



PASADENA ECONOMIC DEVELOPMENT CORPORATION

Pre-Board Meeting

March 27, 2024, 3:00 p.m.

Minutes

Members present:

Marilyn Wilkins, Vice President
Salvador Serrano, Jr., Treasurer
Ernesto Paredes, Secretary
Angela West
Elaine Domec

Members Absent:

Rick Lord, President
Efren Arjona

Others Present:

Jeff Moore, Brown & Hofmeister, LLP (via Zoom)
Rick Guerrero, Executive Director
Julianne Echavarria, PEDC Marketing Manager
Karina Tomlinson, PEDC Manager
Julie St. Jean, City Controller
Yolanda Vegas de Eaves, Sr. Office Assistant

Call to order:

The Pre-Board meeting for the March 27, 2024, Pasadena Economic Development Corporation was called to order at 3:00 p.m. by Board Vice President, Marilyn Wilkins.

Marilyn Wilkins read through the items on the agenda and asked if anyone had any questions.

With no questions or comments by the Board, Marilyn Wilkins concluded the Pre-Board meeting.

Pre-board meeting adjourned at 3:02 p.m.

PASADENA ECONOMIC DEVELOPMENT CORPORATION
Board Meeting
March 27, 2024, 3:02 p.m.
Minutes

Agenda Item One: Call to order

The Board meeting on March 27, 2024, for Pasadena Economic Development Corporation was called to order at 3:02 p.m. by Board Vice President, Marilyn Wilkins.

Agenda Item Two: Invocation

Invocation given by Salvador Serrano, Jr., Treasurer.

Agenda Item Three: Pledges

Pledges led by Marilyn Wilkins, Vice President.

Agenda Item Four: Public Comments

Erin Webb, Vice President of the Pasadena Chamber of Commerce - She thanked the Board for four years of partnership for the PLL and BRE programs. Today they kicked off their first event “Generations Collide” panel, with over 140 people in attendance: business owners, businesses people bringing their colleagues, friends, and families. Next up is the job fair in April, 61 employers have already signed up. She added that through the partnership with the EDC, they were able to translate all marketing materials to Spanish and with Julianne’s help they have produced a Spanish speaking video to reach a broader audience. After these events, they will continue with their Small Business Resources Fair to connect local Pasadena small businesses with larger corporations’ procurement departments, to teach them how to get bigger contracts with larger companies. She concluded by thanking the EDC for their four years of partnership and they look forward to many more.

Javier Morales, CEO of JMorales, Inc. - He gave a brief description of his comments during the previous EDC’s Board Meeting in February and the action he took regarding a formal information request with the City’s Secretary. He wanted to speak of the results to the Board to use as they see fit. In the last five years, 49 contracts have been awarded by the EDC, 2 of which went to Pasadena businesses. These 49 contracts are about \$92M, the 2 contracts awarded to local businesses were in value of \$519K which is approximately 0.5% of PEDC’s funds over 5 years that went to local businesses. He mentioned the Convention Center as the latest cast on project for the EDC, which is a large part of that amount, and explained that after subtracting the \$50M, the result is \$519K versus \$42M resulting in 1.2% going to local businesses. He stated this was a shocking number, and he wanted to raise it to the Board’s concern. The Board changes throughout and this is not an accusation, information is power, and he wants the Board to be aware that a better job can be done by standing by our own words. It is not just words; actions speak louder than words.

Agenda Item Five: Financial Summary Report by Julie St. Jean from the Controller’s Office

Julie St. Jean, City Controller, presented the Financial Status Report as of 03/18/2024. Starting with Fund 9949 as Operating Fund, Fund 9950 is for all different capital projects where the Tax revenue goes, and where most of the funds come from unless EDC issues any debt. The next four columns refer to debt that has been issued; Fund 9960- 2004 debt was issued it shows earned interest of \$32,871; Fund 9965- 2011 debt was issued it shows interest earned over \$205,000; Fund 9966 -2017 debt was issued it shows interest earned of about \$65,000; all this

