CITY OF SAN ANGELO TEXAS
Development Corporation

Agenda
05/23/2018

Notice is hereby given of a regular meeting of the City of San Angelo Development Corporation (COSADC) to be held on May 23, 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 April 25, 2018 minutes
   b. Consider approving the necessary Corporation disbursements
   c. Consider approving the April 2018 Financial Statements
5. **Regular Agenda**
   a. Update regarding Ports to Plains Congressional trip to Washington DC on April 16th-20th - (Presentation by Brenda Gunter, Mayor and John Bariou, Director COSADC Board)
   b. Consider approving the FY 2018-2019 Budget - (Presentation by Tina Dierschke, Director of Finance)
   c. Public Hearing regarding the use of sales and use tax funds in an amount not to exceed $7,650 for a Memorandum of Understanding (MOU) 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)
   d. Presentation of the Chamber of Commerce 1st Quarter Report, January - March 2018- (Presentation by Michael Looney, Vice President of Economic Development)

e. Consider a resolution authorizing the use of sales and use tax proceeds for economic development promotional purposes pursuant to Texas Local Government Code, Chapter 505, for designing and executing an advertising campaign promoting the Business Retention & Expansion Program, and authorizing the Board president to negotiate and execute a request for such services under the Advertising Agency Agreement by and between the City of San Angelo and McLaughlin Advertising, not to exceed $30,000 - (Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

6. Closed Session

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

a. Section 551.087 to discuss 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 (2) consult with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter—regarding the Replacement Economic Development Agreement with Hirschfeld Energy Systems, LLC, et al.

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 17th day of May 2018, at 4:35 p.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.

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

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

Meeting Date: May 23, 2018

Item type: Consent Item

Caption:

Consider approving the April 25, 2018 minutes

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1. COSADC Minutes 04252018 — COSADC Minutes 04252018.pdf

Presentation:

Approvals/Reviews:

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

City of San Angelo, Texas
Development Corporation Meeting
Wednesday, April 25, 2018

Present:
Todd Kolls-First Vice President
John Bariou – Director
Elizabeth Grindstaff – Director
Oscar Casillas – Director
Dr. David Cummings – Director

1. Call to Order

With a quorum of the City of San Angelo Development Corporation Board Members present, First Vice President Todd Kolls called the regular session of the City of San Angelo Development Corporation meeting to order at 8:32 a.m. on Wednesday, April 25, 2018 in the San Angelo McNease Convention Center, 501 Rio Concho Drive, San Angelo, TX 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.

There was No Public Comment

4. Consent Agenda

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

b. Consider approving the necessary Corporation disbursements

Motion: **Director Bariou made a motion, seconded by Director Grindstaff to approve the Consent Agenda as presented. The motion carried unanimously five (5) ayes to zero (0) nays**

5. Regular Agenda

a. Update presentation regarding the Chadbourne street pedestrian corridor project. (Presentation by Assistant City Manager, Rick Weise)
No action taken on this item

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

No action taken on this item

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

Director Bariou made a motion seconded by Director Grindstaff to approve the March 2018 Financial Statements as presented. The motion carried unanimously five (5) ayes to zero (0) nays

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

No action taken on this item

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)

First Vice President Kolls opened the Public Hearing. No public comment. First Vice President Kolls closed the Public Hearing

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)

Director Bariou made a motion seconded by Director Grindstaff to approve the Economic Development Administration (EDA) grant in the amount of $1,250,000 for infrastructure improvements for Phase 2 of the San Angelo Business & Industrial Park as presented. The motion carried unanimously five (5) ayes to zero (0) nays

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

No action taken on this item

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

No action taken on this item

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)

Director Grindstaff made a motion seconded by Director Dr. Cummings to approve the MOU as presented. The motion carried unanimously five (5) 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:

No Executive Session

7. Follow Up and Administrative Issues

a. Announcements and consideration of Future Agenda Items

The FY 2018-2019 final budget and board workshop will be presented at the May 23, 2018 meeting

8. Adjournment

At 10:11 a.m., Director Bariou made the motion seconded by Director Dr. Cummings, 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.)

THIS PAGE INTENTIONALLY LEFT BLANK

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Consent Item

Caption:

Consider approving the necessary Corporation disbursements

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1. Disbursement 05-23-2018 — Disbursement 05-23-2018.pdf

Presentation:

Approvals/Reviews:

Shannon Scott	Created/Initiated
Michael Dane	Approved
Dan Saluri	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

COSA	$	39,500.00	Engineering Serv. For Chadbourne St Design & sidewalks (Inv. 47749)	*Ck. 4257*
Chamber of Commerce		18,750.00	Marketing & Recruitment - April 2018 (Inv. 2018/4)	
DeCoty Coffee Company		15,168.18	Job Creation Incentive & 2017 Tax Rebate	*Ck. 4258*
Impact Data Source		6,078.00	Annual renewal license for Total Impact Model (Inv. 16245)	
McLaughlin Advertising		5,000.00	Air service marketing (Inv. 1662)	*Ck. 4265*
COSA		3,825.71	Reimburse for 2nd Qtr H T E Expenses: Electricity = $656.60; Admin. Cellular = $481.52; Admin Comm. = $2,290.41; Admin Office Supplies = $352.15; Admin. Postage = $45.03	*Ck. 4256*
Total for Board Consideration	**$**	**88,321.89**		
Dirt Doctor	$	725.00	Monthly general cleaning at BRC (Inv. 3250)	*Ck. 4272*
Angelo Awards		356.27	Awards and Plaques for Business Plan Comp. (Inv. 3777)	*Ck. 4253*
West Office Technology		350.00	IT service for Business Factory (Inv. F10210)	*Ck. 4263*
TEDC		350.00	Registration for Sales Tax Workshop for O. Casillas (Inv. 8210 & 8137)	*Ck. 4267*
COSA Utility Billing/Collections		203.28	Water & sewer billing for BRC and 3 meters at Industrial Park	*Ck. 4271*
House of Chemicals		183.34	Cleaning supplies (Inv. 552433)	*Ck. 4240*
Republic Services, Inc.		149.16	Trash services (Inv. 0691-000796593)	*Ck. 4261*
Clare's Heating & Air		148.00	Replace sensor to A/C (Inv. 3540)	*Ck. 4273*
Protection 1 Alarm		124.94	Montly Burglar & Fire Alarm Serv. (Inv. 122406587)	*Ck. 4262*
Nora Nevarez		119.62	Reimburse for meal purchased for Business Plan Competition	*Ck. 4234*
Mediajaw Hosting, LLC		74.85	Qtrly. Hosting and email for Business Factory (Inv. 7516)	*Ck. 4266*
Atmos Energy		62.02	Gas utilities at BRC From 04/07 to 05/03	*Ck. 4270*
Suddenlink		39.42	Emergency phone line - Elevator (Serv Date Apr 10 - May 09)	*Ck. 4250*
Suddenlink		39.42	Emergency phone line - Elevator (Serv Date May 10 - June 09)	*Ck. 4260*
Angleo Water Service		35.50	Water delivery and water cooler rental for BRC (Serv 0501 - 0531)	*Ck. 4251*
All About Signs		30.00	Coroplast sign - Big check for Business Plan Comp. (Inv. 28591)	*Ck. 4254*
Staples		21.71	Office supplies (Inv. 3375829308)	*Ck. 4264*
COSA Utility Billing/Collections		15.00	Water meter at BRC	*Ck. 4259*
FedEx		10.48	Overnight letter (Inv. 617787540)	*Ck. 4269*
Kirbo's Office Systems		10.08	Copies - Overage charge for Business Factory (Inv. 257657)	*Ck. 4252*
Total Routine Disbursements	**$**	**3,048.09**		
Total Economic Development Disbursements	**$**	**91,369.98**		

