

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 Mounts Bay Road, Building D
April 19, 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

1. EDA FY23 Proposed Budget
2. Enterprise Zone Grants

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

1. Business Appreciation Event - May 19, 4:00 at Virginia Beer Company

K. ADJOURNMENT

ITEM SUMMARY

DATE: 4/19/2022

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	4/14/2022 - 4:35 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

March 15, 2022
4:00 PM

A. CALL TO ORDER

Mr. Campana called the meeting to order at 4:02 p.m.

B. ROLL CALL

Vince Campana, Chair
Lynn Meredith, Vice Chair
Ellen Gajda
Brandon Nice – via phone
Joe Stanko
Carlton Stockton
William Turner, arrived at 4:05 p.m.

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Kate Sipes, Assistant Director, Economic Development
Terry Banez, CEO, Greater Williamsburg Chamber of Commerce
Steve Harrison, Vice President of Business Intelligence and Communications, Hampton Roads Alliance

Mr. Campana noted that Mr. Nice requested to participate in the meeting via phone due to a personal business commitment. Mr. Campana reminded the EDA that per the EDA By-laws this request required approval by the full EDA.

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

AYES: 5 NAYS: 0 ABSTAIN: 1 ABSENT: 1

Ayes: Campana, Gajda, Meredith, Stanko, Stockton

Abstain: Nice

Absent: Turner

C. APPROVAL OF MINUTES

1. Minutes Adoption - February 15, 2022

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

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

Absent: Turner

D. FINANCIAL REPORTS

1. February Financial Reports

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

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

Absent: Turner

Mr. Campana noted Mr. Jeff Wiggins, EDA Fiscal Agent, was not in attendance to present the financial reports.

Ms. Meredith noted the reports identified the usual and expected activities and she felt comfortable making a motion to approve the reports as presented in the packet.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Shop Local Boost Update

Mr. Johnson introduced Ms. Terry Banez and asked her to provide an update on the Shop Local Boost program rolled out in November 2021.

Ms. Banez reminded the EDA that \$25 VISA gift cards and gift cards for the Williamsburg Area Restaurant Association (WARA) participating restaurants were sold over five weeks at five locations in November and December 2021 to promote holiday shopping at local establishments. She informed the EDA that the WARA gift cards sold out first at all four locations.

Ms. Banez also shared that 61% of the VISA gift cards were redeemed as of March 1, 2022, and of those redeemed 92% were spent at a local physical location. She also shared that a small percentage of cards, about 8%, were redeemed online. She noted the positive feedback from businesses and plans to expand the program next year, adding a request to the EDA to increase the contribution from \$5,000 to \$10,000.

Several EDA members highlighted the 8% online redemption, noting it was a small portion of the total dollars. It was generally agreed that the program performed well.

Mr. Johnson noted the EDA had not yet drafted the budget for Fiscal Year 2023 and the request for \$10,000 would be considered as part of the budget preparation process.

2. Hampton Roads Alliance Overview

Mr. Steve Harrison introduced the EDA to the work of the Hampton Roads Alliance (the Alliance). He noted that he was lead point of contact to the Alliance for James City County, along with York County and the City of Williamsburg, and would be making every effort to be in our communities on a regular basis.

There was general discussion.

3. James River Commerce Center-Columbia Drive Status

A motion to Approve the request for authorization to spend up to \$7,500 for final repairs to Columbia Drive was made by William Turner; motion Passed.

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

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

Absent: None

Mr. Johnson reminded the EDA that Columbia Drive in the James River Commerce Center has remained a private street since the industrial park was developed and staff has been working diligently to have the street accepted into the Virginia Department of Transportation (VDOT) maintenance schedule.

Mr. Johnson informed the EDA the process was nearly complete, but VDOT identified some minor repairs that would be required before the transfer to VDOT maintenance could be completed. The County's General Services staff estimates the cost of repairs to be approximately \$5,000. Mr. Johnson requested authorization to act on the EDA's behalf to commit no more than \$7,500 toward the necessary repairs.

G. OLD BUSINESS

There was no Old Business.

H. LIAISON REPORTS

Mr. Johnson noted Ms. Sadler was not feeling well; she sends her regrets about being unable to join the meeting.

I. DIRECTOR'S REPORT

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

J. UPCOMING DATES OF INTEREST

There were no upcoming dates noted.

K. ADJOURNMENT

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

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

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

Absent: None

1. Adjourn until April 19, 2022

At approximately 5:05 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 4/19/2022

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	4/14/2022 - 4:35 PM

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

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	-58,356.68	-5,627.54	-16,882.32	77.6%		
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	-153,369.33	-5,627.54	63,130.33	170.0%		
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 09

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	-168,094.33	-5,627.54		42,318.33	133.6%
TOTAL REVENUES	-116,001.00	-125,776.00	-168,094.33	-5,627.54		42,318.33	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
GRAND TOTAL					
-116,001.00	-125,776.00	-168,094.33	-5,627.54	42,318.33	133.6%
** END OF REPORT - Generated by Jeffrey Wiggins **					

