

# ECONOMIC DEVELOPMENT COMMISSION

## Public Notice of a Regular Meeting

Please be advised that the City of Richmond Economic Development Commission will hold its regular meeting on:



**March 13, 2024 - 11:30 a.m. -1:00 p.m. at the 450 Civic Center Plaza, 1<sup>st</sup> Floor:  
Richmond Room**

### - AGENDA -

Diana Wear

CHAIR

Andrea Portillo-Knowles

VICE-Chair

1. 11:30 am - Call to Order - **(5 minutes)**
2. Roll Call & Check in - **(5 minutes)**
3. Approval of Minutes - **(10 minutes)**
  - a. 02-14-2024 Meeting Minutes – read and send corrections prior to the meeting
  - b. EDC minutes discussion. We need a volunteer to take lengthy minutes and decide if of how these will be used
4. Report from EDC Chair- **(5 minutes)**
5. Old and/or New Business (two parts) - **(45 minutes)**
  - a. **Old:** Subcommittee Reports – **(15 minutes)**
    - a. Proposal
    - b. Discussion
    - c. Vote
  - b. **New:** 2024 Goal Setting – **(30 minutes)**
    - a. Three top goals from January brainstorm to include our tangible actions and delineate what subcommittees might take on to further our Commission's work.
6. Council Liaison Zepeda news or report — **(8 minutes)**
7. Public Comments/Announcements/Handouts - **(5 minutes)**
8. Closing Comments, Chair Wear **(2 minutes)**
9. Adjournment – Promptly adjourn at 1 because another group has the Richmond room.

Crashelle Jackson

Allison Huie

Christina Kenney

James Lee

Kerby Lynch

Gloria Jean Sewell-

Murphy

Don Thompson

Orrian Willis

Reza Yazdi

Council Liaison:

Cesar Zepeda

Staff:

Lizeht Zepeda

Nannette Beacham

Shane Johnson

Kyle Lam

Next Meeting Date: April 10<sup>th</sup>, 2024

*\*Note: The EDC Ordinance attached*

## **56.060 - Officers.**

The commission shall elect from among their own number a chairman and a vice-chairman who shall serve in such capacity for **one year**. In the case of a vacancy in the position of chairman or vice-chairman, the commission shall elect a successor who shall serve for the predecessor's term. The commission shall appoint a secretary who may be, but need not be, a member of the commission.

## **3.56.070 - Powers and duties.**

The specific powers and duties of the commission are as follows:

- (a) Work with state and local agencies, governing bodies, public and private organizations as appropriate to encourage economic development in the City;
- (b) Promote the interests of commercial and industrial development in metropolitan Richmond while giving due consideration to the interests of the neighborhoods and the overall quality of life in the City;
- (c) Review and comment on the City's program of providing economic development, business information and economic promotion services to the business community;
- (d) Review and comment on opportunities for enhancing economic development through major public works projects, emerging growth industries, annexations, use of redevelopment, ports development, etc.;
- (e) Review and comment on programs which may enhance employment of Richmond residents;
- (f) Perform other tasks related to the City's economic development as requested by the City Manager or City Council.

## **3.56.080 - Meetings.**

The commission shall hold its first meeting within thirty days after all of its members have been appointed. At such meeting, the commission shall fix the time and place of regular meetings of the commission which shall not be less frequent than once each month. All meetings of the commission shall be open to the public.

## **3.56.090 - Rules and records.**

The commission shall adopt rules for the transaction of the business of the commission, which rules shall, among other things, include the term of the secretary of the commission, the manner of calling and giving notice of special meetings and hearings, and the appointment and powers of standing committees. The commission shall keep records which shall be open to the public of its resolutions, transactions, motions, orders, findings and determinations.



