

RESOLUTION NO. 11-512

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN  
THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT  
CORPORATION AND HILL & MCBRIDE EVENT CONCEPTS FOR THE  
COORDINATION OF A SPECIAL THANK YOU GALA**

**WHEREAS**, the City of Port Arthur Section 4A Economic Development Corporation (“PAEDC”) has decided to honor Motiva, Total and Valero at a Special Thank You Gala on Thursday, January 5, 2012 to give thanks for what the expansion projects have done for our community. Each Expansion Project has generated billions of dollars in new economic development in Port Arthur.

**WHEREAS**, the PAEDC Board of Directors at its regular meeting on November 7, 2011 approved of entering into an agreement (the “Agreement”) with Hill & McBride Event Concepts (“Hill & McBride”) for the coordination of the Special Thank You Gala (the “Gala”) for their fee in an amount not to exceed \$7,250.00 as shown in the Work Order attached hereto as **Exhibit “A”** and made a part hereof for all purposes.

**WHEREAS**, the Gala will be underwritten by sponsorship contributions and table and ticket sales (collectively, the “contributions”), which are anticipated to generate proceeds to pay all costs associated with the Gala.

**WHEREAS**, all contracts for vendor services negotiated by Hill & McBride shall be direct contractual relationship between PAEDC and the vendors, and vendor contracts or work orders will not be executed without available unencumbered PAEDC Promotion Funds and/or contributions as necessary to pay such invoices or work orders.

**WHEREAS**, PAEDC shall receive and account for all contributions separate from 4A or 4B funds of the PAEDC, and PAEDC anticipates that it shall be reimburse from contributions for 4A Promotion Funds utilized to pay initial costs for the Gala.

**WHEREAS**, any contribution funds in excess of costs for the Gala and reimbursements to PAEDC for Promotion funds expended towards the Gala, shall remain separated and accounted for and will be utilized by PAEDC for projects associated with Operation Downtown.

**WHEREAS**, the Board of Directors of the PAEDC have requested the approval and execution of the Agreement by the City.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR, TEXAS:**

**Section 1.** That the facts and opinions in the preamble are true and correct.

**Section 2.** That the Agreement by and between the PAEDC and Hill & McBride attached hereto as **Exhibit "A"**, providing a coordination fee in an amount not to exceed \$7,250.00 is approved, providing the PAEDC with authority to expend unencumbered Promotion Funds as may be necessary to proceed with costs associated with the Gala, and authorizing PAEDC to establish such accounts as may be necessary to separately receive donations for the Gala.

**Section 3.** That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.

**READ, ADOPTED AND APPROVED** on this 15<sup>th</sup> day of Nov, A.D., 2011,  
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Prince; Mayor Pro Tem Doucet

Councilmembers Scott, Segler, Albright, Beard,  
Williamson and Freeman.

NOES: None.

Deloris Prince  
Deloris "Bobbie" Prince, Mayor

ATTEST:

Sherri Bellard  
Sherri Bellard, [REDACTED] City Secretary

APPROVED:

Floyd Batiste  
Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:

Guy N. Goodson  
Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:

See attached memo  
Valecia R. Tizenio, City Attorney

# **Exhibit “A”**

## Introduction

### ***The Event***

The suggested theme titled, "A Special "Thank You!" Gala relates to the Gala that the City of Port Arthur is providing as a Thank-you to the Refinery Industry. The event is going to be held at the Carl Parker Center (LSCPA) on Thursday, January 5th, 2012. Expected attendance is 680 guests. Hill & McBride Event Concepts proposes to provide a turnkey service including set design & construction, décor and other tasks as appropriate.

### ***Design & Build Approach***

Hill & McBride Event Concepts will jointly design the event with the client and use the agree-to theme concept.

Our mission is to design, build and deliver a quality event on time and within budget. Backed by over 20-man years of experience, we guarantee satisfaction. The core competencies of the principals, discipline, smart work, hard work, confidence and experience are our key success factors. Our professional expertise and established partnerships gives us the competitive edge.

Ms. Paula Hill Ede will be the Gala Designer and Coordinator and the main point of contact for pre-show and on-site design & production matters.

#### ***PAULA EDE, Designer/ Coordinator***

Phone: 409-937-5026  
Fax: 409-840-4379  
Cell: 409-937-5026  
Email: [PaulaEde@ymail.com](mailto:PaulaEde@ymail.com)

### ***Scope of Work***

**MY RESPONSIBILITIES AND DUTIES SHALL INCLUDE BUT ARE NOT LIMITED TO:**

- Designing the Event
- Preparing the budget for the event
- Arranging for local school organizations to participate
- Selecting and arranging the event décor . i.e. Linens, China and flatware, Centerpieces, Chair covers
- Managing, selecting and supervising contractors, caterers, and other staff
- Ensuring the event meets all health, safety and building standards
- Hiring of the Band to also include sound/lighting/audio
- Hiring of a Videographer and Photographer
- Will work closely with the Economic Development Corporation to ensure the event is successful
- Designing, coordinating and overseeing a Silent Auction
- Will submit invoices from Vendors for the event
- Preparing a guest list
- Selecting and purchasing mementos for attendees
- Selecting and communicating with design artist for Honorees award

### ***Designers Service Fee***

- Designer and Coordinator Fee: \$125.00 Daily for 58 days
- Will invoice for services as event progresses
- Retaining fee of \$1000.00 ( One Thousand dollars) at signing

**Notes:**

1. Pricing includes delivery, installation and takedown
2. Client responsible for all other components of event
3. Attached is the work order. Pricing with some vendors are good for only 10 days.
4. All Change Orders are subject to price adjustments.

**Basic Terms:**

1. Upon acceptance, a good-faith deposit of one-thousand dollars (\$1,000.00) to reserve the date for the event.
2. Payment terms for remaining amount to be negotiated.
3. Work shall commence upon receipt of deposit.
4. Specific Terms & Conditions provided in a separate Agreement.

**ACCEPTED:**

Paula Hill Ede, *Designer & Coordinator*  
Hill & McBride Event Concepts

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email: [PaulaEde@ymail.com](mailto:PaulaEde@ymail.com) [HMeventconcepts@Gmail.com](mailto:HMeventconcepts@Gmail.com)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Paula Ede, Designer

Port Arthur, EDC  
Mr. Floyd Batiste

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Floyd Batiste