



ECONOMIC DEVELOPMENT CORPORATION

NOTICE OF MEETING

AGENDA

JUNE 29, 2023

The City of Schertz Economic Development Corporation (SEDC) Board of Directors will hold a regular monthly meeting on Thursday, JUNE 29, 2023, at 6:00 p.m. at the Hal Baldwin Municipal Complex, Council Chambers Conference Room, Building No. 4, 1400 Schertz Parkway, Schertz, Texas. This is an open meeting, subject to the open meeting laws of the State of Texas.

Call To Order

1. Roll call, recognition of visitors, and review of meeting instructions for effective Board interaction and public participation.

Hearing of Residents

2. *This time is set aside for any person who wishes to address the Board. Presentations should be limited to no more than 3 minutes. The presiding officer will call on those persons who have signed up to speak.*

Minutes

3. Approval of the minutes for the Board of Directors Regular Monthly Meetings held on Thursday, May 25, 2023. (T.Miller/S.Wayman)

Presentations

4. Staff briefing on SEDC monthly financial statement for the month of May 2023. (J. Walters/S. Wayman)

Discussion Items

5. Discussion and direction concerning SEDC Res.No.2022-7 and Lookout Rd. design and engineering. (S. Wayman)

Closed Session

6. Called in accordance with Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) the deliberate the offer of a financial or other incentive to a business prospect.
 - E-80
 - E-81
 - E-84

Reconvene to regular session

7. Take any actions based on discussion held in closed session under Agenda Item No.6

Requests and Announcements

- Announcements by staff:
 - Set date for Board Workshop
 - Ashley Ritchey update on Chicago Mission Trip with Team Texas
 - Update on Breakfast Club presentation
 - Offices closed for 4th of July - July 3-4, 2023
 - Next Board Meeting - July 27, 2023
- Requests by Board Members to place items on a future SEDC Board Meeting agenda.

Adjournment

CERTIFICATION

I, Tracy Miller, Administrative Assistant, of the City of Schertz Economic Development Corporation, do hereby certify that the above agenda was posted on the official bulletin boards on this the ____ day of _____, 2023, at 5:00 p.m., which is a place readily accessible to the public at all times and that said notice was posted in accordance with chapter 551, Texas Government Code.

Tracy Miller
Administrative
Assistant-Economic Development

I certify that the attached notice and agenda of items to be considered by the Schertz Economic Development Corporation Board of Directors was removed from the official bulletin board on ____ day of _____, 2023.
Name/Title: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1070.

The Economic Development Corporation Board of Directors reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Closed Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

SEDC MEMORANDUM

SEDC
Board Meeting: 06/29/2023
Department: Economic Development Corporation
Subject: Approval of the minutes for the Board of Directors Regular Monthly Meetings held on Thursday, May 25, 2023. (T.Miller/S.Wayman)

BACKGROUND

Approval of the minutes for the Board of Directors Regular Monthly Meetings held on Thursday, May 25, 2023. (T.Miller/S.Wayman)

COMMUNITY BENEFIT

FISCAL IMPACT

SUMMARY OF RECOMMENDED ACTION

Attachments

05-25-2023 Minutes

SCHERTZ

ECONOMIC DEVELOPMENT CORPORATION

MINUTES
Thursday, May 25, 2023

The City of Schertz Economic Development Corporation (SEDC) Board of Directors met for a Regular Monthly Meeting on Thursday, May 25, 2023. at 6:00 p.m. at the Hal Baldwin Municipal Complex, Council Chambers Conference Room, Building No. 4, 1400 Schertz Parkway, Schertz, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Call To Order

1. Roll call, recognition of visitors, and review of meeting instructions for effective Board interaction and public participation.

Board Vice President Hamilton presided over the meeting and called it to order at 6:00 p.m.

