



CITY OF FULSHEAR

APPLICATION FOR BOARDS & COMMISSIONS APPOINTMENT

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

- All information provided in this application is public information pursuant to the Texas Public Information Act.
- All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and the Texas Public Information Act.

Name: _____

Phone Numbers: (Home) _____ (Cell) _____

Residential Address: _____

Email: _____

Business Address: _____

Business Telephone: _____

Do you live inside the city limits of Fulshear: Yes _____ No _____

If yes, how many years _____

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMISSIONS:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

- Economic Development Corporation “A” Yes: _____ No: _____ Rank: _____
- Economic Development Corporation “B” Yes: _____ No: _____ Rank: _____
- Parks and Recreation Advisory Board Yes: _____ No: _____ Rank: _____
- Planning and Zoning Commission/
Capital Improvement Advisory Committee Yes: _____ No: _____ Rank: _____
- Capital Improvement Advisory Committee
(ETJ/Out of City Limits Representative) Yes: _____ No: _____ Rank: _____
- Historic Preservation & Museum Committee Yes: _____ No: _____ Rank: _____
- Zoning Board of Adjustment Yes: _____ No: _____ Rank: _____

Occupation/Area(s) of Expertise: _____

Work experience applicable to the City Board or Commission for which you are applying:

Have you attended a City Council meeting? Yes: _____ No: _____

Have you attended a Board or Commission meeting for which you have applied?

Yes: _____ No: _____

Do you have knowledge/training regarding the applied Board or Commission?

Yes: _____ No: _____

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:

Do you have knowledge/expertise in any of the following areas?

Please check all that apply:

- Real Estate/ Development Yes: _____ No: _____
- Manufacturing/ Industrial Operations Yes: _____ No: _____
- Business Development Yes: _____ No: _____
- Law/Contractual Administration Yes: _____ No: _____
- Building/ Construction Yes: _____ No: _____
- Banking/ Finance Yes: _____ No: _____
- Real Estate/ Development Yes: _____ No: _____
- Promotion/ Marketing Yes: _____ No: _____
- Business Management Yes: _____ No: _____

Do you currently serve on any other City Board or Commission at this time?

Yes _____ No _____

If so, which Board or Commission? _____

Do you have any business or personal relationship with the City of Fulshear that would affect your ability to have impartial judgement in City matters? Attach

separate page, if necessary.

Yes: _____ No: _____

If yes, please explain (Use separate page, if necessary):

What type of service do you feel the Board or Commission to which you have applied has brought to the community? Attach separate page, if necessary.

Do you know the purpose of the Board or Commission for which you have applied? Please provide a brief statement:

What do you hope to contribute to the community by serving on the Board or Commission to which you applied? Attach a separate page, if necessary.

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:

I understand that if any member of the public makes a request for information included in this application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Fulshear, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information act.

I swear that all of the statement in my application and attached addendum, if any, are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Applicant Signature: _____ Date: _____

All applications, addendums, and if applicable Economic Development Corporation Addendum must be signed and submitted to the City Secretary to be considered complete. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (281-346-1796) or email (mrodriguez@fulsheartexas.gov) any questions to the City Secretary's office.

Submit applications by mail to:

City of Fulshear
Attn: City Secretary
P. O. Box 279
6611 W. Cross Creek Bend Lane
Fulshear, Texas 77441

Or e-mail completed application to: mrodriguez@fulsheartexas.gov



Responsibilities of Board and Commission Members

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific dues of each vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. **Members are required to complete training on the Public Information Act and Open Meetings Act and submit a certificate of completion prior to performing any official duties as a Board and Commission Member.**
3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
6. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendations.
7. Participate in continuing education opportunities offered by the City or related affiliate organizations.
8. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
9. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.
10. Council appointments to boards or commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.
11. Meeting times for Boards/Commissions are typically held as follows:

Board/Commission	Meeting Date	Meeting Time
Economic Development "A"	2nd Monday of the Month	6:00 p.m.
Economic Development "B"	3rd Monday of the Month	6:00 p.m.
Parks & Recreation	2nd or 3rd Friday of the Month	9:00 a.m.
Planning & Zoning	1st Friday of the Month	8:30 a.m.
Historic Preservation	2nd Thursday of the Month	5:00 p.m.
Zoning Board of Adjustment	TBD	TBD
Capital Improvement Advisory Committee	As Needed (Est. 2-3 times per year)	TBD

I acknowledge that I have read the responsibilities and will work on the community's behalf to uphold them. By signing below, I acknowledge that I am available to attend the meetings for the Board or Commission in which I have applied. I understand that any Board or Commission may change meeting dates and times or call a special meeting and a quorum is necessary.

