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Agenda Item Description for City of Pflugerville, May 28, 2019 City Council Meeting

Title: Discussion and consider action approving a Pflugerville Community Development Corporation FY2019 budget amendment of \$130,000 to purchase up to \$150,000 in specialized equipment to meet the necessary criteria to receive a matching Workforce Solutions Capital Area Board High Demand Job Training grant award of up to \$150,000 to enhance an existing emergency medical technician training program operated by the Pflugerville Independent School District and the Pflugerville Fire Department Emergency Services District #2.

Summary: In January, the PCDC requested a High Demand Job Training (HDJT) Grant from the Workforce Solutions Capital Area Board (WFSCA) to provide specialized equipment for an existing emergency medical technician (EMT) training program currently in its second year of operation by the Pflugerville Independent School District (PFISD) and the Pflugerville Fire Department Emergency Services District #2 (ESD#2). To become eligible for HDJT grant funds, the WFSCA must apply with the Texas Workforce Commission (TWC) and partner with an eligible Type A or B Economic Development Corporation (PCDC) who leverages sales tax dollars to match a high-demand occupational job training grant. High-demand jobs are defined by the Texas Workforce Commission. The total amount to be invested by PCDC and the WFSCA for EMT training equipment is not to exceed \$300,000.

If approved by City Council, the PCDC equipment purchases will be completed in the next two months and then provided to the PFISD for use in the EMT training program. The grant award program runs through April 2020. At that time, the PCDC intends to donate the equipment to the school district for future training. Details are listed in the Memorandum of Understanding with WFSCA, the HDJT grant application, and the budget summary document as attached.

Status: On Wednesday, February 20 during a regular PCDC board meeting, the PCDC Board unanimously approved a budget amendment of \$130,000, a Memorandum of Understanding with WFSCA, and future associated equipment purchases up to \$150,000 contingent upon:

- 1) State approval of the matching HDJT grant award and
- 2) City Council budget amendment approval.

The Texas Workforce Commission has approved the application for the \$150,000 HDJT grant. Issuance of the award to the WFSCA is expected in May.



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Prior City Council Action: City Council approves all FY2019 budget amendments

Deadline for City Council Action: Consideration requested for May 28, 2019 Regular Council Meeting.

Fiscal Impact: The approved Net Income prior to this requested amendment is \$3,033,229. The Workforce Development Grant line item was originally approved at \$50,000. The approval of an additional expenditure of \$130,000 would result in a Net Income of \$2,903,229.

Staff Recommendation: The PCDC Board and staff recommend approval.

Drafter: Amy Madison, Executive Director, Pflugerville Community Development Corporation.



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Agenda Item Description for City of Pflugerville, May 28, 2019 City Council Meeting

Title: Discussion and consider action approving a \$130,000 budget amendment to the PCDC FY2019 Budget to match a High Demand Job Training Grant awarded to the PCDC by the Texas Workforce Commission for the purpose of purchasing equipment for an Emergency Medical Technician Training Program to be facilitated by the Pflugerville Independent School District and the Emergency Services District.

Summary: The PCDC Board requests approval of the \$130,000 budget amendment for a Texas Workforce Matching Grant award to be completed in FY2019. The grant will be used to purchase equipment beginning in the spring of 2019. Equipment will be inventoried by the PCDC initially and purchased through the City's Buy Board. The equipment will be utilized by the PFISD and ESD to train students in the Emergency Medical Technician Program. Details listed on the Memorandum of Understanding attached and budget summary document.

Status: The Texas Workforce Commission matching grant budget amendment of \$130,000 for a partnership grant between Pflugerville Community Development Corporations in partnership with Workforce Solutions was approved unanimously by the PCDC Board on Wednesday, February 20, 2019.

Prior City Council Action: City Council has approved all FY2019 budget amendments over \$50,000.

Deadline for City Council Action: Consideration requested for May 28, 2019 Regular Council Meeting.

Fiscal Impact: The approved Net Income prior to this requested amendment is \$3,033,229. The Workforce Development Grant line item was approved at \$50,000. The approval of an additional expenditure of \$130,000 would result in a Net Income of \$2,903,229.

Staff Recommendation: The PCDC Board and staff recommend approval.

Drafter: Amy Madison, Executive Director, Pflugerville Community Development Corporation.

MEMORANDUM OF UNDERSTANDING
by and between
Workforce Solutions Capital Area Workforce Board
and
Pflugerville Community Development Corporation

The following Memorandum of Understanding (the Agreement) sets forth the terms of agreement between **Workforce Solutions Capital Area Workforce Board**, hereinafter referred to as Workforce Solutions, and **Pflugerville Community Development Corporation**, hereinafter referred to as PCDC.

