

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE BOARD OF DIRECTORS OF TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION.

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION
BOARD OF DIRECTORS ANNUAL MEETING

AGENDA

WEDNESDAY, OCTOBER 21, 2015 - 2:30 P.M.
CITY HALL CONFERENCE ROOM
1801 9th Ave. N.
Texas City, TX 77590

1. ROLL CALL
2. NEW BUSINESS
 - a. Consider and take action on election of officers and Oath of Officers.
 - b. Consider and take action on March 18, 2015, Texas City Harbour Foreign Trade Zone Corporation meeting Minutes.
 - c. Consider and take action on Resolution No. 15-02, approving the actions of the Officers of the Texas City Harbour Foreign Trade Zone Corporation for the fiscal year 2015-2016.
 - d. Consider and take action on Resolution No. 15-03, adopting the 2015-2016 fiscal year budget of the Texas City Harbour Foreign Trade Zone Corporation.
3. UPDATES
4. BOARD COMMENTS
5. ADJOURNMENT

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARDS AT CITY HALL, 1801 9TH AVENUE NORTH, TEXAS CITY, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AND ON THE CITY'S WEBSITE ON FRIDAY, OCTOBER 16, 2015, PRIOR TO 5:00 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

Michelle L. Garcia, Board Secretary
Texas City Harbour Foreign Trade Zone Corporation

**Texas City Harbour Foreign Trade Zone
Corporation Agenda**

2. a.

Meeting Date: 10/21/2015

Election of Officers and Oath of Office

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Election of Officers and Oath of Office.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

**Texas City Harbour Foreign Trade Zone
Corporation Agenda**

2. b.

Meeting Date: 10/21/2015

Minutes

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on March 18, 2015, Texas City Harbour Foreign Trade Zone Corporation meeting Minutes.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

March 18, 2015 TCHFTZC Minutes

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION
BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, MARCH 18, 2015
CITY HALL CONFERENCE ROOM
1801 9th Avenue North
Texas City, TX 77590

The Texas City Harbour Foreign Trade Zone Corporation Board of Directors met Wednesday, March 18, 2015 at 4:00 P.M., in the City Hall Conference Room, 1801 9th Avenue North, in Texas City, Texas. A quorum having been met, the meeting was called to order at 4:03 P.M. by Chairman Dwight Spurlock with the following in attendance:

(1) ROLL CALL

Present: Dwight Spurlock, Chairperson
Randy Dietel, Director
Jason Hayley, Director

Absent: Genie Jennings, Vice-Chairperson
Rev. Jerry Lee, Director

Staff Present: Ronald Plackemeier, City Attorney
Nicholas Finan, Executive Director of Management Services
James Hartshorn, Economic Development Coordinator
Ryan McClellan, Accountant
Justin Herter, Administrative Assistant
Michelle Garcia, Board Secretary/Administrative Assistant

Attendees: Henry Gomez

(2) NEW BUSINESS

- (a)** Consider and take action on Minutes of the September 24, 2014 Texas City Foreign Trade Zone Corporation Board Meeting.

Nicholas Finan, Executive Director of Management Services, stated that Laura Boyd, Finance Director, should be moved down in the roll call under Staff Present and also wanted today's Meeting minutes to reflect that Henry Gomez, Citizen, is in attendance.

Motion by Director Jason Hayley, Seconded by Director Randy Dietel, to approve the September 24, 2014 Texas City Harbour Foreign Trade Zone Corporation Minutes as presented in the packet.

Vote: 3 - 0 CARRIED

- (b)** Consider and take action on Resolution No. 15-01, approving the new Foreign Trade Zone 199 fee schedule.

Nicholas Finan, Executive Director of Management Services, stated that we met last fall to discuss the federal FTZ requiring us to update our schedule. As we discussed at the meeting, it was discovered that we never provided a schedule to the federal FTZ. We had proposed a schedule to the board. After working with the City Attorney and the federal FTZ staff, we have completely revised the schedule. One key change is the schedule of fees. The federal FTZ says the fee schedule must have known quantities so that a new company can calculate. Our old Schedule was based upon a our budget that could change and then a percentage of the active zone's acres which changes periodically as manufacturers add or

delete areas within their zone.

Chairman Randy Dietel asked if we have a flat fee plus the 45 per acre?

Nicholas Finan, Executive Director of Management Services, stated, "Yes."

Chairman Randy Dietel asked if it was a 20% increase?

Nicholas Finan, Executive Director of Management Services, stated, "Yes."

Director Jason Hayley ask if the Federal Foreign Trade Zone was ok with this increase?

Nicholas Finan, Executive Director of Management Services, stated Yes.

Ronald Plackemeier, City Attorney, stated that we have not increased our fees in 10 years.

Motion by Director Jason Hayley, Seconded by Director Randy Dietel, to approve Resolution No. 15-01, approving the new Foreign Trade Zone 199 Fee Schedule.

Vote: 3 - 0 CARRIED

(3) UPDATES

None.

(4) BOARD COMMENTS

None.

(5) ADJOURNMENT

Having no further business, Chairman Randy Dietel made a motion to adjourn at 4:11 P.M. ; the motion was **SECONDED** by Director Jason Hayley. The meeting was adjourned.

Michelle L. Garcia
Board Secretary
Texas City Harbour Foreign Trade Zone Corporation

Date Approved: _____

**Texas City Harbour Foreign Trade Zone
Corporation Agenda**

2. c.

Meeting Date: 10/21/2015

Actions of the Officers

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 15-02, approving the actions of the Officers of the Texas City Harbour Foreign Trade Zone Corporation.

