City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item #26 Ordinance# 2761

For Meeting of September 8, 2015 (Ordinance First Reading Date)

For Meeting of September 21, 2015 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: AN ORDINANCE IN ACCORD WITH THE CITY OF LAS CRUCES LOCAL ECONOMIC DEVELOPMENT PLAN, TO AMEND THE FISCAL YEAR 2015/2016 BUDGET, AUTHORIZE THE CITY OF LAS CRUCES TO FUND AND ACT AS FISCAL AGENT FOR A LOCAL ECONOMIC DEVELOPMENT ACT PROJECT KNOWN AS THE ARCA LEDA PROJECT.

PURPOSE(S) OF ACTION:

Approve a LEDA project.

COUNCIL DISTRICT: 4		
Drafter/Staff Contact: Gary Camarano	**Department/Section:** Administration / Economic Development	**Phone:** 541-2286
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Economic development in its most basic sense means job creation by the private sector of the economy. Additionally, economic development is understood to refer to specific governmental efforts which are intended to encourage private investment.

One of the tools available to the City in its economic development efforts is the Local Economic Development Act. Known as LEDA (Act), the Act authorizes local government to use public resources for economic development projects. Public resources that may be used for an economic development project include land, buildings, infrastructure, and direct loans and grants for land, buildings and infrastructure. As required by the Act, the City has produced and adopted an Economic Development Plan 2013 that allows it to implement the authority provided by the Act.

The purpose of local economic development is to create a dynamic local economy with increasingly abundant and rewarding employment and investment opportunities for all Las Cruces residents and an economy diversified toward sectors and industries that are near the leading edge of technology, likely to thrive into the future, and likely to provide improved returns

(Continue on additional sheets as required)

to employees and investors. Currently the City has an opportunity to advance its economic plan and assist a qualified entity, ARCA Space Corp. (ARCA). ARCA has applied for Act assistance of $60,000.00 from the City.

The ARCA LEDA Project (Project) is considered a promising project as it:

1. Will create high paying jobs in Las Cruces
2. Is in an industry sector (aerospace) targeted for recruitment
3. Will locate at the West Mesa Industrial Park/Las Cruces Airport Industrial Complex
4. Represents a Foreign Direct Investment in Las Cruces

The Project located at 715 White Lightning and 725 Leonard Bryant Alley, Las Cruces, New Mexico is expected to create over 100 full time jobs. ARCA utilizes state of the art design, equipment and techniques in their aerospace manufacturing facility. Aerospace is an industry sector that the City desires to expand on. ARCA has the potential to emerge as a leader in a growing aerospace sector both domestically and internationally.

Although the Project is expected to create over 100 jobs, the job creation criteria to support this funding is (1) a total of 20 jobs to be created at the 715 White Lightning and 725 Leonard Bryant Alley, Las Cruces, New Mexico facilities by ARCA's third consecutive year of operation and (2) the maintaining of 20 jobs for two full consecutive years. If ARCA meets these two conditions at any time during the first five years of operation, then any City Clawbacks against the $60,000.00 Act funding are removed.

The first step in completing the Project is to authorize the City to act as Fiscal Agent for the Project. This will allow the City to allocate funds to the Project, administer the Project and monitor the Project for job creation.

SUPPORT INFORMATION:

1. Ordinance.
2. Exhibit "A", Project Participation Agreement.
3. Exhibit "B", Budget Adjustment Request.
4. Attachment "A", Letter of Request for City Assistance.
5. Attachment "B", City of Las Cruces LEDA Application – Capital Outlay Project Application.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes	☐	See fund summary below
	No	☒	If No, then check one below:
	Budget Adjustment Attached	☒	Expense reallocated from: 1500
		☐	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?			
	Yes	☐	Funds will be deposited into this fund: _____ in the amount of $_____for FY__.
	No	☒	There is no new revenue generated by this action.

