

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

MONDAY, OCTOBER 17, 2016 - 4:30 P.M.
CITY HALL CONFERENCE ROOM
1801 9th Ave. N.
Texas City, TX 77590

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

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 October 21, 2015, Texas City Harbour Foreign Trade Zone Corporation meeting Minutes.
 - c. Consider and take action on Resolution No. 16-01, approving the actions of the Officers of the Texas City Harbour Foreign Trade Zone Corporation for the previous fiscal year 2015-2016.
 - d. Consider and take action on Resolution No. 16-02, adopting the 2016-2017 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 14, 2016, AT 3:00 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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

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

1.

Meeting Date: 10/17/2016

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

ROLL CALL

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION Board Members

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION

Charter No. 124959201 – 11/10/92

NAME CHANGES: Original - Foreign Trade Zone of Texas City-Gulf Coast, Inc.
TEXAS CITY FOREIGN TRADE ZONE CORPORATION on June 2, 1993
TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION in 2001.

PURPOSE: (a) To foster economic development in the Galveston, Brazoria, and Chambers County areas; (b) To apply for a grant of authority to establish, to operate and to maintain a foreign trade zone and subsequent subzones in Galveston, Brazoria, and Chambers County areas pursuant to the Foreign Trade Zones Act of 1934, as amended, 19 U.S.C., Section 81a, et seq; (c) To associate those involved in international trade in Galveston, Brazoria, and Chambers Counties (the “Participants”) together as a business league for the promotion of international trade, exports and imports; (For the remainder of the purpose statements, please see the Restated Articles of Incorporation dated 2/2/93.)

The number of Directors is five (5), and the terms of office shall be three (3) years staggered.

<p>Board Members</p> <p>Dwight Spurlock, Stepped Down - Vacant 1522 22nd Avenue North Texas City, TX 77590 Phone: 409-948-2494 TCHFTZ- First Appt.: 10/06/2004 Term Date: 10/01/2013 - 09/30/2016 TCHA – First Appt.: 04/21/2004 Term Date: 10/01/2013 - 09/30/2016 TCID – First Appt.: 10/01/2012 Term Date: 10/01/2013 - 09/30/2016</p>	<p>Jason Hayley, Director Port of Texas City 2425 Hwy 146 North Texas City, TX 77590 Business: 409-45-4461 #20 Cell: 409-682-4074 Email: jhayley@tctrr.com TCHFTZ- First Appt.: 10/01/2010 Term Date: 10/01/2015 - 09/30/2018 TCHA – First Appt.: 10/01/2012 Term Date: 10/01/2015 - 09/30/2018 TCID – First Appt.: 04/07/2010 Term Date: 10/01/2015 - 09/30/2018</p>
<p>Genie Jennings, Vice - Chairperson 2401 N. Logan St. Suite L Texas City, TX 77590 Business: 409-948-2330 Cell 409-682-2330 Genie@geniejennings.com TCHFTZ- First Appt.: 10/01/2012 Term Date: 10/01/2016 - 09/30/2019 TCHA – First Appt.: 10/01/2012 Term Date: 10/01/2016 - 09/30/2019 TCID – First Appt.: 10/01/2011 Term Date: 10/01/2016 - 09/30/2019</p>	<p>Randy Diemel, Director 1409 19th Avenue North P.O. Box 1847 Texas City, TX 77592-1847 Business: 409-945-3459 Home: 409-945-4977 Fax: 409-945-4318 Cell: 409-392-7100 Email: randy@pilinginc.com TCHFTZ- First Appt.: 10/01/2012 Term Date: 10/01/16 - 09/30/2019 TCHA – First Appt.: 10/01/2012 Term Date: 10/01/2016 - 09/30/2019 TCID – First Appt.: 08/17/1990 Term Date: 10/01/2016 - 09/30/2019</p>
<p>Rev. Jerry Lee, Director Greater Bell Zion Baptist Church 918 N. Noble Rd Phone: 409-935-7229 Cell: 409-356-3901 Email: jerrylee113@gmail.com TCHFTZ- First Appt.: 10/01/2007 Term Date: 10/01/2015 - 09/30/2018 TCHA – First Appt.: 10/01/2012 Term Date: 10/01/2015 - 09/30/2018 TCID – First Appt.: 10/01/2012 Term Date: 10/01/2015 - 09/30/2018</p>	<p>City Staff</p> <p>Matthew Doyle, Mayor Nicholas Finan, General Manager Laura Boyd, Board Treasurer Ronald F. Plackemeier, City Attorney Michelle Garcia, Board Secretary James Hartshorn, City Staff</p>

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

2. a.

Meeting Date: 10/17/2016

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: 10/17/2016

Minutes

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on October 21, 2015, Texas City Harbour Foreign Trade Zone Corporation meeting Minutes.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

October 21, 2015 TCHFTZC Minutes

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION
BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, OCTOBER 21, 2015 - 2:30 P.M.

CITY HALL CONFERENCE ROOM

The Texas City Harbour Foreign Trade Zone Corporation Board of Directors met Wednesday, October 21, 2016 at 2:30 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 2:37 P.M. by Randy Dietel with the following in attendance:

(1) ROLL CALL

Present: Genie Jennings, Vice-Chairperson
Randy Dietel, Director
Rev. Jerry Lee, Director

Absent: Dwight Spurlock, Chairperson
Jason Hayley, Director

Staff Present: Ron Plackemeier, City Attorney
Nick Finan, Executive Director of Management Services
James Hartshorn, Economic Development Coordinator
Justin Herter, Administrative Assistant
Michelle Garcia, Board Secretary/Administrative Assistant
Laura Boyd, Finance Director

(2) NEW BUSINESS

- (a)** Consider and take action on election of officers and Oath of Officers.

