



**PASADENA ECONOMIC DEVELOPMENT CORPORATION**  
**Pre-Board Meeting**  
**Conducted in the Pre-Council Conference Room at City Hall**  
**February 27, 2020, 3:00 p.m.**  
**Minutes**

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**Members present:**

Steve Cote, President  
Rick Lord, Vice President  
Emilio Carmona, Secretary  
Ernesto Paredes  
Salvador Serrano, Jr.  
Steve Phelps

**Members Absent:**

Marilyn Wilkins, Treasurer

**Others Present:**

Jeff Moore, Brown & Hofmeister, LLP (via phone)  
Carlos Guzman, Pasadena EDC Executive Director  
Rick Guerrero, Pasadena EDC Manager  
Suzette McDowell, Pasadena EDC Marketing Manager  
Sheena Salvino, Pasadena EDC Redevelopment Manager  
Robin Green, Public Works Director  
Karina Tomlinson, PEDC Assistant Secretary

**Call to Order**

The Pre-Board meeting for the February 27, 2020 Pasadena Economic Development Corporation was called to order at 3:00 p.m. by President, Steve Cote.

9. Board Actions – Resolutions

- a. Consideration to approve an Amendment to the Annual Budget for the Fiscal Year 2020 to include: (i), (ii), and (iii).
  - Steve Phelps stated that on the item pertaining to Fairmont Parkway he would be abstaining from vote because of the Phelps Insurance office location. (Item ii)
- b. Consideration to authorize Staff to negotiate and execute a Professional Service Agreements with Middleton Brown, LLC for Design of Fairmont Parkway Drainage Improvements – Burke Rd to Preston Ave as part of the Corridor Development Project (S113) in the amount of \$450,000.00.
  - Steve Phelps reiterated that because this agreement pertains to Fairmont Parkway he would abstain from vote.

Pre-Board meeting Adjourned at 3:04 pm.

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**Agenda Item One: Call to order, roll call**

The Board meeting on February 27, 2020 for Pasadena Economic Development Corporation was called to order at 3:04 pm by President, Steve Cote.

**Agenda Item Two: Invocation**

Invocation given by Ernesto Paredes.

**Agenda Item Three: Pledge of Allegiance**

Pledges led by Steve Cote.

**Agenda Item Four: Approval of Minutes**

Board President, Steve Cote called for a motion to approve the minutes from the meeting held on January 23, 2020. Salvador Serrano moved to approve the minutes seconded by Rick Lord, MOTION CARRIED UNANIMOUS.

**Agenda Item Five: Public Comments**

No comments made by those in attendance.

**Agenda Item Six: Public Hearing**

Consideration to approve an Amendment to the Annual Budget for the Fiscal Year 2020 to include:

- i. Funding additional \$2,200,000.00 for Utility Development Improvement (M018). Funds may be used for all costs associated with construction of utilities, traffic, drainage and pavement improvements for proposed and existing developments where there is no utility service, limited service and/or inadequate service and any other costs described by Section 501.103, Local Government Code.
- ii. Funding additional \$1,000,000.00 for Corridor Development Improvements Project (\$113). Funds may be used for all costs associated with infrastructure improvements such as roadways, drainage, utilities, traffic and any other work associated with such improvements, including, without limitation, infrastructure and other costs described by Section 501.103, Local Government Code.
- iii. Funding \$1,000,000.00 for Quality of Life Projects. Funds may be used for all costs associated with land, buildings, equipment, facilities, and improvements found by the board of directors to be required or suitable for use for public park purposes, including parks and park facilities, open space improvements, exhibition facilities, related automobile parking facilities, and related roads, streets, and water and sewer facilities, and other related improvements that enhance any of the items described Sections 501.103 and 505.152, Local Government Code.

