



AGENDA MEMORANDUM

Corpus Christi Business and Job Development Meeting March 20, 2019

DATE: March 1, 2019

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

THROUGH: Constance Sanchez, Director of Finance

FROM: Mike Culbertson, COO, CCREDC
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De-Obligate Unused Grant Funds

CAPTION:

Motion to de-obligate a total amount of \$598,816.04, including \$98,816.04 from the Small Business Project grants left over from 2017-2018, which is made up of \$66,401.05 from the Del Mar College internship program and \$32,414.99 from the Texas A&M University – Corpus Christi internship program, and \$500,000 from the Sitel Business Incentive agreement and return the funds to the Type A Fund 1140.

PURPOSE:

De-obligate funds from unspent grants from projects and return to the Type A fund 1140.

BACKGROUND AND FINDINGS:

The Board passed the 2017-2018 budget on August 21, 2017 that included \$793,358 for Small Business Assistance programs.

At the end of 2017-2018 there is \$98,816.04 in unused grant money. The funds are not available for use after the agreements terminate. These funds should be de-obligated.

Sitel was approved for a grant of \$500,000 for creating jobs at their call center. They decided not to expand in this market and the agreement was terminated. This will de-obligate those funds.

ALTERNATIVES:

None.

OTHER CONSIDERATIONS:

This will allow the Board to use these funds for other projects.

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

Fiscal Year: 2018-2019	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		598,816.04		598,816.04
Encumbered / Expended Amount				
This item		(598,816.04)		(598,816.04)
BALANCE		0		0

Fund: Type A

RECOMMENDATION:

Staff recommends de-obligating the \$598,816.04 from the small business assistance programs and the Sitel call center and return it to fund 1140 for fiscal year 2019.

LIST OF SUPPORTING DOCUMENTS: