

# SCHERTZ

ECONOMIC DEVELOPMENT CORPORATION

## MINUTES

CITY OF SCHERTZ

ECONOMIC DEVELOPMENT CORPORATION

BOARD OF DIRECTORS

REGULAR MONTHLY MEETING

THURSDAY, OCTOBER 26, 2017

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The City of Schertz Economic Development Corporation (SEDC) Board of Directors met for a Regular Monthly Meeting on Thursday, October 26, 2017 at 6:00 p.m. in the City Council Chambers, conference room, 1400 Schertz Parkway, Schertz, Texas.

### CALL TO ORDER

1. Roll call and recognition of visitors.

President Brown called the meeting to order at 6:00 p.m. and welcomed everyone in attendance.

#### Board of Directors:

Tim Brown – President

Gary Howell – Vice President

Paul Macaluso

Katie Chain

Victoria Readnour

Mark Tew – Came in at 6:07pm

#### Staff:

Kyle Kinateder – SEDC Executive Director

Patty Horan – Executive Assistant - ED

Jennifer Kolbe – Business Retention Manager

Drew Vincent – ED Analyst

James Walters – Director of Finance

#### Directors absent:

Roy Richard

2. Public comment.

*This time is set aside for any person who wishes to address the Board. Each person should fill out the Citizen's to be Heard registry form prior to the meeting. Presentations should be limited to no more than 3 minutes. The presiding officer, during the Public Comment portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.*

No one spoke during public comment.

### ITEMS FOR INDIVIDUAL CONSIDERATION

3. Consider/Discuss/Act on approval of the Minutes for the Board of Directors Regular Monthly Meeting held on Thursday, August 24, 2017 (P. Horan)

**A motion to approve** the Minutes for the Board of Directors Regular Monthly Meeting held on Thursday, August 24, 2017 was made by Mr. G. Howell. Seconded by Ms. K. Chain. **Motion passed unanimously.**

4. Review of the SEDC Monthly Financial Report for the months of August and September 2017. (K. Kinatader/J. Walters)

Mr. Walters provided an overview of the financial summary of the revenue and expenses report (unaudited) for the months of August and September 2017. As of September 30<sup>th</sup>, the SEDC showed a cash & investment total of \$14,394,721.77. The sales tax revenue decrease by 15.4% for the year-to-year comparison. Mr. Walters clarified that the decrease is due to a higher than expected adjustment for the same period last year after; with the adjustment taken into consideration sales tax revenues continue to increase as expected.

President Brown recessed to executive session at 6:10 p.m. – see Item 9

5. Business Retention Plan Update (K. Kinatader/J. Kolbe)

Ms. Kolbe, the Business Retention Manager, presented an update of the City of Schertz Economic Development Corporation Business Retention and Expansion Plan that was approved in March 2017. The plan creates a call to action and establishes a framework in which SEDC staff will work with our local businesses to address problems and help their businesses grow. Since the plan was rolled out, staff has met in one-on-one meetings and held industry roundtables to identify trends, problems and opportunities for growth. Ms. Kolbe shared a few examples of how Schertz businesses have been helped through the implementation of the plan. The Board's input will be used to develop the FY 2017-18 retention work plan.

6. SEDC FY 2016-17 Annual Report (K. Kinatader/D. Vincent)

Mr. Vincent, the SEDC Analyst, provided an overview of the Annual Report FY 2016-17 which was included in the Board's packet. The report details the major activities of the SEDC for the previous fiscal year. Mr. Vincent requested feedback from the Board so that any changes could be incorporated before presenting the final version to City Council during the November 14 meeting. The Board congratulated staff for a job well-done in collecting and presenting the data in the report. Mr. Kinatader highlighted that the report will be used for various purposes and given to retention and recruitment prospects.

