

# SCHERTZ

ECONOMIC DEVELOPMENT CORPORATION

## NOTICE OF MEETING

### AGENDA

JUNE 27, 2024

6:00 P.M.

---

The City of Schertz Economic Development Corporation (SEDC) Board of Directors will hold a regular monthly meeting on Thursday, JUNE 27, 2024, 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.

In accordance with provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code notice is hereby given that a Possible Quorum of the governing body of the City of Schertz, Texas may take place at this meeting.

### 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 Director Regular Monthly Meeting held Thursday, May 23, 2024. (T.Miller)

### Presentations

4. Staff briefing on SEDC monthly financial statement for the month of May 2024. (S.Wayman)
5. Staff briefing on Annual Report of Schertz Economic Development Corporation Year 2023. (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.
  - Project E-95
  - Project E-80
  - Project E-84
  - Project E-96

### 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:
  - Office closed July 4-5, 2024 - Independence Day
  - SEDC Workshop - July 18, 2024
  - Next SEDC Regular Meeting - July 25, 2024
- 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 20th day of June, 2024, 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 \_\_\_\_\_, 2024.  
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:** 06/27/2024  
**Department:** Economic Development Corporation  
**Subject:** Approval of the minutes for the Board of Director Regular Monthly Meeting held Thursday, May 23, 2024. (T.Miller)

---

**SUBJECT:**

Approval of the minutes for the Board of Director Regular Monthly Meeting held Thursday, May 23, 2024. (T.Miller)

---

**Attachments**

May 23, 2024 Minutes

---

# SCHERTZ

ECONOMIC DEVELOPMENT CORPORATION

## MINUTES

Thursday, May 23, 2024

---

The City of Schertz Economic Development Corporation (SEDC) Board of Directors met for a Regular Monthly Meeting on Thursday, May 23, 2024, 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.

In accordance with provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code notice is hereby given that a Possible Quorum of the governing body of the City of Schertz, Texas may take place at this meeting.

### Call to Order

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

**Board President Sammi Morrill presided over the meeting and called it to order at 6:00 p.m.**

#### **Board of Directors Present:**

Sammi Morrill, Board President  
Bill Dixon, Board Vice President  
Henry Hayes, Board Secretary  
Eryn MceEroy, Board Member

#### **Staff Present:**

Scott Wayman, Executive Director  
Holly Malish, Deputy Director  
Tracy Miller, Administrative Assistant  
Brian James, Deputy City Manager

#### **Board of Directors Absent:**

Donna Steward, Board Treasurer  
Mark Moody, Board Member  
Reynaldo "Ray" Chavez, Board Member

#### **Others Present:**

Tim Brown, Councilmember City Council EDC Liaison

#### **Chamber Leadership Core:**

Lydia Schultz, The Chamber  
Stephanie Schillaci, Community Impact  
Linda Klepper, City of Schertz  
Steven Garza, State Farms/Schertz  
Kaitlyn John, Blue Bonnet Palace  
Eric DeLaGarza, First United Bank

### 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.

The members of the Chamber Leadership Core introduced themselves and identified their affiliation. No other public comments were made.

## Minutes

3. Approval of the minutes for the Board of Directors Regular Monthly Meeting held Thursday, April 25, 2024. (T.Miller)

Board President Sammi Morrill asked for a motion to approve the Minutes of the Board of Directors Regular Monthly Meeting held on Thursday, April 25, 2024.

Moved by Board Vice President Bill Dixon, seconded by Board Secretary Henry Hayes.

AYE: Board President Sammi Morrill, Board Vice President Bill Dixon, Board Secretary Henry Hayes, Board Member Eryn McElroy.

Unanimous affirmative vote - Motion carries.

## Presentations

4. Staff briefing on SEDC monthly financial statement for the month of April 2024. (S.Wayman)

Scott Wayman, Executive Director provided a summary and overview of the SEDC Financial for the month of April 2024.

April 2024 sales tax reviewed was \$495,916.01, expenses were \$285,659.83, a 6.6% increase over the years prior. A portion is related to collection of the sales taxes originally distributed to entites other than Schertz and are now returned. After this correction, the sales tax growth is estimated to be 2.6%, staying true to the resent trend of more even growth. The 12-month rolling average is 3.9%. Notable expenditures include a payment to City of Schertz for semi-annual services and Impact Data Source for a subscription renewal. Total Cash and Investment figure at the end of April was \$36 million.

