



# CITY OF FULSHEAR DEVELOPMENT CORPORATION

A Type "A" Economic Development Sales Tax Corporation

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

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## Meeting Minutes

June 24, 2024

6:00 PM

**Board Members Present:** Bryan White; Devin Holmes; Bonie Tyler, Nichelle Nobile, Kaye Kahlich

**Board Members Absent:**

**Staff:** Annel Guadalupe (EDC Director); Carolina Salinas-Garcia (EDC Intern); Officer Brandon Moseley (PD)

**Attendees:**

### 1. Call to Order

There being a quorum, Bryan White called the meeting to order at 6:00 p.m.

- 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. The number of speakers will be limited to the first ten (10) speakers and 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.**

**In accordance with the Texas Open Meetings Act, the Corporation may respond to a general comment by (1) responding with a statement of specific factual information or (2) recite the Corporation's existing policy on that issue. The Corporation may also direct the person making the general comment to visit with staff about the issue, or the Corporation may offer to place the item on the agenda for discussion at a future meeting.**

No public comments

### 3. Welcome and introduction of new Board Directors.

Annel Guadalupe informed the board that on May 21<sup>st</sup> the Mayor and Council appointed three members to the EDC Type A. Returning- Bryan White, Ms. Kaye Kahlich, and new to our board, Nichelle Nobile. All board directors were given an opportunity to briefly share about their background and what motivated them to serve on the board.

**4. Consideration of and possible action on election of officers of the Corporation in accordance with the Corporation Bylaws, to include the positions of: President; Vice President; Secretary; Treasurer.**

Motion to approve the appointment of Bryan White as President, Kay Kahlich as Vice President, Bonnie Tyler as Secretary, and Devin Holmes as Treasurer.

-Kaye; Second- Devin  
Ayes: 5                      Nays: 0                      Abstentions:

**5. 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.

Bryan White welcomed her to the team.

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

Mat presented to the board and covered the progress thus far as it relates to the metrics established in the initial contract. This includes advisor mentorship/coaching, number of new hub members, smaller hub events, educational events.

Bonnie Tyler asked for clarification on the second page regarding the qualified mentors, wanting to know exactly what we are looking for. Mat responded that anyone that can meet the need of the local entrepreneurs such as financial, marketing, human resources or any relevant experience.

Kaye Kahlich asked for clarification on the goals and targets timeframe. Mat responded that the contract would run from January to January so that is the goal which we are working towards, however the true launch date for this year was April.

Bryan White asked if there are any concerns with our budget. Mat responded that we are currently under budget and managing the funds carefully.

Kaye Kahlich drew attention to the line item in the budget for website and having spent the total amount. She asked if there would be additional costs for edits. Mat said that edits could be made at no additional cost.

Mat closed his presentation by requesting assistance with securing sponsorships for future events as well as communication on what the community is saying is needed so that we can address those needs.

**7. 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.**



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## a) **April 8th – May 10th Activity Overview:**

### 1. **New Businesses**

Annel Guadalupe shared that there are two new businesses: Asian Wok is open located at 6631 W Cross Green 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 St.**

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). Our 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 shared 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. Thank you for investing in our ongoing education, it is highly appreciated.

## 8. **Review and discuss budget process, schedule, and development.**

### a) **Discussion and presentation pertaining to budget development including:**

#### (A) **Draft Corporation Administrative Services Agreement**

Annel Guadalupe shared that a copy of the Administrative Services Agreement is in the packet. Currently there are no changes planned to the structure. We have committed to fund up to 30% of a new position housed within the communications department. This is being discussed in a budget meeting with finance and our acting city manager tomorrow morning. This would impact the amount, but not the structure.

Bryan White confirmed that the ASA was last updated last year.

Kaye Kahlich confirmed that in addition to the other city positions we the EDC partially funds, we would also add the new communications position to this.

**(B) Draft Corporation budget**

Annel Guadalupe shared that there are three spreadsheets, the 180, 600 (Operating fund), and 601 (Projects fund). Highlighted in yellow are the accounts to which we have recommended a different amount for FY 25.

Kaye Kahlich asked for clarification on what would come out of the *consulting* line item.

Nichelle Nobile asked for clarification in the *travel and training* and *mileage* line items.

Kaye Kahlich asked if the 180 account

**(C) Corporations' budget parameters (FY 2024-2025)**

Annel Guadalupe shared that we have conservatively estimated a 10 % sales tax revenue increase for FY 25's budgeted amount. Which would be \$1,925,000.00

**(D) Corporations' funding priorities for operations and projects (FY 2024-2025)**

Annel Guadalupe shared the projects that have been listed as priorities.

- a. Eastside Drainage Improvements
- b. Fulshear Fast Track Year 2
- c. Community Events
- d. Texas Heritage Parkway ILA (Year 2)
- e. Monument Signs

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

Annel Guadalupe shared that the final FY 25 budget, ASA, and project declarations will be adopted by the EDC and reviewed by council in July. This is when we will host public hearings and give public notice. Then in August will have the public hearings. Budget Adoption in September effective Oct. 1

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

Motion to approve the financials and payables for the Corporation for the period ending on April 30, 2024, regular meeting \$14, 805.11.

– Kahlich; Second – Holmes

Ayes: 5

Nays: 0

Abstentions: 0

**10. Consideration and action on the minutes of the Corporation for the April 8, 2024, regular meeting.**

The minutes attached to the packed for review were not the correct set of minutes. Annel Guadalupe shared that next month will have both sets of minutes attached.



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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.
Annel Guadalupe	<ul style="list-style-type: none"> <li>• Asked the Board to please let staff know of any future items they may have so a running list can be updated</li> <li>• Budget, RFP, Bylaw Revision, Small Business Incentive Program.</li> <li>• Next board meeting 7/22</li> </ul>
Kaye Kahlich	<ul style="list-style-type: none"> <li>• Please send a copy of bylaws</li> </ul>

## 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"> <li>• 1824 Fulshear Festival at San Felipe de Austin, Saturday from 10 AM - 4:00 PM</li> <li>• Project Halo Brewery creating the 1824 American Ale July 20<sup>th</sup></li> </ul>

Kaye Kahlich	• Liberty on the Brazos July 4 <sup>th</sup>
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**13. Adjournment**

Motion to adjourn at 7:15 p.m.  
- Kahlich; Second - Holmes

Ayes: 5

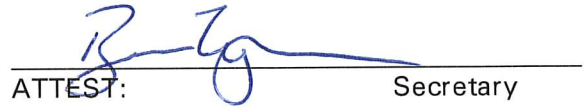
Nays: 0

Abstentions: 0

Passed and approved this 22<sup>th</sup> of July 2024.



\_\_\_\_\_  
President

  
ATTEST: \_\_\_\_\_ Secretary