

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
October 19, 2021
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Minutes for Approval - September 21, 2021

D. FINANCIAL REPORTS

1. Financial Reports for Approval - September 2021

E. CLOSED SESSION

F. NEW BUSINESS

1. Proposed Amendment to Sales Agreement
2. Proposed Shop Local Program Participation Request

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

K. ADJOURNMENT

ITEM SUMMARY

DATE: 10/19/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- Director of Economic Development

SUBJECT: Minutes for Approval - September 21, 2021

ATTACHMENTS:

	Description	Type
	Minutes for Adoption	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/15/2021 - 3:37 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

September 21, 2021
4:00 PM

A. CALL TO ORDER

Mr. Campana called the meeting to order at 4:01 p.m.

B. ROLL CALL

Vince Campana, Chair
Lynn Meredith, Vice Chair
Ellen Gajda
Carlton Stockton

Absent:

Brandon Nice
Joe Stanko
William Turner

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Jeff Wiggins, EDA Fiscal Agent
Adam Kinsman, EDA Counsel
Kate Sipes, Assistant Director, Economic Development

C. APPROVAL OF MINUTES

1. Minutes Adoption - August 17, 2021

A motion to Approve was made by Lynn Meredith; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Stockton

Absent: Nice, Stanko, Turner

D. FINANCIAL REPORTS

1. August 2021 Financial Reports

A motion to Approve was made by Carlton Stockton; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Stockton

Absent: Nice, Stanko, Turner

Mr. Wiggins presented the revenue and expense reports for August 2021, noting the cash balance was approximately \$568,000.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Freedom of Information Act training

Mr. Kinsman, EDA Counsel, presented state requirements of the Freedom of Information Act (FOIA) as it pertains to the EDA.

G. OLD BUSINESS

There was no Old Business.

H. LIAISON REPORTS

Mr. Johnson noted that Ms. Sadler had recently received the FOIA training from Mr. Kinsman and expressed her thanks to the EDA for its time.

I. DIRECTOR'S REPORT

Mr. Johnson referred to the Director's Report in the packet, updating the EDA regarding the Greater Williamsburg Partnership and current discussions about potentially returning to the Hampton Roads Alliance.

J. UPCOMING DATES OF INTEREST

The date for the last remaining Jamestown Jams Concert in the series at Jamestown Beach Event Park is September 24 featuring J. Baxter & The SAUCE.

K. ADJOURNMENT

A motion to Adjourn was made by Ellen Gajda; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Stockton

Absent: Nice, Stanko, Turner

1. Adjourn until October 19, 2021

At approximately 4:45 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 10/19/2021

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Financial Reports for Approval - September 2021

ATTACHMENTS:

	Description	Type
▣	Expenditure Report	Exhibit
▣	Revenue Report	Exhibit
▣	Balance Sheet	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/15/2021 - 3:37 PM

YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ACCOUNTS FOR: 300 EDA		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
259 EDA Operating								
300-259-0200-				Advertising				
	550.00	550.00		0.00	0.00	0.00	550.00	.0%
300-259-0205-				Promotion				
	46,500.00	46,500.00		7,652.30	0.00	0.00	38,847.70	16.5%
300-259-0220-				Travel And Training				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-0222-				Local Travel				
	500.00	500.00		0.00	0.00	0.00	500.00	.0%
300-259-0235-				Annual Audit				
	10,750.00	10,750.00		2,000.00	0.00	8,676.00	74.00	99.3%
300-259-0319-				Office Supplies				
	200.00	200.00		0.00	0.00	0.00	200.00	.0%
300-259-0710-				Legal Services				
	6,000.00	6,000.00		1,500.00	500.00	0.00	4,500.00	25.0%
300-259-5900-				Regional Econ Devel Support				
	34,500.00	34,500.00		34,500.00	0.00	0.00	0.00	100.0%
300-259-5902-				VA High Speed Rail				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-5903-				James River Commerce Ctr-Ops				
	14,800.00	14,800.00		0.00	0.00	0.00	14,800.00	.0%
300-259-5904-				Mainland Farm Oper Expenses				
	100.00	100.00		0.00	0.00	0.00	100.00	.0%
300-259-5915-				Marina Property				
	101.00	101.00		0.00	0.00	0.00	101.00	.0%
TOTAL EDA Operating	116,001.00	116,001.00	45,652.30	500.00	8,676.00	61,672.70	46.8%	
TOTAL EDA	116,001.00	116,001.00	45,652.30	500.00	8,676.00	61,672.70	46.8%	
TOTAL EXPENSES	116,001.00	116,001.00	45,652.30	500.00	8,676.00	61,672.70		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 116,001.00	116,001.00	45,652.30	500.00	8,676.00	61,672.70	46.8%
** END OF REPORT - Generated by Cheryl Cochet **						

YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ACCOUNTS FOR: 300 EDA		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
305 Use Of Money & Property								
300-305-3511-				Interest Revenue				
	-3,500.00	-3,500.00		0.00	0.00	0.00	-3,500.00	.0%
TOTAL Use Of Money & Property	-3,500.00	-3,500.00		0.00	0.00	0.00	-3,500.00	.0%
308 Charges For Services								
300-308-3400-				Lease Income				
	-14,725.00	-14,725.00		0.00	0.00	0.00	-14,725.00	.0%
TOTAL Charges For Services	-14,725.00	-14,725.00		0.00	0.00	0.00	-14,725.00	.0%
309 Miscellaneous								
300-309-3699-				Miscellaneous Revenue				
	0.00	0.00		-400.00	0.00	0.00	400.00	100.0%
300-309-3970-				Marina Property				
	-75,239.00	-75,239.00		-14,945.44	0.00	0.00	-60,293.56	19.9%
300-309-3972-				Bond Fee Revenue				
	-15,000.00	-15,000.00		-2,882.65	0.00	0.00	-12,117.35	19.2%
TOTAL Miscellaneous	-90,239.00	-90,239.00		-18,228.09	0.00	0.00	-72,010.91	20.2%
399 Fund Balance								
300-399-3100-				Fund Balance				
	-7,537.00	-7,537.00		0.00	0.00	0.00	-7,537.00	.0%
TOTAL Fund Balance	-7,537.00	-7,537.00		0.00	0.00	0.00	-7,537.00	.0%
TOTAL EDA	-116,001.00	-116,001.00		-18,228.09	0.00	0.00	-97,772.91	15.7%
TOTAL REVENUES	-116,001.00	-116,001.00		-18,228.09	0.00	0.00	-97,772.91	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ACCOUNTS FOR: 300 EDA								
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL -116,001.00	-116,001.00	-18,228.09	0.00	0.00	-97,772.91	15.7%

** END OF REPORT - Generated by Cheryl Cochet **

BALANCE SHEET FOR 2022 3

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
300401	0000	General Cash	-500.00	567,749.43
300413	5921	Marina Property Rent Receivabl	.00	40,396.18
300413	8250	Misc Receivables	.00	2,882.65
300413	8253	Loan Receivables	.00	20,711.42
300417	0916	Allowance-Doubtful Accts	.00	-73.42
300455	0814	Land Improvements	.00	237,988.25
300455	0815	Land	.00	710,794.67
300455	0819	Buildings	.00	290,094.53
300455	0820	Accum Deprec-Buildings	.00	-26,608.22
300455	0831	Infrastructure	.00	182,379.34
300455	0832	Accum Deprec-Infrastructure	.00	-22,872.31
300455	0837	Accum Deprec-Land Improvements	.00	-43,688.66
300455	0840	Land Improvements (ND)	.00	34,200.00
TOTAL ASSETS			-500.00	1,993,953.86
FUND BALANCE				
300601	6140	Net Pos - Net Invmnt Cap Assets	.00	-1,387,765.32
300601	6142	Net Pos - Unrestricted	.00	-633,612.75
300601	6150	Revenue-Year To Date	.00	-18,228.09
300601	6151	Expenditures-Year To Date	500.00	45,652.30
300601	6152	Encumbrances-Year To Date	.00	18,451.00
300601	6909	Bugetary FB Res for Encumbranc	.00	-18,451.00
TOTAL FUND BALANCE			500.00	-1,993,953.86
TOTAL LIABILITIES + FUND BALANCE			500.00	-1,993,953.86

** END OF REPORT - Generated by Cheryl Cochet **

ITEM SUMMARY

DATE: 10/19/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Proposed Amendment to Sales Agreement

The EDA previously approved a Sales Agreement for approximately 58 acres in the James River Commerce Center. The prospective buyers are actively pursuing due diligence on the property. Per the terms of the agreement, the initial study period is valid for six months (May-November). The prospective buyers have requested an extension of 90 days due to delayed responses from various state agencies.

EDA Counsel will present details and proposed amended terms for discussion and approval.

