



DEVELOPMENT CORPORATION of RICHMOND

**CITY COMMISSION CHAMBER,
600 Morton Street, Richmond, Texas,**

Tuesday, September 12, 2023, at 5:00 p.m. and

via Video Conference call
(pursuant to Texas Government Code, Section 551.127)

Join Zoom Meeting

<https://us06web.zoom.us/j/82784837859>

A quorum of the City Commission may be present at this meeting.

1. Call to Order.
2. Recite the Pledge of Allegiance to the U.S. Flag and Texas Flag.
3. Public Comments. (Public comment is limited to a maximum of 3 minutes per item. No deliberations with DCR Board. Time may not be given to another speaker.)
4. Review and consider taking action on the minutes of the regular meeting held on August 8, 2023.
5. Review Financial Reports through August 31, 2023.
6. Review and discuss the Executive Directors August Report.
7. Review and consider taking action on DCR's budget priorities for the upcoming year.
8. Review and consider taking action on Personnel Discussion on Economic Development Coordinator/Assistant or Downtown Staff member.
9. Review and consider taking action on BeLocal Richmond's Visitor Guide and Distribution.
10. Update on the Richmond's Farmers Market
11. Review and consider taking action on DCR/ City Marketing Plan
12. Future agenda items.
13. Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.087, Deliberation Regarding Economic Development Negotiations and Section 551.072, Deliberation Regarding Real Property.

EXECUTIVE SESSION

In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A.) (Open Meetings Law), "The Board of Directors may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following section"; Section 551.087, Deliberation Regarding Economic Development Negotiations and Section 551.072, Deliberation Regarding Real Property.

E1. Firehouse

OPEN MEETING

14. Reconvene into Open Meeting, and take action on items, if necessary.
15. Adjournment

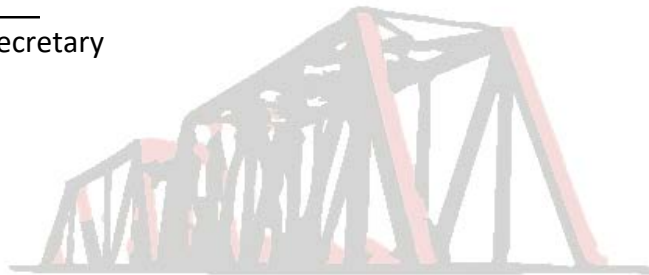
NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The Development Corporation of Richmond (DCR) meetings are available to all persons regardless of disability. This facility is wheelchair-accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at (281) 342-5456 for needed accommodations.

CERTIFICATE

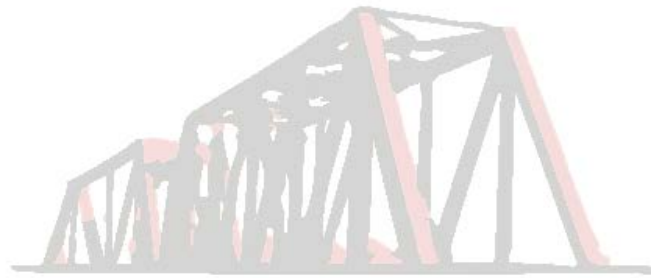
I certify that the above notice of the meeting was posted on a bulletin board located at a place convenient to the public in the City Hall, Richmond, Texas, on the 8th day of September 2023, at ___ __ a.m./p.m.

Lasha Gillespie, City Secretary



DEVELOP
RICHMOND
EST. TEXAS 1837

1. Call to Order.



DEVELOP
RICHMOND
EST. TEXAS 1837

2. Recite the Pledge of Allegiance to the U.S. Flag and Texas Flag.



DEVELOP
RICHMOND
EST. TEXAS 1837

**The United States
Pledge of Allegiance:**

**I pledge allegiance to the Flag of the
United States of America, and to the
Republic for which it
stands, one Nation
under God, indivisible
with liberty and
justice for all.**



The Texas Pledge of Allegiances:



**Honor the Texas flag;
I pledge allegiance to
thee, Texas, one state
under God, one and
indivisible.**

3. Public Comments. (Public comment is limited to a maximum of 3 minutes per item. No deliberations with DCR Board. Time may not be given to another speaker.)

DEVELOP
RICHMOND

EST. TEXAS 1837

4. Review and consider taking action on the minutes of the regular meeting held on August 8, 2023.





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 August 8, 2023, at 5:00 p.m. Board members in attendance included the following:

President, Kit Jones
VP, Tim Jeffcoat
Secretary, Nancie Rain
Cody Frederick
Becky Haas

City Manager, Terri Vela
Economic Development Director, Jerry Jones
City Attorney, Gary Smith
City Secretary, Lasha Gillespie

William B. Morefield, III-*left meeting at 7:16 p.m.*

Treasurer, Barry Beard-*arrived at 6:15 p.m.*

Agenda item A.1 Call to Order

- President Kit Jones proceeded to call the meeting to order at 5:02 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. Quorum was determined and meeting was declared open.

Agenda item A.2 Recite the Pledge of Allegiance to U.S. and Texas Flags

- Pledge of Allegiance to the U.S. Flag and Texas Flag was recited.

Agenda item A3. Public comments.

- None

Agenda item A4. Review and consider taking action on the minutes of the regular meeting held on July 18, 2023.

- Board Member Nancie Rain made a motion to accept the minutes of the regular meeting held on July 18, 2023. Board Member Frederick seconded. Motion passes unanimously.

Agenda item A5. Review Financial Reports through July 31, 2023.

- Finance Director Isaias Preza discussed information included in the financial report through July 31, 2023. Updates and breakdowns for the DCR balance, the DCR Capital Projects Fund balance, the Activity and YTD Budget, and the Income Statement for the current budget and overall activities were provided in this report.

Agenda item A6. Review and discuss taking action on the Executive Director's July Report.

- Economic Development Director Jones elaborated on the specifics of the director's report and was available for questions/comments from the Board. No action taken.

Agenda item A7. Review and consider taking action on DCR's budget priorities for the upcoming year.

