

**CITY OF SANTA FE
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
NOVEMBER 28, 2023 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:00 p.m. by President Bob Wylie.

Roll Call: Present: President Bob Wylie
Vice-President Matt Crable
Secretary/Treasurer Terri O'Connell
Director Ryan McCamy
Director Pam Schwertner

Absent: Director Johnny Helpenstill, excused

The invocation was given by Secretary/Treasurer O'Connell, who then led those present in the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

IV. Executive Staff Reports

A. Approval of Minutes of the EDC Regular Meeting on October 30, 2023

Motion by Secretary/Treasurer O'Connell to approve the Minutes of the Economic Development Corporation Regular Meeting held on October 30, 2023, with the stipulation that grammatical and spelling errors be corrected, seconded by Vice-President Crable. The motion passed the roll call vote unanimously.

B. FM 1764 Project Status Report presented by Sanders Engineering

Economic Development Corporation (EDC) Executive Director Rudy Zepeda reported that Bill Manning, P.E., of Sander Engineering was unable to attend the meeting, but sent an email stating that fifteen of the sixteen work items that were agreed upon on the lots located at Anna court and FM 1764 have been completed, adding that Item # 12 (Hydro Mulch with a San Augustine grass mix) cannot be completed until all site work is complete.

C. Sales Tax Report for September 2023 Sales

Economic Development Corporation (EDC) Executive Director Rudy Zepeda gave an overview of the November 2023 Sales Report for September 2023. Mr. Zepeda stated that sales tax is up 10.9% from September 2022, and up 9.2% year-to-date, equating to \$80,200 over the projected budget of \$954,718.

D. End of Year 2023 Update

Economic Development Corporation (EDC) Executive Director Rudy Zepeda presented an update on the current budget Fiscal Year ending September 30, 2023:

- Current revenue – \$1,081,912.44
- Current expenses – \$1,072,804.21
- Current net revenues over expenses – \$9,108.23
- Over budget - \$555,146.23

E. Development Update:

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

- Total permits issued – 515 (compared to 205 permits issued in October 2022)
- Permits issued for new residential construction – 134 (compared to 31 permits issued in October 2022)
- Fees collected - \$57,091 (compared to \$53,825 in October of 2022)
- Inspections completed – 338 (compared to 252 inspections completed in October 2022)

Status of Subdivisions:

- Centennial Oaks – 5 homes currently under construction
- Maple Landing – 3 homes currently under construction
- Mulberry Landing – 40 homes currently under construction
- Tower Road Estates 3 – awaiting further engineering to proceed

Major Projects:

- Big Horn BBQ is still under construction
- Hubcap Grill is still under construction
- Whataburger – TxDOT permit approved, pending demolition of building at site

V. Citizens' Comments:

There were no comments from citizens.

VI. Business:

A. Discussion with President Wylie with possible action on how future agenda meetings will be outlined and conducted

President Wylie stated that while he encourages anyone who wants to address the Economic Development Corporation (EDC) to be able to do so, he questioned whether there needs to be two places on the agenda for Citizens' Comments. Vice-President Crable responded that he believes the intent behind that is so that the public can address an item before it is heard by the EDC, followed by an opportunity to opine after the fact. Director McCamy expressed his concern that by eliminating one of the Citizens' Comments agenda items, the public may feel silenced. Vice-President Crable suggested establishing guidelines to keep the comments on topic. President Wylie agreed and asked that the subject be revisited at a future meeting once he and EDC Executive Director Rudy Zepeda worked on ideas for recommended guidelines.

B. Presentation with the possible action on adopting a logo for the Santa Fe Economic Development Corporation

Economic Development Corporation (EDC) Executive Director Rudy Zepeda informed the Board that there were a few EDC logo suggestions in their packets, but that more logo submissions would be forthcoming, stating that Santa Fe Independent School District (SFISD) would be submitting logo ideas. In response to Director McCamy's question about whether the EDC would seek logo submissions from the public as well, Mr. Zepeda said that he could generate a form to allow individuals to submit their logo ideas. Mr. Zepeda concluded by saying that the logo

submissions from SFISD, the public, and the ones that are currently in the packet can be reviewed at the next Regular EDC meeting in January 2024.

Motion by Director McCamy, seconded by Secretary/Treasurer O'Connell to table the adoption of an EDC logo until the next Regular Meeting. The motion passed the roll call vote unanimously.