Ballot

COSA	$	7,321.93	Reimburse - W TX Water Partnership	*Ck. 1490*
COSA		1,831,217.00	Reimburse debt service - Water supply projects (Inv. 47964)	*Ck. 1489*
Total for Board Consideration	**$**	**1,838,538.93**		
Total Routine Disbursements	**$**	**-**		
Total Ballot Disbursements	**$**	**1,838,538.93**		

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

Grand Total Disbursements this Period	**$ 1,929,908.91**

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Consent Item

Caption:

Consider approving the April 2018 Financial Statements

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1. COSADC Stmts 1804 (002) COSADC Stmts 1804 (002).pdf

Presentation:

Approvals/Reviews:

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

City of San Angelo Development Corporation

Financial Information and Schedules
As of April 30, 2018

Contents

Executive Summary

Economic Development

- Balance Sheet
- Revenue & Expenditure Report
- Project Commitments

Ballot

- Balance Sheet
- Revenue & Expenditure Report
- Project Commitments

Transaction Detail by Account

2011 Bond Issue

Hickory Water Supply

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

City of San Angelo Development Corporation
Executive Summary
April 2018

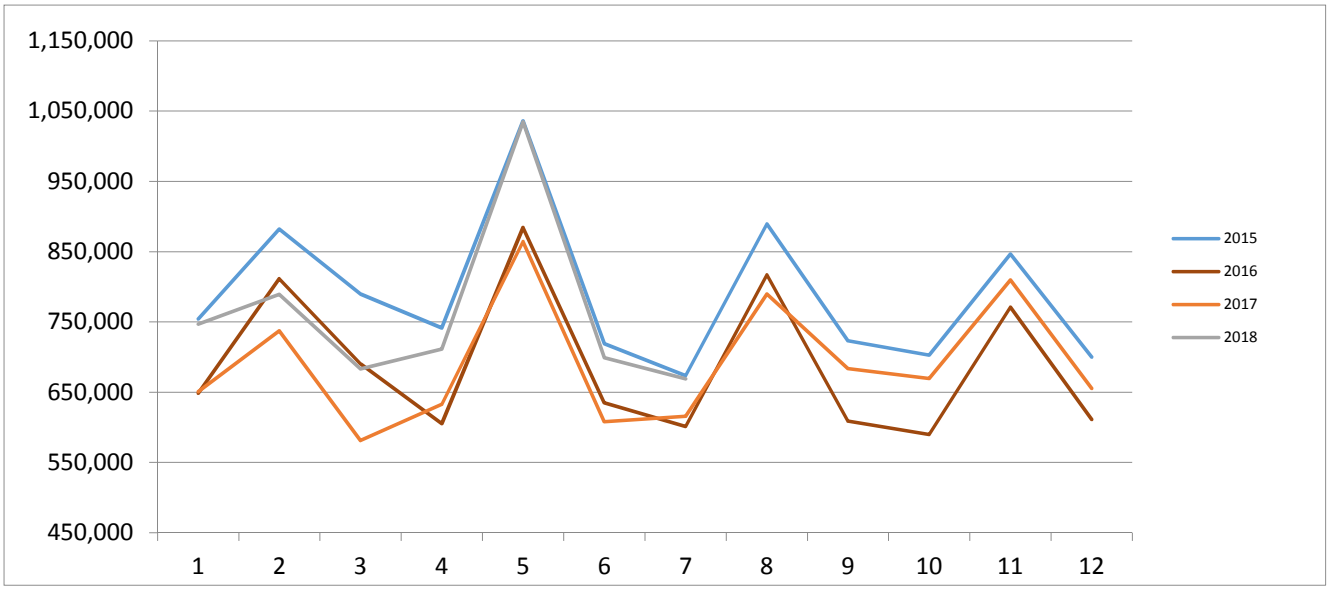
Available Fund Balances

Unrestricted Fund Balance-Economic Development	7,347,702
Unrestricted Fund Balance-Ballot	1,007,345

Sales Tax Analysis

Month	2015	2016	2017	2018	% Over/(Under)
Oct	754,116	648,367	650,926	747,063	14.77%
Nov	882,259	811,466	737,436	789,302	7.03%
Dec	789,859	690,231	581,382	683,012	17.48%
Jan	741,227	605,393	632,603	711,415	12.46%
Feb	1,035,939	884,468	864,339	1,034,662	19.71%
Mar	719,149	635,021	608,253	699,086	14.93%
Apr	673,524	601,420	615,673	669,034	8.67%
May	889,509	816,925	789,680		
Jun	723,051	608,947	683,530		
Jul	702,893	590,012	669,686		
Aug	846,650	771,109	809,685		
Sep	700,008	611,361	655,327		