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

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		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		4,500.00	500.00	0.00	1,500.00	75.0%
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		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	12,613.84	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		75,829.64	13,113.84	4,887.50	45,058.86	64.2%
TOTAL EDA	116,001.00	125,776.00		75,829.64	13,113.84	4,887.50	45,058.86	64.2%
TOTAL EXPENSES	116,001.00	125,776.00		75,829.64	13,113.84	4,887.50	45,058.86	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 116,001.00	125,776.00	75,829.64	13,113.84	4,887.50	45,058.86	64.2%
** END OF REPORT - Generated by Jeffrey wiggins **						

BALANCE SHEET FOR 2022 9

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
300401	0000	General Cash	-3,986.30	690,938.33
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			-3,986.30	2,117,142.76
LIABILITIES				
300502	6000	Accounts Payable	-3,500.00	-3,500.00
TOTAL LIABILITIES			-3,500.00	-3,500.00
FUND BALANCE				
300601	6140	Net Pos - Net Invmnt 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	-168,094.33
300601	6151	Expenditures-Year To Date	13,113.84	75,829.64
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
300601	6909	Bugetary FB Res for Encumbranc	.00	-4,887.50

BALANCE SHEET FOR 2022 9

FUND: 300 EDA		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE	300-601-6909-		
	TOTAL FUND BALANCE	7,486.30	-2,113,642.76
	TOTAL LIABILITIES + FUND BALANCE	3,986.30	-2,117,142.76

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

ITEM SUMMARY

DATE: 4/19/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: EDA FY23 Proposed Budget

The EDA adopts a budget for each fiscal year. Staff met with Mr. Stockton and Ms. Gajda to prepare a draft budget in advance of the EDA meeting. The draft budget is proposed and open for discussion. If consensus can be reached by the full EDA, Mr. Wiggins requests the EDA vote to adopt a budget at the April meeting.

ATTACHMENTS:

	Description	Type
	FY23 Draft Budget	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	4/14/2022 - 4:36 PM

Account Code		Account Name	Approved FY 2020 Budget	Approved FY 2021 Budget	Approved FY 2022 Budget	Projected FY 2022 Actual	Draft FY 2023 Budget	Explanation/Details
		Revenue:						
021-309-3972		Bond Fee Revenue	\$ 15,000	\$ 15,000	\$ 15,000	\$ 164,419	\$ 70,750	CNU (annual option \$2,750); VA United Methodist Homes of Williamsburg, Inc. (annual option \$68,000); Blaine Landing? (Per FMS)
021-305-3511		Interest Revenue	2,000	3,500	3,500	-	-	Based on Cash Balance, CD's, and anticipated earnings rates. No interest earning items is FY23 (per FMS)
021-308-3400		Renwood Farm Income from Mainland Farm	14,725	14,725	14,725	14,725	14,725	New contract began in FY 2017; two year renewable Dec 2022; \$14,725 annually under contract
021-309-5915		Marina Property	63,345	49,173	75,239	75,239	69,220	\$5,627.54 for two months and \$5,796.37 for 10 months.
021-310-3014		JCC Contribution	-	-		-	-	Holding account for potential projects partnering with County
021-399-3100		Cash Reserves	245,000	29,730	7,537			Unallocated EDA funds
		Total EDA Revenue:	\$ 340,070	\$ 112,128	\$ 116,001	\$ 254,383	\$ 154,695	
		Expenses:						
021-259-5903		James River Commerce Center	\$ 25,000	\$ 11,800	\$ 14,800	\$ 23,500	\$ 14,800	Estimated JRCC Association Maintenance Fees (approx. \$9,115 for 98.8 acres owned by the EDA; mowing maintenance (\$5,686). After completion of the sale of approx. 58 acres to Project Viking, the EDA will only own approx. 40 acres, reducing the amount of dues , and mowing fees should reduce.
021-259-5904		Mainland Farm	100	100	100	-	100	Costs related to power and incidental expenses (signs, etc.) at Mainland Farm
021-259-5913		Business Assistance	5,000	-	-	-	20,000	Expenses related to various business assistance initiatives and Small Business Events. SMALL BUSINESS BOOST (\$10k)? EDGE DISTRICT (\$10k)?
021-259-5915		Marina Property	101	101	101	-	101	\$1 for annual lease agreement, \$100 for unexpected costs
021-259-5900		Regional Economic Development Support	34,500	34,500	34,500	34,500	34,500	JCC Launchpad contribution per MOU (MOU valid through December 31, 2024)
021-259-5902		Virginians for High Speed Rail Funding	1,000	1,000	1,000	1,000	1,000	Annual contribution toward regional transportation
021-259-0205		Promotion	45,701	45,701	46,500	9,652	46,900	START Peninsula estimated at \$7,900 - Per MOU and based on Census Data**, LPGA \$34,000 (includes catering) ; Special Events \$5,000 (potential uses include COB and BAE).
021-259-0220		Travel & Training	1,000	1,000	1,000	-	1,000	Potential EDA Member participation in VIDA conferences
021-259-0222		Local Travel	500	500	500		-	Meals and beverages for EDA meetings
021-259-0235		Annual Audit	10,414	10,726	10,750	10,676	11,000	Estimated cost of EDA's annual audit (per FMS)
021-259-0710		Legal Fees	6,000	6,000	6,000	6,000	-	Legal fees for EDA Counsel; County Attorney has indicated payment is not necessary going forward.
021-259-0200		Advertising	500	500	550	516	550	Publishing audit report (required by law, per FMS), unforeseen expenses (ex. In FY00: flooding from a hurricane, EDA advertised that businesses were open)
021-259-0319		Office Supplies	400	200	200	-	200	Printing for copies of meeting materials
021-259-5918		Contingency	209,925				24,544	Unallocated EDA funds
		Total EDA Expenses:	\$ 340,141	\$ 112,128	\$ 116,001	\$ 85,844	\$ 154,695	
								*Per the lease, rent increases occur annually in September until August 2024, when increases occur at 5-year intervals.
								**MOU for START Peninsula was renewed in 2021 and is valid through June 30, 2026. Contribution amount is based on population numbers, updated annually.