Board of Directors Present:

Jesse Hamilton, Board Vice President
Sammi Morrill, Board Secretary
Bill Dixon, Board Member
Mark Moody, Board Member
Roy Richard, Board Member

Staff Present:

Scott Wayman, Executive Director
Holly Malish, Deputy Director
Ashley Ritchey, Business Engagement Manager
Tracy Miller, Administrative Assistant
Brian James, Deputy City Manager
Sheree Courney, Deputy City Secretary
John Nowak, Engineer

Board of Directors Absent:

Paul Macaluso, Board President
Bryan Snowden, Board Treasurer

Others Present:

Tim Brown, Mayor Pro-Tem, City Council Liaison
Allison Heyward, Councilmember, City Council Liaison

Hearing of Residents

2. *This time is set aside for any person who wishes to address the Board. Presentations should be limited to no more than 3 minutes. The presiding officer will call on those persons who have signed up to speak.*

1. Nicole Perez of the City of Cibolo
2. Natalia Brookens from The Chamber
3. Wyatt Agee of the City of Selma
4. Jade Dimitri from CASA Central Texas

They are all members of the Leadership Core Class of 2023 graduating this July and were present to observe the meeting.

Minutes

3. Approval of the minutes for the Board of Directors Regular Monthly Meetings held on Thursday, March 16, 2023 (S.Courney), and Thursday, April 27, 2023. (T.Miller/S.Wayman)

Board Vice President Hamilton asked for a motion to approve the Minutes of the Board of Directors Regular Monthly Meeting held Thursday, March 16, 2023.

Moved by Board Member Roy Richard, seconded by Board Secretary Sammi Morrill.

AYE: Board Vice President Jesse Hamilton, Board Secretary Sammi Morrill, Board Member Bill Dixon, Board Member Roy Richard, Board Member Mark Moody

Board Vice President Hamilton asked for a motion to approve the Minutes of the Board of Directors Regular Monthly Meeting held Thursday, April 27, 2023.

Moved by Board Member Roy Richard, seconded by Board Member Mark Moody

AYE: Board Vice President Jesse Hamilton, Board Secretary Sammi Morrill, Board Member Bill Dixon, Board Member Roy Richard, Board Member Mark Moody

Presentations

4. Staff briefing on SEDC monthly financial statement for the month of April 2023. (J.Walters/S.Wayman)

Board Vice President Jesse Hamilton recognized Mr. James Walters who provided the following.

April sales tax received was \$594,202, a 15.8% increase over the year prior. The 12-month rolling average is 9.6% still trending up. Notable expenditures include a payment to City of Schertz for 6 months of service agreement and Community Impact Job Fair.

Total Cash & Investments figure at the end of April was \$28.5 million.

5. Staff Presentation on Lookout Rd reconstruction (H. Malish/J.Nowak)

Mr. John Nowak, City of Schertz Engineer, provided an update on Lookout Rd. reconstruction project:

- Reduction in cost of \$600,000 from 1.5 million without sidewalks
- An additional cost of \$900,000 needed to fully fund the project
- Schertz UDC 21.14.6 - Construction Concurrent with Street Construction - If a street is constructed which shall have no residential lot access points, the sidewalks be installed concurrently with street construction.
- Sidewalks are not a requirement for this reconstruction project

Mr. James, Deputy City Manager discussed the requirement for the sidewalk. For this project it is not an obligation to put sidewalks in right away, they can be put in at a later date.

6. Staff to give update on International Council of Shopping Centers (ICSC) Las Vegas Trip. (S. Wayman)

Mr. Wayman introduced himself and provided an update on International Council of Shopping Centers (ICSC) Las Vegas Trip.

Mayor Gutierrez, Councilmember Heyward, City Manager Williams, Business Engagement Manager Ritchey, Board President Macaluso and Executive Director Wayman were the attendees.

7. Staff Presentation on Business Engagement activities (H. Malish/A. Ritchey)

Ms. Ritchey provided an update on the Snow Cone Celebration and Regional Job Fair.

The Snow Cone Celebration on Tri-County Road:

- Held May 9th and 10th
- Visited 27 businesses
- Sold 636 snow cones at \$2.50 each
- Spent \$1,640 budgeted \$3,000

The Regional Job Fair at Cibolo YMCA:

- Held May 11th
- 65 employers, 7 of them were Schertz businesses
- 175 attendees, 60 more than the job fair in February
- Next Job Fairs will be in Seguin in August and in Schertz in November

Discussion Items

8. **Resolution 2023-5** - Discussion and possible action approving an amendment to the economic development performance agreement between the City of Schertz Economic Development Corporation and Nexus Enterprises LLC ; and other matters in connection therewith.