debt has been paid off for a while. Fund 9967 refers to the \$50M committed to the Convention Center Project that has earned interest of \$987K which has not been committed, yet. The first set of schedules are for the operating budget, the amended budget is \$7M and EDC has spent \$1.2M, and next are the CIP projects that the EDC has for this current year: Vince Bayou Greenway Trail, Gateway Sign, Corridor Development, Industrial District Infrastructure Improvements. Next slide, Fund 9950 describes the current list of projects excluding the Convention Center; however, there is money for an existing project appropriated back in 2016 for the Convention Center, EDCM025 with over \$1M left; Fund 9950 has a remaining of \$58M. Next slide describes the projects that have been completed with a total of \$93M. Next slide describes the information for the new bonds for the Convention Center, the issuing cost has been paid with a cost of about \$600,000 and an interest payment has been paid out of the operating fund. Julie asked if there were any questions. *Mr. Wilkins commented that on the list of current projects there are a couple that have a small undisbursed balance: Shaw St. Reconstruction \$2,700, Preston/ Crenshaw Park \$3,300; some these balances aren't so small, and they don't look like they are associated with the Convention Center, which is not well underway yet. Is there a way to know which of these projects have been completed with respect to the scope of work that was required? And if there is a balance remaining that is allocated and it is not going to be spent, what do we do? Does it get recategorized?* J. St. Jean responded that annually the controller's office will receive a list of the completed projects and the remaining funds will go back to the fund where they originally came from, for example: if the funds came from Sales Tax Revenue, they would go back to Fund 9950 and can be reappropriated again. She added that we have not been told that the projects on the list have been completed and that is why those funds remain there. *M. Wilkins added that there is \$10,000 on the Holly Bay Park Improvement and asked if this is something that could fall into that category.* J. St. Jean agreed but added that only if we knew the project has been completed, we would have moved the funds. The procedure is to move the funds backwards to the original fund source to be appropriated again.

Agenda Item Six: Approval of Minutes from February 22, 2024

Marilyn Wilkins called for a motion to approve the minutes from the meeting held on February 22, 2024. Salvador Serrano, Jr. moved to approve the minutes, seconded by Ernesto Paredes. MOTION CARRIED UNANIMOUS.

Agenda Item Seven: Board Actions – Resolutions

- a. **PEDC RESOLUTION 24-006** – Consideration to amend PEDC Resolutions 21-048 and 23-022, agreement with Skyrim Studio, Inc. to create a place making and safety light installation project (CIP# S165) by extending the completion date to March 31, 2025.

Ernesto Paredes made a motion, seconded by Elaine Domec that PEDC Resolution 24-006 be passed, approved and adopted.

At this time E. Domec asked if the cost is going to change due to the extension. R. Guerrero responded that it is not going to change, we are waiting for TxDOT approvals. R. Green added that we need TxDOT approval to attach something to the bridge, he stated that this is a big deal because if something goes wrong it can become our fault.

Vice President Marilyn Wilkins asked if anyone had any more questions, and with no more questions from Board members, she asked for ayes to which all board members responded with aye. MOTION CARRIED UNANIMOUS.

- b. **PEDC RESOLUTION 24-007** – Consideration to amend PEDC Resolution 23-012, agreement with Crosspoint Communications a Division of Mobile Communication America (BuyBoard Contract #604-20, CIP #R095) by authorizing an additional appropriation of funds in the amount of \$52,924.18 from the Quality of Life (R051) project account.

Ernesto Paredes made a motion, seconded by Elaine Domec that PEDC Resolution 24-007 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PEDC RESOLUTION 24-008** - Consideration to authorize Staff to execute amendment #4 to a contract with Houston Parks Board (PEDC 21-030, 22-008, 22-015, 22-026), for plan review and construction overview of Vince Bayou Greenway Phase 1 (CIP #R066) in the amount not to exceed \$43,941.48.

Ernesto Paredes made a motion, seconded by Salvador Serrano, Jr. that PEDC Resolution 24-008 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Eight: Report by Rick Guerrero, Executive Director

