

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23187
August 20, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Minutes - July 16, 2019

D. FINANCIAL REPORTS

1. Financial Reports - July 2019

E. CLOSED SESSION

F. NEW BUSINESS

1. Shaping our Shores Update
2. Election of Vice-Chair
3. EDA Calendar Amendment
4. JRCC mowing maintenance
5. JRCC drainage improvements

G. OLD BUSINESS

1. Business Assistance Funds

H. LIAISON REPORTS

1. BOS Liaison
2. Business Liaison
3. Eastern Virginia Regional Industrial Facility Authority
4. Finance
5. Go Virginia
6. Greater Williamsburg Chamber & Tourism Alliance Sports Marketing Committee
7. Greater Williamsburg Partnership
8. JRCC Architectural Review Board
9. Real Estate Holdings
10. Strategic Investment Area
11. Workforce Development

I. DIRECTOR'S REPORT

1. Director's Report - August

J. UPCOMING DATES OF INTEREST

1. Regular EDA Meeting - September 17, 2019, 4 PM
2. Manufacturing Day - October 3, 2019
3. Regular EDA Meeting - October 15, 2019, 4 PM
4. EDA Joint Work Session with Board of Supervisors - October 22, 2019, 4 PM

5. Celebration of Business-November 7 or 14, 2019, 6-8 PM
6. Regular EDA Meeting - November 19, 2019

K. ADJOURNMENT

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes - July 16, 2019

ATTACHMENTS:

	Description	Type
	Minutes for Adoption	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:05 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
July 16, 2019
4:00 PM

A. CALL TO ORDER

Ms. Bledsoe called the meeting to order at 4:03 p.m.

B. ROLL CALL

Robin Bledsoe, Chair
Vince Campana
Christopher Odle - arrived at 4:18 p.m.
Jeff Scott
Carlton Stockton
Thomas Tingle
William Turner

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Cheryl Cochet, EDA Fiscal Agent
Maxwell Hlavin, EDA Counsel
Kate Sipes, Assistant Director, Economic Development

C. APPROVAL OF MINUTES

1. Minutes Adoption - June 18, 2019

A motion to Approve was made by Carlton Stockton; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Bledsoe, Campana, Scott, Stockton, Tingle, Turner
Absent: Odle

D. FINANCIAL REPORTS

1. June 2019 Financial Reports

A motion to Approve was made by Thomas Tingle; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Bledsoe, Campana, Scott, Stockton, Tingle, Turner
Absent: Odle

Ms. Cochet presented the revenue and expense reports.

Mr. Tingle noted the transfer from the General Fund to the EDA to cover the Enterprise Zone payments has occurred, but is not reflected in the expense account.

Ms. Cochet indicated the transfer is reflected in the Revenue Code for James City County Contributions.

Mr. Scott noted the legal fees expenses had exceeded the budgeted amount and asked what legal costs the EDA is responsible for paying.

Mr. Tingle responded the EDA pays a fixed monthly fee for legal services from the County Attorney's Office, but the overage occurred due to a one-time consult with outside counsel to update bond policy documents.

E. NEW BUSINESS

1. Directors and Chairs Meeting

Mr. Johnson informed the EDA the dinner meetings between the EDA Chairs and Economic Development Directors for the three localities of Greater Williamsburg had resumed. Mr. Johnson noted the recent dinner meeting had led to the discussion about "The Edge" District, which is the Route 60 corridor that runs through all three jurisdictions between Colonial Williamsburg and the Route 199 interchange with Route 60.

Ms. Bledsoe elaborated on the discussion, indicating the opportunity to brand the corridor as The Edge District, starting with the food and beverage industry and attracting visitors to the restaurants and tasting trail establishments on Route 60. Ms. Bledsoe noted there may be a funding request in the future for specific marketing or other measures as the idea evolves, but the discussion had just begun and was not yet very structured.

Mr. Turner inquired what the Strategic Plan for James City County indicates for this area.