## Public Hearing

5. **Resolution 2024-7** - Authorizing a Funding Agreement between the City of Schertz Economic Development Corporation and the City of Schertz, Texas to fund Parks Capital Improvement Plan for the Soccer Field Lights. (S.Wayman)

Scott Wayman, Executive Director gave a brief overview of the funding agreement for the soccer field lights for the Parks CIP.

Board President Sammi Morrill opened the public hearing at 6:44 p.m.

1. Kaitlyn John, Blue Bonnet Palace inquired if the fields are rented out or reserved only for City use.
2. Lydia Schultz, The Chamber inquired about the City tracking the utilization of the parks and fields.

Board President Sammi Morrill closed the public hearing at 6:55 p.m.

Board President Sammi Morrill asked for a motion to approve Resolution 2024-7 authorizing a Funding Agreement between the City of Schertz Economic Development Corporation and the City of Schertz, Texas to fund Parks Capital Improvement Plan for the Soccer Field Lights.

Moved by Board Member Eryn McElroy, seconded by Board Secretary Henry Hayes.

AYE: Board President Sammi Morrill, Board Vice President Bill Dixon, Board Secretary Henry Hayes, Board Member Eryn McElroy.

Unanimous affirmative vote - Motion carries.

## Discussion Items

6. **Resolution 2024-6** - Authorizing a Memorandum Of Understanding (MOU) between the City of Schertz Economic Development Corporation and the City of Schertz, Texas. (S.Wayman)

Scott Wayman, Executive Director asked Board President Sammi Morrill if we could move Item 6's Discussion Item before Item 5's Public Hearing.

Board President Sammil Morrill asked for a motion to move Item 6's Resolution 2024-6 authorizing a Memorandum Of Understanding between the City of Schertz Economic Development Corporation and the City of Schertz, Texas before Item 5's Public Hearing.

Moved by Board Member Eryn McElroy, seconded by Board Secretary Henry Hayes.

AYE: Board President Sammi Morrill, Board Vice President Bill Dixon, Board Secretary Henry Hayes, Board Member Eryn McElroy.

Unanimous affirmative vote - Motion carries.

Scott Wayman, Executive Director gave an overview of the Memorandum Of Understanding (MOU) between the City of Schertz, Texas and the City of Schertz Economic Development Corporation for the funding coordination of recreational or community facilities and improvements found by the Board of Directors to be required or suitable for use for amateur sports, including children's sports, athletic, entertainment, tourism and public parks purposes.

The projects looking to be funded with this project are the Schertz Soccer Complex Field Lights, Hilltop Park Improvements and the Community Circle.

The Board and staff had a brief discussion of the terms of the MOU. The Board questioned why the SEDC would provide a lump sum of 2 million to the City's account. Brian James, Deputy City Manager provided information. The Board is supportive of all the projects.

Board President Sammi Morrill asked for a motion to approve Resolution 2024-6 authorizing a Memorandum Of Understanding between the City of Schertz Economic Development Corporation and the City of Schertz.

Moved by Board Secretary Henry Hayes with the amendment of striking paragraph 2.1.2 stating if the project is over \$2,000,000 and City chooses to transfer a lump sum in this amount to City accounts, City will report and transfer any interest earned on those balances, seconded by Board Member Eryn McElroy.

Unanimous affirmative vote - Motion carries.

7. Discussion and possible action on scheduling a SEDC Workshop date. (S.Wayman)

Scott Wayman, Executive Director discussed a potential date for a SEDC Workshop to discuss zoning, process for development and the process for incentives. After discussion, the tentative date for the workshop is July 18, 2024.

**Board President Sammi Morrill recessed Open Session to Closed Session at 7:07 p.m.**

### **Closed Session**

8. 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-94
  - Project E-80
  - Project E-84

Start time: 7:08 p.m.

End time: 7:49 p.m.

**Board President Sammi Morrill reconvened to Open Session at 7:49 p.m.**

### **Reconvene to Regular Session**

9. Take any actions based on discussion held in closed session under Agenda Item No. 8.

No action was taken based on discussion in Closed Session.

