



Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
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Meeting Minutes

Corpus Christi Business and Job Development Corporation

Monday, August 15, 2016

4:00 PM

City Council Chambers

A. President Bryan Gulley to call the meeting to order.

President Gulley called the meeting to order at 4:05 p.m.

B. Call Roll

President Gulley called the roll and verified that a quorum of the Board was present to attend the meeting.

(Note: Mr. Guerra arrived at 4:09 p.m.)

Present: 5 - President R. Bryan Gulley, Vice-President Debbie Lindsey-Opel, Secretary Gabriel Guerra, Bart Braselton and Randy Maldonado

D. MINUTES: (ITEMS 2-3)

3. Approval of the Minutes of the July 18, 2016 Meeting.

President Gulley deviated from the agenda and referred to Item 3. Mr. Braselton made a motion to approve the minutes of the July 18, 2016 meeting, seconded by Mr. Maldonado and passed unanimously (Guerra - absent).

2. Approval of the Minutes of the June 20, 2016 Meeting.

President Gulley deviated from the agenda and referred to Item 2. Mr. Braselton made a motion to approve the minutes of the meeting of June 20, 2016, seconded by Mr. Maldonado and passed unanimously (Guerra - absent).

Mr. Braselton and staff discussed the Homebuyer Assistance Program Guideline changes and the agreement with the Housing and Community Development Department to reimburse the City for staff time in implementing the program that were approved at that meeting.

C. ELECTION OF OFFICERS: (ITEM 1)

1. Corporation Officer Election for 2016-2017 Term

President Gulley deviated from the agenda and referred to Item 1. Mr. Braselton made a motion to nominate Dr. R. Bryan Gulley for President, seconded by Mr. Guerra and passed unanimously. President Gulley nominated Debbie Lindsey-Opel for Vice President. Ms. Opel declined the nomination. Mr. Maldonado made a motion to nominate Gabriel Guerra for Vice President, seconded by Mr. Braselton and passed unanimously. Mr. Guerra made a

motion to nominate Randy Maldonado as Secretary, seconded by Mr. Braselton and passed unanimously.

E. FINANCIAL REPORT: (ITEM 4)

4. Financial Report as of June 30, 2016.

President Gulley referred to Item 4. Assistant Director of Financial Services Alma Casas presented the sales tax report; cash flow statements; the commitment reports; the pro forma for the economic development fund; and since inception report.

Board members discussed the following topics: an explanation of the LiftFund payments for interest buy down versus limited collateral; the ending cumulative balance of \$52,994 for City of Corpus Christi reimbursement; the balance that is unpaid but committed for the small business projects contracts for LiftFund and internship programs; reprogramming the small business projects contract funds that are remaining in FY2014-2015; and whether the FY2015-2016 funding for small business projects are expected to be expended.

F. CLOSED SESSION ITEMS: (NONE)

G. AGENDA ITEMS: (ITEMS 5-10)

5. Economic Development Fund - TAMUCC Engineering

Motion approving an agreement with Texas A&M University - Corpus Christi, which grants \$2,000,000 to the University for use in creating programs in civil and industrial engineering, appropriating \$2,000,000 from the unreserved fund balance of Fund 1140 Economic Development Fund and changing the FY16 operating budget to increase expenditures by \$2,000,000, and authorizing the President of the Corporation to execute the agreement.

President Gulley referred to Item 5. Iain Vasey, Corpus Christi Regional Economic Development Corporation stated that the purpose of this item is to consider a request from Texas A & M University - Corpus Christi (TAMU-CC) for a grant in the amount of \$2,000,000 to expand their engineering programs to add civil and industrial engineering. The funds would be split with \$1,650,000 going for the civil engineering laboratory facilities and \$350,000 going for industrial engineering laboratories. The funds would be reimbursed when TAMU-CC pays for construction and equipment and TAMU-CC would have to show matching funds. Dr. Trent Hill and Jaime Nodarse from TAMU-CC were available to respond to questions.

City Secretary Rebecca Huerta stated that Ms. Opel would be abstaining from the discussion and vote on this item.

Board members spoke regarding the following topics: the language in the contract stating that TAMU-CC intends to invest approximately \$4 million over a five-year period and whether the investment is actually higher; whether there is a need to specify the amount to be invested in each program; the terms of

the contract; and language in the contract should the program funds not be approved by the TAMU System or the Texas Legislature.

