



# City of 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, August 17, 2020

2:30 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 2:32 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.

NOTE: President Harris and Board Members Leah Olivarri (arrived at 2:36 p.m.), Diana Summers, Lee Trujillo and Alan Wilson participated by video conference.

**Present:** 7 - President Scott Harris, Board Member Leah Pagan Olivarri, Secretary Diana Summers, Vice-President Robert Tamez, Board Member 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.

**D. MINUTES**

1. [20-0993](#) Approval of Minutes of the Type A Board July 20, 2020 Regular Meeting Minutes.

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

**E. FINANCIAL REPORT**

2. [20-0918](#) Type A Financial Reports as of June 30, 2020

President Harris referred to Item 2. Director of Financial Services Heather Hurlbert presented the financial reports as of June 30, 2020.

A Board Member and Ms. Sanchez discussed the following: whether staff has considered paying off the Arena balance; staff recommends bring the tax to the voters for renewal before paying off the balance so the tax doesn't end; possible workshop to discuss an option to pay off some of the debt; and adding a variance column to the Sales Tax Revenue Update report

F. CLOSED SESSION ITEMS: None

G. PRESENTATION ITEMS:

3. [20-0895](#) Type A Small Business Programs

President Harris referred to Item 3. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson presented an update for the Small Business Programs. The programs are for one year and any funds that are not spent are returned to the Type A Board.

Board Members, Mr. Culbertson, Director of Student Leadership and Campus Life Beverly Cage and Executive Vice President and Chief Operating Officer of Del Mar College Lenora Keas discussed the following: whether the amount needs to be reduced for Del Mar Internship program; due to COVID-19 small business are not able to hire interns; Del Mar believes they will utilize the \$100,000 over the next calendar year and are working to get student engaged with the program; and where companies can apply for the internship program.

H. AGENDA ITEMS:

President Harris deviated from the agenda and referred to Item 5. Mr. Tamez made a motion to approve the renewal of items 5, 6, 7, 8, 9, 10 and 11 seconded by Mr. Valls, and passed unanimously.

5. [20-0736](#) Motion authorizing a renewal of the Small Business Incentive Agreement with Del Mar College for the Small Business Development Center in the amount of \$150,000 to aid small businesses within the city limits with a term from January 1, 2021 to December 31, 2021.

6. [20-0737](#) Motion approving a 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 \$100,000 from January 1, 2021 through December 31, 2021.

Refer to item 5 for the approval of item 6.

7. [20-0738](#) Motion approving a Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Texas A&M

University - Corpus Christi (TAMU-CC) for an internship program to support small businesses in the amount of \$150,000 from January 1, 2021 through December 31, 2021.

**Refer to item 5 for the approval of item 7.**

8. [20-0739](#) Motion approving a 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 \$99,500 from January 1, 2021 through December 31, 2021.

**Refer to item 5 for the approval of item 8.**

9. [20-0742](#) Motion approving a Small Business Agreement between the Corpus Christi Business and Job Development Corporation and the Del Mar College for the Contract Resource Center (CRC) to provide a grant of up to \$150,000 to assist small businesses

**Refer to item 5 for the approval of item 9.**

10. [20-0743](#) Motion approving a Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Service Corps of Retired Executives - Chapter 221 to provide a grant of up to \$54,000 in FY21 to assist small businesses.

**Refer to item 5 for the approval of item 10.**

11. [20-0744](#) Motion authorizing a Small Business Incentive agreement with LiftFund Loan Buy Down program in the amount of \$150,000 from October 1, 2020 through September 30, 2021.

**Refer to item 5 for the approval of item 11.**

4. [20-0901](#) Motion approving an amendment for the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Jimenez Engineering Solutions, LLC, dba International Consulting Engineers, to extend the completion of construction of their new building to December 31, 2020 and ratifying the approval back to May 21, 2020.

**President Harris referred to Item 4. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson said the purpose of this item is to extend the construction completion date from May 21,**

2020 to December 31, 2020. Mr. Culbertson said the requirement was to create 25 jobs and construct a building within two years. The agreement was in the amount of \$125,000. Jimenez Engineering completed the first year in 2019 and was awarded \$25,000. The requirement for this year was to complete the building. The building has not been completed as required by May 2020 due to the following COVID-19 issues: they could not have multiple contractors on site at one time; an employee contracted the virus and employees were quarantined for 14 days; and materials arrived late. They are asking for an amendment to their agreement, which will extend the completion date for the construction to December 31, 2020. If the project is not completed, then they will be in default.

Mr. Valls made a motion to approve item 4, seconded by Mr. Tamez, and passed unanimously. (Diana Summers - absent)

12. [20-0960](#)

Motion recommending City Council approval of Amendment No. 1 to Jacobs Engineering Group, Inc to provide professional services in the amounts of \$880,440 for a total contract value not to exceed \$909,370 for the Floodwall Upgrades at the Science Museum and United States Army Corps of Engineers Building, located in City Council District 1, with funds available from Type A Seawall System Capital Improvement Program Fund.

President Harris referred to Item 12. Assistant City Manager Keith Selman said the purpose of this item is to recommend City Council approval of Amendment No. 1 to Jacobs Engineering Group Inc.

Mr. Valls made a motion to approve item 12, seconded by Mr. Tamez, and passed unanimously.

I. **EXECUTIVE DIRECTOR COMMENTS:**

President Harris referred to the Executive Director comments. City Manager Peter Zaroni stated there were no comments.

J. **IDENTIFY FUTURE AGENDA ITEMS**

President Harris referred to the Future Agenda Items. Chief Financial Officer Constance Sanchez said staff will prepare a presentation for potentially paying off the Arena and Seawall bonds.

K. **ADJOURNMENT**

There being no further business, President Harris adjourned the meeting at 3:15 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.*

*This meeting may be held via videoconference call pursuant to Texas Government Code § 551.127. If this meeting is held via videoconference call or other remote method of meeting, then a member of this governmental body presiding over this meeting will be physically present at the location of this meeting unless this meeting is held pursuant to Texas Government Code § 551.125 due to an emergency or other public necessity pursuant to Texas Government Code § 551.045.*