

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 Mounts Bay Road, Building D
October 18, 2022
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Minutes for Approval

D. FINANCIAL REPORTS

1. Financial Reports

E. CLOSED SESSION

F. NEW BUSINESS

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

1. Thursday, November 17, 4:30-6:30 pm, Celebration of Business Event, The Maine of Williamsburg, 2580 John Tyler Highway

K. ADJOURNMENT

ITEM SUMMARY

DATE: 10/18/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes for Approval

ATTACHMENTS:

	Description	Type
	Minutes for Adoption - September 20, 2022	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/14/2022 - 3:43 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

September 20, 2022
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
Rebecca Mulvain
William Turner

Absent:

Brandon Nice
Joe Stanko

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Kate Sipes, Assistant Director, Economic Development
Jeff Wiggins, EDA Fiscal Agent
Sue Sadler, Board of Supervisors' Liaison to the EDA, via phone

C. APPROVAL OF MINUTES

1. Minutes Adoption - July 19, 2022

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Gajda, Meredith, Mulvain, Turner

Absent: Nice, Stanko

D. FINANCIAL REPORTS

1. July Financial Reports

A motion to Approve was made by William Turner; motion Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Gajda, Meredith, Mulvain, Turner

Absent: Nice, Stanko

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$648,000.

2. August Financial Reports

A motion to Approve was made by Rebecca Mulvain; motion Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Gajda, Meredith, Mulvain, Turner

Absent: Nice, Stanko

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$652,000.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

There was no New Business.

G. OLD BUSINESS

1. Shop Local Boost Funding

Mr. Johnson reminded the EDA of a budget request made by the Greater Williamsburg Chamber of Commerce to support the Shop Local Boost Program introduced last year during the holiday season. Mr. Johnson noted the EDAs of James City County, York County, and the City of Williamsburg each contributed \$5,000 in 2021 to the program, where other dollars were leveraged to offer prepaid VISA cards valued at \$50 to be purchased for \$25. He indicated the total program funding was \$50,000 in 2021 and plans were in place to expand the program to \$80,000 in 2022, reminding the EDA of the budget request received earlier in the year for the EDA to increase its contribution to \$10,000 for 2022.

Ms. Sadler expressed her desire to have the cards redeemed locally so County dollars stay in the James City County community.

Mr. Turner noted he supports the effort as a pandemic recovery program but would not be in favor of creating a long-term program.

Ms. Gajda and Ms. Meredith concurred with Mr. Turner's statement.

Mr. Turner noted that the Williamsburg Area Restaurant Association (WARA) did not contribute funds in 2021 and would be contributing funds in 2022, a development he considered meaningful.

Mr. Johnson confirmed the addition of WARA as a contributing participant in the program.

2. Regional Sports Facility Update

Mr. Turner provided an update on the regional sports facility proposal, indicating a contract had been awarded to MEB.

H. LIAISON REPORTS

There were no liaison reports.

I. DIRECTOR'S REPORT

Mr. Johnson referred to the report in the Agenda Packet.

J. UPCOMING DATES OF INTEREST

Mr. Johnson referred to the Director's Report, which listed the anticipated date for the annual Celebration of Business event, among other upcoming dates of interest.

K. ADJOURNMENT

A motion to Adjourn was made by William Turner; motion Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Gajda, Meredith, Mulvain, Turner

Absent: Nice, Stanko

1. Adjourn until October 18, 2022

At approximately 4:32 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 10/18/2022

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Financial Reports

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	10/14/2022 - 3:44 PM

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 300 EDA					REMAINING REVENUE	% COLL
ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE			
308 Charges For Services						
300-308-3400-		Lease Income				
-14,725.00	-14,725.00	0.00	0.00		-14,725.00	.0%
TOTAL Charges For Services						
-14,725.00	-14,725.00	0.00	0.00		-14,725.00	.0%
309 Miscellaneous						
300-309-3970-		Marina Property				
-69,220.00	-69,220.00	-17,051.45	-5,796.37		-52,168.55	24.6%
300-309-3972-		Bond Fee Revenue				
-70,750.00	-70,750.00	-32,045.25	-32,045.25		-38,704.75	45.3%
TOTAL Miscellaneous						
-139,970.00	-139,970.00	-49,096.70	-37,841.62		-90,873.30	35.1%
TOTAL EDA						
-154,695.00	-154,695.00	-49,096.70	-37,841.62		-105,598.30	31.7%
TOTAL REVENUES						
-154,695.00	-154,695.00	-49,096.70	-37,841.62		-105,598.30	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
GRAND TOTAL					
-154,695.00	-154,695.00	-49,096.70	-37,841.62	-105,598.30	31.7%
** END OF REPORT - Generated by Jeffrey Wiggins **					

YEAR-TO-DATE BUDGET REPORT

FOR 2023 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				
	46,900.00	46,900.00		7,825.40	0.00	0.00	39,074.60	16.7%
300-259-0220-				Travel And Training				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-0235-				Annual Audit				
	11,000.00	11,000.00		2,000.00	0.00	9,210.00	-210.00	101.9%
300-259-0319-				Office Supplies				
	200.00	200.00		0.00	0.00	0.00	200.00	.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%
300-259-5913-				Small Business Assistance				
	10,000.00	10,000.00		0.00	0.00	0.00	10,000.00	.0%
300-259-5915-				Marina Property				
	101.00	101.00		0.00	0.00	0.00	101.00	.0%
300-259-5918-				Contingency				
	34,544.00	34,544.00		0.00	0.00	0.00	34,544.00	.0%
TOTAL EDA Operating								
	154,695.00	154,695.00		44,325.40	0.00	9,210.00	101,159.60	34.6%
TOTAL EDA								
	154,695.00	154,695.00		44,325.40	0.00	9,210.00	101,159.60	34.6%
TOTAL EXPENSES								
	154,695.00	154,695.00		44,325.40	0.00	9,210.00	101,159.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 154,695.00	154,695.00	44,325.40	0.00	9,210.00	101,159.60	34.6%
** END OF REPORT - Generated by Jeffrey Wiggins **						