Ms. Malish provided an update on Nexus Enterprises LLC and amending the Economic Development Performance Agreement between the City of Schertz Economic Development Corporation and Nexus Enterprises LLC.

Board Vice President Jesse Hamilton asked for a motion to approve SEDC Resolution No. 2023-5, a Resolution by the City of Schertz Economic Development Corporation ("SEDC") Board of Directors ("The Board")

Moved by Board Member Roy Richard, seconded by Board Secretary Sammi Morrill.

AYE: Board Vice President Jesse Hamilton, Board Secretary Sammi Morrill, Board Member Bill Dixon, Board Member Roy Richard, Board Member Mark Moody

Board Vice President Jesse Hamilton recessed Open Session to Closed Session at 6:21 p.m.

Closed Session

9. Called in accordance with Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) the deliberate the offer of a financial or other incentive to a business prospect.
- Project E-80
 - Project E-84
 - Project E-86

Start time: 6:22 p.m.

End time: 6:35 p.m.

Board Vice President Jesse Hamilton reconvened to open session at 6:36 p.m.

Reconvene to regular session

- 10.** Take any actions based on discussion held in closed session under Agenda Item No.9.

No action was taken based on discussion in closed session.

Requests and Announcements

- Announcements by staff:
 - Ms. Malish shared she will be taking a Leave of Absence beginning June 28, 2023
 - Board Member Roy Richard birthday
 - SEDC Facebook page
 - Lauren Shrum, Parks and Recreation Director, will present July 2023
 - Meeting with Schertz 35 Project (Schertz 312) June 5, 2023
 - Office closure - May 29, 2023 in observance of Memorial Day
 - Next SEDC Regular Board Meeting, June 29, 2023, Council Chambers Conference Room
- Requests by Board Members to place items on a future SEDC Board Meeting agenda.
 - Update on Schertz 35 Project (Schertz 312 Project)

Adjournment

Board Vice President Jesse Hamilton adjourned the meeting at 6:48 p.m.

MINUTES PASSED AND APPROVED THIS ____ DAY ____ 2023.

Paul Macaluso
Board President

Sammi Morrill
Board Secretary

SEDC MEMORANDUM

SEDC
Board Meeting: 06/29/2023
Department: City Secretary
Subject: Staff briefing on SEDC monthly financial statement for the month of May 2023. (J. Walters/S. Wayman)

SUBJECT:

Staff briefing on SEDC monthly financial statement for the month of May 2023. (J. Walters/S. Wayman)

Attachments

May Financials

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31st, 2023

***** 2022 - 2023 *****

620-SED CORPORATION
FINANCIAL SUMMARY

OVERVIEW

Revenues

Sales Tax	\$ 587,553.83	Payment Received in May
	7.7%	Annual Increase
	10.3%	12-Month Rolling Average

Expenses

Town Creek Sewer Capacity	\$ 5,830.00
TxEDC Patron Investor	\$ 5,000.00

Year-to-Date

Total Revenue	\$ 5,085,166.53	
Total Expenses	\$ 814,355.50	
Over/Under		<u>\$ 4,270,811.03</u>

