



**ODESSA DEVELOPMENT CORPORATION MINUTES
CITY OF ODESSA, TEXAS**

July 8, 2021

A regular meeting of the Odessa Development Corporation (ODC) was held on July 8, 2021, at 2:00 p.m. in the Council Chambers, 5th floor, City Hall, 411 W. 8th St. Odessa, Texas.

Members present: Tim Edgmon, Melanie Hollmann, David Boutin, and Larry Robinson.

Members absent: Chris Cole, Kris Crow and Jeff Russell.

Others present:

City Staff: Norma Aguilar-Grimaldo, City Secretary; Jan Baker, Senior Assistant City Attorney; and Cindy Muncy, Assistant City Manager; Alexa Moulakis Downtown Event Coordinator; Larry Fry, Director of Finance; Michael Marrero, City Manager; and Christina Buhnerkempe, Legal Assistant.

ODC Contractors: Tracy Jones, Economic Development; Tyler Patton, UTPB-SBDC; Paul Garza, Odessa Hispanic Chamber of Commerce; Chris Walker, Black Chamber of Commerce; and Renee Earls, Odessa Chamber of Commerce; and

Others: other interested citizens.

A quorum being present, Mr. Edgmon called the meeting to order, and the following proceedings were held:

Mr. Edgmon gave the invocation.

June 14, 2021 minutes. Motion was made by Mr. Boutin and seconded by Ms. Hollmann to approve the minutes as corrected. The motion was approved by unanimous vote.

Contractors' report: Economic Development Department - Odessa Chamber, CVA Advertising and Marketing, Black Chamber of Commerce, Hispanic Chamber of Commerce, UTPB-America's SBDC, MOTRAN, and City Administrative support - Financials. Ms. Jones reported that Nacero has its executed contract and its Chapter 313 signed with ECISD. Their attorneys were working on the tax abatements as the entities approved the tax abatements. The CTV carbon capture company has its Chapter 313 letter of completion. Odessa College and Ector County agreed to the tax abatements. Odessa was number two on its list and there were four states in competition. Odessa came under in electrical charge which may help with its positioning. The Compliance Committee met on two projects. Information was needed on financials. Staff was attending conferences and trade shows.

Mr. Walker reported on the Black Chamber of Commerce activities. The Black Chamber's social media had an increase in activity. The Chamber met with two companies on business expansions. A fourth workshop was being held in partnership with SBDC. The Black Chamber would assist with promoting the City of Odessa school

block party. A joint membership drive would be held with the Hispanic Chamber of Commerce. A networking members breakfast would be hosted in August. The Ebony Awards banquet will be held in November.

Mr. Garza reported that the Hispanic Chamber of Commerce was working with the crane hoisting company as it was going through its finance opportunity with banks. The company would be referred to the Odessa Chamber. The long haul truck company was getting assistance with financing projects. The Hispanic Chamber was helping three businesses with its Economic Injury Disaster Loan (EIDL) applications in translating the steps. The membership was close to 100 members.

Mr. Patton reported on SBDC's June activity. There were 443 counseling sessions, four seminars presented, 59 attendees but no new businesses. The total capitalization was \$1,215,000. There was a continue increase of clients. He reviewed the seminar topics that were scheduled. He stated that the Small Biz Accelerator program was in its last three sessions with 17 active companies participating. He would send information to the board on its last meeting.

Mr Boutin asked that the current MOTRAN projects be aligned with the General Development Plan list.

Mr. Fry reported on the May financial reports. There were \$58,953,696 in total assets, year to date revenues were \$6,767,659, and expenditures were \$1,740,737. Rack Industries was removed from the reserved long term commitments. He reported on the sales tax for June which was approximately \$830,869. The sales tax year to date was \$8,360,542 which was close to the total budget of \$9.5 million. He reported on investment activities with purchased GO bonds in June. Staff was looking for additional investments. Staff has not finalized a CD with a local institution.

Motion was made by Mr. Boutin and seconded by Mr. Robinson to approve the finance report. The motion was approved by unanimous vote.

