



Agenda

04/25/2018

Notice is hereby given of a regular meeting of the City of San Angelo Development Corporation (COSADC) to be held on April 25, 2018 at 8:30 AM at the McNease Convention Center – South Meeting Room, 501 Rio Concho Drive, 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 March 28, 2018 and April 9, 2018 Special Meeting minutes
- b. Consider approving the necessary Corporation disbursements

5. Regular Agenda

- a. Update presentation regarding the Chadbourne street pedestrian corridor project.
(Presentation by Assistant City Manager, Rick Weise)
- b. Presentation of 2018 Business Plan Competition Awards. (Presentation by Dave Erickson, ASU Small Business Development Center Director and Nora Nevarez, Executive Office Coordinator)
- c. Consider approving the March 2018 Financial Statements. (Presentation by Tina Dierschke, Director of Finance)
- d. Discussion and consideration of FY 2018-2019 draft budget and FY 2017-2018 current budget.
(Presentation by Tina Dierschke, Director of Finance)
- e. Public Hearing regarding the use of sales and use tax funds in an amount not to exceed \$25,000, to provide an economic development incentive to U.S. Customs & Border Protection Air and Marine Operations (Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

- f. Consider a resolution approving the acceptance of an Economic Development Administration (EDA) grant to the City of San Angelo Development Corporation and the City of San Angelo as Co-Recipients in the amount of \$1,250,000 for infrastructure improvements to Phase 2 of the San Angelo Business & Industrial Park(Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)
- g. Update presentation regarding the 2016 COSADC contract Audit. (Presentation by Internal Auditor, Brandon Sanders)
- h. Project update presentation regarding Affordable Housing half cent sales tax funded projects. (Presentation by Bob Salas, Director of Neighborhood & Family Services)
- i. Consider approving and authorizing the Board President to execute a Memorandum of Understanding (MOU) in an amount not to exceed \$7,650 with Angelo State University to enable the assignment of up to two AmeriCorps VISTA members to perform services to help with the WRC Program as well as provide organizational support to COSADC staff. (Presentation by Shannon Scott, Economic Development Specialist)

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. 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 19th day of April 2018, at 3:45 a.m.

Michael Dane, Assistant City Manager

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.

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Consent Item

Caption:

Consider approving the March 28, 2018 and April 9, 2018 Special Meeting minutes

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

- | | | |
|----|--|--|
| 1. | March 28, 2018 COSADC Minutes-Final | March 28, 2018 COSADC Minutes-Final.pdf |
| 2. | April 9, 2018 COSADC Final Special Meeting Minutes | April 9, 2018 COSADC Final Special Meeting Minutes.pdf |

Presentation:

Approvals/Reviews:

Shannon Scott	Created/Initiated
Michael Dane	Approved
Theresa James	Approved
Tina Dierschke	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

City of San Angelo, Texas
Development Corporation Meeting
Wednesday, March 28, 2018

Present:

Edward Carrasco-President
Todd Kolls- Second Vice President
John Bariou- Director
Bill Dendle- Director
Dr. David Cummings- Director
Elizabeth Grindstaff- Director
Oscar Casillas- Director

1. Call to Order

With a quorum of the City of San Angelo Development Corporation Board Members present, President Edward Carrasco called the regular session of the City of San Angelo Development Corporation meeting to order at 8:32 a.m. on Wednesday, March 28, 2018 in the San Angelo McNease Convention Center, 501 Rio Concho Drive, San Angelo, Texas, 76903

2. Prayer

An invocation was provided by Director Bariou

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.

No public comment

4. Consent Agenda

- a. Consider approving the February 28, 2018 minutes
- b. Consider approving the necessary Corporation disbursements
- c. Consider approving the February 2018 Financial Statements

Director Dendle made a motion, seconded by Second Vice President Kolls to approve the consent agenda as presented. The motion carried unanimously seven (7) ayes to zero (0) nays

5. Regular Agenda

- a. Discussion and consideration of FY 2018-2019 Draft Budget and FY2017-2018 current budget.

(Presentation by Tina Dierschke, Director of Finance)

No action was taken on this item

- b. Public Hearing regarding the use of sales and use tax funds in an amount not to exceed \$5,975 to provide an Economic Development Incentive to Engine Pro Machine, LLC for a project related to Business Enterprises that create or retain primary jobs, as authorized for a Type B Corporation under Local Government Code Chapter 504 Subchapter C. (Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

President Carrasco opened the Public Hearing. No public comment. President Carrasco closed the Public Hearing

- c. Public Hearing regarding the bid secured by AEP Texas North Company (AEP) from Crossland Construction Company, Inc. in the sum of \$582,809 for construction of utilities and other infrastructure within the San Angelo Business and Industrial Park pursuant to the Development Agreement by and between COSADC and AEP, authorized by resolution of the City Council adopted on January 9, 2018. (Presentation by Robert Schneeman, Business Retention & Expansion Coordinator)

President Carrasco opened the Public Hearing. No public comment. President Carrasco closed the Public Hearing

- d. Consider appointing a President, First Vice President and Second Vice President for the City of San Angelo Development Corporation. (Presentation by Shannon Scott, Economic Development Specialist)

Second Vice President Kolls made the motion second by Director Grindstaff to appoint Edward Carrasco as President for the City of San Angelo Development Corporation for a term up to 6 months, Todd Kolls to First Vice President of the City of San Angelo Development Corporation and Bill Dendle to Second Vice President of the City of San Angelo Development Corporation. The motion carried unanimously seven (7) ayes to zero (0) nays

- e. Update presentation on the approval of the use of sales and use tax funds in an amount not to exceed \$300,000, to provide an Economic Development Incentive to Detmar Logistics, LLC, for a project related to Business Enterprises that create or retain primary jobs, as authorized for a Type B Corporation under Local Government Code Chapter 501 Subchapter C. (Presentation by Shannon Scott, Economic Development Specialist)

This item was discussed under Executive Session item 551.087. Director Kolls recused himself from the vote and the following business was transacted: President Carrasco made a motion seconded by Director Dendle to withdraw the offer of Economic Development Incentives to Detmar Logistics, LLC. The motion carried unanimously five (5) ayes to zero (0) nays

- f. Consider a resolution of the City of San Angelo Development Corporation Board of Directors, authorizing the use of sales and use tax funds in an amount not to exceed \$25,000, to provide an economic development incentive to U.S. Customs & Border Protection Air and Marine Operations, with participation by the City of San Angelo for a project authorized under the Local Government Code For Type B Development Corporations, Chapter 505, Subchapter D, Section 505.155, Projects Related To Business Enterprises That Create Or Retain Primary Jobs (presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

This item was discussed under Executive Session item 551.087. The following business was transacted: President Carrasco made a motion seconded by Director Bariou to approve the Resolution as presented. The motion carried unanimously six (6) 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:

At 8:56 a.m., the Board convened in Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meeting, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:

- a. Section 551.087 to discuss an offer of financial or other incentives to companies with whom the City of San Angelo Development Corporation is conducting economic development negotiations and which the City of San Angelo Development Corporation seeks to have, locate, stay or expand in San Angelo
- b. Section 551.072 Deliberations about Real Property regarding 17.58 acre parcel of real property fronting on Houston Harte Expressway, within an area bounded by Southwest Boulevard, Sherwood Way and Sunset Drive.
- c. Section 551.072 Deliberations about Real Property regarding lease agreements for office space at 69 North Chadbourne Street.

At 9:56 a.m., Director Grindstaff left the meeting

At 10:54 a.m., the Board reconvened

7. Follow Up and Administrative Issues

- a. Consideration and possible action of items discussed in Executive Session, if any

Section 551.072 Deliberations about Real Property regarding 17.58 acre parcel of real property fronting on Houston Harte Expressway, within an area bounded by Southwest Boulevard, Sherwood Way and Sunset Drive.

A motion was made by Second Vice President Kolls, seconded by Director Dendle to withdraw offer with the City of San Angelo. The motion carried unanimously six (6) ayes to zero (0) nays

Announcements and consideration of Future Agenda Items

No announcements or future agenda items were discussed

8. Adjournment

A motion to adjourn was made by Director Bariou, seconded by Second Vice President Kolls at 11:03 a.m. The motion carried unanimously six (6) ayes to zero (0) nays

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.)

City of San Angelo, Texas
Development Corporation Meeting
Monday, April 9, 2018

Present:

Edward Carrasco- President
Todd Kolls- First Vice President
John Bariou- Director
Elizabeth Grindstaff- Director
Oscar Casillas- Director

1. Call to Order

With a quorum of the City of San Angelo Development Corporation Board Members present, President Edward Carrasco called the special session of the City of San Angelo Development Corporation meeting to order at 2:00 p.m. on Monday, April 9th, 2018 at the San Angelo Regional Airport- Airport Conference Room, 8618 Terminal Circle, Suite 101B, San Angelo, Texas

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:

At 2:01 p.m., the Board convened in Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meeting, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:

- a. Section 551.087(2) to deliberate the offer of a financial or other incentive to a business prospect regarding a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations

At 3:38 p.m., the Board reconvened

2. Follow Up and Administrative Issues

- b. Consider items discussed in Executive Session, if needed

No action was taken from Executive Session

3. Adjournment

At 4:08 p.m., Director Bariou made a motion, seconded by First Vice President Kolls to adjourn the meeting. The motion carried unanimously five (5) ayes to zero (0) nays

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.)

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Consent Item

Caption:

Consider approving the necessary Corporation disbursements

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

- | | | |
|----|-------------------------|-----------------------------|
| 1. | Disbursement 04-25-2018 | Disbursement 04-25-2018.pdf |
|----|-------------------------|-----------------------------|

Presentation:

Approvals/Reviews:

Shannon Scott	Created/Initiated
Michael Dane	Approved
Theresa James	Approved
Tina Dierschke	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

City of San Angelo Development Corporation
Check Disbursements
For Board Approval April 25, 2018

Economic Development

		Marketing & Recruitment for Feb. 2018 = \$18,750.00 & March 2018 = \$18,331.00 Totaling = \$37,081.00; Attend April 2018 Luncheon = \$72.00	
Chamber of Commerce	\$ 37,153.00	Air Service Marketing (Inv. 1633 & 1632 @ \$5,000 ea.)	
McLaughlin Advertising	10,000.00	Renewal Directors & Officers Liability Policy	
PK Kelly Insurance Agency	8,800.00	Advertising Service for Business Plan Comp. (Inv. 1476)	Ck. 4209
McLaughlin Advertising	4,499.90	Reimburse Purchasing for N. Nevarez P-card for the month of January 2018: Admin-Travel = \$1,460.52; Admin-Prof Dues = \$1,000.00 & Admin. Food = \$227.43 Total = \$2,687.95	
COSA	2,849.95	Reimburse Purchasing for N. Nevarez P-card for the month of March 2018: Partner Affiliation =\$162.00	
		Reimburse Purchasing for N. Nevarez & S. Scott P-card for the month of January 2018: Admin- Travel = \$1,460.52; Admin-Prof Dues = \$1,000.00 & Admin. Food = \$227.43	Ck. 4220
COSA	2,687.95	2018 Business Plan Comp. Coordinator consulting fee (Inv. 2018)	
Vince Mangano	2,500.00		
Total for Board Consideration	\$ 68,490.80		
Pullig Contracting Co.	\$ 775.00	Mowing at Industrial Park (Inv. 1009)	
Dirt Doctor	725.00	Monthly general cleaning at BRC (Inv. 3207)	
Lamar Companies	650.00	BREP Advertising (Inv. 2887130)	Ck. 4233
		Replace water heater and repair water leak (Inv.18-231959)	
Doucet Plumbing Inc. dba 3D's Plumbing	599.56	Repair on A/C unit at BRC (Inv. 3738) & Repair thermostat (Inv. 3750)	
Clare's Heating & Air	426.00	Monthly IT serv for Business Factory (Inv. F10179)	Ck. 4231
West Office Technology	350.00	Design/Produce Economic Development Annual Report (Inv. 1600)	
McLaughlin Advertising	240.10	Overage charge for copies (Inv. 946340)	Ck. 4224
CTWP	231.06	Water & sewer at BRC = \$132.43 & 3 Water meters at Industrial Park = \$97.47	
COSA Utility Billing/Collections	224.09	Monthly copier rental for Business Factory (Inv. 18501500)	
Canon	171.32	Monthly Burglar & Fire alarm (Inv. 121872319)	Ck. 4229
Protection 1	124.94	Office Supplies (Inv. 3372030113)	Ck. 4232
Staples	108.62	Electric at BRC & Industrial Park	Ck. 4230
Liberty Power	92.73	Fire Inspection for BRC (Inv. 122186540)	
Protection 1	90.00	Gas utilities at BRC	
Atmos Energy	79.27	Qtrly pest control services at BRC (Inv. 12496)	
MDK Services	59.00	Water deliver and cooler rental for BRC	Ck. 4222
Angelo Water Service	57.50	Emergency phone in elevator at BRC	Ck. 4228
Suddenlink	39.42	Name plates (Inv. 3647)	
Angelo Awards	23.70	Reimbursement for luncheon meeting	Ck. 4226
Michael Dane	22.75		
Total Routine Disbursements	\$ 5,090.06		
Total Economic Development Disbursements	\$ 73,580.86		
<u>Ballot</u>			
Surety Title	\$ 48,959.29	Sell of 115 W. 24th St.	Ck. 1486
COSA	4,540.00	W TX Water Partnership Reimbursement	Ck. 1488
COSA	285,353.00	Parks Reimbursement (Inv. 14700/18006)	
Total for Board Consideration	\$ 338,852.29		
Total Routine Disbursements	\$ -		
Total Ballot Disbursements	\$ 338,852.29		
Grand Total Disbursements this Period	\$ 412,433.15		

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Update presentation regarding the Chadbourne street pedestrian corridor project. (Presentation by Assistant City Manager, Rick Weise)

Summary/History:

In response to a call for projects under the Transportation Alternative Set-Aside (TA Set-Aside) Program by the Texas Department of Transportation (TxDOT), the San Angelo City Council authorized submission of a proposed Chadbourne Street project on May 16, 2017.