Mr. Guerra made a motion to approve Item 5 and amend the contract in Section 3 by adding subsection e. to include language that if the funding is not approved by September 1, 2018, the agreement shall be terminated, seconded by Mr. Braselton and passed unanimously (Opel abstained).

6. Small Business Agreement - Del Mar College Internship

Motion approving the renewal of the amended Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Del Mar College for an internship program to support small businesses in the amount of \$150,000 from January 1, 2017 through December 31, 2017.

President Gulley referred to Items 6 - 10, small business incentive agreements. A brief discussion ensued to table Items 6,8 and 10. President Gulley requested that the these items be tabled until the November meeting.

Mr. Guerra made a motion to table Items 6, 8, and 10, seconded by Mr. Braselton and passed unanimously (Opel abstained on Item 10).

Board members and staff from the Corpus Christi Regional Economic Development Corporation (EDC) spoke regarding the following topics: consideration to change the internship programs to be more job specific; the intent of the internship program was to assist small businesses; working towards job training; a request to provide an overview of the internship programs; and a list of jobs that received interns from Texas A & M University - Corpus Christi.

7. Small Business Agreement - LiftFund

Motion approving the renewal of the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and LiftFund, Inc. to provide a grant of up to \$250,000 in FY17 for a loan Buy-down program.

President Gulley referred to Item 7. Mike Culbertson, Corpus Christi Regional Economic Development Corporation (EDC), stated that the purpose of this item is to approve a Type A grant for LiftFund for a loan buydown program in the amount of \$250,000. The average loan is approximately \$17,600. The Board of Directors of the EDC recommend approval of the agreement. Laura Leal-Estrada, LiftFund, was available to respond to questions.

Board members discussed the following topics: the EDC's approval of the agreement; the amount of funding remaining in FY15-16; the average number of businesses that participate in the LiftFund; partnership with banks to allow small business owners the opportunity to borrow money at a lower interest rate; the growing trend showing that small business climate is thriving in Corpus Christi; the gap analysis on how buydown is determined; whether the loan is first come, first served or based on need; and ways to leverage funding.

Mr. Guerra made a motion to approve Item 7, seconded by Mr. Braselton and passed unanimously.

8. Small Business Agreement - Procurement Technical Assistance Center

Motion approving the renewal of the amended Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Del Mar College's Procurement Technical Assistance Center (PTAC) for Small Business Assistance in the amount of \$48,490 from January 1, 2017 through December 31, 2017.

This item was tabled during the discussion on Item 6.

9. Small Business Agreement - SCORE

Motion approving the renewal of the amended Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Service Corps of Retired Executives (SCORE) Chapter 221 to provide a grant of up to \$52,600 in FY17 to assist small businesses.

President Gulley referred to Item 9. Mike Culbertson, Corpus Christi Regional Economic Development Corporation (EDC), stated that the purpose of this item is to approve a Type A Grant for Service Corps of Retired Executives (SCORE) Chapter 221 in the amount of \$52,600 to assist small businesses through workshops and counseling. The Board of Directors of the EDC recommended approval of the agreement.

Ms. Opel made a motion to approve Item 9, seconded by Mr. Maldonado and passed unanimously.

10. Small Business Agreement - TAMUCC Internships

Motion approving the renewal of the amended Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Texas A&M University - Corpus Christi for an internship program to support small businesses in the amount of \$150,000 from January 1, 2017 through December 31, 2017.

This item was tabled during the discussion on Item 10. Ms. Opel abstained from the motion to table.

H. PRESENTATION ITEMS: (ITEMS 11-15)

12. Seawall Fund - Update on Miradors Maintenance

President Gulley deviated from the agenda and referred to Item 12. Interim Director of Parks and Recreation Stacie Talbert Anaya stated that the purpose of this item is to provide an update on the Miradores Maintenance. In May 2016, City Council approved an ordinance increasing the funds for maintenance as a match to funding approved by the Type A Board. Ms. Anaya provided an overview of the following information: how the funding is being used; the schedule of work; and information on the Adopt-A-Park/Mirador program.