Ms. Bledsoe responded that the Strategic Plan should be consulted, as well as the Comprehensive Plans for all three localities.

Mr. Odle arrived.

F. LIAISON REPORTS

1. BOS Liaison

Ms. Bledsoe noted that Ms. Sadler was attending a meeting in the Stonehouse neighborhood and was not present.

2. Business Liaison

No update at this time. Ms. Bledsoe noted the possibility of this appointment being eliminated in the future, but it was agreed there was no harm in keeping it for the short term.

3. Eastern Virginia Regional Industrial Facility Authority (EVRIFA)

No update at this time, except Ms. Bledsoe noted James City County alternates are still to be approved for the EVRIFA.

4. Finance

No update at this time.

5. GO Virginia

No update at this time. Mr. Tingle indicated the next meeting was scheduled for August.

6. Greater Williamsburg Chamber & Tourism Alliance Sports Marketing Committee

No update at this time. Mr. Turner indicated the Committee meets quarterly and he recommends an annual report to allow numbers to be aggregated.

7. Greater Williamsburg Partnership (GWP)

Ms. Bledsoe reported the Memorandum of Understanding to house the GWP under the Greater Williamsburg Chamber & Tourism Alliance has been executed and the hiring process for a new Executive Director was underway.

8. James River Commerce Center Architectural Review Board

No update at this time.

9. Planning Commission

No update at this time.

10. Real Estate Holdings

No update at this time.

11. Workforce Development

Mr. Turner reported that he and Ms. Bledsoe had met with Thomas Nelson Community College (TNCC) Historic Triangle Campus officials and progress was being made for a One Stop workforce office at the Historic Triangle Campus.

Ms. Bledsoe added the date for the soft opening of the One Stop was planned for January.

Ms. Bledsoe also added that Mr. Patrick Tomkins of TNCC's Historic Triangle Campus was very supportive of the recent Healthcare Workforce Summit, would like to see a summit for manufacturing and trades jobs in the future, and had high praise for the Chefs Go program.

Ms. Bledsoe announced she had met with Supervisor Icenhour about the idea of a Strategic Investment Area Committee, noting she had sent an email to the EDA introducing the idea. Ms. Bledsoe continued that she was appointing a committee with Mr. Campana, Mr. Scott, and Mr. Turner as members and would like the committee to prepare information that could be included in the upcoming Joint Work Session between the EDA and the Board of Supervisors. She continued the information should include how to maximize the Opportunity Zone, with the ultimate goal to incorporate ideas into the upcoming Comprehensive Plan.

G. DIRECTOR'S REPORT

Mr. Johnson referred to the written report included in the packet and reminded the Directors about the Joint Work Session between the EDA and Board of Supervisors was scheduled for Tuesday, October 22 at 4:00 p.m.

H. ADJOURNMENT

1. Adjourn until August 20, 2019

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

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

Ayes: Bledsoe, Campana, Odle, Scott, Stockton, Tingle, Turner

At approximately 5:02 p.m., Ms. Bledsoe adjourned the Authority on a motion by William Turner and a unanimous voice vote.

Christopher Johnson, Secretary
Economic Development Authority

Robin Bledsoe, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

FROM: Cheryl Cochet, Assistant Director, Financial & Management Services

SUBJECT: Financial Reports - July 2019

ATTACHMENTS:

	Description	Type
☐	Expenditure Report	Exhibit
☐	Revenue Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:05 PM

JAMES CITY COUNTY
EXPENDITURES- ALL FUNDS

James City County

16-Aug-19

jccExp: Year (2020) Period (1)