BALANCE SHEET FOR 2023 3

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
300401	0000	General Cash	37,841.62	690,017.38
300413	8250	Misc Receivables	.00	32,045.25
300413	8253	Loan Receivables	.00	20,638.00
300415	8275	Lease Receivable	.00	1,055,186.09
300415	8276	Lease Interest Receivable	.00	298.00
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	-33,876.81
300455	0831	Infrastructure	.00	182,379.34
300455	0832	Accum Deprec-Infrastructure	.00	-29,124.54
300455	0837	Accum Deprec-Land Improvements	.00	-55,645.56
300455	0840	Land Improvements (ND)	.00	34,200.00
TOTAL ASSETS			37,841.62	3,134,994.60
LIABILITIES				
300585	0920	Deferred Inflow-Leases	.00	-1,049,624.09
TOTAL LIABILITIES			.00	-1,049,624.09
FUND BALANCE				
300601	6138	Net Position - Restatement	.00	32,070.54
300601	6140	Net Pos - Net Invmt Cap Assets	.00	-1,362,287.60
300601	6142	Net Pos - Unrestricted	.00	-750,382.15
300601	6150	Revenue-Year To Date	-37,841.62	-49,096.70
300601	6151	Expenditures-Year To Date	.00	44,325.40
300601	6152	Encumbrances-Year To Date	.00	9,210.00
300601	6909	Bugetary FB Res for Encumbranc	.00	-9,210.00

BALANCE SHEET FOR 2023 3

FUND: 300 EDA		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE			
	TOTAL FUND BALANCE	-37,841.62	-2,085,370.51
	TOTAL LIABILITIES + FUND BALANCE	-37,841.62	-3,134,994.60

** END OF REPORT - Generated by Jeffrey Wiggins **

ITEM SUMMARY

DATE: 10/18/2022

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	10/14/2022 - 3:44 PM

MEMORANDUM

DATE: October 18, 2022

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, September-October 2022

Small Business Relief Grant Program - James City County was awarded a Community Development Block Grant (CDBG) for \$700,000 from the Virginia Department of Housing and Community Development (DHCD) in March 2022. To date, the program has processed over 90 applications for \$885,878 in funding requests. Checks totaling \$696,730 have been distributed to 56 local small businesses and we expect to be able to fund 14 additional businesses once DHCD approves an additional \$200,000 in funding. Businesses approved for funding include 16 minority-owned businesses and 29 woman-owned businesses. The number of full-time equivalent positions employed at businesses receiving funding is 358.

James River Commerce Center - The Economic Development Authority (EDA)-owned property at 8925 Columbia Drive has been subdivided and the purchase agreement with the contract purchaser for approximately 58 acres of the property is expected to proceed to closing by the end of 2022.

Virginia Business Ready Sites Program - Staff worked with the Timmons Group and Thalhimer to prepare a grant application to complete and update due diligence studies and prepare design and engineering for utility extensions from the Stonehouse Commerce Park to the Hazelwood Farms Enterprise Center property on Route 30 and Old Stage Road. Staff is preparing for a virtual site visit on Oct. 25 with staff from Virginia Economic Development Partnership's Real Estate Solutions and Economic Competitiveness teams and sector suitability consultant KPMG.

Capital Investment Grant Program - As part of the County budget adopted by the Board of Supervisors on May 10, \$50,000 of funding was allocated for each of the next two fiscal years for a business investment grant program to encourage redevelopment and private investment of existing commercial and industrial properties located on Community Character Corridors identified in the Comprehensive Plan. Staff will begin rollout of this new grant program as soon as the Small Business Relief Grant Program has been completed.

Regional Events/Initiatives:

- Staff celebrated Ball Corporation's 50th Anniversary in the County on Sunday, Sept. 18.
- Staff attended the Virginia Economic Developers Association Fall Conference in Lynchburg, Virginia on Sept. 21-23.
- Staff was part of a Hampton Roads Alliance delegation that met with a dozen target sector manufacturing prospects in Germany, Austria, and Switzerland from Sept. 24-Oct. 1.
- Staff celebrated Anheuser-Busch Brewery's 50th Anniversary in the County on Saturday, Oct. 1.
- Staff attended the quarterly meeting of the Launchpad Board meeting on Wednesday, Oct. 5.

Upcoming Dates of Interest:

- **Business After Hours:** Thursday, Oct. 20 from 5-7 p.m. at Brookdale Chambrel Williamsburg, 3800 Treyburn Drive.
- **Manufacturing Day:** Friday, Oct. 21; Friday, Nov. 4; and Friday, Nov. 18.
- **Celebration of Business Event:** Thursday, Nov. 17, from 4:30-6:30 p.m. at The Maine of Williamsburg, 2580 John Tyler Highway.
- **2022 Williamsburg Christmas Parade:** Sunday, Dec. 4 at 5 p.m.

CMJ/ap

DirRptSept-Oct22-mem