



FULSHEAR DEVELOPMENT CORPORATION

A Type "B" Economic Development Sales Tax Corporation

PO Box 279 · 6611 West Cross Creek Bend Lane · Fulshear, Texas 77441 · (281) 346-1796 · www.fulsheartexas.gov

Meeting Minutes

June 17, 2024

6:00 PM

Board Members Present:	Tommy Kuykendall; James Buccieri; Joel Patterson; Mark DeRouen; Blake Koepke; Lee O'Brien;
Board Members Absent:	Jennifer Hagemann
Staff:	Annel Guadalupe (EDC Director; Sgt. Kevin Zieschang (PD) Carolina Salinas-Garcia (EDC Intern)
Attendees:	Kaye Kahlich; Debra Drescher

1. Call to Order

Tommy Kuykendall called the meeting to order at 6:00 p.m. and noted Jennifer Hagemann's absence.

- 2. Public Comments - Citizens who desire to address the Corporation making either general comments (i.e., matters not on the agenda) or regarding matters on the agenda will be received at this time. Citizens desiring to make comments must register with the Corporation prior to the meeting being called to order. Each speaker is limited to three (3) minutes. Discussion by Directors regarding matters on the agenda will only be made at the time the subject is scheduled for consideration.**

None

3. Introduction of Carolina Salinas-Garcia, 2024 EDC summer intern.

Annel Guadalupe informed the board of the length of the internship and the partnership with the University of Texas Home to Texas program. Carolina Salinas-Garcia introduced herself.

Mark DeRouen welcomed Carolina and Tommy Kuykendall highlighted all the learning opportunities within the City's government structure.

4. Introduction and presentation by Aaron Farmer of the Retail Coach.

Annel Guadalupe informed the board that Aaron was not able to join and give an update in person. In addition to the update memo created by Retail Coach, Guadalupe covered the attendance of ICSC Vegas. The focus remains on attracting a hotel and a grocer to the west side of town. Attention was also brought to the continued interest in CVS. Annel

Guadalupe noted that the retail coach has advised that staff be aggressive in pursuing the desired retailers and continuously updates when housing development increases.

James Buccieri asked what the specific number households Papa's restaurant needed to move forward. Joel Patterson noted that we must continue to allow the growth in households if we want specific retailers. Tommy Kuykendall noted that the radius of population considered by retailers is often further than the city limits or ETJ.

5. Introduction and presentation by Managing Director of Fulshear Fast Track, Mat Yelvington.

Mat Yelvington gave a progress update. He referred to the metrics provided in the packet. He highlighted the mentorship services goal of 12, we have had 8 advisory conversations. Tommy Kuykendall asked when we had officially launched the program and how far into the contract we were. Mat shared the launch had happened only 2 months prior to the meeting. The target for membership was 48, we currently have 66. In terms of events, we were targeting for 6, but have already hosted 7. We have 2 advisors right now. Mat expressed gratitude to Humble Grounds and Pier 36 for being instrumental in the success of the launch. Mat noted that we are being very conscious about how money is spent and as a result we are well below the budget.

James Buccieri asked for insight on the sponsorship portion of the metrics. Mat clarified that he is searching for sponsors for lunches to enhance the educational events. Joel Patterson asked that the Chamber be asked for help with securing sponsorships. James also asked if we have an idea of how many home-based businesses we have in the community? Mat responded by saying that he is in the process of deciding how to go about figuring it out. Lee O'Brien asked for a budget clarification of percentage spent. Mat explained the timeline.

Mark DeRouen asked for clarification of what the end goal is for Fulshear Fast Track. Mat shared the goal is to work on identifying the medium to reach out to the businesses and then create a fall event to assist these businesses further.

Annel Guadalupe asked Mat to share more information about work happening that isn't measure by the metrics. Mat shared that there is a negotiation happening for a 15-million-dollar contract that would also bring jobs. Guadalupe added that Matt has been reviewing business plans and helping local entrepreneurs to see what is needed to succeed.

Joel Patterson expressed gratitude for the work of the program. Tommy Kuykendall expressed the importance of the EDC offering these services.

6. Economic Development Report – Briefings or updates may be provided regarding City and Economic Development projects and programs, certificates of occupancy, conferences and meetings attended, upcoming meetings and events, business contacts and announcements, economic indicators, and administrative items.

- a) April 15th – May 17th Activity Overview:
 - 1. New Businesses



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Annel Guadalupe shared that Asian Wok is open located at 6631 W Cross Creek Bend Lane and Revive Café at 6520 FM 359 opening date coming soon.

2. Gateway Signs

Annel Guadalupe shared that the THP board reviewed the gateway sign design and had no objections to the plans as they are now. We will still need additional plans to review and approve, such as landscape plans and a rendering (KGA is aware of this).

3. Harris Street

Annel Guadalupe shared that as of June 6th, there was only one bidder on the Harris St. project, our Public Works team will be rejecting this bid at our council meeting scheduled for tomorrow evening. The bid came in at \$ 4,369,566.10, this is \$1,289, 566.1 over the original budgeted amount. (\$3,080,000). The Public works staff will be working with the engineer to evaluate and find a way to attract more bidders. If all materials are ready and submitted to finance the earliest, we could see this on the council agenda would be an August meeting.