### **Requests and Announcements**

- Announcements by staff:
  - Holly Malish, Deputy Director's last day will be May 28, 2024
  - Offices closed May 27, 2024 - Memorial Day
  - Offices closed June 19, 2024 - Juneteenth
  - Next Regular Board Meeting - June 27, 2024
- Requests by Board Members to place items on a future SEDC Board Meeting agenda.

### **Adjournment**

**Board President Sammi Morrill asked for a motion to adjourn the meeting.**

Moved by Board Member Eryn McElroy, seconded by Vice President Bill Dixon.

AYE: Board President Sammi Morrill, Board Vice President Bill Dixon, Board Secretary Henry Hayes, Board Member Eryn McElroy.

Unanimous affirmative vote - Motion carries.

**Board President Sammi Morrill adjourned the meeting at 7:50 p.m.**

**MINUTES PASSED AND APPROVED THIS \_\_\_\_\_ DAY \_\_\_\_\_ 2024.**

---

Sammi Morrill  
Board President

---

Henry Hayes  
Board Secretary

**SEDC MEMORANDUM**

**SEDC**  
**Board Meeting:** 06/27/2024  
**Department:** Economic Development Corporation  
**Subject:** Staff briefing on SEDC monthly financial statement for the month of May 2024. (S.Wayman)

---

**SUBJECT:**  
Staff briefing on SEDC monthly financial statement for the month of May 2024. (S.Wayman)

---

**Attachments**

May Financials

---

**CITY OF SCHERTZ**  
 REVENUE AND EXPENSE REPORT (UNAUDITED)  
 AS OF: May 31st, 2024

\*\*\*\*\* 2023 - 2024 \*\*\*\*\*

**620-SED CORPORATION**  
 FINANCIAL SUMMARY

OVERVIEW

Revenues

Sales Tax	\$	618,806.21	Payment Received in May*
			5.3% Annual Increase
			3.7% 12-Month Rolling Average

Expenses

Hotel- Team TX Chicago	\$	1,096.42
TEDC Airline and Registration	\$	1,049.67

Year-to-Date

Total Revenue	\$	6,002,347.61	
Total Expenses	\$	<u>855,471.87</u>	
Over/Under			<u>\$ 5,146,875.74</u>

Cash & Investments

Cash	\$	333,711.66	
Investments	\$	<u>35,704,480.64</u>	
Total			<u>\$ 36,038,192.30</u>

\*sales taxes are delayed 2 months from received to earned. Sales Taxes recognized in report are estimates and are adjusted to actual when payments are received.

**CITY OF SCHERTZ**  
 REVENUE AND EXPENSE REPORT (UNAUDITED)  
 AS OF: May 31st, 2024

<b>620-SED CORPORATION</b>	***** 2023-2024 *****						
FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D ACTUAL	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	7,092,000	666,873.60	4,336,028.73	4,580,918.27	-	2,511,081.73	64.59%
Fund Transfers	-	-	-	190,391.66	-	(190,392)	0.00%
Miscellaneous	1,315,000	164,476.79	748,789.89	1,231,037.68	-	83,962.32	93.62%
<b>TOTAL REVENUES</b>	<b>8,407,000</b>	<b>831,350.39</b>	<b>5,084,818.62</b>	<b>6,002,347.61</b>	<b>-</b>	<b>2,404,652.39</b>	<b>71.40%</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NONDEPARTMENTAL</u>							
City Supported Services	11,677,510	-	106,944.29	83,984.70	-	11,593,525.30	0.72%
<b>TOTAL NONDEPARTMENTAL</b>	<b>11,677,510</b>	<b>-</b>	<b>106,944</b>	<b>83,984.70</b>	<b>-</b>	<b>11,593,525.30</b>	<b>0.72%</b>
<u>ECONOMIC DEVELOPMENT</u>							
Personnel Services	24,575	443.29	10,196.47	9,580.64	-	14,994.36	38.99%
Supplies & Equipment	61,175	180.28	19,776.23	13,752.10	-	47,422.90	22.48%
City Supported Services	214,500	785.77	47,258.12	3,656.89	-	210,843.11	1.70%
Utility Services	975	39.40	93.30	137.09	-	837.91	14.06%
Operating Expense	398,135	3,145.65	69,482.59	195,440.45	-	202,694.55	49.09%
Professional Services	61,300	294.00	43,383.50	2,037.00	-	59,263.00	3.32%
Fund Charges/Transfers	546,883	-	542,221.00	546,883.00	-	-	100.00%
<b>TOTAL ECONO DEVELOPMENT</b>	<b>1,307,543</b>	<b>4,888.39</b>	<b>732,411.21</b>	<b>771,487.17</b>	<b>-</b>	<b>536,055.83</b>	<b>59.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>12,985,053</b>	<b>4,888.39</b>	<b>839,355.50</b>	<b>855,471.87</b>	<b>-</b>	<b>12,129,581.13</b>	<b>6.59%</b>
<b>** REVENUE OVER(UNDER) EXPEND</b>	<b>(4,578,053)</b>	<b>826,462.00</b>	<b>4,245,463</b>	<b>5,146,876</b>			