## ECONOMIC DEVELOPMENT COMMISSION

### Regular Meeting Minutes

Wednesday, February 14, 2024, 11:30AM – 1:00PM

Richmond Room, 450 Civic Center Plaza, Richmond, California

#### 1. Call to Order and Roll Call

Call to Order: 11:50 am by Chair Wear [a quorum was not reached at start time]

#### 2. Roll Call & Check In

A quorum was present with the following commission members:

**Present:** G. Sewell-Murphy, D. Thompson, C. Jackson, C. Kenney, D. Wear, O. Willis, K. Lynch

**Absent:** A. Huie, A. Portillo-Knowles, R. Yazdi, J. Lee

**Council Liaison:** Cesar Zepeda

#### 3. Approval of Minutes

January Meeting Minutes

1st – C. Kenney, 2nd – O. Willis

Chair Wear thanked City staff for the preparation of the minutes and proposed that the minutes for the future include attendance, topics discussed, and decisions. Commissioner Sewell-Murphy remarked that people make important statements in the meetings, and as the founding Executive Director and Secretary for the Mayor's Art Council, she knows how things are supposed to go. She discussed the importance of using minutes for research purposes. City staff proposed the commission ask for a volunteer secretary to record the lengthy, detailed minutes. This topic will be discussed and voted on at the March 13, 2024 meeting.

#### 4. Report from EDC Chair

- a. We meet today on Valentine's Day, a time to celebrate people and places that move our hearts. Today at the EDC, I want to note this occasion acknowledging all of us around this table who are putting our hearts and minds and bodies toward the economic development of our fine city. Together our efforts will hopefully move other hearts as well. I've also brought some chocolate hearts to share with you all just to seal the deal.
- b. Meanwhile, though we had a lot of exuberance after our last meeting and a number of people volunteered to work on the new goals, deliverables, measures of accountability, and timeline for the 2024 EDC plan, we could not meet due to Brown Act regulations. More than three people meeting on Commission business is not allowed without the establishment of a new subcommittee. So that will be on our agenda today.

#### 5. Old and/or New Business

- a. Standing Committee

Commissioner Wear proposed the establishment of a 2024 Goal-Setting Committee. The purpose of the committee is to set goals, have measures of accountability, and deliverables for the EDC. The committee will be using the discussion material, goals, thoughts, and insights gathered from the January EDC meeting working session to decide and focus efforts for the upcoming year. In accordance with the Brown Act, if the committee meets quorum, it must notify the public of the meeting, be held in the public, and record meeting minutes. It was then decided that rather than set a new Standing Subcommittee, which the commission was not yet ready to do, Chair Wear

suggested we simply re-focus the Policy Subcommittee. The Policy Subcommittee is scheduled to meet before the next EDC meeting, so we'll try that. Orrian, chair of the Policy Subcommittee agreed.

### **Report from City Council:**

Councilmember Zepeda provided a brief report. The December 6th, 2023, Council Meeting allocated ARPA funds for small business support. Staff are currently working on RFP/RFQs. The 23rd St Merchants Associations has reached out and are interested in funding and working with the city and committee to reshape the 23rd St area. The Arts Corridor and Richmond Chamber celebrated their 100th year anniversary. Glydways is interested in coming to Richmond, specifically the Hilltop Area, for testing. They are a company that has autonomous vehicles that drive riders non-stop from point A to point B. Glydways has been bidding over the country, including first mile-last mile from Antioch to Brentwood, and San Jose Airport to Downtown San Jose. The Richmond City Council will also be hearing a presentation on the update about Sutter Health and the impact when Berkeley's Alta Bates Hospital closes.

### **Public Comments/Announcements/Handouts**

Cordell Hindler submitted information on an upcoming event: The EDC is Invited to the Richmond Rotary Crab Feed on March 16th, 2024, at 7:00 pm at Salesian High School; cost is \$70.00/person.

Cordell also requested that EDC meetings be held in hybrid format as some other cities allow.

Commissioner Kenney invited the EDC to **the Equity for Black Women & Girls Initiative Gala** at the Hilton Concord on March 1st.

Commissioner Sewell Murphy mentioned the passing of former Chair, Ahmad Anderson's mother, former Mayor Irma Anderson. A public memorial in her honor will be held on February 29th at the Richmond Memorial Auditorium. A memorial will also be held at Easter Hill United Methodist Church.

**6. Next Meeting:** March 13<sup>th</sup>, 2024, 11:30 PM

**7. Adjournment:** 1:01 PM