Richey Street: Project is nearing completion, and a full update will be provided at the next meeting. *M. Wilkins added that she drove by, and it looks gorgeous.* Pasadena Blvd.: Work has started on the West side of the street they have taken up some of the sidewalk. They have leased property from a private individual on that side or the road to stage the construction trailer and some of the equipment. There will be more updates as the project progresses. Pasadena Arena: We broke ground, some of the parking lot has been removed already but the weather has slowed down the project, R. Guerrero was told by E. Flohr that they hope to get back to work next week as long as it stays dry. Research is also being done on LED features for the lobby area of the Arena, and the Board will hear more about that as we move forward. He then added that as described at the last meeting U of H Clear Lake is interested in holding their graduations at the new Arena, probably in 2026. He also had a conversation with Brenda Hellyer (Chancellor of San Jacinto College) regarding a letter they received from NRG and Minute Maid explaining that they will not be able to hold graduations due to the World Cup. B. Hellyer expressed that SJC would be interested in holding graduations at the new Arena in 2026 and hopefully from that point forward. The World Cup will affect everyone who holds graduations at those two facilities, so other graduations can come down the pipeline as well. *M. Wilkins asked if they hold separate graduations for each of their campuses.* R. Guerrero responded no, and to his understanding they will have to break them up and they may start something new, so they can hold them in Pasadena, since they will need about ten to eleven thousand seats. Vince Greenway & Little Vince Greenway: Both projects continue to move forward under design, there has been some land acquisition as well. There was an item on today's agenda referring to a survey requiring additional funding for one of the Greenways, the Board has voted to approve it, so we move forward. HWY. 225 Safety Lighting: We are trying to find a way where we do not have to attach the fixtures to the actual road, because it could become a bigger issue and create liability. There are plans to do expansion work on HWY 225 and we are trying to do what is feasible by not installing the lights, only to have to remove them at a later time. We need to do what is better financially for the city and the EDC. Pasadena Plaza: Previously known as Memorial Plaza, it is at 60% design completion. There is a meeting scheduled with Binkley & Barfield on April 9th and we will share its outcome with the Board. Convention Center Fair Grounds: There is work going on at the Pasadena Convention Center Fair Grounds. The EDC is working on infrastructure projects such as electrical work, water and sewer lines, they are old and need to be upgraded.

Economic Alliance Monthly Report: R. Guerrero gave a brief description of the report that included the Project Pipeline 2024 by industry sector and its categories in the Pasadena area; Project Wins 2023: it describes the projects that were secured last year by Economic Alliance and the EDC with a little over \$1B of capital investment. Next, R. Guerrero proceeded to describe a list of current and new projects on the Pipeline, which are very active but not as large as they just to be, money-wise. R. Guerrero explained that Pasadena is very much out of land; the land in the industrial district is owned by manufacturers and anyone wanting to expand will have to negotiate with current ownership. R. Guerrero explained that incentives in Texas start at the local level. Most of incentives that come through the EDC and City Council have to do with enterprise zone nominations. He gave a brief description of the application process, and if it is something the city supports, it goes to the City Council for their approval, these are the most common programs we work with in Pasadena, and they are state funded. BAHEP Monthly Report: This is another partner for the EDC, their report pertains only to Pasadena and the projects they are collaborating on with the EDC. R. Guerrero asked if anyone had any questions. *At this time, M. Wilkins added how exciting is to see in the report from Economic Alliance that over the last 14 years there have been 82 projects worth \$19B, and how significant this is for us.*

Agenda Item Nine: Comments by Board Members

Salvador Serrano – He thanked the Chamber of Commerce for their partnership. When the EDC first kicked off the program, we said what better match than the Chamber of Commerce because they have the business audience for us. He explained that the job fair started at the CT Church and grew so big that now it is hosted at the Pasadena Convention Center. He added that we want to put Pasadena to work and thanked the Chamber of Commerce again for their work. He thanked J. Morales for his comments, and they will be taken into consideration. He wished Happy Easter to everyone.

Elaine Domec - She wished everyone a Happy Easter.

Ernesto Paredes – He thanked the Chamber of Commerce for partnering with the EDC. He also thanked Mr. Morales for his comments and stated that we would look into areas that are being overlooked because we are under the same umbrella of the City of Pasadena.

Angela West – No comment.

Marilyn Wilkins – She wished Happy Easter to everyone; she knows this is a special time of the year. She asked everyone to hold Baltimore and its economy in their prayers. She also thanked everyone for their presence.

Agenda Item Ten: Adjournment

Board Vice President, Marilyn Wilkins called for a motion to adjourn the March 27, 2024, meeting at 3:31 p.m. Ernesto Paredes moved, seconded by Salvador Serrano, Jr. MOTION CARRIED UNANIMOUS.