Ledger ID	Ledger Description	TOTAL BUDGET	MTD EXPENSES	ENCUMBRANCES	YTD EXPENSES	BALANCE	ACTUAL %
(021) EDA							
(259) EDA Operating							
021-259-0200	ADVERTISING	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
021-259-0205	PROMOTION	\$45,701.00	\$6,700.90	\$0.00	\$6,700.90	\$39,000.10	14.66%
021-259-0220	TRAVEL AND TRAINING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
021-259-0222	LOCAL TRAVEL	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
021-259-0235	ANNUAL AUDIT	\$10,414.00	\$0.00	\$10,414.00	\$0.00	\$0.00	100.00%
021-259-0319	OFFICE SUPPLIES	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
021-259-0710	LEGAL SERVICES	\$6,000.00	\$500.00	\$0.00	\$500.00	\$5,500.00	8.33%
021-259-5900	REGIONAL ECON DEVEL SUPPORT	\$34,500.00	\$34,500.00	\$0.00	\$34,500.00	\$0.00	100.00%
021-259-5902	VA HIGH SPEED RAIL	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
021-259-5903	JAMES RIVER COMMERCE CTR-OPS	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
021-259-5904	MAINLAND FARM OPER EXPENSES	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
021-259-5913	SMALL BUSINESS ASSISTANCE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
021-259-5915	MARINA PROPERTY	\$101.00	\$0.00	\$0.00	\$0.00	\$101.00	0.00%
021-259-5918	CONTINGENCY	\$209,854.00	\$0.00	\$0.00	\$0.00	\$209,854.00	0.00%
	Subtotal (259) EDA Operating:	\$340,070.00	\$41,700.90	\$10,414.00	\$41,700.90	\$287,955.10	15.32%

JAMES CITY COUNTY
EXPENDITURES- ALL FUNDS

James City County

16-Aug-19

jccExp: Year (2020) Period (1)

Ledger ID	Ledger Description	TOTAL BUDGET	MTD EXPENSES	ENCUMBRANCES	YTD EXPENSES	BALANCE	ACTUAL %
Subtotal (021) EDA:		\$340,070.00	\$41,700.90	\$10,414.00	\$41,700.90	\$287,955.10	15.32%

General Ledger Summary

Cash Report Range: 190701-1 to 190731-1

SunTrust EDA

021-192- 0628	EXPENSE REIMBURSEMENT		\$8,145.00
		Sub Total:	\$8,145.00
021-305- 3511	INTEREST REVENUE		\$343.23
		Sub Total:	\$343.23
021-309- 3972	BOND FEE REVENUE		\$3,077.65
021-309- 5915	MARINA PROPERTY		\$5,150.00
		Sub Total:	\$8,227.65
		Bank Total	\$16,715.88

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Shaping our Shores Update

Mr. John Carnifax, Director of Parks & Recreation, will provide an update on the Shaping Our Shores Master Plan update process and the Capital Improvement Program funding for the marina.

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:05 PM

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Election of an EDA Vice-Chair

Mr. Odle's term expired August 1, 2019, leaving a vacancy to be filled by the Board of Supervisors. As Mr. Odle served as the Vice-Chair of the EDA, the EDA will need to nominate and elect a new Vice-Chair.

Mr. Odle also served as the Chair of the Real Estate Holdings Committee, a position appointed by the EDA Chair.

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:06 PM

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: EDA Calendar Amendment

The EDA Calendar needs to be amended to add the Joint Work Session with the Board of Supervisors, scheduled for October 22, 2019 at 4:00 PM.

Looking ahead, the November Regular Meeting is scheduled for Tuesday, November 19, which is the week of the Thanksgiving holiday. The EDA should discuss Director availability that week.

ATTACHMENTS:

	Description	Type
☐	Proposed amended calendar	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:10 PM

**2019 UPDATED MEETING CALENDAR
ECONOMIC DEVELOPMENT AUTHORITY
OF JAMES CITY COUNTY, VIRGINIA**

4 p.m., Tuesday, January 15, 2019

4 p.m., Tuesday, February 19, 2019

4 p.m., Tuesday, March 19, 2019

4 p.m., Tuesday, April 16, 2019

4 p.m., Tuesday, May 21, 2019

4 p.m., Tuesday, June 18, 2019

4 p.m., Tuesday, July 16, 2019

4 p.m., Tuesday, August 20, 2019

4 p.m., Tuesday, September 17, 2019

4 p.m., Tuesday, October 15, 2019

4 p.m., Tuesday, Oct. 22, 2019 Joint Board of Supervisors Work Session

4 p.m., Tuesday, November 19, 2019

4 p.m., Tuesday, December 17, 2019

This updated 2019 Meeting Calendar was voted on by the Economic Development Authority of James City County at its August 20, 2019 meeting. The Economic Development Authority reserves the right to modify this schedule as necessary. Special meetings may also need to be called as situations warrant.