The TA Set-Aside program, as administered by TxDOT, provides funding to construct a variety of alternative transportation projects that improve mobility for non-motorized users, bicycles, non-driver infrastructure, public transportation access, and Safe Routes to School. The TA Set-Aside Program funds administered by TxDOT are for construction activities only. The project sponsor (City) must commit to provide a local funding match of at least 20% of the allowable construction and department oversight costs. Although authorized by City Council for a 30% match in order to increase success odds, a local match of 25% was actually used for the grant application.

While initially authorized to apply for Chadbourne funding from West 6th Street to the Concho River, a decision was made to break the project into 3 Phases and to apply for only Phase A. This decision was made after receiving input and advice from the State TA Set-Aside administrative office. While improvements for Phase A still include new sidewalks, ADA accessibility, adding a shared use vehicle/bicycle lane, and installing landscaping/lighting, the boundaries for Phase A will be from the Concho River to Beauregard Avenue along South Chadbourne Street. Additionally, the project includes an accessibility link designed to connect Chadbourne with the adjoining Concho River Trail some 25 feet below street level.

The City of San Angelo contracted with Halff Associates, INC., for the planning and engineering services associated with the street design, as well as conceptual design, cost estimates, public engagement, and submittal of the TA Set-Aside Program application to TxDOT for the non-motorized streetscape portion of the project.

Phase A of the Chadbourne Street Corridor Project includes both street and motorized/non-motorized transportation alternatives, and is estimated to cost approximately \$7,827,970 if implemented within a 3 year time frame. Final plans for the project must be submitted to TxDOT no later than February 2020, and the project must let by July 2020 in order to meet TxDOT grant requirements.

Since initial discussions, changes have also occurred in the proposed allocation of MPO Off System Funding. While the Local MPO had allocated \$4,000,000 over a 3 year period for this project, they are now being told by the State that Off System Projects will not be eligible for MPO funding.

Financial Impact:

Original and updated funding breakdown can be found in The Chadbourne Project Report 1 under the Attachments tab.

Other Information/Recommendation:**Attachments:**

- | | | |
|----|--|--|
| 1. | Chadbourne Project Report 1 | Chadbourne Project Report 1.docx |
| 2. | Chadbourne River to Beauregard Graphic | Chadbourne River to Beauregard Graphic.jpg |

Presentation:

Rick Weise

Approvals/Reviews:

Shannon Scott	Created/Initiated
Theresa James	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Michael Dane	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

In response to a call for projects under the Transportation Alternative Set-Aside (TA Set-Aside) Program by the Texas Department of Transportation (TxDOT), the San Angelo City Council authorized submission of a proposed Chadbourne Street project on May 16, 2017.

The TA Set-Aside program, as administered by TxDOT, provides funding to construct a variety of alternative transportation projects that improve mobility for non-motorized users, bicycles, non-driver infrastructure, public transportation access, and Safe Routes to School. The TA Set-Aside Program funds administered by TxDOT are for construction activities only. The project sponsor (City) must commit to provide a local funding match of at least 20% of the allowable construction and department oversight costs. Although authorized by City Council for a 30% match in order to increase success odds, a local match of 25% was actually used for the grant application.

While initially authorized to apply for Chadbourne funding from West 6th Street to the Concho River, a decision was made to break the project into 3 Phases and to apply for only Phase A. This decision was made after receiving input and advice from the State TA Set-Aside administrative office. While improvements for Phase A still include new sidewalks, ADA accessibility, adding a shared use vehicle/bicycle lane, and installing landscaping/lighting, the boundaries for Phase A will be from the Concho River to Beauregard Avenue along South Chadbourne Street. Additionally, the project includes an accessibility link designed to connect Chadbourne with the adjoining Concho River Trail some 25 feet below street level.

The City of San Angelo contracted with Halff Associates, INC., for the planning and engineering services associated with the street design, as well as conceptual design, cost estimates, public engagement, and submittal of the TA Set-Aside Program application to TxDOT for the non-motorized streetscape portion of the project.

Phase A of the Chadbourne Street Corridor Project includes both street and motorized/non-motorized transportation alternatives, and is estimated to cost approximately \$7,827,970 if implemented within a 3 year time frame. Final plans for the project must be submitted to TxDOT no later than February 2020, and the project must let by July 2020 in order to meet TxDOT grant requirements.

Since initial discussions, changes have also occurred in the proposed allocation of MPO Off System Funding. While the Local MPO had allocated \$4,000,000 over a 3 year period for this project, they are now being told by the State that Off System Projects will not be eligible for MPO funding.

Following is a summary of current funding and cost estimates for Phase A versus the original proposed plan.

Attachment A:

Original Funding Resources Approved by City Council on May 16, 2017:

	South TIRZ - 50% (First Year Commitment of 25%)	
	<u>North TIRZ - 25%</u>	
Streets:	2,500,000	
MPO:	4,000,000	(3 year allocation)
TIRZ North:	957,411	(8 year allocation of 25%)
TIRZ South:	1,125,101	(8 year allocation of 50%)
COSADC:	3,750,000	(5 year allocation of \$750,000 each year)
River:	200,000	(Complete ADA river trail - Concho Ped Bridge)
Storm Water:	300,000	(Approximate amount of project pertaining to stormwater)
Sewer Fund:	300,000	(Approximate amount of project pertaining to sewer)
Water Fund:	200,000	(Approximate amount of project pertaining to water)
HOT Fund:	50,000	(Way Finding)
TXDOT Grant:	4,925,273	
Other Grants:	35,000	(Estimate of other possible grants)
Estimated Total:	\$18,342,785	

Project Cost Estimates:

Project Cost	19,901,000
Projected Funding	18,342,785
City Inspection Credit	500,000
<u>Permitting Fees Credit</u>	<u>50,000</u>
Approximate Shortfall	\$1,008,215

Attachment B:

Anticipated Funding Resource Needs As Altered for Phase A Grant Application:

*** South TIRZ - 50% (First Year Commitment of 25%)

North TIRZ - 25%

	Original	Revised Phase A Funding	Remaining Funds B&C	
Streets:	\$2,500,000	\$2,500,000	\$0	
MPO:	\$4,000,000	\$0	\$0	(Change in Funding)
TIRZ North:	\$957,411	\$0	\$957,411	(8 year allocation of 25%) (Only Phase C)
TIRZ South:	\$1,125,101	\$1,125,101	\$0	(8 year allocation of 50%)
COSADC:	\$3,750,000	\$1,900,534	\$1,849,466	(\$750,000 for 5 years)
River:	\$200,000	\$0	\$0	(River Bridge Not Included)
Storm Water:	\$300,000	\$241,000	\$59,000	(Remains for Phase B&C)
Sewer Fund:	\$300,000	\$101,000	\$199,000	(Remains for Phases B&C)
Water Fund:	\$200,000	\$0	\$200,000	(Remains for Phases B&C)
HOT Fund:	\$50,000	\$0	\$50,000	(\$50,000 Remains for Phases B&C)
TXDOT Grant:	\$4,925,273	\$1,960,335	\$0	(Approved Grant Allocation)
Other Grants:	\$35,000	\$0	\$0	(No other grants anticipated at this time)
Est. Total:	\$18,342,785	\$7,827,970	\$3,314,877	

New Project Estimates:

Projected Funding \$11,142,847

Project Cost Phase A \$7,827,970

Balance Remaining \$3,314,877

Phases B&C

Requests/Staff Recommendations:

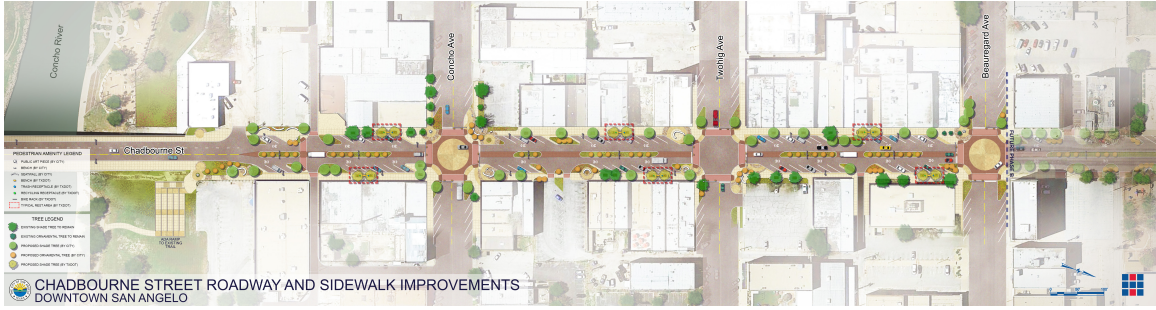
- 1) Endorse new funding plan as detailed in Attachment B, allowing work to begin on Phase A, and remaining funds of \$3,314,877 to be utilized for:**

- * Phase A construction if needed**
- * Design/Construction Drawings for Phase B and possibly Phase C** (Completion of this work will allow for a shovel ready project, increasing chances to obtain future grant allocations for Phases B&C. Plans are to submit a second TA Set-Aside Program Grant application in 2019 if a call for proposals is received, and a required local match can be secured.
- * Local match dollars for upcoming grants**

(Note: \$957,411 of the remaining funds are designated for use only within the North TIRZ zone).

- 2) Authorize staff to move forward with an RFQ to secure a firm who will work with the City to review prior design concepts for the Chadbourne corridor and complete construction documents for Phase A (River to Beauregard), Phase B (Beauregard to 2nd Street), and if funding permits, Phase C (2nd Street to Houston Harte).**

(Note: The extent of phases B and C are estimates, and may adjust depending on grant and funding opportunities.)



Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Presentation of 2018 Business Plan Competition Awards. (Presentation by Dave Erickson, ASU Small Business Development Center Director and Nora Nevarez, Executive Office Coordinator)

Summary/History:

The 2018 San Angelo Business Plan Competition is a three-phase business plan competition with cash prizes as well as in-kind prizes donated by local businesses. The Competition Coordinators are: The City of San Angelo Development Corporation (COSADC), ASU College of Business (COB), and the ASU Small Business Development Center (SBDC). A Judging Panel was assembled from a pool of successful entrepreneurs, business leaders, financial professionals, and other economic development supporters in San Angelo. The Competition Coordinators and the Judging Panel are considered the "Competition Officials." The competition is an opportunity for entrepreneurs to develop viable business plans that will create new ventures or expand existing businesses in San Angelo.

In brief, a business plan is a comprehensive document that provides an organized view of a business idea or business expansion. A business plan should reflect the vision of a market opportunity and serve as a blueprint for the future development of the business and includes various elements.

On April 16, 2018 the selected finalist delivered a final business plan to the Competition Coordinators, on April 21st the finalist made a personal presentation of the final business plan to the Judging Panel.

The Judging Panel has the discretion to award: (1) first and second place winners; (2) either first or second place winners; (3) no winners.

First place winner will be awarded \$50,000

Second place winner will be awarded \$20,000

In-kind prizes will be distributed as appropriate by local businesses

Financial Impact:

\$70,000 +/- Will not require a budget amendment.

Other Information/Recommendation:

Attachments:

Presentation:

Nora Nevarez

Approvals/Reviews:

Shannon Scott

Theresa James

Candice Blake

Tina Dierschke

Michael Dane

Theresa James

Becky Dunn

Bryan Kendrick

Created/Initiated

Approved

Approved

Approved

Approved

Approved

Approved

Final Approval

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Consider approving the March 2018 Financial Statements. (Presentation by Tina Dierschke, Director of Finance)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

- | | | |
|----|------------------|----------------------|
| 1. | COSADC Stmt 1803 | COSADC Stmt 1803.pdf |
|----|------------------|----------------------|

Presentation:

Tina Dierschke

Approvals/Reviews:

Shannon Scott	Created/Initiated
Theresa James	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Michael Dane	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

City of San Angelo Development Corporation

Financial Information and Schedules As of March 31, 2018

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City of San Angelo Development Corporation
Balance Sheet - Economic Development
As of March 31, 2018

ASSETS

Current Assets

Checking/Savings

101101 · Cash 160,670

103200 · Money Market 5,000,527

Total Checking/Savings 5,161,197

Accounts Receivable

115000 · Sales Tax Receivables 373,772

Total Accounts Receivable 373,772

Other Current Assets

117000 · Investments 9,517,624

Total Other Current Assets 9,517,624

Total Current Assets 15,052,593

Fixed Assets

140500 · Land -Industrial Park 85,728

141000 · Industrial Park-Phase I 1,013,908

143000 · Industrial Park-Phase II 51,609

144000 · Industrial Park-Phase III 20,377

152000 · Building-Business Resource Ctr 2,004,967

159999 · Accum Depr-Building (559,720)

Total Fixed Assets 2,616,869

TOTAL ASSETS 17,669,462

LIABILITIES & FUND EQUITY

Liabilities

Current Liabilities

201000 · Accounts Payable 9,057

Total Current Liabilities 9,057

Total Liabilities 9,057

Fund Equity

Committed for Eco. Dev. Projects 7,205,576

Restricted for Fixed Assets 2,616,869

Assigned for Equipment Replacement 671,714

Unassigned Fund Balance 7,166,246

Total Fund Equity 17,660,405

TOTAL LIABILITIES & FUND EQUITY 17,669,462

City of San Angelo Development Corporation
Revenue Expenditure Report - Economic Development
March 2018

