



STATE OF TEXAS

COUNTY OF FORT BEND

CITY OF RICHMOND

The Development Corporation of Richmond convened in a regular meeting open to the public and pursuant to notice thereof duly given in accordance with Section 501.072, Local Government Code, Vernon's Texas Codes, in Richmond City Hall Annex within said City on July 13, 2021, at 6:00 p.m. Directors in attendance included the following:

President, Joe Bonham
Secretary, Nancie Rain
Becky Haas
William B. Morefield, III
City Attorney, Gary Smith
City Secretary, Laura Scarlato

Vice President, Kit Jones
Treasurer, Terry Gaul
Verge Greenwood - **Absent**
Terri Vela, City Manager
Economic Development Director "ED", Jerry Jones

President Joe Bonham proceeded to call the meeting to order at 6:00 p.m. The meeting was broadcast via video conference call. All members of the public may participate in the meeting and via video conference call.

There was a quorum present.

The Pledge of Allegiance to the U.S. flag and Texas flag were recited.

Agenda item A3, was introduced for public comments. There were no individuals signed up to speak therefore the agenda item was closed.

Agenda item A4, to review and consider taking action on the minutes of the regular meeting held on June 8, 2021. President Bonham asked for changes or discussion regarding the minutes and there were no suggested changes. However, Director Terry Gaul had submitted three corrections to the minutes prior to the meeting which were made and provided. Director Gaul made the motion to approve the minutes from the June 8, 2021, meeting as corrected. Director Nancie Rain seconded the motion, and the vote was unanimous to approve.

Agenda item A5, Review Financial Reports through June 30, 2021. Finance Director Justin Alderete stated the year-to-date revenues were \$1.626 million with the Expenditures totaling \$1.426 million. The financials are trending as budgeted. A debt service transfer will be made in August in the amount of \$253,988. Director Gaul inquired about the contracted services and transfer. The allocation to reimburse the City is \$648,056. This allocation is for 2 ½ employees that are utilized by the DCR for communication, the ED Director, Human Resources component and clerical assistance. There was no action necessary, therefore the agenda item was closed.

Agenda item A6, Consider taking action on the proposed Development Corporation of Richmond Proposed FY 2021-2022 Budget. Finance Director Alderete stated the revised income statement was provided with changes to two items. Sales tax came in higher in FY 2021 than expected but the budget will be more conservative in FY 2022. The funds for a sales tax payment are being held for repayment if necessary. A fund called Reserve for Opportunities has been placed on the budget for FY 2022. Director Rain made the motion to approve the Development Corporation of Richmond Proposed FY 2021-2022 Budget. Vice President Kit Jones seconded the motion, and the vote was as follows:

President Joe Bonham –	For
Vice President Kit Jones –	For
Treasurer Terry Gaul –	Abstain
Secretary Nancy Rain –	For
Director Becky Haas –	For
Director Williams Morefield -	For

The motion passed and the agenda item was closed.

Agenda item A7, Review and consider taking action on the Bylaws of the Development Corporation. City Attorney Gary Smith reviewed the changes to the Bylaws that have been proposed for the Development Corporation with the following language, “two members from the City Commission shall be appointed from the Governing body of the City of Richmond”. City Manager Vela stated the next step would be to take the approval of the Bylaws by the DCR to the City Commission for approval. Director Terry Gaul made the motion to approve the amendments to the Bylaws of the Development Corporation with Director Rain seconding the motion. The vote was unanimous to approve.

Agenda item A8, Review and consider taking action on addressing traffic safety concerns on FM 359 near the entrance of Frank’s Nursery. ED Director Jerry Jones stated it would be advantageous to defer the agenda item until next month when a representative from TXDot would be present to address the traffic concerns. The motion was made by Director Rain to postpone the agenda item A8. Director Haas seconded the motion. The vote was unanimous to approve.

Agenda item A9, Review and consider taking action on the Farmer’s Market agreement. ED Director Jerry Jones suggested the services of Jessica Huang be utilized to manage the monthly Farmers Market. Ms. Huang is a strong community advocate and would be a great partner for the event. The Farmers Market Manager would receive \$1000 per event and allowed to retain the vendor’s fees. This would provide an incentive to bring in vendors. The market will be held on Friday nights and at the parking lot of the Methodist Church. Because of the difficulty of a summer market, the market will begin in September. The Board suggested a diversified portfolio of vendors be solicited. City Manager Vela stated the SNAP program could be on site for educational purposes. It was also stated that the City provides minimal staff time with set up and tear down. The City would provide the insurance, marketing and PR on social media, and legal services. Director Gaul and Director Kit Jones both indicated the contract needed to have more specific terms. There was no action taken.

Agenda item A10, Review the concept of a digital marketing platform for civic activities and commercial ventures offered by Soofa Signs. ED Director Jones provided the background of the news feed stations that are being presented for consideration. The signs are 100% solar-powered and provide city communication and wayfinding. The units are \$12,000 each plus an annual maintenance fee. The possibility of grant funding was discussed. President Bonham stated it is worth looking into for the future. Public Services Announcements could be broadcast to all including those without access to the internet or devices. There were very positive comments made regarding the system but not sure the City is ready for the system. More research will be provided in the future and the agenda item was closed with no action.

Agenda item A11, Review an Executive Summary from Retail Coach. ED Director Jones stated that of the three firms he has worked with in the past, Retail Coach is the best. The trade area reports were completed and potential sites for future development and/or re-development throughout the community have been established. Staff is working on Site Profile marketing pieces for each site. A list of retailers, restaurants, and developers for our outreach on Richmond's behalf will be ready in the next two weeks. At that time, an aggressive recruitment push will be made for the City of Richmond. There are two retail trade shows coming up which will provide opportunities for face-to-face interactions discussing projects.

Agenda item 12, Report of activities of Economic Development Director. ED Jerry Jones provided the highlights of his report which were as follows:

- ❖ Bella Media. The media company did a great job promoting the outdoor movie Jurassic Park increasing the attendance to approximately 100 people.
- ❖ A Millennial Round Table of young entrepreneurs have been gathering to discuss the City and goings on.
- ❖ Met with North Richland Hills
- ❖ The Selfie Day HEB gift card was won by Brenda Harper.
- ❖ Meetings with restaurant owners have been held that would complement the former Fire Station.
- ❖ Have been reaching out to large landowners for development of office building space.
- ❖ Met with Fort Bend Star to build a relationship.
- ❖ The Academy of Manufacturing Students providing assistance with getting them to TSTC two-year program.
- ❖ Met with Henderson-Wessendorff and they are committed to providing two breakfasts a year for business opportunities.

Agenda item A13, Consider taking action on requests for future agenda items.

- ❖ Director Rain requested an update on the Myrtle Street project.

Agenda item A14, Excuse from Attendance at Regular DCR Meeting. None

Agenda item A15, Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.087, Deliberation Regarding Economic Development Negotiations. The meeting adjourned at 7:23 p.m.

The Open Meeting reconvened at 7:37 p.m.

The following action was taken.

No action was taken in Executive Session.

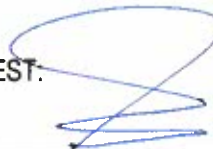
There being no further business to come before the Development Corporation of Richmond, President Bonham adjourned the meeting at 7:38 p.m.

APPROVED:



Joe Bonham, President

ATTEST:



Laura Scarlato, City Secretary