Unless posted to the contrary, all meetings will be held in the main conference room of 101-D Mounts Bay Road, Williamsburg, VA 23185.

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

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

SUBJECT: JRCC mowing maintenance

Last year the EDA directed staff to pursue prices to have the southern portion of the property at 8925 Columbia Drive maintained. A contract was subsequently signed and the property was mowed twice between June 2018 and June 2019 at the price of \$2,843 per mow, or a total of \$5,686.

The contract expired June 30, 2019 with the ability to renew. Staff recommends the EDA approve renewal of the maintenance mowing contract, with funds from the James River Commerce Center account.

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:07 PM

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

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

SUBJECT: JRCC drainage improvements

Approximately a year ago OED Staff contracted with VHB Consulting Engineers to prepare a plan to improve drainage on several parcels in JRCC. The intention was to submit that plan as an Erosion & Sediment Plan only. This preliminary drainage plan cost \$7,500, which was paid with funds provided by the BOS.

Based on review comments from County departments a full site plan is required, with stormwater calculations and an assessment of how the existing regional stormwater pond is functioning. A proposal for the additional work has been provided by VHB for a cost of \$3,600.

OED Staff recommends proceeding with the additional work at a cost of \$3,600, which could be paid with funds from the EDA's James River Commerce Center account.

ATTACHMENTS:

	Description	Type
☐	VHB proposal	Backup Material
☐	JRCC parcel development spreadsheet	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:07 PM



Phone 757.220.0500

Fax 757.903.2794

www.vhb.com

Engineers | Scientists | Planners | Designers

351 McLaws Circle

Suite 3

Williamsburg, VA 23185-5797

Client Authorization

☐ New Contract:

Date: August 8, 2019

☒ Amendment No.: 1

Project No.: 34216.07

Project Name: James River Commerce Center Drainage Improvements - Survey & Site Plans
Williamsburg, Virginia

	Cost Estimate	
	Amendment	Contract Total
To: James City County, EDA Amy B. Jordan Department of Economic Development 101-D Mounts Bay Road Williamsburg, VA 23185	Labor: \$3,600	\$11,100
	Expenses: <u>Included</u>	<u>Included</u>
	TOTAL: \$3,600	\$11,100

E-mail:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Lump Sum | <input type="checkbox"/> Time & Expenses |
| <input type="checkbox"/> Lump Sum + Expenses | |
| <input type="checkbox"/> Cost + Fixed Fee | <input type="checkbox"/> Labor Multiplier |

Phone No: 757.253.6658

Estimated Date of Completion: **12/30/19**

AGREEMENT:

This Agreement is an amendment to Contract No. 34216.07/PO No. 190006 between James City County - EDA, hereinafter called the "Client," and Vanasse Hangen Brustlin, Inc. (VHB). This Amendment includes details of the services to be performed and compensation which are subject to the Terms and Conditions of our original Contract. VHB shall perform the services herein in accordance with the standard of care of similarly situated design professionals acting under similar circumstances.

PART I

PROJECT DESCRIPTION

VHB has completed the Topographic Survey and Construction Drawing tasks and reviewed the plans with James City County Planning, Stormwater and Resource Protection, and Service Authority departments as well as a VDOT representative. The reviewers deemed a formal site plan review process necessary.