Cash & Investments

Cash	\$ 167,046.00	
Investments	\$ 28,973,078.79	
Total		<u>\$ 29,140,124.79</u>

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31st, 2023

***** 2022 - 2023 *****							
620-SED CORPORATION	CURRENT	CURRENT	PRIOR YEAR	CURRENT	Y-T-D	BUDGET	66.67% OF
FINANCIAL SUMMARY	BUDGET	PERIOD	Y-T-D ACTUAL	Y-T-D ACTUAL	ENCUMBR	BALANCE	BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,548,000	600,893.51	3,775,111.97	4,338,880.39	-	2,209,119.61	66.26%
Miscellaneous	182,000	115,029.92	35,396.92	746,286.14	-	(564,286.14)	410.05%
TOTAL REVENUES	6,730,000	715,923.43	3,810,508.89	5,085,166.53	-	1,644,833.47	75.56%
<u>EXPENDITURE SUMMARY</u>							
<u>NONDEPARTMENTAL</u>							
City Assistance	3,000,079	-	-	81,944.29	-	2,918,134.71	2.73%
Fund Charges/Transfer	5,750,000	-	-	-	-	5,750,000.00	0.00%
TOTAL NONDEPARTMENTAL	8,750,079	-	-	81,944.29	-	8,668,134.71	0.94%
<u>ECONOMIC DEVELOPMENT</u>							
Supplies	1,000	-	890.32	316.76	36.20	647.04	35.30%
City Support Services	20,000	256.27	3,765.10	6,676.52	105.97	13,217.51	33.91%
Utility Services	2,975	44.30	1,912.43	93.30	-	2,881.70	3.14%
Operations Support	437,610	7,743.96	115,331.84	87,116.61	8,659.22	341,834.17	21.89%
Staff Support	25,775	1,580.26	9,427.00	10,196.47	186.08	15,392.45	40.28%
City Assistance	205,000	-	-	42,115.94	-	162,884.06	20.54%
Professional Services	61,300	6,103.00	14,683.47	43,383.50	-	17,916.50	70.77%
Fund Charges/Transfers	542,221	-	506,984.00	542,221.00	-	-	100.00%
Operating Equipment	5,000	-	3,959.76	291.11	-	4,708.89	5.82%
TOTAL ECONO DEVELOPMENT	1,300,881	15,727.79	656,953.92	732,411.21	8,987.47	559,482.32	56.99%
TOTAL EXPENDITURES	10,050,960	15,727.79	656,953.92	814,355.50	8,987.47	9,227,617.03	8.19%
** REVENUE OVER(UNDER) EXPEND	(3,320,960)	700,195.64	3,153,555	4,270,811	(8,987.47)	(7,582,783.56)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: MAY 31st, 2023

***** 2022 - 2023 *****								
620-SED CORPORATION REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D ACTUAL	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	66.67% OF BUDGET	
<u>Taxes</u>								
000-411500 Sales Tax Revenue (4B)	6,548,000	600,893.51	3,775,111.97	4,338,880.39	-	2,209,119.61	66.26%	
TOTAL Taxes	6,548,000	600,893.51	3,775,111.97	4,338,880.39	-	2,209,119.61	66.26%	
<u>Miscellaneous</u>								
000-491000 Interest Earned	2,000	333.14	409.69	8,017.48	-	(6,017.48)	400.87%	
000-491200 Investment Earnings	180,000	114,696.78	34,987.23	738,268.66	-	(558,268.66)	410.15%	
TOTAL Miscellaneous	182,000	115,029.92	35,396.92	746,286.14	-	(564,286.14)	410.05%	
<hr/>								
TOTAL REVENUES	6,730,000	715,923.43	3,810,508.89	5,085,166.53	-	1,644,833.47	75.56%	

