

**CITY OF SANTA FE  
ECONOMIC DEVELOPMENT CORPORATION  
SPECIAL MEETING  
OCTOBER 30, 2023 7:00PM  
COUNCIL CHAMBERS  
12002 HWY 6 SANTA FE, TX 77510**

**MINUTES**

The meeting was called to order at 7:00 P.M. by Vice-President Matt Crable

Roll Call:        Present:        Vice-President Matt Crable  
   Director Ryan McCamy  
   Director Johnny Helpenstill  
   Director Tamra Loftin  
   Director Pam Schwertner  
   Director Bob Wylie  
   Director Terri O'Connell

Absent:            None

Director Terri O'Connell gave the Invocation and led the Pledge of Allegiance to the U.S. Flag and to the Texas Flag.

**Executive Staff Reports:**

**A. Approval of minutes of the EDC Regular meeting September 26, 2023**

Director O'Connell made a motion to approve the Minutes of the September 26, 2023, Regular Meeting of the Board of Directors of the Economic Development Corporation (EDC). Director Helpenstill seconded the motion, and the motion passed unanimously.

**B. FM 1764 Project Status Report presented by Sander Engineering**

Mr. Bill Manning with Sander Engineering stated that no Payment Application had occurred this month. Additionally, he stated that the Project walk-thru revealed three remaining items:

1. Dickerson Driveway Gravel Replacement
2. Culvert removal and street repair for Anna Court
3. Final cleanup and approval for Lift Station 1 staging area.

Mr. Manning stated that these three remaining items should be done by the end of next week. Mr. Manning concluded, stating that the project is approximately \$100,000 under budget, and that once the final change orders come through, the project will be under budget by approximately \$250,000.

### **C. Sales Tax Report October for August 2023 Sales**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda gave an overview of the October 2023 Sales Report for August 2023, stating that the EDC is 5.3% over for the month and 10.4% over for the year, for an average of 9.5% with additional funds to the EDC at approximately \$83,000. Mr. Zepeda advised that the final number for the year will be available at the end of November after everything is reconciled.

### **D. End of Year Budget Update 2023**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda stated that he would have the final number for the end of the year at the end of November. Mr. Zepeda explained that taxes are paid two months out (i.e., September payments are posting November). Currently, FY2023 is estimated to be over budget by \$291,188.44.

### **E. Development Updates**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda presented an overview of the Community Services monthly report for September 2023, created by Community Development Director Georgia Carmack:

- Total permits issued – 412 (compared to 265 permits in 2022).
- Permits issued for new residential construction – 105 (compared to 31 in 2022).
- Inspections completed – 239 (down from 249 in 2022). Mr. Zepeda explained that noted that one of the inspectors was on vacation during this period.

#### **Status of Subdivisions:**

- Centennial Oaks- Awaiting permitting for model homes
- Maple landing- 3 homes currently under construction
- Mulberry Farms- 4 homes currently under construction
- Tower Road Estates- 3 are awaiting further engineering to proceed

#### **Major Projects:**

- Big Horn BBQ is still under construction
- Hubcap Grill is still under construction
- Whataburger is pending demolition of building site

#### **Completed Projects:**

- RE/MAX Crossroads Realty
- Victorious Assisted Living.

Director Wylie asked that Mr. Zepeda follow up on Hubcap Grill since it has been a long time since they were last on the agenda for the EDC.

### **Citizens' Comments**

There were no comments by citizens.

### **Business:**

#### **A. Discussion on the process involved with hiring the EDC Coordinator and presentation of their objectives and goals**

Economic Development Corporation (EDC) Rudy Zepeda explained that on September 5, 2023, the EDC Coordinator position was posted and that he received a total of 34 applications, six applicants were selected, only five of whom showed up for their interviews. Mr. Zepeda added that interviews were completed on October 2, 2023, and that an offer was made to Amber Amieva on October 5, 2023, who started in her position as EDC Coordinator on October 10, 2023.

Mrs. Amieva then presented short-term and long-term goals and objectives based on the past two years of EDC meetings and workshops:

- Brand the EDC with Brand Guidelines and an official logo, with several logos for consideration. The Board agreed that the logo should be easy to read and work alongside the City of Santa Fe's current logo. Director Wylie recommended reaching out to Santa Fe High School to ask if the Graphic Design class would like to submit logo designs for consideration, with final selections being presented at the November 28, 2023 EDC meeting
- Timeline and steps for the Business Retention and Expansion (BR&E) program, along with survey questions and assessment of needs.
- Formulating grants built around hurdles facing small businesses, including marketing, staffing, and capital projects.
- Schedule a workshop to outline more specific goals

Mrs. Amieva stated that she had met with several of the EDC directors and that she would contact all of the directors to discuss their goals for the EDC.

#### **B. Presentation by EDC Attorney David Olson, Senior Partner Olson & Olson on the function and duties of the EDC, its members, and possible changes to the bylaws of the corporation.**

Tommy Ramsey, an attorney with the law firm, Olson & Olson, which represents the Economic Development Corporation (EDC), appeared in place of Senior Partner David Olson to give a presentation on the function and duties of the EDC, its members, and possible changes to the bylaws of the corporation.