	<u>Budget</u>	<u>Month Actual</u>	<u>YTD Actual</u>	<u>Over/(Under) Budget</u>	<u>% of Budget</u>
Revenues					
313000 · Income-Sales & Use Tax	2,380,000	241,111	1,300,941	(1,079,059)	55%
360000 · Interest on Investments	23,000	14,998	82,350	59,350	358%
363101 · Lease Income	74,965	1,829	30,563	(44,402)	41%
380000 · Miscellaneous Income	0	200	200	200	100%
392200 · Gain on Sale Assets	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>(250,000)</u>	<u>0%</u>
Total Revenues	<u>2,727,965</u>	<u>258,138</u>	<u>1,414,054</u>	<u>(1,313,911)</u>	<u>52%</u>
Expenditures					
410000 · Administrative	139,674	10,838	32,204	(107,470)	23%
412000 · Partner Affiliations	76,197	0	57,433	(18,764)	75%
415000 · City Services	433,566	0	0	(433,566)	0%
415331 · Annual Report	1,200	0	0	(1,200)	0%
420000 · Industrial Park Ops & Maint	30,650	399	2,484	(28,166)	8%
432000 · Outside Legal Services	25,000	0	125	(24,875)	1%
440000 · Marketing-Chamber of Commerce	225,000	0	62,620	(162,380)	28%
440200 · Business Ret & Exp Prog	355,740	1,135	2,131	(353,609)	1%
445000 · Promotion (SADC Marketing)	10,300	0	1,300	(9,000)	13%
450000 · Business Resource Ctr	35,281	2,074	15,875	(19,406)	45%
452101 · Business Factory	94,373	6,082	27,600	(66,773)	29%
452112 · Project-Martifer-Hirschfeld	1,390,435	0	0	(1,390,435)	0%
452115 · Project-Blue Cross Blue Shield	111,355	0	0	(111,355)	0%
452119 · Project-Air Service Marketing	60,000	0	14,045	(45,955)	23%
452121 · Project-MedHab	796,250	0	0	(796,250)	0%
452124 · Project-DeCoty Coffee	96,902	0	0	(96,902)	0%
452132 · Project-TGC/GAFB	633,000	0	624,601	(8,399)	99%
452134 · Project-Principle LED	194,005	0	0	(194,005)	0%
452136 · Project-Phase II Sewer Line	96,000	0	0	(96,000)	0%
452137 · Project-TXDOT Aside Prog. Grant	100,000	0	0	(100,000)	0%
452138 · Project-CalTech	583,999	0	1,100	(582,899)	0%
452139 · Project-Parkhill	280,000	51,000	173,241	(106,759)	62%
452140 · Project-Grant Works	4,000	0	4,000	0	100%
452141 · Project-Houston Harte	103,000	0	51,643	(51,357)	50%
452142 · Project-Netco	60,000	0	50,000	(10,000)	83%
452145 · Project-Elite Solutions	40,260	0	0	(40,260)	0%
452146 · Project-GAFB	1,500,000	0	0	(1,500,000)	0%
452147 · Project-Ind Park Phase II	2,000,000	0	0	(2,000,000)	0%
452148 · Project-Sunken Garden Design	75,000	0	0	(75,000)	0%
452900 · Project-Future Projects	883,663	0	0	(883,663)	0%
453000 · Capital Purchases	<u>31,612</u>	<u>0</u>	<u>0</u>	<u>(31,612)</u>	<u>0%</u>
Total Expenditures	<u>10,466,462</u>	<u>71,528</u>	<u>1,120,402</u>	<u>(9,346,060)</u>	<u>11%</u>
Revenue Over/(Under) Expenditures	<u>(7,738,497)</u>	<u>186,610</u>	<u>293,652</u>	<u>8,032,149</u>	

City of San Angelo Development Corporation
Economic Development Projects
As of March 31, 2018

Project	Budget	Current Year Activity	Inception to Date	Remaining Budget
Martifer-Hirschfeld	3,684,743	0	2,294,308	1,390,435
Blue Cross Blue Shield	408,522	0	297,167	111,355
Air Service Marketing	60,000	14,045	14,045	45,955
MedHab	797,750	0	1,500	796,250
DeCoty Coffee	101,835	0	4,933	96,902
TGC/GAFB	633,000	624,601	624,601	8,399
Phase I Sewer Line	70,440	0	70,440	0
Principle LED	550,001	0	355,996	194,005
Phase II Sewer Line TGC	100,000	0	4,000	96,000
TXDOT Aside Prog. Grant	100,000	0	0	100,000
CalTech	603,999	1,100	21,100	582,899
Parkhill	308,000	173,241	201,241	106,759
Grant Works	4,000	4,000	4,000	0
Houston Harte	108,000	51,643	56,643	51,357
Netco	60,000	50,000	50,000	10,000
Elite Solutions	40,260	0	0	40,260
GAFB	1,500,000	0	0	1,500,000
Ind Park Phase II	2,000,000	0	0	2,000,000
Sunken Garden Design	75,000	0	0	75,000
	11,205,550	918,630	3,999,974	7,205,576
Total Committed, Not Expended				7,205,576

City of San Angelo Development Corporation
Balance Sheet - Ballot
As of March 31, 2018

ASSETS

Current Assets

Checking/Savings

101101 · Cash

1,802

103200 · Money Market

2,035,816

Total Checking/Savings

2,037,618

Accounts Receivable

115000 · Sales Tax Receivables

957,778

115201 · Note Receivable

19,800

Total Accounts Receivable

977,578

Other Current Assets

117000 · Investments

2,469,965

Total Other Current Assets

2,469,965

Total Current Assets

5,485,161

TOTAL ASSETS

5,485,161

LIABILITIES & FUND EQUITY

Liabilities

Current Liabilities

201000 · Accounts Payable

1,831,217

Total Current Liabilities

1,831,217

Total Liabilities

1,831,217

Fund Equity

Committed for Ballot Projects

312,835

Assigned for Debt Service

2,372,143

Unassigned Fund Balance

968,967

Total Fund Equity

3,653,944

TOTAL LIABILITIES & FUND EQUITY

5,485,161

City of San Angelo Development Corporation
Revenue & Expenditure Report - Ballot
March 2018

	<u>Budget</u>	<u>Month Actual</u>	<u>YTD Actual</u>	<u>Over/(Under) Budget</u>	<u>% of Budget</u>
Revenues					
313000 · Income-Sales & Use Tax	6,120,000	620,001	3,345,277	(2,774,723)	55%
360000 · Interest on Investments	4,000	3,403	23,240	19,240	581%
Total Revenues	<u>6,124,000</u>	<u>623,404</u>	<u>3,368,517</u>	<u>(2,755,483)</u>	<u>55%</u>
Expenditures					
410000 · Administrative	3,500	0	2,467	(1,033)	70%
415000 · City Services	144,522	0	0	(144,522)	0%
430000 · Loan/Debt Service	5,126,270	0	0	(5,126,270)	0%
451102 · Project-Sports Facilities Maint	285,353	285,353	285,353	0	100%
451200 · Project-Affordable Housing	357,674	48,959	238,800	(118,874)	67%
452123 · Project-W. Tx Water Partnership	200,000	0	6,040	(193,960)	3%
452126 · Project-Red Arroyo SW Basin	0	0	0	0	0%
452900 · Project-Future Projects	80,305	0	0	(80,305)	0%
Total Expenditures	<u>6,197,624</u>	<u>334,312</u>	<u>532,660</u>	<u>(5,664,964)</u>	<u>9%</u>
Revenue Over/(Under) Expenditures	<u>(73,624)</u>	<u>289,092</u>	<u>2,835,857</u>	<u>2,909,481</u>	

City of San Angelo Development Corporation
Projects
As of March 31, 2018

Project	Budget	Current Year Activity	Inception to Date	Remaining Budget
Ballot Projects:				
Water Supply Projects				
West Texas Water Partnership	601,313	6,040	407,352	193,961
Reclaimed Water Alternatives	1,389,965	0	1,389,965	-
Red Arroyo Storm Water Basin	151,040	0	151,040	-
Total Expenditures	2,142,318	6,040	1,948,357	193,961
Total Water Supply Projects				193,961
Affordable Housing				
Revenues				
Sale of Fixed Assets - Blackshear Properties	394,351	0	394,351	0
Total Revenues				
Expenditures				
Affordable Housing	2,854,330	238,800	2,735,456	118,874
Administrative Contract	120,405	0	120,405	0
Blackshear Neighborhood Boundary	28,300	0	28,300	0
Blackshear Properties	404,125	0	404,125	0
Neighborhood Blitz	550,000	0	550,000	0
Neighbors Helping Neighbors	53,000	0	53,000	0
Rebuilding Together - Housing One Stop	23,759	0	23,759	0
Rebuilding Together - Housing Repair	74,920	0	74,920	0
Rehabs	114,487	0	114,487	0
Roofing Grant	200,000	0	200,000	0
Total Expenditures	4,423,326	238,800	4,304,453	118,874
Total Affordable Housing				118,874
Other Projects				
Sports Facilities Maintenance	285,353	285,353	285,353	-
Total Expenditures	285,353	285,353	285,353	-
Total Ballot Projects Committed, Not Expended				312,835

Voter Approved Projects:

Fort Concho Improvements	900,000	900,000	900,000	-
Sports & Athletics Facilities	708,744	708,744	708,744	-
29th Street Sports Complex	1,750,000	1,750,000	1,750,000	-
Total Expenditures	3,358,744	3,358,744	3,358,744	-
Total Voter Approved Projects Committed, Not Expended				-

City of San Angelo Development Corp
Transaction Detail by Account
March 2018

	Num	Name	Memo	Amount
Economic Development				
313000 · Income-Sales & Use Tax (700-0000-313.00-00)				
	805	City of San Angelo	Adjustment to January Sales Tax Recievable	31,802.91
	806	City of San Angelo	Record March Sales Tax Recievable	209,308.56
Total 313000 · Income-Sales & Use Tax (700-0000-313.00-00)				241,111.47
360000 · Interest on Investments (700-0000-361.10-00)				
	807		Record Interest on Sec #912828L40	5,000.00
	807		Record Interest on Sec #3130A7CX1	4,063.87
	808		Record Interest for March	499.05
	808		Record MM Interest for March	5,435.42
Total 360000 · Interest on Investments (700-0000-361.10-00)				14,998.34
363109 · Lease Income - Business Factory				
	810	Earth Partners, LP	Rent for the Month of March	299.00
	811	West Texas Beacon	Rent for the Month of March	241.20
	812	OdomRD, Dietian Consultant	Rent for the Month of March	368.28
	802	Earth Partners, LP	Rent for the Month of April	299.64
	803	West Texas Beacon	Rent for the Month of April	265.08
	804	OdomRD, Dietian Consultant	Rent for the Month of April	356.14
Total 363109 · Lease Income - Business Factory				1,829.34
380000 · Miscellaneous Income				
	809		BPC Entry Fees - Jason Fernandez	50.00
	809		BPC Entry Fees - Conexion Hispana	50.00
	809		BPC Entry Fees - Chris Doggett	50.00
	809		BPC Entry Fees - Rock Your World	50.00
Total 380000 · Miscellaneous Income				200.00
410000 · Administrative				
410530 · Admin-Communication				
	4221	City of San Angelo (COSA)	Reimbursement for 1st Quarter Expenses	-740.57
Total 410530 · Admin-Communication				-740.57
410531 · Admin-Cell Phone				
	4221	City of San Angelo (COSA)	Reimbursement for 1st Quarter Expenses	-609.26
Total 410531 · Admin-Cell Phone				-609.26
410580 · Admin-Travel & Lodging				
	4220	City of San Angelo (COSA)	Reimbursement for January P-Card	-1,460.52
	4221	City of San Angelo (COSA)	Reimbursement for 1st Quarter Expenses	-5,549.09
Total 410580 · Admin-Travel & Lodging				-7,009.61
410590 · Admin-Training				
	4210	ASU Small Business Development Center	Inv. 0377	-45.00
Total 410590 · Admin-Training				-45.00
410591 · Admin-Professional Dues				
	4220	City of San Angelo (COSA)	Reimbursement for January P-Card	-1,000.00
Total 410591 · Admin-Professional Dues				-1,000.00
410605 · Admin-Public Notices				
	4204	San Angelo Standard Times	Acc 836825 Service Period 02/06/18	-330.46
Total 410605 · Admin-Public Notices				-330.46
410610 · Admin-Office Supplies (700-0000-411.06-10)				
	4221	City of San Angelo (COSA)	Reimbursement for 1st Quarter Expenses	-591.75
	4224	CTWP	Inv. 946340	-231.06
Total 410610 · Admin-Office Supplies (700-0000-411.06-10)				-822.81
410614 · Admin-Postage				
	4221	City of San Angelo (COSA)	Reimbursement for 1st Quarter Expenses	-52.44
Total 410614 · Admin-Postage				-52.44
410630 · Admin-Food				
	4220	City of San Angelo (COSA)	Reimbursement for January P-Card	-227.43
Total 410630 · Admin-Food				-227.43
Total 410000 · Administrative				-10,837.58
420000 · Industrial Park Ops & Maint				
420411 · Ind Park-Water/Sewer Utilities				
	4212	City of San Angelo Utility Billing	Acc 118947-187772 Service Period 02/01/18 - 02/28/18	-26.68
	4212	City of San Angelo Utility Billing	Acc 118947-187770 Service Period 02/01/18 - 02/27/18	-26.68
	4212	City of San Angelo Utility Billing	Acc 118947-187774 Service Period 02/01/18 - 02/28/18	-32.49
Total 420411 · Ind Park-Water/Sewer Utilities				-85.85