Signature _____ **Date** _____

Addendum to City of Fulshear Board and Commission Applications for City of Fulshear Economic Development Corporations

This additional information and questionnaire are required for applicants interested in serving on:

- The City of Fulshear Development Corporation, a Type “A” Economic Development Sales Tax Corporation; or
- The Fulshear Development Corporation, a Type “B” Economic Development Sales Tax Corporation.

City of Fulshear Economic Development Sales Tax Corporations (EDCs) Board of Director Position Description & Application Questionnaire

Title: Director, City of Fulshear Development Corporation / Fulshear Development Corporation

Reports to: Fulshear City Council

Term of service: 2 years*

** Directors may be appointed or removed at any time by City Council*

Role: The EDCs are integral parts of the City’s economic development tool kit. Established under Texas Local Government code by election in 2007, the EDCs are funded through an apportionment of the local sales tax, and are charged, statutorily, with oversight of these dollars with necessary approvals from the ‘authorizing entity’ – the City – who appoints directors to the boards.

The EDCs are separate corporations, governed by specific sections of the Texas Local Government Code, and their Corporate Bylaws. The EDCs have an administrative services agreement with the City through the City Manager, which provides for the City’s overall economic development programs and operations, and in return, allocates the necessary City staff to administer the EDCs’ work and programs in cooperation with the overall City goals and objectives.

City’s first comprehensive economic development strategy was finalized in September 2019 as guide for streamlining economic development initiatives including the work and programs of the EDCs (see below for more information).

By submitting an application for consideration of appointment, applicants are committing themselves to open communication and dialogue regarding Fulshear’s economic future, as well as adherence to the roles laid out in the Strategic Plan. While a diversity of views is encouraged and welcomed, it is paramount that EDC directors, along with Council, are committed to fulfilling their respective roles through respectful discourse, collaborative and creative solutions, planning for the long-term benefit of Fulshear, and to speaking with one-voice to champion ‘frictionless’ economic development across the community and City organization.

Time Commitment: Directors should expect to ***dedicate at least four (4) hours each month*** for regular meetings, special meetings as required, board packet review (minutes, financials, and other pertinent items related to topics for discussion and consideration by the boards), and generally staying abreast of ongoing projects, initiatives, and economic trends, project and committee work, outreach, etc. **Example of board agendas and packets can be found [here](#).**

Obligations & Expectations: Directors must complete State Public Information Act and Open Meeting Act training before beginning their service on the board, and are required to adhere to Conflict of Interest reporting requirements. Additionally, directors should plan to participate in ongoing training and education opportunities including economic development training and/or sales tax training throughout their term of service (EDC-funded). Directors should also plan to participate in annual strategic planning and board training workshops specific to Fulshear.

Fulshear Economic Development Strategy: *The City completed its first Economic Development Strategic Plan in September of 2019.* The plan, developed with assistance from TIP Strategies, outlines the community’s economic development vision, guiding principles, and key goals/initiatives, over the next 5 to 10 years. The strategic framework provides a mechanism for project evaluation and decision-making that is based on the community’s values and priorities. This framework not only serves to guide the City’s decision-making but also acts as a powerful tool to assist the City in seeking like-minded development partners who share the City’s vision for its future.

Please review the information and full Strategy document available here before answering the following questions. Attach separate pages as required for responses.

1. Do you support the City’s Economic Development Strategy?
2. Please summarize in your own words the economic development vision for Fulshear.
3. What are the main goals outlined in the Strategy?
4. Based on your review of the Strategy, what do you understand the EDCs’ roles to be in advancing economic development in Fulshear?
5. What do you feel the biggest opportunities are for Fulshear?
6. What about Fulshear’s biggest challenges?
7. How would your specific background/experience allow you to work collaboratively to advance and champion the vision outlined in the Strategy?
8. Is there anything specific that is unclear to you about the EDCs’ role? Please describe below.

Applicant Name (Please print): _____

Signature: _____

Date: _____