ITEM SUMMARY

DATE: 4/19/2022

TO: The Economic Development Authority

FROM: Kate Sipes, Assistant Director, Office of Economic Development

SUBJECT: Enterprise Zone Grants

ATTACHMENTS:

	Description	Type
	Enterprise Zone memo	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	4/14/2022 - 4:37 PM

MEMORANDUM

Date: April 19, 2022

To: Economic Development Authority

From: Kate Sipes, Assistant Director, Economic Development

Subject: Approval for Economic Development Authority Grants- Enterprise Zone

In accordance with the Enterprise Zone program, the following companies qualified for the Economic Development Authority (EDA) Grant. Businesses inside the Enterprise Zone boundary that made a capital investment of \$500,000 qualified for the EDA Grant. The EDA Grant was a five-year declining grant based on the assessed value of improvements as follows:

Real Estate

Year 1	0.45%
Year 2	0.36%
Year 3	0.27%
Year 4	0.18%
Year 5	0.09%

Machinery & Tools

Year 1	0.5%
Year 2	0.4%
Year 3	0.3%
Year 4	0.2%
Year 5	0.1%

I am requesting that the EDA approve EDA grants for these projects, now in their final year of qualification:

Bryant Contracting (new warehouse) – Year 5

- Real Estate \$398.79

J14C/David Johnson Builder (236 Industrial Blvd, Building 2) – Year 5

- Real Estate \$176.40

MGSJ Property Firm, LLC – Year 5

- Real Estate \$345.96

Minor Enterprises, LLC – Year 5

- Real Estate \$362.88

The total amount of the incentives equals \$1,284.03. Per the approved James City County Enterprise Zone Designation in 1996, the County allocates funds for these incentives during the annual budget process, and therefore sufficient funds are available. Approval of this memo encumbers funds from the EDA to be paid to the businesses, with the understanding the County will transfer funds to the EDA in the amount of \$1,284.03. Staff will confirm all tax payments to James City County are current prior to checks being issued.

ITEM SUMMARY

DATE: 4/19/2022

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	4/14/2022 - 4:37 PM

MEMORANDUM

DATE: April 19, 2022

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, March-April 2022

Business Appreciation Event - The annual Business Appreciation Event will make its return after a two-year absence due to the pandemic and will be hosted by York County on Thursday, May 19 at The Virginia Beer Company. This event is co-sponsored by the three Economic Development Authorities (EDAs) in the Greater Williamsburg region, so your attendance would be appreciated.

Community Development Block Grant (CDBG) Award - James City County has been awarded a grant for \$700,000 from the Virginia Department of Housing and Community Development (DHCD) pending acceptance and appropriation by the Board of Supervisors on March 22. Funded with CDBG dollars, the grant is intended to meet the national objective of urgent need in communities affected by the COVID-19 pandemic. James City County applied for funding to offer small business relief in the form of rent or mortgage reimbursement for up to six consecutive months during the period between March 12, 2020, and June 30, 2022. The maximum grant award to a business is \$15,000.

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 has submitted a site plan for staff review on April 13.

Regional Events/Initiatives:

- Staff attended the James City County Employee Service Awards Ceremony on March 18 at the Globe Theatre in Busch Gardens.
- Staff attended the Williamsburg Area Restaurant Association Annual Meeting on Monday, March 21 at 7 p.m. at the Culture Café, 747 Scotland Street.
- Staff attended the Virginia Economic Development Association (VEDA) Spring Conference in Richmond at the Hilton Hotel, Short Pump on March 24-25.
- Staff attended the Hampton Roads Alliance Regional Economic Development meeting on April 7.
- Staff participated in a VEDA impactED event on April 11.

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, March 18 at Two Trolls Consignment in Williamsburg Crossing and Ucartia Creative Studios in New Town.

Upcoming Dates of Interest:

- **Business After Hours:** Williamsburg ReStore, Thursday, April 21 from 5-7 p.m.
- **Ribbon Cutting Ceremony:** EXP Realty, 4175 Ironbound Road, Friday, April 22 at 5 p.m.
- **Business Appreciation Event:** The Virginia Beer Company, Thursday, May 19 from 4-6:30 p.m.