SED CORPORATION
CASH IN BANK AND INVESTMENTS

AS OF: MAY 31st, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$ 167,046.00
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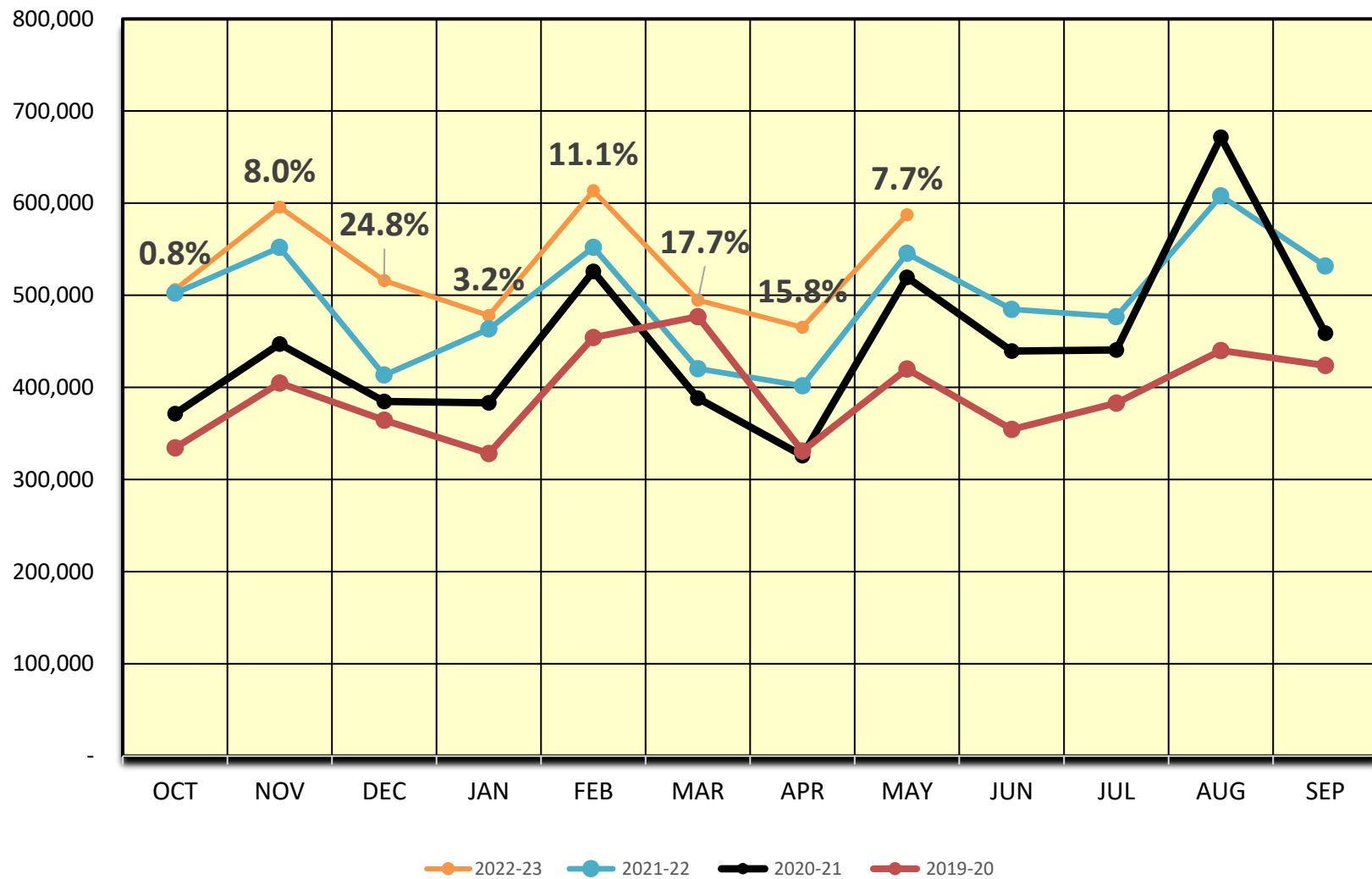
Cash in Investments

Texas Class Investment-Economic Development Corp	26,732,629.34
Schertz Bank & Trust-Certificate of Deposit	1,099,538.79
Schertz Bank & Trust-Certificate of Deposit	<u>1,140,910.66</u>