# CITY OF SCHERTZ

## REVENUE REPORT (UNAUDITED)

AS OF: May 31st, 2024

***** 2023-2024 *****							
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	% OF BUDGET
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	7,092,000	666,873.60	4,336,028.73	4,580,918.27	-	2,511,081.73	64.59%
<b>TOTAL Taxes</b>	<b>7,092,000</b>	<b>666,873.60</b>	<b>4,336,028.73</b>	<b>4,580,918.27</b>	<b>-</b>	<b>2,511,081.73</b>	<b>64.59%</b>
<u>Fund Transfers</u>							
000-486000 Transfer In	-	-	-	190,391.66	-	(190,391.66)	0.00%
<b>TOTAL Fund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>190,391.66</b>	<b>-</b>	<b>(190,391.66)</b>	<b>0.00%</b>
<u>Miscellaneous</u>							
000-491000 Interest Earned	15,000	565.70	8,017.48	8,502.20	-	6,497.80	56.68%
000-491200 Investment Earnings	1,300,000	163,911.09	740,772.41	1,222,535.48	-	77,464.52	94.04%
<b>TOTAL Miscellaneous</b>	<b>1,315,000</b>	<b>164,476.79</b>	<b>748,789.89</b>	<b>1,231,037.68</b>	<b>-</b>	<b>83,962.32</b>	<b>93.62%</b>
<b>TOTAL REVENUES</b>	<b>8,407,000</b>	<b>831,350.39</b>	<b>5,084,818.62</b>	<b>6,002,347.61</b>	<b>-</b>	<b>2,404,652.39</b>	<b>71.40%</b>