7. Director's Report. (K. Kinatader)

Mr. Kinatader provided highlights on the following updates/projects:

- Project updates

- Project updates
  - Evestra, Inc.- Evestra received their Certificate of Occupancy and qualifies for the Small Business Grant. Staff will begin the process of issuing payment as outlined in their agreement.
  - Ace Mart Restaurant Supply Co. - Comal County Provided an economic development incentive.
- Schertz development software update
  - City Council authorized the SEDC Budget which included up to \$265,000 for development software. Since the approval of the budget, city staff issued a RFP for software vendors. The city received multiple inquiries and is in the process of selecting a preferred vendor. SEDC staff is participating on the selection committee. Staff will update the Board once a decision has been made. It is likely that the implementation of the software will take the entirety of the 2017-18 fiscal year. Once completed, the software will help to streamline the Schertz development process.
- Businesses visited
  - Aero Components
  - Vestal Steel Specialties
  - Southeastern Freight Lines
- Events attended
  - Westec 2017 & Los Angeles Recruitment Trip
  - Governor's Small Business Workshop
  - Site Selector's Guild
  - Manufacturing Day/WOW Bus

## 8. REQUESTS AND ANNOUNCEMENTS

### A. Announcements:

- Committee of Committees Advisory Board (CCAB) Report –Sep. 17, 2017
- 2017 Steve Simonson Community Service Award – Oct. 26, 2017
- Office closed – Veterans Day – Nov. 10, 2017
- SEDC Board Reg. Monthly Meeting – Nov. 16, 2017
- Office closed – Thanksgiving – Nov. 23 & 24, 2017
- Schertz Festival of Angels – Dec. 1, 2017
- SEDC Board Holiday Celebration Dinner – Dec. 14, 2017
- Office closed – Christmas Day – Dec. 25, 2017
- Office closed – New Year's Eve – Jan. 1, 2018

### B. Requests by Board Members to place items on a future SEDC Board Meeting agenda.

Ms. Chain requested an update on the CTE Advisory Board and workforce development

President Brown requested an update on discussions about the Local Flavor Policy and an evaluation of the ability to do infrastructure related to the Main Street.

## 9. EXECUTIVE SESSION

- A. 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) to deliberate the offer of a financial or other incentive to a business prospect.

- Project E-033 – A manufacturing Project
- Project E-034 – A transportation and warehousing Project
- Project E-035 – A transportation and warehousing Project

Start Time: 6:10 p.m.

End Time: 7:33 p.m.

### RECONVENE TO REGULAR SESSION

President Brown reconvened to regular session at 7:34 p.m. and moved to agenda item No. 5

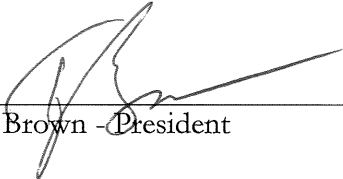
10. Discussion and possible action to authorize the SEDC Executive Director to take the necessary and appropriate actions to proceed with negotiations based on discussions held in Executive Session under Agenda Item No. 9-A:

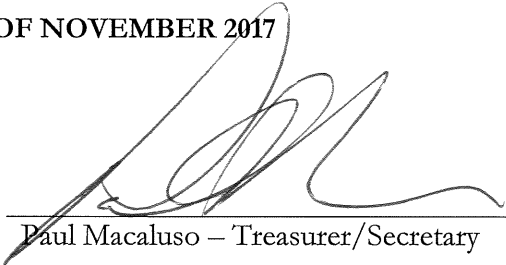
- Project E-033  
**A motion to approve and to recommend** that the City Council authorize the amendment No. 2 to the agreement among the City of Schertz, the SEDC and GE Oil & Gas, Inc. as outlined in the Agreement was made by Mr. M. Tew. Seconded by Mr. G. Howell. **Motion passed** unanimously.
- Project E-034  
**A motion to authorize** the SEDC Board President to execute an Amendment to the Economic Development Incentive Agreement with Texas Plumbing Supply Company, Inc. that delays all dates by one calendar year with the following conditions: To extend the compliance period by one additional year was made by Mr. G. Howell. Seconded by Ms. K. Chain. **Motion passed** unanimously.
- Project E-035  
No Action was taken on Project E-035.

### ADJOURN

President Brown adjourned the meeting at 8:04 p.m.

MINUTES PASSED AND APPROVED THIS 16 DAY OF NOVEMBER 2017

  
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Tim Brown - President

  
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Paul Macaluso – Treasurer/Secretary