

# ***Proposal for Services***

## ***Economic Development Support Services***

To: City of Simonton  
Attn: Ms. Jennifer Jones Ward,  
City Administrator

By:  
***Esch Development Solutions, LLC***  
February 28, 2022

## Summary of Assignment

The City of Simonton, Texas, is a small community of approximately 700 people situated in Fort Bend County on Texas FM 1093. The community is located on the western edge of the Houston Metropolitan area. The City has both a Type A and Type B Economic Development Corporation. The corporations were created in 2009. The corporations had annual reported revenues in 2020 of \$31,516 and \$63,032 with fund balances of \$126,308 and \$210,367 respectively.

The City's economic development efforts are limited as the vast majority of undeveloped land within the City's jurisdiction is part of a single development called Twinwood. The City has a development agreement with Twinwood which anticipates the respective roles of the entities. Though the ultimate development of Twinwood's various phases will result in tremendous growth for the city it also impacts the nature, scope and approach of the City's economic development efforts.

The city has limited personnel and has previously contracted out for economic development services. Given the limited personnel resources, the City Administrator is seeking contract resources to support her efforts in the administration of the City's economic development program.

To this end, the City Administrator has identified the following key initial tasks

1. Program assessment.
2. Board education including:
  - Role of economic development in a community.
  - Review and discussion of role, purpose, powers and limitations of economic development corporations as well as the role of board members.
3. Staff support and administration of the city's Type A and Type B Corporations including creating board agendas, meeting support, and minutes
4. Resource and support for City Administrator for economic development program matters.
5. Development of economic development corporation and program policy and process recommendations for City Administrator consideration and possible board action.

## Fee Schedule

Hourly Rate	\$	250.00
Travel Rate (1/2 Hourly Rate)*	\$	125.00
IRS Mileage Rate*	\$	0.585

\* NOTE: Travel expenses would only be incurred for travel at the direction of the City on projects related to the City's efforts. Further, any such expenses must be approved in writing by the City Administrator prior to the expense being incurred.

## Estimated Fee for Services

Task	Estimated Hours	Total
Program assessment	8	\$ 2,000
Board education		
Role of economic development in a community <ul style="list-style-type: none"> <li>• Presentation development</li> <li>• Review with CA</li> <li>• Presentation to board</li> </ul>	4	\$1,000
Review and discussion of role, purpose, powers and limitations of economic development corporations as well as the role of board members <ul style="list-style-type: none"> <li>• Presentation development</li> <li>• Review with CA</li> <li>• Presentation to board</li> </ul>	10	\$2,500
Staff support and administration of the City's Type A and Type B Corporations including creating board agendas, meeting support, and minutes	~4/meeting	~\$1,000/Meeting
Resource and support for City Administrator for economic development program matters	On call	
Development of economic development corporation and program policy and process recommendations for City Administrator consideration and possible board action	Based on project details	

The above is an estimate of hours for the tasks included in each path option. This amount can change based on the needs of the city. The actual fee for services will be based on actual hours incurred.

## Delivery of Work Product and Expenses

Unless otherwise requested, the Consultant will only provide electronic copies of reports, recommendations, assessments, and other documents created for work performed under this contract. Should the city request printed copies from the consultant, they will be provided at the following rates:

- Black and white documents on standard paper at \$0.20/page
- Color documents on standard printer paper at \$0.60/page
- Should the city request other printed materials such as gloss print or special documents the city will be billed at the cost incurred by the Consultant for those documents.

## Contracting Entity and Contact Information

Name & Address:

Esch Development Solutions, LLC  
1650 Highway 6, Suite 470  
Sugar Land, TX 77478  
Attn: Joseph Esch

Email:

[Joe@Eschcraft.com](mailto:Joe@Eschcraft.com)

Phone:

713-305-9925

## Billing

Client will be billed for work completed up to and including the 30th of each month.  
Bills due upon receipt.

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Joseph Esch  
President  
Esch Development Solutions, LLC

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Date



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**EDUCATION / CERTIFICATIONS / LICENSES**

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<b>Master of Business Administration</b> University of Minnesota, Carlson School of Management	Minneapolis, Minnesota
<b>Bachelor of Arts, Business Administration</b> Wichita State University	Wichita, Kansas
<b>Certified Economic Development Finance Professional (EDFP)</b> National Development Council	Washington DC
<b>Certified Commercial Investment Member Designation (CCIM)</b> CCIM Institute	Chicago, IL
<b>Texas Real Estate License</b> Texas Real Estate Commission	Austin, TX

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**RELEVANT BOARD LEADERSHIP**

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<b>Professional Real Estate Organizations</b> CCIM Houston Gulf Coast Chapter	Secretary and Treasurer
<b>Economic Development Sales Tax Corporations</b> Sugar Land Development Corporation Sugar Land 4B Corporation	Executive Director Executive Director
<b>Public Development Corporations</b> Town Square Tax Increment Reinvestment Zone Sugar Land Tax Increment Reinvestment Zone #3 Town Square Development Authority	Executive Director Economic Development Staff Advisor Vice President
<b>Private Property Development Districts &amp; Associations</b> Town Square Property Owners Association Town Square Parking Authority Colony Grant Home Owners Association	City Representative City Representative President
<b>Community Development Boards</b> Fort Bend Chamber of Commerce Greater Fort Bend Economic Development Council	Chair, Economic Development Division City Representative

## **Minutes**

Special City Council Meeting

CITY OF SIMONTON

August 30, 2022

This is a true and correct copy of the Minutes of the Special Meeting of the Simonton City Council held on August 30, 2022 at 6:30 PM.

1. Call to Order. **Mayor Boudreaux called the meeting to order at 6:39 PM. A quorum was present:**

**Laurie Boudreaux, Cody Turner, Stacey Gootee, Thomas McLemore(by zoom)**

**Council Members absent: James Bialas, Jake Davis**

**City Staff present: Jennifer Ward, Erica Molina**

**Public Present: none**

2. Invocation and Pledge led by **Stacey Gootee**

3. Public Comments **NONE**

4. Consider and take action on the Consent Agenda:

a. approve minutes from the august 16, 2022 Regular City Council Meeting

**Motion by Stacey Gootee to approve the Consent Agenda. Cody Turner seconded.**

**Ayes: All**

**Noes: None**

**Motion Passed**

5. New Business

a. Workshop by Huitt-Zollars to present findings to City Council of the erosion on the Brazos River and efforts being made to secure funding for projects in the Simonton area.

**no action necessary.**

b. Discuss and review proposed FY2022-2023 Budget.

**no action necessary.**

c. Consider and take action to approve hiring of new Economic Development

Corporation Consultant

**Motion by Stacey Gootee to approve hiring of new Economic Development Corporation Consultant. Cody Turner seconded.**

**Ayes: All**

**Noes: None**

**Motion Passed**

Adjournment. **8:19 PM.**

Respectfully submitted,

Laurie Bondhus

Mayor

G. Hein

City Secretary