

**CITY OF SOUTH PADRE ISLAND
ECONOMIC DEVELOPMENT CORPORATION
NOTICE OF REGULAR MEETING**

Note: One or more members of the South Padre Island City Council may attend this meeting. If so, this statement satisfies the requirements of the Open Meetings Act

Notice is hereby given that the Economic Development Corporation Board of Directors of the City of South Padre Island, Texas, will hold its **Regular Meeting Tuesday, January 15th, 2019 at 9:00 a.m.** at the Paul Y. Cunningham Jr. City Hall, in the Joyce H. Adams Board Room, 2nd floor, 4601 Padre Blvd., South Padre Island, Texas. Following is the agenda on which action may be taken:

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Public Comments and Announcements**
This is an opportunity for citizens to speak to the Board relating to agenda or non-agenda items. Speakers are required to give their name before addressing their concerns. (Note: State law will not permit the Board to discuss, debate, or consider items that are not on the agenda. Citizen comments may be referred to staff or may be placed on the agenda of a future Board meeting)
- 4. Election of Officers for the 2019 calendar year:**
President
Vice-President
Secretary/Treasurer
- 5. Approve the Consent Agenda:**
 - 5a. Approve the Minutes from the Regular Meeting of December 18th, 2018**
 - 5b. Financial Report for EDC- December 2018**
 - 5c. Financial Report for Birding and Nature Center- December 2018**
 - 5d. Birding and Nature Center's Manager's Report and Naturalist's Report-December 2018**
- 6. Discussion and possible action regarding the Sand Dollars for Success revised procedures and guidelines with 2019 timeline**
- 7. Discussion and possible action regarding an update on the UTRGV Kauffman FastTrac Entrepreneurship Course**
- 8. Discussion and possible action regarding an update on the Art Business Incubator Program including:**
 - 8a. Job Description for the Art Business Incubator Program Coordinator and posting approval**

8b. Memorandum of Understanding between the EDC and Ridley Holdings LLC

8c. Lease agreement between the EDC and Ridley Holdings LLC for 2500 Padre Blvd., Suite 1

- 9. Discussion and possible action to approve the Executive Director attending the Community Development Institute training March 4-7**
- 10. Discussion and possible action regarding approval of the Economic Development Chapter of the City's Comprehensive Plan**
- 11. Discussion and possible action to schedule a workshop to discuss and prioritize the goals and strategies for the coming year as outlined in the Comprehensive Plan Implementation Matrix**
- 12. Adjournment**

We reserve the right to go into Executive Session regarding any of the items posted on this agenda, pursuant to Sections 551.071, Consultation with Attorney; 551.072, Deliberations about Real Property; 551.073, Deliberations about Gifts & Donations; 551.074, Personnel Matters; 551.076, Deliberations about Security Devices; and/or 551.086, 551.087 Deliberation regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1)

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Directors of the City of South Padre Island Economic Development Corporation is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the bulletin board at City Hall which will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 11th day of January 2019

S E A L

Darla Lapeyre, Executive Director

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact David Travis, ADA-designated responsible party, at (956)761-8104

**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Election of Officers for the 2019 Calendar year

BACKGROUND

Every year the Board elects the officers of the Corporation at their January meeting

RECOMMENDATIONS/COMMENTS

The Board will nominate and vote on each candidate one at a time until the officers are elected.

**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Approve the Consent Agenda

BACKGROUND

The consent agenda includes the minutes, financials, and Birding Center operating reports from the Manager and the Naturalist

RECOMMENDATIONS/COMMENTS

The Board can approve the consent agenda or pull items for further discussion before approval

**CITY OF SOUTH PADRE ISLAND
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS**

MINUTES
Regular Meeting
December 18th, 2018

1. CALL TO ORDER

A regular meeting of the Board of Directors of the City of South Padre Island Economic Development Corporation was held on Tuesday, December 18th 2018, at the Paul Y. Cunningham, Jr. City Hall, Joyce H. Adams Board Room, 2nd floor, 4601 Padre Blvd., South Padre Island, Texas. Vice-President Mickey Furcron called the meeting to order at 9:00 a.m. Other Board members present were Secretary/Treasurer Thomas Bainter, and Directors Gayle Hood, Jerry Pace, and Theresa Metty. President Irv Downing and Director Susan Guthrie were absent. Also present were EDC Executive Director Darla Lapeyre, South Padre Island Birding and Nature Center President Alita Bagley and Manager Cristin Howard, Mayor Dennis Stahl and City Council members Kerry Schwartz, Eva Jean Dalton, and Ken Medders Jr..

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS AND ANNOUNCEMENTS

Teebs Thorbjensen from the Native Plant Center announced the non-profit Washed Up Texas has found a home at the Native Plant Center. Washed Up Texas sculpts art pieces from plastic found on the beach.

4. Pursuant to TEXAS GOVERNMENT CODE, Section 551.087, Deliberations regarding economic development: an EXECUTIVE SESSION will be held to discuss:

a. Economic development venture associated with cruise lines

The Board convened into Executive Session at 9:05 a.m. and concluded the Executive Session at 9:45 a.m. No action taken.

5. APPROVE THE CONSENT AGENDA

5a. Approve the Minutes from Regular Meeting of November 13th, 2018

5b. Financial Report for EDC-November 2018

5c. Financial Report for Birding and Nature Center-November 2018

Upon a motion by Theresa Metty and a second from Tom Bainter, the consent agenda was unanimously approved.

6. PRESENTATION REGARDING THE SPI ART BUSINESS INCUBATOR PROJECT FROM COMMITTEE CHAIR JOANN EVANS

Mrs. Evans did a PowerPoint presentation to the Board outlining the SPI Art Business Incubator Project.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE MOVING FORWARD WITH THE SPI ART BUSINESS INCUBATOR PROJECT

Upon a motion from Tom Bainter and a second by Theresa Metty the Board unanimously approved moving forward with the SPI Art Business Incubator project as outlined in the previous agenda item.

8. DISCUSSION AND POSSIBLE ACTION ON A SEA TURTLE INC REQUEST TO CREATE A PARKING LOT CONNECTION BETWEEN THE SPI BIRDING AND NATURE CENTER AND SEA TURTLE INC.

Upon a motion from Theresa Metty and a second from Gayle Hood the Board unanimously voted to table the item and to put an item on a future agenda for a pedestrian walkway connection once the Sea Turtle Inc Board considers the Birding and Nature Center's request for a pedestrian connection rather than a driveway.

9. DISCUSSION AND POSSIBLE ACTION TO REIMBURSE THE BIRDING AND NATURE CENTER FOR INVOICES FOR HABITAT MAINTENANCE DONE THE PRIOR FISCAL YEAR

Upon a motion from Theresa Metty and a second by Gayle Hood the Board unanimously approved reimbursing the Birding Center in the amount of \$5,550 for habitat maintenance expenses incurred during the 2017-18 fiscal year and to use the BNC Cash Advance line item in the current fiscal budget for the reimbursement.

10. DISCUSSION AND POSSIBLE ACTION REGARDING THE ECONOMIC DEVELOPMENT CHAPTER OF THE CITY'S COMPREHENSIVE PLAN

The Board reviewed the most recent version of the chapter and implementation matrix. Ms. Lapeyre will work on completing the documents for the January Board meeting. No formal action was taken.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:56 a.m.

S E A L

Darla Lapeyre
Executive Director

APPROVED:

Mickey Furcron
Vice-President



Memo

To: South Padre Island Economic Development Corporation Board of Directors
From: Rodrigo Gimenez, Chief Financial Officer
City of South Padre Island
CC: Darla Lapeyre
Date: January 10, 2019
Re: December 31, 2018 Operating Statement

The December 31, 2018 Operating Statement for the South Padre Island Economic Development Corporation as well as the Balance Sheet as of December 31, 2018 are attached for your review. **Transactions summarized in the statements are those processed through the Finance Department of the City.**

The Birding and Nature Center sales are not reflected in these financial statements, since they took their bookkeeping in house in October of 2011.

Sales Tax amounts include the November tax collections sent to the State of Texas in December and distributed to local governments in January. This January allocation payment is accrued for financial statement presentation purposes in the December Operating Statement.

Please contact me at rgimenez@MYSPI.org at your earliest convenience should you have any questions.

City of South Padre Island
Economic Development Corporation
Balance Sheet
December 31, 2018/2017

Assets	2018		2017	
Cash and Cash Equivalents	\$	750,849	\$	816,702
BNC Facility Reserve Cash		62,471		-
Receivables - Sales Tax		39,822		37,866
Revolving Loan Receivable		32,262		43,502
Due From General Fund		-		-
Miscellaneous Receivables		-		-
Prepaid Expenses		-		-
Total Assets	\$	885,404	\$	898,070

Liabilities and Fund Balance				
Deferred Revenue	\$	32,263	\$	43,502
Accounts Payable		-		-
Sales Tax Payable		-		-
Payroll Taxes Payable		-		297
Wages Payable		328		-
Due to General Fund		-		-
Reserved for Encumbrances		-		-
Other Liabilities		-		318
Total Liabilities		32,591		44,117
Fund Balance		852,813		853,955
Total Liabilities and Fund Balance	\$	885,404	\$	898,070

City of South Padre Island
Economic Development Corporation
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
December 31, 2018/2017

	2018		2017	
	Budget	Actual	Actual	
Revenues				
Sales Tax	\$ 813,000	\$ 151,650	\$	146,322
Revolving Loan Revenue	11,581	2,852		2,740
Grant Revenue	-	-		-
Interest Revenue	1,194	3,312		552
BNC Expense Reimbursement	-	-		-
Miscellaneous Revenues	10	-		-
Total Revenue	825,785	157,814		149,614
Expenditures				
General Administrative Expenses	703,185	125,274		188,279
BNC Cash Advances	10,000	5,550		-
BNC Maintenance Expenses	45,000	43,527		42,987
BNC Facility Maintenance Reserve	97,600	35,129		-
Total Expenditures	855,785	209,480		231,265
Excess (Deficiency) of Revenues Over (Under) Expenditures	(30,000)	(51,666)		(81,651)
Fund Balance - Beginning	904,479	904,479		935,606
Fund Balance - Ending	\$ 874,479	\$ 852,813	\$	853,955

