



Meeting Minutes

Corpus Christi Business and Job Development Corporation

Monday, July 20, 2020

2:30 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 & 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 2:30 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, 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. [20-0787](#) Approval of Minutes of the Type A Board June 8, 2020 Special Meeting Minutes and June 15, 2020 Regular Meeting Minutes.

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

E. FINANCIAL REPORT

2. [20-0805](#) Type A Financial Reports as of May 31, 2020

President Harris referred to Item 2. Director of Financial Services Heather Hurlbert presented the financial reports as of May 31, 2020.

F. CLOSED SESSION ITEMS: None

G. AGENDA ITEMS:

3. [20-0820](#) Motion Approving the Proposed FY 20-21 Corpus Christi Business and Job Development Corporation Operating Budget.

President Harris referred to Item 3. Director of Management and Budget Eddie Houlihan present the FY 20-21 Operating Budget.

Board Members, Mr. Edmonds and Mr. Houlihan discussed the following topics: amending the budget to include a line item for the McGee break water; task HDR Engineering to prepare a design and feasibility study; whether staff received multiple bids for the arena insurance and the reason for the increase; and the next steps for the Water Garden project since it is no longer budgeted.

Mr. Tamez made a motion to amend item 3, the Seawall CIP to add a \$100,000 project for the new break water at McGee Beach, seconded by Mr. Wilson, and passed unanimously.

Mr. Valls made a motion to approve item 3 as amended, seconded by Mr. Tamez, and passed unanimously.

4. [20-0845](#) Discussion and possible action for Type A Board members and City staff members to attend the Economic Development Sales Tax Virtual Workshop.

President Harris referred to Item 4. Senior Management Analyst Randy Almaguer said the purpose of this item is to fulfill the training requirements for the Type A Board through the Economic Development sales tax workshop. The Economic Development Sales Tax workshop is designed specifically for EDC Board Members and local elected officials and includes information about economic and community development in general and changes to the economic development sales tax law. The workshop will include a discussion of changes to the Economic Development Sales Tax law that occurred during the 86th session of the Texas Legislature. Due to COVID-19, the Texas Economic Development Council (TEDC) decided to host the two workshops in a virtual format.

Assistant City Attorney Aimee Alcorn-Reed stated the city is required to send two staff members every two years. However, there is not a requirement for board members.

Mr. Wilson made a motion to approve Type A Board Members and City staff members to attend the workshop at a total cost of \$960.00, seconded by Mrs. Olivarri, and passed unanimously.

H. PRESENTATION ITEMS:

5. [20-0789](#) Corpus Christi Regional Economic Development Corporation (CCREDC) Quarterly Update (Q2 2020)
- President Harris referred to Item 5. Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson presented the Economic Development quarterly report.
- A board member asked if the repayment for the loans of the second tranche will return to the Type A fund. Ms. Sanchez stated the repayments will be returned to the Type A fund.
6. [20-0795](#) Affordable Housing - Homebuyer Assistance Program Update
- President Harris referred to Item 6. Director of Housing and Community Development Rudy Bentancourt presented the Homebuyer Assistance Program Quarterly update for April to June 2020.
- Mr. Bentancourt presented the following topics: department will request \$3,218.30 for reimbursement of staff time in administering the Type A affordable housing program, which total 197.5 hours; the following was received during the quarter: 52 intakes of which 3 applied for the program, zero applicants received commitments and 5 were funded; \$7,666.62 was received in homebuyer payoffs which goes back to the program, and a remaining balance of \$98,816.20 is available for the program.
7. [20-0807](#) Engineering Services Quarterly Recap(April- June) and a briefing on Future Activity Report.
- President Harris referred to Item 7. Director of Engineering Services Jeffrey Edmonds presented the Engineering Services monthly updates.

I. **EXECUTIVE DIRECTOR COMMENTS:**

President Harris referred to the Executive Director comments. Chief Financial Officer Constance Sanchez stated the following: The approved budget will be added to the City's operating budget and will be reviewed by City Council on July 28, 2020. During the month of August, there will be community budget input sessions and City Council will be schedule to approve the budget on its first reading on September 8, 2020 and the final reading on September 15, 2020; and Texas A & M University Corpus Christi, Engineering Department want to add a plaque on their building acknowledging the Type A funds that were donated.

J. **IDENTIFY FUTURE AGENDA ITEMS**

President Harris referred to the Future Agenda Items. Chief Financial Officer Constance Sanchez identified the following future item: summary of the 2009 comprehensive feasibility study will be sent to board members for discussion at next month's meeting and provide information regarding the arena insurance increase.

President Harris stated Steve Banta with the USS Lexington submitted a letter that was distributed to the board and asked if there will be a future agenda

item for the project. Ms. Sanchez stated they shared the letter with Bond Counsel and are waiting on the determination if funds can be utilized for that project.

K. ADJOURNMENT

There being no further business, President Harris adjourned the meeting at 3:36 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.