and meetings as requested by the COSADC Board.**

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Nora Nevarez, Executive Office Coordinator, COSADC, 325-653-7197

Meeting Date: September 28, 2022

Item type: Executive Session Item

Caption:

Section 551.087 to discuss or deliberate commercial or financial information that the Board received from a business prospect and to deliberate the offer of a related financial (or other) incentive concerning:

Project CONNECTOR - Manufacturer (Other Miscellaneous Manufacturing - Connectivity Components)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

Nora Nevarez	Created/Initiated
Brandon Dyson	Approved
Nolan Sosa	Final Approval