FUND :80 -ECONOMIC DEVELOPMENT CORP

SCHEDULE OF BUDGETED, ACTUAL AND ENCUMBERED EXPENDITURES

DEPARTMENT : DEPT 580 - EDC

NOTATION :

ACCOUNT NUMBERS	ACCOUNT DESCRIPTION	-- MONTH --		YEAR TO DATE		CURRENT MODIFIED BUDGET	UNENCUMBERED BALANCE	BUDGET PERCENT REMAINING
		EXPENDITURES	ENCUMBRANCES	EXPENDITURES	TOTALS			
580-0534-019	BUSINESS RECRUITMENT	0.00	0.00	1,295.00	1,295.00	0.00	(1,295.00)	0.00
580-0534-020	BNC LANDSCAPING PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-0540	ADVERTISING	300.00	0.00	2,458.00	2,458.00	3,500.00	1,042.00	29.77
580-0550	TRAVEL	500.00	0.00	2,178.32	2,178.32	6,000.00	3,821.68	63.69
580-0551	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00
580-0555	PROMOTIONS	500.00	0.00	1,825.00	1,825.00	3,000.00	1,175.00	39.17
580-0560	RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-0576	BEACH RENOURISHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-0599	PROMOTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1,404.37	0.00	8,109.82	8,109.82	28,300.00	20,190.18	71.34
<u>EQUIPMNT > \$5,000 OUTLAY</u>								
580-1001	BUILDINGS & STRUCTUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-1003	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-1004	MACHINERY & EQUIPMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-1011	INFORMATION TECHNOLO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>INTERFUND TRANSFERS</u>								
580-9470	TRANSFER TO EDC DEBT	32,554.16	0.00	97,662.56	97,662.56	390,650.00	292,987.44	75.00
580-9471	TRANSFER TO GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-9476-01	TSF TO BEACH NOURISH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-9483	TSF TO BNC FACILITY	0.00	0.00	97,600.00	97,600.00	97,600.00	0.00	0.00
		32,554.16	0.00	195,262.56	195,262.56	488,250.00	292,987.44	60.01
<u>SPECIAL PROJECTS</u>								
580-9175	ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-9178	DESIGNATED PROJECTS	1,750.00	0.00	1,750.00	1,750.00	200,452.00	198,702.00	99.13
580-9178-001	TOMPKINS CHANNEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580-9181	BNC CASH ADVANCE	5,550.00	0.00	5,550.00	5,550.00	10,000.00	4,450.00	44.50
		7,300.00	0.00	7,300.00	7,300.00	210,452.00	203,152.00	96.53
DEPARTMENT TOTAL		47,312.61	0.00	228,423.66	228,423.66	810,785.00	582,361.34	71.83

FUND :80 -ECONOMIC DEVELOPMENT CORP

SCHEDULE OF BUDGETED, ACTUAL AND ENCUMBERED EXPENDITURES

DEPARTMENT : BNC BUILDING FACILITY

NOTATION :

ACCOUNT NUMBERS	ACCOUNT DESCRIPTION	EXPENDITURES	ENCUMBRANCES	YEAR TO DATE EXPENDITURES	TOTALS	CURRENT MODIFIED BUDGET	UNENCUMBERED BALANCE	BUDGET PERCENT REMAINING
<u>REPAIR AND MAINTENANCE</u>								
583-0411	BUILDINGS & STRUCTUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS SERVICES</u>								
583-0520	INSURANCE	40,975.20	0.00	40,975.20	40,975.20	45,000.00	4,024.80	8.94
583-0580	ELECTRICITY	2,551.54	0.00	2,551.54	2,551.54	0.00	(2,551.54)	0.00
		43,526.74	0.00	43,526.74	43,526.74	45,000.00	1,473.26	3.27
DEPARTMENT TOTAL		43,526.74	0.00	43,526.74	43,526.74	45,000.00	1,473.26	3.27

FUND :82 -BNC FACILITY MAINTENANCE

SCHEDULE OF BUDGETED, ACTUAL AND ENCUMBERED EXPENDITURES

DEPARTMENT : BNC BUILDING FACILITY

NOTATION :

ACCOUNT NUMBERS	ACCOUNT DESCRIPTION	EXPENDITURES	ENCUMBRANCES	YEAR TO DATE EXPENDITURES	TOTALS	CURRENT MODIFIED BUDGET	UNENCUMBERED BALANCE	BUDGET PERCENT REMAINING
<u>REPAIR AND MAINTENANCE</u>								
583-0411	BUILDINGS & STRUCTUR	1,700.00	0.00	35,129.17	35,129.17	40,000.00	4,870.83	12.18
		1,700.00	0.00	35,129.17	35,129.17	40,000.00	4,870.83	12.18
<u>EQUIPMNT > \$5,000 OUTLAY</u>								
583-1001	BUILDINGS & STRUCTUR	0.00	0.00	0.00	0.00	57,600.00	57,600.00	100.00
		0.00	0.00	0.00	0.00	57,600.00	57,600.00	100.00
DEPARTMENT TOTAL		1,700.00	0.00	35,129.17	35,129.17	97,600.00	62,470.83	64.01

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

01/10/19

Balance Sheet

Accrual Basis

As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
\$\$BNC Operating 38458	27,334.16
Cash on Hand	
Cash Box	300.00
Clearing, In-transit	331.41
Kiosk Cash	1,600.00
Register Drawer	500.00
Total Cash on Hand	2,731.41
SPI BNC MMAcct 38415	13,624.98
Total Checking/Savings	43,690.55
Other Current Assets	
Inventory	
Birds Nest	33,804.23
Wine & Beer	680.26
Total Inventory	34,484.49
Inventory Asset	-311.23
Total Other Current Assets	34,173.26
Total Current Assets	77,863.81
Fixed Assets	
Accumulated Depreciation	-32,531.00
Boardwalk	40,750.00
Building Improvement	19,562.01
Entrance Gate	37,159.50
Furniture and Equipment	12,210.10
Landscape and Grounds	9,000.00
Total Fixed Assets	86,150.61
TOTAL ASSETS	164,014.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,949.30
Total Accounts Payable	9,949.30
Other Current Liabilities	
INSURANCE	
HEALTH	3,287.00
Total INSURANCE	3,287.00
Payroll Liabilities	
FIT and FICA-Medicare	4,388.36
Total Payroll Liabilities	4,388.36
Sales Tax Payable	1,174.88
Total Other Current Liabilities	8,850.24
Total Current Liabilities	18,799.54
Long Term Liabilities	
EDC Loan 270101	31,497.39
Entrance Gate Loan FNB 292226	7,354.77
Total Long Term Liabilities	38,852.16

3:22 PM

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

01/10/19

Balance Sheet

Accrual Basis

As of December 31, 2018

	<u>Dec 31, 18</u>
Total Liabilities	57,651.70
Equity	
Fund Balances	
Board Designated	<u>8,000.00</u>
Total Fund Balances	8,000.00
Unrestricted	94,519.15
Net Income	<u>3,843.57</u>
Total Equity	<u>106,362.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>164,014.42</u></u>

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

Profit & Loss Budget vs. Actual

01/10/19

October 1, 2018 through January 10, 2019

Accrual Basis

	Oct 1, '18 - ...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Admissions				
40150 · Admission Sales	0.00	0.00	0.00	0.0%
Admissions - Other	0.00	0.00	0.00	0.0%
Total Admissions	0.00	0.00	0.00	0.0%
ADMISSIONS INCOME				
DISCOUNT ADMISSIONS	264.00	1,000.00	-736.00	26.4%
EXTENDED PASS ADMISSIONS	5,760.00	10,000.00	-4,240.00	57.6%
GENERAL ADMISSIONS	44,417.00	226,510.00	-182,093.00	19.6%
GROUP ADMISSIONS	1,697.00	6,500.00	-4,803.00	26.1%
ADMISSIONS INCOME - Other	0.00	0.00	0.00	0.0%
Total ADMISSIONS INCOME	52,138.00	244,010.00	-191,872.00	21.4%
Building Rental	0.00	0.00	0.00	0.0%
BUILDING RENTAL INCOME	5,125.00	20,000.00	-14,875.00	25.6%
CONTRIBUTIONS				
CONTRIBUTIONS-GENERAL PUBLIC DESIGNATED	160.00	0.00	160.00	100.0%
JOJO	0.00	0.00	0.00	0.0%
MONARCH	1,675.00	0.00	1,675.00	100.0%
DESIGNATED - Other	0.00	0.00	0.00	0.0%
Total DESIGNATED	1,675.00	0.00	1,675.00	100.0%
DONATIONS				
ANNUAL MEMBERSHIP GIVING				
CORPORATE				
GREAT BLUE HERON	0.00	0.00	0.00	0.0%
GREAT EGRET	0.00	0.00	0.00	0.0%
CORPORATE - Other	0.00	5,000.00	-5,000.00	0.0%
Total CORPORATE	0.00	5,000.00	-5,000.00	0.0%
INDIVIDUAL				
REDDISH EGRET	1,500.00	0.00	1,500.00	100.0%
ROSEATE SPOONBILL	2,000.00	0.00	2,000.00	100.0%
SANDERLING	0.00	0.00	0.00	0.0%
INDIVIDUAL - Other	0.00	5,000.00	-5,000.00	0.0%
Total INDIVIDUAL	3,500.00	5,000.00	-1,500.00	70.0%
ANNUAL MEMBERSHIP GIVING - Other	0.00	0.00	0.00	0.0%
Total ANNUAL MEMBERSHIP GIVING	3,500.00	10,000.00	-6,500.00	35.0%
HALLO WINGS	12,574.30	20,000.00	-7,425.70	62.9%
SPECIAL EVENTS	0.00	10,000.00	-10,000.00	0.0%
SPOONBILL MINI GOLF TOURNAMENT	0.00	0.00	0.00	0.0%
SUMMER CAMP	0.00	1,000.00	-1,000.00	0.0%
W O W E	564.00	12,300.00	-11,736.00	4.6%
WEBSITE	0.00	0.00	0.00	0.0%
DONATIONS - Other	3,642.00	0.00	3,642.00	100.0%
Total DONATIONS	20,280.30	53,300.00	-33,019.70	38.0%
EVENT PARKING	0.00	25,000.00	-25,000.00	0.0%
PARKING GATE	0.00	10,000.00	-10,000.00	0.0%
CONTRIBUTIONS - Other	0.00	0.00	0.00	0.0%
Total CONTRIBUTIONS	22,115.30	88,300.00	-66,184.70	25.0%
GIFT SHOP INCOME				
CONSIGNMENT SALES	472.99	5,000.00	-4,527.01	9.5%
GIFT SHOP SALES	36,937.00	145,000.00	-108,063.00	25.5%
WINE & BEER SALES	273.80	0.00	273.80	100.0%