C. Update on the BR&E program

President Wylie informed the Board that the Business Retention and Expansion (BR&E) presentation that was scheduled for this evening's meeting has been postponed. The presentation was originally intended to be presented by the Economic Development Corporation (EDC) Coordinator, but the Coordinator is no longer employed with the EDC and the information that she had gathered for this line item was not shared with EDC Executive Director Rudy Zepeda.

Motion by Secretary/Treasurer O'Connell to table the update on the BR&E program until the next Regular Meeting in January 2024, seconded by Director McCamy. The motion passed the roll call vote unanimously.

D. Discussion with possible action on revising the current fiscal budget to include Mid-Size Grants in the BR&E program

Economic Development Corporation (EDC) Executive Director Rudy Zepeda stated that there is not enough time left in the current fiscal year to fund large projects due to the steps that it would require to get those approved. Mr. Zepeda stated that the EDC could possibly fund numerous smaller projects within the current fiscal year, suggesting that the \$100,000 BR&E budget be appropriated as follows:

- Four medium-sized businesses at \$10,000 each
- Twelve small-to-medium-sized businesses at \$5,000 each

Mr. Zepeda said that the Board can discuss these items in detail at the January 2024 meeting with regard to the process of distributing the funds, starting with the applications, structure, and scoring mechanism. Mr. Zepeda mentioned having a Joint Meeting with the EDC and City Council to discuss the approval of the project process as a whole to avoid the time-consuming process of approving one project at a time.

Vice-President Crable explained that the EDC Board that was in place in June, 2023, voted to allocate 25% of the EDC budget to BR&E and 75% to infrastructure, specifically the extension of water and sewer services down FM 1764 to La Marque. Director McCamy noted that it would be a good idea for the newer Board members to watch the recording of the June 27, 2023, EDC Workshop to familiarize themselves with the thought process of that Board. Executive Director Zepeda responded that he would send a link to that recording to all of the Board members.

VII. Citizens' Comments and Announcements

Secretary/Treasurer O'Connell, who also serves on the Santa Fe Chamber of Commerce (The Chamber), announced that the Santa Fe Christmas Parade will take place this Saturday, December 2, 2023, at 5:30 p.m. beginning at Santa Fe High School and ending at Santa Fe Junior High School. Sunrise Santa Fe, another Chamber event, will take place tomorrow, Wednesday, November 29, 2023, at Stewart Title, at 7:45 a.m.

Secretary/Treasurer O'Connell, who also serves on the Santa Fe Lions Club, announced that the Lions Club will host a pancake breakfast this Saturday morning, December 2, 2023, at Santa Fe Fire and Rescue.

Secretary/Treasurer O'Connell also mentioned that the Santa Slam Toy Drive will take place this Friday evening, December 1, 2023, at Santa Fe Fire and Rescue, and that the entry fee is a new unwrapped toy, which will benefit HIS Ministries. Director McCamy added that, in lieu of a toy, a monetary entry fee will also be accepted to this wrestling event, and that toys for older children are encouraged.

Secretary/Treasurer O'Connell concluded with the announcement of the Christmas in the Park, hosted by the Santa Fe Park and Recreation Board, will take place this Wednesday, November 29, 2023, at 5:00 p.m., at Mae S. Bruce Library, with the Christmas tree lighting happening at 5:30 p.m.

EDC Executive Director Rudy Zepeda urged each member of the Board to take the handouts that he has set out on the table with instructions on how to set up their City email accounts on their cell phones, for the purpose of record retention and public record.

VIII. summary of actions from the agenda; Request for future agenda items; Scheduling future meetings

EDC Executive Director Rudy Zepeda stated that there is no scheduled EDC meeting in December.

In response to a question by Secretary/Treasurer O'Connell concerning the search for an EDC Coordinator, Executive Director Zepeda stated that he can put that on the agenda for the next meeting as a topic for Executive Session, adding that he will have the ultimate decision on hiring. President Wylie stated that he would like the Board's input on what character traits and skills they would like to see in the potential candidates.

The Board agreed that there would be an EDC Workshop on Monday, January 8, 2024, at 6:00 p.m. and that they would hold an executive session concerning the search for an EDC Coordinator during the next Regular Meeting on Tuesday, January 30, 2024, at 7:00 p.m.

Motion by Vice-President Crable to adjourn, seconded by Director McCamy. The motion passed and the meeting adjourned at 7:48 p.m.

ATTEST:


Rudy Zepeda, Executive Director


Bob Wylie, President