



**Rice Community Economic Development Corporation
RICE, TEXAS**

Thursday, December 7, 2023

1:00 AM

Rice City Hall

305 N. Dallas Street

Rice, TX 75155

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Invocation
4. Public Forum
5. Agenda Items
 - a. Discuss Project Updates - Archa
 - b. Discuss and Deliberate Contracts
 - c. Discuss and Deliberate Bylaws
 - d. Discuss and Deliberate 10/02/23 Meeting Minutes
 - e. Discuss and Deliberate 11/06/23 Meeting Minutes
 - f. Discuss and Deliberate Financial Statement
6. Adjourn



Item Title: Discuss Project Updates - Archa

Summary:

Archa - Updates on 18' - BAF, T-Mobile Grant & Event on 12/15/23, Air Conditioner, Land, etc.

Background:



Item Title: Discuss and Deliberate Contracts

Summary:

Background:



Item Title: Discuss and Deliberate Bylaws

Summary:

Background:



Item Title: Discuss and Deliberate 10/02/23 Meeting Minutes

Summary:

See attached Minutes

Background:



Item Title: Discuss and Deliberate 11/06/23 Meeting Minutes

Summary:

See attached

Background:



Item Title: Discuss and Deliberate Financial Statement

Summary:

See attached

Background:

ATTACHMENTS:

Description

EDC Financial Statement 11/30/23

Type

Backup Material



MINUTES
Rice Community Economic Development Corporation
Monday, October 02, 2023
6:00 PM
Rice City Hall
305 N. Dallas Street
Rice, TX 75155

Item 1: Roll Call

James Franks: Call Meeting to Order 6:00 pm
Members Present: James Franks, Garry Teague, Laura McGee, Jared Alsup,
Brandi Solomon
Rolando Chapa arrived at 6:05 pm (after roll call)

Non-members Present: Archa Cassel, EDC Executive Coordinator

Item 2: Pledge of Allegiance Led by All

Item 3: Invocation Prayer Led by Garry Teague

Item 4: Public Forum

Item 5: Agenda Items

- a. Discuss & Deliberate Donation Letter for Cooler
 - Motion to approve letter made by Laura McGee, 2nd by Garry Teague, Ayes: James Franks, Rolando Chapa, Jared Alsup, Brandi Solomon Nays: None; Motion Passed
- b. Discuss & Deliberate EDC 2024 Project Plan
 - Jared Alsup noted that the Business Grant project should reflect that the total budget for our fiscal year is \$30,000; the Board noted that Training & Education should include allotment for room/food/expenses
 - A motion was made by Jared Alsup to approve the Project Plan with changes, 2nd by Rolando Chapa, Ayes: James Franks, Laura McGee, Brandi Solomon, Garry Teague Nays: None; Motion Passed
- c. Discuss and Deliberate Meeting Schedule for 2024
 - It was discussed that the Board will meet once a month. We noted that our meetings need to be held a week ahead of City Council Meetings.
 - A motion was made by Jared Alsup to have our meetings on the 4th Monday of each month, and we will edit as needed for holidays, etc. 2nd by Garry Teague; Ayes: James Franks, Laura McGee, Brandi Solomon, Rolando Chapa Nays: None; Motion Passed
- d. Discuss & Deliberate 09/11/23 Meeting Minutes
 - A motion was made by Garry Teague to approve the minutes, 2nd by Rolando Chapa Ayes: James Franks, Laura McGee, Brandi Solomon, Jared Alsup Nays: None, motion passed

Item 6: Adjourn

Motion to adjourn by Garry Teague 2nd by Laura McGee
Ayes: James Franks, Jared Alsup, Rolando Chapa, Brandi Solomon
Nays: None
Meeting was adjourned

Attest: _____ Date: _____
Secretary

Attest: _____ Date: _____
Administrator



MINUTES
Rice Community Economic Development Corporation
Monday, November 06, 2023
6:00 PM
Rice City Hall
305 N. Dallas Street
Rice, TX 75155

Item 1: Roll Call

James Franks: Call Meeting to Order 6:00 pm
Members Present: James Franks, Rolando Chapa, Laura McGee, Jared Alsup,
Brandi Solomon
Members Absent: Garry Teague