VHB understands the request to provide amended drawings that can be approved through the County's site plan review process. Because the County wishes to combine the project with the Columbia Drive VDOT Acceptance project, assistance with obtaining a Land Disturbance Permit, Siltation Agreement, or any VSMP permitting is excluded from this scope of work.



Ref: 34216.07
January 9, 2019
Page 2

SCOPE OF SERVICES

1.0 SITE PLAN APPROVAL PROCESS

James City County officials deemed this project significant enough to warrant a formal site plan review. VHB will provide plans and supporting documentation that will be sufficient to obtain site plan approval.

This task will include:

- o Per the County's request, VHB will analyze the existing stormwater BMP along Columbia Drive for impacts related to this project and impacts from a recently developed site that could affect the overall water quality compliance of the Commerce Park.
- o Compiling a final stormwater management report.
- o Amend the set of plans to address County comments issued during the November Round Table meeting.
- o Prepare a Site Plan Application, Adjacent Property Owner Letter, Steep Slope Waiver Request, and Sensitive Area Application (if needed).
- o Address one round of comments and resubmit plans for final approval.

Fee: \$3,600

SERVICES NOT INCLUDED

The following services **are not** included in this Agreement at this time:

- Environmental investigation and environmental permitting
- Geotechnical engineering evaluations/testing/certification
- Subsurface utilities exploration and utilities relocation
- Permit and agency review fees
- Construction Phase Services, i.e. Construction Administration
- Addressing, responding to comments or resolution of comments or issues that are subjective in nature and not promulgated by publications of public records
- Land Disturbance Permits
- Siltation Agreement
- VSMP Permitting and Storm Water Pollution Prevention Plan (SWPPP)

Compensation and Payment for VHB Services

I. Fee

VHB will perform the Scope of Services contained in this Amendment for a Lump Sum fee of \$3,600.



Ref: 34216.07
January 9, 2019
Page 3

PAYMENT REMITTANCE INFORMATION:

Local VHB Information:

Vanasse Hangen Brustlin, Inc.
351 McLaws Circle
Suite 3
Williamsburg, VA 23185-5797

757.220.0500
Fax 757.903.2794

Contact: Genee Delaney
Email: gdelaney@vhb.com

TAX ID#: 04-2931679

MAIL CHECKS TO:

Vanasse Hangen Brustlin, Inc.
101 Walnut Street,
P.O. Box 9151
Watertown, MA 02471

Terms: Due Upon Receipt

Note: To ensure proper credit, please identify the VHB project number and invoice number on all payments.

CLIENT AUTHORIZATION

James City County agrees with Part I which includes the Scope of Services, Compensation, Schedule, and Part II, "Vanasse Hangen Brustlin, Inc. Terms and Conditions of Agreement" (acknowledged as received). Together they constitute the entire Agreement between Vanasse Hangen Brustlin, Inc. and James City County.

Prepared By: **Piotr Swietuchowski**

Department Approval:

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated June 8, 2018.

Vanasse Hangen Brustlin, Inc. Authorization

By:

Print: R. Neville Reynolds, PWS

Title: Managing Director - Williamsburg

Date: August 8, 2019

Client Authorization (Please sign original and return)

By: _____

Print: _____

Title: _____

Date: _____

PRIORITY	PARCEL	TASK	STATUS UPDATE	START DATE	END DATE	Est. Cost	Actual Cost	NARRATIVE
1	B, C, D	Drainage Improvements plan	Preliminary plan completed for \$7,500. Schedule affected by offer on 1716 Endeavor.	1-Jun-18	1-Dec-19	\$7,500	\$11,100	The site plan for drainage improvements requires stormwater calculation review for the existing BMP, per review comments. The additional calculations have an estimated cost of \$3,600. The sale of 1716 Endeavor will not reduce the cost of the plan.
2	A	Development Concepts	Completed for \$2400 + \$800 CO (for a specific prospective business per Real Estate Committee)	13-Aug-18	9-Nov-18	\$2,400	\$3,200	Upon the recommendation of the real estate committee and approval of the EDA, VHB developed various development concepts for Parcel A to use for marketing the site.
3	A, D	Commercial Appraisal	Completed for \$2350 (\$1350 for Parcel D and \$1000 for Parcel A)	1-Mar-19	1-Apr-19	\$2,350	\$2,350	Appraisal needed on two buildable lots in JRCC to determine commercial value of land \$1350 for Parcel D and \$1000 for Parcel A. Three bids were received and Simerlin was selected as the lowest bidder and fastest to complete.
4	B, C	Drainage Improvement Permitting & Construction	Schedule and cost affected by sale of 1716 Endeavor and site plan approval timeline.	26-Oct-18	30-Jul-19	\$200,000		The E&S plan was submitted for preliminary review and concept approval was received. The formal site plan will need to be submitted and include additional calculations. The FY19/20 CIP Budget includes \$200,000 construction dollars for this project.