City of San Angelo Development Corp
Transaction Detail by Account
March 2018

	Num	Name	Memo	Amount
420413 · Ind Park-Electricity				
	4219	Liberty Power	Acc 95329064-832 Service Period 02/05/18 - 03/06/18	-49.59
Total 420413 · Ind Park-Electricity				-49.59
420000 · Industrial Park Ops & Maint - Other				
	4215	J & R Silva Tree Service & Landscaping	Inv. 2107	-264.00
Total 420000 · Industrial Park Ops & Maint - Other				-264.00
Total 420000 · Industrial Park Ops & Maint				-399.44
440200 · Business Ret & Exp Prog				
	4217	Lamar Companies	Inv. 108884349	-1,135.00
Total 440200 · Business Ret & Exp Prog				-1,135.00
450000 · Business Resource Ctr				
450010 · BRC-Water/Sewer Utilities				
	4207	City of San Angelo Utility Billing	Acc 171939-179340 Service Period 01/30/18 - 02/26/18	-92.58
	4207	City of San Angelo Utility Billing	Acc 186765-50710 Service Period 01/30/18 - 02/27/18	-11.25
Total 450010 · BRC-Water/Sewer Utilities				-103.83
450011 · BRC-Electricity				
	4219	Liberty Power	Acc 07502869-290 Service Period 02/12/18 - 03/13/18	-630.11
Total 450011 · BRC-Electricity				-630.11
450012 · BRC-Gas Utilities				
	4206	Atmos Energy	Acc 3036648466 Service Period 02/07/18 - 03/07/18	-134.51
Total 450012 · BRC-Gas Utilities				-134.51
450013 · BRC-Trash Utilities				
	4201	Republic Services, Inc	Inv. 0691-000783642	-54.06
Total 450013 · BRC-Trash Utilities				-54.06
450000 · Business Resource Ctr - Other				
	4202	Protection 1 Alarm Monitoring Inc.	Inv. 121331036	-93.71
	4208	Suddenlink	Acc 100001-8615-721194301 Service Period 03/10/18 - 04/09/18	-29.63
	4213	Dirt Doctor of San Angelo	Inv. 3162	-543.75
	4214	House of Chemicals Inc	Inv. 551840	-68.95
	4215	J & R Silva Tree Service & Landscaping	Inv. 2106	-267.75
	4218	ATIS Elevator Inspections, LLC	Inv. 19082	-105.00
	4222	Angelo Water Service	Acc. 7005 Service Period 04/01/18 - 04/30/18	-43.12
Total 450000 · Business Resource Ctr - Other				-1,151.91
Total 450000 · Business Resource Ctr				-2,074.42
452101 · Business Factory				
	4200	Suddenlink	Acc 100001-8615-717221601 Service Period 03/01/18 - 03/31/18	-39.50
	4201	Republic Services, Inc	Inv. 0691-000783642	-18.02
	4202	Protection 1 Alarm Monitoring Inc.	Inv. 121331036	-31.23
	4203	West Office Technology	Inv. F10132	-350.00
	4206	Atmos Energy	Acc 3036648466 Service Period 02/07/18 - 03/07/18	-44.83
	4207	City of San Angelo Utility Billing	Acc 171939-179340 Service Period 01/30/18 - 02/26/18	-30.86
	4207	City of San Angelo Utility Billing	Acc 186765-50710 Service Period 01/30/18 - 02/27/18	-3.75
	4208	Suddenlink	Acc 100001-8615-721194301 Service Period 03/10/18 - 04/09/18	-9.87
	4209	McLaughlin Advertising	Inv. 1476	-4,499.90
	4213	Dirt Doctor of San Angelo	Inv. 3162	-181.25
	4214	House of Chemicals Inc	Inv. 551840	-22.98
	4215	J & R Silva Tree Service & Landscaping	Inv. 2106	-89.25
	4216	MediaJaw Hosting LLC	Inv. 7164	-74.85
	4216	MediaJaw Hosting LLC	Inv. 6803	-74.85
	4218	ATIS Elevator Inspections, LLC	Inv. 19082	-35.00
	4219	Liberty Power	Acc 07502869-290 Service Period 02/12/18 - 03/13/18	-210.03
	4222	Angelo Water Service	Acc. 7005 Service Period 04/01/18 - 04/30/18	-14.38
	4223	Canon Financial Services, Inc.	Inv. 18392023	-351.27
Total 452101 · Business Factory				-6,081.82
452133 · Project-Phase I Sewer Extension				
	4211	City of San Angelo (COSA)	Sewer Extension Balance	-0.30
Total 452133 · Project-Phase I Sewer Extension				-0.30
452139 · Project-Parkhill				
	4205	Parkhill Smith & Cooper	Inv. 01940617.00-6	-51,000.00
Total 452139 · Project-Parkhill				-51,000.00
TOTAL				186,610.59

City of San Angelo Development Corp
Transaction Detail by Account
 March 2018

Ballot

	Num	Name	Memo	Amount
313000 · Income-Sales & Use Tax				
	264	City of San Angelo	Adjustment to January Sales Tax Recievable	81,778.94
	265	City of San Angelo	Record March Sales Tax Recievable	<u>538,222.02</u>
Total 313000 · Income-Sales & Use Tax				620,000.96
360000 · Interest on Investments				
	266		Interest on Note Recievable from ZP Kirby Park Villas	50.00
	267		Record Interest on Sec #3130Z7CX1	1,080.27
	268		Record MM Interest for March	2,212.87
	268		Record Interest for March	<u>59.44</u>
Total 360000 · Interest on Investments				3,402.58
451102 · Project-Sports Facilities Maint				
	1487	City of San Angelo (COSA)	Inv. 49024	<u>-285,353.00</u>
Total 451102 · Project-Sports Facilities Maint				-285,353.00
451200 · Project-Affordable Housing				
	1486	Surety Title	Sell of 115 W. 24th St.	<u>-48,959.29</u>
Total 451200 · Project-Affordable Housing				<u>-48,959.29</u>
TOTAL				<u><u>289,091.25</u></u>

THE CITY OF SAN ANGELO, TEXAS

Schedule of Revenues and Expenditures

Fiscal Year through March 31, 2018

2011A Tax/Revenue C.O. - Fund 514

	Dept	Current Budget	Month Actual	YTD W/Enc	Over/(Under) Budget	Previous Years Activity	Inception to Date
*Beginning Fund Balance		1,081,095		1,081,095			
REVENUES:							
C.O. Proceeds		-	-	-	-	13,780,000	13,780,000
Municipal Pool Donation		-	-	-	-	21,225	21,225
SASSRA Stock Barn		-	-	-	-	157,722	157,722
Transfer from Dev. Corp.		-	-	-	-	4,220,000	4,220,000
Interest Income		-	3,907	8,123	8,123	142,978	151,101
Total Revenues		-	3,907	8,123	8,123	18,321,925	18,330,048
EXPENDITURES:							
Airport Terminal Rehab	3925	-	-	-	-	500,000	500,000
Concho River	4119	327,650	2,291	34,608	(293,042)	8,272,352	8,306,960
Parks	6000	585,535	225	37,508	(548,027)	339,465	376,973
Red Arroyo Trail	6040	-	-	-	-	325,000	325,000
Recreation	6100	75,000	-	-	(75,000)	2,597,817	2,597,817
Fort Concho Improvements	6301	61,892	-	60,088	(1,804)	38,109	98,197
Auditorium	6602	-	-	-	-	3,750,001	3,750,001
Fairgrounds	6636	-	-	-	-	1,157,722	1,157,722
Issue Costs	9900	-	-	-	-	260,363	260,363
Contingencies	9900	-	-	-	-	-	-
Total Expenditures		1,050,077	2,516	132,204	(917,873)	17,240,829	17,373,033
Revenue Over/(Under) Expenditures		(1,050,077)	1,391	(124,081)			
Ending Fund Balance		31,018		957,014			

*Preliminary

THE CITY OF SAN ANGELO, TEXAS
Schedule of Revenues and Expenditures
Fiscal Year through March 31, 2018

Hickory Water Supply - Fund 516

	Dept	Current Budget	Month Actual	YTD W/Enc	Over/(Under) Budget	Previous Years Activity	Inception to Date
*Beginning Fund Balance		2,216,538		2,216,538			
REVENUES:							
Interest Income		-	11,267	22,453	22,453	520,568	543,021
C.O. Proceeds		666,552	-	665,303	(1,249)	119,333,447	119,998,750
Total Revenues		666,552	11,267	687,756	21,204	119,854,015	120,541,771
EXPENDITURES:							
Easements/Property Damage	4150	419,826	-	-	(419,826)	106,865	106,865
Engineering	4157	79,092	-	79,089	(3)	16,760,910	16,839,999
Well Field Pipelines	4152	3,083	-	-	(3,083)	3,026,918	3,026,918
30 " Transmission Main	4153	428,978	-	-	(428,978)	38,681,022	38,681,022
Well Field Pumps	4154	21,961	-	-	(21,961)	12,831,038	12,831,038
Well Field Pump Station	4155	1,382,861	-	-	(1,382,861)	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	124,049	-	-	(124,049)	9,640,252	9,640,252
Issue Costs	9900	-	-	-	-	172,251	172,251
Total Expenditures		2,459,850	-	79,089	(2,380,761)	117,637,477	117,716,566
Revenue Over/(Under) Expenditures		(1,793,298)	11,267	608,667			
Ending Fund Balance		423,240		2,825,205			

*Preliminary

	<u>Revenues</u>
Previous Years Activity	119,854,015
Current Year Budget	666,552
Less Interest Earned	(520,568)
TOTAL	120,000,000

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Discussion and consideration of FY 2018-2019 draft budget and FY 2017-2018 current budget. (Presentation by Tina Dierschke, Director of Finance)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

- | | |
|---|--|
| 1. COSADC+2017-18+Approved+Budget+Final | COSADC+2017-18+Approved+Budget+Final.pdf |
| 2. COSADC 2018-19 Proposed Budget DRAFT | COSADC 2018-19 Proposed Budget DRAFT.pdf |
| 3. FY19 Budget Prep 3.28.18 | FY19 Budget Prep 3.28.18.pptx |

Presentation:

Approvals/Reviews:

Shannon Scott	Created/Initiated
Theresa James	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Michael Dane	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2017

Account	Description	Explanation	Amended 2017-2018	Ballot	Eco Dev
Revenue					
313000	Income-Sales & Use Tax	Sales Tax Receipts based on Finance Dept Estimate	8,500,000	6,120,000	2,380,000
360000	Interest on Investments	Interest	27,000	4,000	23,000
363101	Lease Income				
363102		Airport Hangar Agreement (L-3 Income Lindberg)	44,303	-	44,303
363103		BRC - rental of conference room	1,000	-	1,000
363104		Business Factory	14,877	-	14,877
363105		ASU-SBDC	13,493	-	13,493
363107		Chamber of Commerce	-	-	-
363108		Work Force Development/Howard College	1,291	-	1,291
366000	Reimbursements			-	-
392200	Gain on Sale of Current Assets	Industrial Park sales, etc.	250,000	-	250,000
Total Revenue			\$ 8,851,964	\$ 6,124,000	\$ 2,727,964
Expenditures					
410000	Administrative				
410332	Admin - Software	Web Analytics \$10,000 Website and annual tracking license \$17,000 Search Engine Optimization and Maintenance \$40,000 Ec. Impact Analysis Tool \$5,000 Sales Tax Analysis Tool \$5,000	77,000	-	77,000
410335	Admin-Technology Capital	Purchase new computer monitors (3 - reduce to 1) Software	125	-	125
410350	Admin-Special Services	Temporary Employment Services (Intern) \$7000 - reduce to 0	-	-	-
410520	Admin-Insurance	COSADC board D & O insurance for Board of Directors \$14,000 up from \$12,133 BRC building insurance 69 N. Chadbourne & CVCED building insurance 2009 W Beauregard \$9,600 up from \$7,500	23,600	3,500	20,100
410530	Admin-Communication	6 VoIP phones for Director, Eco Dev Coord, Senior Admin (CVCED) and fax line @ \$263.76 per month (\$2584.20 per year) and 2 fire security phone lines \$67 per month (*804 per year). Long distance chrg \$100	3,969	-	3,969
410531	Admin-Cellular	4 Cell usage \$290.80 mo \$3950 reduce to \$2460 est plus \$ 150 stipend (\$50 each)	2,700	-	2,700
410550	Admin-Printing	Letters, in-house marketing pieces, invitations, stationary, etc.	1,200	-	1,200

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2017

Account	Description	Explanation	Amended 2017-2018	Ballot	Eco Dev
410580	Admin-Travel & Lodging	3 staff for TEDC, IEDC, Ports to Plains, Texas Downtown Association, Economic Development Regional Meetings, Corridor, and other events \$15,000 Ports to Plains - DC Board Congression Visits \$4,000	19,000	-	19,000
410590	Admin-Training	Board development: sales tax training, TEDC workshops, etc. \$4,500 Consultant Services/travel expenses for board training \$2,500 Conference and training registration fees \$5,000	12,000	-	12,000
410591	Admin-Professional Dues	TEDC memberships for 4 staff @ \$550 ea. \$ 2,200 IEDC membership for 3 staff \$635	4,105	-	4,105
410600	Admin-Fees & Subscriptions	Misc. Fees	100	-	100
410605	Admin - Public Notices	Publication of Funds - \$1000 increase to	3,400		3,400
410610	Admin-Office Supplies	Paper, pens, CDs, files, ED info folders, office machinery/repair, plaques, door name plates, logo signage COSADC copier \$250 mo/\$3,000 + color copies \$900	2,800 3,900	-	2,800 3,900
410614	Admin - Postage	Mail outs for regular mail - \$450 increase to \$1175	1,175	-	1,175
410630	Admin-Food	Coffee for COSADC Board meetings @ \$20 ea; lunches for workshop; water for meetings (4)	2,800	-	2,800
412000	Partner Affiliations	Ports to Plains \$60,047 City Membership + \$250 COSADC Membership Chamber Luncheons 11 x \$15 x 2 & 1 x \$15 x 8 =\$450 reduce to 0 Chamber Banquet \$600 x 1.5 NAACP Banquet \$250 reduce to 0 Community Event Banquets Luncheons =\$3500 reduce to 0 I-14 Partnership	60,297 900 15,000	- - - -	60,297 900 15,000
412010	PTP Summit	Ports to Plains Summit = \$5000 reduce to 0		-	-
414000	Economic Dev. Conference	Governor Small Business Forum			-
415310	Staff Services	Staff Service Contract Dev Corp staff \$385,930 up from \$370,730 Legal \$36,190 down from \$39,014 (-\$2,824) Real estate \$17,950 up from \$2,308 (+\$15,642) PIO \$5,699 down from \$7,542 (-\$1,843) City Manager Office \$19,226 down from \$25,854 (-\$6,628) Clerk \$7,522 down from \$9,840 (-\$2,318) Audit \$1,886 down from \$2,519 (-\$633) Finance \$8,702 down from \$13,372 (-\$4,670) Accounting \$46,392 up from \$16,392 (+\$30,000) Information Tech. \$16,430 (New) Purchasing \$431 (New) Billing & Receipt \$82 (New) Human Resources \$1,403 (New) Communications \$110 (New) Neighborhood & Family Services \$30,135 (No change)	578,088	144,522	433,566
415331	Annual Report	Design and printing of annual report	1,200	-	1,200

