

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 Mounts Bay Road, Building D
May 17, 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 for Approval
- 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**
- K. ADJOURNMENT**

ITEM SUMMARY

DATE: 5/17/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes for Approval

ATTACHMENTS:

	Description	Type
	Minutes for Adoption	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	5/13/2022 - 4:59 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

April 19, 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
Brandon Nice
Joe Stanko
Carlton Stockton
William Turner

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' (BOS) Liaison to the EDA, via phone

C. APPROVAL OF MINUTES

1. Minutes Adoption - March 15, 2022

A motion to Approve was made by William Turner; motion Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Campana, Gajda, Meredith, Nice, Stanko, Stockton, Turner

D. FINANCIAL REPORTS

1. March Financial Reports

A motion to Approve was made by Carlton Stockton; motion Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Campana, Gajda, Meredith, Nice, Stanko, Stockton, Turner

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$690,000.

Mr. Campana inquired about the status of the repairs to Columbia Drive.

Mr. Johnson noted the cost proposal for the repairs came in below what had been previously estimated and the repairs were underway and being managed by General Services staff.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. EDA Fiscal Year 2023 Proposed Budget

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

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana, Gajda, Meredith, Nice, Stanko, Stockton, Turner

Mr. Johnson presented the proposed budget for consideration and approval and explained the reasons for minor changes to the existing line items.

Mr. Stanko asked about the Ladies Professional Golf Association event at Kingsmill.

Mr. Johnson explained it is not yet known if there will be an event in 2023, but funds were allocated in the budget to account for the EDA's participation should the event return to James City County.

Mr. Nice noted the two requests received by the EDA for business assistance, specifically funding for promotion of the Edge District and for the Williamsburg Area Chamber of Commerce Shop Local Boost initiative. Mr. Nice suggested the EDA approve funding at this time for the Edge District promotional efforts but allow more time for consideration of the Shop Local Boost program.

Mr. Johnson indicated the draft budget could be revised to transfer \$10,000 from business assistance into contingency, which would allow the EDA to transfer those funds upon further discussion and action.

2. Enterprise Zone Grants

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

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana, Gajda, Meredith, Nice, Stanko, Stockton, Turner

Ms. Sipes presented the list of Enterprise Zone incentive recipients, noting the program had expired and the requested payments were the last under the James City County Enterprise Zone program.

G. OLD BUSINESS

There was no Old Business.

H. LIAISON REPORTS

Ms. Sadler commended the EDA for its support of the business community through efforts like the Small Business Relief Fund.

I. DIRECTOR'S REPORT

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

J. UPCOMING DATES OF INTEREST

Mr. Johnson reminded the EDA the annual Business Appreciation Event was scheduled for May 19 from 4-6:30 p.m. at The Virginia Beer Company in the Edge District. This regional event is hosted by the EDAs of James City County, York County, and the City of Williamsburg. The event was cancelled in 2020 and 2021, but we are looking forward to getting business representatives together again for networking.

K. ADJOURNMENT

A motion to Adjourn was made by Brandon Nice; motion Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana, Gajda, Meredith, Nice, Stanko, Stockton, Turner

1. Adjourn until May 17, 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: 5/17/2022

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Financial Reports for Approval

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	5/13/2022 - 4:59 PM

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 300 EDA					
ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
305 Use Of Money & Property					
300-305-3511-		Interest Revenue			
-3,500.00	-3,500.00	0.00	0.00	-3,500.00	.0%
TOTAL Use Of Money & Property					
-3,500.00	-3,500.00	0.00	0.00	-3,500.00	.0%
308 Charges For Services					
300-308-3400-		Lease Income			
-14,725.00	-14,725.00	-14,725.00	0.00	0.00	100.0%
TOTAL Charges For Services					
-14,725.00	-14,725.00	-14,725.00	0.00	0.00	100.0%
309 Miscellaneous					
300-309-3699-		Miscellaneous Revenue			
0.00	0.00	-800.00	0.00	800.00	100.0%
300-309-3970-		Marina Property			
-75,239.00	-75,239.00	-63,984.22	-5,627.54	-11,254.78	85.0%
300-309-3972-		Bond Fee Revenue			
-15,000.00	-15,000.00	-94,212.65	0.00	79,212.65	628.1%
TOTAL Miscellaneous					
-90,239.00	-90,239.00	-158,996.87	-5,627.54	68,757.87	176.2%
398 Carryforwards					
300-398-3705-		Carryforward Encumbrances			
0.00	-9,775.00	0.00	0.00	-9,775.00	.0%
TOTAL Carryforwards					
0.00	-9,775.00	0.00	0.00	-9,775.00	.0%
399 Fund Balance					
300-399-3100-		Fund Balance			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 300 EDA						REMAINING REVENUE	% COLL
ORIGINAL	ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE			
	-7,537.00	-7,537.00	0.00	0.00		-7,537.00	.0%
TOTAL Fund Balance	-7,537.00	-7,537.00	0.00	0.00		-7,537.00	.0%
TOTAL EDA	-116,001.00	-125,776.00	-173,721.87	-5,627.54		47,945.87	138.1%
TOTAL REVENUES	-116,001.00	-125,776.00	-173,721.87	-5,627.54		47,945.87	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

ORIGINAL	ESTIM REV	REVISED	ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
	GRAND TOTAL						
-116,001.00		-125,776.00		-173,721.87	-5,627.54	47,945.87	138.1%
** END OF REPORT - Generated by Jeffrey Wiggins **							

