



CITY OF FULSHEAR DEVELOPMENT CORPORATION

A Type "A" Economic Development Sales Tax Corporation

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Meeting Minutes July 20, 2020 5:30 PM (Virtual)

Board Members Present: Randy Etheridge, Rev. Jackie Gilmore (joined at 5:42 p.m.), Tommy Kuykendall, Andrew Van Chau
Board Members Absent: Prasad Garkhedkar
Staff & City Council Liaison: Angela Fritz, Chandler Marks, Byron Brown, John Kelly (Council Liaison)
Attendees: Kaye Kahlich (joined at 5:32 p.m.)

1. Call to Order

There being a quorum of the board present, Andrew Van Chau, President, called the meeting to order at 5:30 p.m.

2. Citizen's Comments

None.

3. Review and discuss update on small business grant program to support Fulshear businesses negatively impacted by COVID-19

ED Staff provided the update for the City's small business grant program, with 42 applications received to date and 19 applicants having been deemed eligible; as of July 12, approximately \$140,500 in allotted funds remain.

ED Staff also said that the Fort Bend County small business grant and SBA Paycheck Protection Program are other programs that staff have encouraged local businesses to apply for. As of July 18, there have been 48 applications for the County grant from businesses who list Fulshear as their address. There have also been approximately 290 different business entities that have applied for and received PPP funds, who have listed Fulshear as their address.

- 4. Consideration and action on Resolution CDC 2020-06, a Resolution requesting the City of Fulshear modify the second Chapter 380 economic development program to continue providing grants to small businesses negatively affected by COVID-19**

In addition to the recommended staff modifications , the corporation requested that additional language be added to the recommendation resolution for Council consideration that would double all award amounts to eligible FTE grant recipients.

Motion to adopt Resolution CDC 2020-06, with additional recommendation to double FTE grant award amounts in table – Gilmore; Second – Etheridge

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

- 5. Public hearing on specific project being proposed by the Corporation for Fiscal Year 2019-2020 being expenditures for acquisition of a Customer Relationship Management (CRM) system for the Economic Development department of the City of Fulshear as called for in the Economic Development Strategy, found by the Board Directors to promote new or expanded business development, the amount of which is approximately \$7,500. Comments or discussion by the Board of Directors will only be made at the time the agenda item is taken up for deliberation by the board.**

Mr. Van Chau opened the hearing at 6:08 p.m.

No comments

Mr. Van Chau closed the hearing at 6:09 p.m.

- 6. Consideration and possible action on Agreement with Coastal Cloud to implement an Economic Development Quick Start Solution to be used with the Salesforce customer relationship management platform**

ED Staff provided an overview of the project and purchase, noting that the CRM platform is critical in implementing the Economic Development Strategic Plan

Various members of the corporation requested ED staff conduct additional due diligence regarding Coastal Cloud's services, to include a client list, demo, reference checks, and at least one additional quote for comparison.

No action.

- 7. Consideration and action on Resolution CDC 2020-07, a resolution of the CDC declaring a specific project of the Corporation for Fiscal Year 2019-2020 being expenditures for acquisition of a Customer Relationship Management (CRM) system for the Economic Development department of the City of Fulshear as called for in the Economic Development Strategy, found by the Board Directors to promote new or expanded business development, the amount of which is approximately \$7,500**

Item postponed.

8. Consideration and action on budget allocation to fund acquisition of a Customer Relationship Management (CRM) system for the Economic Development department of the City of Fulshear

Item postponed.

9. Consideration and action on financials and payables for the Corporation for the period ending May 31, 2020

ED Staff provided an overview of the financials and payables.

Motion to approve the payables as presented in the amount of \$9,137.13 – Etheridge; Second – Gilmore

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

10. Consideration of and action on Fiscal Year 2020-2021 Administrative Services Agreement by and between the Corporation and the City of Fulshear

ED Staff provided an overview of the modifications to the proposed FY21 Agreement. The Agreement will be taken to City Council in August for consideration.