*\*\*Steve Cote asked for any comments from the public 3 times. No comments made by those in attendance. Public Hearing closed at 3:09 pm.*

**Agenda Item Seven: Project Status Update from Robin Green, Director of Public Works**

M018: The project is basically done, contractor is re-stripping; Section repair completed on Red Bluff as well as HCA Hospital, next is Southmore from Red Bluff to Allen Genoa. There will be about \$70k left and with that, they will do some more pavement replacement on Red Bluff. S077 Pasadena Blvd: Still in discussion with Harris County. Richey St.: Essentially finished. Shaw St: Currently working on with EDC about possibly changing the streetscape out there. Steve Cote added that it is dependent on the livable centers study. Traffic Mobility: The first one is finished, Phase II is under design. The first intersection that will be done is Crenshaw at Strawberry. Bay Area Blvd Water System Pressure Improvements: Still looking at it. Bay Area Industrial Park WW Lift Station & FM Improvements: This is the one where Nestle was having some routing issues.

**Agenda Item Eight: Report by Carlos Guzman, Executive Director**

Carlos began by passing around the award from TEDC in recognition of one of the high performing EDC's in the state of Texas. If you are implementing your strategic plan, a program of work, or staff is certified or working on getting certified this is something they started last year and this is the second year that we receive this award. We had some of the EDC Board and staff attend State of the City, which was a great event. We also had John Karras of TIP Strategies come in and give a presentation to the Pasadena IMPACT Leadership participants. At the same meeting, our Redevelopment Manager gave a tour of the community as well. Project Updates: Next Wave – City Council approved the de-annexation so the \$600M investment project will be moving forward. Kinder Morgan was approved by the Governor's Office as an Enterprise Zone project, which does not cost the City anything because it is a state incentive. City Council has to approve them and we get six every two years. It's a \$122M investment with new jobs being created and jobs being retained as well. As far as a redevelopment update, we are moving forward with the monument signs. We are looking to possibly have something for Board approval in 60-90 days. We hope that by fall at the latest to start seeing work being done there. For Richey Street we have been working closely with Public Works on something that will be done in front of Richey Elementary to make it safer to cross and put some art and enhancements. We're going to be working with several schools to have the kids put their handprints there. You may see this sometime in May. Shaw District: We're trying to replicate what we did on the Richey St. Phase 2. Sheena will be meeting with some property and business owners in that area to see how we can collaborate so that what the City does with the Livable Centers Study and other things going on are a win/win for them up there. For the Livable Centers, the next focus group meeting is on March 12<sup>th</sup> and they are collecting surveys until March 27<sup>th</sup>. With the City-wide Strategic Plan the steering committee kick-off meeting will be March 5<sup>th</sup>. The Co-Urbanize website will launch on March 5<sup>th</sup> and we will be seeking input from the community. Sheena jumped in to add that the Livable centers meeting on the 12<sup>th</sup> is more of a focus group with a select group of people, not a public meeting. The next steering committee meeting for Livable Centers is scheduled to meet in June to look at and review the input received and information collected between now and then. The needs assessment will have been prepared by that time and statistics about the area inside the Livable Center will be collected and provided to them. The aspirational information provided by the community will be provided as well. With all of this together, recommendations will be created. Sheena

provided some additional details about the City-Wide Strategic Plan and the launch of the Co-Urbanize website that there is a lot of excitement around. Carlos then continued his report with a Marketing Update. The PEDC will begin the application for AEDO accreditation that is very prestigious and there are only about 60 EDO's in the country with this accreditation. The first phase is the documentation review, which we will probably need to come to the board with one of the items we need that is a mission and vision. Phase 1 of the process requires us to compile and submit documentation and once that round is passed, we would move to Phase 2 where there is a Site Visit to assess our organization in action. The site visit will dictate whether we receive the accreditation. Next, unless something pops up on the calendar we are hoping to take a break for the March meeting. Finally, the Budget is typically approved in June and then it goes to council, but there are a few months before where we go over the whole process. He then went over 2 options available for Budget 2021 review and asked for feedback. The main difference would be to have a board retreat in order to discuss items in further detail. Steve then asked the Board their thoughts on having a retreat. The Board stated that they would be interested in doing that to which Carlos added that he would run it by Jeff to make sure all regulations are followed. To wrap up Carlos provided information on a few upcoming events and asked Board members to contact the office if they are interested in attending.

