

City of Scottsbluff, Nebraska

Monday, October 3, 2016

Regular Meeting

Item Public Inp3

Council to receive a report from Panhandle Area Development District, consider renewal of the Support Agreement and authorize the Mayor to execute the Agreement.

Staff Contact: Nathan Johnson, City Manager

SUPPORT AGREEMENT

The City of Scottsbluff, Nebraska ("City") and Panhandle Area Development District ("PADD") agree to provide support and services as set forth in this Support Agreement ("Agreement").

Recitals:

- A. PADD, provides economic development, grant and comprehensive planning assistance for areas of the Nebraska Panhandle, including for residents within the City; and
- B. PADD has requested financial support from the City to continue its assistance to the City; and
- C. The City has determined that as long as it maintains its current level of funding, it will support PADD as the support would benefit all citizens in the City; and
- D. An agreement to provide support between the City and PADD is appropriate for both parties.

Agreement:

1. Term: The City will enter into this Agreement in reliance upon its current level of funding and revenue and in the event such funding and revenue is reduced, the City may terminate this Agreement, upon written notice to PADD. All support by the City shall be addressed each fiscal year and shall be determined during the City's budgetary process. This Agreement shall be for a period of one year, effective October 1, 2016 to September 30, 2017. Either party may, with a 30-day notice, terminate this Agreement with or without cause.

2. Services Provided by PADD: Services provided by PADD include: providing an economic development loan fund along with administrative guidance and assistance for economic development, assisting in the development of infrastructure projects, exploring grant possibilities, developing comprehensive plans, assist with tourism for western Nebraska, and development of the Heartland ExpressWay.

3. Use of Support Funds by PADD: Provided the City makes funding available, all funds received by PADD from the City pursuant to this Agreement must be used for the continuation of services to the City and areas of the Nebraska Panhandle. PADD shall report to the City Manager of the City on a regular basis regarding its activities.

4. Reporting and Auditing. As a way of insuring the City's support funds will be used in compliance with this Agreement, a representative of PADD will report to the City Council at

least twice per year or as requested on the activities and plans. The City's Finance Director and the director of PADD shall reconcile and audit the support account annually. The fiscal year-end reconciliation and audit shall be completed within 60 days of the close of the City's fiscal year, which closes on September 30th of each year. PADD agrees to provide the City with its most recent budget prior to signing this Agreement. In addition, PADD will provide the City with its current budget and annual audit when they have been approved and are available for distribution for each year during the term of this Agreement.

5. Performance Measures. As a way for the City and PADD to measure the use of the support pledged under this Agreement, the City asks PADD to do the following:

- (i) Utilize PADD's Economic Development Loan Fund
- (ii) Provide matching funds for programs under the Economic Development Administration of the Federal Department of Commerce
- (iii) Assist the City in obtaining grant funds for municipal projects
- (iv) Provide Housing Market Studies as needed by the City
- (v) Assist in CDBG grant administration
- (vi) Provide fiscal and legal assistance for Western NE Tourism
- (vii) Support Heartland Expressway effort
- (viii) Provided Comprehensive Plan information as needed to the City.

6. Early Termination: Upon early termination, the City's support to the PADD shall be prorated, using a monthly basis.

7. Total Support Payment to PADD: Provided the City has funding available, the City by this Agreement shall contribute an annual amount of money to support PADD equal to \$11,657.00. These funds shall be used to provide services for the City's residents as provided in paragraph 2 above.

CITY OF SCOTTSBUFF, NEBRASKA PANHANDLE AREA DEVELOPMENT
DISTRICT

By _____
Mayor

By _____
Executive Director

By _____
City Clerk

Dated: _____

Dated: _____

Report to the City of Scottsbluff for the period October 1, 2015- September 30, 2016

The Panhandle Area Development District undertook the following activities in the past year:

- Worked with the City of Scottsbluff on its comprehensive planning process. Assisted with public meetings to obtain public input on the plan. Researched demographic information for the plan as well as writing parts of the plan, the drafting of the plan and providing GIS maps.
- PADD's grant in the amount of \$113,273 from the Agency for Toxic Substance and Disease Registry (ATSDR) is a one year grant to develop an inventory of brownfields across the 11 counties of the panhandle. Community meetings to date have been held in Gering, Gordon, Hay Springs, Chadron, Kimball, and Sidney. A brownfields inventory and community meeting was also held in Scottsbluff.
- PADD hosted a brownfields redevelopment workshop at the Harms Center that was attended by city council members, CRA members, and city staff and youth residents.
- Co-hosted a Planning Workshop in Gering which benefitted and was attended by planning commissioners.
- PADD's Economic Development Loan Fund made two loans. One to assist with the purchase of Northfield Villa for conversion into apartment units. This loan resulted in the creation of two full-time jobs with salary and benefit packages in the \$35-40,000 range. The second loan was to a business in Gering for the purchase of additional equipment for a business expansion. This expansion will result in the addition of five full time positions.
- Assisted the City with an application to the Department of Economic Development for Community Development planning funds. PADD prepared all of the exhibits that were included with the application. Also conducted the public hearing required as part of the application process.
- Connected city staff with the Panhandle Public Health District for information and assistance on the walkability study.
- Continues to provide clerical and promotional duties for the Heartland Expressway Association. This includes the development of the annual report and the coordination of the annual meeting. Oversaw and directed the development of a new Heartland Expressway website with the help of B-Com Solutions.