



# 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, April 20, 2015

3:00 PM

City Council Chambers

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**A. President Bart Braselton to call the meeting to order.**

President Braselton called the meeting to order at 3:17 p.m.

**B. Call Roll**

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

(Note: Mr. Guerra arrived at 3:18 p.m.)

**Present:** 4 - Bart Braselton, Gabriel Guerra, R. Bryan Gulley and Debbie Lindsey-Opel

**Absent:** 1 - Chris Hamilton

**C. MINUTES**

**1. Approval of Regular Meeting of March 9, 2015.**

President Braselton referred to approval of the minutes. Ms. Opel made a motion to approve the minutes, seconded by Dr. Gulley and passed unanimously.

**D. FINANCIAL REPORT**

**2. Financial Report as of February 28, 2015**

President Braselton referred to Item 2. Director of Financial Services Constance Sanchez presented the sales tax report for January and February; cash flow statements; detailed expenditures for the economic development fund; the commitment reports; and pro forma report for the economic development fund.

Board members spoke regarding the following topics: status of Habitat for Humanity affordable housing funds; seawall improvement fund sales and use tax expenditures; the impact of the reduced collections of sales tax; revising the guidelines for the allocating funds for affordable housing; consideration to de-obligating funds for the Solid Rock Commercial Properties (Junior Beck Drive) project; request for an update and recommendation from the Corpus Christi Regional Economic Development Corporation on the Solid Rock project; when the Govind Development LLC and QSROnline.com projects will be presented to City Council; and funding for the small business projects.

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

**F. AGENDA ITEMS: (ITEMS 3-5)**

**3. Approval and Appropriation for Miradores Improvements, Phase 2**

Motion recommending approval of a construction contract with Barcom Commercial, Inc. in the amount of \$143,655.00 for Phase 2 improvements to the eight Miradores located on the Seawall and an appropriation in the amount of \$196,722.46 to fund the total cost of the project.

President Braselton referred to Item 3. Jerry Shoemaker with Capital Programs stated that the purpose of this item is to approve additional funding for the Miradores Improvements. Mr. Shoemaker provided information on the scope of the project. Board members spoke regarding the following topics: the Board's ability to allocate seawall funds for the Miradores, however, the Board is not required to fund the project; previous action for this project; the original scope not including the necessary improvement and amenities; maintenance of the Miradores; the City's cost for contract administration; and the ability to display the Type A logo at the Miradores. Ms. Opel made a motion to approve Item 3, seconded by Mr. Guerra and passed; Gulley voting "No"; Hamilton was absent.

**4. Attorney Board Communications**

President Braselton referred to Item 4. Senior Attorney Julian Grant said this item was placed on the agenda to inform the board of Attorney Board communications between meetings and wording on the agenda regarding communications within the meeting. Mr. Grant referred to the language added to the end of the agenda (see end of minutes) that allows the board ability to discuss and deliberate previously funding items; policies and procedures of the the corporation, and a legal analysis of any items, policies, and procedures. Mr. Grant stated that between meetings, communication will be made in written form (e-mailed) from a board member and responses will be blind copied to all board members under confidential attorney-client communication. If board members respond to the email, they should not hit reply all.

**5. Discussion Items from Joint City Council-Type A Board-EDC Executive Committee Workshop**

Discussion with possible action regarding meeting day, time, and agenda delivery.

President Braselton referred to item 5. Deputy City Manager Margie Rose stated that during the workshop between the Type A Board, City Council, and Corpus Christi Regional Economic Development Corporation (EDC) Executive Board on April 7, 2015, there was a discussion regarding the challenges the EDC faces with presenting an item to the Type A Board. due to the timing of the EDC and Type A meetings. Mike Culbertson, EDC, reiterated the difficulties the EDC has with getting items placed on the Type A agenda. Board members discussed the following topics:changing the meeting day; the conflicts with

other board meetings scheduled in the Council Chambers; the ability to call a special called meeting for specific items; changing the meeting time to 4:00 p.m.; and minimizing the time of the meetings. Mr. Guerra made a motion to change the meeting time to 4:00 p.m. on the same day, seconded by Dr. Gulley and passed. City Secretary Huerta stated that the meeting time would be effective for the May 18th meeting.