Motion by Director Jerry Lee Seconded by Vice-Chairperson Genie Jennings, to keep the current standing officers Dwight Spurlock, Chairperson and Genie Jennings, Vice-Chairperson, in place for another term.

Vice - Chairperson Genie Jennings was sworn in by Ron. F. Plackemeier, City Attorney.

Vote: 3 - 0 CARRIED

- (b)** Consider and take action on March 18, 2015, Texas City Harbour Foreign Trade Zone Corporation meeting Minutes.

Motion by Vice - Chairperson Genie Gennings, Seconded by Director Jerry Lee to approve the March 18, 2015 Texas City Harbour Foreign Trade Zone Corporation Minutes as presented in the packet.

Vote: 3 - 0 CARRIED

- (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.

Executive Director of Management Services, Nicholas Finan explained to the Board of Directors this action was started by Ronald F. Plackemeier, City Attorney, to validate the smaller items not budgetary in nature, that typically do not need the Board's approval in a formal meeting such as a change order under the allowable percentage, advertisement in a newspaper and are approved within the budget.

Motion made by Vice-Chairperson, Genie Jennings, Seconded by Director, Jerry Leel, to approve 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.

Vote: 3 - 0 CARRIED

- (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.

Laura Boyd, Director of Finance, presented the Texas City Harbour Foreign Trade Zone Corporation Budget for the 2015-2016 fiscal year. She stated there were 2 employees who have half of their salary and benefits coming out of the Texas City Harbour Foreign Trade Zone Corporation funds.

Executive Director of Management Services, Nicholas Finan, stated that this also reflects the number of companies that are operating for the Foreign Trade Zone, so the numbers are less.

Motion by Vice - Chairman Genie Jennings, Seconded by Director Jerry Lee, to approve Resolution No.15-03, adopting the 2015-2016 Texas City Harbour Foreign Trade Zone Corporation Budget.

Vote: 3 - 0 CARRIED

- (3) UPDATES

Executive Director of Management Services, Nicholas Finan, stated that all of the new fees have gone into effect.

- (4) BOARD COMMENTS

None

- (5) ADJOURNMENT

Having no further business, Vice-Chairperson Genie Jennings made a motion to adjourn at 2:50 P.M.; the motion was SECONDED by Director Jerry Lee. 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: 10/17/2016

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. 16-01, approving the actions of the Officers of the Texas City Harbour Foreign Trade Zone Corporation for the previous fiscal year 2015-2016.

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. 16-01 Approving the actions of the Officers of the TCHFTZC for 2015-2016
Fiscal Year

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION

RESOLUTION NO. 16-01

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 17, 2016, 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 17th day of October, 2016.

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: 10/17/2016

Budget

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 16-02, adopting the 2016-2017 fiscal year budget of the Texas City Harbour Foreign Trade Zone Corporation.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution No. 16-02 Adopting the budget for fiscal year 2016-2017

Exhibit A - FTZ Budget

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION

RESOLUTION NO. 16-02

A RESOLUTION ADOPTING THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION 2016-2017 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 17, 2016, a general discussion was held concerning the proposed 2016-2017 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 2016-2017 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 2016-2017 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 17th day of October, 2016.

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 2016-17 ADOPTED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 AMENDED BUDGET	FY 2015-16 YEAR END PROJECTION	FY 2016-17 ADOPTED BUDGET
REVENUES:						
805-000-48115	RENT INCOME-SHOAL POINT	-	-	-	-	-
*RENTS & CONCESSIONS						
805-000-48802	INTEREST INCOME	810	874	500	500	500
805-000-48816	FTZ OPERATING FEES	145,145	81,170	71,514	71,514	71,514
*OTHER REVENUES						
		145,954	82,044	72,014	72,014	72,014
TOTAL REVENUES		145,954	82,044	72,014	72,014	72,014
EXPENDITURES:						
805-050-51010	SALARIES	100,578	101,325	20,930	20,930	21,600
805-050-51030	OVERTIME PAY	-	-	-	-	-
805-050-51070	LIFE & DISABILITY 1.04%	877	1,016	218	218	225
805-050-51080	RETIREMENT 16.679% ; 16.84%	17,900	17,874	17,686	17,686	17,579
805-050-51090	MEDICARE TAX 1.45%	1,399	1,399	303	303	313
805-050-51110	INSURANCE-HEALTH/DENTAL/VISION	9,139	12,123	12,000	12,000	12,000
805-050-51120	TERMINATION PAY	-	-	-	-	-
805-050-51130	INCENTIVE PAY	-	-	-	-	-
*SALARIES & BENEFITS						
		129,893	133,736	51,137	51,137	51,717
805-050-52660	OFFICE SUPPLIES	-	-	100	-	100
805-050-52780	MISC.-MATERIALS & SUPPLIES	-	-	500	-	500
*MATERIALS & SUPPLIES						
		-	-	600	-	600
805-050-53060	EXPENSE-ADMINISTRATIVE	-	-	1,000	-	1,000
805-050-53600	POSTAGE	81	-	150	-	150
805-050-53680	PROFESSIONAL FEES	600	625	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	113	112	113	112	112
*CONTRACTUAL SERVICES						
		794	737	5,463	112	5,462
805-050-54300	TRAINING & PERSONNEL	-	-	-	-	-
*CONTRACTUAL SERVICES						
		-	-	-	-	-
TOTAL EXPENDITURES		130,687	134,473	57,200	51,249	57,778
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		15,267	(52,429)	14,814	20,765	14,236
FUND BALANCE-BEGINNING OF YEAR		86,006	101,273	48,845	48,845	69,610
FUND BALANCE-END OF YEAR		\$ 101,273	\$ 48,845	\$ 63,658	\$ 69,610	\$ 83,845