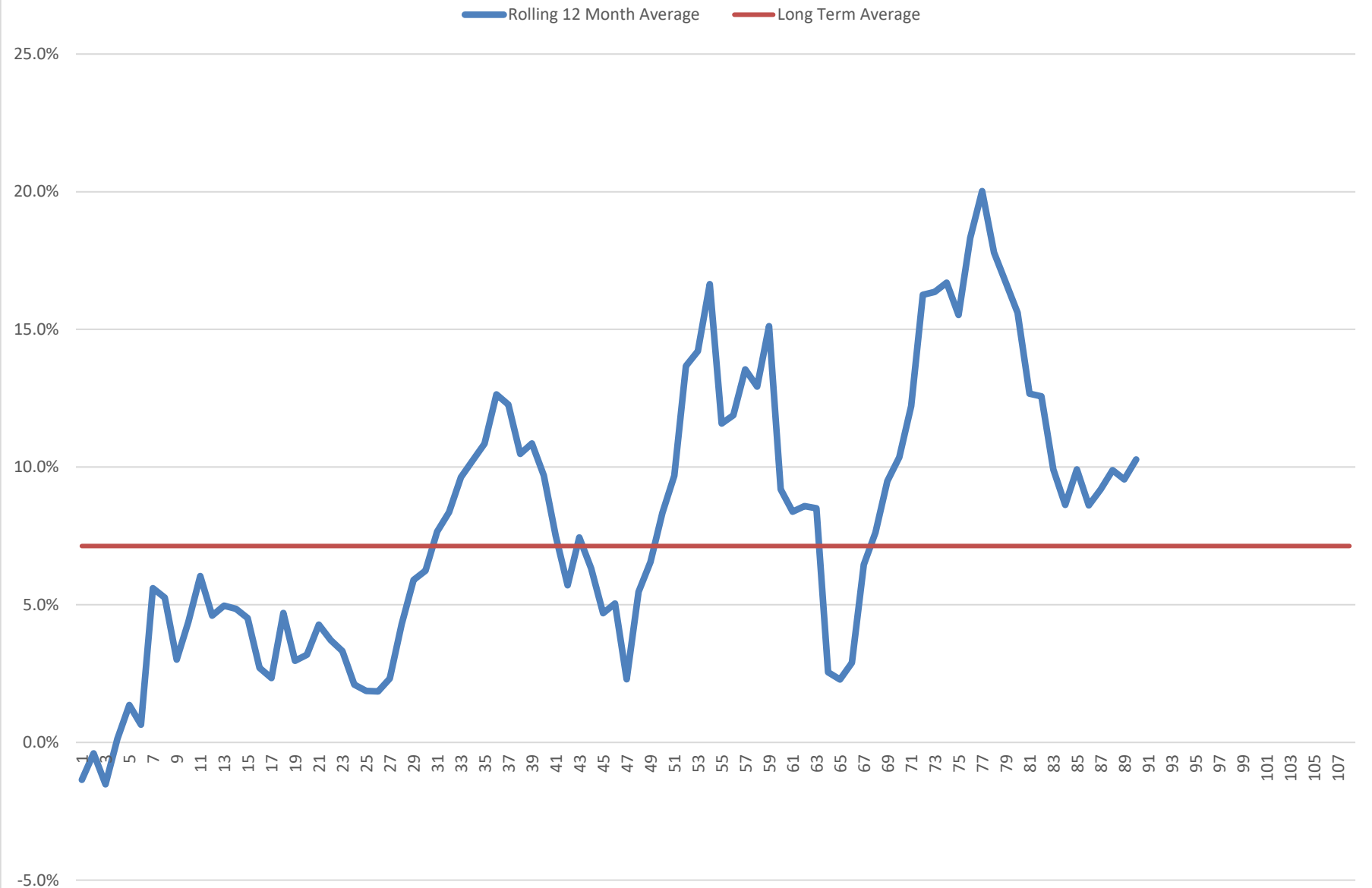
Total Cash in Bank & Investments	<u>\$ 29,140,124.79</u>
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4B SALES TAX

By Collection Month



12 Month Rolling Average Oct 2014 - Present



Sales Tax Industry Breakdown 2022-23

	% of Sales Tax												
Industry	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Spt	
Unclassified	1%	1%	0%	0%	0%	1%	0%						
Ag, Forestry, Fishing, Hunting	1%	0%	1%	1%	0%	0%	1%						
Mining	0%	0%	0%	0%	0%	0%	0%						
Utilities	3%	8%	2%	2%	5%	2%	2%						
Construction	5%	7%	9%	6%	9%	11%	7%						
Wholesale Trade	24%	24%	22%	23%	18%	22%	23%						
Information	6%	4%	6%	5%	5%	6%	5%						
Finance & Insurance	0%	0%	0%	0%	0%	0%	0%						
Real Estate & Rental & Leasing	3%	2%	3%	3%	2%	3%	3%						
Professional, Scientific, & Techical Services	1%	1%	1%	1%	1%	1%	2%						
Management of Companies & Enterprises	0%	0%	0%	0%	0%	0%	0%						
Administrative & Support & Waste Management & Remediation Services	2%	2%	3%	3%	2%	3%	2%						
Educational Services	0%	0%	0%	0%	0%	0%	0%						
Health Care & Social Assistance	0%	0%	0%	0%	0%	0%	0%						
Arts, Entertainment, & Rec	0%	0%	0%	0%	0%	0%	0%						
Accommodation & Food	8%	8%	9%	9%	9%	8%	9%						
Other Services	2%	2%	2%	2%	2%	2%	2%						
Public Admin	0%	1%	0%	0%	0%	0%	0%						
Manufacturing	8%	7%	7%	7%	9%	8%	8%						
Retail Trade	35%	32%	34%	37%	36%	33%	33%						
Transportation & Warehousing	0%	0%	0%	0%	0%	0%	0%						

