



**HORIZON CITY**

**Incorporated 1988**

**AGENDA  
PUBLIC MEETING  
ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING  
THE TOWN OF HORIZON CITY, TEXAS  
Tuesday, September 22, 2020, 6:30 PM**

Notice is hereby given that a ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING of the Town of Horizon City, Texas will be held on **Tuesday, September 22, 2020 at 6:30 PM** at Virtual Meeting, 15001 Darrington Road, Horizon City, TX 79928, at which time the following will be discussed and considered:

**\*\* OPEN MEETINGS DURING COVID-19 EMERGENCY DISASTER PERIOD \*\***

After declaring a state emergency on March 16, 2020, Governor Greg Abbott temporarily suspended certain requirements of the Texas Open Meetings Act that require governmental officials and the public to be physically present at the public meeting location in order to reduce face-to-face contact and mitigate the spread of COVID-19.

Participation by members of the public is welcome. To participate in public comment, interested members of the public **MUST** sign up prior to the meeting by emailing [vrojas@horizonedc.com](mailto:vrojas@horizonedc.com) or calling (915) 852-1046, EXT #113, or submit their comment or question by emailing [vrojas@horizonedc.com](mailto:vrojas@horizonedc.com) and the comments will be read during the Open Forum or the appropriate agenda item.

An electronic copy of the meeting agenda materials will be posted on our City Website at the following link: <https://meetings.boardbook.org/Public/Organization/928>.

**To watch by video conference:**

Horizon City Economic Development Corporation Regular Meeting  
<https://horizoncityeconomicdevelopmentcorporation.my.webex.com/horizoncityeconomicdevelopmentcorporation.my/j.php?MTID=mb364887fe1686ca2482626b83550c6d4>

**Meeting number: 126 786 9067**

**Password: JXnnhmF6c54 (59664636 from phones and video systems)**

**Join by phone**

+1-408-418-9388 United States Toll

Access code: 126 786 9067

**1. Call to Order: Establishment of Quorum**

**2. Approval of Minutes from:** August 18, 2020 Regular Board Meeting.

**3**

**3. Discussion:**

On recent activities by the Horizon City Economic Development Corporation.

Presenter: EDC Executive Director

**4. Discussion and Action:**

On outreach to property owners and business operators within the proposed Tax Increment Reinvestment Zone in support of growing commercial activity in Horizon City.

Presenter: EDC Executive Director

**5. Discussion and Action: 6**

On a proposed plan and possible agreement with the Hunt Institute for Global Competitiveness to study the COVID-19 pandemic impact on Horizon City's marketplace and commercial activity.

Presenter: EDC Executive Director

**6. Discussion and Action: 7**

On an amendment to an agreement with Amelia Limon for custodial services provided to the Horizon City EDC.

Presenter: EDC Executive Director

**7. Discussion and Action:**

On the appointment of officers for the Horizon City EDC Board of Directors and the appointment of Veronica Rojas as the board's secretary.

Presenter: EDC Executive Director

**8. Discussion and Action: 10**

On an amendment to an employment agreement with Michael Hernandez for his work as executive director of the Horizon City EDC.

Presenter: EDC Board President

**9. Executive Session**

The Economic Development Corporation Board of Directors of the Town of Horizon City may recess into EXECUTIVE SESSION pursuant to the Texas Government Code, Chapter 551, Subchapter D, under Article 551.071 – Consultation with Attorney; 551.072 – Deliberation Regarding Real Property; 551.073 – Deliberation Regarding Gifts and Donations; 551.074 – Personnel Matters; 551.076 – Deliberation Regarding Security Devices and 551.087 – Deliberation Regarding Economic Development Negotiations.

**10. Adjournment:**

Dated this Friday, September 18, 2020

By: \_\_\_\_\_  
Veronica Rojas, Board Secretary

I, the undersigned authority, hereby certify that the above notice of the ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING of the Town of Horizon City, Texas is a correct copy of this notice, and that I posted this notice at least seventy-two (72) hours preceding the scheduled meeting at the City Hall Bulletin Boards of the Town of Horizon City, Texas on this Friday, September 18, 2020 by 5:00 p.m.