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2017

Account	Description	Explanation	Amended 2017-2018	Ballot	Eco Dev
420000	Ind Park Ops & Maint	Maintenance: mowing of land, landscaping maintenance for signage, water irrigation system	6,500	-	6,500
420360	Ind. Park-Contract Services	Platting, surveying, sale listing, engineering	22,000	-	22,000
420411	Ind Park-Water Utilities	Water & Sewer Utilities	800	-	800
420413	Ind Park-Electricity	Electric utilities	350	-	350
420521	Ind Park-Insurance	Property general liability - Sam Tambunga Insurance Agency	1,000	-	1,000
430000	Debt Service	2005, 2008, 2011, & 2012 Debt Issues including add. water supply	5,126,270	5,126,270	-
432000	Outside Legal Services	Contract services - outside legal	20,000	-	20,000
		Performance Agreement Outside Audit	5,000	-	5,000
440000	Chamber Contract	Marketing and Recruitment Services	225,000	-	225,000
440200	BREP Budget	Promotion	36,000	-	36,000
		Special Projects	650,000	-	650,000
		ACT WorkReady Communities - NCRC Assessments	10,000		10,000
445000	Promotion	COSADC Marketing	10,300		10,300
450000	Business Resource Center	Repairs & maintenance for building \$16,000	27,579	-	27,579
		HVAC maintenance \$2580			-
		Annual security monitoring - Fire P.Maint. \$1499.28			-
		Pest control			-
		Water delivery service x 50%			-
		Janitorial services and supplies			-
453000	Capital Purchases	BRC - Useful Life Repair Placement Program	31,612		31,612
		BRC-Exterior parking black top \$4329.73			-
		BRC-Library/Work Area-File Drawers \$1749.09			-
		BRC-Offices Furniture \$1255			-
		BRC-Art Décor. \$2706.08			-
		Business Factory Furniture			-
		BF- Lobby \$572.61			-
		BF-Suites \$16028.86			-
		BF-Common Area \$2,725.56			-
		BF-Office Chairs \$2,505.42			-
450010	BRC-Water/Sewer Utilities	Utilities: Water & Sewer \$1500 reduce to \$1000	1,000	-	1,000
450011	BRC-Electricity	Direct Energy \$12,000 reduce to \$5000	5,000	-	5,000
450012	BRC-Gas Utilities	Atmos Energy \$1,500 reduce to \$802	802	-	802
450013	BRC-Solid Waste Svcs	Republic Services \$1200 reduce to \$900	900	-	900
451101	Project-Affordable Housing	Annual Ballot amount	335,000	335,000	-
451102	Project-Sports Facility Maint	Pay-As-You-Go with annual growth factor of 2% =279,758 x 2%	285,353	285,353	-

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2017

Account	Description	Explanation	Amended 2017-2018	Ballot	Eco Dev
	West Texas Water Partnership	Amount budgeted by Fund 512	200,000	200,000	-
452101	CVCED Expenses	Costs based on current CVCED operations	-	-	-
		National Business Incubator Association dues	525	-	525
		Office Supplies, copier paper	500	-	500
		West Texas Technologies - Email & Server Maintenance	4,200	-	4,200
		Mediajaw host for CVCED website	300	-	300
		Suddenlink phone & internet \$335 mo. N. Chadbourne	4,020	-	4,020
		Kirbos Coper Rental	1,800	-	1,800
		Mr. Insurance directors & officers liability policy	1,500	-	1,500
		Oliver, Rainey & Wojtek, LLP prepare tax return N. Chadbourne	500	-	500
		Rental of water cooler \$9.50 mo. N. Chadbourne	114	-	114
		Water delivery serv. \$405 x 50% N. Chadbourne Business Factory	203	-	203
		Republic Services Business Factory	336	-	336
		ASG Security -	375	-	375
		CVCED Grant	5,000	-	5,000
		Business Plan Competition (up from \$65,000)	75,000	-	75,000
	Subtotal		7,908,197	6,094,645	1,813,552
452900	Future Projects		943,766	29,355	914,411
Total Expenditures			\$ 8,851,964	\$ 6,124,000	\$ 2,727,964
Revenue Over/(Under) Expenditures			\$ -	\$ -	\$ -

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2018

Account	Description	Explanation	Proposed 2018-2019	Ballot	Eco Dev
Revenue					
313000	Income-Sales & Use Tax	Sales Tax Receipts based on Finance Dept Estimate	8,500,000	6,120,000	2,380,000
360000	Interest on Investments	Interest based on Accounting Division Estimate	130,000	30,000	100,000
363101	Lease Income				
363102		Airport Hangar Agreement (L-3 Income Lindberg)	44,303	-	44,303
363103		BRC - rental of conference room	500	-	500
363104		Business Factory	9,800	-	9,800
363105		ASU-SBDC	-	-	-
363107		Chamber of Commerce	-	-	-
363108		Work Force Development/Howard College	1,291	-	1,291
366000	Reimbursements		-	-	-
392200	Gain on Sale of Current Assets	Industrial Park sales, etc.	-	-	-
Total Revenue			\$ 8,685,894	\$ 6,150,000	\$ 2,535,894
Expenditures					
410000	Administrative				
410332	Admin - Software		45,000	-	45,000
		DocuSign \$2,004			
		Domain Name \$30			
		Search Engine Optimization and Maintenance \$30,966			-
		Ec. Impact Analysis Tool \$6,000			
		Sales Tax Analysis Tool \$6,000 (ZacTax)			
410335	Admin-Technology Capital	Laptop for new director	2,000	-	2,000
410350	Admin-Special Services	Americorp VISTA	7,650	-	7,650
410520	Admin-Insurance	COSADC board D & O insurance for Board of Directors BRC building insurance 69 N. Chadbourne	18,050	4,512	13,538
410530	Admin-Communication	6 VoIP phones for Director, Eco Dev Coord, Senior Admin (CVCED) and fax line @ \$263.76 per month (\$2,584.20 per year) and 2 fire security phone lines \$67 per month (*804 per year). Long distance chrg \$100	3,969	-	3,969
410531	Admin-Cellular	Cell phone service and usage	2,700	-	2,700
410550	Admin-Printing	Letters, in-house marketing pieces, invitations, stationary, etc.	1,200	-	1,200
410580	Admin-Travel & Lodging	3 staff for TEDC, IEDC, Ports to Plains, Texas Downtown Association, Economic Development Regional Meetings, Corridor, and other events \$15,000 Ports to Plains - DC Board Congression Visits \$4,000	19,000	-	19,000
410590	Admin-Training	Board development: sales tax training, TEDC workshops, etc. \$4,500 Consultant Services/travel expenses for board training \$2,500 Conference and training registration fees \$5,000	12,000	-	12,000

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2018

Account	Description	Explanation	Proposed 2018-2019	Ballot	Eco Dev
410591	Admin-Professional Dues	TEDC memberships for 3 staff @ \$500 each IEDC membership for 3 staff @ \$635 each	3,405	-	3,405
410600	Admin-Fees & Subscriptions	Misc. Fees	100	-	100
410605	Admin - Public Notices	Publication of Funds	3,400		3,400
410610	Admin-Office Supplies	Paper, pens, CDs, files, ED info folders, office machinery/repair, plaques, door name plates, logo signage	2,800		2,800
		COSADC copier \$122 mo/\$1,464 + color copies \$750	2,214	-	2,214
410614	Admin - Postage	Mail outs for regular mail	1,175	-	1,175
410630	Admin-Food	Coffee for COSADC Board meetings @ \$20 ea; lunches for workshop; water for meetings (4)	2,800	-	2,800
		Chamber Banquet \$600 x 2	1,200	-	1,200
		Chamber Luncheons 11 x \$18 x 2 & 1 x \$18 x 8 = \$540	540	-	540
412000	Partner Affiliations	Ports to Plains \$60,047 City Membership + \$250 COSADC Membership	60,297	-	60,297
		I-14 Partnership	15,000		15,000
415310	Staff Services	Staff Service Contract Dev Corp staff \$385,930 up from \$370,730 Legal \$36,190 down from \$39,014 (-\$2,824) Real estate \$17,950 up from \$2,308 (+\$15,642) PIO \$5,699 down from \$7,542 (-\$1,843) City Manager Office \$19,226 down from \$25,854 (-\$6,628) Clerk \$7,522 down from \$9,840 (-\$2,318) Audit \$1,886 down from \$2,519 (-\$633) Finance \$8,702 down from \$13,372 (-\$4,670) Accounting \$46,392 up from \$16,392 (+\$30,000) Information Tech. \$16,430 (New) Purchasing \$431 (New) Billing & Receipt \$82 (New) Human Resources \$1,403 (New) Communications \$110 (New) Neighborhood & Family Services \$30,135 (No change)	578,088	144,522	433,566
415331	Annual Report	Design and printing of annual report	500	-	500
420000	Ind Park Ops & Maint	Maintenance: mowing of land, landscaping maintenance for signage, water irrigation system	1,550	-	1,550
420360	Ind. Park-Contract Services	Platting, surveying, sale listing, engineering	10,000	-	10,000
420411	Ind Park-Water Utilities	Water & Sewer Utilities	1,860	-	1,860
420413	Ind Park-Electricity	Electric utilities	350	-	350
					-
420521	Ind Park-Insurance	Property general liability - Sam Tambunga Insurance Agency	1,000	-	1,000
430000	Debt Service	2005, 2008, 2011, & 2012 Debt Issues including add'l water supply	5,279,175	5,279,175	-

City of San Angelo Development Corporation
Proposed Budget
Fiscal Year Beginning October 1, 2018

Account	Description	Explanation	Proposed 2018-2019	Ballot	Eco Dev
440000	Chamber Contract	Marketing and Recruitment Services	225,000	-	225,000
440200	BREP Budget	Promotion	36,000	-	36,000
		Special Projects	650,000	-	650,000
		ACT WorkReady Communities - NCRC Assessments	10,000		10,000
445000	Promotion	COSADC Marketing	5,000		5,000
450000	Business Resource Center	Repairs & maintenance for building \$16,000	27,896	-	27,896
		HVAC maintenance \$2,580			
		Annual security monitoring - Fire P.Maint. \$1,499.28			-
		Pest control			-
		Water delivery service x 50%			-
		Janitorial services and supplies			-
		Rental of water cooler \$9.50 mo. N. Chadbourne		-	-
		Water delivery serv. \$405 x 50% N. Chadbourne Business Factory		-	-
		Republic Services Business Factory	336	-	336
		ASG Security	375		375
453000	Capital Purchases	BRC - Useful Life Repair Placement Program	30,000		30,000
450010	BRC-Water/Sewer Utilities	Utilities: Water & Sewer	1,000	-	1,000
450011	BRC-Electricity	Direct Energy	5,000	-	5,000
450012	BRC-Gas Utilities	Atmos Energy	1,215	-	1,215
450013	BRC-Solid Waste Svcs	Republic Services	995	-	995
451101	Project-Affordable Housing	Annual Ballot amount	335,000	335,000	-
451102	Project-Sports Facility Maint	Pay-As-You-Go	-	-	-
	West Texas Water Partnership	Amount budgeted by Fund 512	200,000	200,000	-
452101	CVCED Expenses	Office Supplies, copier paper	500		500
		West Texas Technologies - Email & Server Maintenance	4,200	-	4,200
		Mediajaw host for CVCED website	300	-	300
		Suddenlink phone & internet \$335 mo. N. Chadbourne - combined with BRC	-	-	-
		Kirbos Copier Rental	2,000	-	2,000
		Business Plan Competition	80,000		80,000
	Subtotal		7,691,840	5,963,209	1,728,630
452900	Future Projects		994,054	186,791	807,263
Total Expenditures			<u>\$ 8,685,894</u>	<u>\$ 6,150,000</u>	<u>\$ 2,535,894</u>
Revenue Over/(Under) Expenditures			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Fiscal Year 2019 Budget Prep

Presentation by
Director of Finance, Tina Dierschke



Proposed Budget – Ballot

Revenue	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
Sales Tax Revenue*	6,120,000	6,120,000	0
Interest on Investments**	4,000	30,000	26,000
Total Revenue	6,124,000	6,150,000	26,000

Proposed Budget – Ballot

Expense	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
Administrative	3,500	4,512	1,012
Staff Services*	144,522	144,522	0
Debt Service	5,126,270	5,279,175	152,905
Affordable Housing*	335,000	335,000	0
WTWP**	200,000	200,000	0

Proposed Budget – Ballot

Expense	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
Sports Facility Maintenance	285,353	0	(285,353)
Future Projects*	29,355	186,791	157,436
Total Expense	6,124,000	6,150,000	26,000

Proposed Budget – Economic Development

Revenue	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
Sales Tax Revenue*	2,380,000	2,380,000	0
Lease Income**	74,964	55,894	(19,070)
Gain on Sale of Fixed Assets***	250,000	0	(250,000)
Interest on Investments****	23,000	100,000	77,000
Total Revenue	2,727,964	2,535,894	(192,070)

Proposed Budget – Economic Development

Expense	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
Administrative*	155,574	125,191	(30,383)
Partner Affiliations**	76,197	75,297	(900)
Staff Services***	433,566	433,566	0
Industrial Park	30,650	14,760	(15,890)
Legal Services****	25,000	0	(25,000)
Chamber Contract	225,000	225,000	0

Proposed Budget – Economic Development

Expense	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
BREP	696,000	696,000	0
Marketing	10,300	5,000	(5,300)
BRC	66,893	66,817	(76)
CVCED	94,372	87,000	(7,372)
Future Projects	914,412	807,263	(107,149)
Total Expense	2,727,964	2,535,894	(192,070)

Fiscal Year 2019 Budget Prep

Presentation by
Director of Finance, Tina Dierschke



Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Public Hearing regarding the use of sales and use tax funds in an amount not to exceed \$25,000, to provide an economic development incentive to U.S. Customs & Border Protection Air and Marine Operations (Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

Summary/History:

The U.S. Customs and Border Protection Air and Marine Operations (CBPAMO) presently operates an aviation operations & maintenance facility on Airport premises that includes a hangar, located at 8210 Hangar Road, San Angelo Regional Airport—Mathis Field under a lease agreement with the City;

CBPAMO currently employs sixty (60) employees at their locations at the Airport and proposes to continuously retain at the Hangar at least sixty (60) full-time employees. CBPAMO from time to time, based on mission requirements, provide operations and maintenance space for the temporary operation of Unmanned Aircraft Systems (UAS) requiring the accommodation of additional personnel and equipment on the second floor of their leased building. All personnel, including those temporarily assigned, are very well paid positions. The additional personnel and significant increase in high tech electronic equipment generate a substantial amount of additional heat. The air conditioning units currently installed will not provide sufficient cooling, and a total of four new units are required. The City received quotes for the required units, and Superior Services provided the lowest cost quote. (See attached.) In addition, there is a small amount of electrical upgrade required to support the new units. A cost quote from MC Electric is also attached.