I. Purpose of Agreement

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities regarding the High Demand Job Training Program grant through the Texas Workforce Commission.

II. Duration of Agreement

The Agreement will commence on March 1, 2019 **and** shall remain in full force until September 30, 2021. This agreement may be extended upon review of terms and conditions to ensure appropriate funding and delivery of services if both parties are in agreement. The agreement may be revised or modified at any time during the 2-year period with written notice by either party or if there are substantial amendments. The agreement may be terminated by either party with a 30 day termination notice.

III. Pflugerville Community Development Corporation

The Pflugerville Community Development Corporation is the organization charged with promoting the economic development of the city of Pflugerville. It accomplishes its mission by marketing Pflugerville as a desirable place for new businesses to operate, and by assisting existing businesses and addressing their needs.

The PCDC is a Texas 4B Economic Development Corporation that collects a one-half cent sales tax off taxable goods purchased in the City of Pflugerville for the purpose of promoting economic development in Pflugerville. The primary purpose of the PCDC is to provide funding for projects that promote economic development or projects that enhance the parks and recreation facilities of the city.

IV. Workforce Solutions Capital Area Programs

Workforce Solutions Capital Area provides employment-related services to companies and job seekers in Travis County. Companies can benefit from job-matching services, labor market information, access to training grants, and other services. Job-Seekers can access job leads, career information, assistance with training, support services, or child care, and other services.

V. General Provisions

It is understood by the parties that each should be able to fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulation which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions

under this Agreement consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict.

VI. Services Provided

Funds will be used to purchase equipment necessary for the Emergency Medical Technician program offered at Hendrickson High School. The program is currently in its second year of operation and the interest from students continues to grow. The healthcare industry remains a target occupation on WFSCA's target occupation list and Emergency Medical Technician is one of the 40 occupations for which we fund training.

Equipment purchased will allow for 24 students to be trained in EMT courses and complete high school with an industry recognized credential. The credential is one that is in demand in the Capital Area.

VII. Responsibilities of the Parties Under Agreement

In consideration of the mutual aims and desires of the parties to this Agreement and in recognition of the public benefit to be derived from effective implementation of the programs involved, the parties agree that their responsibilities under this agreement shall be as follows:

1) WFSCA shall:

- In coordination with PCDC, apply for the High Demand Training Program grant through the Texas Workforce Commission.
- Funds received from TWC will be used to match PCDC sales tax funding for job training, on a dollar-for-dollar basis, up to \$150,000. WFSCA estimates this amount to be \$145,424.
- Procure and purchase equipment at an estimated cost of \$138,000 and provide to the Pflugerville ISD for use in the classroom. WFSCA shall purchase accessories for 6 SimMan ALS Manikins, 12 medical bags, 24 copies of Emergency Medical Responder: First on Scene, 1 set of simulation medications, 1 EMS Testing kit, 1 Cadaver Lab, 24 drug screenings, 24 fingerprintings, 24 immunizations, 24 T-SPOT tests, 24 National Registry Emergency Medical Technician certification exams, and 24 Texas Department of State Health Services certification fees. WFSCA will also purchase 24 pairs of boots, helmets, gloves, jackets, and pants. See Attachment A for a full list of equipment and costs.
- Submit reports to TWC, as required.

2) PCDC shall:

- Designate sales tax revenue up to \$150,000 matched on a dollar-for-dollar basis with TWC grant funding.
- Purchase equipment at an estimated cost of \$149,232 and provide to the Pflugerville ISD for use in the classroom. PCDC shall purchase 6 SimMan ALS Manikins, Ventilator and Automatic External Defibrillator (AED) trainers, a stretcher, and lettering for vehicle extraction. See Attachment A for a full list of equipment and costs.
- Provide periodic narratives to WFSCA, as required by TWC.

3) Both parties shall:

- Enter into an agreement with the Pflugerville Independent School District outlining provisions for equipment purchased.
- Provide periodic narratives, such as number of students trained, as detailed in the Board's TWC contract.

VII. Assurances

- Grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation (WIOA § 181(d)(1) and (d)(2), 29 U.S.C. §2931 (d)(1) and (d)(2).
- Both parties will comply with Texas Government Code, Chapter 2264
- Comply with the Financial Manual for Grants and Contracts

IX. Confidentiality

Both parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other party is confidential by law and will only be used for the purposes set forth in this agreement.

