



City of Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
cctexas.com

Meeting Minutes - Final

Corpus Christi Business and Job Development Corporation

Monday, January 21, 2019

4:00 PM

City Council Chambers

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 & Jobs 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 4:01 p.m.

B. Call Roll and Excuse Absences

City Secretary Rebecca L. Huerta called the roll and verified that a quorum of the Board was present to conduct the meeting.

Board members Gabriel Guerra and John Valls were absent.

C. MINUTES

1. Approval of Minutes of the December 10, 2018 Meeting

Attachments: [Type A Meeting Minutes from 12 10 18](#)

President Harris referred to item 1. Board Member Robert Tamez made a motion to approve the minutes of the December 10, 2018 meeting, seconded by Board Member Randy Maldonado, and passed unanimously.

(Board Members Guerra and Valls - absent).

D. FINANCIAL REPORT

2. Type A Financial Reports as of November 30, 2018

Attachments: [4A Comp Sales Tax November 2018](#)
[Cash Flow November 2018](#)
[4A Contracts and Commitments November 2018](#)
[4A Pro-Forma as of November 2018](#)
[Fund 1140 November 2018 Expenses](#)
[4A Corp analysis from inception to 9.30.2018 4th Qtr 2018](#)

President Harris referred to Item 2. Assistant Director of Financial Services Alma Casas presented the financial report as of November 30, 2018. There were no comments from board members.

E. CLOSED SESSION ITEMS: (None)

F. AGENDA ITEMS:

- 3. Del Mar College Contract Resource Center (CRC) Agreement**
Motion to approve the agreement on a grant of \$133,000 for the Del Mar College for the Contract Resource Center (CRC).

Attachments: [Memo - DMC CRC.docx](#)
[Del Mar CRC Contract.docx](#)

President Harris referred to Item 3. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson presented the Del Mar Contract Resource Center Agreement for approval.

In response to Board Member Tamez's question, Assistant City Attorney Aimee Alcorn-Reed replied the related item presented in October approved the grant, while this motion approved the Agreement.

Board Member Trujillo asked staff to correct a minor numbering error on page 1 of the contract

Board Member Trujillo made a motion to adopt the Agreement with the correction, seconded by Board Member Tamez, and passed unanimously.

(Board Members Guerra and Valls - absent).

- 4. Del Mar College Small Business Development Center Agreement**
Motion to approve the agreement on a grant of \$300,000 for the Del Mar College for the Small Business Development Center (SBDC).

Attachments: [Memo - Del Mar SBDC.docx](#)
[Del Mar SBDC Contract.docx](#)

President Harris referred to Item 4. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson presented the Del Mar Small Business Development Center Agreement for consideration and approval. He said the grant would help augment local support of Del Mar College's funding since they lost State funding.

Board Member Tamez made a motion to adopt the Agreement, seconded by Board Member Trujillo, and passed unanimously.

(Board Members Guerra and Valls - absent).

G. PRESENTATION ITEMS:

5. Economic Development Update - October to December 2018

Attachments: [Presentation - Projects.docx](#)

President Harris referred to Item 5. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation (CCREDC) Mike Culbertson presented the Major Business Incentives Quarterly Reports for December 13, 2018.

Board Members, Assistant City Attorney Reed-Alcorn, and Mr. Culbertson discussed the following issues: status of funding for the Nueces County Courthouse project, and next steps now that the project is defunct; possible discussion with CCAD about a signing an agreement for training purposes; and revising the report to include the amount the business received and to adding a column outlining the term of the contract.

6. Affordable Housing Program - Homebuyer Assistance Program

Attachments: [Agenda Memo - Affordable Housing Update](#)
 [TYPE A Activity 1st QUARTER FY 18-19 Oct.-Dec. 2018](#)

President Harris referred to Item 6. Administrator of the Housing Community Development Leticia Kanmore presented the Quarterly Activity Report for October to December 2018.

Board Members, Ms. Kanmore and Ms. Norma Ramirez discussed the following topics: report back on what was hindering those who requested information (intakes) from actually applying for assistance; and identifying the top lenders.

7. Mirador Maintenance Update

Attachments: [Agenda Memo - Type A Board - Update Mirador Maintenance - Fourth Quarter 2018](#)
 [2018 4th Quarter Mirador Report](#)

President Harris referred to Item 7. Interim Director for Parks and Recreation Becky Perrin presented the Mirador report regarding the following items: ongoing maintenance efforts, preventative maintenance efforts, light fixture repairs, and maintenance performed by Facility Maintenance.

Board members asked the following questions: how often staff conducted inspections the Miradores; and ongoing issues with the water lines, and possible solutions.

8. Engineering Services Monthly Update - January 2019

Attachments: [2019 January - Monthly Project Report Type A Final](#)

President Harris referred to Item 8. Director of Engineering Services Jeff H. Edmonds presented the January 2019 Engineering Services Monthly Update.

Mr. Edmonds discussed the following: request for qualifications that was published late last year after approval of the Capital Improvement Plan (CIP); and the statement of qualifications currently under evaluations for several Type A projects. The Science and History and US Corps of Engineer Office Flood Wall Project, Salt Flats Levee Improvements and not listed on the report is the study to update the CIP 2008 HDR Report.

Mr. Edmonds discussed the Science and History Museum flood wall and Corps of Engineer waterfront office as those being the two areas of concern over the ability to withstand a major storm surge and the waterfront not being up to standards.

Board members and Mr. Edmonds discussed the following: scheduling a workshop to discuss updating the Seawall CIP; the consensus of the board was to hold the workshop in February; and whether any changes had been made to the design contract for the Sea District water features that the Type A board approved.

H. EXECUTIVE DIRECTOR COMMENTS:

President Harris referred to the Executive Director Comments. Assistant City Manager Sylvia Carrillo Trevino substituted for Executive Director Constance Sanchez.

Assistant City Manager Sylvia Carrillo Trevino referred to future items: the Engineering Report in February and Affordable Housing in March to include the needs of the Marina, past historical studies done to the Seawall projects by HDR, Flood wall, updates to the status of the Grant Report and prior real estate report.

I. PUBLIC COMMENT

President Harris referred to Public Comment. There were no comments from the public.

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 Harris referred to the future agenda items which were discussed in the Executive Director Comments.

President Harris, Board Member Tamez, Ms. Alcorn-Reed and Mr. Culbertson discussed options to present a contract so to only having to make a motion once.

K. ADJOURNMENT

There being no further business, President Harris adjourned the meeting at 5:02 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.*