



# CITY OF FULSHEAR DEVELOPMENT CORPORATION

A Type "A" Economic Development Sales Tax Corporation

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Fulshear, Texas 77441

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## Meeting Minutes

May 8, 2017

6:30 PM

**Board Members Present:** Rev. Jackie Gilmore, Fay Burke, Randy Katz, Randy Hutchison

**Board Members Absent:** None

**Staff:** Angela Fritz, C.J. Snipes, Angela Hahn, Byron Brown

**Attendees:** Rachelle Kanak, Kaye Kahlich, Jim Fatheree, Don McCoy

### Call to Order.

There being a quorum of the Board present, Rev. Jackie Gilmore, Vice-President, called the meeting to order at 6:30 P.M.

### Citizen Comments.

Don McCoy, with the Fulshear Chamber of Commerce, thanked the board for their continued support of, and membership in, the chamber and invited all to attend the Chamber membership meetings.

### 1. Consideration of and possible action on minutes for the Corporation for:

- January 9, 2017 Regular Meeting
- February 6, 2017 Regular Meeting
- March 6, 2017 Regular Meeting

**Motion to approve as presented – Burke; Second – Katz.**

**Ayes: 4      Nays: 0      Abstentions: 0**

### 2. Consideration of and possible action on financials and payables for the Corporation.

Staff presented financials and payables for the Corporation. Two payables were approved: \$21,709.43 to City of Fulshear for FY17 Q2 reimbursement under the Administrative Services Agreement; and \$702.00 to Randle Law Firm.

**Motion to approve as presented – Katz; Second – Burke.**

**Ayes: 4      Nays: 0      Abstentions: 0**

**3. Consideration of and possible action on Fiscal Year 2017 budget amendment No. 1.**

Ms. Fritz presented the proposed budget amendment to increase the amount for legal work from \$2,500 up to \$15,000 for the FY. During the budget development process, the base amount utilized for legal services was low as it was based off of a time when the EDCs had not been as active. Further legal work is anticipated for this fiscal year.

**Motion to approve as presented – Katz; Second – Burke.**

**Ayes: 4      Nays: 0      Abstentions: 0**

**4. Report on Fiscal Year 2016 Audit.**

The City's Chief Financial Officer, Wes Vela, provided an overview via memo pertaining to the audit conducted by Whitley Penn.

**Not An Action Item**

**5. Consideration of and Possible Action on Modification to Staff travel and Training Schedule**

Staff presented recommendations for modifications in the remainder of the travel/training line item due to the hiring of the Communications Coordinator. Staff requested approval of expenditures not to exceed \$1,075 for the ECD's share through September 30, 2017. This represents a cost savings of approximately \$350 per EDC from the original approval.

**Motion to approve as presented – Katz; Second – Hutchison.**

**Ayes: 4      Nays: 0      Abstentions: 0**

**6. Consideration of and possible action total budget for City of Fulshear 2017 Independence Day event.**

City Manager C. J. Snipes presented an overview of the proposed event and requested approximately the same amount as was expended for the 2016 event. The Board approved up to \$18,500; their share of a total \$37,000 requested by the City for the event.

**Motion to approve as presented – Katz; Second – Hutchison.**

**Ayes: 4      Nays: 0      Abstentions: 0**

**7. Consideration of and possible action on detail of remaining Fiscal Year 2017 advertising funds.**

The board heard a presentation from Rachele Kanak on joining the Fort Bend County Economic Development Corporation's Marketing Program at a cost of \$12,500 which will be split between both boards. They also agreed to fund \$1,300 for graphic design work that will complement the eventual website redevelopment. The cost allocated for both items is \$6,900 per board.

**Motion to approve as presented – Katz; Second – Hutchison.**

**Ayes: 4      Nays: 0      Abstentions: 0**

**8. Discuss Fiscal Year 2018 budget process and timeline.**

Staff presented a budget process timeline and discussed the EDC's budget preparation schedule according to the City budget preparation process and the bylaws of the Corporation. EDC budgets must be adopted by August 1, after which they will go to City Council for approval.

**Not an action item.**

**9. Discuss Fiscal Year 2018 plan of work and budget priorities.**

Ms. Fritz advised the Board that the work plan as was established is moving forward. The demographic study has been initiated; City staff is working on preliminaries for the study. Website redesign is in initial stages as well; staff is researching economic development strategies to determine the appropriate messages reach the right audiences. The board also discussed the future of funding for events.

**Not an action item.**

**10. Review and Discuss draft Fiscal Year 2018 Administrative Services Agreement.**

Ms. Fritz explained this agreement is the basis of the relationship between the City and the EDCs. Events were again discussed and it was agreed she would bring back a draft to the Board in June.

**Not an action item.**

**11. Report on Texas Heritage Parkway Presentation.**

C. J. Snipes gave an overview on this public/private partnership and the City's role related thereto.

**Not an action item.**

**12. EXECUTIVE SESSION – CLOSED SESSION IN ACCORDANCE WITH GOVERNMENT CODE SECTION 551.071 CONSULTATION WITH ATTORNEY CLOSED MEETING.**

Mr. Katz made the motion to move into executive session and was seconded by Mr. Hutchison at 8:45 p.m.

**13. RECONVENE INTO OPEN SESSION AND TAKE ACTION AS REQUIRED.**

The Board reconvened at 8:58 p.m. No Action taken.

**14. Consideration of and possible action on recommendations for replacement board members**

The Board members were encouraged to direct any interested new members to complete a City board/committee application for consideration.

**Not An Action Item**

**15. Report from Economic Development Director**

Ms. Fritz gave an overview on current status of projects and noted she had just returned from year one of Economic Development Institute training and had gotten good information from classes to utilize in future efforts.

**Not an Action Item**

**16. Requests for future agenda items**

None.

**Not an Action Item**

**17. Announcements**

Congratulations to new Council members Fatheree and Kahlich who were in attendance.

**18. Adjournment**

**Motion to adjourn at 9:06 p.m. – Katz; Second – Hutchison**

**Ayes: 4**

**Nays: 0**

**Abstentions: 0**

Passed and approved this 5<sup>th</sup> day of June, 2017.

  
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Fay Burke, Secretary  
City of Fulshear Development Corporation

  
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Rev. Jackie Gilmore, Vice-President  
City of Fulshear Development Corporation