**G. PRESENTATION ITEMS: (ITEMS 6-10)**

**6. Update - Discussion Regarding Annual Maintenance of Type A Projects**

President Braselton referred to Item 6. Jerry Shoemaker with Capital Programs stated that the Board has asked questions regarding the maintenance of the Miradors, Seawall, Whataburger Field and the American Bank Center. Mr. Shoemaker said that at the next meeting, staff will provide a detailed list of recurring activities to address the maintenance at each project; the costs; and current and future funding. Executive Director Rose stated that after the Miradors project is complete, it will be included in the annual structural evaluation of the seawall and the Board can determine if it is interested in funding any additional improvements. Board members discussed the following topics: finding a funding sources for the maintenance of the Miradors; the Type A Board's understanding that they were committed to only finance bringing the Miradors up to code; an update on McGee Beach; and what the existing maintenance plan is on the Type A projects.

**7. Update - Communication Initiatives**

President Braselton referred to Item 7. Director of Communications Kim Womack stated that the purpose of this item is to provide an update on the communication initiatives. Ms. Womack provided an overview of the communication plan, the logo and graphic standards, the website; signage and costs; previous grantees; and contract language. Ms. Womack made a recommendation to update the website based on the binder provided at the joint meeting and bring back a list to ask board members to commit to approaching previous grantees to display recognition of Type A funds. Board members spoke regarding the following topics: consideration to invite previous grantees to a future Type A meeting as a group, outline their success and communicate the Board's appreciation for them to identify the difference the Type A funds have made to their projects; drafting a letter from the Board and determining which meeting to invite previous grantees; ways to expedite communication decisions through the communication task force of Ms. Womack, Executive Director Rose, Ms. Opel and President Braselton; whether it is possible to craft joint letters from EDC and Type A Board; further communication strategies showing return on investment; ways to initiate a plan that a third-party can use to advocate for the support and continuation of the Type A economic development sales tax. Ms. Opel made a motion of direction authorizing the Executive Director the ability to review and approve the communication components as they relate to awareness, branding and logo for projects, seconded by Mr. Guerra and passed.

**8. Updated Homebuyer Assistance Program Guidelines for 2015**

President Braselton referred to Item 8. Director of Housing and Community

Development Eddie Ortega stated that the purpose of this item is to provide an update on the Homebuyer Assistant Program Guidelines for 2015. The update included changes to the income guidelines, the new median purchase price for a newly constructed home and existing inventory home. Board members spoke regarding the following topics: recommendations to amend the guidelines and provide options to review the allocation of \$20,000 per home; an update on the affordable housing projects already committed; the current funding available; freezing any future commitments; exploring the legality of using housing funds as interest payments on a loan; and whether it is possible to change when funding will be provided to the Corpus Christi Housing Authority. Mr. Guerra made a motion to direct the Executive Director to freeze future existing home commitments effective immediately until the board can review how to better leverage those funds, seconded by Dr. Gulley and passed

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

President Braselton referred to Item 9. Jerry Shoemaker with Capital Programs presented the monthly capital programs project update. Director of Capital Programs Jeff Edmonds provided an update on the contract with HDR for the Salt Flats Levee project. Board members asked questions regarding the following topics: an explanation of the Salt Flats Levee Project update from April 6, 2015; and an update on the McGee Beach Project.

**10. Update - Type A Projects**

President Braselton referred to Item 10, an update on Type A Projects. There were no questions from the Board.

**H. EXECUTIVE DIRECTOR COMMENTS:**

None.

**I. PUBLIC COMMENT**

None.

**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.**

**J. IDENTIFY FUTURE AGENDA ITEMS**

President Braselton referred to Identifying Future Agenda Items. The following

items were identified for a future agenda: a status of Junior Beck Drive; the annual maintenance plan for Type A projects; and review and development of a plan on how to leverage and allocate the remaining economic development funds.

**K. ADJOURNMENT**

**The meeting was adjourned at 4:47 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.*