- Director Jones addressed the Board and discussed primary jobs and how they compare to the sectors of our target industries, as well as what the market supports in attracting businesses, the area that still need to be developed in the city boundaries and E.T.J., and four goals for 2024. Additional topics of discussion included Business Retention and Expansion, Attracting New Businesses, Support Regional Collaboration, and Curate Key Data and Information to aid Businesses and Developers. No action taken.
- Board Member Beard made a motion to move forward on an Economic Development Assistant position with a \$75,000 cap. Board Member Jeffcoat seconded. Motion passes 4-1. Individual votes as follows:

Kit Jones - Aye

Tim Jeffcoat - Aye

Nancie Rain - Aye

Cody Frederick - Aye

Becky Haas - Nay

Barry Beard - Aye

Agenda item A8. Review and discuss taking action on updating our Feasibility report on hotels through an RFP process for a Hotel Consultant for major corridors of the city and ETJ.

- Not within the initiatives as of now. No action taken.

Agenda Item A9. Personnel Discussion on Economic Development Coordinator/ Assistant.

- Members of the Board expressed their thoughts on the functionality of the position and requested further details about the job's responsibilities. *Due to the discussion's focus on amending the budget, action on this item is recorded under agenda item A7.*

Agenda Item A10. Review and discuss the appointment of a DCR Board member(s) to serve as an Ad Hoc Committee member for the DCR Strategic Plan.

- Board Member Haas nominated Board Members Tim Jeffcoat and Board Member Barry Beard to serve as an Ad Hoc Committee member for the DCR Strategic Plan. Board Member Rain seconded. Motion passes unanimously. Kit Jones, Chair of the Board, appointed Board Members Tim Jeffcoat and Board Member Barry Beard to serve as an Ad Hoc Committee member for the DCR Strategic Plan.

Agenda Item A11. Review and consider approving a request for sponsorship for the Pecan Harvest Festival.

- The Pecan Harvest Festival submitted a letter requesting \$10K. Director Jones recommended approval.
- Board Member Haas made a motion to approve a request for sponsorship for the Pecan Harvest Festival. Board Member Jeffcoat seconded. Motion passes unanimously.

Agenda Item A12. Review and consider approving a request for a grant to purchase souvenirs for the Fort Bend Museum.

- Board Member Haas made a motion to approve a request for a grant to purchase souvenirs for the Fort Bend Museum in the amount of \$3K. Board Member Beard seconded. Motion passes unanimously.

Agenda item A13. Future agenda items.

- Approval of the excuse from attendance for Board Member Morefield.

Agenda item A14. Adjourn to Executive Session.

- President Kit Jones adjourned the meeting to Executive Session at 7:27 p.m.

Agenda item A15. Reconvene into open meeting.

- Reconvened into open meeting at 7:39 p.m. No action necessary.

Agenda item 16. Adjournment

- With no further business to discuss, President Jones adjourned the meeting at 7:39 p.m.

ATTEST:

Lasha Gillespie, City Secretary

APPROVED:

Kit Jones, Vice President

5. Review Financial Reports
through August 31, 2023.





City of Richmond, TX

Balance Sheet

Account Summary

As Of 08/31/2023

Account	Name	Balance	
Fund: 800 - DEVELOPMENT CORPORTION FUND			
Assets			
800-1101	CLAIM ON CASH-DEVELOPMENT CORP	5,064,598.29	
800-1410	SALES TAX RECEIVABLE	343,158.64	
	Total Assets:	5,407,756.93	<u>5,407,756.93</u>
Liability			
	Total Liability:	0.00	
Equity			
800-2900	UNAPPROPRIATED SURPLUS	4,246,687.19	
800-2920	RESTRICTED	457,715.93	
	Total Beginning Equity:	4,704,403.12	
Total Revenue		2,117,996.77	
Total Expense		1,414,642.96	
Revenues Over/Under Expenses		703,353.81	
	Total Equity and Current Surplus (Deficit):	5,407,756.93	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>5,407,756.93</u>



City of Richmond, TX

Balance Sheet

Account Summary

As Of 08/31/2023

Account	Name	Balance	
Fund: 703 - DCR CAPITAL PROJECTS FUND			
Assets			
703-1101	CLAIM ON CASH-DCR CAPITAL PROJ	403,507.71	
	Total Assets:	403,507.71	<u>403,507.71</u>
Liability			
	Total Liability:	0.00	
Equity			
703-2900	UNAPPROPRIATED SURPLUS	441,716.62	
	Total Beginning Equity:	441,716.62	
Total Revenue		16,844.10	
Total Expense		55,053.01	
Revenues Over/Under Expenses		-38,208.91	
	Total Equity and Current Surplus (Deficit):	403,507.71	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>403,507.71</u>



City of Richmond, TX

Income Statement Account Summary

For Fiscal: FY2023 Period Ending: 08/31/2023

	Current Total Budget	YTD Activity	Budget Remaining
Fund: 800 - DEVELOPMENT CORPORTION FUND			
Revenue			
RevenueCharacter: 40 - Taxes			
800-4010 SALES TAX REVENUE	1,567,667.00	1,933,145.01	-365,478.01
RevenueCharacter: 40 - Taxes Total:	1,567,667.00	1,933,145.01	-365,478.01
RevenueCharacter: 45 - Other			
800-4500 OTHER INCOME	5,000.00	0.00	5,000.00
RevenueCharacter: 45 - Other Total:	5,000.00	0.00	5,000.00
RevenueCharacter: 46 - Interest Income			
800-4600 INTEREST INCOME	75,600.00	178,475.32	-102,875.32
RevenueCharacter: 46 - Interest Income Total:	75,600.00	178,475.32	-102,875.32
Revenue Total:	1,648,267.00	2,111,620.33	-463,353.33
Expense			
ExpenseCharacter: 53 - Supplies			
800-6291-53120 OFFICE SUPPLIES	3,120.00	2,915.78	204.22
800-6291-53121 POSTAGE	500.00	228.60	271.40
ExpenseCharacter: 53 - Supplies Total:	3,620.00	3,144.38	475.62
ExpenseCharacter: 56 - Purchased Services			
800-6291-56005 TRAVEL AND TRAINING	7,055.15	4,944.38	2,110.77
800-6291-56006 PERIODICALS AND MEMBERSHIPS	19,850.00	18,748.24	1,101.76
800-6291-56021 ADVERTISING	57,891.38	35,127.33	22,764.05
800-6291-56045 BANK FEES	500.00	261.12	238.88
800-6291-56048 MISCELLANEOUS	4,442.94	3,612.06	830.88
800-6291-56080 RESERVE FOR OPPORTUNITIES	678,503.00	0.00	678,503.00
800-6291-56081 TSTC COMMITMENT	100,000.00	100,000.00	0.00
800-6291-56083 CONTRACTED SERVICES	377,908.12	377,524.75	383.37
800-6291-56090 RICHMOND HISTORIC DISTRICT	51,965.18	47,885.41	4,079.77
800-6291-56091 FBC TRANSIT	75,000.00	75,000.00	0.00
ExpenseCharacter: 56 - Purchased Services Total:	1,373,115.77	663,103.29	710,012.48
ExpenseCharacter: 57 - Capital Purchases			
800-6291-57010 Non-Capitalized Assets	5,000.00	2,142.31	2,857.69
ExpenseCharacter: 57 - Capital Purchases Total:	5,000.00	2,142.31	2,857.69
ExpenseCharacter: 59 - Intergovernmental			
800-6291-59030 SALES TAX INCENTIVE AGREEMENTS	0.00	0.00	0.00
ExpenseCharacter: 59 - Intergovernmental Total:	0.00	0.00	0.00
ExpenseCharacter: 60 - Transfers Out			
800-6291-60000 TRANSFER TO OTHER FUNDS	255,650.00	255,650.00	0.00
800-6291-60007 CITY OF RICHMOND REIMB ALLOC	689,384.00	490,602.98	198,781.02
ExpenseCharacter: 60 - Transfers Out Total:	945,034.00	746,252.98	198,781.02
Expense Total:	2,326,769.77	1,414,642.96	912,126.81
Fund: 800 - DEVELOPMENT CORPORTION FUND Surplus (Deficit):	-678,502.77	696,977.37	
Total Surplus (Deficit):	-678,502.77	696,977.37	