X. Other Provisions or Agreements

Any alterations, additions, or deletions to the terms of this agreement which are required by changes in the state law, federal law, or by regulations are automatically incorporated in this agreement without written amendment and shall become effective on the date designated by such law or regulation. Either party from time to time may seek to amend this agreement. A notice of the intention to amend contract must be provided to other party to the agreement 30 days prior to the effective date of the proposed amendment.

XI. Equal Opportunity and Non-Discrimination and Disabilities Provision

Both parties agree to abide by the Equal Opportunity and Non-Discrimination provisions the following laws:

- WIOA Title I, Section 188 – Nondiscrimination
- Title VII of the Civil Rights Act of 1964
- The Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967 (ADEA)
- Americans with Disabilities Act of 2008, as amended by the Americans with Disabilities Act of 1990 (ADA)
- Sections 102 and 103 of the Civil Rights Act of 1991
- Sections 501 and 505 of the Rehabilitation Act of 1973
- The Genetic Information Nondiscrimination Act of 2008 (GINA)
- Other Federal and State required accessibility and non-discrimination requirements.

XII. Grievance Procedure

In the instance of a dispute between the parties to this agreement, the process for resolution is agreed to as follows:

- 1) informal discussion between the parties must occur;
- 2) formal discussion of the disagreement constitutes the second step;
- 3) failing to find a resolution in steps one or two, outside mediation should be considered;
and
- 4) formal arbitration constitutes the final step in the resolution process in accordance with this agreement.

APPROVED:

The undersigned parties bind themselves to the faithful performance of this Agreement. It is mutually understood that this Agreement shall not become effective until approved by all parties involved.

Workforce Solutions Capital Area

**Pflugerville Community
Development Corporation**



Tamara Atkinson, Chief Executive Officer



Amy Madison, Executive Director

3/13/2019

Date

3/13/2019

Date

**Pflugerville Community Development
FY2019 Budget Summary**

	Approved FY19 Budget 9/31/2019	Approved FY19 Amended Budget as of 1/1/19	FY 19 Budget Amendment Request
Total Income	\$ 5,834,626	\$ 6,509,626	\$ 6,509,626
Total 61000 General Expenses	\$ 291,701	\$ 291,701	\$ 291,701
Total 62000 Personnel	\$ 569,005	\$ 569,005	\$ 569,005
Total 63000 Professional Dev (PD)	\$ 15,000	\$ 15,000	\$ 15,000
Total 64000 Recruit. Markt	\$ 373,500	\$ 373,500	\$ 373,500
Total 65000 Business PFirst	\$ 13,000	\$ 13,000	\$ 13,000
Total 66000 Real Estate	\$ 3,500	\$ 3,500	\$ 3,500
Total 67000 Banking	\$ 1,011,491	\$ 1,011,491	\$ 1,011,491
Total 68000 Recruit/Retention	\$ 344,500	\$ 444,500	\$ 444,500
69150 Workforce Dev. Grants	\$ 50,000	\$ 50,000	\$ 180,000
Total 69000 Community Projects	\$ 659,700	\$ 659,700	\$ 789,700
Total Expenses	\$ 3,281,397	\$ 3,381,397	\$ 3,511,397
Net Operating Income	\$ 2,553,229	\$ 3,128,229	\$ 2,998,229
Total Other Income	\$ 25,000	\$ 25,000	\$ 25,000
89000 Total Reserve Funds	\$ 1,020,000	\$ 120,000	\$ 120,000
Total Other Expenses	\$ 1,020,000	\$ 120,000	\$ 120,000
Net Other Income/Expenses	\$ (995,000)	\$ (95,000)	\$ (95,000)
Net Income	\$ 1,558,229	\$ 3,033,229	\$ 2,903,229

Pflugerville Community Development Proposed Budget Amendment

Description	FY19 Approved budget	YTD & Expected	Proposed Budget Amendment 3/20/2019	If Approved, New Budget
69150 Workforce Dev. Grants	50,000.00	\$28,000	130,000	180,000.00
Net Income	\$ 3,033,228.62			\$ 2,903,228.62

Request: an additional \$130,000 added to the Workforce Development Grants (69150) Line. Originally, \$50,000 approved in this category. We have spent \$13,000 for Lynda.com. PCDC is requesting an additional \$130,000 to cover a new grant opportunity. PCDC in partnership and Texas Workforce Solutions have applied for a \$150,000 grant from Texas Workforce Commission. This grant, PCDC will match, will enable the PCDC to purchase equipment for Emergency Medical Technician Training.