Mr. Ramsey explained the following:

- The Economic Development Corporation (EDC) is a type B EDC
- The EDC is required to have seven members
- There must be two positions in an EDC – President and Secretary, but they can add as many positions as they wish
- Holding a Public Hearing is recommended in order to avoid problems, specifying timelines for Public Hearings. Director Schwertner added that all information, both positive and negative, gathered in a Public Hearing is submitted to the City Council
- It is recommended that each EDC director take training for the Open Meetings Act and Open Records Act every two years, both of which can be found on the Attorney General of Texas website
- The EDC is required to follow the purchasing rules of the City, since purchasing rules are not required for the EDC

**C. Consider with possible action: Electing a President for the Economic Development Corporation for the period of 1 year commencing from the date of the annual meeting.**

Director O'Connell made a motion nominating Director Wylie to be the President of the Economic Development Corporation (EDC), seconded by Director Helpenstill. The motion passed unanimously, and the gavel was handed over to newly-elected President Wylie.

President Wylie stated that he would like to have a very open committee and that he will keep the Board informed any time he receives any information.

**D. Consider with possible action: Electing a Vice President for the Economic Development Corporation for the period of 1 year commencing from the date of the annual meeting.**

Director Helpenstill made a motion nominating Vice-President Crable to remain in his position as Vice-President of the Economic Development Corporation (EDC), seconded by Director O'Connell. The motion passed unanimously.

**E. Consider with possible action: Electing a Secretary/Treasurer for the Economic Development Corporation for the period of 1 year commencing from the date of the annual meeting.**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda stated that traditionally this position has been held by the same person, but the board is at liberty to make these two separate positions. The Board agreed this position will remain as one position.

Director McCamy made a motion nominating Director O'Connell to the Secretary/Treasurer position, seconded by Director Schwertner. The motion passed unanimously.

**F. Discussion and possible action of Santa Fe Economic Development Corporation on adopting an Ethics & Conduct resolution for the organization.**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda explained that the Ethics & Conduct Resolution for the EDC was included in the packet, which included a signature page that each director would need to sign, date, and return to Mr. Zepeda.

Secretary/Treasurer O'Connell made a motion to adopt Resolution #2023-04 Code of Ethics & Conduct for the Santa Fe Economic Development Corporation. Director Schwertner seconded the motion, and the motion passed unanimously.

**G. Further discussion with the Chamber of Commerce on a proposed joint advertising campaign with the Economic Development Corporation.**

Santa Fe Chamber of Commerce (Chamber) President Amber Miessner stated that she would like to follow up with the Economic Development Corporation (EDC) regarding a social media partnership with the Chamber and the EDC. Ms. Miessner informed the board that because she and the EDC Coordinator are still new in their respective positions, she believes that by tabling her request for now and following up at a later date, a better partnership can then be formed. Ms. Miessner asked that her request to be placed on the agenda in the near future.

**H. Consider with possible action: Approving an infrastructure grant for NC4 Management, LLC to bring water and sewer connectivity to its 175 Unit Senior Living Community located on FM1764**

Corey Boyer with NC4 Management requested up to \$121,666 in funding to bring City services to his 175 Senior Living Center Community located off of FM 1764, providing 30 full-time and 20 part-time staff members with a possible economic impact of \$1,557,819 to the City annually.

The Board discussed with Mr. Boyer the potential of a third party that might be developing on the north side of 1764. Mr. Boyer responded that while he did not yet have specific information on that, it could potentially reduce the overall cost of the project for all parties involved and the performance contract will detail all aspects of the project before funding is released, per the statute.

Vice-President Crable made a motion for the publication of a 60-day public comment period for funding of the NC4 Management Water and Sewer Project in the amount of \$121,666 as required or suitable for the infrastructure necessary to promote or develop new or expanding businesses or enterprises, as presented. Secretary/Treasurer O'Connell seconded the motion and the motion passed unanimously.

**Citizens Comments & Announcements**

The following announcements were made:

- Economic Development Corporation (EDC) Executive Director Rudy Zepeda directed the Board members to the calendar in the package for BAHEP events
- Secretary/Treasurer O'Connell asked for volunteers to ring the bell for the Salvation Army
- Councilmember Brandon Noto offered to host a workshop to conduct training on Robert's Rules of Order
- Director Schwertner suggested that the EDC Board members have a presence at the Heritage Festival

Minutes (cont.)


10/30/2023

Page 6 of 6

**Summary of actions from this agenda; Request for Future agenda items; Scheduling future meetings**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda confirmed that the next EDC meeting will be held on November 28, 2023, at 7:00 p.m. and that there will be no meeting held in December.

Motion to adjourn made by President Wylie, seconded by Vice-President Crable. The meeting adjourned at 9:22 p.m.



Bob Wylie, President



Rudy Zepeda, Executive Director