

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTOR MEETING**

**DATE: June 28, 2022, AT 7:00PM  
SANTA FE CITY HALL COUNCIL ROOM  
12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

**1. The meeting was called to order** at 7:00 p.m. by Fidencio Leija, Jr.

**2. Roll Call:** Present:       Fidencio Leija, Jr.  
  Matt Crable  
  Ashley Carner  
  Bob Wylie  
  Blu Baillio  
  Rudy Zepeda, Finance Director  
Absent:                         Robert Bracknell  
  Gregg Vicknair

**3. The Invocation and Pledge of Allegiance:**

The Invocation was given by Rudy Zepeda, and the pledge of allegiance was led by Fidencio Leija.

**4. Citizens comments:** Fidencio Leija updated the Board about the city's top leadership position movements in order to allow Rudy Zepeda to focus on finance activities rather than acting city manager duties and appointing City Secretary Alun Thomas as Acting City Manager with an Assistant City Secretary to fill the gap giving Council time to evaluate the moves before making more permanent appointments. President Leija also reported that the city has had the first meeting of the steering committee for the development of the city's comprehensive plan.

**5. Reports:**

a. Presentation and approval of minutes from May 17, 2022, and May 31, 2022  
The minutes of 5/17/22 and 5/31/22 were approved as presented.

b. FM1764 Project Status Report

Finance Director Rudy Zepeda said pay application 9 in the amount of \$28,310 has been received and the project contingency is at 42.57 percent to date. He said much of the equipment has been received. Director Bob Wylie said he spoke with the engineer who said they were waiting on the high tech meter cans, but he said the engineer is working to re-spec the meter cans so alternate equipment can be purchased. Project completion is targeted for end of July.

c. Sales Tax Report for June, 2022, for April sales

Finance Director Rudy Zepeda said the June sales tax allocation reflected an increase from the same period last year and we are still on target to receive about \$40,000 more than originally budgeted for the fiscal year. Fidencio Leija said the Texas Comptroller has provided us with a list and 25 of those businesses provide 53 percent of our revenue. The board said this report confirms that commercial business is vital to the city.

d. Current Budget Update

Finance Director Rudy Zepeda said the current budget report indicates \$81,791 revenue over expenditures to date, excluding capital projects.

e. Update on all current development and new businesses

**6. Business:**

a. Consideration and possible action: Accepting the BRE Advisory Committee application and the nomination list of members

President Leija said the BRE application has been developed which explains the objectives, duties, obligations, and potential meeting dates of the advisory committee so committee members could be nominated and appointed. Director Ashley Carner said she has reviewed other business retention and expansion programs to determine a budget and action plan for creation of our program. The consensus of the board was to create an action plan for Council approval and then develop a potential list of members that could serve on the advisory committee to administer the program. Director Carner suggested that we consider promoting this as a pilot program in order to identify a business's needs so that we can help them find the resources essential to their success. President Leija said the first step in this program is discovery and research to gather information in order to help our business community. Finance Director Rudy Zepeda said the committee application has been created to capture information about potential members that are willing and able to support the business community in conjunction with the city's comprehensive master plan.

b. Consideration and possible action: Creation of a Runge Park Task Force and the possible appointment of members

President Leija said Mayor Pittman has asked the EDC to create a task force to determine if assuming the responsibilities of Runge Park is feasible and advantageous to the city and to provide that information to the Council. Director Bob Wylie said he feels the Council and city staff should determine if taking over Runge Park is good for the city and if so, then the board can determine if any EDC funding for ongoing operation and maintenance is possible. Director Carner said she can see the benefits to the city of a park and recreation program but she felt this should be included in the discussion and creation of the comprehensive plan. The consensus of the board was to have Mr. Zepeda represent the EDC in discussions with the Council and other participants, including the county and the city park board, to determine if assuming Runge Park operation and maintenance is something that the city wishes to pursue for the future.

c. Consideration and possible action: Creation of a Santa Fe Trails Task Force and the possible appointment of members

President Leija said the potential to create a trail, for horses or for walking, along the drainage district was previously discussed by the council and city staff, under the direction of the previous city manager. Since that city manager is no longer with the city, the forward movement on this project stopped. The consensus of the board was to also include this potential project in the discussion and creation of the comprehensive plan.

d. Discussion and direction on the 2023 Budget

Finance Director Rudy Zepeda said the annual conference is in November and the budget typically has funds allocated for that training. He said if all capital projects are removed from the budget, since all the projects should be complete or nearing completion, the fund balance is estimated to be \$2,148,000. Mr. Zepeda said we should start growing that fund balance again so we can fund another large project, either with accumulated funds or to use as debt service payments for viable large projects. The consensus of the board was to strive to maintain a healthy fund balance in order to be able to fund large projects, and perhaps budget a portion of the fund balance each year for future capital projects in order to accumulate funds separate from the fund balance. Board members discussed reserving 50 percent of current revenue for future projects. However, in order to fund a project, Council approval and a budget amendment would be necessary, and at the end of the year, all remaining unspent funds roll to fund balance and the budget process begins anew again for the next fiscal year. Mr. Zepeda said we continue to budget funds for the administrative services agreement with the city for providing the administrative support to the EDC. He said about \$30,000 has been budgeted for advertising and branding costs, such as brochures, promotional campaigns for programs, etc, and he said some EDCs set aside funds for hospitality. President Leija said the EDC can help fund projects that help businesses and economic development, so if the city needs a particular piece of equipment that meets that criteria, then the board can consider allocating funds appropriately. Mr. Zepeda said he will prepare the proposed budget for next year, taking into consideration all the discussion from tonight, and bring it back to the board at the next meeting.

7. Citizen's Comments: None

8. Adjournment:

Motion by Matt Crable, seconded by Ashley Carner to adjourn. The motion passed and the meeting adjourned at 8:57 p.m.



Fidencio Leija, Jr., President

ATTEST:

  
Rudy Zepeda, Finance Director