Agenda Removed: \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_

In compliance with the Americans with Disabilities Act, the Town of Horizon City will provide for reasonable accommodations for persons attending meetings. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling the EDC Executive Assistant at (915) 852-1046, EXT #113.

**MINUTES  
AGENDA  
PUBLIC MEETING  
ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING  
THE TOWN OF HORIZON CITY, TEXAS  
Tuesday, August 18, 2020, 6:30 PM**

Notice is hereby given that a ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING of the Town of Horizon City, Texas was held on **Tuesday, August 18, 2020 at 6:30 PM**, at Virtual Meeting, 15001 Darrington Road, Horizon City, TX 79928, at which time the following was discussed and considered:

To watch by video conference:

<https://horizonciteconomicdevelopmentcorporation.my.webex.com/horizonciteconomicdevelopmentcorporation.my/j.php?MTID=m5d5c4cf81145f640f0bd5d1df7fba173>

Meeting number (access code): **126 045 6088**

Meeting password: **RErGC4cVk35** (73742428 from phones and video systems)

**Join by phone**

+1-408-418-9388 United States Toll

**1. Call to order; Establishment of Quorum**

Board Members Present: Walter Miller, Jerry Garcia, Justin Chapman, Karina Hagelsieb, Allie Lozano and EDC Executive Director Michael Hernandez. Absent Board Members: Bob Jarvis and Kevin Richardson.  
Quorum Established

Staff Members Present: Executive Assistant Veronica Rojas; CIP Manager Terry Quezada; Asst. City Atty. Bertha Ontiveros; Board Treasurer Pat Randleel; Horizon City Planning Director Michelle Padilla; City Clerk Elvia Schuller, IT Specialist Josue Mendoza

**2. Approval of Minutes from:** July 21, 2020 Regular Board Meeting.

The above-stated minutes were approved on a motion by Board Member Walter Miller and seconded by Board Member Karina Hagelsieb. Motion Carried Unanimously (4-0).

**3. Discussion:**

On recent activities by the Horizon City Economic Development Corporation.

Presenter: EDC Executive Director

EDC Executive Director Michael Hernandez spoke regarding this item.

**4. Discussion and Action:**

On a letter of support for El Paso County's initiative to identify deficiencies in broadband service and develop a regional plan for internet connectivity improvements.

Presenter: EDC Executive Director

A motion to approve a letter of support for El Paso County's initiative to identify deficiencies in broadband service and develop a regional plan for internet connectivity improvements was made by Board Member Jerry Garcia and seconded by Board Member Justin Chapman. Motion Carried Unanimously (4-0)

**5. Discussion and Action:**

On an amendment to the agreement with Barracuda Public Relations to extend the term and revise the scope of services for marketing content and a proposed online business summit.

Presenter: EDC Executive Director

A motion to approve an amendment to the agreement with Barracuda Public Relations to extend the term through the 2021 fiscal year and revise the scope of services for marketing content and a proposed online business summit was made by Board Member Jerry Garcia and seconded by Board Member Allie Lozano. Motion Carried Unanimously (4-0)

**6. Discussion and Action:**

On EDC funding for a cost-sharing proposal for web development services for PM Technologies, a Horizon Tech Accelerator Program participant.

Presenter: EDC Executive Director

A motion to approve EDC funding for a cost-sharing proposal for web development services for PM Technologies was made by Board Member Karina Hagelsieb and seconded by Board Member Jerry Garcia. Motion Carried Unanimously (4-0).

***The EDC Board of Directors entered Executive Session at 7:22 PM and reconvened at 7:55 PM.***

**7. Executive Session**

The Economic Development Corporation Board of Directors of the Town of Horizon City may recess into EXECUTIVE SESSION pursuant to the Texas Government Code, Chapter 551, Subchapter D, under Article 551.071 – Consultation with Attorney; 551.072 – Deliberation Regarding Real Property; 551.073 – Deliberation Regarding Gifts and Donations; 551.074 – Personnel Matters; 551.076 – Deliberation Regarding Security Devices and 551.087 – Deliberation Regarding Economic Development Negotiations.