PRIORITY	PARCEL	TASK	STATUS UPDATE	START DATE	END DATE	Est. Cost	Actual Cost	NARRATIVE
5	A	Purchase Wetland Bank Credit	completed for \$6,080	3-Jan-18	TBD	\$6,000	\$6,080	This is a critical and necessary step to mitigate the impacts of the construction of a proposed shell building. The ability to purchase will depend on the viability of credits in the mitigation banks.
6	A	Topo Survey		TBD	TBD	\$22,000		Needed to prepare new and updated site plan.
7	A	Geotechnical Study		10-Jan-18	TBD	\$3,500		Involves a detailed investigation of the soil. This is a critical step prior to any form of construction.
8	A	Final Site Plan Amendment		1-Feb-19	TBD	\$28,000		Presents final vision of what the future building could look like.
9	A	Amend Architectural Plans	Will coordinate in conjunction with site plan	TBD	TBD	\$150,000		This will account for additional ceiling height, dock doors, etc. reflecting current market demands and will show up to 150,000 square feet.
10	A	Land Disturbing Permit and vertical construction of shell building		TBD	TBD	\$0		Cost determined by final design. Possible to partner with private entities to share construction costs.
11	A	Preliminary Site Work and Grading		TBD	TBD	\$135,000		This is to prepare for vertical construction and complete site readiness.
12	A,B, C	Sanitary Sewer Capacity Study	Applies to all parcels	TBD	TBD	\$10,000		This study is critical for prospective development in understanding the cost of each parcel's infrastructure needs. This study will look at parcels A, B, & C. The Real Estate Committee has decided to table this until there is better handle on total developable area and/or an end user for the site.

PRIORITY	PARCEL	TASK	STATUS UPDATE	START DATE	END DATE	Est. Cost	Actual Cost	NARRATIVE
13	B, C	Environmental Phase I & II, Cultural Resource Study	Dependent on the completion of drainage improvements	TBD	TBD	\$0		This study is necessary to determine developable areas and to identify potential development challenges.
14	B, C	Delineate Wetlands & Pursue Army Corp Permit	Working with Consultant	TBD	TBD	\$10,000		This will be a reconfiguration of an expired delineation. This project confirms where wetlands are located on the parcel, which ultimately helps to determine the total developable area. This permit will last for five years.
15	JRCC	Update Covenants and restrictions	Real Estate Committee and staff are leading this effort.	20-Nov-18	1-Jan-20	\$0		With the EDA as the prominent owner of property in JRCC, staff is now reviewing the covenants and restrictions to suggest updates.
TBD	JRCC	Fiber Installation		TBD	TBD	\$160,000		Staff has received some initial cost estimates from Lumos for the Fiber Installation.
TBD	JRCC	Rt 60 Stoplight and Intersection Improvements		TBD	TBD	\$250,000		Staff met with Planning to discuss proffers that require a stoplight and other potential intersection improvements on Rt 60 when certain thresholds were met. It was determined that the thresholds have not been met for further evaluation which includes 750,000 SF of built space.

