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## INTEROFFICE MEMORANDUM

Date: September 16, 2025

To: The Honorable Mayor and City Council

Through: Ron Burton, CPM, City Manager

From: Krystle Muller, Interim CEO

RE: PR 24541 | Approval of the Port Arthur Economic Development Corporation's (PAEDC) acceptance of a quote to repair of one (1) LED Sign ID: 1339717 W16-S by Custom Signs of Beaumont, Texas, sign located at the Spur 93 Business Park.

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The intent of this Agenda Item is to seek the Port Arthur City Council's approval of the PAEDC's acceptance of a quote to repair of one (1) LED Sign ID: 1339717 W16-S by Custom Signs of Beaumont, Texas, sign located at the Spur 93 Business Park.

**Background:**

Pursuant to resolution 20-037, the PAEDC purchased and had installed by Customs Signs, two (2) LED Signs #1339717 W16-S for use in the Spur 93 Business Park as a Message Board. On August 22, 2025, Custom Signs diagnosed the signs outage, consulting with Watchfire Technical Support, Watchfire Case #500003. PAEDC has obtained a quote and recommends the repair of one (1) LED Sign ID: 1339717 W16-S by Custom Signs.

**Budgetary Impact:**

The budgetary impact of this item is \$7,188.04. Funds available in the EDC Account No. 120-80-625-5479-00-00-000 (Business Park Development).

**Recommendation:**

It is recommended the Port Arthur City Council approves the Port Arthur Economic Development Corporation's acceptance of a quote to repair of one (1) LED Sign ID: 1339717 W16-S by Custom Signs of Beaumont, Texas, sign located at the Spur 93 Business Park.

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**[NON-CoPA] Re: 24541**

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**From** Joan Collazo <jcollazo@paedc.org>  
**Date** Thu 9/25/2025 9:14 AM  
**To** Gwen Thibodeaux <gwen.thibodeaux@portarthurtx.gov>  
**Cc** Krystal Villarreal-Muller <kvillarreal-Muller@paedc.org>

Yes, only the one quote as this is the original vendor that installed the sign. I also checked to see if there were any other local vendors that services Watchfire screens, there were two others out of Houston. From what I understand these signs require Watchfire partnered vendors.

Thank you,

**Joanie Collazo**

Executive Secretary

**Port Arthur Economic Development Corporation**

The Press Building

549 4<sup>th</sup> Street, #118A, Port Arthur, TX 77640

✉: [jcollazo@paedc.org](mailto:jcollazo@paedc.org)

☎: 409.681.4425

📞: 409.282.1015



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**From:** Gwen Thibodeaux <gwen.thibodeaux@portarthurtx.gov>  
**Sent:** Wednesday, September 24, 2025 2:45 PM  
**To:** Joan Collazo <jcollazo@paedc.org>  
**Subject:** 24541

Just want to verify that the EDC only got one quote for the repair of the LED sign for the Spur 93 Business Park?



**LAW DEPARTMENT**

**GWEN THIBODEAUX**

*Sr. Legal Assistant*

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gwen.thibodeaux@portarthurtx.gov

409.983.8132

www.portarthurtx.gov

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RESOLUTION NO. 25-423

**A RESOLUTION AUTHORIZING THE CITY OF PORT ARTHUR ECONOMIC DEVELOPMENT CORPORATION TO ACCEPT A QUOTE FOR THE REPAIR OF ONE (1) OF THE LED SIGNS ID #1339717 W16-S FOR THE SPUR 93 BUSINESS PARK BY CUSTOM SIGNS, BEAUMONT, TEXAS IN AN AMOUNT NOT TO EXCEED \$7,188.04; FUNDING AVAILABLE IN PAEDC ACCOUNT NO. 120-80-625-5479-00-000 (BUSINESS PARK DEVELOPMENT)**

**WHEREAS**, the City of Port Arthur Economic Development Corporation (“PAEDC”) owns and manages the Spur 93 Business Park (the “Park”). The Park is a location for several businesses with additional acreage for future business growth; and

**WHEREAS**, pursuant to Resolution No. 20-037, the PAEDC purchased and had installed by Custom Signs, two (2) LED Signs #1339717 W16-S for use in the Spur 93 Business Park as a Message Board; and

**WHEREAS**, On August 22, 2025, Custom Signs diagnosed the signs outage, consulting with Watchfire Technical Support, and

**WHEREAS**, PAEDC has obtained a quote attached hereto as **Exhibit “A”** and recommends the repair of one (1) LED Sign ID: 1339717 W16-S by Custom Signs of Beaumont, Texas in the amount of \$7,188.04; and

**WHEREAS**, at the regular Board meeting on September 15, 2025, the PAEDC Board of Directors accepted the quote to repair one (1) LED Sign ID: 1339717 W16-S by Custom Signs of Beaumont, Texas in the amount not to exceed \$7,188.04.

**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 City Council of the City of Port Arthur authorizes PAEDC to accept the quote to repair of one (1) LED Sign ID: 1339717 W16-S by Custom Signs of Beaumont, Texas in the amount not to exceed \$7,188.04.

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

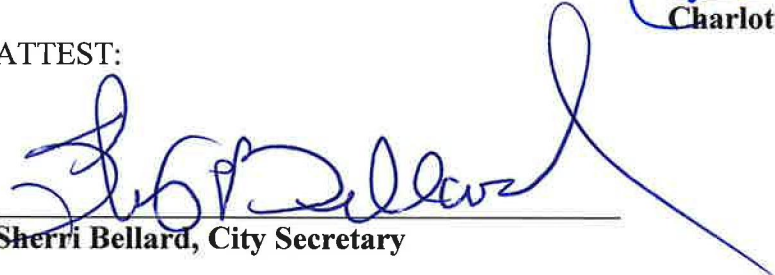
**READ, ADOPTED AND APPROVED** on this 7<sup>th</sup> day of October A.D., 2025, at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote: AYES:

Mayor Moses,

Councilmembers MPT Doucet, Hamilton Eversfield,  
Lewis, Kenlowe, Frank

NOES: none.

ATTEST:

  
Sherri Bellard, City Secretary

  
Charlotte M. Moses, Mayor

APPROVED:

  
Krystle Muller, Interim PAEDC CEO

APPROVED AS TO FORM:



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**Guy N. Goodson, PAEDC Attorney**

APPROVED AS TO FORM:



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**Roxann Pals Cotroneo, City Attorney**

APPROVED AS TO AVAILABILITY OF FUNDS:



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**Lynda Boswell, Finance Director**

# Exhibit “A”





## Quote

Port Arthur EDC

Service -Repair for sign at Business park.

[khanh@paedc.org](mailto:khanh@paedc.org) ,[jcollazo@paedc.org](mailto:jcollazo@paedc.org)

**August 26, 2025**

**Replace Parts 7  
Labor For LED  
sign.**

**Connect with Watchfire before starting up.**

**1- modem 1- data cable 1- 4.5 ft.interconnect cable 3- modules Labor**

**Sub-Total- \$ 7,757.29 less \$569.25 invoiced (p.o. # 2250520)**

**Total.....\$ 7,188.04**

Watchfire Case # 500003.

Thank you.