COSADC approved this project expenditure at its meeting on March 28, 2018.

Financial Impact:

\$25,000 new project. Budget amendment required.

Other Information/Recommendation:

Attachments:

- | | |
|---|--|
| 1. Border Patrol Command Center rev quote | Border Patrol Command Center rev quote.pdf |
| 2. _MC_Electric Quote | _MC_Electric Quote.pdf |
| 3. CBP Exhibit | CBP Exhibit.jpg |

Presentation:

Robert Schneeman

Approvals/Reviews:

Shannon Scott	Created/Initiated
Michael Dane	Approved
Dan Saluri	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Dan Saluri	Approved
Michael Dane	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval



PLUMBING • HEATING • AIR CONDITIONING

M-19640
TACLB021895C
TACLA020367E

City of San Angelo City Hall
72 W. College Ave
San Angelo, TX 76903

April 10, 2018

Ref: Border Patrol Command Center

Scope of work: Phase 2

- A. Install two 24,000 btu Lennox low ambient heat pump system
- B. Install two 24,000 btu Lennox ceiling cassettes
- C. Install wall mounted Thermostats for each
- D. Install Manual Damper in small room
- E. Install refrigeration and drain lines
- F. Cap off existing supply air to room
- G. Furnish all labor and materials to complete our job
- H. Furnish all permits and inspections.
- I. Warranties 12 yr Compressor
12 yr parts
1 yr labor

Total estimate..... \$ 9,829.00

Thank you for the opportunity to give this estimate.
Questions or concerns please call our office.

Donnie Watkins/Air Conditioning/Comfort Advisor
Texas License #19640
TACLB021895C

Customer Acceptance _____ Date _____
Estimate is Valid for Thirty (30) Days Only

**Texas State Board of Plumbing Examiners 929E. 41st P.O.Box4200Austin TX.
78765-4200(800)845-0584 (512)458-2145.**

**Texas Department of Licensing & Regulation: P.O. Box 12157, Austin, TX 78711.
(800)803-9202 or (512)463-6599.**

**5556 US Hwy. 87N • San Angelo, Texas 76901
Ph 325.223.5442 • Fax 325.658.3602**

MC Electric

817 Culwell Street
San Angelo, TX 76903
TECL # 32813

Phone # 325-227-1128
Email: mcelectric1591@gmail.com

Estimate

Date	Estimate #
12/6/2017	39

City of San Angelo
72 W College Ave
San Angelo, Texas 76903

			Project
			Customs building airp...
Description	Qty	Rate	Total
Customs building - Phase 2 replace and mount disconnects and repair cover on existing GFCI			
Russell	6	50.00	300.00
Debbie	6	60.00	360.00
Cover WP S/G Bubble	1	16.25	16.25
GFCI 20A	1	26.00	26.00
Disconnect Sq D	2	144.38	288.76
Box W/P S/G	1	4.80	4.80
Unistrut thin	15	1.88533	28.28
Screws	16	0.15625	2.50
Washer	16	0.195	3.12
We shouldn't need an electrical permit on these 2. We are just replacing equipment not extending circuits or adding load.			
Thank you for considering us for your project!		Subtotal	\$1,029.71
Regulated by the Texas Dept. of Licensing and Regulation, PO Box 12157, Austin, TX 78711, 1800-803-9202, 512-461-6599		Sales Tax (8.25%)	\$0.00
		Total	\$1,029.71



Customs & Border Protection Exhibit	CITY OF SAN ANGELO TEXAS Development Corporation
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Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Consider a resolution approving the acceptance of an Economic Development Administration (EDA) grant to the City of San Angelo Development Corporation and the City of San Angelo as Co-Recipients in the amount of \$1,250,000 for infrastructure improvements to Phase 2 of the San Angelo Business & Industrial Park (Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

Summary/History:

At its meeting on June 22, 2016 the COSADC Board approved allocating up to \$2 Million as matching funds for an Economic Development Administration (EDA) grant for construction of infrastructure in Phase 2 or Phase 3 of the Industrial Park. Due to recent land sales the Phase 2 improvements have become the higher priority. In order to obtain the EDA grant, COSADC was required to secure the services of a Grant Administrator to oversee the grant aspects of the project. Grant Works was selected via the City RFP process and approved by both COSADC and City Council. At its meeting on April 26, 2017 COSADC approved a resolution authorizing the Board President to execute a Professional Services Agreement with Grant Works to perform grant administration services on behalf of COSADC related to an Economic Development Assistance (EDA) grant application preparation, submission to the U. S. Economic Development Administration, and project implementation.

COSADC is a Co-Applicant with the City on an Economic Development Administration grant in the amount of \$1.25M. A pre-application was filed to EDA on September 30, 2017. In mid November, staff was notified by the EDA Regional Representative that our application had received a "Responsive" rating by the Project Review Committee. Meaning the project application would advance to final application review. Additional recommendations were provided including increasing the matching funds. The increase necessitated a revised Resolution for the new application, which was approved by COSADC on December 13, 2017.

On April 11, 2018 staff was notified of formal approval by the EDA and Commerce Department. A kickoff meeting was held at the Business Resource Center on April 16, 2018 at which time the Financial Assistance Award documentation was delivered. COSADC and the City have 30 days from the 11th of April 2018 to execute and return all documentation to the EDA representative in Austin, Texas.

Financial Impact:

\$1.25 M from account no. 452-147 Project - Industrial Park Ph II

Other Information/Recommendation:

Attachments:

1. 18-477 Resolution Grant Award Acceptance Final 18-477 Resolution Grant Award Acceptance Final.pdf

2. Financial Assistance Award Documents unsigned Financial Assistance Award Documents unsigned.pdf

Presentation:

robert schneeman

Approvals/Reviews:

Shannon Scott	Created/Initiated
Theresa James	Approved
Tina Dierschke	Approved
Candice Blake	Approved
Michael Dane	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

RESOLUTION

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF AN ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) GRANT TO THE CITY OF SAN ANGELO DEVELOPMENT CORPORATION AND THE CITY OF SAN ANGELO AS CO-RECIPIENTS FOR INFRASTRUCTURE IMPROVEMENTS TO PHASE 2 OF THE SAN ANGELO BUSINESS & INDUSTRIAL PARK; RECOMMENDING RATIFICATION BY CITY COUNCIL; RECOMMENDING ACCEPTANCE BY CITY COUNCIL AND APPROVAL OF EXECUTION OF THE FINANCIAL ASSISTANCE AWARD DOCUMENT; AUTHORIZING THE BOARD PRESIDENT AND CITY MANAGER TO EXECUTE THE FINANCIAL ASSISTANCE AWARD AND OTHER RELATED DOCUMENTS

WHEREAS, the City of San Angelo Development Corporation (COSADC) desires to develop a viable community, including expanding economic opportunities and creating a suitable living environment; and

WHEREAS, the City of San Angelo Development Corporation has been approached by one or more potential businesses seeking to expand into the community;

WHEREAS, there is a lack of adequate drainage, electrical, telecommunications, natural gas, sewer, street, and/or water system capacities to attract and support new businesses; and

WHEREAS, the City of San Angelo Development Corporation and the City of San Angelo applied as Co-applicants for funding under the EDA's FY 2017-18 Economic Development Assistance Programs – Public Works Investment Assistance program for a grant in the amount of \$1,250,000 to provide capital to be used to foster economic development activity at the San Angelo Business & Industrial Park and

WHEREAS the Board approved matching funds in the amount of up to \$1,250,000 in cash to be provided by the City of San Angelo Development Corporation to fund project activities; in a Resolution dated the 13th of December 2017 and

WHEREAS, the City of San Angelo Development Corporation and the City of San Angelo have received a Financial Assistance Award (grant) from the Economic Development Administration in the amount of \$1,250,000 for extension of water, sewer, drainage and paving infrastructure to serve additional industrial lots in the San Angelo Business & Industrial Park.

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That acceptance of the Financial Assistance Award (grant) in the amount of \$1,250,000 from the US Department of Commerce for funding under EDA's FY 2017-18 Economic Development Assistance Programs – Public Works Investment Assistance program is hereby authorized;
- Section 3. That COSADC President is designated as the Chief Executive Officer and Authorized Representative to act in all matters in connection with this award under EDA's 2017-18 Economic Development Assistance Programs – Public Works Investment Assistance program project and is authorized to execute the Financial Assistance Award document and any other related documents.

PASSED and **APPROVED** by majority vote of the Board of Directors of the City of San Angelo Development Corporation, Texas, on the 25th day of April, 2018, by the following vote:

AYES:_____

NAYS:_____

ABSENT:_____

ATTEST:

EDWARD CARRASCO, PRESIDENT

NORA NEVAREZ, BOARD SECRETARY

☒ GRANT ☐ COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER
08-01-05227

RECIPIENT NAME

City of San Angelo

PERIOD OF PERFORMANCE

60 months from date of approval

STREET ADDRESS

72 W. College Avenue

FEDERAL SHARE OF COST

\$ 1,250,000

CITY, STATE, ZIP CODE

San Angelo, TX 76903-5814

RECIPIENT SHARE OF COST

\$ 1,250,000

AUTHORITY

PWEDA of 1965, as amended (42 U.S.C. § 3121 et. seq.)

TOTAL ESTIMATED COST

\$ 2,500,000

CFDA NO. AND NAME

11.300 - Public Works

PROJECT TITLE

Industrial Park Infrastructure Expansion

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- ☒ DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (31 March 2017)
- ☐ R & D AWARD
- ☐ FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- ☒ SPECIAL AWARD CONDITIONS
- ☒ LINE ITEM BUDGET
- ☒ 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- ☐ 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- ☐ MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.
- ☒ OTHER(S): EDA Standard Terms and Conditions for Construction Projects

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Jorge D. Ayala, Regional Director

DATE

4/11/18

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Daniel Valenzuela, City Manager

DATE

☒ GRANT ☐ COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER
08-01-05227

RECIPIENT NAME

City of San Angelo Development Corporation

PERIOD OF PERFORMANCE

60 months from date of approval

STREET ADDRESS

69 N. Chadbourne Street

FEDERAL SHARE OF COST

\$ 1,250,000

CITY, STATE, ZIP CODE

San Angelo, TX 76903-5848

RECIPIENT SHARE OF COST

\$ 1,250,000

AUTHORITY

PWEDA of 1965, as amended (42 U.S.C. § 3121 et. seq.)

TOTAL ESTIMATED COST

\$ 2,500,000

CFDA NO. AND NAME

11.300 - Public Works

PROJECT TITLE

Industrial Park Infrastructure Expansion

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

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- ☐ 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- ☐ MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.
- ☒ OTHER(S): EDA Standard Terms and Conditions for Construction Projects

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Jorge D. Ayala, Regional Director

DATE

4/11/18

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Roland Pena, Director of Economic Development

DATE

SPECIAL AWARD CONDITIONS
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration (EDA)

CONSTRUCTION PROJECTS: Public Works and Economic Adjustment Assistance Programs
under Sections 201 and 209 of the Public Works and Economic Development Act, as amended,
42 U.S.C. §§ 3141 and 3149

Public Works and Economic Adjustment Assistance Programs

Project Title: Industrial Park Infrastructure Expansion	
Co-Recipient Names: City of San Angelo Development Corporation, City of San Angelo	Project Number: 08-01-05227

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed Form CD-451.

The *Authorized Scope of Work* for this project includes: extension of water, sewer, drainage and paving infrastructure to serve additional industrial lots in the San Angelo Business and Industrial Park.