Estimated Year to Date Sales Tax Budget	58.33%	=	4,958,333
excess/(shortage)			388,688



City of San Angelo Development Corporation
Balance Sheet - Economic Development
As of April 30, 2018

ASSETS	
Current Assets	
Checking/Savings	
101101 · Cash	123,483
103200 · Money Market	6,995,179
Total Checking/Savings	7,118,662
Accounts Receivable	
115000 · Sales Tax Receivables	383,264
Total Accounts Receivable	383,264
Other Current Assets	
117000 · Investments	7,727,855
Total Other Current Assets	7,727,855
Total Current Assets	15,229,781
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	17,846,650
LIABILITIES & FUND EQUITY	
Liabilities	
Current Liabilities	
201000 · Accounts Payable	9,789
Total Current Liabilities	9,789
Total Liabilities	9,789
Fund Equity	
Committed for Eco. Dev. Projects	7,200,576
Restricted for Fixed Assets	2,616,869
Assigned for Equipment Replacement	671,714
Unassigned Fund Balance	7,347,702
Total Fund Equity	17,836,861
TOTAL LIABILITIES & FUND EQUITY	17,846,650

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

	Budget	Month Actual	YTD Actual	Over/(Under) Budget	% of Budget
Revenues					
313000 · Income-Sales & Use Tax	2,380,000	196,225	1,497,166	(882,834)	63%
360000 · Interest on Investments	23,000	17,788	100,138	77,138	435%
363101 · Lease Income	74,965	14,638	45,201	(29,764)	60%
380000 · Miscellaneous Income	0	0	200	200	100%
392200 · Gain on Sale Assets	250,000	0	0	(250,000)	0%
Total Revenues	2,727,965	228,651	1,642,705	(1,085,260)	60%
Expenditures					
410000 · Administrative	139,674	234	32,438	(107,236)	23%
412000 · Partner Affiliations	76,197	234	57,667	(18,530)	76%
415000 · City Services	433,566	0	0	(433,566)	0%
415331 · Annual Report	1,200	240	240	(960)	20%
420000 · Industrial Park Ops & Maint	30,650	883	3,367	(27,283)	11%
432000 · Outside Legal Services	25,000	0	125	(24,875)	1%
440000 · Marketing-Chamber of Commerce	225,000	37,081	99,701	(125,299)	44%
440200 · Business Ret & Exp Prog	355,740	650	2,781	(352,959)	1%
445000 · Promotion (SADC Marketing)	10,300	0	1,300	(9,000)	13%
450000 · Business Resource Ctr	35,281	2,022	17,897	(17,384)	51%
452101 · Business Factory	94,373	5,850	33,450	(60,923)	35%
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	10,000	24,045	(35,955)	40%
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	0	173,241	(106,759)	62%
452140 · Project-Grant Works	4,000	0	4,000	0	100%
452141 · Project-Houston Harte	103,000	(5,000)	46,643	(56,357)	45%
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	31,612	0	0	(31,612)	0%
Total Expenditures	10,466,462	52,194	1,172,596	(9,293,866)	11%
Revenue Over/(Under) Expenditures	(7,738,497)	176,457	470,109	8,208,606	

City of San Angelo Development Corporation
Economic Development Projects
As of April 30, 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	24,045	24,045	35,955
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	46,643	51,643	56,357
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	923,630	4,004,974	7,200,576
Total Committed, Not Expended				7,200,576

City of San Angelo Development Corporation
Balance Sheet - Ballot
As of April 30, 2018

ASSETS	
Current Assets	
Checking/Savings	
101101 · Cash	2,420
103200 · Money Market	893,764
Total Checking/Savings	896,184
Accounts Receivable	
115000 · Sales Tax Receivables	980,652
115201 · Note Receivable	19,800
Total Accounts Receivable	1,000,452
Other Current Assets	
117000 · Investments	2,260,127
Total Other Current Assets	2,260,127
Total Current Assets	4,156,763
TOTAL ASSETS	4,156,763
LIABILITIES & FUND EQUITY	
Fund Equity	
Committed for Ballot Projects	308,295
Assigned for Debt Service	2,841,124
Unassigned Fund Balance	1,007,345
Total Fund Equity	4,156,763
TOTAL LIABILITIES & FUND EQUITY	4,156,763

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

	Budget	Month Actual	YTD Actual	Over/(Under) Budget	% of Budget
Revenues					
313000 · Income-Sales & Use Tax	6,120,000	504,578	3,849,855	(2,270,145)	63%
360000 · Interest on Investments	4,000	2,780	26,019	22,019	650%
Total Revenues	6,124,000	507,358	3,875,874	(2,248,126)	63%
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	0	285,353	0	100%
451200 · Project-Affordable Housing	357,674	0	238,800	(118,874)	67%
452123 · Project-W. Tx Water Partnership	200,000	4,540	10,580	(189,420)	5%
452126 · Project-Red Arroyo SW Basin	0	0	0	0	0%
452900 · Project-Future Projects	80,305	0	0	(80,305)	0%
Total Expenditures	6,197,624	4,540	537,200	(5,660,424)	9%
Revenue Over/(Under) Expenditures	(73,624)	502,818	3,338,674	3,412,298	

City of San Angelo Development Corporation
Projects
As of April 30, 2018

Project	Budget	Current Year Activity	Inception to Date	Remaining Budget
Ballot Projects:				
Water Supply Projects				
West Texas Water Partnership	601,313	10,580	411,892	189,421
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	10,580	1,952,897	189,421
Total Water Supply Projects				189,421
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				308,295
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				-