Summary

Project Summary

Project Number	Project Name	Encumbrances	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
18	Myrtle Street	9,326.94	415,901.36	0.00	393,767.24	19,296.02	413,063.26	-6,488.84
22	North 10th ST	0.00	299,900.43	0.00	0.00	0.00	0.00	299,900.43
39	Project Neighbor	0.00	22,000.00	0.00	14,465.00	0.00	14,465.00	7,535.00
Report Total:		9,326.94	737,801.79	0.00	408,232.24	19,296.02	427,528.26	300,946.59

Group Summary

Group	Encumbrances	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
DCR Capital Projects	9,326.94	737,801.79	0.00	408,232.24	19,296.02	427,528.26	300,946.59
Report Total:	9,326.94	737,801.79	0.00	408,232.24	19,296.02	427,528.26	300,946.59

Type Summary

Group	Encumbrances	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Capital	9,326.94	737,801.79	0.00	408,232.24	19,296.02	427,528.26	300,946.59
Report Total:	9,326.94	737,801.79	0.00	408,232.24	19,296.02	427,528.26	300,946.59

A Charming Past. A Soaring Future.



CITY OF RICHMOND, TEXAS
Monthly Sales Tax Analysis
For the period ending
August 31, 2023

FY2023



Sales Tax Analysis

DateKey

8/1/2022

8/31/2023



Adjusted Sales Tax Table

Adjusted Sales Tax Table

Month In Calendar	Net Payment	Adjustment	Adjusted Net Collection
8/1/2022	749,509	-89,612	839,121
9/1/2022	665,093	-89,612	754,705
10/1/2022	763,044	-89,612	852,656
11/1/2022	738,217	-89,612	827,829
12/1/2022	713,376	-89,612	802,988
1/1/2023	779,887	-89,612	869,499
2/1/2023	956,893	-89,612	1,046,505
3/1/2023	638,047	-89,612	727,659
4/1/2023	678,144	-89,612	767,756
5/1/2023	782,674	-89,612	872,286
6/1/2023	716,487	-89,612	806,099
7/1/2023	790,298	-89,627	879,925
8/1/2023	917,383		917,383
Total	9,889,054	-1,075,359	10,964,414



Sales Tax Analysis

DateKey

10/1/2022

8/31/2023

Summary of Performance

Quarter Label	Net Payment	SPA Collections	City Retained SPA	Gross City Collections	MUD Expense SPA	City Retained	Budget Amount	DCR Retained
Q1								
1 - October	763,044	121,907	60,953	587,522	-60,953	526,568	443,249	175,523
2 - November	738,217	137,918	70,244	570,581	-67,673	502,908	503,425	167,636
3 - December	713,376	134,109	67,054	551,795	-67,054	484,741	463,038	161,580
Total	2,214,637	393,933	198,252	1,709,898	-195,681	1,514,217	1,409,712	504,739
Q2								
4 - January	779,887	123,755	61,877	600,384	-61,877	538,507	483,082	179,502
5 - February	956,893	133,461	66,730	734,353	-66,730	667,622	310,847	222,541
6 - March	638,047	118,149	59,074	493,304	-59,074	434,230	409,657	144,743
Total	2,374,828	375,365	187,682	1,828,041	-187,682	1,640,359	1,203,586	546,786
Q3								
7 - April	678,144	138,940	69,470	525,976	-69,470	456,506	421,667	152,169
8 - May	782,674	146,885	73,443	605,367	-73,443	531,924	526,264	177,308
9 - June	716,487	126,542	63,271	553,183	-63,271	489,912	476,397	163,304
Total	2,177,306	412,368	206,184	1,684,525	-206,184	1,478,341	1,424,328	492,780
Q4								
10 - July	790,298	154,853	78,817	611,733	-76,037	535,696	479,767	178,565
11 - August	917,383	152,576	76,288	707,109	-76,288	630,821	538,212	210,274
Total	1,707,681	307,429	155,105	1,318,842	-152,325	1,166,518	1,017,980	388,839
Total	8,474,452	1,489,095	747,223	6,541,307	-741,872	5,799,435	5,055,605	1,933,145



