



CITY OF FULSHEAR
DEVELOPMENT CORPORATION
A Type "A" Economic Development Sales Tax Corporation

PO Box 279 / 30603 FM 1093
Fulshear, Texas 77441
Phone: 281-346-1796 Fax: 281-346-2556
www.fulsheartexas.gov

Meeting Minutes
June 4, 2018
6:30 PM

Board Members Present: Rev. Jackie Gilmore, Andrew Van Chau, Kent Pool, Bill Archer
Board Members Absent: Randy Hutchison
Staff: Angela Fritz, Jack Harper
Attendees: Kaye Kahlich, Joel Patterson, Bill Knesek

Call to Order.

There being a quorum of the board present, Rev. Jackie Gilmore, President, called the meeting to order at 6:31 p.m.

Public Comments.

There were no comments from the general public.

1. Introduction of Fulshear City Manager, Jack Harper.

Mr. Harper gave a brief greeting to the board.

- 2. Consideration of and possible action on election of officers of the Corporation in accordance with the Corporation Bylaws, to include the positions of:**
- a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer

Motion to postpone until next meeting – Van Chau; Second – Pool

Ayes: 4 Nays: 0 Abstentions: 0

3. Consideration of and possible action on minutes of the Corporation for the May 7, 2018 regular meeting.

Motion to adopt as presented – Archer; Second – Van Chau

Ayes: 4 Nays: 0 Abstentions: 0

4. Consideration of and possible action on financials and payables for the Corporation:

Staff presented an overview of the financials and payables.

Motion to approve payable as presented for \$4,025.23 to the City of Fulshear– Pool; Second –Van Chau
Ayes: 4 Nays: 0 Abstentions: 0

5. Hear report from Southwestern Economics LLC on Fiscal Year 2018 services.

Bill Knesek with Southwestern Economics gave an overview of work performed for the Corporation so far in FY18, stating that his principle services had been mainly consultation with the Board President, as the board had not requested a lot of him to-date.

6. Review and discuss contract with Southwestern Economics LLC and take action as necessary to direct staff.

Mr. Knesek presented his credentials to the board, stating that he would like to continue the relationship and be more involved.

Mr. Archer gave a brief background of Mr. Knesek’s service which began prior to the Corporation’s creation and included work on the legislation that allows the A Corporation to operate as a B Corporation until the City surpasses 7,500 in population.

Mr. Van Chau inquired as to key milestones over the course of his 10-year relationship with the Corporation, and Mr. Knesek cited examples including: running the campaign (including soliciting private funds to finance) to create the EDCs; advising the Corporation not to go with a particular prospect that would, in his opinion, not have been advantageous for the City; recommending the extension of utilities along 1093 as a project of the Corporation; and gateway signage.

Mr. Knesek stated that he had some requested changes to the current contract, and the board continued discussion. Mr. Archer requested the item be on the agenda next month for discussion. Mr. Knesek stated that he would like the board’s permission to meet with the City Manager between meetings.

Motion to table – Archer; Second- Pool
Ayes: 4 Nays: 0 Abstentions: 0

7. Hear report from Economic Development Director including updates on:

- a. Economic Indicators**
- b. City and Economic Development Projects**
- c. Permits and New Construction**
- d. Conferences and Meetings Attended**
- e. Upcoming Meetings and Events**
- f. Board Appointments**

Ms. Fritz provided an oral overview of several items including: the groundbreaking for Texana’s Fulshear campus held 5/23; the Livable Centers study progress and public meetings; digital marketing reach information on State ED Guide (to be presented at a future meeting); preliminary date of 7/17 for a joint workshop to hear PASA 2018 update; sales tax analysis services (awaiting Comptroller data); Freedom Fest Sunday, July 1 in downtown; and Council consideration of board appointments 6/19 with a 6/13 application deadline, including those wanting to continue their service.

8. Review and discuss draft Fiscal Year 2019 Administrative Services Agreement and take action as necessary to direct staff.

Ms. Fritz presented an overview of the proposed changes in the preliminary draft of the FY19 Administrative Services Agreement which principally include: updating language respective to Economic Development Director position for consistency with City’s personnel titles; and updating the legal services section to clarify when and where legal costs are budgeted and charged for Corporation as well as general economic development legal work.

Motion for staff to proceed with changes as proposed – Van Chau; Second- Pool

Ayes: 4 Nays: 0 Abstentions: 0

9. Review and discuss draft Fiscal Year 2019 budgets and take action as necessary to direct staff.

Ms. Fritz presented an overview of the preliminary drafts of the Corporation’s operating (600) and project (601) fund budgets which included for Fund 600: proposed budget revenues of \$466,520 and expenditures of \$307,115 for a net to fund balance of \$160,405 and a remaining fund balance of approximately \$1.1 million. Fund 600 expenditures included a proposed transfer of \$93,304 to Fund 601 (projects fund). Staff will bring back more final versions to the next meeting. The board reviewed and discussed generally, with an emphasis placed on thinking progressively enough about the Corporation’s projects/work moving forward.

10. Review and discuss Corporation Bylaws related to position title and take action as necessary to direct staff.

No discussion or action was required on this item.

11. Future agenda items.

Items requested by the board include:

- Officer elections - carryover
- Southwestern Economics contract – carryover
- Review of advertising reach data – Van Chau
- Sales tax data analysis – Van Chau
- Workforce/job information – Gilmore

12. Announcements

None

13. Adjournment

Motion to Adjourn – Van Chau @ 8:05 p.m. Second – Archer

Ayes: 4 Nays: 0 Abstentions: 0

Passed and approved this 9 day of July, 2018.

Kent Pool, Secretary
City of Fulshear Development Corporation

Rev. Jackie Gilmore, President
City of Fulshear Development Corporation