**SED CORPORATION**  
**CASH IN BANK AND INVESTMENTS**

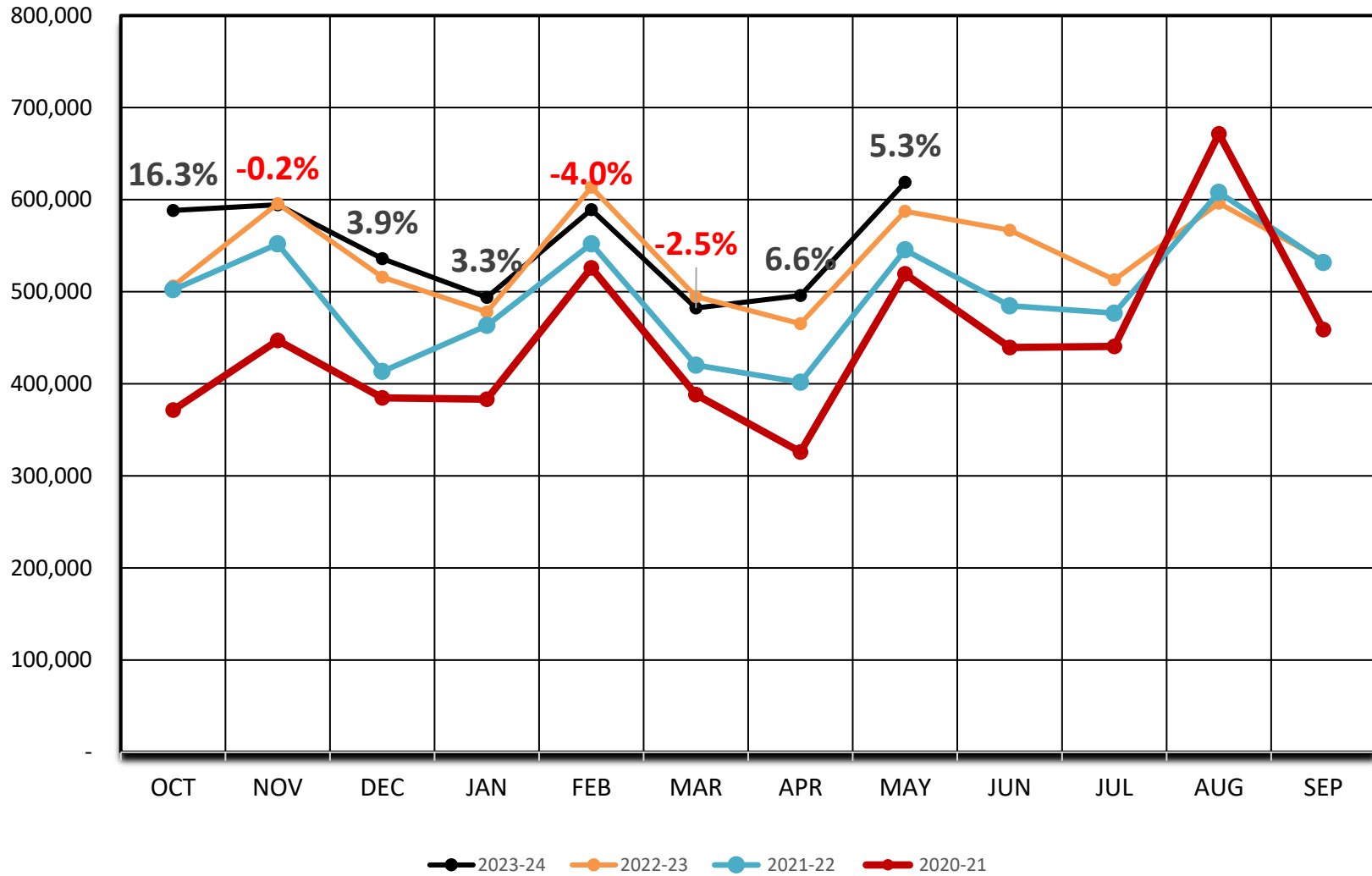
AS OF: May 31st, 2024

Cash in Bank	Investment Type	Yield	Maturity	Amount
Claim on Operating Cash Pool-Checking	Bank	5.37	-	\$ 333,711.66
<b>Cash in Investments</b>				
Texas Class Investment-Economic Development Corp	Pool*	5.43	-	33,385,244.63
Schertz Bank & Trust-Certificate of Deposit 1 Year	CD	3.75	5/10/2024	1,183,962.21
Schertz Bank & Trust-Certificate of Deposit 1 Year	CD	3.50	1/5/2025	1,135,273.80
<b>Total Cash in Bank &amp; Investments</b>				<b><u>\$ 36,038,192.30</u></b>

\*Local Government Investment Pool, most comparable to a Money Market Mutual Fund