Economic Development

	Num	Name	Memo	Amount
313000 · Income-Sales & Use Tax (700-0000-313.00-00)				
	820	City of San Angelo	Adjustment to February Sales Tax Receivable	24,168.81
	821	City of San Angelo	Record April Sales Tax Recievable	172,055.97
Total 313000 · Income-Sales & Use Tax (700-0000-313.00-00)				196,224.78
360000 · Interest on Investments (700-0000-361.10-00)				
	822		Record Interest on Sec #3132X0KJ9	4,063.87
	822		Record Interest on Sec #3130A4GJ5	5,248.75
	824		Record Interest for April	233.89
	824		Record MM Interest for April	8,241.59
Total 360000 · Interest on Investments (700-0000-361.10-00)				17,788.10
363101 · Lease Income				
363102 · Airport Hanger Agreement				
	4	City of San Angelo	L-3 Hanger Lease Agreement FY18 2nd quarter Jan. 18 - Mar. 18	11,682.30
Total 363102 · Airport Hanger Agreement				11,682.30
363108 · Workforce Dev / Howard College				
	814	Concho Valley Workforce Commission	Annual BRC Rent	694.87
	815	Howard College (HC)	Annual BRC Rent	596.00
Total 363108 · Workforce Dev / Howard College				1,290.87
Total 363101 · Lease Income				12,973.17
363109 · Lease Income - Business Factory				
	813		Rent for the Month of April	366.00
	816	Earth Partners, LP	Rent for the Month of May	300.52
	817	West Texas Beacon	Rent for the Month of May	265.64
	818	OdomRD, Dietian Consultant	Rent for the Month of May	366.70
	819	Kirby Park Villas	Rent for the Month of May	366.00
Total 363109 · Lease Income - Business Factory				1,664.86
410000 · Administrative				
410530 · Admin-Communication				
	4228	Suddenlink	Acc 100001-8615-717221601 Service Period 04/01/18 - 04/30/18	-39.42
	4250	Suddenlink	Acc 100001-8615-721194301 Service Period 04/10/18 - 05/09/18	-39.42
Total 410530 · Admin-Communication				-78.84
410610 · Admin-Office Supplies (700-0000-411.06-10)				
	4232	Staples Advantage	Inv. 3372030113	-108.62
	4247	Angelo Awards	Inv 3647	-23.70
Total 410610 · Admin-Office Supplies (700-0000-411.06-10)				-132.32
410630 · Admin-Food				
	4226	Michael Dane	Reimbursement for Luncheon Meeting w/ Edward C. and Todd K.	-22.75
Total 410630 · Admin-Food				-22.75
Total 410000 · Administrative				-233.91
412000 · Partner Affiliations				
	4236	City of San Angelo (COSA)	March P-Card Reimbursment	-162.00
	4245	San Angelo Chamber of Commerce	Inv. 81567	-72.00
Total 412000 · Partner Affiliations				-234.00
415331 · Annual Report				
	4246	McLaughlin Advertising	Inv. 1600	-240.10
Total 415331 · Annual Report				-240.10
420000 · Industrial Park Ops & Maint				
420411 · Ind Park-Water/Sewer Utilities				
	4238	City of San Angelo Utility Billing	Acc 118947-187770 Service Period 02/27/18 - 04/02/18	-32.49
	4238	City of San Angelo Utility Billing	Acc 118947-187772 Service Period 02/28/18 - 04/02/18	-26.68
	4238	City of San Angelo Utility Billing	Acc 118947-187774 Service Period 02/28/18 - 04/02/18	-32.49
Total 420411 · Ind Park-Water/Sewer Utilities				-91.66
420413 · Ind Park-Electricity				
	4230	Liberty Power	Acc 95329064-832 Service Period 03/06/18 - 03/16/18	-16.06
Total 420413 · Ind Park-Electricity				-16.06
420000 · Industrial Park Ops & Maint - Other				
	4249	Pullig Contracting Co.	Inv. 1009	-775.00
Total 420000 · Industrial Park Ops & Maint - Other				-775.00
Total 420000 · Industrial Park Ops & Maint				-882.72
440000 · Marketing-Chamber of Commerce (700-0000-411.05-40)				
	4245	San Angelo Chamber of Commerce	Inv. 2018/3	-18,331.00
	4245	San Angelo Chamber of Commerce	Inv. 2018/2	-18,750.00
Total 440000 · Marketing-Chamber of Commerce (700-0000-411.05-40)				-37,081.00

	Num	Name	Memo	Amount
440200 · Business Ret & Exp Prog				
	4233	Lamar Companies	Acc. 288713-0 Service Period 04/02/18 - 04/29/18	-650.00
Total 440200 · Business Ret & Exp Prog				-650.00
450000 · Business Resource Ctr				
450010 · BRC-Water/Sewer Utilities				
	4238	City of San Angelo Utility Billing	Acc 171939-179340 Service Period 02/26/18 - 03/27/18	-88.07
	4238	City of San Angelo Utility Billing	Acc 186765-50710 Service Period 02/27/18 - 03/28/18	-11.25
Total 450010 · BRC-Water/Sewer Utilities				-99.32
450011 · BRC-Electricity				
	4230	Liberty Power	Acc 07502869-290 Service Period 03/13/18 - 03/16/18	-57.50
Total 450011 · BRC-Electricity				-57.50
450012 · BRC-Gas Utilities				
	4237	Atmos Energy	Acc 3036648466 Service Period 3/8/18 - 4/6/18	-59.45
Total 450012 · BRC-Gas Utilities				-59.45
450000 · Business Resource Ctr - Other				
	4229	Protection 1 Alarm Monitoring Inc.	Inv. 121872319	-93.71
	4239	Dirt Doctor of San Angelo	Inv. 3207	-543.75
	4240	House of Chemicals Inc	Inv. 552433	-137.51
	4241	Protection 1 Alarm Monitoring Inc.	Inv. 122186540	-67.50
	4243	Clare's Heating & Air Conditioning	Inv. 003750	-55.50
	4243	Clare's Heating & Air Conditioning	Inv. 003738	-264.00
	4244	MDK Services	Inv. 12496	-44.25
	4248	3D's Plumbing	Inv. 18-231959	-599.56
Total 450000 · Business Resource Ctr - Other				-1,805.78
Total 450000 · Business Resource Ctr				-2,022.05
452101 · Business Factory				
	4225	Nora Nevarez	Reimbursement - Purchase drinks for monthly Brown Bag Lunch Series	-22.70
	4227	HR Onboarding Solutions	FY17 - BPC 1st Place - Inv. 0008	-2,212.35
	4229	Protection 1 Alarm Monitoring Inc.	Inv. 121872319	-31.23
	4230	Liberty Power	Acc 07502869-290 Service Period 03/13/18 - 03/16/18	-19.17
	4231	West Office Technology	Inv. F10179	-350.00
	4234	Nora Nevarez	Reimburse for BPC box lunches	-119.62
	4235	Vincent P. Mangano	Inv. 2018	-2,500.00
	4237	Atmos Energy	Acc 3036648466 Service Period 3/8/18 - 4/6/18	-19.82
	4238	City of San Angelo Utility Billing	Acc 171939-179340 Service Period 02/26/18 - 03/27/18	-29.36
	4238	City of San Angelo Utility Billing	Acc 186765-50710 Service Period 02/27/18 - 03/28/18	-3.75
	4239	Dirt Doctor of San Angelo	Inv. 3207	-181.25
	4240	House of Chemicals Inc	Inv. 552433	-45.83
	4241	Protection 1 Alarm Monitoring Inc.	Inv. 122186540	-22.50
	4242	Canon Financial Services, Inc.	Inv. 18501500	-171.32
	4243	Clare's Heating & Air Conditioning	Inv. 003750	-18.50
	4243	Clare's Heating & Air Conditioning	Inv. 003738	-88.00
	4244	MDK Services	Inv. 12496	-14.75
Total 452101 · Business Factory				-5,850.15
452119 · Project-Air Service Marketing				
	4246	McLaughlin Advertising	Inv. 1633	-5,000.00
	4246	McLaughlin Advertising	Inv. 1632	-5,000.00
Total 452119 · Project-Air Service Marketing				-10,000.00
452141 · Project-Houston Harte				
	823		Reimbursement from First Title Company for Houston Harte	5,000.00
Total 452141 · Project-Houston Harte				5,000.00
TOTAL				**176,456.98**