Motion to adopt the agreement as presented – Etheridge; Second – Gilmore

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

11. Consideration of and action on Fiscal Year 2020-2021 Corporation Budgets

ED Staff provided an overview of the Corporation’s final proposed FY21 Operational and Projects Fund budgets.

Motion to adopt the budgets as presented – Gilmore; Second – Kuykendall

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

12. Consideration of and possible action on Resolution CDC 2020-08, a resolution of the CDC declaring projects of the Corporation for Fiscal Year 2020-2021, directing staff to publish notice of same, and setting a public hearing

ED Staff noted that once the notice is published in newspaper(s), individuals will have 60 days to petition the City if they disagree with any particular expenditures. These resolutions will be carried forward for Council approval upon two readings (as required by statute for expenditures more than \$10,000) in August.

There was a typographical error noted in the Resolutions regarding use of “2010” vs. “2020.”

Motion to adopt Resolution CDC 2020-08, with corrections as noted – Etheridge; Second – Gilmore

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

13. Consideration and action on minutes of the Corporation for the July 20, 2020 Joint Annual Meeting

Motion to adopt the minutes as presented – Gilmore; Second – Etheridge

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

14. Hear update from City Council liaisons

No update to be provided by liaisons as all council meetings up to that point were covered in last month's corporation meeting due to the fact the EDC meetings were delayed a week until after the Council meeting.

15. 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, and economic indicators

- a) Update on COVID-19 business support**
- b) Update on Broadband Discovery Project**
- c) Update on Innovation Hub Playbook Project**
- d) Update on Transit Feasibility Project**

ED Staff provided overviews of the projects, as well as of the ongoing impacts of COVID-19 on the local business community.

Mr. McCoy (FDC – "B," ex-officio) said that the Fulshear-Katy Area Chamber of Commerce is continuing to push resources to their members, and that the new TriCountySearch.com is intended to highlight and promote business among chamber members. The abbreviated 4th of July celebration was successful, with attendees remaining in their cars.

16. Future Agenda Items

Mr. Kuykendall suggested a business brief/update, in which businesses or developers would provide an overview of their business/development.

Mr. Etheridge requested information regarding lead/prospect processes through the State, and Mr. Van Chau requested additional information/discussion on marketing/response materials related to same.

Mr. Van Chau requested a discussion on 'deeper dives' on dashboards and what boards would like to see on those. Mr. Kerlick emphasized his desire to ensure the CRM can report on goals in strategic plan as outlined and to ensure the selected CRM implementation consultant has the necessary knowledge and expertise to assess same and provide necessary tools related thereto.

Mr. Kuykendall requested that as the State legislative session draws closer, the Corporations be kept abreast of important and relevant legislative developments to include on agendas as required.

17. Announcements

Mr. Kuykendall announced that Mike Wells, one of Fulshear's first economic development corporation directors, passed away. The Fulshear-Katy Area Chamber of Commerce is scheduled to host a webinar about Bessie's Creek Waterway on July 30

Mr. McCoy (FDC – "B," ex-officio) announced the chamber's member chat with ABC13+ the following day (July 21). The television station has already been actively interviewing businesses in Fulshear and surrounding environs.

Mr. Kuykendall said that if all goes well, Fort Bend County Day at the state capitol will be on February 25, 2021, with the County once again sending a local delegation to Austin for legislative visit.

18. Adjournment

Motion to adjourn @ 7:48pm – Etheridge; Second – Kuykendall

Ayes: 4 – Roll call: Etheridge, Gilmore, Kuykendall, Van Chau

Nays: 0

Abstentions: 0

Passed and approved this 17th day of August, 2020.



ATTEST:

CHANDLER MARKS
ECONOMIC DEVELOPMENT
COORDINATOR



Andrew Van Chau, President
City of Fulshear Development Corporation