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/15/2021 - 3:38 PM

ITEM SUMMARY

DATE: 10/19/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Proposed Shop Local Program Participation Request

Ms. Terry Banez, CEO of the Greater Williamsburg Chamber, is requesting support for a shop local campaign for the upcoming holiday season. Representatives from the Chamber will be in attendance to present the program and respond to questions.

ATTACHMENTS:

	Description	Type
▣	Program Summary	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/15/2021 - 3:39 PM



Program: The Buck Stays Here-Boost

In a potential partnership with Chesapeake Bank, The Greater Williamsburg Chamber of Commerce, WY Daily, Yes Williamsburg, James City County EDA and York County EDA we are proposing a shop local campaign for 5 weeks starting November 1, 2021. This would be a joint initiative established to assist local businesses to remain viable during the and after the current pandemic. The Greater Williamsburg Chamber of Commerce will administer the program.

Goal: To drive \$50,000 in sales to our local Greater Williamsburg Small Businesses and restaurants with in a 5-week period from November 1, 2021- December 10, 2021. Gift Cards with a \$50.00 value purchased for \$25.00 for the Shop Local campaign. The additional \$25.00 value would be funding with the below partners.

The Buck Stays Here- Boost gift card program proposed funding:

- Chesapeake Bank- \$5,000
- The Greater Williamsburg Chamber of Commerce- \$5,000
- Yes Williamsburg- \$5,000
- James City County EDA- \$5,000
- York County EDA- \$5,000
- WY Daily/The Tide- \$25,000 Marketing Campaign

Gift Cards sold in each locality weekly starting on November 1, 2021. The Tide Radio would broadcast live during the two hour on-site sales. The sales event staffed with volunteers from Chesapeake Bank, WY Daily, The Chamber and EDA Staff Members would sell two hundred gift cards at each location while promoting the local small businesses in that area. We would pause the promotion on the Thanksgiving Holiday week.

Locations

The Edge- Week 1

Merchants Square- Week 2

New Town- Week 3

River's Walk- Week

The Edge- WARA Gift Certificates \$25 for sale with a \$50 value. Week 5

ITEM SUMMARY

DATE: 10/19/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Director's Report

ATTACHMENTS:

	Description	Type
	Director's Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/15/2021 - 3:40 PM

MEMORANDUM

DATE: October 19, 2021

TO: The Board of Supervisors

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, September-October 2021

Greater Williamsburg Partnership (GWP) - The Chief Administrative Officers of the three localities issued a joint letter to the GWP Board of Directors which stated that the GWP would cease operation as a sub-regional economic development agency effective December 1, 2021 with the intention to begin allocating local contributions to the Hampton Roads Economic Development Alliance.

Historic Triangle Sports Advisory Committee - City of Williamsburg officials made a presentation to the Board of Supervisors on Sept. 28. The Board did not take action but agreed to continue working with the City and York County to discuss formation of a regional authority, discuss potential lease terms with Colonial Williamsburg, and issue a financial memorandum between the localities.

James City County Marina - Staff continues to support Parks & Recreation with the ongoing construction project at the James City County Marina. The expected completion of the Phase 1 improvements in January 2022.

James River Commerce Center Site Readiness - Staff continues to engage in meetings with prospects for the James River Commerce Center. Site Plans for two projects have been designated for expedited review with Community Development staff.

Regional Events/Initiatives:

- Staff attended the Virginia Economic Development Association fall conference in Norfolk which featured sessions on renewable energy and unmanned systems and video messages from Terry McAuliffe and Glenn Youngkin.
- Staff participated in a Hampton Roads Workforce Council event in Norfolk.
- Staff attended an Alliance event at the National Institute of Aerospace in Hampton.
- Staff participated in a webinar for Workforce Development for Foster Youth.
- Staff attended the 2021 State of the Region breakfast in Newport News by the Dragas Center for Economic Analysis and Policy and the Old Dominion University Strome College of Business.

News:

- Peninsula Agency for Aging held a ribbon cutting on Sept. 21; The Relationship Center of Hampton Roads opened a new office in the Williamsburg Office Park; Mini Price Storage held a ribbon cutting on Oct. 14 in Courthouse Green.

Upcoming Dates:

- **Ribbon Cuttings:** The Maine of Williamsburg, 2580 John Tyler Highway, Saturday, October 16 at 11:00 a.m.; Computer Concepts, 4324 New Town Ave., Suite A, Friday, October 22 at 10:00 a.m.

CMJ/ap
DirRptSept-Oct21-mem