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

01/10/19

Profit & Loss Budget vs. Actual

Accrual Basis

October 1, 2018 through January 10, 2019

	Oct 1, '18 - ...	Budget	\$ Over Bud...	% of Budget
GIFT SHOP INCOME - Other	0.00	0.00	0.00	0.0%
Total GIFT SHOP INCOME	37,683.79	150,000.00	-112,316.21	25.1%
Gift Shop Sales				
40201 - Gift Shop Sales	0.00	0.00	0.00	0.0%
Gift Shop Sales - Other	0.00	0.00	0.00	0.0%
Total Gift Shop Sales	0.00	0.00	0.00	0.0%
Merchandise Sales	0.00	0.00	0.00	0.0%
Service Sales	0.00	0.00	0.00	0.0%
Shipping and Delivery Income	0.00	0.00	0.00	0.0%
Total Income	117,062.09	502,310.00	-385,247.91	23.3%
Cost of Goods Sold				
COST OF GOODS SOLD				
CONSIGNMENT	274.65	3,000.00	-2,725.35	9.2%
GIFT SHOP	16,437.49	72,500.00	-56,062.51	22.7%
WINE & BEER	156.88	0.00	156.88	100.0%
COST OF GOODS SOLD - Other	0.00	0.00	0.00	0.0%
Total COST OF GOODS SOLD	16,869.02	75,500.00	-58,630.98	22.3%
RETURNS, ALLOWANCES, BAD DEBTS	0.00	0.00	0.00	0.0%
Total COGS	16,869.02	75,500.00	-58,630.98	22.3%
Gross Profit	100,193.07	426,810.00	-326,616.93	23.5%
Expense				
BANK & CC FEES & CHARGES	0.00	0.00	0.00	0.0%
Cash Drawer Payouts	0.00	0.00	0.00	0.0%
OPERATIONS EXPENSES				
ADVERTISING & PROMOTION				
BOOTH RENT	56.00	650.00	-594.00	8.6%
GUIDES & DIRECTORIES	1,301.64	3,200.00	-1,898.36	40.7%
PHOTOGRAPHY & VIDEO	0.00	0.00	0.00	0.0%
PRINT	1,354.50	2,500.00	-1,145.50	54.2%
SOCIAL & INTERNET	100.00	150.00	-50.00	66.7%
ADVERTISING & PROMOTION - Other	0.00	0.00	0.00	0.0%
Total ADVERTISING & PROMOTION	2,812.14	6,500.00	-3,687.86	43.3%
BANK SERVICE CHARGES	0.00	0.00	0.00	0.0%
CREDIT FEES	3,950.64	18,000.00	-14,049.36	21.9%
DUES & SUBSCRIPTIONS	0.00	670.00	-670.00	0.0%
FUNDRAISING & EVENTS				
DESIGNATED REIMBURSEMENTS	0.00	0.00	0.00	0.0%
FEES & INCENTIVES & SUPPLIES	23.70	0.00	23.70	100.0%
GREAT TEXAS BIRDING CLASSIC	0.00	600.00	-600.00	0.0%
HALLO WINGS	1,553.65	2,000.00	-446.35	77.7%
JOJO	0.00	300.00	-300.00	0.0%
LETTERS & BROCHURES	0.00	2,000.00	-2,000.00	0.0%
MONARCH CELEBRATION	0.00	300.00	-300.00	0.0%
PHOTOGRAPHY WORKSHOP	0.00	0.00	0.00	0.0%
PLAQUES & BRICKS	216.25	1,200.00	-983.75	18.0%
SPECIAL EVENTS	259.50	2,000.00	-1,740.50	13.0%
SPOONBILL MINI GOLF TOURNAMENT	0.00	0.00	0.00	0.0%
SUMMER CAMP	0.00	300.00	-300.00	0.0%
W O W E	5,463.90	7,000.00	-1,536.10	78.1%
FUNDRAISING & EVENTS - Other	0.00	0.00	0.00	0.0%
Total FUNDRAISING & EVENTS	7,517.00	15,700.00	-8,183.00	47.9%
GIFT SHOP SUPPLIES	28.23	500.00	-471.77	5.6%
GRANT WRITING	0.00	5,000.00	-5,000.00	0.0%
INSURANCE				
DIRECTORS & OFFICERS	0.00	650.00	-650.00	0.0%

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

Profit & Loss Budget vs. Actual

01/10/19

Accrual Basis

October 1, 2018 through January 10, 2019

	Oct 1, '18 - ...	Budget	\$ Over Bud...	% of Budget
EVENT LIABILITY	0.00	1,300.00	-1,300.00	0.0%
HEALTH	1,151.01	3,000.00	-1,848.99	38.4%
WORKERS COMPENSATION	2,532.00	3,040.00	-508.00	83.3%
INSURANCE - Other	0.00	0.00	0.00	0.0%
Total INSURANCE	3,683.01	7,990.00	-4,306.99	46.1%
LEGAL & PROFESSIONAL	3,301.25	10,000.00	-6,698.75	33.0%
LOAN EXPENSE	446.45	2,810.00	-2,363.55	15.9%
LOCAL MEETINGS				
MEALS & SNACKS	245.00	800.00	-555.00	30.6%
VOLUNTEER APPRECIATION	0.00	600.00	-600.00	0.0%
LOCAL MEETINGS - Other	0.00	0.00	0.00	0.0%
Total LOCAL MEETINGS	245.00	1,400.00	-1,155.00	17.5%
MAINTENANCE & REPAIRS				
BUILDING	837.72	10,000.00	-9,162.28	8.4%
EQUIPMENT	85.46	0.00	85.46	100.0%
GROUNDS	2,253.32	15,000.00	-12,746.68	15.0%
HABITAT	163.23	13,000.00	-12,836.77	1.3%
MAINTENANCE & REPAIRS - Other	0.00	0.00	0.00	0.0%
Total MAINTENANCE & REPAIRS	3,339.73	38,000.00	-34,660.27	8.8%
OFFICE & PRINTING	346.50	1,200.00	-853.50	28.9%
PAYROLL SERVICE	280.36	710.00	-429.64	39.5%
POSTAGE & FREIGHT	0.00	500.00	-500.00	0.0%
SOFTWARE	342.08	1,400.00	-1,057.92	24.4%
SUPPLIES	169.37	6,000.00	-5,830.63	2.8%
TABC SALES EXPENSE	512.50	0.00	512.50	100.0%
TRAINING				
ANCA	130.00	1,500.00	-1,370.00	8.7%
OTHER	150.00	300.00	-150.00	50.0%
TRAINING - Other	0.00	0.00	0.00	0.0%
Total TRAINING	280.00	1,800.00	-1,520.00	15.6%
TRAVEL	729.56	4,000.00	-3,270.44	18.2%
OPERATIONS EXPENSES - Other	0.00	0.00	0.00	0.0%
Total OPERATIONS EXPENSES	27,983.82	122,180.00	-94,196.18	22.9%
POS Inventory Adjustments	0.00	0.00	0.00	0.0%
RENT	10.00	10.00	0.00	100.0%
SALARIES AND BENEFITS				
GIFT SHOP ATTENDANTS	0.00	0.00	0.00	0.0%
JANITOR	0.00	0.00	0.00	0.0%
MAINTENANCE	0.00	0.00	0.00	0.0%
MANAGER	0.00	0.00	0.00	0.0%
PAYROLL TAXES	0.00	0.00	0.00	0.0%
SALARIES AND BENEFITS - Other	0.00	0.00	0.00	0.0%
Total SALARIES AND BENEFITS	0.00	0.00	0.00	0.0%
SALARIES AND TAXES				
CONTRACT	1,068.00	0.00	1,068.00	100.0%
GIFT SHOP ATTENDANTS	9,686.45	39,000.00	-29,313.55	24.8%
JANITOR	5,542.36	20,500.00	-14,957.64	27.0%
MAINTENANCE	9,299.60	27,300.00	-18,000.40	34.1%
MANAGER	13,569.22	50,400.00	-36,830.78	26.9%
MEDICAL INSURANCE	0.00	0.00	0.00	0.0%
NATURALIST	10,500.00	40,950.00	-30,450.00	25.6%
PAYROLL TAXES	3,740.08	13,230.00	-9,489.92	28.3%
SALARIES AND TAXES - Other	0.00	0.00	0.00	0.0%
Total SALARIES AND TAXES	53,405.71	191,380.00	-137,974.29	27.9%
SERVICE CONTRACTS				

