

RESOLUTION NO. 14-052

**A RESOLUTION APPROVING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION TO IMPLEMENT A COMMUNITY PRE-EMPLOYMENT PROGRAM FOR THE RESIDENTS OF THE CITY OF PORT ARTHUR VIA HB 1967**

**WHEREAS**, on April 30, 2013 the City of Port Arthur City Council (the "Council") approved a Resolution No. 13-206 from "Council" supporting the Port Arthur Economic Development Corporation's ("PAEDC") proposed legislative changes to the Economic Development Act; and

**WHEREAS**, on June 14, 2013 amendments to HB 1967 were enacted by the Legislature of the State of Texas per Section 1, Subchapter D, Chapter 501 Local Government Code was amended by adding Section 501.163; and

**WHEREAS**, the enacted changes to HB 1967, Section 501.163, allows "PAEDC" to expend 4A funds to create "pre-training" programs for individuals lacking basic job skills; and

**WHEREAS**, on December 2, 2013 "PAEDC's" Board approved the guidelines in "Exhibit A" to implement a new pre-employment program for residents of the City of Port Arthur referred to as the Community Pre-Employment Program (the "CPEP"); and

**WHEREAS**, the "CPEP" provides an unemployed, underemployed or non-skilled resident the opportunity for up to twelve (12) weeks of training by a participating employer that meets the eligibility criteria; and

WHEREAS, "PAEDC" will pay the total training wages up to fourteen dollars (\$14) for no more than forty (40) hours a week from its existing On-the-Job Training budget.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That "PAEDC" is authorized to implement the Community Pre-Employment Program pertaining to the guidelines in Exhibit "A".

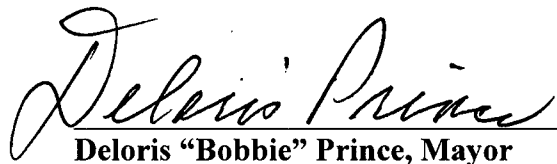
Section 3. That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.

READ, ADOPTED AND APPROVED on this 27<sup>th</sup> day of Jan. A.D., 2014, at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:


AYES:

Mayor Prince; Mayor Pro Tem Williamson  
Councilmembers Scott, Albright, Trsy, Lewis  
and Thomas.

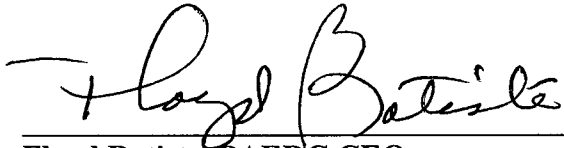
NOES: None.

  
Deloris "Bobbie" Prince, Mayor

ATTEST:

  
Sherri Bellard, City Secretary

APPROVED:



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Floyd Batiste, PAEDC CEO


APPROVED AS TO FORM:



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Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:



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Valecia R. Tizeno, City Attorney

*on behalf of*

**EXHIBIT "A"**

## **Port Arthur Economic Development Community Pre-Employment Program (CPEP)**

**Overview:** The purpose of the Community Pre-Employment Program (CPEP) is to connect talented Port Arthur residents with existing and emerging petrochemical, advanced manufacturing, warehousing, recycling, and information technology companies in the Southeast Texas Region. The goal is to provide a substantial pre-employment experience in Southeast Texas targeted industries with an emphasis on small to mid-size companies.

**Eligibility:** Southeast Texas-based companies with fewer than 500 employees per location are eligible. The company must be engaged in one of the targeted industries of petrochemical, warehousing, recycling, advanced manufacturing or information technology as defined by the NAICS codes. *Companies engaged in retail sales or health services are ineligible.*

The applicant's pre-employment training may last a maximum of 12 weeks averaging no less than 32 hours per week. The fiscal year runs from October 1st – September 30th. Two pre-employment trainees will be granted to approved companies per fiscal year; however, a company may request additional pre-employment trainees after original pre-employment trainees have successfully completed the CPEP. *A company will select the total number of pre-employment trainees desired for the fiscal year on one application.*

Residents who are immediate family members of the company's management, employees or board members are not eligible.

