

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 **November 10, 2021 - 11:30 a.m. -1:00 p.m.**

ALL COMMISSIONER MEMBERS WILL PARTICIPATE VIA TELECONFERENCE CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing. Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Economic Development Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

How to watch the meeting from home: By Computer, Tablet or Mobile Device

The meeting may be accessed by using the following Zoom meeting link

1. <https://zoom.us/j/93877687441?pwd=TUJIY2pDMnRpV2IKTXpEUHpubXVQdz09>
2. Webinar ID: 938 7768 7441
3. Passcode: 097044

By Telephone:

1. US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592
2. Webinar ID: 938 7768 7441
3. Passcode: 097044

Public comments may be submitted:

1. Via email to gabino.arredondo@ci.richmond.ca.us. Email **MUST** contain in the subject line 1) open forum for public comments – not on the agenda or 2) public comments – agenda item #___ **[include the agenda item number]**. All comments must be submitted on or before Wednesday, November 10, by 10:00 am.

The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the City Council receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

Record of all public comments:

All public comments will be considered a public record, put into the official meeting record. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language

interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to gabino_arredondo@ci.richmond.ca.us or submitted by phone at 510-620-6606. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person public participation

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

ALL COMMISSIONER MEMBERS WILL PARTICIPATE VIA TELECONFERENCE

CHAIR

Ayoka Medlock-Nurse

VICE-CHAIR

Ahmad Anderson

- AGENDA -

1. 11:30 am - Call to Order
2. Roll Call & Check in
 - a. N/A
3. Approval of Minutes
 - a. 10-13-2021 Meeting
4. Report from City Council
5. Old and/or New Business (30 minutes)
 - a. SCI Consulting Group, Cannabis Equity Manual– Kyle Tankard – 25 minutes
 - b. Community Benefits Policy Update – Gabino Arredondo – 5 minutes
6. Committee Reports – 20 minutes
 - a. Policy – Lead, A. Anderson
 - b. Community Engagement – Lead, D. Wear
 - c. Taste of Richmond (Postponed 2022) – Lead, B. Evans
 - d. Cannabis – Lead, A. Ayoka (provided by SCI Consulting Group)
 - e. Sustainability: Businesses/Industrial Hemp & Expo/Assessment – Lead, Gloria Jean Sewell-Murphy
7. Staff Reports (20 mins)
 - a. Finance Department
 - i. Measure U Update – Finance Department Staff – 5 min
 - b. City Manager’s Office
 - i. Economic Development Working Group
 - ii. Cannabis Equity Manual – Community Meeting
 - iii. Climb Higher – Living Wage
 - iv. Additional Opportunities
 - c. Mayor’s Office
 - i. Update on Commissioners – Dominique– 5 Minutes
8. Public Comments/Announcements/Handouts
9. Next Meeting Date: December 8, 2021
10. 1:00 pm - Adjournment

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**Tina Brown**  
**La’Tanya Dandie**  
**Brandon Evans**  
**Kapris James**  
**James Lee**  
**Kerby Lynch**  
**Gloria Jean Sewell-**  
**Murphy**  
**Audrey D. Shields**  
**Diana Wear**  
**Orrian Willis**  
**Reza Yazdi**

**Council Liaison:**  
**Demnlus Johnson III**

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Staff:
Thomas Omolo
Gabino Arredondo
Shasa Curl
Shane Johnson
Dominique Green

Note: The EDC Ordinance on back page of the agenda

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.

MINUTES OF MONTHLY MEETING OF THE ECONOMIC DEVELOPMENT COMMISSION

October 13, 2021

The Richmond Economic Development Commission's monthly meeting convened at 11: 35AM on October 13, 2021, via Zoom webinar.

Call to Order 11: 35 AM by Chair, A. Nurse

1. Roll Call:

A quorum was present with commission members: J. Lee, A. Anderson, L. Dandie, A. Nurse, K. Lynch, G. Sewell-Murphy, D. Wear, B. Evans, O. Willis

2. Absent:

T. Brown, K. James, A. Sheilds, R. Yazdi

3. Staff:

Gabino Arredondo, Shasa Curl

4. Council Liaison:

5. Guest:

Kyle Tankard, Judith Taylor, and Alicia Gallo

6. Minutes:

1st – A. Anderson, 2nd - K. Lynch

Presentation:

Kyle Tankard, City of Richmond Cannabis Social Equity – SCI Consulting Group

Presented the Cannabis Equity Assessment and Equity Program Development Steps. Kyle discussed the equity program components. Key recommendations discussed includes streamlined application process, reserved permits, financial and technical assistance, record expungement program, incubator program. Upcoming Community Meetings on October 19th and 20th and City Council Presentation on October 26th

Andrea Portillo-Knowles, Richmond Main Street Initiative – New Executive Director of RMSI. Background as U.S. Air Force studied Criminal Justice and Human Development Psychology, Started in Non-Profit Industry thru volunteering. Familiar with youth programs at Richmond. Goals include expanding resources to the community and building trust and relationship with Richmond and its community

Ayoka Nurse, Economic Development Commission – Ask each subcommittee to answer questions about mission, vision, roles of the subcommittee, expectations of subcommittee, short-term goals, long-term goal.