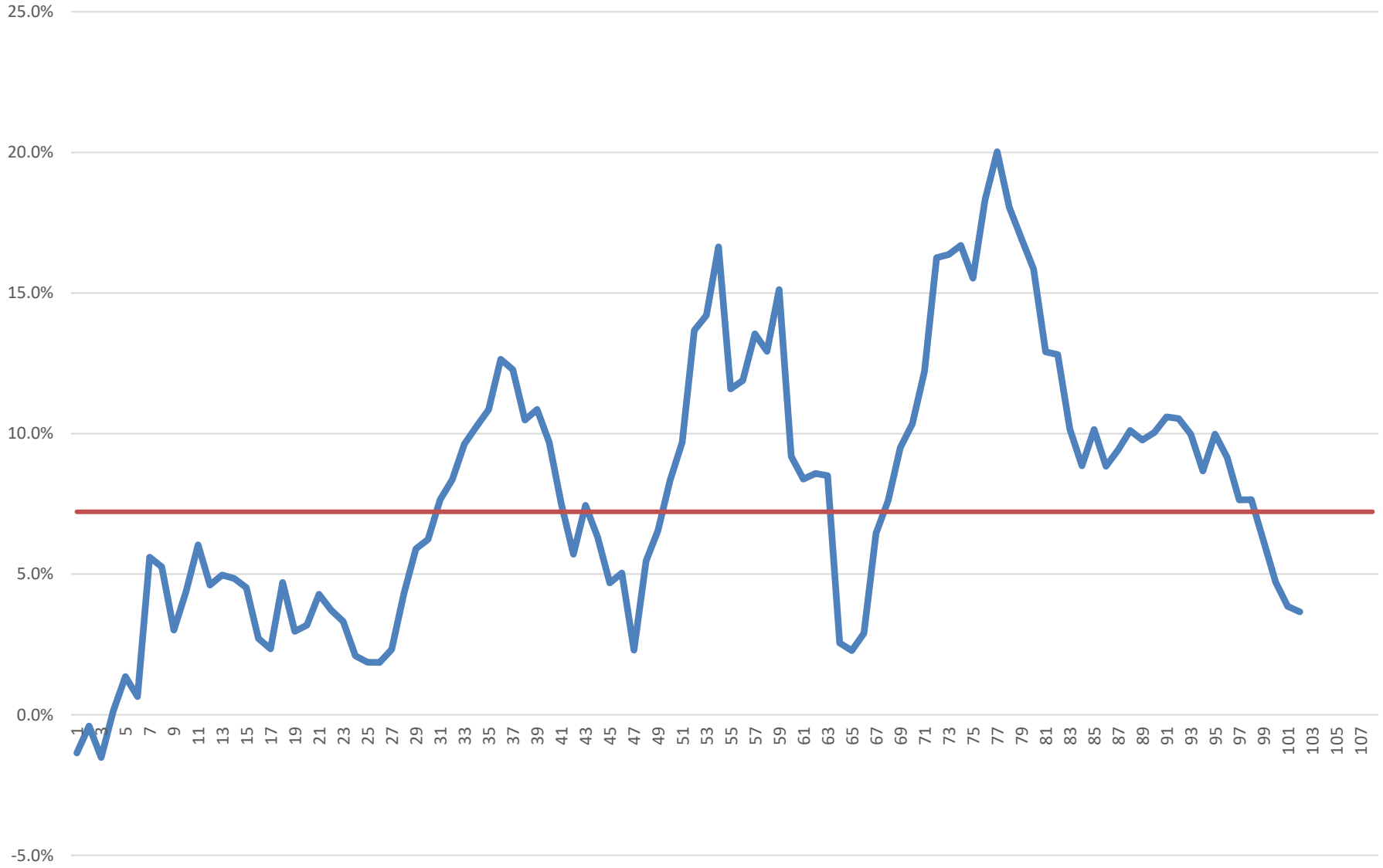
# 4B SALES TAX

## By Collection Month



# 12 Month Rolling Average Oct 2014 - Present

Rolling 12 Month Average      Long Term Average



**MAY 2024 PAYABLES REPORT**

VENDOR NAME	DESCRIPTION	AMOUNT
SED CORPORATION    CITIBANK	Hotel Wifi-TEDC Conference	8.61
	Uber Transportation to Hotel	73.97
	Airport Parking -Team TX	46.01
	Jimmy John's Board Meeting	48.16
	Constant Contact Monthly Sub.	55.70
	Adobe Stock Monthly Sub.	29.99
	Mailchimp Monthly Sub.	38.25
	Constant Contact Monthly Sub.	55.70
	Shipley Do-Nuts Job Fair	142.89
	Little Cesars Pizza Job Fair	134.50
	Little Cesars Pizza Job Fair	58.83
	Starbucks Coffee Job Fair	64.95
	HEB Door Prizes Job Fair	99.35
	Tracy Miller	4.00
	IEDC-Excellence Award Application	200.00
	NEP Luncheon 5-9-24	20.00
	NEP Luncheon 4-11-24	20.00
	Hotel- Team TX Chicago	1,096.42
	TEDC 2024 Select USA Registration	330.00
	TEDC 2024 American Airlines	719.67
ASHLEY RITCHEY	Per Diem - TEDC	266.54
WEX BANK	Monthly Fuel Charge	39.40
UBEO	Monthly Copier Charge	276.56
STEVE WILLIAMS	Per Diem - ICSC	241.50
SCOTT WAYMAN	Per Diem - ICSC	241.50
DENTON NAVARRO RODRIGUEZ BERNAL SANTEE	Legal Services April 2024	294.00
CITY OF SCHERTZ	Civic Center Rental	281.25
	Postage	<u>0.64</u>
	<b>TOTAL:</b>	<b>\$4,888.39</b>