



**Meeting Minutes**

**Corpus Christi Business and Job Development Corporation**

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Monday, December 9, 2019

4:00 PM

City Council Chambers

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**Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (at 361-826-3105) at least 48 hours in advance so that appropriate arrangements can be made.**

**The mission of the Business & Job Development (Type A) and B Corporations is to promote and enhance the City of Corpus Christi's economic base by supporting projects and programs that create primary jobs, improve small business and affordable housing opportunities, and improve infrastructure in our City.**

**A. President Scott Harris to call the meeting to order.**

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

**B. Call Roll and Excuse Absences:**

**City Secretary Rebecca Huerta called the roll and verified that a quorum of the Board was present to conduct the meeting.**

**Present:** 7 - President Scott Harris, Board Member Leah Pagan Olivarri, Board Member Diana Summers, Vice-President Robert Tamez, Secretary Lee Trujillo, Board Member John Valls and Board Member Alan Wilson

**C. PUBLIC COMMENT**

**President Harris referred to Public Comment. There were no comments from the public.**

**PLEASE BE ADVISED THAT THE OPEN MEETINGS ACT PROHIBITS THE CORPORATION FROM RESPONDING AND DISCUSSING YOUR COMMENTS AT LENGTH. THE LAW ONLY AUTHORIZES THEM TO DO THE FOLLOWING:**

- 1. MAKE A STATEMENT OF FACTUAL INFORMATION.**
- 2. RECITE AN EXISTING POLICY IN RESPONSE TO THE INQUIRY.**
- 3. ADVISE THE CITIZEN THAT THIS SUBJECT WILL BE PLACED ON AND AGENDA AT A LATER DATE.**

**D. MINUTES**

1. Approval of Minutes of the November 11, 2019 Meeting

President Harris referred to item 1. Mr. Valls made a motion to approve the minutes as presented, seconded by Mr. Wilson, and passed unanimously.

**E. FINANCIAL REPORT**

2. Type A Financial Reports as of October 31, 2019

President Harris referred to Item 2. Chief Financial Officer Constance Sanchez presented the financial reports as of October 31, 2019.

**F. CLOSED SESSION ITEMS: (None)**

**G. AGENDA ITEMS:**

3. Motion authorizing the expenditure of \$82,710 from Type A Seawall Sales Tax Fund 1120 and recommending City Council approval of an Ordinance to amend the Operating and CIP Budget and additionally recommending City Council approval of two contracts for comprehensive facility assessments by LNV, Inc. in the amounts of \$29,880 for the Art Center of Corpus Christi and \$52,830 for the Art Museum of South Texas.

President Harris referred to Item 3. Director of Engineering Services Jeffrey Edmonds said the purpose of the item was to authorize a comprehensive assessment of the structural/electrical/mechanical integrity of two city-owned facilities, the Art Museum of South Texas and the Art Center of Corpus Christi, located on the City's bayfront. The comprehensive building assessments will engage a team of design professionals to document all observable deficiencies within the building system. He said due to the location of the facilities, staff believed the expenditures were eligible for Type A funds.

Board Members, Mr. Edmonds, Assistant City Attorney Aimee Alcorn-Reed and City Manager Peter Zanoni discussed the following topics: why Type A funds are being used versus Type B Funds; the expenditure not being a commitment to fund the improvements, only the assessment; whether the assessment could be done in-house; and whether the expenditure is within the Seawall fund and approved by bond counsel.

Mr. Wilson made a motion to approve Item 3, seconded by Mr. Valls, and passed unanimously.

4. Motion approving a Master Service Agreement (MSA) for Comprehensive Feasibility Study for Seawall Services to HDR Engineering, Inc. in an amount not to exceed \$250,000 from Type A Seawall Fund; and recommending City Council approval

President Harris referred to Item 4. Director of Engineering Services Jeffrey Edmonds said the purpose of the item is for the approval for a professional engineering contract to perform feasibility studies and prepare budgetary cost estimates for new projects that are eligible for Type A Seawall Sales Tax funds. The project scopes and budgetary estimates would be incorporated into the Capital Improvement Program (CIP) planning cycle. He said the Type A Board and City Council will decide which projects are prioritized for inclusion in the FY 2020-2021 CIP. As background information, Mr. Edmonds stated in 2009, a feasibility study for seawall projects was completed. Based on the feasibility study, projects were prioritized and initiated. Since then, Mr. Edmonds said new projects had been identified and projects listed on the 2009 feasibility study report are out-of-date due to change in scope and cost estimates. Hence, the need for the new feasibility study.

