



**PASADENA ECONOMIC DEVELOPMENT CORPORATION**  
**Pre-Board Meeting**  
**Conducted in the Pre-Council Conference Room at City Hall**  
**April 26, 2018, 3:00 p.m.**  
**Minutes**

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**Members present:**

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

**Members Absent:**

Ernesto Paredes

**Others Present:**

Robin Green, Public Works Director  
Carlos Guzman, Economic Development Executive Director  
Jeff Moore, Brown & Hofmeister, LLP (via conference call)  
Rick Guerrero, Economic Development Manager  
Jomie Blumreich, City Controller  
Tammy Lehew, Accountant  
Karina Tomlinson, ED Sr. Office Assistant

**Call to Order**

The Pre-Board meeting for the April 26, 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.

**(9) Board Action – Resolutions**

- a. Award contract of Utility Development Project (CIP #M018\_ to D&W Contractors, Inc., lowest responsible bidder, in the amount of \$4,155,247.50 with a 5% contingency of \$207,762.38
  - Item will be deferred.
- b. Approve resolution designating a Public Information Officer for the purposes of receiving faxed and e-mailed public information act requests; designating a Public Information Act Coordinator for the purposes of receiving training on the responsibilities of the Public Information Act; and providing for an immediate effective date.
  - No questions/comments

- c. Authorize Staff to negotiate and execute a contract with Hawes Hill & Associates, LLP for professional services in an amount not to exceed \$70,000.
- Marilyn asked for a “reminder of what they do.” Steve Cote explained that they will be providing us with a layout of tools available to us and which one fits best. Tony Allender from Hawes Hill was present in the audience and added that what is important during implementation of a strategic plan is knowing what financial resources are available to use. This will be done through the first phase of their work - feasibility. To look at the different opportunities whether they are reinvestment zones or management districts and look at them as possibilities providing additional resources for economic development purposes and implementation of strategic plan.
  - Carlos added that because of the wording of the resolution this item will be presented again to include some of the reimbursable expenses such as mileage or printing that should not exceed \$5,000; Steve asked if this couldn't just be amended and Jeff clarified that it cannot because the agenda stated not to exceed \$70,000.
  - Rick Lord asked about finalization of Strategic Plan; Steve stated that it would likely be within 4-5 weeks. Carlos stated that during his Executive Director report he will have a few more details. Steve added that in the next couple of weeks we will have a layout of top priorities, why, and all the supporting data, so item c is telling us all the tools we can use to finance those items. Everyone agreed that they are ready to see this plan in action. Rick Lord asked if the plan will be seen by everyone at the same time and Steve said that he will coordinate something with the Mayor, the Board and City Council.

(11) Executive Session

- Steve asked if we will be going into one or two sessions. Carlos clarified that there will only be one this time because there is no specific project to discuss. After reconvening there will be no action so Steve asked everyone if they would like to move up the Board Comments so that audience members not wishing to stay after executive session will not have to. Board members agreed to move up the comments.

Pre-Board Meeting Adjourned at 3:07 PM

PASADENA ECONOMIC DEVELOPMENT CORPORATION  
Board Meeting  
Conducted in the Council Chambers at City Hall  
April 26, 2018, 3:07 p.m.  
Minutes

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

The Board meeting for the April 26, 2018 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 3:07 PM by Chairman Steve Cote.

**Agenda Item Two: Invocation.**

Invocation given by Steve Phelps.

**Agenda Item Three: Pledge of Allegiance.**

Pledges led by Randy Drake, Treasurer

**Agenda Item Four: Approval of Minutes.**

Chairman Cote called for a motion to approve the minutes from the meeting held on March 22, 2018. Rick Lord moved to approve the minutes as revised, seconded by Marilyn Wilkins, MOTION CARRIED UNANIMOUS.

**Agenda Item Five: Public Comments.**

No Comments.

**Agenda Item Six: Financial Status Report by Tammy Lehew/Jomie Blumreich from the City Controller's Office.**

Tammy Lehew with the City Controller's office presented the Financial Status Report as of 3/31/18. The operating budget, Fund 9949; budgeted \$6.2M and have only spent \$706,000 leaving \$5.5M for remainder of year. Fund 9950 that's funded by Sales Tax used to pay for capital projects has a balance of \$51.5M but need to subtract out for CIP projects budgeted, but not spent yet. Fund 9960 which is Vista Rd. improvements which is coming to an end soon. Fund 9965 is the Richey St. project which is getting underway with budget at \$5.2M. Fund 9966 is for Fairmont Parkway Water Main Phase I and budget is \$964,000 with expenditures of \$789,000; funds available at \$44,259.93.