4. TEDC Fort Worth

Annel Guadalupe informed the board that she completed the Basic Economic Development Course hosted by TEDC in Fort Worth this past week. There was a lot of helpful information learned and meaningful connections made with cities who are facing many of the same challenges that we are here. She thanked the board for investing in staff's ongoing education.

7. Review and discuss budget process, schedule, and development.

a) Discussion and presentation pertaining to budget development including:

- (A) Mid-year (FY 2023-2024) EDC funds budget reports
- (B) Administrative Services Agreement (FY 2023-2024) review
- (C) Corporations' budget parameters (FY 2024-2025)
- (D) Corporations' funding priorities for operations and projects (FY 2024-2025)

b) Overview and schedule of formal budgeting process for FY 2024-2025

Annel Guadalupe presented the budget schedule as well as the funding parameters and priorities for FY25. In addition, she noted that there were no planned changes to the ASA document for the upcoming FY, though he would present any that may arise. She informed the board that the EDC had agreed to partially fund a community engagement specialist housed under the communications department.

Annel Guadalupe addressed the known projects that would be covered in FY 25. These included: Eastside Drainage Improvements, Fulshear Fast Track, Community Events, and the THP ILA. She did note that should any projects fall out of FY24 such as the gateway signs or Harris Street, staff would work to have them addressed in FY25.

James Buccieri asked what the amount of contribution would be for the community engagement specialist. Annel Guadalupe clarified that the exact salary has not been finalized yet.

Mark DeRouen inquired about the interest revenues management. Guadalupe shared that she would discuss with the Finance Director and follow up.

James Buccieri inquired about the marketing line items and how that differs from promotions. He also expressed interest in updating the economic development strategic plan as well as exploring a Harrist St./downtown specific plan.

8. Consideration and action on financials and payables for the Corporation for the period ending April 30, 2024.

Kuykendall requested a copy of the sales tax collection summary.
James Buccieri requested that we clarify the rate of return for interest management.
Motion to approve the minutes of the Corporation for the April 30, 2024, regular meeting.

– O'brien; Second – Buccieri
Ayes: 6 Nays: 0 Abstentions: 0

9. Consideration and action on the minutes of the Corporation for the May 20, 2024, regular meeting.

Motion to approve the minutes of the Corporation for the May 20, 2024, regular meeting.

– Buccieri ; Second – Lee
Ayes: 6 Nays: 0 Abstentions: 0

10. Presentation by City Council Liaison regarding relevant action taken at the previous City Council meeting(s).

Joel Patterson provided a brief update on the recent City Council Meeting.

Highlights included: changes with staff in the finance department, police department, human resources department, and public works; water plant 2 update; the police department received its third accreditation recognition; the north fort bend authority requires councilmembers and community members to form the advisory committee; approval of budget item for hydropneumatic tank rentals; preliminary CIP plan presentation; Mayor appointed members for EDC- Type A, approval of development agreement with Century Land Holdings LLC; approval of assignment pay for acting city manager.



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11. Future agenda items

The Board of Directors of the Corporation will have the opportunity to inquire about subjects for which notice has not been given but which individual members of the Board of Directors of the Corporation wish to place on the agenda for a subsequent meeting. At this time, only statements of specific factual information and a recitation of existing policy may be made in response to the inquiry. In accordance with Section 551.042 of the Texas Open Meetings Act, the only deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Director, etc.	Suggestion or comment made by director, etc.
James Buccieri	<ul style="list-style-type: none"> • Full Strategic Plan update • Small Business support program • Marriot Hotel Update
Joel Patterson	<ul style="list-style-type: none"> • Review and update of FDC bylaws • Next Month's meeting (Budget, Retail Coach, RFP Update)
Tommy Kuykendall Annel Guadalupe	<ul style="list-style-type: none"> • EDC property update • Harris St.

12. Announcements

The Board of Directors of the Corporation will have the opportunity to address items of community interest, which – as aligned with Section 551.0415 of the Texas Open Meetings Act – specifically includes (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen; (4) a reminder about an upcoming event organized or sponsored by the Corporation; (5) information regarding an event organized or sponsored by an entity other than the Corporation that was attended or is scheduled to be attended by a member of the Board of Directors of the Corporation; and, (6) announcements involving an imminent threat to the public health and safety of people in the City of Fulshear that has arisen after the posting of the agenda.

Director	Announcement or comment made by director
Annel Guadalupe	<ul style="list-style-type: none"> • Liberty on the Brazos Fourth of July Event • Fulshear 1824 Festival @ San Felipe de Austin 10 AM-4 PM.

13. Adjournment

Motion to adjourn at 7:37 p.m.

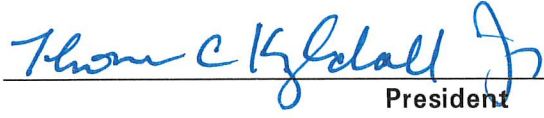
- Buccieri ; Second - DeRouen

Ayes: 6

Nays: 0

Abstentions: 0

Passed and approved this 15th of July 2024.



President

 7/15/2024

ATTEST: Secretary