Review and discuss proposed FY 2021-2022 General Development Plan form for approval at the August 12, 2021 meeting. Mr. Boutin stated for a correction to be made on the Compliance Committee's goals under the matrix to include "and/or" for the Job Creation Matrix and the Investment Benefits Matrix. He asked to confirm that the TxDOT project list was up-to-date. Ms. Hollmann stated that the Black Chamber of Commerce second goal should be "financing" instead of "finances" and it should include "how to pursue a business opportunity". She stated adding to the Hispanic Chamber and Black Chamber the inclusion of "on-going partnerships with SBDC". Mr. Boutin suggested adding the Permian Fuels America initiative which was an on-going long term strategy. He stated for Permian Fuels America Campaign be included in the 2021-2022 Strategic Planning Goals of the General Development Plan. The intent was to reach out to political officials in the State and Federal levels. A separate section should be created with bullet points. There would be messaging and marketing. Mrs. Muncy asked about the allocation of funds to the campaign. The funds were from the promotional line item.

Review and discuss contract form for annual contractors for approval at the August 12, 2021 meeting. Mr. Edgmon stated that the contract was for review only. Mr. Boutin had no issues with the contract form.

Remove from the table and consider revisions of the ODC Bylaws. Motion was made by Ms. Hollmann and seconded by Mr. Boutin to remove the ODC Bylaws from the table. The motion was approved by unanimous vote. Ms. Hollmann stated that there were prior bylaw changes that were approved by ODC but not by Council. She reviewed each new proposed change. Ms. Hollmann and Mr. Russell worked on the proposed changes. She stated that uniformity was done on the document regarding capitalization and words. The removal of the Council member as ex-officio on the Compliance Committee was removed as directed of the Council. The Design Review Board was made up of one Downtown Odessa Board member and two ODC board members. Another proposed change was adding the requirement of two bids for the grants. Ms. Hollmann reported that Mr. Russell added a release of potential claims form affidavit. Mr. Marrero stated that the release of lien may be difficult to obtain from the contractor. If it was difficult to get the information, he would like to report periodically to the ODC board. The City would still need the receipts to substantiate the expenses. Mr. Boutin stated to include the changes with the affidavit, and it could be amended if needed. Mr. Marrero requested the same for the educational requirement. Ms. Hollmann stated that Section 4.3.d. included the requirement of three seminars for an applicant that had less than three years of business experience. The seminars could be completed over the grant term. If the applicant had more than three years of business experience, then the applicant would be exempted from the educational requirement. The seminars would improve the viability of the business and be informed of the SBDC's resources. Section 5.4.b. removed "a city" and replaced with "the City of Odessa". It was more specific. Mr. Boutin stated that if there was a flaw it could be re-evaluated and adjusted, if needed. Ms. Baker stated that if specifics were in the ordinance, it would require Council approval. She recommended that the ordinance for the bylaws and programs be general. The specifics should be included in the contract such as the affidavit and the three seminars. Mr. Boutin suggested that the language for the education and bid requirement be included but have it further described in the policy. Ms. Hollmann stated it would show the intent in the ordinance and be further defined in the policy.

Motion was made by Mr. Robinson and seconded by Ms. Hollmann to table the ODC bylaws. The motion was approved by unanimous vote.

Remove from the table and consider revisions to the guidelines governing the downtown infrastructure and façade grants. Motion was made by Mr. Boutin and seconded by Mr. Robinson to remove the downtown infrastructure and façade grant guidelines from the table. The motion was approved by unanimous vote. Ms. Moulakis stated that Downtown Odessa provided recommendations to the grant guidelines. She stated for Downtown Odessa to be cohesive with ODC on the program. She stated that the recommendations be addressed in the application and contract and that the program grants be general. Ms. Hollmann stated that the changes were essential. The changes were adding the two bids requirement, the educational component, and affidavit. The other changes were organizational changes for consistency on both grants. She stated the changes were important to keep. Mr. Edgmon stated that both documents, the bylaws, and the guidelines, should be consistent and coincide. Mr. Boutin agreed with the reorganizational changes. He agreed with the approach of the requirements on the educational component and the bids. He stated that the specific requirements were of the 4A regulations. The board had a consensus of requiring the educational component.

Motion was made by Mr. Boutin and seconded by Ms. Hollmann to table the downtown infrastructure and façade grant guidelines. The motion was approved by unanimous vote.

ODC Committee and Officer Reports: Partnership, Tax Incentive, Advertising and Downtown Grants Design Review Board. There were no reports.

Citizen comments on non-agenda items. None.

Motion was made by Ms. Hollmann and seconded by Mr. Robinson to adjourn the meeting. The motion was approved by unanimous vote. The meeting adjourned at 3:05 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC
City Secretary

Tim Edgmon
President