



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 May 8, 2018 at 6:00 p.m. Directors in attendance included the following:

President, Evalyn W. Moore  
Secretary, Verge Greenwood  
Robert Haas  
Manual Zamora  
City Attorney – Gary Smith  
City Secretary – Laura Scarlato

Vice President, Joe Bonham  
Treasurer, Barry Beard  
William B. Morefield, III  
Terri Vela – City Manager  
Cameron Goodman, Executive Director

Prior to the meeting starting, President Moore announced this would be Director Zamora's last meeting and that the Board appreciated his service to the City of Richmond and he would be greatly missed.

President Evalyn Moore opened the meeting at 6:00 p.m. and asked if there were any public comments. There were none, therefore the agenda item was closed.

Agenda item 3 was introduced by President Moore to review and consider taking action on the minutes of the regular meeting held on April 10, 2018. Director Zamora made a motion to approve the minutes and Director Beard seconded the motion. The votes were unanimous to approve.

President Moore asked for a review of the Financial Reports through April 30, 2018. Director Beard reported that staff is looking at ways to report financials in a *predictive way* versus an *as is way*. The April sales tax was down 37% due to a one time true up made by the state last year which was a mistake to get caught up. However, the sales tax is still flat compared to 2015-16. Staff is still considering ways to improve the sales tax. The loss of Tractor Supply may have been a larger impact than originally predicted. Overall we are on track, the revenues are on budget and the expenses are below budget but that will increase over the next few months. There was no action necessary for this item.

Executive Director Goodman introduced Ellen Hughes, Director with West Fort Bend Management District "WFBMD" who provided an annual update. Director Hughes gave an overview of the Mission Statement, Map of the Corridors that the District covers, and Vision. Director Hughes reported the successes in the

Historical District and the areas of emphasis such as the mowing of the median on FM 359 corridor, as well as the involvement in the Pecan Festival. Director Hughes reviewed the 2017 Financial Summary and the plan for the funding in the future using “assessments”. Also, the goals for the future were provided. There were no questions, therefore the agenda item was closed.

Agenda item A6, to review and consider taking action on Central Fort Bend Chamber, Standard Services Contract for Promotional and Membership Services for the year 2018/2019. Economic Director Cameron Goodman reviewed the summary of contract terms stating the contract term from May 1, 2018 – April 30, 2019 and providing similar services to the previous year’s contract. Director Goodman reviewed the following services:

- Annual Membership Directory
- 12 Annual email blasts to 8000 regional recipients in the Contractor’s database
- Partner with special projects including but not limited to a Farmer’s Market possibly
- Reserved table in two monthly membership luncheons/breakfasts (includes the Mayor’s State of the City Event
- 12 placements in the Contractor’s weekly electronic newsletter, Business in the Bend.

The compensation for all services is \$10,000. Director Beard made the motion to approve the Standard Services Contract for Promotional and Membership Services with Central Fort Bend Chamber with Director Morefield seconding the motion.

Agenda item 7, review the Monthly Executive Director Report was introduced and then provided by Director Cameron Goodman.

- **Legislative Efforts** – Staff is working with Representative Phil Stephenson to capture sales, hotel and mixed beverage taxes for our region. The amendment will be filed in November 2018 and hopefully will be passed in early 2019. This will allow a funding mechanism for large scale projects.
- **Downtown Video Project** – The video team had their first opportunity to film on May 6<sup>th</sup> with the Block House Block Party which provided a fun festive atmosphere with children playing games and families. This will be great footage for the video. The next filming dates are May 25<sup>th</sup> and 26<sup>th</sup> and will be highlighting the Downtown areas and Historical sites. A script is being reviewed for the voice over and schedules are being set up so that the filming stays on track. There will be 16 hours of filming. There were no questions.
- **Second Chance Job Fair** – The job fair is scheduled for June 14<sup>th</sup> and will be held at the Mamie George Community Center in Richmond. There is expected to be 10-12 potential employers at the job fair. They are screening the potential candidates so that only the best will be sent to the job fair. These individuals are currently on probation. Director Goodman stated he has partnered with the Texas Workforce Commission and Fort Bend County Community Supervision and Corrections Department.

- **Downtown Improvement Grant Program** – Currently do not have any applications for the grant program from the downtown merchants.
- **Target Industry Study** – The EMSI Consultants will be in Richmond on May 14<sup>th</sup> and 15<sup>th</sup> for a community stakeholders meeting. The purpose is to provide a preliminary presentation, host focus groups and to gain insights on the community of Richmond.
- **Professional Education & Training** – Director Goodman thanked the Board for allowing him to attend the weeklong training session hosted by Oklahoma University Economic Development last week in Fort Worth, Texas. There were over 200 Economic Development Directors from across the country so it was similar to meeting with a team of consultants and exchanging ideas. Director Goodman stated he enjoyed it and thought it had been very beneficial to his position.
- **Upcoming Events** – Next DCR meeting will be Tuesday, June 12<sup>th</sup>.

Director Zamora inquired about the status of the brewery of which Director Goodman stated an investment meeting was held recently and they are working on a pro forma statement.

There being no further business to come before the Development Corporation of Richmond, the meeting was adjourned at 6:30 p.m.

ATTEST:

  
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Laura Scarlato, City Secretary

APPROVED:

  
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Evalyn W. Moore, President