Board Members and Mr. Edmonds discussed the following topics: whether the projects could be completed within a 10-year time frame; and Type A Board submitting project suggestions to Mr. Edmonds via email.

Mr. Valls made a motion to approve Item 4, seconded by Mr. Wilson, and passed unanimously.

5. Motion approving the 2020 Type A Board Meeting Calendar and discussion with possible action regarding meeting time.

President Harris referred to Item 5. Business Liaison Arlene Medrano presented the 2020 Type A Board meeting calendar for approval and possible action regarding meeting time.

Mr. Wilson made a motion to approve the 2020 Type A Board meeting calendar, and to amend the Rules and Procedures to change the meeting time to 2:30 p.m., seconded by Mr. Valls, and passed unanimously.

6. Motion approving an affordable housing agreement with Fish Pond Living at Corpus Christi, LP located at 1002 Sixth Street in an amount not to exceed \$500,000 to provide affordable housing to residents of the existing Sea Gulf Villa in downtown Corpus Christi with a development deadline of two-years following the effective date of the agreement (approximately December 2021); and recommending City Council approval

President Harris referred to Item 6. Business Liaison Arlene Medrano said the purpose of the item was to approve an affordable housing agreement with Fish Pond Living at Corpus Christi, located at 1002 6th Street, in an amount not to exceed \$500,000 to provide affordable housing to residents of the existing Sea Gulf Villa in downtown Corpus Christi with a development deadline of two-years following the effective date of the agreement (approximately December 2021).

Ms. Medrano reported on the the following items: project description; reasons for relocating the property; actions taken by the board at the April 2019 meeting; gap analysis; approximate development timeline; and other considerations.

Board Members, Ms. Medrano and Mr. Fournier discussed the following topics: whether this project will occur and being subject to HUD; when will the \$500,000 be reimbursed if approved; the project being a tax exempt bond program; and future plans for the Sea Gulf Villa property.

Mr. Valls made a motion to approve Item 6, seconded by Mr. Trujillo, and passed unanimously.

7. Resolution authorizing the expenditure of an amount up to \$175,000.00 made available from the unreserved fund balance of the Seawall Improvement Fund No. 1120 for the demolition of K-Pier located at the Corpus Christi Marina

President Harris referred to Item 7. Marina Superintendent Gina Sanchez said the purpose of the item was to present a resolution authorizing an expenditure in an amount of up to \$175,000 for demolition of K-Pier.

Ms. Sanchez reported on the following items: location of the pier; due to its poor condition, it was a hazard and safety concern; bid solicitation for procurement of services; bid responses and costs; request for additional funding for a total amount up to \$175,000.

A board member mentioned that this project had been brought to the board previously for initial authorization, and with a preliminary cost estimate. Due to the higher cost of the bids submitted, staff was requesting additional funding.

Mr. Valls made a motion to approve Item 7, seconded by Ms. Olivarri, and passed unanimously.

8. Motion authorizing a project in an amount not to exceed \$2,000,000 for improvements to Whataburger Field for a leveraged funding project that will provide a total of \$3,000,000 via a 2:1 match with the Type A and the Hooks; for every \$1 spent by the Hooks, the Type A will contribute \$2 not to exceed \$2,000,000

President Harris referred to Item 8. Assistant City Manager Keith Selman said the purpose of this item is to approve an expenditure amount not to exceed \$2,000,000 for Whataburger Field improvements for a leverage funding project that will provide a total of \$3,000,000 via a 2 to 1 match with the Type A and the Hooks, every \$1 spent by the Hooks, the Type A will contribute \$2 not to exceed \$2,000,000. He said at the last board meeting, staff reported the Hooks have identified 78 capital improvement projects (reference FY 2020 Project Workplan) that need to be completed, and that staff would be coming back today with a large funding request.

Corpus Christi Hooks General Manager Wes Weigle reported on the following items: 2014 Texas A&M University Corpus Christi economic impact study by Dr. Jim Lee; Hooks' mission statement; community impact; other events held at Whataburger Field; Hooks fan base; summary of 2005-2020 capital improvements; Hooks capital contributions (2005 - present); structural integrity; equipment expiration; material expiration; safety & security of the facility; quality consideration of city asset.