Board members and staff discussed the following topics: options to find other

funding sources of the Miradores; the total funding for maintenance; what Parks and Recreation is budgeting for next fiscal year; the funding needed to continue maintenance of the Seawall; use of the hotel occupancy tax (HOT) state funds; whether HOT funds could be used for dredging of McGee Beach; Bayshore Park maintenance; what assistance would be needed from the Board to set up an Adopt-A-Mirador program and cost to adopt for one year; higher standards for maintaining the Miradores and cost levels; and development of a service contract to fund the Miradores.

11. Electioneering and Open Meetings Policy Review

President Gulley referred to Item 11. Assistant City Attorney Aimee Alcorn-Reed stated that the purpose of this item is to provide a refresher on the Board's responsibilities under the Open Meetings Act and on state law and City ordinances that discuss electioneering issues. Assistant City Attorney Alcorn-Reed presented the following information: the definition of political advertising; prohibited use of public resources and examples of what is and is not allowed; Section 2-311(4) of the City's Code of Ethics prohibiting City officials, board members, or employees, except council members, from using the prestige of their position with the City on behalf of any political party or cause; general rule for meetings under the Texas Open Meetings Act; the definition of a meeting and examples; required notice for items at a meeting; recess, postponement and cancellation notice of a meeting; what constitutes a quorum; that public meetings must be open; crimes for violating the Open Meetings Act; the definition of a walking quorum; and treatment of email by the Open Meeting Act.

Board members and staff discussed the following topics: clarifying whether a board member can support a cause as an individual and not as part of the board; and whether contributions from board members to a cause are prohibited.

13. Engineering Services Update - August 2016

President Gulley referred to Item 13. Brian Bresler, Project Manager for Engineering Services, provided the Engineering Services monthly project report and an update on Bayshore Park. Board members asked questions regarding the following topics: the status of the Salt Flats Levee Project study; the final improvements to Barge Dock; and the McGee Beach Renourishment study and the ability to use hotel occupancy tax (HOT) as a funding source.

14. Economic Development Update - Type A Projects

President Gulley referred to Item 14. Mike Culbertson, Corpus Christi Regional Economic Development Corporation (EDC) presented the small business programs and major business incentives quarterly report.

15. Board Request - Discussion of Type A Website

President Gulley referred to Item 15. Executive Director Constance Sanchez stated that Director of Communications Kim Womack was unavailable today to discuss the Type A website and requested information on the specific information the board would like to see on the website.

Board members requested that the website include: up-to-date information on the impact of the economic development funds; and specific information related to affordable housing.

I. EXECUTIVE DIRECTOR COMMENTS:

President Gulley referred to Executive Director Comments. Executive Director Constance Sanchez asked which board members were planning to attend the Sales Tax Workshop. Ms. Opel and Mr. Maldonado expressed interest in attending the September workshop; Mr. Braselton expressed interest in attending the December workshop; President Gulley and Mr. Guerra stated that they may have interest in attending after the November election to receive information on Type B. There was a brief discussion on the City Council Policy regarding board members not serving on more than one board.

J. PUBLIC COMMENT

None.

K. IDENTIFY FUTURE AGENDA ITEMS

President Gulley referred to Identifying Future Agenda items: The following items were identified: the 2017 affordable housing agreement; reconciliation of the small business commitments; the tabled small business items and review of the ballot language regarding job training for internship programs to be placed on the November agenda; an update on the Request for Proposal (RFP) for management of the affordable housing program; an update on the Miradores maintenance.

L. ADJOURNMENT

The meeting was adjourned at 6:21 p.m.

** Regardless of the agenda heading under which any item is listed, any word or phrase of any item listed on this agenda shall be considered a subject for consideration for purposes of the Texas Open Meetings Act and other relevant laws, and the Board of Directors may deliberate and vote upon any such subject and resolutions related thereto. Any descriptions of property or amounts stated in this agenda are descriptive and not restrictive, and property and amounts may be changed in the motions, actions or documents. In addition to other items listed in this agenda, policies and procedures of this corporation, legal analysis of any items, policies or procedures, and any items that are currently receiving funding from this corporation may be discussed and deliberated and these matters are added as subjects of discussion to this meeting. This agenda has been reviewed and approved by the attorney for the governing body, and the presence of any subject or description in the Executive Session portion of this agenda constitutes a written interpretation of Chapter 551 of the Texas Local Government Code by the attorney for this corporation indicating that said subject or description thereof may be legally discussed in a closed meeting.*