Ballot

313000 · Income-Sales & Use Tax				
	269	City of San Angelo	Adjustment to February Sales Tax Recievable	62,148.39
	270	City of San Angelo	Record April Sales Tax Recievable	442,429.63
Total 313000 · Income-Sales & Use Tax				504,578.02
360000 · Interest on Investments				
	271		Record Interest on Sec #3132X0KJ9	1,080.27
	273		Interest on Note Recievable from ZP Kirby Park	50.00
	272		Record MM Interest for April	1,081.99
	272		Record Interest for April	567.46
Total 360000 · Interest on Investments				2,779.72
452123 · Project-W. Tx Water Partnership				
	1488	City of San Angelo (COSA)	Inv. 801018108	-2,290.00
	1488	City of San Angelo (COSA)	Inv. 801018104	-2,250.00
Total 452123 · Project-W. Tx Water Partnership				-4,540.00
TOTAL				**502,817.74**

THE CITY OF SAN ANGELO, TEXAS

Schedule of Revenues and Expenditures
Fiscal Year through April 30, 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		-	2,189	10,312	10,312	142,978	153,290
Total Revenues		-	2,189	10,312	10,312	18,321,925	18,332,237
EXPENDITURES:							
Airport Terminal Rehab	3925	-	-	-	-	500,000	500,000
Concho River	4119	327,650	6,286	39,899	(287,751)	8,272,352	8,312,251
Parks	6000	585,535	-	53,180	(532,355)	339,465	392,645
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	13,288	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	19,574	153,167	(896,910)	17,240,829	17,393,996
Revenue Over/(Under) Expenditures		**(1,050,077)**	**(17,385)**	**(142,855)**			
Ending Fund Balance		**31,018**		**938,240**			

*Preliminary

THE CITY OF SAN ANGELO, TEXAS

Schedule of Revenues and Expenditures
Fiscal Year through April 30, 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		-	4,522	26,975	26,975	520,568	547,543
C.O. Proceeds		666,552	-	665,303	(1,249)	119,333,447	119,998,750
Total Revenues		666,552	4,522	692,278	25,726	119,854,015	120,546,293
EXPENDITURES:							
Easements/Property Damage	4150	419,826	-	-	(419,826)	106,865	106,865
Engineering	4157	79,092	-	34,171	(44,921)	16,760,910	16,795,081
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	-	34,171	(2,425,679)	117,637,477	117,671,648
Revenue Over/(Under) Expenditures		**(1,793,298)**	**4,522**	**658,107**			
Ending Fund Balance		**423,240**		**2,874,645**			

*Preliminary

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

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Regular Item

Caption:

Update regarding Ports to Plains Congressional trip to Washington DC on April 16th-20th - (Presentation by Brenda Gunter, Mayor and John Bariou, Director COSADC Board)

Summary/History:

Mayor Brenda Gunter and Director John Bariou Jr. attended the annual Ports to Plains Congressional trip to Washington D.C. from April 16th-20th, 2018 and will be giving an update presentation on their visit.

Financial Impact:

N/A

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

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

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Regular Item

Caption:

Consider approving the FY 2018-2019 Budget - (Presentation by Tina Dierschke, Director of Finance)

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

1.	FY19 Budget Prep 5.23.18	FY19 Budget Prep 5.23.18.pptx
2.	Copy of COSADC 2018-19 Approved Budget Final (Autosaved)	Copy of COSADC 2018-19 Approved Budget Final (Autosaved).pdf

Presentation:

Tina Dierschke

Approvals/Reviews:

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

Fiscal Year 2019 Budget Prep

Presentation by

Director of Finance, Tina Dierschke

City of SAN ANGELO TEXAS Development Corporation

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**

City of San Angelo Texas Development Corporation

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

City of San Angelo Texas
Development Corporation

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**

City of San Angelo Texas Development Corporation

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)**

City of San Angelo Texas Development Corporation

Proposed Budget – Economic Development

Expense	Fiscal Year 2018 Amended	Fiscal Year 2019 Proposed	Increase/ (Decrease)
Administrative	155,574	120,191	(35,383)
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

City of San Angelo Texas Development Corporation

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	812,263	(102,149)
Total Expense	**2,727,964**	**2,535,894**	**(192,070)**