2. The Co-Recipients (hereinafter Recipient) contact names, titles, addresses, and telephone numbers are:

Roland Pena Director of Economic Development City of San Angelo Development Corporation 69 N. Chadbourne Street San Angelo, TX 76903-5848 Phone: (325) 653-7197 Email: roland.pena@cosatx.us	Daniel Valenzuela City Manager City of San Angelo 72 W. College Avenue San Angelo, TX 76903-5814 Phone: (325) 657-4241 Email: daniel.valenzuela@cosatx.us
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Jorge Ayala Regional Director Fax: (512) 499-0478	Economic Development Administration Austin Regional Office 903 San Jacinto, Suite 206 Austin, TX 78701
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Jessica Falk Phone: (512) 381-8168 FAX: (512) 499-0478 Email: jfalk@eda.gov	Economic Development Administration Austin Regional Office 903 San Jacinto, Suite 206 Austin, TX 78701
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5. The EDA Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Wesley Kaisershot Phone: (512) 381-8143 FAX: (512) 499-0478 Email: wkaisershot@eda.gov	Economic Development Administration Austin Regional Office 903 San Jacinto, Suite 206 Austin, TX 78701
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6. **ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference on the *Financial Assistance Award* (Form CD-450), the following additional documents are hereby incorporated by reference into this Award:

- EDA Construction Standard Terms and Conditions for Construction Projects (February 12, 2016); and
- The Recipient's application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation.

Should there be a discrepancy among these documents, the Special Award Conditions (this document), including any attachments, shall control.

7. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project Development Time Schedule:

Return of Executed Financial Assistance Award30 calendar days after receipt of Form CD-450/CD-451
Start of Construction24 Months from the Date of Award
Construction Completed48 Months from the Date of Award
Authorized Award End Date 60 Months from the Date of Award
Submission of Final Financial Report (SF-425)No later than 90 calendar days from the Award End Date

Project Closeout – All project closeout documents, including final financial reports (Form SF-425 or any successor form) and any required program reports, shall be submitted to EDA not more than 90 calendar days after the date the Recipient accepts the completed project from the contractor(s).

The Recipient shall diligently pursue the development of the project so as to ensure completion within this time schedule and shall promptly notify EDA in writing of any event that could substantially delay meeting any of the prescribed time limits for the project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338–200.342, as applicable.

8. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

- A. AWARD DISBURSEMENTS: Reimbursement basis only.** EDA will make disbursements under this Award on a reimbursement basis only, based on actual costs incurred, after all preconditions set forth in these Special Award Conditions have been met.

The “*Request for Reimbursement*” (Form SF-271 or any successor form) is used to request a disbursement, which shall be approved in writing by the Project Officer.

Please note that prior to the initial disbursement, the Recipient must complete the attached Form SF-3881 (or any successor form) “*ACH Vendor/Miscellaneous Payment Enrollment Form*” and submit it to NOAA’s Accounting Office by FAX at (301) 528-3675. (*FAX is required to secure confidentiality of sensitive information.*) The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

B. REPORTS:

- a. *Project Progress Reports:* The Recipient shall submit project progress reports to the Project Officer on a quarterly basis for the periods ending **March 31, June 30, September 30, and December 31**, or any portion thereof, until the final disbursement is made by EDA. Reports should be submitted using the approved EDA template, which will be provided by the Project Officer and discussed during the project kick-off meeting. Reports are due no later than 1 month following the end of the quarterly period.
- b. *Financial Reports:* The Recipient shall submit a “*Federal Financial Report*” (Form SF-425 or any successor form) on a semi-annual basis for the periods ending **March 31 and September 30**, or any portion thereof, for the entire project period. Form SF-425 and instructions for completing this form are available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

A final Form SF-425 must be submitted no more than 90 calendar days after the expiration date of the Award (*i.e.*, the Award End Date specified on the Form CD-450 or a subsequently executed Form CD-451). Final Financial Reports should follow the guidance outlined in the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period and that all matching funds and program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to

the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the *Financial Assistance Award* (Form CD-450), including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200.

Except as otherwise expressly provided for within these Special Award Conditions, the Federal share of the allowable costs shall be based on the Investment Rate for the Award, as established on the Form CD-450 or any subsequent amendment (Form CD-451). In the event of an underrun in total allowable costs for this project, the Federal share of allowable costs shall be determined by the Investment Rate. The Federal share of total allowable costs shall not exceed the dollar amount specified on the original Award or any subsequent amendments.

Line Item Budget:

- A. Under the terms of the Award, the total approved authorized budget is:

Federal Share (EDA Amount)	\$1,250,000
Non-Federal Matching Share	\$1,250,000
Total Project Cost	\$2,500,000

- B. Under the terms of this Award, the total approved line item budget is:

COST CLASSIFICATION	Proposed	Approved
Construction	2,500,000	2,500,000
Total Project Cost	2,500,000	2,500,000

10. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses (see 13 C.F.R. § 300.3). By accepting the Award, the Recipient also certifies that the Matching Share of the project costs is committed to the project, is not encumbered in any way that would prevent its use for the project, and will be available as needed for the project.
11. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given EDA two options for having payments deposited to EDA's account:

- i. The first is the pay.gov website. This option allows the payee to pay EDA through the internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
- ii. The second is paper check conversion. All checks must include on their face the name of the DOC agency funding the award, the award number, and a description of no more than two words identifying the reason for the check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, which processes EDA's accounting functions, at the following address:

U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Finance Office, AOD, EDA Grants
20020 Century Boulevard
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer the file to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

12. **CONSTRUCTION COMPLETION:** In keeping with prudent grants management policy, EDA construction projects must be completed within five (5) years of the date the Form CD-450 is signed by the Recipient accepting the Award. If construction is not completed by that date and the Grants Officer determines, after consultation with the Recipient, that construction to completion cannot reasonably be expected to be completed promptly and expeditiously, the grant may be terminated. Extensions beyond the five-year project period are exceedingly rare and can only be authorized by the Assistant Secretary. Nothing in this paragraph is intended to alter the Project Development Time Schedule set out in paragraph 7, above.
13. **USEFUL LIFE:** The useful life of this project is hereby determined to be 20 years from the date of project completion.

14. **GOALS FOR WOMEN AND MINORITIES IN CONSTRUCTION:** Department of Labor regulations set forth at 41 C.F.R. part 60-4 establish goals and timetables for the participation of minorities and women in the construction industry. Those regulations apply to all federally assisted construction contracts in excess of \$10,000. The Recipient shall comply with those regulations and shall obtain compliance with 41 C.F.R. part 60-4 from contractors and subcontractors employed on the project by including such notices, clauses, and provisions in the Solicitations for Offers or Bids as required by 41 C.F.R. part 60-4. The goal for the participation of women in each trade area shall be as follows: from April 1, 1981 until further notice: 6.9 percent.

All changes to this goal, as published in the Federal Register in accordance with the Office of Federal Contract Compliance Programs regulations at 41 C.F.R. § 60-4.6, or any successor regulations, shall hereafter be incorporated by reference into these Special Award Conditions.

Goals for minority participation shall be as prescribed by Appendix B-80 of the Federal Register notice published October 3, 1980 at 45 FR 65984-65991, or any subsequently published amendments. The Recipient shall include the "*Standard Federal Equal Employment Opportunity Construction Contract Specifications*" (or cause them to be included, if appropriate) in all Federally-assisted contracts and subcontracts. The goals and timetables for minority and female participation may not be less than those published pursuant to 41 C.F.R. § 60-4.6. The minority participation rate is 19.2%.

15. **PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. §§ 200.317–200.326.
16. **EVIDENCE OF GOOD TITLE:** Prior to the initial disbursement of funds by EDA, the Recipient shall provide an opinion of counsel, satisfactory to EDA, that the Recipient has acquired good and marketable title to land, free of all encumbrances, to all real property necessary for completion of the project, as well as any necessary rights-of-way, easements, State or local government permits, or long-term lease interests necessary for the completion of the project, in accordance with 13 C.F.R. part 314.
17. **NONRELOCATION:** By accepting this Award of financial assistance, the Recipient attests that the EDA-funded project will not be used to induce the relocation or the movement of existing jobs from one Region to another Region by a primary beneficiary of the Award (see 13 C.F.R. § 300.3). In the event that EDA determines that its assistance was used for such purposes, EDA reserves the right to pursue all rights and remedies, including suspension of disbursements, termination of the Award for convenience or cause, and disallowance of any costs attributable, directly or indirectly, to the relocation.

For purposes of ensuring that EDA assistance will not be used for relocation purposes, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project. EDA considers an employer to be a "primary beneficiary" if the applicant estimates that such employer will create or save 100 or more permanent jobs as a result of the investment assistance and specifically names the employer in its application to EDA. In smaller communities, EDA

may consider a primary beneficiary to be an employer of 50 or more permanent jobs so identified.

- 18. PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such a form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010.

At this time, all Awards for construction assistance require Recipients to report actual job creation/retention and private investment leverage at three (3), six (6), and nine (9) years after an EDA investment. The Recipient must retain sufficient documentation so that they can submit these required reports. Failure to submit these reports may adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document. EDA staff will contact the Recipient in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted. The Recipient must ensure adequate and sufficient records are kept to support the methodology for computing initial job creation/retention and private investment estimates and all subsequent actual performance data, and must make this information available at EDA's request, including in the event of an audit or performance site visit.

- 19. REAFFIRMATION OF APPLICATION:** Recipient acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient, or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient hereby reaffirms and states that:

- i. All data in the application and documents submitted with the application are true and correct as of the date the application was submitted and remain true and correct as of the date of this Award;
- ii. The application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and
- iii. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the application.

The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.

- 20. U.S. ARMY CORPS OF ENGINEERS PERMITTING CLEARANCE:** Prior to advertisement for bids, the Recipient shall provide a copy of a valid Section 404 permit from the

US Army Corps of Engineers (USACE) and satisfactory evidence that any mitigation set forth by the permit has been completed. If no Section 404 permit is required, the Recipient shall provide written verification from USACE that no Section 404 permit is required.

21. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE

A. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph B of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
2. Reached its final disposition during the most recent five-year period; and
3. Is one of the following:

(a) A criminal proceeding that resulted in a conviction, as defined in paragraph E of this award term and condition;

(b) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(c) An administrative proceeding, as defined in paragraph E. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(d) Any other criminal, civil, or administrative proceeding if:

- (i) It could have led to an outcome described in paragraph B.3.(a), (b), or (c) of this award term and condition;
- (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
- (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph B of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

D. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph A of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

For purposes of this award term and condition:

1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
2. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
3. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
 - (a) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(b) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Update presentation regarding the 2016 COSADC contract Audit. (Presentation by Internal Auditor, Brandon Sanders)

Summary/History:

Due to difficulties and potential conflicts of interest with outside vendors, the 2016 COSADC grants were reviewed by the City's Internal Auditor.

The audit was conducted based on financial impact, as to say prior years were included due to payments within the fiscal year of 2016. There were a total of 38 contracts reviewed.

Per the conclusion of the Auditor, the findings were of no financial impact to COSADC or any of the Grantee's. The findings did include some documentation/ tracking related items but nothing that would affect the grant.

Financial Impact:

No fiscal/financial impact was reported.

Other Information/Recommendation:

Attachments:

Presentation:

Brandon Sanders

Approvals/Reviews:

Shannon Scott	Created/Initiated
Theresa James	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Michael Dane	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

Requestor: Shannon Scott, Economic Development Specialist, COSADC, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Project update presentation regarding Affordable Housing half cent sales tax funded projects. (Presentation by Bob Salas, Director of Neighborhood & Family Services)

Summary/History:

Since October 1st, 2018, 5 households have been assisted through Affordable Housing with COSADC half cent sales tax funds for a total of \$238,418.97.

Financial Impact:

Other Information/Recommendation:

Attachments:

- | | | |
|----|----------------------------|---------------------------------|
| 1. | Affordable Housing Numbers | Affordable Housing Numbers.docx |
|----|----------------------------|---------------------------------|

Presentation:

Approvals/Reviews:

Shannon Scott	Created/Initiated
Theresa James	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Michael Dane	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval

Silva	703 W. 19th	10.18.2018	\$ 46,107.44
Lett	108 W. 10th	02.16.2018	\$ 48,455.80
Cruz	1001 Culberson	01.19.2018	\$ 48,177.37
Valadez	414 Baker	02.23.2018	\$ 46,719.07
Lara. Garcia	113W 24th	03.29.2018	\$ 48,959.29
Barron	701 San Jacinto	TBA	\$ 48,000.00

Requestor: Shannon Scott, Economic Development Specialist, Economic Development, 325.653.7197

Meeting Date: April 25, 2018

Item type: Regular Item

Caption:

Consider approving and authorizing the Board President to execute a Memorandum of Understanding (MOU) in an amount not to exceed \$7,650 with Angelo State University to enable the assignment of up to two AmeriCorps VISTA members to perform services to help with the WRC Program as well as provide organizational support to COSADC staff. (Presentation by Shannon Scott, Economic Development Specialist)

Summary/History:

This MOU with ASU allows for two AmeriCorp VISTA members to be placed in San Angelo. The cost to COSADC will be \$3,825 per VISTA for a total of \$7,650, (\$3,075 in salary per Vista + \$750 for professional development per Vista). The main goal will be to help maintain and grow the Work Ready Community Program on a Regional level as well as assist the City of San Angelo Development Corporation (COSADC) staff with their daily duties. The VISTA members will office out of the CVWDB/Howard College suite at the Business Resource Center.

Financial Impact:

New project in the amount of \$7,650. Will require a Budget Amendment.

Other Information/Recommendation:

Attachments:

- | | |
|--|---|
| 1. 2018 COSADC-only VISTA RFP v3 | 2018 COSADC-only VISTA RFP v3.pdf |
| 2. 2018 VISTA Sub-site RFP FINAL | 2018 VISTA Sub-site RFP FINAL.pdf |
| 3. 18-461_COSADC_ASU_VISTA_MOU_REDLINE | 18-461_COSADC_ASU_VISTA_MOU_REDLINE.pdf |

Presentation:

Approvals/Reviews:

Shannon Scott	Created/Initiated
Michael Dane	Approved
Theresa James	Approved
Candice Blake	Approved
Tina Dierschke	Approved
Theresa James	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval



Concho Valley VISTA Placement Request for Project Proposals



About AmeriCorps VISTA

The Concho Valley VISTA Placement Project at Angelo State University requests proposals for one-year placements of AmeriCorps VISTA Members. VISTA (Volunteers in Service to America) is a federal anti-poverty program administered by the Corporation for National and Community Service. VISTA provides full-time volunteers (VISTAs) to support projects at nonprofit, grassroots organizations, and local government agencies that operate programs to help alleviate poverty in the United States.