Sales Tax Industry Breakdown 2021-22

Industry	% of Sales Tax											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Spt
Unclassified	1%	0%	0%	0%	0%	0%	0%	0%	1%	1%	1%	1%
Ag, Forestry, Fishing, Hunting	0%	1%	1%	1%	0%	0%	0%	1%	1%	0%	1%	0%
Mining	0%	0%	0%	0%	0%	0%	-2%	0%	0%	0%	0%	0%
Utilities	2%	7%	3%	2%	5%	2%	3%	6%	2%	2%	6%	2%
Construction	8%	9%	6%	5%	6%	8%	9%	5%	8%	6%	6%	7%
Wholesale Trade	14%	16%	19%	17%	16%	17%	22%	21%	23%	22%	24%	25%
Information	7%	4%	7%	6%	5%	7%	5%	6%	4%	6%	5%	5%
Finance & Insurance	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
Real Estate & Rental & Leasing	4%	3%	3%	7%	3%	3%	3%	3%	3%	3%	2%	3%
Professional, Scientific, & Technical Services	11%	1%	1%	2%	2%	1%	1%	1%	1%	1%	2%	2%
Management of Companies & Enterprises	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative & Support & Waste Management & Remediation Services	2%	2%	0%	2%	3%	2%	2%	2%	2%	2%	2%	2%
Educational Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Health Care & Social Assistance	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Arts, Entertainment, & Rec	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Accommodation & Food	8%	9%	10%	8%	9%	9%	9%	9%	8%	8%	7%	7%
Other Services	2%	2%	2%	3%	3%	2%	2%	2%	2%	2%	2%	2%
Public Admin	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%
Manufacturing	12%	12%	15%	12%	10%	11%	8%	8%	8%	8%	6%	7%
Retail Trade	29%	34%	32%	36%	38%	35%	36%	34%	36%	38%	34%	35%
Transportation & Warehousing	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

MAY 2023 PAYABLES REPORT

FUND	VENDOR NAME	DESCRIPTION	AMOUNT
Economic Development	SED CORPORATION	TEDC	Active Membership Dues 550.00
		Sales Tax Workshop	200.00
	KIMLEY-HORN AND ASSOCIATES INC	Town Creek Sewer Capacity	5,830.00
	UBEO	Monthly Copier Charges	553.10
	SCHERTZ EMBROIDERY, LLC	Uniforms-Ritchey	60.00
	WEX BANK	MOntly Vehicle Fuel	44.30
	AMAZON CAPITAL SERVICES INC	Promotional Items	43.77
		Uniforms for P.Macaluso	79.12
		Uniforms-Ritchey	73.57
	STEVE WILLIAMS	Per Diem	310.50
	SCOTT WAYMAN	Per Diem	310.50
		Dillard's	178.61
	Paul Macaluso	Per Diem	241.50
	ASHLEY RITCHEY	Per Diem	310.50
	TX MUNICIPAL CLERKS CERT PROGRAM	TMCCP Seminar	295.00
	DENTON, NAVARRO,	Legal Services Mar 2023	78.00
		Legal Services Apr 2023	195.00
	TEDC	TxEDC Patron Investor	5,000.00
	CITIBANK	Mailchimp	42.11
		Northeast Partnership	20.00
		Adobe - May 2023	29.99
		Gaylord Hotels	304.44
		HEB	19.45
		CITI	99.00
		SAMA Luncheon	50.00
		Southwest Airlines	457.95
		Clifton Strengths Assessm	21.64
		Tropical Smoothie	114.84
		Schertz Civic Center	212.50
	CITY OF SCHERTZ	Postage	<u>2.40</u>
		SUBTOTAL:	15,727.79
		TOTAL:	\$15,727.79

SEDC MEMORANDUM

SEDC
Board Meeting: 06/29/2023
Department: Economic Development Corporation
Subject: Discussion and direction concerning SEDC Res.No.2022-7 and
Lookout Rd. design and engineering. (S. Wayman)

BACKGROUND

SEDC Resolution 2022-7 was approved in September 2022.

COMMUNITY BENEFIT

Staff would like discussion on Lookout Road design costs.

FISCAL IMPACT

SUMMARY OF RECOMMENDED ACTION