City of San Angelo Texas Development Corporation

Fiscal Year 2019 Budget Prep

Presentation by

Director of Finance, Tina Dierschke

City of SAN ANGELO TEXAS Development Corporation

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	16,000	-	16,000

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

Account	Description	Explanation	Proposed 2018-2019	Ballot	Eco Dev
		Ports to Plains - DC Board Congression Visits			
410590	**Admin-Training**	Board development: sales tax training, TEDC workshops, etc. Consultant Services/travel expenses for board training Conference and training registration fees	10,000	-	10,000
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

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

Account	Description	Explanation	Proposed 2018-2019	Ballot	Eco Dev
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 Srvcs**	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 $335 mo. N. Chadbourne - combined with BRC	-	-	-
		Kirbos Copier Rental	2,000	-	2,000
		Business Plan Competition	80,000		80,000
	Subtotal		7,686,840	5,963,209	1,723,630
452900	**Future Projects**		999,054	186,791	812,263
		Total Expenditures	**$ 8,685,894**	**$ 6,150,000**	**$ 2,535,894**

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

Account	Description	Explanation	Proposed 2018-2019	Ballot	Eco Dev
		Revenue Over/(Under) Expenditures	$ -	$ -	$ -

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Regular Item

Caption:

Public Hearing regarding the use of sales and use tax funds in an amount not to exceed $7,650 for a Memorandum of Understanding (MOU) 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 organizational duties. The VISTA members will office out of the CVWDB/Howard College suite at the Business Resource Center. The MOU was approved unanimously 5-0 by the COSADC Board on 4-25-18. Attached are the RFPs for each VISTA as well as a draft copy of the MOU.

Financial Impact:

New project in the amount of $7,650.

Other Information/Recommendation:

Attachments:

1.	2018+VISTA+Sub-site+RFP+FINAL	2018+VISTA+Sub-site+RFP+FINAL.pdf
2.	2018+COSADC-only+VISTA+RFP+v3	2018+COSADC-only+VISTA+RFP+v3.pdf
3.	18-461_COSADC_ASU_VISTA_MOU_REDLINE (003)	18-461_COSADC_ASU_VISTA_MOU_REDLINE (003).pdf

Presentation:

Shannon Scott

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

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-time
- 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: City of San Angelo Development Corporation (COSADC) **FEIN:** 75-2886539

Phone number: (325) 653-7197 **Fax:** (325) 653-7187

Website: http://www.cosatx.us/departments-services/economic-development

Agency physical address: 69 N Chadbourne St. San Angelo, TX 76901

Agency mailing address (if different):

What is your geographic service area? City of San Angelo, Tom Green County, Concho Valley

VISTA Site Supervisor:

Site Supervisor email:

Agency Mission Statement: to serve the community as an organization comprised of highly trained professionals leveraging resources to diversify the economy, expand the tax base, foster business growth and increase job opportunities.

Section 2: Project Goals

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

   A) Support existing project expansion of the Tom Green County initiative by achieving sustainable goals

   B) Expand the Work Ready Community initiative into 3-4 adjacent counties within the Concho Valley to create a Certified Work Ready Region

   C) Research and secure long-term funding sources to sustain the regional WRC initiative (approx $170k)

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

   A) Assist 4 county leadership teams with developing strategic and marketing plans, project calendars, and coordinating outreach events

   B) Organize and facilitate team meetings, stakeholder luncheons, employer site visits, and profiling opportunities

   C) Engage regional employers and educators to gain their support for the program, track metrics, and document best practices

   D) Research and build sustainable funding mechanisms/manage grants and contracts to ensure WRC tools (WorkKeys, NCRCs, Profiling) remains at no/low cost to participants

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

The WRC effort addresses poverty and low wages by providing foundational work skills assessments, training/re-training opportunities to close skills gaps, and job placement assistance to combat underemployment and promote higher wages. Expanding the initiative further into the 13-county Concho Valley region promotes economic vitality of residents. Research has shown that when individuals successfully complete WorkKeys Assessments to earn the National Career Readiness Certificate, they become more competitive in the job market. Their transferable skills are demonstrated more effectively to potential employers, which encourages employers to recognize their qualifications.

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

The Work Ready System creates an economic impact that attracts industry, strengthens a workforce within a region, and increases the gross domestic product within a community. Community leaders, ranging from local employers, educators, economic and workforce developers work together to help residents train, identify, and place themselves into the best-suited, career-enhancing jobs. In addition to the benefits that job seekers gain by earning the National Career Readiness Certificate, local employers experience increased employee satisfaction, productivity, and loyalty. Employers may also see reduction in turnover, costs, and waste.

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

The WRC initiative is directly aligned with the COSADC mission of improving opportunities and raising the quality of life for the citizens of San Angelo. Through the expanded program, COSADC is taking a leadership role within the region to improve the region's developed workforce and economic vitality. It can provide job seekers with resources that allow them to better market their workplace skills, and in turn, gain employment in a career that is a strong match with their skill sets. Additionally, this program affords COSADC the opportunity to work with regional businesses and schools on sourcing qualified candidates, which helps strengthen the region's and city's workforce, grow the West Texas economy and strengthen the lives of

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

COSADC will capture the project's best practices by establishing a project workflow, documenting client relations through case notes, and ensuring that all materials created during the project are uploaded to a shared drive. Staff will also stay abreast of the project's direction through weekly meetings, in addition to monthly regional Leadership Committee meetings. Fundamentally, the COSADC VISTA will be a liaison in cultivating a network of lasting relationships among our region's leaders, industry champions, and educational advocates; as well as serving as a project resource who provides mentorship, technical assistance and expertise to advance the program.

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)**

2017 proved to be a year of tremendous growth for the Tom Green County Work Ready Community Initiative.

In the short span of 10 months, Tom Green County achieved ACT Certification. 578 transitioning job seekers, 347 incumbent workers, and 272 students earned the National Career Readiness Certificate, and approximately 100 local businesses registered their support for the program.

This past November, the Tom Green County leadership team was awarded for their efforts at the ACT Workforce Summit in Austin. Not only was the team recognized for becoming the second county to earn Work Ready certification in the state of Texas, but they were also asked to present their best practices to audiences at the summit.

This year also brought a second year of Wagner-Peyser grant funding for the program. The Concho Valley Workforce Development Board was awarded $161,841.00 to continue certifying the skillsets of local job seekers, recruit employers to become stakeholders, and work with educators to build a better prepared workforce for the future.