BUDGET NARRATIVE

A grant from the City of Las Cruces for the ARCA LEDA Infrastructure Improvement Project in the amount of $60,000.00 will be allocated from Fund 1500, Gross Receipts Tax Income, Economic Development in accord with the City of Las Cruces Local Economic Development Plan.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
1030	10100220-722190-10949	$60,000.00	$60,000.00*	.00	N/A

*Upon approved budget adjustment

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will allow the City to fund this stage of the Project, act as fiscal agent for this Project, and to allow this Project to proceed and ultimately create jobs.
2. Vote "No"; this will deny the necessary economic development assistance required for the Project to be completed and create jobs for the community.
3. Vote to "Amend"; this could delay the Project or cause the Project to terminate.
4. Vote to "Table"; this could delay the Project and the desired economic development and job creation.

(Continue on additional sheets as required)

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Ordinance No. 2697.

(Continue on additional sheets as required)

COUNCIL BILL NO. 16-002
ORDINANCE NO. 2761

AN ORDINANCE IN ACCORD WITH THE CITY OF LAS CRUCES LOCAL ECONOMIC DEVELOPMENT PLAN, TO AMEND THE FISCAL YEAR 2015/2016 BUDGET, AUTHORIZE THE CITY OF LAS CRUCES TO FUND AND ACT AS FISCAL AGENT FOR A LOCAL ECONOMIC DEVELOPMENT ACT PROJECT KNOWN AS THE ARCA LEDA PROJECT.

The City Council of the City of Las Cruces is informed that:

WHEREAS, the City of Las Cruces (City), New Mexico, a municipal corporation, considers economic development and job creation extremely important to the livability of the community; and

WHEREAS, the City Council passed Ordinance 2697 on October 21, 2013, adopting the Local Economic Development Plan 2013, allowing the City to use public resources for economic development projects that retain, create and attract jobs into the community; and

WHEREAS, ARCA Space Corp. is a qualifying entity under the Local Economic Development Act (Act) and has acquired a leasehold interest in the real property, building and improvements at 715 White Lightning and 725 Leonard Bryant Alley, Las Cruces, New Mexico, and is committed to developing a production facility and has applied for Act assistance from the City; and

WHEREAS, the City of Las Cruces Economic Development Office anticipates contributing a $60,000.00 grant to the ARCA LEDA Project; and

WHEREAS, the grant will be used for lease payments for the 715 White Lightning and 725 Leonard Bryant Alley facilities and infrastructure improvements to those facilities including, but not limited to electrical and ventilation improvements; and

WHEREAS, the City is required to act as fiscal agent for any projects they are

participating in.

NOW, THEREFORE, Be it ordained by the Governing Body of the City of Las Cruces:

(I)

THAT the City is hereby authorized to act as fiscal agent for the Act project known as the ARCA LEDA Project as set forth in the Project Participation Agreement attached hereto as Exhibit "A".

(II)

THAT the Fiscal Year 2015/2016 Budget is hereby amended as illustrated on Exhibit "B", attached hereto.

(III)

THAT this choose one has been published prior to its adoption and shall be published at least once after adoption, pursuant to Sections 3-2-1, et.seq., and 3-54-1, et.seq., NMSA 1978, as amended.

(IV)

THE City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20___.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

VOTE:
Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

_____
City Attorney

PROJECT PARTICIPATION AGREEMENT

This Project Participation Agreement (this "**Agreement**") entered into on _____ by and between the City of Las Cruces, a New Mexico Municipal Corporation (the "CITY"), and ARCA Space Corp. (ARCA), a New Mexico Limited Liability Company.

1. Recitals:

A. Pursuant to the Local Economic Development Act, NMSA 1978, §§ 5-10-1 through 5-10-13, (**LEDA**); the CITY adopted the Ordinance No. 2697, authorizing the CITY to consider applications for economic development assistance; and Ordinance No. 2747, approving an Economic Development Project with ARCA (collectively, the "**LEDA Ordinance**").