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

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		516.00	0.00	0.00	34.00	93.8%
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		10,676.00	0.00	0.00	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		5,000.00	500.00	0.00	1,000.00	83.3%
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		1,000.00	0.00	0.00	0.00	100.0%
300-259-5903-				James River Commerce Ctr-Ops				
	14,800.00	24,575.00		17,501.34	0.00	4,887.50	2,186.16	91.1%
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	125,776.00		76,845.64	500.00	4,887.50	44,042.86	65.0%
TOTAL EDA	116,001.00	125,776.00		76,845.64	500.00	4,887.50	44,042.86	65.0%
TOTAL EXPENSES	116,001.00	125,776.00		76,845.64	500.00	4,887.50	44,042.86	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 116,001.00	125,776.00	76,845.64	500.00	4,887.50	44,042.86	65.0%
** END OF REPORT - Generated by Jeffrey Wiggins **						

BALANCE SHEET FOR 2022 10

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
300401	0000	General Cash	1,111.54	692,049.87
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			1,111.54	2,118,254.30
LIABILITIES				
300502	6000	Accounts Payable	3,500.00	.00
300522	9000	Due to JCC	516.00	.00
TOTAL LIABILITIES			4,016.00	.00
FUND BALANCE				
300601	6140	Net Pos - Net Invmt Cap Assets	.00	-1,362,287.60
300601	6142	Net Pos - Unrestricted	.00	-659,090.47
300601	6150	Revenue-Year To Date	-5,627.54	-173,721.87
300601	6151	Expenditures-Year To Date	500.00	76,845.64
300601	6152	Encumbrances-Year To Date	.00	4,887.50
300601	6906	Estimated Revenues	.00	125,776.00
300601	6907	Appropriations	.00	-125,776.00

BALANCE SHEET FOR 2022 10

FUND: 300 EDA		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE			
300-601-6907-			
300601 6909	Bugetary FB Res for Encumbranc	.00	-4,887.50
300-601-6909-			
TOTAL FUND BALANCE		-5,127.54	-2,118,254.30
TOTAL LIABILITIES + FUND BALANCE		-1,111.54	-2,118,254.30

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

ITEM SUMMARY

DATE: 5/17/2022

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	5/13/2022 - 5:00 PM

MEMORANDUM

DATE: May 17, 2022

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, April-May 2022

Community Development Block Grant (CDBG) Award - James City County was awarded a grant for \$700,000 from the Virginia Department of Housing and Community Development (DHCD) which was accepted by the Board of Supervisors on March 22. Since the program was announced on April 22, staff has received applications requesting close to \$600,000 in funding and continues to work with applicants to obtain the required documentation.

James River Commerce Center - A subdivision application has been submitted for County review for the EDA-owned property at 8925 Columbia Drive. Once approved, the purchase agreement with the contract purchaser for approximately 58 acres of the property is expected to proceed to closing. The contract purchaser submitted a site plan for staff review on April 13.

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 develop program details for Board consideration in the coming months.

Hampton Roads Alliance Marketing Missions - Staff will be traveling with the Hampton Roads Alliance on a marketing mission to San Francisco, California and Seattle, Washington from May 22-27 to meet with business prospects in regional target market sectors who have expressed interest in establishing east coast operations. Staff is scheduled to partner with the Alliance at the Foreign Direct Investment Summit in National Harbor from June 26-29.

Workforce Readiness - Staff worked with Williamsburg-James City County School Division staff to conduct mock interviews in our three local high schools. In four days, approximately 110 volunteers interviewed over 550 students to prepare the students for future job interviews. Students and interviewers discussed career opportunities, interview questions, and soft skills to assist in the transition from the classroom to the workforce. Positive feedback was received from the community volunteers who conducted interviews, as well as the students, and the teachers. Plans are being made to host this event again next year.

Regional Events/Initiatives:

- Staff attended the State of the Port of Virginia Luncheon at the Virginia Beach Marriott on April 21.
- Staff hosted a Business Ready Sites Program meeting with Virginia Economic Development Partnership officials on April 22.
- Staff attended a Virginia Peninsula Chamber workforce development workshop on April 26.
- Staff attended a meeting in the City of Williamsburg with our regional partners for an update on the status of the EPA Brownfields Grant Program on April 28.
- Staff attended the Hampton Roads Alliance Regional Economic Development meeting in Norfolk with officials from Amazon on May 5.

- Staff participated in a Virginia Economic Developers Association impactED event featuring Ms. Rita McClenny of the Virginia Tourism Corporation and Mr. Eric Terry of the Virginia Restaurant, Lodging & Travel Association on May 9.
- Staff attended a meeting of the Launchpad Board of Directors on May 10.

News:

- The Greater Williamsburg Chamber of Commerce co-hosted a Business Community Collaboration ribbon cutting celebration with the Greater Williamsburg Chapter of the NAACP on Friday, April 29 for six home-based James City County businesses: Coco Bellas Beauty Products, Small Hands Large Hearts, LLC, Martin's Famous Oils, The Traveling Notary, LLC, Wine & Design, and Cater 2 U Events.

Upcoming Dates of Interest:

- **Business Appreciation Event:** The Virginia Beer Company, Thursday, May 19 from 4-6:30 p.m.
- **Business After Hours:** Jamestowne Professional Park, Thursday, May 26 from 5-7 p.m.
- **Ribbon Cutting Ceremonies:** Blown Away Salon (Grand Opening), 4910 Monticello Avenue, Suite 7A, WindsorMeade Marketplace, Friday, May 20 at 4 p.m.; Axe Republic (New Ownership), 4919 Courthouse Street, New Town, Friday, June 2 at 4 p.m.
- **Williamsburg Chamber of Commerce Business Awards:** Thursday, June 9 at 4 p.m. at Ford's Colony Country Club.

CMJ/ap

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