Sales Tax Analysis

DateKey

10/1/2022

8/31/2023

City Sales Tax

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	Prior Year City Retained	City Retained	YoY City % Chg	Budget Amount	Actual / Budget (\$)	Actual / Budget (%)
Q1									
1 - October	727,363	763,044	4.91%	503,004	526,568	4.68%	443,249	83,319	18.80%
2 - November	902,127	738,217	-18.17%	612,849	502,908	-17.94%	503,425	-517	-0.10%
3 - December	774,155	713,376	-7.85%	551,299	484,741	-12.07%	463,038	21,704	4.69%
Total	2,403,646	2,214,637	-7.86%	1,667,151	1,514,217	-9.17%	1,409,712	104,505	7.41%
Q2									
4 - January	879,301	779,887	-11.31%	615,903	538,507	-12.57%	483,082	55,425	11.47%
5 - February	862,090	956,893	11.00%	598,335	667,622	11.58%	310,847	356,775	114.78%
6 - March	651,237	638,047	-2.03%	447,379	434,230	-2.94%	409,657	24,573	6.00%
Total	2,392,629	2,374,828	-0.74%	1,661,617	1,640,359	-1.28%	1,203,586	436,773	36.29%
Q3									
7 - April	521,263	678,144	30.10%	350,130	456,506	30.38%	421,667	34,839	8.26%
8 - May	728,840	782,674	7.39%	499,238	531,924	6.55%	526,264	5,660	1.08%
9 - June	644,723	716,487	11.13%	430,654	489,912	13.76%	476,397	13,515	2.84%
Total	1,894,826	2,177,306	14.91%	1,280,022	1,478,341	15.49%	1,424,328	54,013	3.79%
Q4									
10 - July	688,429	790,298	14.80%	463,528	535,696	15.57%	479,767	55,929	11.66%
11 - August	749,509	917,383	22.40%	514,797	630,821	22.54%	538,212	92,609	17.21%
Total	1,437,939	1,707,681	18.76%	978,325	1,166,518	19.24%	1,017,980	148,538	14.59%
Total	8,129,040	8,474,452	4.25%	5,587,115	5,799,435	3.80%	5,055,605	743,830	14.71%



Sales Tax Analysis

DateKey

10/1/2022

8/31/2023

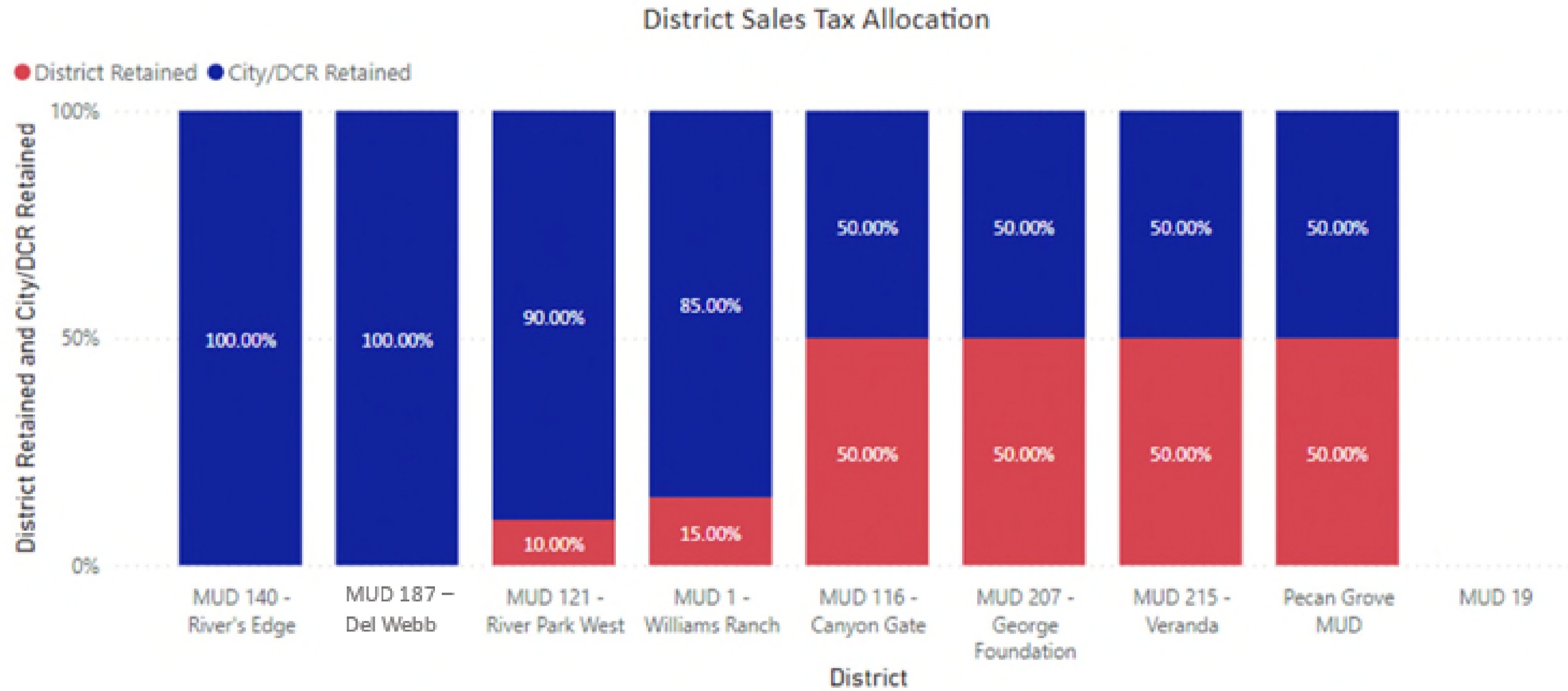
DCR Sales Tax

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	DCR Prior Retained	DCR Retained	YoY DCR % Chg	DCR Budget	DCR Act/Bud (\$)	DCR Act/Bud (%)
Q1									
1 - October	727,363	763,044	4.91%	167,668	175,523	4.68%	125,450	50,073	39.91%
2 - November	902,127	738,217	-18.17%	204,283	167,636	-17.94%	142,481	25,155	17.65%
3 - December	774,155	713,376	-7.85%	183,766	161,580	-12.07%	131,051	30,530	23.30%
Total	2,403,646	2,214,637	-7.86%	555,717	504,739	-9.17%	398,982	105,758	26.51%
Q2									
4 - January	879,301	779,887	-11.31%	205,301	179,502	-12.57%	136,724	42,779	31.29%
5 - February	862,090	956,893	11.00%	199,445	222,541	11.58%	87,977	134,564	152.95%
6 - March	651,237	638,047	-2.03%	149,126	144,743	-2.94%	115,942	28,801	24.84%
Total	2,392,629	2,374,828	-0.74%	553,872	546,786	-1.28%	340,643	206,143	60.52%
Q3									
7 - April	521,263	678,144	30.10%	116,710	152,169	30.38%	119,342	32,827	27.51%
8 - May	728,840	782,674	7.39%	166,413	177,308	6.55%	148,945	28,363	19.04%
9 - June	644,723	716,487	11.13%	143,551	163,304	13.76%	134,832	28,472	21.12%
Total	1,894,826	2,177,306	14.91%	426,674	492,780	15.49%	403,118	89,662	22.24%
Q4									
10 - July	688,429	790,298	14.80%	154,509	178,565	15.57%	135,785	42,780	31.51%
11 - August	749,509	917,383	22.40%	171,599	210,274	22.54%	152,327	57,947	38.04%
Total	1,437,939	1,707,681	18.76%	326,108	388,839	19.24%	288,112	100,727	34.96%
Total	8,129,040	8,474,452	4.25%	1,862,372	1,933,145	3.80%	1,430,855	502,290	35.10%