**8. Discussion and Action:**

Real Estate: Deliberation on purchase, exchange or value of real property in Horizon City's Industrial Park area.

Presenter: EDC Executive Director (551.072 and (551.071)

No action required.

**ADJOURNMENT**

A motion was made by Karina Hagelsieb and seconded by Jerry Garcia to adjourn at 8:04 PM.

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Attest:**

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board President



# Memo

To: Horizon City Economic Development Corporation Board President Walter Miller & Board Members

From: Michael Hernandez, executive director, Horizon City EDC

Date: September 21, 2020

Re: A possible study by UTEP's Hunt Institute for Global Competitiveness of the Covid-19 pandemic's impact on Horizon City's marketplace and commercial activity

---

**Background:** Horizon City Economic Development Corporation is interested in assessing with the help of the Hunt Institute for Global Competitiveness the impact of the Covid-19 pandemic on commercial activity in Horizon City and the region, especially in the sectors of the economy the EDC supports with investments and engagement.

The EDC currently provides financial assistance to cross-border advanced manufacturing operations as well as engineering and aerospace businesses supporting federal agencies and the defense industry. It is working to attract healthcare related businesses and is seeking to broaden its support of commercial activity with business support events and information. All business sectors, to varying degrees, have been impacted by the pandemic.

The Hunt Institute is the region's leading group for analyzing the economy that stretches across West Texas and extends into Mexico and New Mexico.

The EDC has explored with Hunt Institute an analysis for Horizon City that would capture the pandemic's impact on our economy. It would use modeling to provide an outlook of the community and region that would include forecasting for employment and gross regional product through 2025. It would focus on sustainable industry sectors that align with the EDC's strategy for commercial support such as manufacturing and healthcare. It also would focus on high-paying jobs industry sectors such as advanced manufacturing as well as engineering and aerospace-focused operations.

The initial set of tasks proposed by the institute would conclude by Dec. 31, 2020. A second set of tasks, which could include surveys of businesses and consumers to help further gauge impact of the pandemic, could be completed in early 2021.

Horizon City EDC could seek reimbursement of expenses for the analysis through the federal Coronavirus Aid Relief and Security (CARES) Act for portions of the study completed by Dec. 31, 2020. Such a reimbursement would be processed by El Paso County. The EDC has consulted with County of El Paso officials about the process for that type of reimbursement.

**Recommendation:** EDC staff recommends authorization of a study from the Hunt Institute for Global Competitiveness and coordinating with the County of El Paso to seek CARES Act funding to pay for expenses of the study completed by Dec. 31, 2020.

**FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT**

THIS FIRST AMENDMENT TO Personal Services Agreement dated \_\_\_\_\_, 2020 (“Amendment”) is entered into between **Amelia Limon** (“Contractor”) and the **Horizon City Type 4B Economic Development Corporation** (“the Corporation”).

**RECITALS**

**WHEREAS**, the Contractor and the Corporation entered into a Personal Services Agreement on or about \_\_\_\_\_, 2020 to provide certain cleaning and janitorial services to the Corporation.

**WHEREAS**, the parties have considered and agreed to amend the Initial Agreement to revise the compensation and the term of the Agreement on the terms and conditions set forth in this Amendment.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, the undersigned Parties agree as follows:

**I. REVISIONS TO TERM AND COMPENSATION**

The Parties hereby agree to revise the Term in Article I, Sections B and C to extend the term of the Agreement and the compensation as follows:

1. Section B, Term is revised to extend the Term of the contract to end on September 30, 2021, unless earlier terminated pursuant to the Agreement.
2. The Parties hereby agree that, effective January 1, 2021, the Compensation shall be increased from \$13.64 per hour to \$14.20 per hour.

**II. MISCELLANEOUS**

Except as amended herein, all other provisions of the Initial Agreement dated \_\_\_\_\_, 2020 shall remain in full force and effect.