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

Vista Rd – additional railing will be placed and project will be closed.

Richey St. – Agreed to by Harris County; an invoice is to be delivered tomorrow to Harris County asking for \$6M. With their 6 and our 6 we will be able to award the project and get going on it. At this time Marilyn stated that “being a relative newbie” if Robin could explain further. Robin stated there are to be 5 lanes, except for one small section with new paving, new drainage, etc. This project is a \$12M project.

Robin also stated that Item (a) under Resolutions is being deferred because there are no signed contracts with Joe V's or Restaurant Depot yet. He pointed out that there is a savings of 10% because it was bid with a larger contract.

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

Carlos began by stating that he will be using a Power Point presentation during his report. First item was an article in the Chronicle regarding the restaurants in Pasadena.

Joe V's Update – several pictures presented to the board of demolition. They are shooting for November for an opening.

Strategic Plan Update – a copy of a memo from TIP Strategies is included in each member's packet; 5 major roads being focused on going forward. Final report due in June.

Summer 2018 – Updating Bylaws; negotiating a professional service agreement. EDC will be picking up staff salaries; a contract between EDC and the City. In the preliminary stages is the Strategic plan's recommendation for new staffing which will include a review of current service agreements. Our budget will be coming up in one of the meetings this summer as well as the finalized strategic plan and its implementation.

Golf tournament – invited board members interested to contact the office for further details.

At this time Marilyn asked about the Gateway Project that has not been completed as of yet and where it stands. Robin stated that the delay is with Harris County and the right of way at Fairmont. Marilyn asked where this will be and Robin and Steve stated it will be WB on Fairmont at the intersection with BW8 in the median in front of where Verizon and Chipotle are located. Marilyn stated she was confused and thought it was to be located somewhere else.

Emilio had a question about the Golf tournament and sponsorship because we already sponsor the basketball tournament. Steve clarified that this is not a sponsorship of the event, it's an invitation to participate.

Carlos pointed out this month's activity report summarizing the projects/meetings him and Rick have been up to throughout the month.

Steve concluded by stating he really liked the TIP Strategies memorandum.

**Agenda Item Nine: Board Action – Resolutions.**

- a. **PSCC RESOLUTION 18-009** – Award contract of Utility Development Project (CIP #M018\_ to D&W Contractors, Inc., lowest responsible bidder, in the amount of \$4,155,247.50 with a 5% contingency of \$207,762.38

Item was DEFERRED.

- b. **PSCC RESOLUTION 18-010** - Approve resolution designating a Public Information Officer for the purposes of receiving faxed and e-mailed public information act requests; designating a Public Information Act Coordinator for the purposes of receiving training on the responsibilities of the Public Information Act; and providing for an immediate effective date.

Randy Drake made a motion to approve resolution, seconded by Rick Lord that PSCC Resolution 18-010 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PSCC RESOLUTION 18-011** - Authorize Staff to negotiate and execute a contract with Hawes Hill & Associates, LLP for professional services in an amount not to exceed \$70,000.

Randy Drake made a motion to approve contract subject to legal review and comment, seconded by Steve Phelps that PSCC Resolution 18-011 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

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

Rick Lord – No comments, everything running pretty smooth, appreciates everything Steve is doing.

Randy Drake – Appreciates all the good updates from the Economic Development department; good stuff going on here, excited and has expressed that to many people out here.

Marilyn Wilkins – Echoed Randy’s comments. Made cultural observation that the next performance of the Pasadena Philharmonic is on May 4<sup>th</sup> at Slocomb Auditorium at San Jacinto Central Campus. Invited audience out to listen and stated we are blessed to have a Philharmonic here.

Emilio Carmona – Complimented Joe V’s on the quick action.

Steve Phelps – Passed.

Steve Cote – Serving with the Education Foundation and they have a Shining Stars Gala on May 24<sup>th</sup>. This recognizes all the top academic students from all the schools. Asked if anyone is available to sponsor a table for the students and their families that it would be a great opportunity to support academic achievements. Rick Lord asked to have additional information sent to them.

**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\*\*3:26 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\*\*3:53 PM** – At this time, Chairman Cote reconvened the Board Meeting.

**Agenda Item Twelve: Adjournment.**

Chairman Cote called for a motion to adjourn the April 26, 2018 meeting at 3:53PM. Randy Drake moved, seconded by Emilio Carmona. MOTION CARRIED UNANIMOUS.