Requirements to Host a Project

- Be a 501 (c)(3) nonprofit or a government agency; (Public, private, or faith-based nonprofit organizations, local, state, or federal agencies)
- Share in the administrative cost of the program at \$3,075 per VISTA member per year.
- Have at least one full-time staff member (paid or unpaid) with the capabilities to supervise full-
- Provide a professional work environment and regular direct supervision for its VISTA member(s)
- Develop a project concept designed to alleviate poverty within the community
- Plan for the eventual sustainability of the VISTA's work and for integrating of the functions into the organization

What can VISTAs do for your organization?

The primary role of VISTA is to help build a sustainable program. Hence, VISTAs do not perform direct services such as tutoring, teaching, counseling, driving clients, painting, manual labor, or clerical work. Instead of tutoring youth, for example, VISTAs may help create or expand a tutoring program by recruiting community volunteers to tutor or by obtaining funding for the program.

Below are some **examples** of the natural progression in the types of service performed by a VISTA; this not meant to be an exhaustive list of allowed activities.

Acceptable Service Categories	Types of Capacity Building Activities	Types of Sustainability Activities
Recruit volunteers	Develop forms, write volunteer 'job descriptions'	Develop volunteer handbook
Train direct service providers	Write training curriculum or train the trainer curriculum	Develop training manual
Coordinate projects	Develop procedures and strategic plans	Develop procedural guide or volunteer management system
Marketing	Develop press kits, media database	Secure media partners, develop schedule/procedure for staffing
Organize fundraising events	Grant writing; develop database	Create planning guides/time lines
Organize task forces/ coalitions	Develop infrastructure of task force/coalition	Implement schedule and communication expectations
Conduct outreach	Design brochures, attend community events, deliver presentations	Create mechanism for project evaluation

*Proposals are continually accepted and the timing of awards is based on budget availability and the national CNCS training schedule.



Concho Valley VISTA Placement Project Proposal



Concho Valley VISTA Placement Staff will evaluate your proposal and select projects that have clear goals and objectives, are feasible to complete, include activities that provide valuable experience for the development of VISTA members, promise the most impact on alleviating problems of poverty, have the most potential to impact the agency and the community, and projects that have the greatest potential to be sustained beyond the service of the VISTA.

Section 1: Organizational Information

Organization Name: _____ FEIN: _____

Phone number: _____ Fax: _____

Website: _____

Agency physical address: _____

Agency mailing address (if different): _____

What is your geographic service area? _____

VISTA Site Supervisor: _____

Site Supervisor email: _____

Agency Mission Statement: _____

Section 2: Project Goals

1. What are the goals of your proposed project? List

- A) _____
- B) _____
- C) _____

2. List the activities the VISTA member will perform to reach the project goals?

- A) _____
- B) _____
- C) _____
- D) _____

3. How does this project alleviate problems facing individuals and families in poverty?

4. How will completion of the project impact the community?

5. How will the project impact your agency's ability to address poverty?

6. How will your agency ensure that the changes created by the project are sustainable?

7. Please provide any additional information on the importance of this project for your agency and the community to assist us in the review of your proposal. (open ended)



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Phone number: _____ Fax: _____

Website: _____

Agency physical address: _____

Agency mailing address (if different): _____

What is your geographic service area? _____

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Site Supervisor email: _____

Agency Mission Statement: _____

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- A) _____
- B) _____
- C) _____

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- A) _____
- B) _____
- C) _____
- D) _____

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4. How will completion of the project impact the community?

5. How will the project impact your agency's ability to address poverty?

6. How will your agency ensure that the changes created by the project are sustainable?

7. Please provide any additional information on the importance of this project for your agency and the community to assist us in the review of your proposal. (open ended)

Memorandum of Understanding

**Memorandum of Understanding (MOU) By and Between
Angelo State University
And
City of San Angelo Development Corporation**

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the above entities from [project start date] through [project end date].

This document defines the responsibilities of **Angelo State University (ASU)** as the Project Sponsor and the **City of San Angelo Development Corporation (COSADC)** as the Project Host Site with respect to the assignment of up to [insert number of member(s) here] AmeriCorps VISTA member(s) to perform services to [insert brief statement of work here]. Community needs and project-related tasks are outlined in the Volunteer Assignment Description (VAD), which is incorporated herein by reference. The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and **Angelo State University**, CNCS Project Number **16VSWTX005**, which is incorporated herein by reference, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Understanding (MOU).

1. As the Project Sponsor, **Angelo State University** will:
 - a. Serve as the Fiscal Agent and overall administrator for the grant and provide overall supervision of the grant, provide assistance to the Project Host Sites and VISTA members in support of grant implementation, and be the liaison between Project Host Sites, VISTA members and the Corporation for National and Community Service.
 - b. Comply with the provisions of the Memorandum of Agreement between the Corporation for National & Community Service and ASU.
 - c. Assign VISTA placements (as specified on page 1, paragraph 2) to the Project Host Site for the duration of this Memorandum of Understanding subject to the availability of funding and recruitment/training deadlines for VISTA Pre-Service Orientation (PSO) set forth by the CNCS.
 - d. Assist the Project Host Site with the development of VISTA member work plans and assignment descriptions. Provide final approval of all VISTA work plans and assignment

Funded by the Corporation for National and Community Service and AmeriCorps VISTA, and created by Education Northwest and Bank Street College of Education.

Adapted from: *Florida Campus Compact Sample MOU*
<http://www.americorpsvista.floridacompact.org/resources/2013-DraftMOU.pdf>

descriptions prior to VISTA candidates attending Pre-Service Orientation and beginning their term of VISTA service.

- e. Assist with the recruitment, screening, interviewing, and selection of VISTA candidates when requested by the Project Host Site.
 - f. Transfer VISTA member(s) from one placement to another to comply with terms and provisions of the grant or upon the request of the VISTA member with the approval of CNCS. In this scenario, Project Host Sites will be given 14 days' notice.
2. The Project Host Site will:
- a. Provide a Site Supervisor to provide day-to-day supervision of the activities of the VISTA member(s).
 - b. Recruit, screen, interview, select, and submit VISTA candidates to the Project Sponsor for approval and placement at PSO. The Project Sponsor will assist with candidate recruitment and selection upon request. VISTA candidate applications must be submitted to the **Angelo State University** for approval by the recruitment deadline, which is one week before the CNCS deadline. Final approval for all VISTA candidates to attend PSO is subject to review and selection by the **Texas** CNCS office.
 - c. Submit a VISTA work plan for approval prior to the VISTA member's start date.
 - d. If applicable, submit a proposed budget detailing member mileage reimbursement, professional development, the project participation fee, and in-kind assistance.
 - e. Provide the VISTA member(s) individualized On-Site Orientation and Training at the beginning of their term of service.
 - f. Use the approved VISTA work plan as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
 - g. Ensure that VISTA members dedicate an average of 40 hours per week to their approved VISTA work plans and member descriptions to address the community needs identified in the approved Project Sponsor Application. **Angelo State University** will track VISTA member's personal and sick leave on a monthly basis on the VISTA Leave Report Form. Project Host Sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.
 - h. Schedule regular meetings (preferably weekly) with the VISTA member(s) to discuss the project and other concerns.
 - i. Provide adequate working space, materials, supplies, and access to a phone and computer to permit the VISTA member to perform his/her assigned duties.
 - j. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the Project Host Site's existing policies and procedures. Ensure the Form V-81 ("Use of Vehicles and Public Transportation Form") is completed in My AmeriCorps.

- k. Allow the VISTA member to participate in scheduled professional development and training opportunities, site visits, and conference calls. It is recommended that Project Host Sites budget \$750 in professional development and training funds for their VISTA member. The VISTA member will be required to attend a training identified by the **Angelo State University** Project Director for the purposes of completing In-Service Training (IST) requirements as set forth by CNCS.
- l. Allow the VISTA member to participate in disaster relief/emergency response efforts as directed by CNCS.
- m. Allow the VISTA member to participate in Days of Service (e.g., MLK Day of Service, National Volunteer Week, Make A Difference Day) should activities be organized by **Angelo State University** or in the community where the VISTA member is serving.
- n. Inform **Angelo State University's** Project Director of any changes in status of the VISTA and other concerns related to the VISTA Project.
- o. The Project Host Site agrees to provide project updates via quarterly Project Progress Reports (PPR) with VISTA member input. Updates are due according to the following schedule:

Reporting Periods and Due Dates*

January 1 – 31	February 5
February 1-28 (or 29)	March 5
March 1-31.....	April 5
April 1-30	May 5
May 1-31.....	June 5
June 1-30	July 5
July 1-31.....	August 5
August 1-31.....	September 5
September 1-30	October 5
October 1-31.....	November 5
November 1-30.....	December 5
December 1-31	January 5

*If the 5th of the month falls on a weekend, the monthly report will be due on the next business day (e.g. if the 5th falls on a Saturday, the report will be due on Monday the 7th).

3. Joint Responsibilities

Both parties to the Memorandum of Understanding shall:

- a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the

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Project Sponsor nor the Project Host Site shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries. Normal, office work duties and related travel to and from work or local meetings are deemed by the parties to comply with this requirement.

- b. Ensure that persons selected as VISTA members are not related by blood or marriage to Project Host Site staff, Project Sponsor staff, officers or members of the Project Host Site's or the Project Sponsor Site's boards of directors, or responsible program staff at CNCS.
- c. Document any performance or behavior issues and immediately report them to **Angelo State University**. The **Angelo State University** Project Director will report such incidences to the state CNCS office and resolve them in accordance with rules governing the grant. This is necessary to provide VISTA members due process. Neither the Project Sponsor nor the Project Host Site has the discretion or authority to dismiss or separate a VISTA member from service; CNCS is the sole authority that can terminate a VISTA member's term of service.

4. Site Support Payment

- a. The Project Host Site shall provide a site support payment of **\$3,075** per VISTA member to support the costs associated with the Project Sponsor's participation in the program.
- b. The Project Host Site shall remit payment to the Project Sponsor according to the following schedule:
 - i. \$1,075 upon execution of this MOU;
 - ii. \$1,000 on or before [insert date-3 months into project]; and
 - iii. \$1,000 on or before [insert date-6 months into project].
- c. Each payment shall be delivered to the following address on or before the scheduled due dates:

Angelo State University
Office of the Controller
Attn: VISTA Program Site Support
ASU Station #11034
San Angelo, TX 76909

5. Non-Discrimination & Sexual Harassment

- a. No person with responsibilities in the operation of the project shall discriminate against any VISTA member, member of the staff of, or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.

- b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As a recipient of federal financial assistance from CNCS, the Project Sponsor and Project Host Site are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
 - i. Acts of “quid pro quo,” sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Project Sponsor or Project Host Site, their agents, or supervisory employees should have known of the acts.
 - ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile, or offensive service environment.
 - iii. Acts of sexual harassment toward fellow AmeriCorps VISTA members or non-employees, where the Project Sponsor or Project Host Site, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

6. Legal Restrictions

VISTA members should work to emphasize the mobilization of local human, financial, and material resources, the transference of skills to community residents, and the expansion of the capacity of the low income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The Project Host Site agrees that no VISTA member assigned under this MOU shall participate in:

- a. Partisan and non-partisan political activities, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

The Project Host Site further agrees not to:

- e. Carry out projects (related to VISTA) resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities or providing voters transportation to the polls.

- f. Assign VISTA members to activities that would result in the hiring or displacement of employed workers, filling-in for absent employees or supervisors, or impairing existing contracts for services.
- g. Approve the involvement of any VISTA member assigned to it in planning, initiating, participating in, or otherwise siding or assisting in any demonstrations whatsoever.
- h. Accept, or permit the acceptance of, compensation from the VISTA members or from beneficiaries for the service of the VISTA members.

7. Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and Project Host Site.

8. Termination

- a. **Angelo State University** will use the above provisions to determine continued eligibility of the **COSADC** to be a Project Host Site. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the VISTA member placed at your site. In this case, **Angelo State University** will provide 14 days' notice of termination of and/or VISTA removal/transfer from the project.
- b. Either party may terminate this MOU at any time, with or without cause and without penalty, by giving the other party thirty (30) days' written notice of its intent to terminate the MOU.
- c. Any termination of the Memorandum of Understanding between **Angelo State University** as the Project Sponsor and the Corporation for National & Community Service will result in the immediate termination of this Memorandum of Understanding.

9. Independent Contractor

Nothing in this MOU is intended nor shall be construed to create an employer/employee relationship between contracting parties. The sole interest and responsibility of the parties is to ensure that services covered by this MOU shall be performed and rendered in a competent, efficient, and satisfactory manner.

10. Records Retention

Project Host Site will retain project records for a period of no less than three (3) years following the submission and acceptance of the final quarterly report.

Signatures for MEMORANDUM OF UNDERSTANDING between **Angelo State University** and the **CITY OF SAN ANGELO DEVELOPMENT CORPORATION**.

Signature: _____

Edward Carrasco
President

Angelo State University

Signature: _____

Susan E. Keith, Ph.D.
Dean, College of Graduate Studies &
Research

Date: _____

APPROVED FOR RISK

Charles Hagen, Risk Manager

Date: _____

APPROVED AS TO FORM

Dan T. Saluri, Deputy City Attorney

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Adapted from: *Florida Campus Compact Sample MOU*
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Requestor: Bryan Kendrick, City Clerk, Accounting,

Meeting Date: April 25, 2018

Item type: Consent Item

Caption:

Announcements and consideration of Future Agenda Items

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

Bryan Kendrick	Created/Initiated
Michael Dane	Approved
Theresa James	Approved
Tina Dierschke	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval