



PASADENA ECONOMIC DEVELOPMENT CORPORATION
Pre-Board Meeting
Conducted in the Pre-Council Conference Room at City Hall
January 25, 2018, 3:00 p.m.
Minutes

Members present:

Steve Cote, President
Rick Lord, Vice President
Randy Drake, Treasurer
Marilyn Wilkins
Steve Phelps

Members Absent:

Emilio Carmona, Secretary
Ernesto Paredes

Others Present:

Robin Green, Public Works Director
Carlos Guzman, Economic Development Director
Ben Morse, AndrewsKurth Kenyon
Rick Guerrero, Economic Development Manager
Ana Espinoza, Management Analyst
Jomie Blumreich, City Controller
Tammy Lehew, Accountant

Call to Order

The Pre-Board meeting for the January 25, 2018 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 3:00 p.m. by Chairman Steve Cote.

(10) Board Action – Resolutions

- a. Resolution authorizing execution of an amended and restated loan agreement with Branch Banking and Trust Company and the issuance of an exchange promissory note in connection therewith; and making various findings and provisions related thereto

Ben Morse explained that this was to do an exchange refunding of the 2017 Sales Tax Note. No principal will be repaid only the interest on the note and BB&T will give back the 2017 Note and issue a new 2018 Note with a new maturity of February 15, 2019. This is to comply with Statute 505.28 which requires EDC's to carry debt to allow collection of sales tax. This is a short term

note and will allow for the corporation to get their long term plan in place to issue long term debt.

- b. Authorize Staff to negotiate and execute agreement with Golden Shovel Agency, LLC in an amount not to exceed \$45,800 for a new website and related services.

Carlos Guzman explained that this is part of the rebranding efforts and to put a separation between the City and the EDC. The new website will help site selectors do research for different items such as demographics and business in the area. GIS services will be added as well for functionality.

Ben Morse suggested to make a motion to approve the agreements subject to any changes requested by legal counsel.

Rick Lord wants to make sure these agreements have timeframes in the contract and not be open ended.

- c. Authorize Staff to negotiate and execute agreement with Impact DataSource, LLC in an amount not to exceed \$6,000 for website related services.

Carlos Guzman explained that this is another tool for the website. It allows you to enter data regarding an incentive request and give projections of how many jobs it will create and what the payback timeframe looks like.

- d. Authorize Staff to negotiate and execute Letter of Engagement with Brown & Hofmeister, LLP for legal services.

Item will be deferred. Staff is working on gathering more information.

Pre-Board Meeting Adjourned at 3:19 PM

PASADENA ECONOMIC DEVELOPMENT CORPORATION
Board Meeting
Conducted in the Council Chambers at City Hall
January 25, 2018, 4:00 p.m.
Minutes

Agenda Item One: Call to order, roll call.

The Board meeting for the January 25, 2018 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 4:00 PM by Chairman Steve Cote.

Agenda Item Two: Invocation.

Invocation given by Marilyn Wilkins, PEDC Board Member.

Agenda Item Three: Pledge of Allegiance.

Pledges led by Randy Drake, PEDC Treasurer.

Agenda Item Four: Approval of Minutes.

Chairman Cote called for a motion to approve the minutes from the meeting held on November 30, 2017. Rick Lord moved, seconded by Randy Drake, MOTION CARRIED UNANIMOUS.

Agenda Item Five: Public Comments.

No Comments

Agenda Item Six: Financial Status Report.

Tammy Lehew with City Controller's Office presented the Financial Status Report as of 12/31/17. The Sales Tax collected every month goes into two accounts 9949 and 9950. 9949 is used to pay for operating costs and 9950 is used as more of a savings account to pay for projects. Balance in 9950 as of 12/31/2017 is approximately \$9.7 million which can be used towards different project.

Agenda Item Seven: Board Action – Resolutions.

