



**AGENDA MEMORANDUM**  
**CORPUS CHRISTI BUSINESS AND JOB DEVELOPMENT CORPORATION**

Meeting July 18, 2016

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**DATE:** June 30, 2016

**TO:** President and Honorable Board Members,  
Corpus Christi Business and Job Development Corporation

**THROUGH:** Margie C. Rose, City Manager

**FROM:** Constance P. Sanchez, Director of Finance  
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| <b>Economic Development Sales Tax Workshop</b> |
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**CAPTION:**

Discussion and possible action in sending Type A Board members and City staff members to the Economic Development Sales Tax Workshop.

**PURPOSE:**

The purpose of this item is to coordinate to fulfill the training requirements for the Type A Board through the Economic Development Sales Tax Workshop.

**BACKGROUND AND FINDINGS:**

The Economic Development Sales Tax Workshops, held by the Texas Economic Development Council (EDC), are designed specifically for EDC Board Members and local elected officials and include information about economic and community development in general, and changes to the Economic Development Sales Tax Law. This training includes Type A and Type B Boards. The workshops include a discussion of changes to the Economic Development Sales Tax law that occurred during the 84th Session of the Texas Legislature. Workshop attendees will receive an Open Meetings Act and Public Information Act certification as a part of this course. Attendees of the Economic Development Sales Tax Workshop will be provided training materials, a light breakfast, and lunch.

Texas Local Government Code §552.101 requires that at least one person from either the city attorney's office or the city clerk or administrator's office and the executive director of the Corporation or another person responsible for the daily administration of the Corporation attend the workshop every 24 months. The City's Business Liaison attended in September 2014. A member of the City's legal department last attended the workshop in December 2014. According to our records, Board Member Gabe Guerra attended in December 2014. The remaining Board Members, the new Type A Attorney and the new Executive Director have not attended.

There are three workshops available for 2016:

- August 26, 2016 in Lubbock
- September 23, 2016 in Houston
- December 9, 2016 in Austin

Estimated cost of attendance as is as follows:

| ED Sales Tax Workshop Costs        |                  |                  |                  |
|------------------------------------|------------------|------------------|------------------|
| City                               | Lubbock          | Houston          | Austin           |
| Date                               | 8/26/2016        | 9/23/2016        | 12/9/2016        |
| Registration                       | \$ 175.00        | \$ 175.00        | \$ 175.00        |
| Lodging                            | \$ 109.00        | \$ 119.00        | \$ 129.00        |
| Mileage (\$0.54 per Mile)          | \$ 571.32        | \$ 234.36        | \$ 227.88        |
| Per Diem                           | \$ 46.00         | \$ 59.00         | \$ 59.00         |
| <b>Estimated Cost Per Attendee</b> | <b>\$ 901.32</b> | <b>\$ 587.36</b> | <b>\$ 590.88</b> |

| Full Attendance Scenario                |                    |                    |                    |
|-----------------------------------------|--------------------|--------------------|--------------------|
| <b>2 City Staff</b>                     | \$ 2,703.96        | \$ 1,762.08        | \$ 1,772.64        |
| <b>4 Board Members</b>                  | \$ 3,605.28        | \$ 2,349.44        | \$ 2,363.52        |
| <b>Estimated Cost for All Attendees</b> | <b>\$ 6,309.24</b> | <b>\$ 4,111.52</b> | <b>\$ 4,136.16</b> |

Staff recommends attending the Houston workshop, which keeps us in compliance and has the lowest cost for attendance.

#### **ALTERNATIVES:**

The Board can recommend Lubbock or Austin Workshops.

#### **FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

| Fiscal Year:<br>2015-2016                             | Project to Date<br>Expenditures<br>(CIP only) | Current Year | Future Years | TOTALS      |
|-------------------------------------------------------|-----------------------------------------------|--------------|--------------|-------------|
| Line Item Budget                                      |                                               | \$15,000.00  |              | \$15,000.00 |
| Encumbered /<br>Expended Amount                       |                                               |              |              |             |
| This item                                             |                                               | \$ 4,111.52  |              | \$ 4,111.52 |
| BALANCE                                               |                                               | \$10,888.44  |              | \$10,888.44 |
| Fund: 1/3 of cost from each fund: #1120, #1130, #1140 |                                               |              |              |             |

#### **RECOMMENDATION:**

Staff recommends the Board authorize full attendance for the Houston workshop, which keeps us in compliance and has the lowest cost for attendance.

#### **LIST OF SUPPORTING DOCUMENTS:**

ED Sales Tax Workshop Schedule  
Sales Tax Workshop Summary