Non-members Present: Archa Cassel, EDC Executive Coordinator

Item 2: Pledge of Allegiance Led by All

Item 3: Invocation Prayer Led by Jared Alsup

Item 4: Public Forum

Item 5: Agenda Items

- a. Archa Update
Archa addressed the board with updates including the delivery of remaining Business Improvement grants (El Rincon de Michoahan, La Gran Familia & Turbo Express), reminder that the T-Mobile Hometown grant recipients would be announced, possibility of downtown property being donated or sold would be discussed
- b. EDC Board had their photo taken with the BAF Portable cooler
 - Photo to be used for posts/publicity
- c. Discuss and Deliberate Placement for Lights & Electricity on Downtown Property
 - It was discussed that we would place the lights and electricity as outlined in our plans. It was noted that the possible addition of the McGee family property could potentially be used for parking.
 - A motion was made by Jared Alsup to lay out the lights and electricity as outlined in our project plans, 2nd by Rolando Chapa. Ayes: Laura McGee, James Franks, Tonya Roberts, Brandi Solomon
Nays: None; Motion Passed
- d. Discuss Training Dates & Attendees
 - Tonya Roberts made a note that training was not required, as any requirements have already been met. We reviewed the allotted budget for training; interested members + Archa will choose a date and location when registration is open at the beginning of 2024.
- e. Discuss & Deliberate 2024 EDC Events/Dates
 - We discussed potential dates to hold a dinner event in the event center for local businesses to gather information/ideas on how we can serve them; and to announce the 2024 EDC Business Grant. We also discussed dates for the annual Business Fair.

- A motion was made by Brandi Solomon to have the Dinner Event on 02/03/24 and our Business Fair on 04/06/23, 2nd by Laura McGee. Ayes: James Franks, Jared Alsup, Tonya Roberts, Rolando Chapa
Nays: None; Motion Passed.
- f. Discuss SmallTown ShowTime Event
Rolando Chapa gave an update on the event location.
- g. Discuss Contract Labor
 - We reviewed the current contracts for Archa and Brandi, and discussed concerns and amendments. It was suggested that Archa’s contract is updated to be paid “mileage” at the current standard rate in addition to an hourly rate of \$30; Jared Alsup suggested she also receive training appropriate to her role supporting the EDC including TML and grant applications, etc.
- h. Discuss & Deliberate Financial Statement
 - It was noted that we will receive our tax revenue each month, instead of quarterly – the statement included October’s payment. It was mentioned by Jared Alsup that we view deposits in addition to checks with our Bank Statement.
 - A motion was made by Jared Alsup to approve the financial statement, 2nd by Rolando Chapa. Ayes: James Franks, Tonya Roberts, Laura McGee, Brandi Solomon; Nays: None; Motion Passed
- i. Discuss & Deliberate 10/02/23 Meeting Minutes
 - The minutes were excluded from the Agenda Packet
 - A motion was made by Tonya Roberts to table this agenda item until the next meeting when the minutes will be available, 2nd by Jared Alsup. Ayes: Brandi Solomon, Laura McGee, James Franks, Rolando Chapa

Item 6: Adjourn

Motion to adjourn by Tonya Roberts 2nd by Laura McGee
 Ayes: James Franks, Jared Alsup, Rolando Chapa, Brandi Solomon
 Nays: None
 Meeting was adjourned

Attest: _____ Date: _____
 Secretary

Attest: _____ Date: _____
 Administrator

City of Rice Financial Statement As of November 30, 2023

950 - Rice EDC	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Sales & Property Taxes	3,541.72	0.00	3,541.72	16,863.16	45,000.00	37.47%	28,136.84
EDC Account Carry Forward Year End	0.00	0.00	0.00	0.00	132,936.00	0.00%	132,936.00
Revenue Totals	<u>3,541.72</u>	<u>0.00</u>	<u>3,541.72</u>	<u>16,863.16</u>	<u>177,936.00</u>	<u>9.48%</u>	<u>161,072.84</u>
Expense Summary							
Personnel/Payroll	595.00	0.00	595.00	1,205.00	22,000.00	5.48%	20,795.00
Office & Supplies	77.53	0.00	77.53	106.13	800.00	13.27%	693.87
Legal & Professional Fees	0.00	0.00	0.00	0.00	4,500.00	0.00%	4,500.00
Operating Expense	0.00	0.00	0.00	100.00	4,500.00	2.22%	4,400.00
Capital	0.00	0.00	0.00	0.00	10,000.00	0.00%	10,000.00
Grant Expense	15,363.82	0.00	15,363.82	15,363.82	30,000.00	51.21%	14,636.18
EDC Reserves	0.00	0.00	0.00	0.00	53,136.00	0.00%	53,136.00
Community Programs & Donations	0.00	0.00	0.00	0.00	53,000.00	0.00%	53,000.00
Expense Totals	<u>16,036.35</u>	<u>0.00</u>	<u>16,036.35</u>	<u>16,774.95</u>	<u>177,936.00</u>	<u>9.43%</u>	<u>161,161.05</u>