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

01/10/19

Profit & Loss Budget vs. Actual

Accrual Basis

October 1, 2018 through January 10, 2019

	Oct 1, '18 - ...	Budget	\$ Over Bud...	% of Budget
AIR CONDITIONING	2,645.97	5,000.00	-2,354.03	52.9%
BACKGROUND CHECKS	0.00	110.00	-110.00	0.0%
CLEANING SUPPLIES	260.11	2,800.00	-2,539.89	9.3%
DRINKING WATER	133.40	600.00	-466.60	22.2%
EBIRD TRAIL TRACKER	0.00	650.00	-650.00	0.0%
ELEVATOR	0.00	0.00	0.00	0.0%
INFORMATION TECHNOLOGY				
COMPUTER COPIER	5,961.54	19,500.00	-13,538.46	30.6%
KIOSK	295.31	3,600.00	-3,304.69	8.2%
INFORMATION TECHNOLOGY - Other	0.00	0.00	0.00	0.0%
Total INFORMATION TECHNOLOGY	6,256.85	23,100.00	-16,843.15	27.1%
KIOSK LEASE PURCHASE	0.00	0.00	0.00	0.0%
LAWN & GROUNDS	0.00	0.00	0.00	0.0%
LINENS MOPS MATS	0.00	0.00	0.00	0.0%
PARKING EXPENSES & GATE	0.00	2,000.00	-2,000.00	0.0%
PEST CONTROL	234.00	940.00	-706.00	24.9%
SECURITY	997.48	2,470.00	-1,472.52	40.4%
TELEPHONE & INTERNET				
ATT EMERGENCY LINES	716.07	2,690.00	-1,973.93	26.6%
ATT INTERNET	1,959.00	16,800.00	-14,841.00	11.7%
ATT VOICE	1,087.93	4,480.00	-3,392.07	24.3%
TELEPHONE & INTERNET - Other	0.00	0.00	0.00	0.0%
Total TELEPHONE & INTERNET	3,763.00	23,970.00	-20,207.00	15.7%
WEBSITE & CLOUD	0.00	1,000.00	-1,000.00	0.0%
SERVICE CONTRACTS - Other	0.00	0.00	0.00	0.0%
Total SERVICE CONTRACTS	14,290.81	62,640.00	-48,349.19	22.8%
UTILITIES				
ELECTRICITY	4,038.81	26,400.00	-22,361.19	15.3%
TRASH	307.68	1,400.00	-1,092.32	22.0%
WATER / SEWER	3,342.49	22,800.00	-19,457.51	14.7%
UTILITIES - Other	0.00	0.00	0.00	0.0%
Total UTILITIES	7,688.98	50,600.00	-42,911.02	15.2%
51100 · Freight and Shipping Costs	0.00	0.00	0.00	0.0%
Total Expense	103,379.32	426,810.00	-323,430.68	24.2%
Net Ordinary Income	-3,186.25	0.00	-3,186.25	100.0%
Other Income/Expense				
Other Income				
EDC ADVANCE	0.00	0.00	0.00	0.0%
INTEREST INCOME	10.70	0.00	10.70	100.0%
52500 · Purchase Discounts	0.00	0.00	0.00	0.0%
Total Other Income	10.70	0.00	10.70	100.0%
Other Expense				
AMERICAN EXPRESS CREDIT CARD	3,915.31	0.00	3,915.31	100.0%
Balancing Adjustments	0.00	0.00	0.00	0.0%
DEPRECIATION	0.00	0.00	0.00	0.0%
Total Other Expense	3,915.31	0.00	3,915.31	100.0%
Net Other Income	-3,904.61	0.00	-3,904.61	100.0%
Net Income	-7,090.86	0.00	-7,090.86	100.0%

SOUTH PADRE ISLAND BIRDING & NATURE CENTER
Profit & Loss Prev Year Comparison
October through December 2018

01/10/19

Accrual Basis

	Oct - Dec 18	Oct - Dec 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
ADMISSIONS INCOME				
DISCOUNT ADMISSIONS	249.00	250.00	-1.00	-0.4%
EXTENDED PASS ADMISSIONS	4,560.00	2,624.50	1,935.50	73.8%
GENERAL ADMISSIONS	43,924.00	39,962.75	3,961.25	9.9%
GROUP ADMISSIONS	1,604.00	681.00	923.00	135.5%
Total ADMISSIONS INCOME	50,337.00	43,518.25	6,818.75	15.7%
BUILDING RENTAL INCOME	5,125.00	3,350.00	1,775.00	53.0%
CONTRIBUTIONS				
CONTRIBUTIONS-GENERAL PUBLIC	160.00	0.00	160.00	100.0%
DESIGNATED MONARCH	1,375.00	0.00	1,375.00	100.0%
Total DESIGNATED	1,375.00	0.00	1,375.00	100.0%
DONATIONS				
ANNUAL MEMBERSHIP GIVING				
CORPORATE				
GREAT EGRET	0.00	5,000.00	-5,000.00	-100.0%
Total CORPORATE	0.00	5,000.00	-5,000.00	-100.0%
INDIVIDUAL				
REDDISH EGRET	1,500.00	0.00	1,500.00	100.0%
ROSEATE SPOONBILL	2,000.00	0.00	2,000.00	100.0%
Total INDIVIDUAL	3,500.00	0.00	3,500.00	100.0%
Total ANNUAL MEMBERSHIP GIVING	3,500.00	5,000.00	-1,500.00	-30.0%
HALLO WINGS	12,574.30	21,415.00	-8,840.70	-41.3%
SPECIAL EVENTS	0.00	8.00	-8.00	-100.0%
W O W E	0.00	650.00	-650.00	-100.0%
WEBSITE	0.00	558.45	-558.45	-100.0%
DONATIONS - Other	3,392.00	4,366.00	-974.00	-22.3%
Total DONATIONS	19,466.30	31,997.45	-12,531.15	-39.2%
Total CONTRIBUTIONS	21,001.30	31,997.45	-10,996.15	-34.4%
GIFT SHOP INCOME				
CONSIGNMENT SALES	422.99	743.85	-320.86	-43.1%
GIFT SHOP SALES	34,704.92	30,899.88	3,805.04	12.3%
WINE & BEER SALES	273.80	0.00	273.80	100.0%
GIFT SHOP INCOME - Other	0.00	0.00	0.00	0.0%
Total GIFT SHOP INCOME	35,401.71	31,643.73	3,757.98	11.9%
Gift Shop Sales				
40201 · Gift Shop Sales	0.00	0.00	0.00	0.0%
Total Gift Shop Sales	0.00	0.00	0.00	0.0%
Total Income	111,865.01	110,509.43	1,355.58	1.2%
Cost of Goods Sold				
COST OF GOODS SOLD				
CONSIGNMENT	229.40	482.50	-253.10	-52.5%
GIFT SHOP	15,499.52	21,167.89	-5,668.37	-26.8%
WINE & BEER	156.88	0.00	156.88	100.0%
Total COST OF GOODS SOLD	15,885.80	21,650.39	-5,764.59	-26.6%
Total COGS	15,885.80	21,650.39	-5,764.59	-26.6%
Gross Profit	95,979.21	88,859.04	7,120.17	8.0%
Expense				

SOUTH PADRE ISLAND BIRDING & NATURE CENTER
Profit & Loss Prev Year Comparison
October through December 2018

01/10/19

Accrual Basis

	Oct - Dec 18	Oct - Dec 17	\$ Change	% Change
OPERATIONS EXPENSES				
ADVERTISING & PROMOTION				
BOOTH RENT	56.00	250.00	-194.00	-77.6%
GUIDES & DIRECTORIES	1,301.64	662.00	639.64	96.6%
PRINT	1,354.50	136.10	1,218.40	895.2%
SOCIAL & INTERNET	100.00	150.55	-50.55	-33.6%
Total ADVERTISING & PROMOTION	2,812.14	1,198.65	1,613.49	134.6%
CREDIT FEES	3,950.64	4,061.82	-111.18	-2.7%
DUES & SUBSCRIPTIONS	0.00	75.00	-75.00	-100.0%
FUNDRAISING & EVENTS				
FEES & INCENTIVES & SUPPLIES	23.70	0.00	23.70	100.0%
HALLO WINGS	1,553.65	9,206.16	-7,652.51	-83.1%
JOJO	0.00	210.75	-210.75	-100.0%
PLAQUES & BRICKS	216.25	10.00	206.25	2,062.5%
SPECIAL EVENTS	259.50	210.29	49.21	23.4%
W O W E	708.90	799.36	-90.46	-11.3%
Total FUNDRAISING & EVENTS	2,762.00	10,436.56	-7,674.56	-73.5%
GIFT SHOP SUPPLIES	28.23	0.00	28.23	100.0%
INSURANCE				
HEALTH	1,151.01	374.85	776.16	207.1%
WORKERS COMPENSATION	2,532.00	2,210.00	322.00	14.6%
Total INSURANCE	3,683.01	2,584.85	1,098.16	42.5%
LEGAL & PROFESSIONAL	3,301.25	2,498.75	802.50	32.1%
LOAN EXPENSE	399.31	598.32	-199.01	-33.3%
LOCAL MEETINGS				
MEALS & SNACKS	245.00	370.27	-125.27	-33.8%
Total LOCAL MEETINGS	245.00	370.27	-125.27	-33.8%
MAINTENANCE & REPAIRS				
BUILDING	837.72	2,927.69	-2,089.97	-71.4%
EQUIPMENT	85.46	0.00	85.46	100.0%
GROUNDS	2,253.32	1,259.27	994.05	78.9%
HABITAT	163.23	408.89	-245.66	-60.1%
Total MAINTENANCE & REPAIRS	3,339.73	4,595.85	-1,256.12	-27.3%
OFFICE & PRINTING	346.50	271.88	74.62	27.5%
PAYROLL SERVICE	280.36	175.89	104.47	59.4%
POSTAGE & FREIGHT	0.00	94.87	-94.87	-100.0%
SOFTWARE	342.08	107.17	234.91	219.2%
SUPPLIES	169.37	736.05	-566.68	-77.0%
TABC SALES EXPENSE	512.50	0.00	512.50	100.0%
TRAINING				
ANCA	130.00	130.00	0.00	0.0%
OTHER	150.00	0.00	150.00	100.0%
Total TRAINING	280.00	130.00	150.00	115.4%
TRAVEL	729.56	872.10	-142.54	-16.3%
Total OPERATIONS EXPENSES	23,181.68	28,808.03	-5,626.35	-19.5%
POS Inventory Adjustments	-181.69	0.00	-181.69	-100.0%
RENT	10.00	10.00	0.00	0.0%
SALARIES AND TAXES				
CONTRACT	495.00	0.00	495.00	100.0%
GIFT SHOP ATTENDANTS	8,439.54	6,842.23	1,597.31	23.3%
JANITOR	4,721.48	4,487.30	234.18	5.2%
MAINTENANCE	8,263.60	6,096.15	2,167.45	35.6%
MANAGER	11,630.76	11,077.52	553.24	5.0%
NATURALIST	9,000.00	7,846.14	1,153.86	14.7%
PAYROLL TAXES	3,202.39	2,741.01	461.38	16.8%