B. ARCA has submitted an application to the CITY for assistance under the LEDA Ordinance (the "**Application**"). In the Application, ARCA has represented that ARCA has acquired a leasehold interest in the real property, building and improvements located at 715 White Lightning and 725 Leonard Bryant Alley, Las Cruces, New Mexico (the "**Site**") and committed to develop a production facility (the "**Facility**") in accordance with the Application for Development Incentives Plan (the "**Plan**"). The application also proposes that the CITY act as Fiscal Agent for approximately three to five years, five years being the maximum period granted by the CITY through the Economic Development Office ("**EDO**") to achieve maintaining 20 full time jobs for two full consecutive years at the Facility. ARCA we will then develop the Site using the grant monies ("**Grant Funds**") to build/lease/equip the Facility as described in the Plan.

C. The CITY finds that ARCA is a qualifying entity as defined in Section 5-10-3 (G) NMSA 1978 and that this Agreement meets the requirements of LEDA.

2. Substantive Contribution from the CITY: In order to implement the Plan project, the CITY will act as Fiscal Agent for the Grant Funds provided for the Project. In addition, the CITY will provide $60,000 in local Grant Funds and act as Project Management to the Plan project after certification.

3. Substantive Contribution from ARCA: ARCA will materially participate by acting as developer and taking responsibility for economic development. The terms and obligations of the parties under the LEDA Ordinance and Application are incorporated into this Agreement by reference, and identified in the listing attached hereto as Exhibit "A". The economic development substantive contribution requirement obligation of ARCA is as follows:

a. The applicable five year job creation period shall commence on the earliest first day of the calendar month that occurs 90 days or more after the date that the certificate of occupancy is issued for the Facility ("**Period Commencement Date**");

b. A total of 20 full time jobs to be created at the Facility by the completion of the Company's second full year of operation (i.e., by the second anniversary of the Period

Commencement Date);

c. Maintaining 20 full time jobs for two full consecutive years at the Facility (a year for this purpose is a 12 calendar month period that commences with the Period Commencement Date month or anniversary month) (the "**Jobs Requirement**");

d. Upon satisfaction of the requirement set forth in c. immediately preceding this subparagraph d., within the five year job creation period or shorter period, the Clawback Provision (as hereinafter defined) will cease to be applicable;

e. If by the fifth anniversary of the Period Commencement Date, ARCA has not achieved Jobs Requirement, ARCA shall reimburse any percentage of the Grant Funds for the percentage of jobs that were not created and maintained (i.e., if only 90% of the requisite jobs were created and maintained, then 10% of the Grant Funds will be reimbursed; similarly if only 80% of the requisite jobs were created and maintained, then 20% of the Grant Funds will be reimbursed) (the "**Clawback Provision**").

4. Security Provided to the CITY: In order to safeguard the public resources dedicated to success of this project, the CITY will require a security from ARCA in the amount of the Grant Funds [$60,000] to guarantee the Clawback Provision obligation of ARCA. If the ARCA has fully satisfied all or a percentage of the Jobs Requirement such that the Clawback Provision obligation is terminated or reduced, the Bond requirement will cease or the bond amount will be correspondingly reduced commending on the second anniversary of the Period Commencement Date, as the case may be. Any funds recovered by the CITY pursuant to the Bond shall remain with the CITY.

5. Review: CITY will review project timeline, progress and job creation bi-annually in May and November of each year until the earlier of the sixth anniversary of this Agreement, or until ARCA is confirmed to have fully satisfied the Jobs Requirement in full. Job creation reports shall include a copy of FORM ES-903 provided by ARCA to the CITY, on file with the New Mexico Department of Workforce Solutions to demonstrate compliance with this Agreement at each review cycle, and another at thirty (30) days prior to the anniversary date of this Agreement, for a period of ending on the earlier of the sixth anniversary of this Agreement, or until ARCA is confirmed to have satisfied the Jobs Requirement in full.

6. Compliance with Statutes: CITY states that it has complied with the requirements of New Mexico Statutes and the Las Cruces Municipal Code and has authorization to enter into this Agreement.

