

## **MINUTES**

*City of Port Arthur Section 4A Economic Development Corporation  
Joint  
City of Port Arthur City Council*

*City of Port Arthur City Council Chambers  
444 4<sup>th</sup> Street, Port Arthur, TX 77640*

*Tuesday, January 25, 2022  
5:00 p.m.*

### **I. CALL TO ORDER**

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Special Joint Meeting on Tuesday, January 25, 2022. The meeting was called to order at 5:08 p.m.

### **II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

**Darrell Anderson, Beverly Raymond, Christopher Smith, Rashad Harris, Jerry LaBove and Rhonda Conner.**

**The Invocation was given by Mayor Pro Tem Frank, followed by the Pledge of Allegiance.**

### **II. DISCUSSION ITEMS**

1. To discuss the position of the Chief Executive Officer of the PAEDC.

**This item was discussed in Executive Session.**

**Following Executive Session a motion was made by Mayor Pro Tem Frank and seconded by Councilmember Moses to approve the agreement for the position of the Chief Executive Officer of the PAEDC with the amended salary of \$172,000.00. Council vote was unanimous. Motion carried.**

2. To discuss a proposed grievance process for complaints of harassment and appeals of discipline as an addendum to the City of Port Arthur's Code of Ordinances.

**This item was for discussion only.**

**Per the City Attorney's recommendation an introductory statement will be added to the addendum to clarify that PAEDC Employee equates to City**

**Employee in the City Personnel Policy. The PAEDC addendum will serve to as the Grievance Process for Complaints of Harassment and Appeals Discipline as it relates to PAEDC Employees. This item will be brought back to City Council at their next meeting for Council vote.**

3. To discuss a proposed Lease Agreement between the City of Port Arthur and PAEDC regarding office space at 549 4<sup>th</sup> Street, Port Arthur, Texas.

**This item was for discussion only.**

**Per discussion with Council Fair Market Rate will be utilized for the lease agreement.**

4. To discuss a proposed contract for the provision of Administrative Services to the PAEDC by the City of Port Arthur.

**This item was for discussion only.**

**Per the City Manager the City agrees to utilize 6% of the EDC Administrative Services Cost Analysis provided by the City equating to \$133,617.55 as the fee for the Administrative Service Contract for services provided to the PAEDC by the City of Port Arthur.**

### **III. CLOSED SESSION (EXECUTIVE SESSION)**

**In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The City Of Port Arthur Section 4A Economic Development Corporation Board of Directors Should Make The Following Public Announcement:**

**"A Closed Meeting or Executive Session Will Be Held Pursuant To The Following Sections of Chapter 551, Texas Government Code,**

1. **Section 551.074 Government Code – To discuss matters of Personnel.**

To deliberate the appointment of a Chief Executive Officer for the PAEDC

To deliberate the appointment, duties and responsibilities of Legal Counsel for the PAEDC

**\*The Items in Executive Session May Be Discussed and Acted On In Open Session"**

**The Joint Meeting adjourned to Executive Session at 5:58 p.m.**

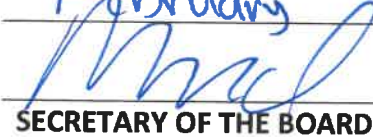
**The Joint Meeting reconvened at 6:55 p.m.**

### **IV. ADJOURNMENT OF MEETING**

A motion was made by Councilmember Kinlaw and seconded by Councilmember Jones to adjourn the meeting at 7:09 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 7 DAY OF

February, 2022.

  
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SECRETARY OF THE BOARD