SOUTH PADRE ISLAND BIRDING & NATURE CENTER

Profit & Loss Prev Year Comparison

October through December 2018

01/10/19

Accrual Basis

	<u>Oct - Dec 18</u>	<u>Oct - Dec 17</u>	<u>\$ Change</u>	<u>% Change</u>
Total SALARIES AND TAXES	45,752.77	39,090.35	6,662.42	17.0%
SERVICE CONTRACTS				
AIR CONDITIONING	2,645.97	859.56	1,786.41	207.8%
CLEANING SUPPLIES	260.11	252.50	7.61	3.0%
DRINKING WATER	133.40	174.38	-40.98	-23.5%
INFORMATION TECHNOLOGY				
COMPUTER COPIER	5,961.54	7,071.36	-1,109.82	-15.7%
KIOSK	295.31	885.93	-590.62	-66.7%
Total INFORMATION TECHNOLOGY	6,256.85	7,957.29	-1,700.44	-21.4%
KIOSK LEASE PURCHASE	0.00	1,729.60	-1,729.60	-100.0%
PEST CONTROL	234.00	78.00	156.00	200.0%
SECURITY	997.48	1,207.48	-210.00	-17.4%
TELEPHONE & INTERNET				
ATT EMERGENCY LINES	716.07	495.23	220.84	44.6%
ATT INTERNET	1,959.00	3,105.35	-1,146.35	-36.9%
ATT VOICE	1,087.93	1,028.62	59.31	5.8%
Total TELEPHONE & INTERNET	3,763.00	4,629.20	-866.20	-18.7%
WEBSITE & CLOUD	0.00	101.24	-101.24	-100.0%
Total SERVICE CONTRACTS	14,290.81	16,989.25	-2,698.44	-15.9%
UTILITIES				
ELECTRICITY	4,038.81	8,735.64	-4,696.83	-53.8%
TRASH	307.68	198.38	109.30	55.1%
WATER / SEWER	3,342.49	4,960.40	-1,617.91	-32.6%
Total UTILITIES	7,688.98	13,894.42	-6,205.44	-44.7%
Total Expense	90,742.55	98,792.05	-8,049.50	-8.2%
Net Ordinary Income	5,236.66	-9,933.01	15,169.67	152.7%
Other Income/Expense				
Other Income				
INTEREST INCOME	10.70	9.28	1.42	15.3%
Total Other Income	10.70	9.28	1.42	15.3%
Other Expense				
AMERICAN EXPRESS CREDIT CARD	3,915.31	0.00	3,915.31	100.0%
DEPRECIATION	0.00	5,528.00	-5,528.00	-100.0%
Total Other Expense	3,915.31	5,528.00	-1,612.69	-29.2%
Net Other Income	-3,904.61	-5,518.72	1,614.11	29.3%
Net Income	<u>1,332.05</u>	<u>-15,451.73</u>	<u>16,783.78</u>	<u>108.6%</u>

**South Padre Island Birding and Nature Center
Monthly Directors Report – December 2018**

Visitors:

<u>Paid entrances</u> (kiosk): 2,861	<u>Revenue generated:</u> \$15,165.00
<u>Paid entrances</u> (Gift Shop): 602	<u>Revenue generated:</u> \$4,675.00
Annual Passes sold: 5	Three Month sold:18
Complimentary Day: 3	
<i>Ramada: 1</i>	<i>Hilton Garden Inn:0</i>
<i>The Inn at South Padre: 0</i>	<i>Super 8: 0</i>
<i>Lacopa:1</i>	

Maintenance:

Misc. Supplies: \$365.89

Gift Shop:

Total revenue for month: \$5,522.07

Inventory assessment: \$34,647.00

Projected inventory needed: up to \$1,500.00 (Books, Magnets, T-shirts)

Rental/Event Booking:

A&M Leadership Fellows January 19th

Marketing/Advertising: WOVE \$5,171.00

Donations received from:

Monarch Donation \$950.00

Membership\$1,000.00 Lynne Tate

December 2017 Grand Totals

<i>Number of Visitors</i>	<i>3,153</i>
Admissions	\$16,759.50
Donations	\$2,354.00
Wish List	\$0
Habitat Donation	\$932.00
Donation Jar	\$518.00
Outside Donation Box	\$15.00
Facility Rental	\$300.00
Parking	\$0
Gift Shop	\$3286.03
Special Events	\$490.00
Binocular Rental	\$354.00
Total Sales	\$25,008.53

December 2018 Grand Totals

<i>Number of Visitors</i>	<i>3,463</i>
Admissions	\$19,840.00
Donations	\$2,273.00
Wish List	\$0
Habitat Donation	\$86.00
Monarch Donation	\$950.00
Beer /Wine	\$116.92
Membership	\$1,000.00
Donation Jar	\$557.00
Outside Donation Box	\$0
Facility Rental	\$0
Parking	\$0
Gift Shop	\$5,522.07
Special Events	\$515.00
Binocular Rental	\$378.00
Total Sales	\$31,237.99

Halowings 2 Leslie event Friday, December 7, 2018

Expenses		Tickets Sold	\$1,085.00
Food Cost	\$250.00	Gift Shop Sales	\$169.46
Merchandise GS	\$66.79	Raffle Tickets Sold	\$125.00
Wine Cost	\$44.98	Wine Sold	\$179.00
Total:	\$361.76	Total:	\$1,558.46

Net Profit: \$1,196.70

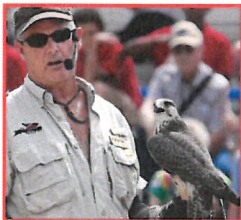
24th Annual



January 22 - 26
2019

JONATHON WOOD - RAPTOR PROJECT -

Shows Daily:
Thursday, Friday and Saturday



DAILY TOPICS

Presentation times available at
spibirding.com

Tuesday, January 22nd: **Plants & Pollinators**



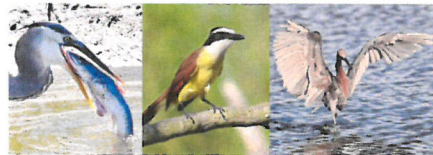
Wednesday, January 23rd: **Fishing Day**



Thursday, January 24th: **The Gulf and the Bay**



Friday, January 25th: **South Texas Birds**



Saturday, January 26th: **Nature of the Valley**




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South Padre
ISLAND

AGE	COST	WEEKLY PASSES
55+	\$7.00	\$30.00
13-54	\$8.00	\$35.00
4-12	\$4.00	\$25.00



South Padre Island Birding & Nature Center
6801 Padre Blvd.

For more information visit: spibirding.com or
 2019 Winter Outdoor Wildlife Expo

The Wild Side

What: Wildlife photography exhibition

Where: South Padre Island Birding and Nature Center

When: Feb. 9-10, 10 a.m. to 4 p.m.

Cost: Exhibition free, but regular birding center entrance fees apply

Etc.: Photos. available for purchase with money raised donated to birding center

For more than two decades Steve Sinclair has documented local wildlife with the camera. From warblers to raptors, reptiles to mammals, come see what makes the Rio Grande Valley one of this country's great places to view wildlife.



Naturalist Report: December 2018

Dec. 2nd-9th Vacation

Spent a week touring some natural areas in TX. I visited Rockport, Austin, Alpine, Fort Davis, Marfa and San Antonio.

Dec. 19th Coastal Tip CBC

I became the compiler for the Coastal Tip Christmas Bird Count and the SPIBNC are the hosts. The Coastal Tip CBC is a local count circle that's been done since the 80's and the Christmas Bird Count in general is the largest and longest running citizen-science based bird census in the world and is done all over America around the Christmas/Holiday season. Laguna Atascosa handed duties to the SPIBNC. This will be a yearly event that brings a lot of notoriety to the BNC. As compiler, I organized 36 birders to cover a 15-mile diameter count circle that included SPI, Port Isabel, Laguna Vista, Boca Chica, and the Bahia Grande part of the Laguna Atascosa NWR. We also hosted a post count dinner for all the volunteers at the BNC. The Port Isabel Press wrote a story on it and the I'm writing a three-part piece for the SPI Parade. Count totals will be submitted to the Audubon Society.



Daily Bird Walks: 13 Tours a Week w/12 Guides.

