

**MINUTES**  
**CITY OF PORT ARTHUR SECTION 4A**  
**ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING**  
**4173 39<sup>th</sup> Street, Port Arthur, Texas**  
**April 13, 2005**

**I. CALL TO ORDER**

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Friday, April 13, 2005. The meeting was called to order at 5:27 p.m.

**II. ROLL CALL**

The following board members were present: Linda Spears, Eli Roberts, Maria Block and Morris Carter. Advisory board member Lloyd Christian was also present.

Also present were Deborah Echols, Assistant Finance Director; Steve Fitzgibbons, City Manager; Valecia Tizeno, Assistant City Attorney, and Jana Barnes, Administrative Assistant.

Attorney Guy Goodson attended the meeting and left at approximately 6:30 p.m.

**III. INVOCATION**

The invocation was given by Linda Spears.

**IV. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance followed the invocation.

**V. DISCUSS AND POSSIBLY TAKE ACTION ON THE FOLLOWING ITEMS**

Prior to moving to action items, the board was introduced to Guy Goodson. Mr. Goodson spoke as to his expertise, past and current professional affiliations and that he was glad to be working with the EDC board. The board thanked him and expressed that they were glad to have him on board and looked forward to working with him.

**A. To discuss and consider streamlining administrative processes.**

The item was introduced by Board President Morris Carter and discussed by the City Manager with input and responses from members of the board. Concerns in administrative processes discussed were:

- Time from application to action regarding grant applications. The board discussed and agreed that the 30 day aging period is unnecessary. The board also stated that they would like a grant evaluation tool and to set up some criteria to base the awarding of future incentives in order to speed up the process from application to action.

- Open Meetings Act violations. The City Manager discussed that board members should not be visiting with potential applicants or clients.
- Payment of bills. The requirement of a board member signing each and every bill should be removed. The board agreed that this could be done for routine bills such as utilities. The board requested that some sort of proposal be drawn up to distinguish which bills would be paid without board approval but had some concern about the payment of bills based on contract performance. The board requested that they receive a draft of suggested payment processes.
- The suggestion was also made to ask City Council to increase the required amount of payment from \$1,000 to \$5,000. Currently, bills in excess of \$1,000 require council approval. The board was presented the idea of requesting that this amount be increased to \$5,000. Board member Linda Spears suggested that a resolution be prepared and presented to the board for approval before being presented to City Council. The board agreed that this item was necessary.

No motion was made with regards to this matter.

**B. To discuss and consider budget adjustments.**

This item was introduced by Deborah Echols. She stated to the board that she had some questions about the budget and since she did not create the budget, would like to get some input from the board as to the following items:

- Ms. Echols asked the question why was the amount in account no. 82, Building. The board responded that the amount in that account was to be used to purchase a building.
- Ms. Echols asked about the amount in account no. 59-05, Hospital Development. It was stated that the amount in that account was to be used to market the corporation's five acre area around the hospital.
- The City Manager also stated the fact that per law, the City has to charge the EDC for services provided to the EDC by the City. The EDC and the City need to discuss how to determine an administrative charge for the current year and for previous years during which there was no agreement. The City Manager also suggested that they discuss the drafting agreement for the upcoming fiscal year.
- Ms. Echols also mentioned the color copier and that the corporation had received bids on the color copier and maintenance agreement but that there were no funds in the account to purchase such equipment. The board agreed that the color copier purchase was a good idea and would like to be presented with the purchase package at the next meeting.

The board discussed the various accounts and where money could be moved from and agreed that Ms. Echols would need to make adjustments to the various accounts to pay for professional services, utilities, equipment and other necessary items.

**VI. REPORTS**

**A. Report on the status of debts of the corporation.**

The board received and reviewed the report on the debts of the corporation. The Sales Tax Revenue Bonds, Series 2003 and the Certificates of Obligation, Series 2002C. The board discussed restructuring the bonds. Ms. Echols replied that the bonds had not been out long enough to be restructured.

**VII. EXECUTIVE SESSION**

The board retired to executive session at 6:48 p.m. and reconvened at 8:17 p.m.

**VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

None.

**IX. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Linda Spears and seconded by Eli Roberts. It was adopted unanimously. The meeting was adjourned at 8:19 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 11th DAY OF May, 2005.

Cover A. Munoz  
SECRETARY OF THE CORPORATION