PRIORITY	PARCEL	TASK	STATUS UPDATE	START DATE	END DATE	Est. Cost	Actual Cost	NARRATIVE
TBD	JRCC	Updated Traffic Impact Study		TBD	TBD	\$0		As part of the updates to the proffers and covenants, OED staff has recently discussed with Planning the need for an updated Traffic Impact Analysis. This need is currently being evaluated and if warranted a cost estimate and timeline will be provided.

				Est. Costs	Approved Expenses	
A	Parcel A Costs			\$ 348,780	\$10,280	
B	Parcel B Costs					
C	Parcel C Costs					
D	Parcel D Costs (appraisal). PROPERTY SOLD			\$ 1,350	\$1,350	
Multiple	Combination of Parcels A, B, and/or C Costs			\$ 231,100	\$7,500	
JRCC -wide	JRCC Park-wide Improvement Costs			\$ 410,000		
	TOTAL JRCC Improvements			\$ 991,230	\$19,130	

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

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

SUBJECT: Business Assistance Funds

Between 2009 and 2017, the Economic Development Authority (EDA) has offered various grant and/or loan programs with the intention of assisting the James City County (JCC) business community. Each program had guidelines, an application process and received full review (including scoring sheets for some programs) before assistance was awarded. A brief overview of past programs follows:

The Business Assistance Program was to assist with the retention, expansion, relocation and development of small businesses in JCC, stemming from findings in the Business Climate Task Force. The program provided financial assistance, at 0% for a period of five years, to existing small businesses looking to expand within the County. The EDA funded the Business Assistance Program with administrative fees earned by the EDA through its revenue bond financing program. The EDA did not guarantee assistance to every business that submitted an application and evaluated each on a case-by-case basis. The EDA approved the program in FY2009 and the program ended in 2012. A total of \$50,000 was budgeted; during the program, seven grants were issued for a total of \$42,500 awarded. The awards ranged between \$4,000 and \$10,000. Repayment was intended to be in the form of increased taxes to JCC. In the event that threshold was not met, the difference between the amount loaned and the increased taxes realized was repaid to the EDA.

The e-commerce program ran FY2010-2011 and was intended to assist small businesses that already had a website to incorporate internet sales capability into their existing website. A total of \$17,500 was budgeted for this program. Applications were approved totaling \$15,900. Disbursement of the funds was based on the approved applicant meeting all program requirements; \$10,900 was disbursed in total.

An Acceleration Grant was available in 2015, through a pilot program with AccelerateHER, a local JCC business focused on assisting established middle-stage women-owned businesses grow their revenue. The program was a one-year pilot with both the City of Williamsburg and York County EDAs and Launchpad. The cost to the JCC EDA was \$5,000.

The Google Street View 360 grants were offered in 2017 and were intended to assist businesses with enhancing their web presence with 360 degree tours of their facility on their existing website. The EDA budgeted \$10,000; approximately \$9,800 was awarded and approximately \$8,500 was disbursed to approved applicants meeting all thresholds and requirements.

Currently, the EDA has a line item of \$5,000 in their approved FY2020 budget. This amount has been kept as a placeholder and is intended for use of any future business assistance programs funded by the EDA. Any such program would require a set of guidelines, application and review process approved by the EDA.

ATTACHMENTS:

	Description	Type
📎	Business Assistance Program Guidelines	Exhibit
📎	Business Assistance Application	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:07 PM

PROGRAM EXPIRED

ECONOMIC DEVELOPMENT AUTHORITY OF JAMES CITY COUNTY

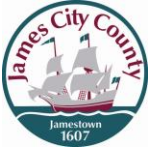
BUSINESS ASSISTANCE OVERVIEW AND GUIDELINES