Weekly Guided Tours
Tours are free with paid general admission.
Binoculars are available for rent for \$3

Bird Walks
Mondays @ 9am w/Carolyn
 @10:30 w/Ty and Ida
Tuesdays @9am & 11am
 w/George & Fran
Wednesdays @ 9am w/Dave & Joyce
 @10 w/ Rose Ann & Jerry
Thursdays @ 9am w/Javier
Fridays @9am w/Bill
 @11am w/George & Fran
Saturdays @9am & 1pm w/Robert
Sundays 10am w/Rose Ann & Jerry
 @1pm w/Robert

To be amazed is our motto
www.spibirding.com

1/3 Volunteer Potluck:

We hosted a pot luck dinner for all our Info desk volunteers, tour guides, and special event volunteers. 30+ volunteers attended.

Ongoing:

Organized field trips for WOVE: A tour of the Laguna Madre onboard the UTRGV Ridley, and a tour of the Bahia Grande with Laguna Atascosa. Working with the Coastal Studies Lab and Laguna Atascosa NWR on these tours.

Upcoming:

- Winter Newsletter 2019 with upcoming events for January and Feb.
 - Weekly Gator Talks
 - WOVE 2019
 - Wintering Birds Program Presentation
 - Building Bird Habitat on SPI Presentation
 - Build a water feature with help of Boy Scouts

Volunteer Hours:

- Info Desk – 14 volunteers- 40/wk x 4 = 160hrs
- Guided tours – 7 days a week - 12 guides– 26 hours a week

Total volunteers: 26 Total volunteer hours: 186 volunteer hours

**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

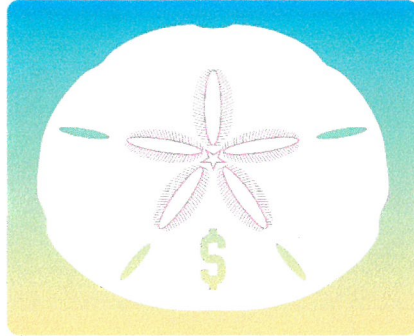
Discussion and possible action regarding the Sand Dollars for Success revised procedures and guidelines with 2019 timeline

BACKGROUND

The Sand Dollars for Success 2019 guidelines, including an updated timeline is included for approval. The Board had also asked Ms. Lapeyre to revise the 3rd bullet point under Awards on page 6. This was changed from “The businesses must use the funds within one year from the date of receiving the funds” to “The businesses must use the funds within one year from the date the grant is awarded”

RECOMMENDATIONS/COMMENTS

Recommend approval as written so the marketing can begin.



Sand Dollars for Success

A SOUTH PADRE ISLAND EDC INITIATIVE

OFFICIAL PROCEDURES AND GUIDELINES

2019

SAND DOLLARS FOR SUCCESS: A SOUTH PADRE ISLAND EDC INITIATIVE 2019

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Awards	page 6

SAND DOLLARS FOR SUCCESS: A SOUTH PADRE ISLAND EDC INITIATIVE 2019

IMPORTANT DATES

January 17, 2019 (Thursday)	Application period begins
February 7, 2019 (Thursday)	Deadline to submit intent to compete form via email
February 8, 2019 (Friday)	Announcement of qualifying competitors via email
February 12, 2019 (Tuesday)	Session 1 “Business Idea Development & Research” Time: 5:30 p.m.-8:30 p.m. Location: SPI Birding and Nature Center 6801 Padre Blvd. South Padre Island, TX 78597
February 19, 2019 (Tuesday)	Session 2 “Market Discovery & Cost Calculation” Time: 5:30 p.m.-8:30 p.m. Location: SPI Birding and Nature Center 6801 Padre Blvd. South Padre Island, TX 78597
February 26, 2019 (Tuesday)	Session 3 “Marketable Business Ideas” Time: 5:30 p.m.-8:30 p.m. Location: SPI Birding and Nature Center 6801 Padre Blvd. South Padre Island, TX 78597
April 30, 2019 (Tuesday)	5 p.m. CST deadline to submit full business plans
May 14, 2019 (Tuesday)*	Project Presentations
May 21, 2019 (Tuesday)*	Grant is awarded

*Subject to change

SAND DOLLARS FOR SUCCESS: A SOUTH PADRE ISLAND EDC INITIATIVE 2019

The Spirit of Sand Dollars for Success

Sand Dollars for Success is a project funded by the South Padre Island Economic Development Corporation.

Sand Dollars for Success was created by the South Padre Island EDC in order to promote business retention, and encourage entrepreneurs through the creation of new businesses in the City of South Padre Island. The goal of the Sand Dollars for Success program is to allow the participants to gain a better understanding of how to develop and follow a realistic business plan within the economic climate of South Padre Island. Forums will be provided through small business classes to assist the participants in developing their skills, raising the possibility of success and provide tools for presenting their business plans.

A maximum of \$25,000 can be awarded. Qualifying participants can request a share of the \$25,000 in capital funding grants as long as it stays within the business, and is justified by the business plan. Participants must show in their business plan the expected increase in sales tax to the economy, and/or the creation or retention of a full-time job.

Venture and Team Eligibility Rules

Participants. The project is, or will be created, managed, and owned by a business on South Padre Island. The participants must play a major role in conceiving, managing, and significant equity in the business. A member of the team should be the CEO, President, or Owner of the business venture, and members of the team should have equity in the business and occupy 50% or more of the functional area management positions that report directly to the CEO, President, or Owner.

Team Composition. The maximum number of members on a team is three (3); although there is no restriction on the total size of the business venture's founding team.

Nature of Ventures. The project is for new or existing businesses. The project must be from a qualifying business located in the City of South Padre Island, bringing new money into the local economy, and seeking outside equity capital in addition to the project awards.

Prior Activity. Businesses can reapply in the future if not selected. A project can only be funded once.

SAND DOLLARS FOR SUCCESS: A SOUTH PADRE ISLAND EDC INITIATIVE 2019

Confidentiality and Intellectual Property Guidelines

- The authors of the business plan will retain all rights to the plan regarding its use at all times prior to and following the project except as stated below. Due to the nature of the Sand Dollars for Success program, we will not ask judges, reviewers, or staff to agree to or sign non-disclosure statements for any participant.
- All public sessions of Sand Dollars for Success, included but not limited to oral presentations and question/answer sessions, are open to the public at large. Any and all of these sessions may be broadcast to interested persons through media which may include public radio, television, and the internet. Any data or information discussed or divulged in public sessions by participants should be considered information that will likely enter the public realm, and entrants should not assume any right of confidentiality in any data or information discussed or presented in these sessions. Financial statement details will not be included in the oral presentations discussion. However, the judges can ask the team members general financial questions.
- The South Padre Island Economic Development Corporation, the organizers of the Sand Dollars for Success program, may make photocopies, videotapes, and/or audio tapes of the presentations including the business plan and other documents, charts, or material prepared for use in presentations. Participants retain all proprietary rights.

Business Plan Process

Phase 1 – Intent to Compete

- All participants must fill out an *Intent to Compete Form* which is available online at www.southpadreislandedc.com under the Programs tab click on Sand Dollars for Success
- This form should include a brief description of the nature and purpose of the business
- Description should not exceed 500 words
- This form will be used to identify qualifying applicants

Phase 2 – Formats

- Once the business or proposed business has qualified, the formats below must be followed in order to continue to the next step in the process. The format guidelines will be strictly enforced.
- Plans must be limited to 30 pages (typed and double-spaced, #12 font, and 1 inch margins) of text, including the executive summary and summary financial data. Detailed spreadsheets and appropriate appendices may follow the text portion of the plan but will be limited to 10 pages maximum. In total, the plan must not exceed 40 pages.
- Financial data should include a cash flow statement, income statement, and balance sheet. Include an explanation of the offering to investors indicating how much money is required, how it will be used, and the business structure (i.e. stocks, debentures, etc.) The team is not required to reveal its desired deal, although the judges may ask questions about it. Also, delineate possible exit strategies.
- Appendices should be included only when they support findings, statements and observations in the plan. The text portion of the plan (30 pages max) must contain all pertinent information in a clear and concise manner.

SAND DOLLARS FOR SUCCESS: A SOUTH PADRE ISLAND EDC INITIATIVE 2019

- Eight (8) hard copies, as well as one (1) electronic copy of the final plan are due to the South Padre Island Economic Development Corporation office on or before 5 p.m. CST on **April 30, 2019**. Teams not meeting this deadline will be disqualified. For ease in handling, all hard copies of business plans should be professionally bound. Three-ring binders are not acceptable. Seven (7) copies will be distributed to the judges. Plans can be returned to the teams with possible comments included. One copy will be retained by the South Padre Island EDC office.

Phase 3 – Written Plan Evaluation Criteria

- Judges will use the *Business Plan Evaluation Form- Written Plan* to assess the written portion of the business plan. This section is worth a total of 60 points
- The Business Plan Evaluation Form consists of six parts; Part 1 - Market Opportunity, Part 2 - Distinctive Competence, Part 3 - Management Capability, Part 4 - Financial Understanding, Part 5 - Investment Potential, and Part 6 – Innovation

Phase 4 – Presentation Guidelines and Evaluation Form

- The judges will use the *Business Plan – Oral Presentation Evaluation Form* to assess the oral presentation portion of the business plan. This section is worth a total of 40 points
- Each team will be given 15 minutes to present its business plan followed by a question and answer session between the presenting team and the judges

Awards

- The Sand Dollars for Success winners must score a minimum of 80/100 points in order to be awarded the funds. If the business does not yield a score of at least 80 points, no awards may be given
- The businesses must start or have their operations located in the City of South Padre Island
- The businesses must use the funds within one year from the date the grant is awarded
- The businesses must provide the South Padre Island EDC with a report on the results of the project within one year from receiving the funds. Included in the report are measures of success

FOR MORE INFORMATION PLEASE CONTACT THE SOUTH PADRE ISLAND EDC

southpadreislandedc@gmail.com 956-761-6805

6801 PADRE BLVD., SOUTH PADRE ISLAND, TX 78597

www.southpadreislandedc.com



*Sand Dollars
for Success*

Business Plan Evaluation Form
Oral Presentation (Finals Event)

Judge's Name: _____

Company Name: _____

Please evaluate the oral presentation of the business plan based on the following criteria:

Presentation (40 points – 10 points per section)	Poor (1-2)	Fair (3-4)	Adequate (5-6)	Good (7-8)	Excellent (9-10)
1. Materials presented in clear, concise and logical manner.					
2. Presenter(s) conveyed confidence, enthusiasm, professionalism, and stayed within the time frame.					
3. Presenter(s) were responsive to judges questions and answered them adequately.					
4. Visual aids were attractive, relevant, and professional.					