**Awards and Spending Guidelines:** Awards are available up to \$6,500 for a single pre-employment trainee. Residents hired as pre-employment trainees will be paid up to fourteen dollars (\$14) per hour worked. Following approval of the application, PAEDC will issue an award letter and a contract to the company. The award is managed on a reimbursement basis. All expenditures under the award must be supported with payroll or other appropriate documentation. Funds can only be used for reimbursement of wages during the designated pre-employment period.

**Reporting:** PAEDC requires the approved company to write a final report about the pre-employment experience. The company will receive its last award disbursement upon receipt of this report.

**Application submittal and selection:** To apply for program funds, a company should submit an application for Community Pre-Employment Program to the Port Arthur Economic Development Corporation. The board may approve, defer or deny any application.

**Applicants providing opportunities that conform to the following will receive preferred status:**

1. An explanation of the company's anticipated workforce needs and of the pre-employment trainee's potential for prospective employment with the business following completion. 25 points
2. Pre-employment positions paying more than fourteen dollars (\$14) per training hour will receive preferred status; however the maximum reimbursement from the Port Arthur Economic Development Corporation will be capped at fourteen dollars (\$14) per hour. 25 points
3. An employer or a consortium of employers providing all or a portion of the pre-employment training in conjunction with a local state college will receive preferred status. 20 points
4. The extent to which the pre-employment duties requires independent judgment, creativity, and intelligence to complete and contribute to the business's goals or processes and advancement opportunities. 15 points
5. The pre-employment will have a positive impact on the trainee's skills, knowledge and abilities. 15 points

**To be considered for funding, an application must receive a minimum score of 65 out of a possible 100 points and meet all other eligibility criteria.**

**APPLICATION FORM**  
**PART 1: APPLICANT INFORMATION**

Company Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Federal ID Number: NAICS Code: (North American Industry Classification System)

Industry Sector: \_\_\_\_\_

Total Number of Local Employees: \_\_\_\_\_

Company Website: \_\_\_\_\_

Provide a brief history of the company (Maximum of 3 typed lines)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your company employed interns in the past? If yes, when (date) \_\_\_\_\_

How many years has the company been in business? \_\_\_\_\_

How did you hear about the program? \_\_\_\_\_

**Certification & Release of Information:** I understand that all information submitted to PAEDC related to this application is subject to Texas's Open Record Law.

I understand this application is subject to final approval by Board of Directors of the PAEDC and the Project may not be initiated until final approval is secured. I understand that PAEDC Board of Directors reserves the right to negotiate the financial assistance. Furthermore, I am aware that financial assistance is not available until an agreement is executed within a reasonable time period following approval.

I hereby certify that all representations, warranties or statements made or furnished to PAEDC in connection with this application are true and correct in all material respect. I understand that it is a criminal violation under Texas law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from Port Arthur Economic Development Corporation.

**For the Business:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**PART 2: Pre-Employment Description**

It is preferred that the trainee be involved in a substantive experience in one or more of the following areas: research and development; engineering; process management and production; product experimentation and analysis; product development; market research; business planning and administration. *If applying for two different pre-employment trainees, all questions must be answered on the same application for each pre-employment position.* The job description needs to be provided even if a pre-employment trainee has not been selected. If you have multiple trainees hired for the same position then mark Opportunity #2 as "same".

**Pre-employment Opportunity #1:** \_\_\_\_\_

Pre-employment Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

Date of pre-employment (max 12 weeks / calendar year): from \_\_\_\_\_ through \_\_\_\_\_

How many weeks is the pre-employment? \_\_\_\_\_

The trainee can work a maximum of 12 weeks during the calendar year.

How many hours per week will the trainee work? \_\_\_\_\_

Location: \_\_\_\_\_

Name and email address of the company representative who will train and supervise the Pre-Employment Trainee:

\_\_\_\_\_  
\_\_\_\_\_

**Pre-employment Opportunity #2:** \_\_\_\_\_

Pre-employment Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

Date of pre-employment (max 12 weeks / calendar year): from \_\_\_\_\_ through \_\_\_\_\_

How many weeks is the Pre-employment? \_\_\_\_\_

The trainee can work a maximum of 12 weeks during the calendar year.

How many hours per week will the trainee work? \_\_\_\_\_

Location: \_\_\_\_\_

Name and email address of the company representative who will train and supervise the Pre-Employment Trainee:

\_\_\_\_\_  
\_\_\_\_\_