Sales Tax Analysis

SPA Allocation Agreements Key



**DEVELOPMENT CORPORATION OF RICHMOND
SALES TAX REVENUE**

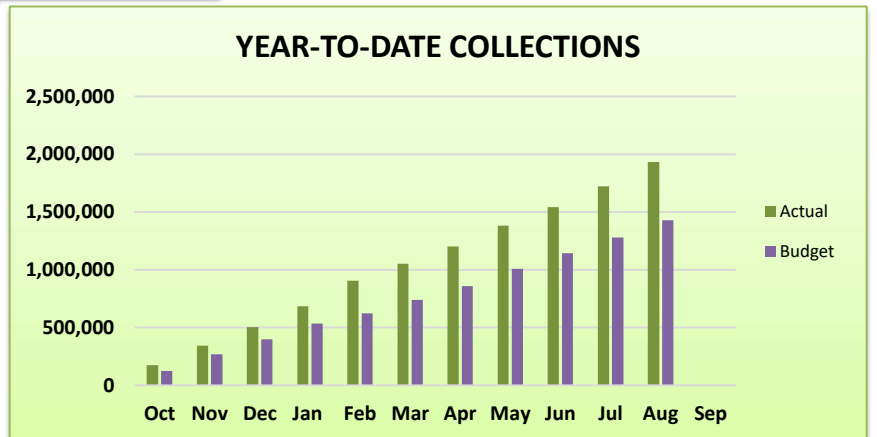
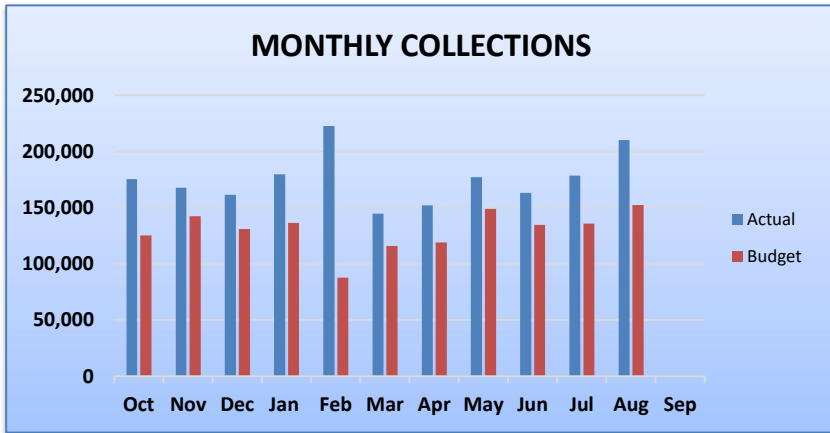
GROSS (Includes City & SPAs)			DCR ALLOCATION <i>Actual Income</i>		DCR BUDGET <i>Budgeted Income</i>		Year-to-Date Target to Budget 100% = Budget
Prior Year %			Monthly	Total Received Year-to-Date	Monthly	Total Budget Year-to-Date	
Total Received	Increase (Decrease) Month to Month						

Fiscal Year 2022

Oct	727,363	20%	167,668	167,668	130,336	130,336	128.64%
Nov	902,127	19%	204,283	371,951	142,460	272,795	136.35%
Dec	774,155	-6%	183,766	555,717	136,474	409,269	135.78%
Jan	879,301	41%	205,301	761,018	129,107	538,376	141.35%
Feb	862,090	5%	199,445	960,463	165,288	703,663	136.49%
Mar	651,237	8%	149,126	1,109,589	121,371	825,034	134.49%
Apr	521,263	-7%	116,710	1,226,299	129,371	954,406	128.49%
May	728,840	-43%	166,413	1,392,712	157,165	1,111,570	125.29%
Jun	644,723	-32%	143,551	1,536,263	142,344	1,253,915	122.52%
Jul	688,429	24%	154,509	1,690,773	141,847	1,395,761	121.14%
Aug	749,509	-15%	171,599	1,862,372	161,753	1,557,514	119.57%
Sep	665,093	-1%	150,339	2,012,711	144,486	1,702,000	118.26%

Fiscal Year 2023

Oct	763,044	5%	175,523	175,523	125,450	125,450	139.91%
Nov	738,217	-18%	167,636	343,159	142,481	267,931	128.08%
Dec	713,376	-8%	161,580	504,739	131,051	398,982	126.51%
Jan	779,887	-11%	179,502	684,241	136,724	535,705	127.73%
Feb	956,893	11%	222,541	906,782	87,977	623,682	145.39%
Mar	638,047	-2%	144,743	1,051,525	115,942	739,625	142.17%
Apr	678,144	30%	152,169	1,203,694	119,342	858,966	140.13%
May	782,674	7%	177,308	1,381,002	148,945	1,007,911	137.02%
Jun	716,487	11%	163,304	1,544,306	134,832	1,142,743	135.14%
Jul	790,298	15%	178,565	1,722,871	135,785	1,278,528	134.75%
Aug	917,383	22%	210,274	1,933,145	152,327	1,430,855	135.10%
Sep	0		0		136,812	1,567,667	

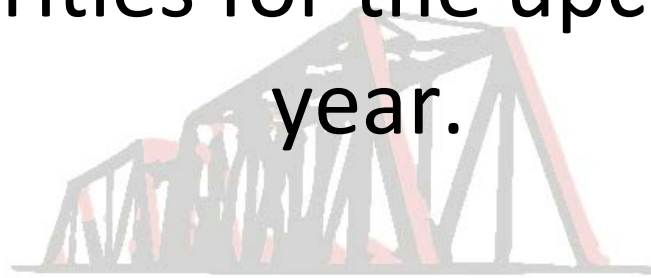


6. Review and discuss the
Executive Directors August
Report.



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7. Review and consider taking action on DCR's budget priorities for the upcoming year.