COMMENTS/QUESTIONS:

**Total
Points:**

**Business Plan Evaluation Form
Written Plan**

Judge's Name: _____

Company Name: _____

Please evaluate the oral presentation of the business plan based on the following criteria:

(60 points – 10 points per section)	Poor (1-2)	Fair (3-4)	Adequate (5-6)	Good (7-8)	Excellent (9-10)
1. Market Opportunity: there is a clear market need presented as well as a way to take advantage of that need					
2. Distinctive Competence: the company provides something novel/unique/ special that gives it a competitive advantage in this market.					
3. Management Capability: this team can effectively develop this company and handle the risks associated with this venture.					
4. Financial Understanding: the team has a solid understanding of the financial requirements of the business.					
5. Investment Potential: the business represents a real investment opportunity.					
6. Innovation: the team has developed a truly innovation solution to an existing or emerging problem.					

COMMENTS/QUESTIONS:

**Total
Points:**



Sand Dollars for Success

Marketing Plan

January 17, 2019 – February 7, 2019: Open enrollment period

January 15, 2019-February 6, 2019:

Door to Door business visits dropping off packet with guidelines from Jan 16th - Feb 6th

Press Release sent to media –January 17th

EDC, City, Chamber and CVB- Websites, Facebook and Instagram Pages

Chamber of Commerce weekly Newsletter emails

Newspaper- Port Isabel Press, Parade, and Coastal Current Weekly January 17, January 24, January 31

UTRGV - Research, Innovation and Economic Development Center in Brownsville website and social media

Small Business Administration Small Business Development Center Brownsville website and social media

**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Discussion and possible action regarding an update on the UTRGV Kauffman FastTrac Entrepreneurship Course

BACKGROUND

The class has been determined. There will be 13 students – 8 for SPI and 5 for PI. Included in our 8 are 5 Art Business Incubator artists and then the owners of Washed Up Texas, Casa Mariposa Event Venue, and Bayside Water Rentals

RECOMMENDATIONS/COMMENTS

Recommending approval of the 8 applicants for SPI EDC- \$700 per student. This item was included in the budget that was previously approved for this fiscal year



SPI EDC <southpadreislandec@gmail.com>

RE: KauffMan SPI/PI 2019

1 message

Maria Villalon <maria.villalon@utrgv.edu>
To: SPI EDC <southpadreislandec@gmail.com>

Wed, Jan 9, 2019 at 11:26 AM

Just to clarify the following are admitted for SPI:

Hector Becerra - *ABI*

Shannon McKeown

Sherr~~e~~e Adams - *ABI*

Sherrie Gomez

Chelsea Fedigan - *ABI*

Connie Lovell - *ABI*

Sarah Kulungowski

Melissa McKinney [Millie Fiori] are they the same person? This is the application with the wrong email I sent you on for a corrected one. - *ABI* *yes*

Julie Herrington [She needs to check the website for when the Weslaco program is live to apply. I will add her to the list serve when the application is live. There will be a separate vetting process there so her admission is not guaranteed]

Not admitted: Alexis, David & Jon -David

For Port Isabel the following will probably be admitted based on address and business location in PI;

Mike Miller

John Mitchell

Lynette Cavazos

Andre Infante

Christina Salazar - *ABI*

- On Connie and Sarah sharing a book I will need to see if Linda approves.

From: Maria Villalon
Sent: Monday, September 17, 2018 3:05 PM
To: 'SPI EDC' <southpadreislandedc@gmail.com>; 'salcocer@copitx.com' <salcocer@copitx.com>
Cc: Linda Ufland <linda.ufland@utrgv.edu>; Economic Development <ecc@utrgv.edu>
Subject: RE: KauffMan SPI/PI 2019

The dates are as follows:

Thursday January 17 th [1 st session] Conceptual modules 1-3	PI
Thursday January 24 th [2 nd session]	PI
Thursday January 31 st [3 rd session]	PI
Thursday February 7 th [4 th session]	SPI
Thursday February 14 th [5 th session]	SPI
Thursday February 21 st [6 th session]	SPI
Thursday February 28 th [7 th session] Final & Graduation	SPI

The 4th session would be the only one that needs to be decided on where it will be held.

Thank you,

<image001.jpg>

THE UNIVERSITY OF TEXAS

RIO GRANDE VALLEY

UTRGV.EDU

Maria Julie Villalon

Coordinator -

Economic Development, Marketing & Research

956-882-4234 • maria.villalon@utrgv.edu

Brownsville • Edinburg • Harlingen

**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Discussion and possible action regarding an update on the Art Business Incubator Program including:

- a. Job Description for the Program Coordinator and posting approval**
- b. Memorandum of Understanding between the EDC and Ridley Holdings LLC**
- c. Lease agreement between the EDC and Ridley Holdings LLC**

BACKGROUND

Board has approved the Art Business Incubator Project. These are items related to the establishment of the Incubator. Job Description has been created. Ridley Holdings pay the salary (\$30k/yr) and we pay the benefits. The City Attorney is writing the MOU and lease agreement. I have not received them yet, but hope to have them before the Board meeting on Tuesday morning. I will email them separately as soon as I have them. IF I don't receive in time will table them to the February meeting.

RECOMMENDATIONS/COMMENTS

Would like Board approval to post and advertise the job for 30 days on City and EDC websites and social media. Conduct interviews and hire them late February (will be on the February agenda to hire the position) and they can begin helping with setting up the HUB during the month of March. Shooting for a May opening of the HUB.

SOUTH PADRE ISLAND ART BUSINESS INCUBATOR

JOB DESCRIPTION

TITLE:	Program Coordinator
FLSA STATUS:	Exempt
ORGANIZATION:	South Padre Island Economic Development Corporation
SUPERVISION RECEIVED:	The South Padre Island Economic Development Corporation Executive Director
SUPERVISION EXERCISED:	No supervisory responsibilities

POSITION PURPOSE:

The purpose of this position is to carry out responsibilities in order to facilitate the operations of the South Padre Island Art Business Incubator Hub with overall management, scheduling artists and events, website management and maintenance, social media coverage, and other operations at the HUB store, studio and gallery.

DUTIES AND RESPONSIBILITIES:

- Organize and assist with preparations for the opening of the Art Business Incubator Hub
- Schedule artists to work in the HUB in order to ensure proper staffing to keep the Hub open during all business hours
- Set up the Point of Sale system for the gallery and maintain inventory reports of items for sale and that have sold
- Prepare items sold for shipping and handle the shipments going out and coming in
- Ensure the HUB appears in a clean and organized fashion
- Perform a variety of administrative duties in managing the daily activities of the HUB working within the budget given
- Gather, develop, and maintain current data for the web site and post relevant information on social media outlets as needed.
- Coordinate and plan with the artists in the HUB, special events and marketing
- Execute all special events at the HUB, including set up and assist with customers
- All other duties as assigned

CAPITAL AND/OR FISCAL RESPONSIBILITY:

- Adhere to the City of South Padre Island Purchasing Policies.
- Assist with budget planning and adhere to the budget provided
- Submit requests for expenditures to the EDC Executive Director

MINIMUM QUALIFICATIONS

- Minimum of five years of responsible experience in business development, retail development, or related position.
- Bachelor's Degree preferred
- Valid Texas Driver's license

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of common business and retail practices, as well as current innovations in business and retail activities.
- Excellent customer service skills
- Proficient in website management and social media marketing/Facebook, Instagram and Twitter
- Skill in the use of word processing, spreadsheet and professional presentation software such as Word, Excel, and PowerPoint.
- Skill in performing effectively in professional situations and execution of assigned responsibilities.
- Skill in establishing a rapport and eliciting cooperation from colleagues, the business community, and citizens.
- Skill in effective communication both orally and in writing, including the editing, oversight or preparation of reports, and the presentation of information to government entities and various committees.
- Skill in effective time management and resource utilization.
- Ability to use discretion and make independent judgment.
- Ability to work effectively with all levels of management and assist in providing solutions to projects and tasks.
- Ability to establish and maintain effective working relationships
- Ability to perform statistical and financial calculations.
- Ability to work without direct supervision.

TOOLS AND EQUIPMENT USED:

Personal computer; software applications such as: word, spreadsheet, database and power point; motor vehicle, telephone, point of sale, cash register, copy machine and other related equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in air-conditioned office settings. The noise level in the work environment is usually quiet to moderately noisy.



SPI EDC <southpadreislandedc@gmail.com>

RE: Arts Incubator MOU

1 message

Allison Bastian <abastian@rampage-rgv.com>

Thu, Jan 10, 2019 at 1:37 PM

To: SPI EDC <southpadreislandedc@gmail.com>

Cc: Susan Guthrie <sguthrie@myspi.org>, "Susan Hill (shill@myspi.org)" <shill@myspi.org>, "RGimenez@MySPI.org" <RGimenez@myspi.org>

Good afternoon

Thanks for the info! I'll get back on this shortly. My next step will be to finalize the MOU and negotiate the form of lease with the landlord.