Committee Reports:

- ② Policy – Have not met, working on figuring out next steps for Measure U and adjusting rates
- ② Community Engagement – Have not met. Committee has distributed and spread information about Community Benefits and Cannabis Equity Meetings
- ② Taste of Richmond – No update
- ② Cannabis – Will be meeting to discuss SCI Consulting presentation and to plan for City Council Meeting
- ② Sustainability: Businesses/Industrial Hemp & Expo/Assessment: Committee met briefly. Discussed ideas and thoughts about sustainability.

7. Report from City Council: No report received

Staff Reports:

Finance Department:

Update on Measure U from Christine Butterfield: Working with Council Of Industries and prepared business information session presentations during October. Currently drafting desk procedures, assisting IT team to upgrade system, and assisting staff to provide update to City Council in November Going to City Council next month about administrative release to clarify grey areas of Measure U and business tax ordinances. Have been working with Managements Partners on community outreach. Have also been updating website with new information. Currently in processing of finalizing FAQ document and improving customer response.

City Manager's Office

Community Benefits Policy – Community Benefit Meetings on October 13 and October 14 for Public Input

BAUM Manufacturing Day – Commissioners toured Moxion current and future locations in Richmond.

Mayor's Office

Update on Commissioners – No update, there are still two commissioner vacancies.

Public Comments/Announcements/Handouts Presentation:

Cordell left a comment for public record last week. Mayor mentioned EDC at the previous council meeting, and his project will be on the consent calendar for October. Additional comment inviting the Commission to the performance of Our Town at Contra Costa Civic Theater, \$35 for Ticket.

Diane Fennell - Left a comment about application to be a commissioner

Shasa Curl – Thanked and showed appreciation to Commissioners for work done and for their time.

8. Next meeting: November 10, 2021

9. Adjournment: 12:55 PM

Small Business Saturday

Shop Small is a nationwide movement to celebrate small businesses every day and to help communities thrive and stay vibrant. It is a day that is dedicated to supporting small businesses and communities across the country. Founded by American Express in 2010, this day is celebrated each year on the Saturday after Thanksgiving in the U.S. Since it started in 2010, consumers have reported spending nearly \$140 billion across all 11 Small Business Saturdays combined.

Register here to learn more and participate as a small business owner. Invite your customers to Shop Small with you and help attract new customers.

Registration Link: <https://forms.gle/AREC4s7SF2qNJgdW9>

****Flyer attached**

LISC-Verizon Small Business Digital Ready Program

Developed by small businesses, *Verizon Small Business Digital Ready* provides a personalized experience - providing resources, networking and coaching tailored to a small business's specific needs. The program can help small businesses move forward in four ways:

- **Personalized Learning**
Content presented by small businesses through brief, information-packed lessons small businesses can use right away.
- **Expert coaching**
Guidance from business experts across marketing, business planning, legal, and more.
- **Peer Networking**
Connections to other small businesses to build their networks.
- **Incentives**
A marketplace of tools, solutions, products, and services that can help small businesses. Participants will also be eligible to apply for grant funding exclusive to users of Verizon Small Business Digital Ready.

To register and access, visit: https://www.verizon.com/about/responsibility/digital-inclusion/small-business-training?utm_source=lisc-lisc-richmond&utm_medium=partner&utm_campaign=digital-ready-launch&utm_term=platform-richmond

Pacific Community Ventures (PCV)

PCV is committed to addressing the access to mentorship and capital gaps for historically excluded entrepreneurs, and ensuring their services address racial and community wealth building through the entrepreneurs they invested, and the good quality jobs they create.

A unique hybrid “high tech / high touch” program, PCV BusinessAdvising.org connects small businesses with pro-bono advisors across the country. Each mentoring relationship has an assigned PCV relationship manager that facilitates the initial match and monitors the success of the mentorship process.

For more information email: director@richmondmainstreet.org

Richmond Main Street Initiative, Inc. 2022 Workshops

“Workplace Culture Workshop”: March 2022, details to follow.

“Scaling up your Business Workshop”: June 2022, details to follow.

Save the Date

You're Invited

Think BIG...
Shop Small!!



Richmond Main Street Initiative in partnership with Downtown Richmond invites you to come out and shop local *November 27th, 2021*. More details to follow!

Stay Tuned, it's a Rich City Event you don't want to miss!



Livable Wage Opportunity

Tech - Customer Service - Financial Services

What: Free Informational Presentation by ClimbHire
When: November 11, December 09, January 13
Time: 6pm - 7pm
Where: CoBiz Richmond
Register: <https://bit.ly/3GNMUQ3>



ClimbHire

\$0 UPFRONT
100% VIRTUAL LEARNING
NO COLLEGE DEGREE REQUIRED

JUMP OUT OF A JOB AND INTO A CAREER

Get started in:

- CUSTOMER EXPERIENCE
- GOOGLE PROJECT MANAGEMENT
- FINANCIAL SERVICES
- SALESFORCE ADMINISTRATOR



Secure technical career training for livable wage careers with leading companies.

FEATURED EMPLOYER PARTNERS



Presented by

ClimbHire

COBIZ



SCAN ME