



PASADENA ECONOMIC DEVELOPMENT CORPORATION
Pre-Board Meeting
Conducted in the Pre-Council Conference Room at City Hall
February 22, 2018, 3:00 p.m.
Minutes

Members present:

Steve Cote, President
Rick Lord, Vice President
Randy Drake, Treasurer
Emilio Carmona, Secretary
Marilyn Wilkins
Steve Phelps
Ernesto Paredes

Members Absent:

None

Others Present:

Robin Green, Public Works Director
Carlos Guzman, Economic Development Executive Director
Kelly Sandill, Andrews Kurth Kenyon
Rick Guerrero, Economic Development Manager
Ana Espinoza, Management Analyst
Karina Tomlinson, ED Sr. Office Assistant

Call to Order

The Pre-Board meeting for the February 22, 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.

(6) Public Hearing

- a. Consideration to approve an Amendment to the Annual Budget for the Fiscal Year 2018 to include:
 - Steve briefly reviewed each item being amended.

No comments/questions by board members.

(10) Board Action – Resolutions

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

- Attempted Skype call with Jeff Moore failed; proceeded with conference call.
 - Jeff Moore introduced himself and summarized his experience and qualifications.
 - Steve Phelps asked questions about the fee schedule and also about debt within a corporation.
- c. Approving a one year **Real Estate Research and Marketing Platform and License Agreement** with **Real Massive** for a cost not to exceed **\$5,000**.
- Carlos commented on functionality of the add-in on the website.
- d. Approving **Amendments to the Annual Budget for Fiscal Year 2018**:
- No comments/questions.

Pre-Board Meeting Adjourned at 3:28 PM

PASADENA ECONOMIC DEVELOPMENT CORPORATION
Board Meeting
Conducted in the Council Chambers at City Hall
February 22, 2018, 3:32 p.m.
Minutes

Agenda Item One: Call to order, roll call.

The Board meeting for the February 22, 2018 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 3:32 PM by Chairman Steve Cote.

Agenda Item Two: Invocation.

Invocation given by Steve Cote, PEDC President.

Agenda Item Three: Pledge of Allegiance.

Pledges led by Emilio Carmona, PEDC Secretary.

Agenda Item Four: Approval of Minutes.

Chairman Cote called for a motion to approve the minutes from the meeting held on January 25, 2018. Marilyn Wilkins moved, seconded by Randy Drake, MOTION CARRIED UNANIMOUS.

Agenda Item Five: Public Comments.

No Comments.

Agenda Item Six: Public Hearing.

Public Hearing opened at 3:34 PM

- a. Consideration to approve an Amendment to the Annual Budget for the Fiscal Year 2018 to include:
 - Funding additional \$2,000,000.00 for Business Retention, Expansion, Attraction and Development Program. Funds may be used to help retain existing businesses and attract new or expanded business enterprises, including, without limitation, payment of direct incentives to businesses and/or funding, on behalf of business enterprises, infrastructure, any other costs described by Section 501.103, Local Government Code, and any costs related to the foregoing, including, without limitation, the costs of professional services for feasibility studies related to such Program;
 - Funding additional \$300,000.00 in professional services for legal fees;

- Funding \$4,000,000.00 for Industrial District Infrastructure Improvements Project. Funds may be used for all costs associated for 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.
- Funding additional \$1,000,000.00 for Traffic Mobility Improvements (T014) to improve signalization along congested areas of the community, including, without limitation, infrastructure and other costs described by Section 501.103, Local Government Code.

No comments made by public.

Public Hearing closed at 3:36 PM.

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

Bids for Fairmont 12" Water Main Phase III were taken and a contract will be awarded in March for a bid that came in at \$1.2M, \$300k less than estimated.

Advertising for bids will begin in March for the construction of signals at 3 intersections on Allen Genoa.

Agenda Item Eight: General Board Business.

None

Agenda Item Nine: Report by Executive Director.

Carlos Guzman introduced the new Sr. Office Assistant – Karina Tomlinson; mentioned today is her birthday as well as a brief background.

Strategic Plan Update – consultants will be in on March 5th & 6th. Meetings with several board members.

BAHEP – Traveling to DC as part of the Citizens for Space Exploration; As part of a contract with them they can cover partial cost for 1 board member to attend, anyone interested please let Carlos know.

Website expected to be up and running in the next 2 months.

Pasadena EDC report – summary of what staff is focused on throughout the month.

Rick Guerrero in the media for Pasadena projects in the south side.

Agenda Item Ten: Board Action – Resolutions.

- a. **PSCC RESOLUTION 18-004** - Authorize Staff to negotiate and execute **Letter of Engagement** with **Brown & Hofmeister, LLP** for **legal services**.

Randy Drake made a motion to approve agreement subject to legal review and comment, seconded by Steve Phelps that PSCC Resolution 18-004 be passed, approved and adopted. MOTION CARRIED UNANIMOUS

- b. **PSCC RESOLUTION 18-005** – Approving a one year **Real Estate Research and Marketing** Platform and License Agreement with **RealMassive** for a cost not to exceed **\$5,000**.

Steve Phelps made a motion to approve agreement subject to legal review and comment, seconded by Marilyn Wilkins that PSCC Resolution 18-005 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PSCC RESOLUTION 18-006** – Approving **Amendments to the Annual Budget** for **Fiscal Year 2018**.

Randy Drake made a motion to approve the amendment to the annual budget for Fiscal Year 2018, seconded by Ernesto Paredes that PSCC Resolution 18-006 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Eleven: 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.

****NOTE** 3:41 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** 3:59 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** 4:00 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** 4:35 PM** – At this time, Chairman Cote reconvened the Board Meeting.

Agenda Item Twelve: Board Action – Resolutions (continued):

- d. **PSCC RESOLUTION 18-007** – Authorize Staff to negotiate and execute **Performance Agreement** with **SMITHCO DP, LLC** in a not to exceed amount of **\$941,545.00**, subject to legal review/comments and City Council approval of Budget Amendment.

Ernesto Paredes made a motion to approve agreement subject to legal review and comment, seconded by Randy Drake that PSCC Resolution 18-007 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Thirteen: Comments by Board Members.

Emilio Carmona – Thanked everyone for staying.

Randy Drake – Thanked everyone for coming.

Ernesto Paredes – Thanked everyone for coming.

Marilyn Wilkins – Thanked everyone for being here.

Rick Lord – no comment

Steve Phelps – Not present

Steve Cote – Thank everyone for being here. Excited for items moving forward.

Agenda Item Fourteen: Adjournment.

Chairman Cote called for a motion to adjourn the February 22, 2018 meeting at 4:37 PM.

Emilio Carmona moved, seconded by Marilyn Wilkins. MOTION CARRIED UNANIMOUS.