I'll keep you in the loop.

ab

Allison A. Bastian

Associate Attorney

DENTON NAVARRO ROCHA BERNAL & ZECH, P.C.

Rio Grande Valley Office

956-421-4904 (office)

956-421-3621 (fax)

abastian@rampage-rgv.com

www.rampagelaw.com

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From: SPI EDC <southpadreislandedc@gmail.com>

Sent: Thursday, January 10, 2019 10:15 AM

To: Allison Bastian <abastian@rampage-rgv.com>

Cc: Susan Guthrie <sguthrie@myspi.org>; Susan Hill (shill@myspi.org) <shill@myspi.org>; RGimenez@MySPI.org

Subject: Re: Arts Incubator MOU

Item 6 I am the EDC Executive Director so will be the one signing the MOU.

On Thu, Jan 10, 2019 at 10:14 AM SPI EDC <southpadreislandedc@gmail.com> wrote:

Hi Allison-

Here are the answers to your questions:

1). Suite 1

3,000 sq ft.

2)The offsite space if needed would be Seaside Studio. It is not needed for year one but may be for year 2 or 3. This is their contact info. POC is Bob Paris

[33256 State Park Rd. 100, Suite 102](#)

South Padre Island, [TX 78597](#)

(956) 346-3994

3) The Kauffman scholarship is \$700 per artist

4) 5 artists are anticipated

5) Entrepreneurship and Business training and mentorship- shooting for monthly- Will be casual held at the space' could be a combination of training classes from the local Chamber, UTRGV Entrepreneurship Center, or the regional Small Business Administration Small Business Development Center. I have not scheduled these yet. That will be something the artists can have input on.

6) The signatories will be the EDC Executive Director and waiting from Mrs. Hunt who from Ridley Holdings LLC will sign. Will send that to you as soon as I have it. Thanks and let me know if you need anything else.

On Tue, Jan 8, 2019 at 1:25 PM Allison Bastian <abastian@rampage-rgv.com> wrote:

Good afternoon

I am reviewing this MOU and have a few questions:

1. How much space is being leased at [2500 Padre Blvd.](#)? is there a suite number and square footage?
2. Where is the offsite space to be located, if needed?
3. How much is the UTRGV Kauffman scholarship—what is the expenditure amount?
4. How many artists are anticipated?
5. What kind of training and mentoring—and how often?
6. Who are the signatories to this MOU?

That's a start. This is of course a wonderful idea but this MOU really is too basic; more specifics need to be fleshed out so the parties best understand their obligations. Also, the economic development/incubator funding provisions and the space to be occupied by the incubator would be best as two separate agreements—the basic agreement which outlines the type of funding the EDC will provide with reference to the lease of the property, and then a lease document itself.

Please provide me with the answers to the above questions. Also, I am happy to draft the two agreements as mentioned above; the landlord (Ridley) (I assume that's the landlord?) might have a standard lease form they typically use, too, which I can review on behalf of the EDC.

I will follow up in a couple of days if I don't hear from you all. Thanks!

Thanks

ab

Allison A. Bastian

Associate Attorney

DENTON NAVARRO ROCHA BERNAL & ZECH, P.C.

Rio Grande Valley Office

956-421-4904 (office)

956-421-3621 (fax)

abastian@rampage-rgv.com

www.rampagelaw.com

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--

Darla Lapeyre

Executive Director

South Padre Island Economic Development Corporation

6801 Padre Blvd.

South Padre Island, TX 78597

(956) 761-6805

southpadreislandedc@gmail.com

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**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Discussion and possible action to approve the Executive Director attending the Community Development Institute training March 4-7

BACKGROUND

The Board asked I pursue certification during my annual performance review. I have been researching the best fit for our type of community/EDC and believe the Community Development Institute is a certification I should obtain. The first year option will be the curriculum and the cost is \$600 plus travel expenses.

RECOMMENDATIONS/COMMENTS

Would like Board approval to attend this training towards becoming a CDI certified professional.



TEXAS

COMMUNITY
DEVELOPMENT
INSTITUTE



March 4-7, 2019

Improving Communities and Increasing Opportunities

CDI Texas provides practical, interactive, and comprehensive training designed to meet the needs of both economic and community development professionals working in fast-paced environments. Successful communities understand the need for balance between community and economic development to foster better outcomes for community well-being and improved quality of life for our towns, cities, regions and beyond. Community development is a group effort and CDI training builds the capacity of individuals and communities to effectively and positively impact economic and social development.

Who Should Attend?

Participants who will find CDI training to be a valuable learning tool include:

- Community and economic development practitioners
- City, County and state officials
- Community volunteers
- Non-profit staff and board members
- Chamber staff
- Private industry
- Municipal districts
- Academics

Attendees will also expand their ability to identify community assets, set goals, encourage collaboration, and respond to a broad range of economic and quality of life issues.

CDI Across the Nation

CDI is a national training offered in multiple locations and endorsed by the Community Development Council (CDC). CDC is a nonprofit organization founded to promote the advancement of community development professionals through the accreditation of educational programs, professional certifications, and the development of community volunteer leaders. The training consists of three, four-day sessions which can be completed in subsequent years at the same site or by fast tracking to multiple sites within the CDI network in a single year. CDI training is offered at the following locations: CDI California, CDI Central, CDI Midwest, CDI Northwest, CDI Southeast and CDI Texas.

Advanced CDI

Advanced CDI (March 6-7) focuses on the application of community and economic development principles in real-world settings. Participants will learn practical tools and innovative approaches to stay relevant and realize their personal and organizational goals. Training is applicable to a wide-variety of community and economic development endeavors and for communities and organizations of all sizes. Advanced CDI is designed for individuals who have completed all three years of CDI as well as for non-CDI alumni who want to stay current with trends and best practices. Completion of this course is recognized by the CDC for education requirements, training, work experience and eligibility criteria for recertification.

Questions

Kay Fitzsimons, Executive Director of CDI Texas

832-813-6623 | Kay.I.Fitzsimons@LoneStar.edu | LoneStar.edu/CDI



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PCED Certification

Enhance your career by becoming a Professional Community and Economic Developer (PCED). CDI Texas helps prepare you for this nationally-recognized certification offered through the CDC. Exam content is based on the Community Development Handbook which provides comprehensive, current, and applicable information for community development practitioners. Completion of all three years of CDI is a requirement to sit for the exam which is offered several times a year at all CDI sites. CDI Texas will offer the exam on Friday, March 8. Application and eligibility information is available on-line and registration for the exam is required 45 days in advance of the testing date.

Registration

The cost to attend CDI Texas Year 1, 2 or 3 is \$600. The Advanced course is \$350 for CDI alumni and \$400 for non-CDI participants. Registration covers training, participant materials, breakfast and refreshment breaks daily. Accommodations, lunch, and dinner are the responsibility of the participant. All sessions will be held at Lone Star College and attendance at all sessions is required to earn full credit. If a participant misses more than 10 percent of the course sessions, credit for course completion will not be given. Register online at LoneStar.edu/CDI.

Accommodations

The Courtyard Houston North/Shenandoah will serve as the host hotel for CDI Texas. To make a reservation, call **800.321.2211** and ask for the CDI rate, or visit LoneStar.edu/CDI for a direct link to book online.



Curriculum

CDI courses are facilitated by successful practitioners and experts in their field offering practical, relevant and cutting-edge training. CDI participants also participate in valuable networking and peer-to-peer learning opportunities in addition to exposure to real world examples through site visits and interactive activities. Each CDI site offers the core curriculum courses listed below in addition to other course offerings based on site needs and demographics.

Year 1

Focus is on the foundations of community development and includes group simulations providing participants with a better understanding of the challenges and benefits of a community development approach.

- Asset-Based Community Development
- Community Development Assessments
- Community Development Practice
- Community Development Simulation
- Community Visioning and Strategic Planning
- Economic Development Basics
- Team Building and Group Decision Making

Year 2

Emphasis is placed on the "nuts and bolts" of implementing economic development strategies, including business attraction, expansion and retention, and entrepreneurship. Overview of commercial and industrial development projects and group simulations are learning tools for this course.

- Building Entrepreneurial Communities
- Business Retention and Expansion
- Business Site Selection Process
- Community and Economic Development Finance
- Understanding Community Economies

Year 3

Focus is on implementing the knowledge gained in previous years plus acquiring skills in leadership, marketing and organizing the community development effort.

- Establishing and Managing Local Development Organizations
- Marketing Your Community
- Measuring Progress
- Workforce Planning and Development
- Best Practices



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**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Discussion and possible action regarding approval of the Economic Development Chapter of the City's Comprehensive Plan

BACKGROUND

The Board has had numerous meetings and input on the document. It is now ready for approval. As directed the consultant has organized the chapter to include current conditions, then the SWOT analysis, and end with goals and strategies. I emailed the documents to you all separately due to the file size. This chapter, upon approval, needs to be forwarded to the City's consultant Kimley-Horn for incorporation into the overall plan.

RECOMMENDATIONS/COMMENTS

Would like Board approval to send the document to the City's consultant for inclusion in the overall plan.

**ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEM COVER PAGE**

MEETING DATE: January 15, 2019

ITEM

Discussion and possible action to schedule a workshop to discuss and prioritize the goals and strategies for the coming year as outlined in the Comprehensive Plan Implementation Matrix

BACKGROUND

Would like to obtain direction from the Board on the tasks and prioritize the items to be completed in this fiscal year. The Implementation Matrix was emailed separate due to file size. I will bring hard copies printed on 11x17 paper to the meeting.

RECOMMENDATIONS/COMMENTS

Would like workshop to be held at the Birding Center on Wednesday, January 30, 2019 from 9 am to 3 pm with lunch provided. Alternative date is Monday, January 28, 2019 same time. Please check your calendars prior to our meeting and advise availability.