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Development Corporation of Richmond

FY2024 Priorities

Background

During the May 16th Development Corporation of Richmond's (DCR) Board of Directors Meeting, staff suggested using the Strategic Plan as a guideline for recommitting to priorities identified within our strategic documents. Identifying these priorities and tying funding to those priorities will assist us with providing evidence that the funds are being expended towards initiatives identified as priorities from the DCR and City Commission.

On June 13th, during the DCR Board of Directors meeting, Director Beard requested quantified specifics such as what job-producing projects can be taken on. There was further discussion about holding a workshop to get a breakdown of the mentioned expenditures.

During the April 2022 meeting, there was a discussion on whether pursuing projects through the RFI process would be the most effective and efficient use of staff time. A Request for Information(RFI) was brought to the board, which could require the sole attention of staff for a certain amount of time without any guarantee that the project would locate in Richmond. Direct directives never came from the discussion; however, continuing to develop and nurture relationships with business owners and developers was encouraged.

The DCR's adopted By-Laws contain additional language that captures the Corporation's essential responsibilities and core functions. Among other vital activities, By-Laws Section 4.04.A. charges the DCR Board with identifying and implementing strategies to "direct economic development" within the City's jurisdiction. Subsection H. then elaborates that:

'Direct economic development' shall mean the expenditure of funds for programs that directly accomplish or aid in creating identifiable new jobs or retaining identifiable, existing ones. Direct economic development includes job training, planning, and research activities necessary to promote job creation. The Corporation's focus will be primarily in the areas of:

- Business retention and expansion;
- Formation of new businesses;
- Attracting new businesses; and
- Any project authorized by Chapters 501 and 504 of the Texas Local Government Code for which the Corporation is eligible.

Staff compiled the DCR Target Industry Study Implementation Plan, DCR Strategic Plan (2017), The DCR Strategic Matrix, and the City of Richmond's Comprehensive Master Plan.

During our August 8th DCR Board meeting Director J. Jones presented a discussion on the following:

- Primary Jobs and how do they match up against our target industry sectors and what the market supports in attracting companies.
- What areas we have left to develop in both the city limits and E.T.J.
- Four initiatives for 2024

The board members expressed their desires that I address the following priorities during the 2024 fiscal year by DCR staff:

Initiative #1: Business Retention and Expansion

1. Either on the route from home or in route to my home I am to stop by businesses in route and greet businesses and conduct a visit with the business owner/manager/supervisor.
2. Visit two businesses monthly along with SBA or anyone of their affiliates.
3. Host in partnership with SBA affiliates training sessions for small businesses that can help nurture them in various growth stages.
4. Continue to Host Coffee at the BLOCK to assist small businesses with networking (this is a free event and doesn't exclude businesses who may or may not be able to afford to invest in Chamber memberships.

Initiative #2: Attracting New Businesses

1. Begin to complete Request for Information Request (the RFI process which could take nine months to three years to complete each project we apply for.)
2. Continue to Market reasons "Why you should do Business in Richmond" through the Economic Development of Social Media platforms.
3. Continue to contact all the real estate agents who have commercial property in Richmond and its ETJ (Due to the reduction of the area, we decided within the scope of the map, we average around 20 for realtors who are selling and 15 who are leasing)

Initiative #3: Support Regional Collaboration

1. Collaborate with the University of Houston's Federal Consortium
2. Continue to collaborate with Greater Houston Partnership on building awareness of the Greater Richmond/Fort Bend efforts to be more marketable to businesses and developers.
3. Continue to build on the Support of Houston Exponential through Fort Bend EDC.

Initiative #4: Curate Key Data and Information to aid Businesses and Developers.

1. Purchase software that can assist with data to help in what is happening in the market concerning Consumer practices (*Pending Support Staff*)
2. Continue to use CoStar.
3. Continue to use Impact Data Source.



8. Review and consider taking
action on Personnel
Discussion on Economic
Development
Coordinator/Assistant or
Downtown Staff member.



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POSITION DESCRIPTION

DRAFT

POSITION TITLE: ECONOMIC DEVELOPMENT COORDINATOR

DEPARTMENT	Economic Development	POSITION #	
PROGRAM #	100	SALARY RANGE	G-07
REPORTS TO	ECONOMIC DEVELOPMENT DIRECTOR	FLSA STATUS	Exempt
SUPERVISES	None	DATE OF REVISION	06/2021

POSITION FUNCTION SUMMARY:

The Economic Development Coordinator position is responsible for the effective day-to-day support of the economic development business attraction, expansion and retention efforts. This role performs a variety of professional work and coordination implementing key initiatives to promote the business and economic development interests within the community.

Responsibilities include assistance with economic development marketing programs, project tracking and compliance, proposal response assistance, community outreach, research and data collection, and the coordination of related committee events, meetings and presentations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE ECONOMIC DEVELOPMENT DIRECTOR AS THE NEEDS OF THE ECONOMIC DEVELOPMENT DEPARTMENT AND REQUIREMENTS OF THE POSITION CHANGE.

- Assist with business attraction initiatives, including but not limited to, assisting with RFI responses, research and data collection, property searches, etc.

ECONOMIC DEVELOPMENT COORDINATOR

- Grant Management:
 - Identify grant opportunities and assist in preparing grant applications to fund economic development projects.
 - Support the management of grant-funded programs and ensure compliance with funding requirements.
 - Monitor the progress and outcomes of grant-funded initiatives.
- Provide coordination for economic development marketing programs such as recruitment trips, tradeshow and conferences, site selector/broker events, etc.
- Schedule inbound prospect site visits and assist with meeting preparations
- Coordinate the Director's outreach to existing Richmond businesses to provide business retention and expansion assistance
- Assemble project briefing materials and meeting packets for incentives presentations to Type B, City Commission and other key stakeholders
- Assist with the planning and preparation of monthly DCR board meeting agenda
- Assist with incentive tracking and compliance
- Manage the economic development department's calendar of events and provide any required event planning support
- Maintain a comprehensive contact list for businesses throughout Richmond as well as the Extraterritorial Jurisdiction Limits.
- Assures special DCR events and activities are planned and executed efficiently and effectively particularly within our downtown and old town areas.
- Coordinates and participates in promotional and community engagement activities, advertising, business recruiting and training engagements geared towards downtown revitalization
- Perform other duties and responsibilities as needed or assigned.