*[Signatures on following page]*

BAO

DRAFT

9/17/20

EXECUTED this \_\_\_\_ day of \_\_\_\_, 2020.  
(date of the last signature)

**CONTRACTOR:**

By: \_\_\_\_\_  
Amelia Limon

**HORIZON CITY TYPE 4B ECONOMIC  
DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Walter Miller, President

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Bertha A. Ontiveros  
Assistant City Attorney

\_\_\_\_\_  
Michael Hernandez  
Executive Director



## **THIRD AMENDMENT TO EMPLOYMENT AGREEMENT**

**THIS THIRD AMENDMENT TO EMPLOYMENT AGREEMENT** (“Third Amendment”) is made and entered into between the Horizon City Type 4B Economic Development Corporation a nonprofit corporation, hereinafter called the “EDC”, and Michael Hernandez, hereinafter called “Employee”, collectively referred to as “Parties,” upon the following terms, covenants and conditions:

### **RECITALS**

**WHEREAS**, the Horizon City Type 4B Economic Development is a nonprofit corporation established under Chapter 505 of the Texas Local Government Code by Horizon City Ordinance No. 0191 for the purpose of promoting economic development within the Town of Horizon City as permitted by Texas law; and

**WHEREAS**, on September 19, 2017, the EDC approved an employment agreement with the Employee to perform the services as Executive Director of the EDC for a term of approximately one (1) year, a First Amendment to the Employment Agreement on August 21, 2018 for a one-year term and a Second Amendment on September \_\_\_\_, 2018 for an additional one-year term(collectively, “Agreement”); and

**WHEREAS**, the EDC desires to continue to retain the services of the Employee as its Executive Director for an additional one year with an option to extend the contract for a second year, pursuant to the terms, conditions and provisions of this Amendment; and

**WHEREAS**, the Employee desires to work for the EDC as its Executive Director upon the terms and conditions set forth herein; and

**WHEREAS**, The EDC desired to encourage full work productivity by outlining the Employee’s functions and responsibilities within the organization, and to provide a proper means for termination or resignation of the Employee consistent with professional practices.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

#### **1. EXTENDED TERM.**

The EDC employs the Employee, and the Employee accepts employment with the EDC, in the capacity of Executive Director for an extended term beginning on October 1, 2020 and extending through September 30, 2021 (“Third Extended Term”), which term may be extended by

the President of the Board of Directors for an additional one year term. Notwithstanding the date which this Amendment is executed, the Commencement Date as referenced in this Amendment shall be October 1, 2020.

**2. COMPENSATION.**

A. The annual salary in the Agreement was established in 2017 at Eighty-Five Thousand and no/100 (\$85,000.00) for the Employee’s services as Executive Director, paid on a bi-weekly basis in the same manner as the Town of Horizon City payroll is paid. Effective on the Commencement Date of this Amendment, the parties agree that the Employee’s annual salary for the this Third Extended Term shall be the same annual salary paid under the First Amendment, but adjusted to increase the salary by the same percentage increase for each year of the Extended Terms (or flat amount, if applicable) as the Town of Horizon City shall establish for the town employees.

**3. GENERAL.**

A. As of the Commencement Date, this Amendment and the Agreement, as previously amended, sets forth the entire agreement of the parties and supersedes and renders null and void any and all prior or contemporaneous oral or written understandings, statements, representations or promises.

B. Except as set forth herein, all the terms and conditions of the Employment Agreement shall continue in full force and effect.

**WHEREFORE**, the parties have executed this Third Amendment on the \_\_\_\_ day of \_\_\_\_\_, 2020.

**EMPLOYER:  
TOWN OF HORIZON CITY TYPE 4B  
ECONOMIC DEVELOPMENT  
CORPORATION**

**EMPLOYEE:**

By \_\_\_\_\_  
Walter Miller, Board President

By \_\_\_\_\_  
Michael Hernandez

APPROVED AS TO FORM:

\_\_\_\_\_  
Bertha A. Ontiveros  
Assistant City Attorney