

SCHERTZ

ECONOMIC DEVELOPMENT CORPORATION

MINUTES
CITY OF SCHERTZ
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
REGULAR MONTHLY MEETING
THURSDAY, FEBRUARY 23, 2017

The City of Schertz Economic Development Corporation (SEDC) Board of Directors met for a Regular Monthly Meeting on Thursday, February 23, 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 – Treasurer/Secretary
Katie Chain
Mark Tew

Directors absent:

Roy Richard

Staff:

Kyle Kinateder – SEDC Executive Director
Patty Horan – Executive Assistant - ED
Jennifer Kolbe – Business Retention Manager
James Walters – Director of Finance

Other present:

Brian James – Executive Director
Brenda Dennis – City Secretary/CORE
Cecilia Palomo – City Engineering
Colby Pulliam - CORE

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.

Ms. Dennis and Ms. Pulliam introduced themselves as students of the Chamber's Leadership CORE.

PRESENTATIONS

3. Pavement Condition Index (PCI) Presentation. (Cecilia Palomo-Engineering/Robert Martinez-Public Works)

Ms. Palomo and Mr. James, who presented in Mr. Martinez' absence, provided a presentation on the MicroPaver Roadway Assessment report that was prepared for the City by IDS Engineering Group in November 2016. The report was completed using pavement studies that were performed in 2009 and 2016 using the Pavement Condition Index (PCI). A PCI is a road rating system that allows for classification of pavement conditions ranging from 0 to 100 depending on the distress type, quantity and severity of the roadway condition. A PCI is used to help determine the life cycle of the roads. The report includes a citywide street network PCI map illustrating road conditions, timeframes for pavement deterioration, maintenance schedules and cost for repairs. Prior to the release of the report, the City developed Roadway Stewardship Philosophy to aid in establishing a balanced and realistic approach towards prioritizing capital projects. Using the City's Roadway Stewardship Philosophy, the report developed a 4 to 5 year program for implementation. The program, groups roads under each year in sequence of priority category and associated repair cost. As part of the implementation, the City will use MicroPAVER to update the city's road network. The City's Public Works department will implement part of the program and using their own machinery to crack seal roads based on the level of repair priority. Roadway repair projects requiring more work will be outsourced. The presentation concluded listing the next steps for City Council to review the Roadway Assessment Report and for City staff to seek City Council approval on issuance of certificates of obligation to fund first four/five year of work on identified roadways.

No action was taken.

ITEMS FOR INDIVIDUAL CONSIDERATION

4. Consider/Discuss/Act on approval of the Minutes for the Board of Directors Regular Monthly Meeting held on Thursday, January 26, 2017 (P. Horan)

A Motion to approve the Minutes for the Board of Directors Regular Monthly Meeting held on Thursday, January 26, 2017 was made by Mr. G. Howell. Seconded by Mr. P. Macaluso. Motion passed unanimously.

5. Review of the SEDC Monthly Financial Report for the month of January 2017. (J. Walters)

Mr. Walters provided a summary review of the Financial Statements for the month of January 2017.

6. Update on the 2016 Annual Certification process for active economic development incentives. (K. Kinateder)

Mr. Kinateder asked the Board Members if they had any questions regarding the summary on the annual certification for active economic development incentives included in the meeting packet. The memo reported that as of December 31, 2016 the City of Schertz and the City of Schertz Economic Development Corporation (SEDC) had economic development agreements with seven companies. Each year companies are required to certify their compliance to the incentive agreements. Staff has reviewed each of the agreements, except Amazon.com who has until April 15, 2017 to report, and found that all of the agreements from the following companies are in compliance: Closner Equipment Co. Inc., Sysco Central Texas, Inc., Capital Group Companies, Inc., Caterpillar Inc., GE Oil & Gas, Inc., Major Wire Texas, Inc.

No action was taken.

7. Consider/Discuss/Act on the Business Retention Plan. (K. Kinateder/J. Kolbe)

Mr. Kinateder provided a brief history and background of the current SEDC practice of covering the Business Retention and Expansion (BRE) functions of economic development. The transformation from small town to a vibrant community, rapid job growth and population have prompted the SEDC to formalize the process. Ms. Kolbe provided a briefing on the major components and framework of the plan draft. Ms. Kolbe explained that the purpose of the BRE plan is to identify primary-job creating companies with opportunities for expansion, who are at risk of leaving or closing, or who are experiencing community related problems and utilize every SEDC resources to help Schertz businesses succeed. Ms. Kolbe reviewed key sections of the plan with the Board and asked for feedback on implementation and metrics to be followed. Input received during the meeting will be implemented into the BRE plan and will be given to the SEDC Board at the next regular meeting.

No action was taken

8. Update on Marketing Campaign. (K. Kinateder)

Mr. Kinateder provided a brief overview on State funding regulations for advertising campaigns for 4B corporations, most effective marketing techniques, features of an economic development organization website, videos, social media and tracking methodology of collected data.

9. Director's Report. (K. Kinateder)

Mr. Kinateder asked the Board Members if they had any questions related to the Director's Report that was included in the meeting packet. No questions were asked. Highlights in the report included:

- Project updates
No updates were provided
- Board Member resignation – Mireille Ferdinand-Hercule
Ms. Ferdinand-Hercule was not able to accept the appointment due to her employer's determination.
- Personnel updates
No personnel updates were provided

- Business visited
 - Marshall Shredding & Medisharps
 - Pratt Industries
- Events attended
 - Major Wire Open House, January 24, 2017
 - Job Shadow Day, February 2, 2017
 - Plastec West, Anaheim Convention Center, CA, Feb. 7 – 9, 2017

10. REQUESTS AND ANNOUNCEMENTS

Staff made the following announcements:

A. Announcements by City staff:

- Committee of Committees Advisory Board (CCAB) Meeting Summary – Feb. 15, 2017
- Wilenchik Walk for Life – Saturday, March 4, 2017
- Employee Remembrance Day – Monday, March 20, 2017
- Next regular scheduled Board Meeting – Thursday, March 23, 2017
- Community Volunteer Fair – Thursday, April 13, 2017

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

No requests were made.

President Brown recessed into Executive Session at 7:26 p.m.

11. 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-028
- Project E-029

RECONVENE TO REGULAR SESSION

President Brown reconvened into Regular Session at 8:05 p.m.

12. Discussion, public hearing 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.11-A:

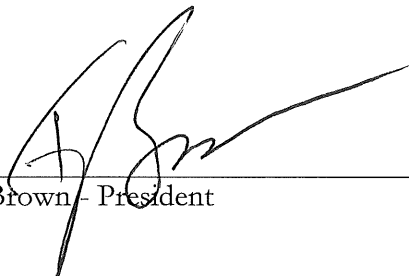
- Project E-028
- Project E-029

No Action was taken.

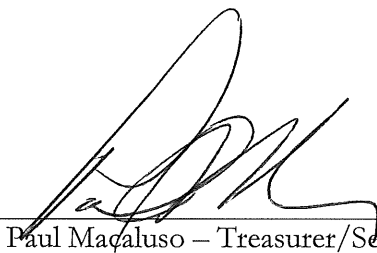
ADJOURN

President Brown adjourned the meeting at 8:06 p.m.

MINUTES PASSED AND APPROVED THIS 23 DAY OF MARCH 2017



Tim Brown - President



Paul Macaluso – Treasurer/Secretary