



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

Meeting Minutes

July 22, 2024

6:00 PM

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

Board Members Absent: Devin Holmes

Staff: Annel Guadalupe (EDC Director); Haden Farr (EDC Coordinator); Carolina Salinas-Garcia (EDC Intern); Sgt. Zieschang (PD); Dan Santee (Legal)

Attendees: Jonathan Maxwell

1. Call to Order

There being a quorum, Bryan White called the meeting to order at 6:02 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. 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. June 24th – July 19th Activity Overview

1. Harris Street

Annel Guadalupe informed the Board that Harris Street had been posted and is out for bid

again. There seems to be much more activity this time, and questions have been submitted to MBCO. General terms and conditions were removed (roughly 80 pages) in an effort to streamline the bid packet.

2. RFEI for EDC Property

Annel Guadalupe explained the name change to request for expression of interest and informed the Board that staff and legal are currently reviewing and making changes with a target of a 30-60 day posting period.

3. Fulshear Fast Track

Annel Guadalupe provided an update on Fulshear Fast Track, noting that the site now has 69 members. She also announced a learning session on how to navigate the city development process which has been sponsored by Moody Bank. Mat is also hosting weekly office hours at Humble Grounds in an effort to allow for a more approachable environment.

4. Hotel Update

Annel Guadalupe informed the Board that a meeting had taken place with Marriott in an effort to bring a hotel to Fulshear. The representative also has offered to attend a Board meeting to explain what the site selection process would entail.

4. Discussion and possible action on amendment of the City of Fulshear Development Corporation bylaws.

Annel Guadalupe noted the need for a revision of the CDC bylaws in order to fall into line with the current statutes regarding EDC activities, as well as modifying some of the unapplicable content within the document.

Annel stated that staff would be requesting a motion for the formation of a committee in partnership with the FDC and City Council in order to formally amend the bylaws.

Dan Santee further explained the need for some of the changes to the document and outlined how a committee would function for this update.

Motion for the CDC to participate in a committee to update the corporation bylaws.

-Kaye; Second- Nobile

Ayes: 4

Nays: 0

Abstentions:

5. Discussion and possible action on the continuation of The Retail Coach contract in FY25.

Annel Guadalupe provided background information on the Corporation's relationship with The Retail Coach, highlighting some of the issues with the service, and expressed the recommendation to not renew in FY25. Additionally, she noted that the FDC had elected not to renew.

Nichelle Nobile asked if it was the desire to pursue another consultant or will we handle it internally. Annel Guadalupe stated that early talks had begun with Retail Strategies, and a presentation to the Board would be arranged.

Kaye-what has Aaron directly brought in? (Annel answered)



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Bryan White stated that 1463 does not need our help, everything that has been brought in would likely be here without retail coach. He stated that the next partnership needs to focus heavily on 1093, and 359 corridors. Bonnie Tyler agrees with Bryan about emphasis throughout the rest of Fulshear rather than 1463.

Nichelle Nobile noted that there needs to be an emphasis on the smart placement of tenants.

Bonnie Tyler expressed the desire to have a partnership with someone who can identify problems with recruitment and help staff to alleviate those issues.

Motion for the CDC to not renew a contract with The Retail Coach for FY25.

-Tyler; Second- Kahlich

Ayes: 4

Nays: 0

Abstentions:

6. Review and discuss draft items pertaining to FY 2024-2025 EDC budget development.

a. Final reviews including:

i. Corporations' budget parameters

ii. Corporations' funding priorities for operations and projects

b. Consideration and possible action on:

i. FY2024-2025 Corporation Budgets (600/ 601)

ii. FY2024-2025 Administrative Services Agreement by and between the Corporation and the City of Fulshear

iii. Resolution CDC 2024-01, a resolution of the CDC declaring projects of the Corporation for Fiscal Year 2024-2025, directing staff to publish notice of same, and setting a public hearing.

c. Overview and schedule of formal budgeting process

Bryan White asked for the inclusion of a small business incentives program into the FY25 budget. All Directors concurred on the need for a program.

Dan Santee stated that the board should not use targeted incentives without support of the FDC since the Type A board has too many limitations. He suggested the creation of a program that specifies an amount and split between the boards and would establish parameters and allow a grant program without constant need for council approval.

Annel Guadalupe note that the funds could be allocated into the "targeted incentives" line item and could be added in with the approval of the budget, and prior to the adoption of a policy, though no expenditures could be made.

Motion to adopt the FY 25 budget (600/601) with the addition of targeted incentives for \$50,000.

-Kahlich; Second- Tyler
Ayes: 4 Nays: 0 Abstentions: 0

Motion to approve the FY25 ASA.

-Kahlich; Second- Tyler
Ayes: 4 Nays: 0 Abstentions: 0

Motion to approve CDC resolution 2024-01 with the addition of targeted incentives.

Kahlich; Second- Tyler
Kaye Kahlich withdraws motion

Motion to approve CDC resolution 2024-01 as written.

-Kahlich; Second- Tyler
Ayes: 4 Nays: 0 Abstentions: 0

7. Consideration and action on financials and payables for the Corporation for the period ending May 31, 2024.

Haden Farr noted the decline in sales tax year over year for the month of May, highlighting the unusual occurrence of the decline, but noted that every city in Fort Bend also saw a decline during that same period. Additionally, he inquired about more detailed sales tax reporting through graphs and maps. Bryan White suggested that those more detailed reports be given on a quarterly basis rather than every month.

Motion to approve the financials and payables for the Corporation for the period ending May 31, 2024.

-Kahlich; Second- Tyler
Ayes: 4 Nays: 0 Abstentions:

8. Consideration and action on the minutes of the Corporation for the June 24, 2024, regular meeting.

Kaye Kahlich asked that a correction be made on page 4, where an incomplete sentence was found.

Annel Guadalupe noted that the May minutes would be presented in the August Meeting.

Motion to approve minutes for the Corporation for the June 24, 2024 meeting with revision.

-Tyler; Second- Kahlich
Ayes: 4 Nays: 0 Abstentions:

9. 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



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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.
Bryan White	<ul style="list-style-type: none"> Small Business Incentive Program
Kaye Kahlich	<ul style="list-style-type: none"> Downtown programming for Christmas

10. 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"> EDC Photo Contest ended today EDC Intern Carolinas Salinas-Garcia completes her internship on Friday, July 26th

11. Adjournment

Motion to adjourn at 7:03 p.m.

– Kahlich; Second – Nobile

Ayes: 4

Nays: 0

Abstentions: 0

Passed and approved this 12th of August 2024.



President



ATTEST: Secretary