KNOWLEDGE, SKILLS & ABILITIES: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

- To use market research methodologies and public relations principles and practices.
- Knowledge of principles of land use, business development, and economic development.
- Knowledge of common business, governmental, and real estate terminology and practices, as well as current innovations in business and economic development activities.
- Knowledge of pertinent federal, state and local laws, codes and regulations relating to economic development in general

ECONOMIC DEVELOPMENT COORDINATOR

- Knowledge of word processing, spreadsheet, and professional presentation software, such as Word, Excel, and PowerPoint.
- Knowledge of Internet and e-mail software and systems.
- Knowledge of municipal government functions and inter-governmental relations.
- Networking and leadership skills and the ability to work effectively with the business community, government, officials and community, regional, and state organizations are imperative. Must demonstrate excellent customer service skills.
- Skills in establishing a rapport and eliciting cooperation from co-workers, the business community, and citizens.
- Skills in effective communication both orally and in writing.
- Skills in effective time management and resource utilization.
- Ability to handle confidential matters, use discretion, and make independent judgments.
- Ability to work effectively with all levels of employees and management and assist in providing solutions to projects and tasks.
- Ability to establish and maintain effective working relationships within the community and organization.
- Must be available for night and weekend events and meetings, some of which may involve overnight travel.
- Stay abreast of, and comply with, all City and departmental policies and procedures.

EDUCATION, EXPERIENCE AND TRAINING: THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW.

Formal Education:

- Bachelor's degree in Marketing, Business Administration, Accounting & Computer Information Systems, Urban Planning, or Public Administration.

Relatable Work Experience:

- Two plus years of experience in economic development, business retention, real estate brokerage, retail development or municipal government. Advanced education above a Bachelor's degree may be substituted for up to two years of experience.
- The candidate should have a proven track record of researching, coordinating, and assisting in the implementation of a wide range of economic development programs, projects, and initiatives (or projects similar in nature and execution).

ECONOMIC DEVELOPMENT COORDINATOR

- Experience or knowledge of Texas economic development incentive programs (Type B Corporations, Tax Abatements, Chapter 380s, Direct Incentives, Enterprise Zones, Skills Development, etc.) and an understanding of the restrictions associated with the usage of funds derived from these sources is preferred.
- Municipal experience is a plus.
- Grant management is a plus.

Training (License and/or Certification):

- Valid Texas Driver's License
- Recognized Economic Development Industry training is a plus, but not a requirement. Certifications may include:
- Certified Economic Developer (CED)
- Economic Development Finance Professional (EDFP)
- Certified Commercial Investment Member (CCIM)

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

STAND/WALK	Occasional walking within City Hall and City Departments.
SIT	For most tasks (desk chair 19" high, desk top high, keyboard 28" high).
TALK/LISTEN	Communicate with the public and staff in person and on the telephone.
DEXTERITY	Ability to write and use a computer.
CLIMB/BALANCE	To get files on top shelf of lateral filing cabinet (65" high) and supplies from top shelf of supply closet (75" high).
STOOP/CRAWL/ KNEEL/CROUCH	To obtain files and paper from lower drawers and books from shelves up to 65" high. To change toner cartridge in copier; obtain files and paper from lower drawers and shelves (paper as low as 4" from floor).
LIFT/MOVE/ PUSH/PULL	Ability to move boxes weighing up to 25 lbs.
VISION	Ability to use a computer at least 50% of workday; ability to read and write.

WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE

ECONOMIC DEVELOPMENT COORDINATOR

ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

**NORMAL HOURS/
DAYS OF WORK** 8:00 a.m. to 5:00 p.m., Monday through Friday (May require some weekends and evenings).

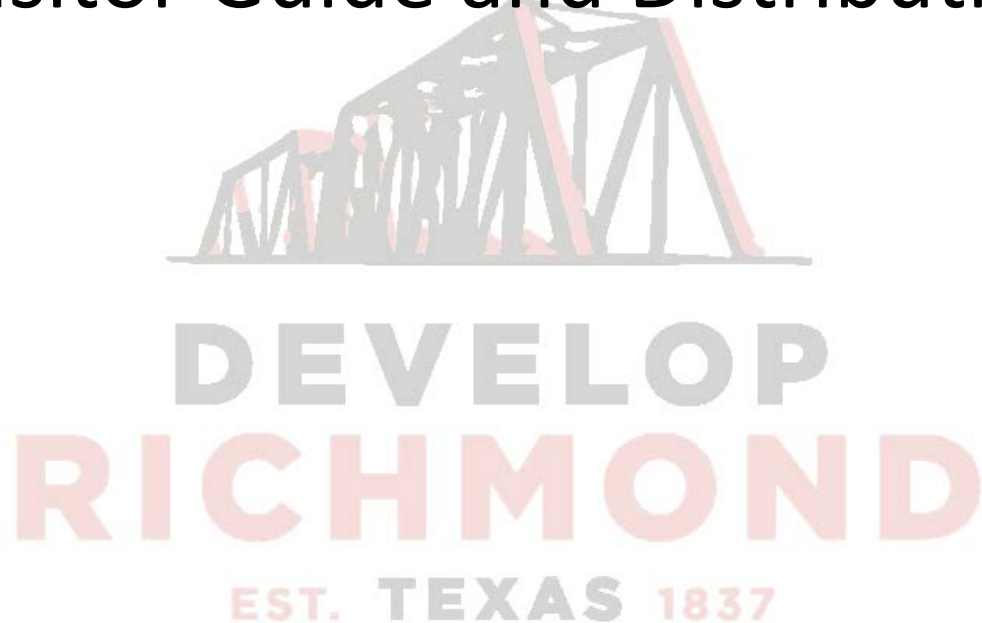
**DESCRIPTION OF
DAILY WORK
ENVIRONMENT** Work area is located in a climate-controlled environment that is shielded from direct public access. Work site may be an open-design space, a cubicle, or a private office.

This Job Description does not constitute an employment agreement between the City of Richmond and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date

9. Review and consider taking action on BeLocal Richmond's Visitor Guide and Distribution.





City of Richmond, TX
AGENDA ITEM COVER MEMO

DATE: September 12, 2023

AGENDA ITEM 9. Review and consider taking action on BeLocal Richmond's Visitor Guide and Distribution.

Background:

The N2 Company began its journey to print media powerhouse status through its flagship product, Stroll magazines. These custom publications, which serve well-established neighborhoods, are the perfect vessel to connect residents to their neighbors down the street. But N2 realized a need wasn't being met: informing the newest homebuyers on places to go and people to see in their area, outside of the neighborhood.