City of Rice
 Financial Statement
 As of November 30, 2023

	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
950 - Rice EDC							
Sales & Property Taxes							
950-4132 4B Economic Development Sales	3,541.72	0.00	3,541.72	16,863.16	45,000.00	37.47%	28,136.84
Sales & Property Taxes Totals	3,541.72	0.00	3,541.72	16,863.16	45,000.00	37.47%	28,136.84
EDC Account Carry Forward Year End Estimated Balance							
950-8001 EDC Account Carry Forward Year	0.00	0.00	0.00	0.00	132,936.00	0.00%	132,936.00
EDC Account Carry Forward Year End Estimated Balance Totals	0.00	0.00	0.00	0.00	132,936.00	0.00%	132,936.00
Revenue Totals	3,541.72	0.00	3,541.72	16,863.16	177,936.00	9.48%	161,072.84

City of Rice Financial Statement As of November 30, 2023

950 - Rice EDC	Current	Current	Budget	YTD	Annual	% Budget	Budget
EDC General Administration	Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
Capital	0.00	0.00	0.00	0.00	10,000.00	0.00%	10,000.00
Community Programs & Donations	0.00	0.00	0.00	0.00	53,000.00	0.00%	53,000.00
EDC Reserves	0.00	0.00	0.00	0.00	53,136.00	0.00%	53,136.00
Grant Expense	15,363.82	0.00	15,363.82	15,363.82	30,000.00	51.21%	14,636.18
Legal & Professional Fees	0.00	0.00	0.00	0.00	4,500.00	0.00%	4,500.00
Office & Supplies	77.53	0.00	77.53	106.13	800.00	13.27%	693.87
Operating Expense	0.00	0.00	0.00	100.00	4,500.00	2.22%	4,400.00
Personnel/Payroll	595.00	0.00	595.00	1,205.00	22,000.00	5.48%	20,795.00
EDC General Administration Totals	16,036.35	0.00	16,036.35	16,774.95	177,936.00	9.43%	161,161.05
Expense Total	16,036.35	0.00	16,036.35	16,774.95	177,936.00	9.43%	161,161.05

City of Rice
 Financial Statement
 As of November 30, 2023

950 - Rice EDC	EDC General Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
950-10-5109	Contract Labor	595.00	0.00	595.00	1,205.00	15,000.00	8.03%	13,795.00
950-10-5201	Office Supplies	19.47	0.00	19.47	19.47	500.00	3.89%	480.53
950-10-5202	Printing Supplies	44.36	0.00	44.36	72.96	200.00	36.48%	127.04
950-10-5203	Postage	13.70	0.00	13.70	13.70	100.00	13.70%	86.30
950-10-5206	Training Expense	0.00	0.00	0.00	0.00	7,000.00	0.00%	7,000.00
950-10-5223	Audit Expense	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
950-10-5224	Legal and Professional Fees	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
950-10-5227	Advertising	0.00	0.00	0.00	100.00	3,500.00	2.86%	3,400.00
950-10-5229	Public & Employee Relations	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
950-10-5452	Hardware/Software	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
950-10-5700	Property Acquisitions	0.00	0.00	0.00	0.00	10,000.00	0.00%	10,000.00
950-10-5702	Business Improvement	15,363.82	0.00	15,363.82	15,363.82	30,000.00	51.21%	14,636.18
950-10-8009	EDC Reserves	0.00	0.00	0.00	0.00	53,136.00	0.00%	53,136.00
950-10-9501	Recreational Improvements	0.00	0.00	0.00	0.00	26,000.00	0.00%	26,000.00
950-10-9502	EDC Property Improvements	0.00	0.00	0.00	0.00	15,000.00	0.00%	15,000.00
950-10-9503	Additional Development	0.00	0.00	0.00	0.00	12,000.00	0.00%	12,000.00
EDC General Administration Totals		16,036.35	0.00	16,036.35	16,774.95	177,936.00	9.43%	161,161.05
Expense Totals		16,036.35	0.00	16,036.35	16,774.95	177,936.00	9.43%	161,161.05