7. Governing Laws: This Agreement is subject to the laws of the State of New Mexico.

8. Permits and Licenses: ARCA agrees that the CITY has no direct responsibility for ARCA to make application and obtain required permits and/or licenses related to use of the site and facility and is not guaranteeing any particular outcome with respect to such application, other than that the CITY agrees to cooperate with ARCA to expeditiously

process the entitlements and other approvals required by the CITY to approve the Project.

9. Ratification: CITY and ARCA hereby ratify all actions consistent with this Agreement that the CITY or ARCA or their respective agents may have taken in furtherance of the Plan project.

10. Miscellaneous: The language of the Recitals shall have the same force and effect as the agreement provisions in this Agreement. This Agreement binds and insures to the benefit of the CITY and ARCA and their respective successors and assignees. This Agreement may be amended or modified, and the performance by any party of its obligations hereunder may be waived, only in a written instrument duly executed by the parties. This Agreement may be executed in any number of counterparts, each of which is an original and all of which taken together constitute one instrument. This Agreement is governed by and is to be construed in accordance with the laws of the State of New Mexico, without giving effect to its choice-of-law principles.

8. Term of this Agreement: The termination date of this Agreement will be agreed upon by the CITY and ARCA within ninety (90) days after ARCA has satisfied the Jobs Requirement in full, or, in any event, shall terminate on the sixth (6th) anniversary of this Agreement.

In witness whereof, the parties hereto set their hands as of the date first appearing above.

CITY:	PROJECT PARTY:
City of Las Cruces	ARCA Space Corp.
By _____	By _____
Robert Garza City Manager	Dumitru Popescu President

CITY OF LAS CRUCES

Fund Summary

EXHIBIT "B"

Fund: 1030 **Fund Name:** ECONOMIC DEVELOPMENT PROGRAM
DFA: 101 **DFA Name:** General Fund

		2015-16 Budget			%
		Adopted	Adjustment	Amended	Inc. / Dec.
Beginning Balance	***$***	***5,036***	***3,090***	***8,126***	***61.36%***
Resources					
Revenue	$	0	0	0	0.00%
Proceeds		0	0	0	0.00%
Transfers In		130,000	60,000	190,000	46.15%
Total Resources	**$**	**130,000**	**60,000**	**190,000**	**46.15%**
Expenditures					
Salaries & Benefits	$	0	0	0	0.00%
Operating Costs		0	0	0	0.00%
Capital Outlay		0	0	0	0.00%
Debt Service		0	0	0	0.00%
Grant / Projects		130,000	60,000	190,000	46.15%
Transfers Out		0	0	0	0.00%
Total Expenditures	**$**	**130,000**	**60,000**	**190,000**	**46.15%**
Ending Balance	***$***	***5,036***	***3,090***	***8,126***	***61.36%***

Fund: 1500 **Fund Name:** HHR GRT CONTINGENCY FUND
DFA: 101 **DFA Name:** General Fund

		2015-16 Budget			%
		Adopted	Adjustment	Amended	Inc. / Dec.
Beginning Balance	***$***	***6,661,231***	***90***	***6,661,321***	***0.00%***
Resources					
Revenue	$	7,933,738	0	7,933,738	0.00%
Proceeds		0	0	0	0.00%
Transfers In		0	0	0	0.00%
Total Resources	**$**	**7,933,738**	**0**	**7,933,738**	**0.00%**
Expenditures					
Salaries & Benefits	$	0	0	0	0.00%
Operating Costs		871,195	0	871,195	0.00%
Capital Outlay		7,300,000	0	7,300,000	0.00%
Debt Service		3,000,000	0	3,000,000	0.00%
Grant / Projects		0	0	0	0.00%
Transfers Out		0	60,000	60,000	0.00%
Total Expenditures	**$**	**11,171,195**	**60,000**	**11,231,195**	**0.54%**
Ending Balance	***$***	***3,423,774***	***(59,910)***	***3,363,864***	***-1.75%***

ATTACHMENT "A"

ARCA SPACE CORPORATION,
4611 Research Park Circle, A-144 Las Cruces, NM, 88001-5948
Tel: +1 575 556 2470 / Fax: +1 575 556 2461
contact@arcaspace.com

Robert L Garza
City Manager
City of Las Cruces
700 n Main St
Las Cruces, NM 88001

May 8, 2015

Dear Mr. Garza:

ARCA Space Corp. is a newly established U.S. manufacturer of "air robots" - Unmanned Aerial Vehicle Systems (UAVS) - and other aerospace systems, and we have identified Las Cruces as a desirable location for our U.S. headquarters and operations center. We have worked with the City's Economic Development Office and its partner, MVEDA, in making this determination, and would like to start operations in Las Cruces, New Mexico, in the very near future.