Enter BeLocal: the comprehensive guide for all new movers to the greater community. The first BeLocal magazine hit new movers' mailboxes back in 2018. Since then, we've expanded to serve residents in more than 100 communities across the country.

Liz Hamm, owner of the BeLocal Richmond and staff have worked together to identify how to use the magazine to serve as a welcome guide for visitors who come to Richmond and also continue to reach new citizens who relocate within the Richmond area.

Print & Digital program, highlighting the best of our area (*edited monthly, feedback/edits always welcome*)

PROJECT ELEMENTS

- 10 Locations, Richmond area (tbd)
- Publication Displays
- Publications
- QR Code - *BeLocal in your Pocket, 24/7*

OPTION #1

\$1300 monthly with BeLocal Richmond (This includes your **current 1/3 page ad**)

- includes visits to the 10 locations each month and refresh copies of the printed publication in the stands, up to 100 hard copies per month
- because you're distributing the latest, monthly, the most updated versions of the printed publication will be distributed / ongoing
- refresh the square QR code cards at the stands

OPTION #2

\$6500 for 500 copies of a single month of BeLocal Richmond

Billed in one cycle/payment and total supply will be delivered in bulk/one shipment.

- *Does Not include maintenance of distribution locations*
- *Will not include latest updated copies, as (edits are made monthly)*

- *Does Not include QR code cards at the distribution locations*

OPTION #3

\$1650 monthly with BeLocal Richmond (Would include a **Full Page Ad**)

- includes visits to the 10 locations each month and refresh copies of the printed publication in the stands, up to 100 hard copies per month
- because you're distributing the latest, monthly, the most updated versions of the printed publication will be distributed / ongoing
- refresh the square QR code cards at the stands

Staff Request:

Staff would like to provide the pros and cons of all three options for the board to review and consider.

Option 1 and 3 would be the latest monthly updated version of BeLocal Richmond. Option 2 allows us to change the publication's cover to read Richmond's Visitor Guide. We can have custom pages in the document. The only shortfall is we would be responsible for distributing the document. This is the first time we are doing a push like this. If we want to try a less custom approach that doesn't require us to maintain it ourselves, the staff is open to either option. The general desire is to encourage visitors and newcomers to our city and ETJ to shop and eat locally.

10. Update on the Richmond's Farmers Market





Development Corporation of
Richmond
AGENDA ITEM COVER MEMO

DATE: September 8, 2023

AGENDA ITEM 10. Update on the Richmond's Farmers Market

We are currently working with an expired contract, and conversations have been ongoing about what the Farmer's Market Managers need to grow the market. The manager will submit a proposal requesting additional items to increase the market's attendance with consumers and vendors.

We will have an Ad Hoc committee meeting with the other Farmer's Markets in the area to see how we can grow and draw additional attention to them, especially with them not competing on dates and times.

Once we gather the information, we will bring back a committee report and seek the board's direction.

11. Review and consider taking
action on DCR/ City Marketing
Plan





Development Corporation of
Richmond

AGENDA ITEM COVER MEMO

DATE: September 8, 2023

AGENDA ITEM 11. Review and consider taking action on DCR/ City Marketing Plan

Background:

MINUTES FROM AD HOC COMMITTEE ACTIONS

Ad Hoc Committee Update re: Marketing Plan

Members:

Kit Jones

Tim Jeffcoat

Jerry W. Jones Jr.

Update As of:

4/282023

The Ad Hoc Committee submitted their score sheets, and the results are attached. Please review the proposals of the top 3 firms who received the most votes.

The Vote totals list the firms in the following order:

1. Fifth Ring 257
2. Insyteful 256
3. Lou Ham. 251

The proposals are attached to the agenda as supporting documents.

Updated as of May 16, 2023, DCR Board Meeting

The DCR Board of Directors met on May 13, 2023. Economic Development Director Jerry Jones gave comprehensive details about each company's capabilities. Director Rain moved to postpone the selection of a marketing firm until the DCR meeting on June 13, 2023. Director Frederick seconded. Motion passes unanimously.

Updated As of June 1, 2023

Additional Information requested by the board in preparation for their June 13, 2023, meeting:

- **Fifth Ring**
 - Is headquartered in Europe, however, have offices in Americas (Houston) and Asia (Singapore).
 - Their proposal cost:

- Phase 1: \$55,000-\$80,000
- Phase II: \$100,000
- Ongoing: \$5,000-10,000 per month
- Experience with Government and Economic Development: Palisades Dubai, Kuala Lumpur, and Prime Four

- **Insyteful**

- Is a full-service advertising and marketing agency with offices in Dallas, TX, the Tennessee Valley, and Nashville, TN.
 - Their proposal cost:
 - Phase 1: \$95,450
 - Phase II: \$47,000
 - Ongoing: There were no ongoing fees referenced in the proposal.
 - Experience with Government and Economic Development: Charlotte County, Florida, North Florida 14- County Economic Development Partnership, & Lawrenceburg TN.

- **Lou Hammond**

- Is headquartered in New York, however they have offices in Houston, Charleston, Denver, Atlanta, Miami, and Tampa Bay with an extensive network of global partners.
- Their proposal cost:
 - Phase I: \$85,000
 - Experience with Government and Economic Development: Pearland EDC, Houston Space Center, Montgomery, AL, Houston, & Downtown District (Houston)

Update as of June 13, 2023

The DCR Board of Directors met during their monthly Board meeting. The Board discussed all the marketing firms who were up for consideration. After extensive discussion, Director Beard made a motion to enter into a contract with Lou Hammond. Director Haas seconded. Motion passes unanimously. (Lou Hammond's proposal is attached to this cover memo.)

Staff Recommendation:

Update as of September 8, 2023:

Staff received a notice that the Lou Hammond office has canceled all of their Houston-area agreements and withdrew their proposal. We are asking for the board to reject all bids while we look at other avenues to procure the services needed.

12. Future agenda items.



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13. Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.087, Deliberation Regarding Economic Development Negotiations and Section 551.072, Deliberation Regarding Real Property.

EXECUTIVE SESSION

In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A.) (Open Meetings Law), "The Board of Directors may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following section"; Section 551.087, Deliberation Regarding Economic Development Negotiations and Section 551.072, Deliberation Regarding Real Property.

E1. Firehouse



OPEN MEETING

14. Reconvene into Open Meeting, and take action on items, if necessary.

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15. Adjournment



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