



## AGENDA MEMORANDUM

Corpus Christi Business and Job Development Meeting August 15, 2016

**DATE:** July 19, 2016

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

**THROUGH:** Margie Rose, City Manager

**FROM:** Mike Culbertson, COO  
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Grant for Del Mar College Procurement Technical Assistance Center (PTAC)

### **CAPTION:**

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

### **PURPOSE:**

Type A Grant for Del Mar College's Procurement Technical Assistance Center (PTAC) for Small Business Assistance

### **BACKGROUND AND FINDINGS:**

PTAC is located at the Del Mar College campus on Staples inside of the Small Business Development Center. PTAC has been counseling small businesses in the area of government procurement. PTAC educates these businesses on the requirements of government procurement, helps them get certified to qualify to bid on contracts, and gives them access to a portal to find these contracts. PTAC was instrumental in working with CCAD to engage small tool and die shops to bid on specialty tool orders from CCAD. PTAC is asking for \$48,490 to hire a full-time person to help in the PTAC planning room. The Board approved the Small Business Assistance budget in June that included this program.

PTAC has been funded for \$37,500 for the calendar year 2015. The Board has funded PTAC since 2012. During that time PTAC has helped almost 300 companies. These companies have been awarded \$35,691,723 in orders and they have also added 190 fulltime employees. In the past year owners helped were awarded over 425 million in government procurement contracts.

The Board of Directors of the Corpus Christi regional Economic Development Corporation recommended approval during their August 11, 2016 meeting. The letter of recommendation is attached.

**ALTERNATIVES:**

The Board may choose to not fund the program or fund it at a different amount.

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This project is consistent with the City’s stated goals of promoting economic development and helping small businesses thrive in Corpus Christi.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		48,490		48,490
Encumbered / Expended Amount				
This item		48,490		48,490
BALANCE		0		0

Fund: 1140 Type A Small Projects

**RECOMMENDATION:**

Staff recommends approval of a grant of \$48,490 for PTAC for the calendar year 2017.

**LIST OF SUPPORTING DOCUMENTS:**

Letter from PTAC  
Small Business Agreement – Del Mar PTAC