These strides in project growth have demonstrated the need to incorporate a second AmeriCorps VISTA member for the Work Ready Community effort.

The second VISTA's responsibilities will focus on project managing the Work Ready regional efforts throughout the Concho Valley. He/She will work under the guidance of the leadership committee and will cross-train with the current COSADC VISTA on essential project duties that include, but are not limited to: employer and stakeholder engagement, event planning, marketing, workplace documentation, research, public speaking, and social media outreach.

Together, the Work Ready Community VISTAs will work together on cultivating the first ACT certified Work Ready Region in West Texas.

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: City of San Angelo Development Corporation (COSADC) **FEIN:** 75-2886539

Phone number: (325) 653-7197 **Fax:** (325) 653-7187

Website: http://www.cosatx.us/departments-services/economic-development

Agency physical address: 69 N Chadbourne St. San Angelo, TX 76901

Agency mailing address (if different):

What is your geographic service area? City of San Angelo, Tom Green County, Concho Valley

VISTA Site Supervisor:

Site Supervisor email:

Agency Mission Statement: to serve the community as an organization comprised of highly trained professionals leveraging resources to diversify the economy, expand the tax base, foster business growth and increase job opportunities.

Section 2: Project Goals

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

   A) Ensure COSADC maintains organizational capacity by providing operational support to the Executive Office Coordinator to COSADC

   B) Learn to navigate local municipal government by supporting the Tax Increment Reinvestment Zoning Project Coordinator

   C) Promote a strong and diverse local economy while stabilizing the public tax base by collaborating with the Business Retention and Expansion Coordinator

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

   A) Oversee marketing and outreach, including community-based cold calls, social media management, and liaising with COSA Public Information Officer

   B) Foster community organizing by coordinating event planning for Economic Development related projects

   C) Assist with economic development documentation, including but not limited to grant proposals, request for proposals, meeting minutes and resolutions

   D) Engage residents of distressed neighborhoods to craft development plans that support their needs

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

Since its inception in 1999, COSADC has been diligent in its allocation of half-cent sales tax funds to promote economic growth and sustainability for San Angelo and the region. Through job creation and retention, business recruitment and expansion, special project funding and various other activities, the development corporation has concentrated its efforts toward improving economic opportunities and enhancing the lives of the citizens to grow a better San Angelo. To that end, the COSADC VISTA will continue to focus on the promotion and development of business enterprises that help create or retain primary jobs to alleviate poverty.

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

The COSADC VISTA service is tied to making economic impact that attracts industry, strengthens a workforce within a region, and increases the gross domestic product within a community. Working with economic development partners, the COSADC VISTA will help retain, strengthen and diversify the job base of the community to ensure a vibrant business climate for San Angelo and the region. Additionally, the COSADC VISTA will help preserve the near- and long-term integrity of the economic and social investment within the City. Overall the project will serve the community by advancing the quality of life and encouraging economic development through projects that expand the tax and job base, foster business growth, attract

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

By incorporating VISTA service, COSADC will continue to be an organization that bridges local municipal government with its citizens and their needs. The COSADC VISTA project will include working with private sector partners to align public benefits (like job creation and redevelopment) with public incentives and investments. The VISTA will work with staff to understand the needs and opportunities of the people and what tools can best be deployed to fight poverty in the city.

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

Fundamentally the VISTA will serve as an ambassador for the City who helps COSADC cultivate a network of lasting relationships among San Angelo community leaders, industry champions, and educational institutions. The VISTA will serve as an economic development project resource who will keep COSADC Staff abreast of their project's direction through weekly review meetings, monthly board meetings, and project tracking.

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

AmeriCorps VISTA Program

Memorandum of Understanding
Angelo State University and City of San Angelo Development Corporation

This Memorandum of Understanding and Subrecipient Agreement (MOU) by and between Angelo State University, "Sponsor" or "ASU", and City of San Angelo Development Corporation, "Subrecipeint" or "COSADC", establishes a collaborative partnership between the above entities from [project start date] through [project end date] relating to ASU's Memorandum of Agreement with Corporation for National Community Service (CNCS), AmeriCorps VISTA Project pursuant to the Domestic Volunteer Service Act (42 U.S.C. §§ 4950 et seq.).

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 two 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**, fully executed and effective on August 25, 2017, 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.

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

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 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.

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

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).

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

p. While Sponsor shall maintain responsibility for the Subrecipient's proper use of VISTA members, the Subrecipient may be held financially responsible to CNCS for the inappropriate use of all such VISTA resources by the Subrecipient.

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 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

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

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.

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

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 is 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 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

Date: _____

APPROVED FOR RISK

_____
Charles Hagen, Risk Manager

Signature: _____

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

Date: _____

APPROVED AS TO FORM

_____
Dan T. Saluri, Deputy City Attorney

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

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Regular Item

Caption:

Presentation of the Chamber of Commerce 1st Quarter Report, January - March 2018- (Presentation by Michael Looney, Vice President of Economic Development)

Summary/History:

This presentation is in regards to the Chamber of Commerce's first quarter report (January through March, 2018), given by Vice President of Economic Development, Michael Looney.

Financial Impact:

N/A

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

Shannon Scott Created/Initiated

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

Requestor: Robert Schneeman, Economic Development Coordinator, COSADC, 325.653.7197

Meeting Date: May 23, 2018

Item type: Regular Item

Caption:

Consider a resolution authorizing the use of sales and use tax proceeds for economic development promotional purposes pursuant to Texas Local Government Code, Chapter 505, for designing and executing an advertising campaign promoting the Business Retention & Expansion Program, and authorizing the Board president to negotiate and execute a request for such services under the Advertising Agency Agreement by and between the City of San Angelo and McLaughlin Advertising, not to exceed $30,000 - (Presentation by Robert Schneeman, Business, Retention & Expansion Coordinator)

Summary/History:

At its meeting on April 25, 2018, the COSADC Board expressed an interest in promoting the BREP Program in a more widespread and aggressive fashion. Staff has discussed this with McLaughlin Advertising and they have put together a proposed program (see attached) in the amount of $30,000 for the current Fiscal Year carrying over into FY 2019. Attached is an outline of the proposed advertising media and a brief description of the proposed approach for each. Staff is recommending approval of moving forward with this proposal.