Board Members, City Manager Peter Zaroni, Mr. Selman and Mr. Weigle discussed the following topics: capital expenditure increase due to the age of the equipment and facility; life span of the video wall; HOT tax fund usage; how projects were chosen for improvements; the unexpectedly large amount of the funding request; and whether the score board could be used as a revenue source to pay for improvements.

Mr. Wilson made a motion approving Item 8, seconded by Ms. Olivarri. The motion passed with the following vote: Harris, Valls, Summers, Olivarri and Wilson, voting "Aye"; Trujillo and Tamez, voting "No."

**9. Motion approving amended guidelines for the American Bank Center Arena Marketing/Co-Promotion Fund**

President Harris referred to Item 9. Assistant to the Director of the Parks and Recreation Department Esther Velazquez said the purpose of the item was to streamline the approval process for Marketing/Co-Promotion Fund expenditures through a revision of the guidelines to give approval authority to the City Manager or designee. She introduced American Bank Center General Manager Matt Blasy. She said on November 11, 2019, the Board directed staff to bring forward an action item amending the guidelines giving the City Manager the authority to approve the full annual amount. She said the proposed guidelines contain edits which include various updates that are housekeeping in nature and the language in the Fund Authorization section has been edited to give the City Manager \$650,000 funding approval.

A board member noted that Number 4 of the amended guidelines listed an amount of \$50.00, which should be \$50,000.

Mr. Valls made a motion to approve Item 9, seconded by Mr. Trujillo, and passed unanimously.

**H. PRESENTATION ITEMS:**

**10. Arena Maintenance and Capital Projects Biannual Update**

President Harris referred to Item 10. Assistant to the Director of Parks and Recreation Department Esther Velazquez introduced American Bank Center General Manager Matt Blasy, who presented a bi-annual update on arena maintenance and capital projects.

Ms. Velazquez presented the following topics: detail of FY 2019 adopted budget in the amount of \$8,170,107; detail of arena marketing/co-promotion fund budget of \$650,000; detail on arena maintenance budget of \$200,000; list of FY 2019 arena capital projects (\$6,620,000 budget; \$6,110,065 actual). Mr. Blasy reported on the following topics: highlights of FY 2019 arena capital projects, including second floor concourse enhancements, LED sports lighting package, concessions equipment, kitchen air handlers, epoxy roof coating, security enhancements and loading dock expansion; and an at-a-glance listing of FY 2020 arena capital projects (\$8,125,000 budgeted).

Board members and Mr. Blasy discussed the following topics: when the loading dock repairs will be completed; and recognition of citizens'

contribution towards the success of the arena.

**11. Engineering Monthly Report - December 2019**

President Harris left at 5:24 p.m. and turned over the meeting to Vice-President Robert Tamez. Vice-President Tamez referred to Item 11. Director of Engineering Services Jeffrey Edmonds presented the Engineering Services monthly updates.

Board members and Mr. Edmonds discussed the following topics: recognition of Type A Board's contribution to Whataburger Field; scheduling a workshop in February to review upcoming projects and cost estimates to decide which projects will be part of the Seawall CIP.

**12. Type A Board Small Business Economic Development Update**

Vice-President Tamez referred to Item 12. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson presented the small business economic development update.

In response to a board member's question, Assistant City Attorney Aimee Alcorn-Reed stated the Type A Board can advertise for Type A projects, but it would be difficult to advertise for small businesses that are not considered Type A projects under state law.

**I. EXECUTIVE DIRECTOR COMMENTS:**

Vice-President Tamez referred to the Executive Director comments. Chief Financial Officer Constance Sanchez wished everyone a Merry Christmas and Happy New Year.

**J. IDENTIFY FUTURE AGENDA ITEMS**

Vice-President Tamez referred to the Future Agenda Items. Chief Financial Officer Constance Sanchez identified the following future items: present an Affordable Housing and Economic Development quarterly update.

Board Members and Assistant City Manager Keith Selman discussed the following topic: Request for Proposal (RFP) for Affordable Housing had one submittal; and the Affordable Housing team will present a land purchase proposal to the Type A Board.

**K. ADJOURNMENT**

There being no further business, Vice-President Tamez adjourned the meeting at 5:43 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.*