Our immediate needs are for office/showroom space, and a facility for assembly of our flagship product, Air Strato, an innovative air robot for the international market. The City's EDO staff has identified suitable locations for ARCA, and at this time we would like to formally ask for the City's assistance through its Local Economic Development Act in locating ARCA in Las Cruces, New Mexico. Specifically we are seeking City assistance of one year's leasing expense coverage of office/showroom space and a hangar facility at the Las Cruces International Airport.

Mr. Camarano of the City's Economic Development Office has put these costs at $37,000.00 for the office space, and $18,000.00 for the hangar space, for a total of $56,000.000. ARCA would be in a position to begin immediately hiring to fill our first 20 above average wage jobs, with further expansion slated for our second year and beyond.

There are several costs involved in establishing our headquarters and operations facility in Las Cruces and ARCA is prepared to meet those, but City assistance for the above is needed. ARCA Space Corp. appreciates your consideration of this request, and looks forward to a long and fruitful relationship with the City of Las Cruces and its surrounding communities.

Sincerely,

Dumitru Popescu
President, CEO

ARCA SPACE Corporation

Id: APP-009496

Organization: ARCA SPACE Corporation

Contact: Dumitru Popescu

Phone: (415) 613-6582

Email: dumitrupopescu@outlook.com

Company Name, Address, Telephone

ARCA SPACE Corporation
4611 Research Park Circle, A-144
Las Cruces, NM 88007
Telephone *575 556 2470*

Contact Person:
Dumitru Popescu, CEO
575 556 2470

Business Structure:
C-Corp

Amount of City LEDA Assistance Requested:
$60,000.00

Purpose:
Facility Lease and infrastructure improvements

Job Creation:
20 FT employees

Company Background
ARCA Space Corporation was established on July 9th 2014
Shareholders of the company are: Dumitru Popescu, Teodor-Catalin Diaconu, Maria Popescu, Dragos Muresan, Paul Radut, Elena-Simona Popescu, Alexandru-Claudiu Cercel-Duca, Sorin-Sandrino-Dumitru Dinea, Mugurel Conta Ionescu, Vasile Barlaboiu, Constantin-Cosmin Diaconescu, Chris Lang

The company designs and manufactures the following products: AirStrato electrical powered unmanned aerial vehicle, Haas 2B suborbital rocket, Haas 2C orbital rocket Before relocating to the United States, ARCA was established as an NGO in Romania in 1999 and during 16 years of activity it succeeded to launch 15 flight missions. ARCA was one of the major contenders in the $10 million, Ansari X Prize Competition. Following Ansari X Prize we were involved in the X Prize Cup held in Las Cruces

and in the Google Lunar X Prize, succeeding to launch the competition's only rocket up to this date, to test the Moon lander vehicle. In 2008 we secured three governmental aerospace contracts worth $2.2 million for aerospace technologies and for military applications. In 2012 we secured a $1.4 million contract with the European Space Agency to test the ExoMars spacecraft atmospheric re-entry parachutes.