#### **Agenda Item Nine: Board Actions - Resolutions**

- a. **PEDC RESOLUTION 20-007** – Consideration to approve an Amendment to the Annual Budget for the Fiscal Year 2020 to include:
  - i. Funding additional \$2,200,000.00 for Utility Development Improvement (M018). Funds may be used for all costs associated with construction of utilities, traffic, drainage and pavement improvements for proposed and existing developments where there is no utility service, limited service and/or inadequate service and any other costs described by Section 501.103, Local Government Code.
  - ii. Funding additional \$1,000,000.00 for Corridor Development Improvements Project (S113). Funds may be used for all costs associated with infrastructure improvements such as roadways, drainage, utilities, traffic and any other work associated with such improvements, including, without limitation, infrastructure and other costs described by Section 501.103, Local Government Code.
  - iii. Funding \$1,000,000.00 for Quality of Life Projects. Funds may be used for all costs associated with land, buildings, equipment, facilities, and improvements found by the board of directors to be required or suitable for use for public park purposes, including parks and park facilities, open space improvements, exhibition facilities, related automobile parking facilities, and related roads, streets, and water and sewer facilities, and other related improvements that enhance any of the items described Sections 501.103 and 505.152, Local Government Code.

For item (i) and (iii) Steve Phelps made a motion to approve, seconded by Rick Lord.  
(Passed 6/6)

For item (ii) Rick Lord made a motion to approve, seconded by Salvador Serrano.

- *Steve Phelps abstained from vote.* (Passed 5/6)

that PEDC Resolution 20-007 be passed, approved and adopted. MOTION CARRIED.

- b. **PEDC RESOLUTION 20-008** – Consideration to authorize Staff to negotiate and execute a Professional Service Agreements with Middleton Brown, LLC for Design of Fairmont Parkway Drainage Improvements – Burke Rd to Preston Ave as part of the Corridor Development Project (S113) in the amount of \$450,000.00.

- *Steve Phelps stated he would be abstaining from vote as this pertains to Fairmont Pkwy.*

Emilio Carmona made a motion to approve, seconded by Ernesto Paredes that PEDC Resolution 20-008 be passed, approved and adopted. (Passed 5/6) MOTION CARRIED.

### **Agenda Item Ten: Comments by Board Members**

Rick Lord – No comments.

Salvador Serrano, Jr. – Joked that he thinks the servers at the State of the City did a great job!

Emilio Carmona – No comments.

Ernesto Paredes - Looks forward to the retreat and thinks it will help.

Steve Phelps – Congratulated the Chairman on his Economic Alliance Chair and for the great, shorter than normal speech. Stated he’s proud of him.

Steve Cote – Thanked everyone for their congratulations and stated that he will be the Chairman of the Economic Alliance Houston Port Region for the next 2 years. There is a lot of synergy between the EDC and the Alliance. He thanked Cristina Womack for involving him in the kickoff for IMPACT Pasadena to help build the leadership of the next generation in all facets.

### **Agenda Item Eleven: Executive Session**

**\*\*NOTE\*\* 3:28 PM** – At this time, President Steve Cote announced that the Board would be “going behind closed doors” for an Executive Session.

- a. Convene in executive session pursuant to Section 551.087, Texas Government Code to deliberate regarding economic development negotiations for Business Attraction/Retention Projects.

*Steve Cote stepped out of the meeting at 3:30pm and did not participate on agenda item a.*

*Steve Cote returned for item b. at 3:35pm.*

- b. Convene in executive session pursuant to Section 551.072, Texas Government Code to deliberate the purchase, exchange, lease or value of real property. – Project #2001

### **Agenda Item Twelve: Reconvene into Regular Session**

**\*\*NOTE\*\* 4:15 PM** – At this time, President Steve Cote re-entered the room and reconvened the Board Meeting.

- No decision or action taken on items a, b.

**Agenda Item Thirteen: Adjournment**

President, Steve Cote called for a motion to adjourn the February 27, 2020 meeting at 4:15 pm. Rick Lord moved, seconded by Ernesto Paredes. MOTION CARRIED UNANIMOUS.