Financial Impact:

$30,000 from Account number 440-200

Other Information/Recommendation:

Attachments:

1.	18-XXX_COSADC_MCLAUGHLIN_BREP_ADV_RESO	18-XXX_COSADC_MCLAUGHLIN_BREP_ADV_RESO.pdf
2.	McLaughlin proposal outline	McLaughlin proposal outline.pdf

Presentation:

Robert Schneeman, Stephen McLaughlin, McLaughlin Advertising

Approvals/Reviews:

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

A RESOLUTION OF THE CITY OF SAN ANGELO DEVELOPMENT CORPORATION (COSADC) BOARD OF DIRECTORS, AUTHORIZING THE USE OF SALES AND USE TAX PROCEEDS FOR ECONOMIC DEVELOPMENT PROMOTIONAL PURPOSES PURSUANT TO TEXAS LOCAL GOVERNMENT CODE, CHAPTER 505, FOR DESIGNING AND EXECUTING AN ADVERTISING CAMPAIGN PROMOTING THE BUSINESS RETENTION & EXPANSION PROGRAM (BREP), AND AUTHORIZING THE BOARD PRESIDENT TO NEGOTIATE AND EXECUTE A REQUEST FOR SUCH SERVICES UNDER THE ADVERTISING AGENCY AGREEMENT BY AND BETWEEN THE CITY OF SAN ANGELO AND MCLAUGHLIN ADVERTISING, NOT TO EXCEED $30,000.

WHEREAS, The voters of the City of San Angelo on November 2, 20I0 approved the use of sales and use tax proceeds for the continued economic development projects authorized under Section 4B of the Development Corporation Act (Chapter 505 of the Texas Local Government Code), that authorizes expending up to but not more than ten percent (10%) of corporate revenues for economic development promotional purposes;

WHEREAS, the City of San Angelo Development Corporation (COSADC) administers the ongoing Business Retention & Expansion Program (BREP), with approval by the City of San Angelo City Council;

WHEREAS, the COSADC Board has determined that there is a need to increase public awareness of the BREP through an advertising campaign that will encourage local economic development ~~-~~;

WHEREAS, the City of San Angelo has entered into an exclusive Advertising Agency Agreement with Stephen McLaughlin, d/b/a McLaughlin Advertising (Agency Agreement) that includes advertising agency services upon request by boards and commissions appointed by City Council, such as the COSADC Board; and,

WHEREAS, the City of San Angelo Development Corporation desires to utilize the Agency Agreement for development of a proposed BREP advertising campaign and estimated costs;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SAN ANGELO DEVELOPMENT CORPORATION THAT:

The City of San Angelo Development Corporation Board of Directors offers this Resolution in support of City Council approval of the use of sales and use tax proceeds as authorized under Section 505.103, of the Texas Development Corporation Act, for promotion of the COSADC Business Retention and Expansion Program (BREP), and authorizing the Board President to negotiation and execution a request for development of an advertising campaign proposal and estimated costs under that certain Advertising Agency Agreement by and between the City of San Angelo and Stephen McLaughlin, dba McLaughlin Advertising, in an amount not to exceed $30,000.

PASSED, APPROVED, and ADOPTED on this the 23rd day of May, 2018.

CITY OF SAN ANGELO DEVELOPMENT CORPORATION

ATTEST: By:_____
Edward Carrasco, President

By: _____
Nora Nevarez, Corporate Secretary

APPROVED FOR CONTENT

Michael Dane,, Acting Director of Economic Development

APPROVED AS TO FORM

Dan T. Saluri, Deputy City Attorney

COSA DC BREP Awareness Campaign Board Notes

Objective :
Increasing applications by eligible local businesses for COSA-DC assistance in order to grow and retain jobs and increase San Angelo GDP.
To make multiple educational impressions on identified-eligible local businesses and encourage their application for assistance.

Sub-objective:
Taxpayer Awareness.
To make taxpayers of San Angelo aware that positive efforts are underway to utilize their tax dollars to help local businesses, and strengthen the local economy.

Budget: **$30,000** for May-Oct 6-month period. Billed monthly at approximately $6000 per month.

Media division:

Billboard campaign.

Continue the billboard efforts with modified art work with a more direct message and supported by other efforts.

Online advertising to include keywords, display ads, and video ads.

Text, display, and video ads delivered online based on keyword targeting. Targets: For Objective 1 Business owners in qualified categories. For Objective 2: Incidental, non-paid impressions to create top of mind awareness with the general population.

Cable Television:

Using attention grabbing visuals and a clear verbal message to educate potential beneficiaries and the public at large.

“Busboards”

Large billboard signs on the sides of city busses offered by CVCOG Transit. Two busses for 12 months display.

Radio:

Audio messaging to support billboard, online, and television imaging.

KLST News closed captioning (subject to availability):

Affordable method to reinforce our central message with exposure during each of the daily news casts.

Chamber of Commerce luncheon marketing.

To be negotiated with the COC. Possibly printed goods, spiff gifts, BREP signage viewable from the lunch line, prerecorded overview presented to the assembly, or a combination of the above. Educating a monthly audience of vested business owners and community leaders to help carry our message to all business owners.

Production:

We will use our $45 per hour rate (offered exclusively for the City of San Angelo contract under which COSA-DC is engaging our agency) when creating ads and support materials for the above.

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Executive Session Item

Caption:

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

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

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

Report to Board

CITY OF SAN ANGELO TEXAS
Development Corporation

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

Meeting Date: May 23, 2018

Item type: Executive Session Item

Caption:

Section 551.072 (2) consult with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter—regarding the Replacement Economic Development Agreement with Hirschfeld Energy Systems, LLC, et al.

Summary/History:

Financial Impact:

Other Information/Recommendation:

Attachments:

Presentation:

Approvals/Reviews:

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

Report to Board

CITY OF SAN ANGELO TEXAS Development Corporation

Requestor: Bryan Kendrick, City Clerk, Accounting,

Meeting Date: May 23, 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
Dan Saluri	Approved
Tina Dierschke	Approved
Becky Dunn	Approved
Bryan Kendrick	Final Approval