- a. **PSCC RESOLUTION 18-001** - Resolution authorizing execution of an amended and restated loan agreement with Branch Banking and Trust Company and the issuance of an exchange promissory note in connection therewith; and making various findings and provisions related thereto

Marilyn Wilkins moved, seconded by Rick Lord that PSCC Resolution 18-001 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- b. **PSCC RESOLUTION 18-002** - Authorize Staff to negotiate and execute agreement with Golden Shovel Agency, LLC in an amount not to exceed \$45,800 for a new website and related services.

Randy Drake made a motion to approve agreement subject to legal review and comment, seconded by Rick Lord that PSCC Resolution 18-002 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PSCC RESOLUTION 18-003** - Authorize Staff to negotiate and execute agreement with Impact DataSource, LLC in an amount not to exceed \$6,000 for website related services.

Randy Drake made a motion to approve agreement subject to legal review and comment, seconded by Rick Lord that PSCC Resolution 18-003 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- d. Authorize Staff to negotiate and execute Letter of Engagement with Brown & Hofmeister, LLP for legal services.

Item was DEFERRED

Agenda Item Eight: Project Status Update from Robin Green, Director of Public Works.

Under M018 - Utility Development Projects there is currently a balance of approximately \$5.8M.

\$1.5M will be used to fund Fairmont 12" Water Main Phase III which we will begin advertising this Sunday. A contract for approval will be brought to the Board at the March meeting.

We plan to utilize another \$1.5M for design and construction of utility, traffic and pavement improvements for proposed and existing developments where there is no utility services, limited service and/or inadequate service. We are currently working on bidding this out within the next few weeks.

Steve Phelps asked if he believed there are any safeguards the EDC needs to have in place. Robin replied no as contracts are procured following State guidelines.

Agenda Item Nine: General Board Business.

None

Agenda Item Ten: Report by Executive Director.

Carlos Guzman gave an update on the Strategic Plan. The consultant has made their second of six visits to get with different organizations in the City.

Economic Alliance is having an event on February 8th. EDC has a table for any member interested in attending.

New admin person is starting on February 5th.

EDC e-mail addresses have been set up.

Former Director, Paul Davis, has retired and is no longer in the City.

Agenda Item Eleven: Comments by Board Members.

Rick Lord – appreciate everything staff has been doing.

Randy Drake – None

Marilyn Wilkins – None

Steve Phelps – Found RUDAT Plan on VHS tape. Saw similar issues from today as 25 years ago.

Steve Cote – Explained the Board wants to make sure to have a plan in place that will be put into action and will not just be sitting on a shelf. Thank Carlos for bringing a lot of forward thinking. The strategic development consultants met with developers when they came out. Pasadena is a hot ticket location.

Agenda Item Twelve: Executive Session.

- a. Convene in executive session pursuant to Section 551.087, Texas Government Code to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations, or to deliberate the offer of a financial or other incentive to a business prospect described above.

****NOTE** 4:17 PM** – At this time, Chairman Cote announced that the Board would be “going behind closed doors” for an Executive Session pursuant to Section 551.087 and return to Chambers following conclusion of that Session.

****NOTE** 5:06 PM** – At this time, Chairman Cote reconvened the Board Meeting.

- b. Convene in executive session pursuant to Section 551.071, Texas Government Code to discuss pending or contemplated litigation, a settlement offer, or a matter in which the Corporation’s attorney has a duty under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas that clearly conflicts with Chapter 551, Texas Government Code.

****NOTE** 5:07 PM** – At this time, Chairman Cote announced that the Board would be “going behind closed doors” for an Executive Session pursuant to Section 551.071 and return to Chambers following conclusion of that Session.

****NOTE** 5:55 PM** – At this time, Chairman Cote reconvened the Board Meeting.

Agenda Item Thirteen: Adjournment.

Chairman Cote called for a motion to adjourn the January 25, 2018 meeting at 5:56 PM. Rick Lord moved, seconded by Randy Drake, MOTION CARRIED UNANIMOUS.