



# Corpus Christi

1201 Leopard Street  
Corpus Christi, TX 78401  
cctexas.com

## Meeting Minutes Corpus Christi Business and Job Development Corporation

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Monday, September 21, 2015

4:00 PM

City Council Chambers

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

President Gulley called the meeting to order at 4:02 p.m.

**B. Call Roll**

President Gulley verified that a quorum of the Board was present to conduct the meeting.

**Present:** 4 - President R. Bryan Gulley, Vice-President Debbie Lindsey-Opel, Secretary Gabriel Guerra and Chris Hamilton

**Absent:** 1 - Bart Brasellon

**C. MINUTES**

**1. Approval of Regular Meeting of August 17, 2015.**

A motion was made by Mr. Guerra, seconded by Ms. Opel, that the Minutes be approved. The motion carried by a unanimous vote.

**D. FINANCIAL REPORT**

**2. Financial Report as of July 31, 2015.**

President Gulley referred to Item 2. Director of Financial Services Constance Sanchez presented the sales tax report; cash flow statements; the commitment reports; and the pro forma for the economic development fund. Board members spoke regarding the transfer to seawall capital improvement projects.

**E. CLOSED SESSION ITEMS: (NONE)**

**F. AGENDA ITEMS: (ITEMS 3-8)**

**3. Grant for Del Mar College Internship Program**

Motion to approve the 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 \$217,223 from October 1, 2015 through December

31, 2016.

President Braselton referred to Item 3. Mike Culbertson, Corpus Christi Regional Economic Development Corporation (CCREDC), stated that the purpose of this item is to approve the small business incentive agreement with Del Mar College for an internship program in the amount of \$217,223. The grant would run through the end of the semester to Decemember 31, 2016. The grant will match the wage provided by Del Mar College up to \$5.00 per hour plus FICA.

Ms. Opel made a motion to approve Item 3, seconded by Mr. Guerra and passed unanimously (Braselton - absent).

**4. Grant for Service Corps of Retired Executives (SCORE) Chapter 221**

Motion approving a 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 \$50,000 in FY16 to assist small businesses.

President Gulley referred to Item 4. Mike Culbertson, CCREDC, stated that the purpose of this item is to approve a Type A Grant to SCORE to mentor small businesses through workshops and counseling. SCORE has assisted over 2,000 small businesses each year and has received funding since 2008.

Mr. Guerra made a motion to approve Item 4, seconded by Mr. Hamilton and passed unanimously (Braselton - absent).

**5. Grant for LiftFund**

Motion approving a 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 FY16 for a loan Buy-down program.

President Gulley referred to Item 5. Mike Culbertson, CCREDC, stated that the purpose of this item is to approve a small business incentives agreement with LiftFund, Inc. in the amount of \$250,000 to assist small businesses with a loan interest buy-down program. Laura Lee Estrada, LiftFund, Inc., responded to questions regarding the program. Board members spoke regarding the following topics: the percentage of incentives tied to Corpus Christi; the criteria LiftFund is using for the Type A funding; and the buy-down interest rate.

Mr. Guerra made a motion to approve Item 5, seconded by Ms. Opel and passed unanimously (Braselton - absent).

**6. Grant for Del Mar College Procurement Technical Assistance Program (PTAC)**

Motion to Grant \$37,500 for Del Mar College's Procurement Technical Assistance Center (PTAC) for Small Business Assistance.

President Gulley referred to Item 7. Mike Culbertson, CCREDC, stated that the purpose of this item is to award a grant to Del Mar College Procurement Technical Assistance Center (PTAC) in the amount of \$37,500 to provide assistance to small businesses with the requirements to qualify and submit bids to all levels of government. Mr. Culbertson said PTAC has been funded since 2012 and has added 125 full-time employees. City Secretary Rebecca Huerta clarified that the action for this item is to approve a small business incentive agreement.

Mr. Guerra made a motion to approve Item 7, seconded by Mr. Hamilton and passed unanimously (Braselton - absent).

**7. Grant for Texas A&M University - Corpus Christi Internship Program**

Motion to approve the 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 \$238,635 from October 1, 2015 through December 31, 2016.

President Braselton referred to Item 7. Mike Culbertson, CCREDC, stated that the purpose of this item is to approve a small business incentive agreement for Texas A & M University - Corpus Christi Internship Program. The agreement would run until December 31, 2016 at the end of the semester and the grant will match the minimum wage up to \$5.00 per hour plus FICA.

Mr. Guerra made a motion to approve Item 7, seconded by Mr. Hamilton and passed unanimously (Braselton - absent).

**8. Allocating \$100,000 for Funding Infill Housing Pilot Program**

Motion to allocate \$100,000 from the Available for Projects line item into an Infill Housing Pilot Program.

President Gulley referred to Item 8. Director of Housing and Community Development Eddie Ortega stated that the purpose of this item is to request \$100,000 from the Available for Projects line item in order to fund an Infill Housing Program. Board members spoke regarding the following topics: use of City-owned property; the ability to bring the property back on the tax base; incentives to make the project more viable; how the project would be bid; the available funding; funds from the sale of the home to be recaptured in the Type A program funds; use of other funding; whether there will be issues with selling the home; ensuring the comps for the area; the proposed square footage of the home and cost; consideration of an intern to assist with affordable housing; the location of the lot at 2034 Mary Street; the timeline for the program; the established plan for the program; whether builders would be bonded; and the cost of the new home.

Ms. Opel made a motion to approve Item 8, seconded by Mr. Hamilton and passed unanimously (Braselton - absent).

**G. PRESENTATION ITEMS: (ITEMS 9-11)**

**9. Update - Capital Programs Monthly Project Report**

President Gulley referred to Item 9. Director of Capital Programs Jeff Edmonds presented the capital programs monthly projects update for the Salt Flats Levee Project, Barge Dock Project; the Miradores Project completion; McGee Beach Renourishment Project; and a potential project for the McGee Beach Breakwater Safety Improvements. Mr. Edmonds presented a list of the past uses of the seawall CIP funds.

Board members spoke regarding the following topics: costs for the barge dock repairs and a detailed report on the findings; the potential area for the Breakwater Safety Improvements; the functions of the breakwater improvements; the ribbon cutting ceremony held for the Miradores Project; and the unencumbered seawall CIP funds.

**10. Update - Type A Projects**

President Gulley referred to Item 10. Mike Culbertson, CCREDC, presented the small business programs and major business incentives quarterly report.

**11. Update - Affordable Housing Programs**

President Gulley referred to Item 11. Director of Housing and Community Development Eddie Ortega presented the quarterly report for the affordable housing programs.

**H. EXECUTIVE DIRECTOR COMMENTS:**

None.

**I. PUBLIC COMMENT**

None.

**J. IDENTIFY FUTURE AGENDA ITEMS**

President Gulley referred to identifying future agenda items and announced that he would be absent from the October meeting. The following item was identified as a future agenda items: an update on the M&G Group major business incentive project; de-obligating funding from Conexia; and an amendment to the seawall fund for the capital funding transfer.

**K. ADJOURNMENT**

The meeting was adjourned at 5:00 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.*