BACKGROUND

Our City Attorney has recommended this resolution to validate the smaller items not budgetary in nature or that typically do not need the Board's approval in a formal meeting such as a change order under the allowable percentage or advertisement in a newspaper and are approved within the budget.

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution No. 15-02 Approving the actions of the Officers of the TCHFTZC for 2015-2016
Fiscal Year

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION

RESOLUTION NO. 15-02

A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION DURING THE 2015-2016 FISCAL YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, at a meeting of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation (TCHFTZC), duly held on October 21, 2015, consideration was given to approving the actions of the Officers of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation during the 2015-2016 Fiscal Year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION THAT:

- a) All of the actions taken by the Officers of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation during the 2015-2016 Fiscal Year are hereby approved.
- b) That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 21st day of October, 2015.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Harbour Foreign Trade Zone Corporation

ATTEST:

Michelle L. Garcia
BOARD SECRETARY
Texas City Harbour Foreign Trade Zone Corporation

**Texas City Harbour Foreign Trade Zone
Corporation Agenda**

2. d.

Meeting Date: 10/21/2015

Budget

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 15-03, adopting the 2015-2016 fiscal year budget of the Texas City Harbour Foreign Trade Zone Corporation.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution No. 15-03 Adopting the budget for fiscal year 2015-2016

Exhibit A - 2015-2016 TC Foreign Trade Zone Budget

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION

RESOLUTION NO. 15-03

A RESOLUTION ADOPTING THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION 2015-2016 FISCAL YEAR BUDGET; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, at a meeting of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation, duly held on October 21, 2015, a general discussion was held concerning the proposed 2015-2016 Budget of the Texas City Harbour Foreign Trade Zone Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION THAT:

SECTION 1: The Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation hereby approves the 2015-2016 Fiscal Year Budget, for the Texas City Harbour Foreign Trade Zone Corporation, as approved by the City Commission of the City of Texas City.

SECTION 2: A copy of said Fiscal Year 2015-2016 Budget is attached hereto as **Exhibit “A”** and made a part hereof for all intents and purposes.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 21st day of October, 2015.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Harbour Foreign Trade Zone Corporation

ATTEST:

Michelle L. Garcia
BOARD SECRETARY
Texas City Harbour Foreign Trade Zone Corporation

**T.C. FOREIGN TRADE ZONE CORP. - 805
REVENUES & EXPENDITURES**

**CITY OF TEXAS CITY, TEXAS
FY 2015-16 ADOPTED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 AMENDED BUDGET	FY 2014-15 YEAR END PROJECTION	FY 2015-16 ADOPTED BUDGET
REVENUES:						
805-000-48115	RENT INCOME-SHOAL POINT	-	-	-	-	-
*RENTS & CONCESSIONS						
805-000-48802	INTEREST INCOME	458	810	500	500	500
805-000-48816	FTZ OPERATING FEES	12,580	145,145	75,000	71,514	71,514
*OTHER REVENUES						
		13,038	145,954	75,500	72,014	72,014
TOTAL REVENUES		13,038	145,954	75,500	72,014	72,014
EXPENDITURES:						
805-050-51010	SALARIES	99,473	100,578	104,016	102,600	20,930
805-050-51030	OVERTIME PAY	-	-	250	-	-
805-050-51070	LIFE & DISABILITY 1.04%	1,010	877	1,082	1,067	218
805-050-51080	RETIREMENT 17.59% ; 16.67%	17,588	17,900	18,296	18,047	17,686
805-050-51090	MEDICARE TAX 1.45%	1,405	1,399	1,508	1,488	303
805-050-51110	INSURANCE-HEALTH/DENTAL/VISION	8,341	9,139	8,368	12,000	12,000
805-050-51120	TERMINATION PAY	-	-	-	-	-
805-050-51130	INCENTIVE PAY	-	-	-	-	-
*SALARIES & BENEFITS						
		127,817	129,893	133,520	135,202	51,137
805-050-52660	OFFICE SUPPLIES	-	-	100	-	100
805-050-52780	MISC.-MATERIALS & SUPPLIES	-	-	500	-	500
*MATERIALS & SUPPLIES						
		-	-	600	-	600
805-050-53060	EXPENSE-ADMINISTRATIVE	27	-	1,000	-	1,000
805-050-53600	POSTAGE	-	81	150	-	150
805-050-53680	PROFESSIONAL FEES	600	600	1,000	-	1,000
805-050-53740	BONDS-EMPLOYEES	-	-	250	-	250
805-050-53760	TRAVEL	-	-	1,500	-	1,500
805-050-53780	PUBLICATIONS & LEGALS	-	-	150	-	150
805-050-53800	DUES & MEMBERSHIPS	-	-	1,300	-	1,300
805-050-53860	WORKERS' COMP	111	113	113	112	112
*CONTRACTUAL SERVICES						
		738	794	5,463	112	5,462
805-050-54300	TRAINING & PERSONNEL	-	-	-	-	-
*CONTRACTUAL SERVICES						
		-	-	-	-	-
TOTAL EXPENDITURES		128,555	130,687	139,583	135,314	57,199
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		(115,516)	15,267	(64,083)	(63,300)	14,815
FUND BALANCE-BEGINNING OF YEAR		201,522	86,006	101,273	101,273	37,973
FUND BALANCE-END OF YEAR		\$ 86,006	\$ 101,273	\$ 37,190	\$ 37,973	\$ 52,788