



Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
cctexas.com

Meeting Minutes

Corpus Christi Business and Job Development Corporation

Monday, July 18, 2016

4:00 PM

City Council Chambers

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

President Gulley called the meeting to order at 4:00 p.m.

B. Call Roll

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

(Note: Mr. Maldonado arrived at 4:02 p.m.)

Present: 4 - President R. Bryan Gulley, Vice-President Debbie Lindsey-Opel, Bart Braselton and Randy Maldonado

Absent: 1 - Secretary Gabriel Guerra

C. MINUTES

1. Approval of the Minutes of the June 20, 2016 Meeting.

President Gulley referred to approval of the minutes. Mr. Braselton raised questions regarding Items 5 and 6 regarding the motion to approve and execute the agreement with Housing and Community Development and the motion made to approve the guidelines as presented. Executive Director Constance Sanchez and City Secretary Huerta stated that staff would review the meeting and provided clarity on the actions presented in the minutes. No action was taken.

D. FINANCIAL REPORT

2. Financial Report as of May 31, 2016.

President Gulley referred to Item 2. Executive Director Constance Sanchez presented the sales tax collections; cash flow statements; the commitment reports; and the pro forma for the economic development fund.

Board members discussed the following topics: the decline in sales tax revenues; a breakdown on the reimbursements made to Housing and Community Development since inception; the payment to the Corpus Christi Housing Authority; whether the anticipated ending balance in FY19-25 of \$8,263,409 includes the downward sales tax projections; the matrix used to anticipate the economic forecast; and the oil and gas industry impacting sales tax collections.

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

F. **AGENDA ITEMS: (ITEMS 3-6)**

3. **Economic Development Fund - TAMUCC Engineering**

Motion approving an agreement with Texas A&M University - Corpus Christi, which grants \$2,000,000 to the University for use in creating programs in civil and industrial engineering, appropriating \$2,000,000 from the unreserved fund balance of Fund 1140 Economic Development Fund and changing the FY17 operating budget to increase expenditures by \$2,000,000, and authorizing the President of the Corporation to execute the agreement.

President Gulley referred to Item 3 and announced that the item was withdrawn until the August meeting.

4. **Affordable Housing - Request for Proposal for Homebuyer Assistance Program Activities.**

Discussion and possible action regarding possibility of releasing a Request for Proposal from parties interested in managing the Homebuyer Assistance Program.

President Gulley referred to Item 4. Director of Housing and Community Development Rudy Bentancourt stated that the purpose of this item is to discuss the potential release of an Request for Proposal (RFP) for Homebuyer Assistance Program management with possible action. During the May and June Board meeting, there were discussions regarding the reimbursement of staff time for Homebuyer Assistance Program management and questions were raised regarding the staff time accounted for screening program participants. This item discusses the possibility of releasing an RFP, at the board's discretion for FY2016-2017 to compare costs of outsourcing versus in-house program management.

Board members discussed the following topics: the appointment of a subcommittee to discuss the Homebuyer Assistance Program; HCD staff's workload for program management; bringing back numbers accounting for staff time; staff's willingness and flexibility to consider new ideas for running the program and changing the cost structure; support for release of a RFP; staff and subcommittee collaboration to write the RFP; and Board input on the scope of work.

Mr. Braselton made a motion to move forward with an RFP for release, seconded by Mr. Maldonado and passed unanimously.

5. **Affordable Housing - Homebuyer Assistance Program Guideline Review Committee**

Discussion and possible action regarding the creation of a Committee to review the Homebuyer Assistance Program Guidelines.

President Gulley referred to Item 5. Director of Housing and Community Development Rudy Bentancourt stated that the purpose of this item is to

discuss the creation of a committee to review the Homebuyer Assistance Program Guidelines and to take possible action.

Ms. Opel made a motion to formally establish a committee to work with Housing and Community Development Department on issues related to Type A Affordable Housing, seconded by Mr. Maldonado and passed unanimously.

President Gulley appointed Bart Braselton and Gabriel Guerra to the committee. Board members and staff discussed the timeline; revisions to requirements; and how to integrate a gap analysis for the Type A Affordable Housing Program.

6. Sales Tax Workshop

Discussion and possible action in sending Type A Boardmembers and City Staff to the Economic Development Sales Tax Workshop.

President Gulley referred to Item 6, Economic Development Sales Tax Workshop. Executive Director Constance Sanchez stated that the Texas Local Government Code requires that at least one person from either the City Attorney's Office or the City Clerk or Administrator's Office and the Executive Director of the Corporation attend the workshop every 24 months. In order to be in compliance with the Texas Government Code, staff is recommending attendance at one of the three available workshops in Lubbock, Houston or Austin. Executive Director Sanchez provided a cost for attendance and stated that the Houston workshop would be the least expensive.

Board members and staff spoke regarding the following topics: the members interested in attending; the cost for attendance; the workshop discussing both Type A and Type B activities; and approval to send two City staff members.

Mr. Braselton made a motion to authorize up to four board members and two city staff to attend the sales tax workshop, seconded by Ms. Opel and passed unanimously.

G. PRESENTATION ITEMS: (ITEMS 7-8)

7. Engineering Services Monthly Report - July 2016

President Gulley referred to Item 7. Director of Engineering Services Jeff Edmonds presented the Engineering Services Monthly project update.

Board members and Mr. Edmonds spoke regarding the following: the HDR 2009 report on the seawall; the Barge Dock Project; the CIP projects; sharing new information with the Board; the status on Salt Flats Levee Project; the Boat Basin Dredging project; the McGee Beach Breakwater Safety Improvements; and discussions with the restaurant owner currently located on the seawall for an alternate site.

8. Affordable Housing Update - April to June 2016

President Gulley referred to Item 8. Director of Housing and Community Development Rudy Bentancourt presented the affordable housing quarterly update for April through June 2016.

Board members and staff discussed the changes made to the report that reflect only third quarter numbers.

H. EXECUTIVE DIRECTOR COMMENTS:

President Gulley referred to Executive Director Comments. Executive Director Constance Sanchez congratulated the board members that were reappointed by the City Council.

I. PUBLIC COMMENT

None.

J. IDENTIFY FUTURE AGENDA ITEMS

President Gulley referred to Identifying Future Agenda Items. The following items were identified: the maintenance of the Miradores; information on the ability to establish an Adopt-A-Mirador project and use of hotel occupancy tax (HOT) funds; participation by the Type A Board in discussions regarding the renewal of the sales tax; information on the City Council policy to allow an exemption for board members to serve on both the Type A and Type B Corporations; appointment of officers; an update on the RFP and Homebuyer Assistance Program guidelines; the Texas A&M University - Corpus Christi Engineering Program; a history of the reimbursement for the Housing and Community Development Department (via-email); and review of the minutes from June 20, 2016.

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.*