



**SOUTHLAKE COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION
BOARD MEETING MINUTES: September 28, 2021**

LOCATION: The Marq Southlake
Legends Hall – Boardroom
285 Shady Oaks Drive
Southlake, Texas 76092

TIME: 6:00 p.m.

COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION BOARD

MEMBERS PRESENT: Board President Martin Schelling, Board Vice President Tom DeCaro, Board Secretary Craig Sturtevant, Robert Mundlin, Jeff Wang, Jennifer Kolb and Mike Pazera.

COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION BOARD

MEMBERS ABSENT: None

STAFF PRESENT: Chief Financial Officer & Board Treasurer Sharen Jackson, Director of Community Services Chris Tribble and Director of Economic Development & Tourism Daniel Cortez.

1. Call to order

Board President Martin Schelling called the meeting to order at 6:00 p.m.

2. Consider approving the minutes from the July 27, 2021 Community Enhancement and Development Corporation meeting

A motion was made to approve the minutes from the July 27, 2021 meeting.

Motion: DeCaro
Second: Sturtevant
Ayes: Schelling, DeCaro, Sturtevant, Wang, Kolb, Pazera, Mundlin
Nays: None
Abstain: None
Vote: 7-0-0

Motion Carried – APPROVED

3. Review and discuss implementation of strategic priorities for FY 2022

Director of Economic Development & Tourism Daniel Cortez presented to the board the strategic priorities that were achieved by the Board in FY 2021. He noted achievements of the Board such as the adoption of the Southlake 2035 Economic Development Master Plan Addendum, launch of the Select Southlake website, the framework for the landscape reimbursement grant program and the development of the Target Industry Recruitment Task Force.

He also presented the strategic priorities scheduled for FY 2022. He noted the Board will be working through the development of the Target Industry/Daytime Population Analysis Study, participate in incentive requests and providing feedback on marketing efforts the City will be developing for target industry business attraction.

4. Economic Development

- a. Consider funding the renewal of a professional consultant agreement with Jerry Hodge and Associates for project management services for the SH 114 Improvements Project in an amount not to exceed \$120,000.**

Director of Economic Development & Tourism Daniel Cortez informed the Board that City staff evaluated funding sources for this item and will not require any funding to come from the Community Enhancement and Development Corporation and therefore it will not be considered by the Board.

5. The Marq

- a. Consider funding annual agreement with Regent Services (Southlake Leasing) for janitorial services for Legends Hall and Champions Club in an amount not to exceed \$155,000.**

Director of Community Services presented to the Board an overview of the funding of the annual agreement with Regent Services for janitorial services consisting of the following:

- General overnight cleaning
- Floor maintenance
- Carpet cleaning
- Special cleaning
- Porter Services

He noted that the vendor has performed well and the City wishes to continue with its services and pointed out to the Board that this agreement is consistent with previous years' agreements.

A motion was made to approve the funding of an annual agreement with Regent Services for janitorial services for Legends Hall and Champions Club in an amount not to exceed \$155,000.00.

Motion: DeCaro
Second: Mundlin
Ayes: Schelling, DeCaro, Sturtevant, Wang, Kolb, Pazera, Mundlin
Nays: None
Abstain: None
Vote: 7-0-0

Motion Carried – APPROVED

6. Staff Reports

a. Financial reports

i. The Marq Southlake financial highlights and membership sales report

Chief Financial Officer Sharen Jackson provided information about Champions Club membership trends and revenue. She informed the Board that the City is trending at 69% cost recovery as of the Board meeting and anticipated the City will end the fiscal year at 67% cost recovery. She also noted the City is on target for cost recovery despite the challenges of the pandemic.

She also noted the trend for memberships at Champions Club during the summer is consistent with what we've seen in previous years in terms of the increase in memberships.

ii. Sales Tax Report

Chief Financial Officer Sharen Jackson presented the Board with the most recent sales tax data. She noted that June 2021 collections were significantly higher than usual at \$975,863, an 88% increase over FY 2020, due in part to an audit adjustment and also due to a good showing from the retail industry in particular.

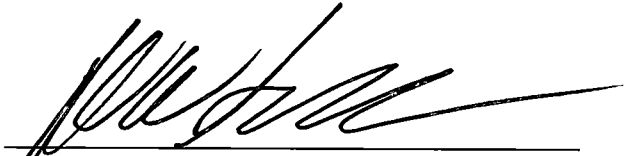
b. Economic and development activity report

i. Local Economic Update - FY 2021 Q3/Q4 Economic Activity Report

Director of Economic Development & Tourism Daniel Cortez provided the Board with an overview of the economic data and trends the City is experiencing. He noted that the City has a healthy unemployment rate of 4% and much improved occupancy rates for both retail and office markets with 94% and 84% occupancy rates respectively.

7. ADJOURNMENT

Board President Schelling adjourned the meeting at 6:34 p.m.



Martin Schelling, Board President
Community Enhancement and Development Corporation Board



Craig Sturtevant, Board Secretary
Community Enhancement and Development Corporation Board