The target of the drone market for AirStrato are users that need an airborne platform that is:
- Able to fly for long duration, up to 22 hours;
- Able to fly up to 60,000 ft altitude;
- Able to have a flight range up to 1300 miles;
- Able to take off and land without a runway;
- Global navigation capable (no direct radio link required);
- Controlled from any point on Earth (no human or equipment presence is necessary near the air robot);
- Clean (no fuel of any kind is necessary);
- Able to transport a vast array of sensors, or releasable objects (in the limit of 50 kg);
- Extremely cost effective;

AirStrato target market is related only to high endurance, long range, low and high altitude segment.
On this segment, there are extremely few products that are competing with AirStrato. One of the most relevant example is the General Atomics Predator and while the Predator is more capable to carry high loads, of around 400 lbs, compared with AirStrato's only 100 lbs, the Predator can fly only at 25,000 ft, compared with AirStrato's ceiling of 60,000 ft. The sale price difference between the Predator and AirStrato is also high, with the Predator sale price of around 4 mil $, compared with AirStrato Explorer's price of less than 300,000 $ with all accessories included.
Basically, we can state that there is no other equivalent product of AirStrato on the market.

The following marketplace needs, could be satisfied by AirStrato line of products:
- Border protection, both land and sea;
- Disasters monitoring and management;
- Contaminated areas monitoring;
- Remote areas exploration, as Antarctic areas, ocean, mountains, forests, deserts;
- Rescue missions;
- Military reconnaissance;
- Oil pipes and power lines monitoring;
- Communication relay;
- High atmosphere scientific research;
- Meteorology;
- Traffic control;
- TV and cinema;
- Internet delivery network over remote areas;
- Hobbyists.

Our office is at Arrowhead Executive Office Center
4611 Research Park Circle, A-144
Las Cruces, NM, 88001-5948
Our production facility is located at Las Cruces Airport, in two hangars (14,000 sq.ft.)

Submitted by:

Signature: _____ **Date: August 13, 2015**

Title: President and CEO

Print Name: Dumitru Popescu

BUDGET ADJUSTMENT REQUEST (BAR)

264

Department and Section	Permanent or Temporary	EXHIBIT "B"	
Administration/Economic Development	Permanent	Council/Board Resolution No.	

Justification for Request

As per Ordinance No. _____ ARCA Space Corp. has applied for Local Economic Development Act funding in the amount of $60,000 for an infrastructure improvement project in accord with the City of Las Cruces Local Economic Development Plan.

MUNIS Comment:

Barbi Narvaez	541-2271	16	8/24/2015
Prepared by	**Phone No.**	**FY to be Adjusted**	**Date**

Fund	Org	Object	Project	Object Name	Increase $	Decrease $
1030	10100220	722190	10949	PURCHASED SERVICES GENERAL	60,000	
1030	1030	911500		TRNFR FR GROSS REC TAX INCOME	60,000	
1500	1500	951030		TRANSFER TO ECONOMIC DEVELOP	60,000	
				Totals	$180,000	$0

By signing, I verify balances and accounts are available in MUNIS.

Gary Camarano	08/24/15
Administrator / Manager	Date
Director	Date

For use by Administration and Office of Mgmt & Budget

Mark A. Winson, ACM / CAO	Date
Daniel Avila, ACM / COO	Date
Robert L. Garza, City Manager	Date
Budget and Grant Manager	Date

For use by Office of Mgmt & Budget

Revised 5/05/2015

Budget Adjustment Number	Posted By	Date
Period: JE#		

City of Las Cruces®
PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of September 8, 2015 (Ordinance First Reading Date)

For Meeting of September 21, 2015 (Adoption Date)

TITLE: AN ORDINANCE IN ACCORD WITH THE CITY OF LAS CRUCES LOCAL ECONOMIC DEVELOPMENT PLAN, TO AMEND THE FISCAL YEAR 2015/2016 BUDGET, AUTHORIZE THE CITY OF LAS CRUCES TO FUND AND ACT AS FISCAL AGENT FOR A LOCAL ECONOMIC DEVELOPMENT ACT PROJECT KNOWN AS THE ARCO LEDA PROJECT.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes ☐ No ☑

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2286	
Department Director			
Other			
Assistant City Manager /CAO		3401	8-25-15
Management & Budget Manager		541-2106	8/24/15
Assistant City Manager/COO	Daniel Avila		8/26/15
City Attorney		EXT 2128	28 August 2015
City Clerk - Interim		X2115	8/28/15