1. The primary purpose of the James City County Business Assistance Program is to assist with the retention, expansion, relocation and development of small businesses in James City County. As an economic development tool for the James City County EDA, the intent of the Business Assistance Program is to create and retain quality employment opportunities, retain and expand the tax base, and thereby retain and grow those preferred smaller businesses which possess the qualities and attributes set forth in the 2008 Business Climate Task Force report.
2. Business assistance offerings are intended for specific projects that will expand, upgrade, or relocate fiscally sound existing small businesses within JCC and will enhance economic activity in JCC, specifically through new taxable capital investment (such as real estate and / or tools and machinery); sales tax revenue generation; BPOL tax revenue generation; and / or the creation of new skilled employment opportunities.
3. New start-up businesses may also be considered for business assistance targeted to a specific project or purpose that will enhance economic activity in JCC, specifically through new taxable capital investment (such as real estate and / or tools and machinery); sales tax revenue generation; BPOL tax revenue generation; and / or the creation of new skilled employment opportunities. Start-up businesses are also encouraged to contact the Office of Economic Development for information on additional programs specifically oriented toward new businesses.
4. While the business assistance program is not specifically oriented toward retail, restaurant, or franchise types of businesses, these businesses are encouraged to contact the Office of Economic Development to inquire about the availability of other kinds of assistance.
5. The business assistance program is not intended to provide financial assistance to financially distressed businesses.
6. If you are a larger preferred business and your needs appear beyond the scope of this program, you are encouraged to contact the James City County Office of Economic Development to discuss your plans and the possibility of other types of incentive offerings.
7. Applications will be reviewed by the EDA Business Assistance Subcommittee, with any recommendations of assistance requiring approval by the full EDA. Any business assistance offered shall be made at the sole discretion of the EDA Directors and will

PROGRAM EXPIRED

depend upon the availability of budgeted funds. Preference may be given to the types of preferred businesses that James City County is trying to encourage

8. .
Offers of assistance are typically in the form of a loan that converts to a grant, once certain performance benchmarks are met. There is no minimum assistance request amount in order to apply. Typical assistance amounts range between \$2,500 and \$7,500; however there is flexibility for the amounts to go higher depending on the nature of the specific application. Start-up businesses are limited to \$5,000 in assistance. Any award of assistance is at the sole discretion of the EDA and will typically require the applicant to enter into a performance based agreement with the EDA.
9. The intent of the application is not to burden the applicant with extensive research. Please note the use of the words “approximate” and “estimate” in the application questions. Additionally, some questions may not apply to certain applicants, in which case they should be noted as such.



PROGRAM EXPIRED

James City County Business Assistance Application

Please complete this application in its entirety and return to lmesser@james-city.va.us. If you have questions about your application, please call 757-253-6607. The James City County Economic Development Authority does not guarantee assistance.

Part I. Company Contact Information

Company Name:

Contact Name:

Title:

Mailing Address:

Physical Location and Headquarters:
(If different from mailing address.)

Phone Number:

E-mail address:

Company Website:

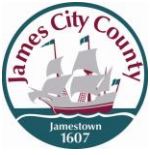
Part II. Assistance Request

Dollar Value of Assistance Requested (please itemize if necessary):

Intended Purpose of Assistance (full description):

Timeframe for Assistance:

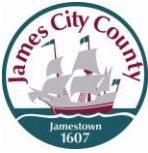
If the business is a start up business, please attach a copy of the most recent business plan.



PROGRAM EXPIRED

James City County Business Assistance Application

Part III. Project Specific Information		
Estimated total James City County capital investment of project:		
Please provide a breakdown of capital investment into the below categories with anticipated timeframe:		
	Cost	Timeframe
Land		
Buildings		
Equipment, Machinery, & Tools		
Other (please specify)		
<p>Is or will the business be located in an owner occupied facility?</p> <p>If the business is not or will not be located in an owner occupied facility, please provide the date and term of its lease agreement.</p> <p style="margin-left: 40px;">Date:</p> <p style="margin-left: 40px;">Lease Term:</p>		
New Employment		
What is the estimated total number of new James City County <u>full-time</u> positions?		
What is the time frame for these positions?		
What is the estimated total number of new <u>part-time</u> positions?		
Part III. Project Specific Information (Continued)		
What is the time frame for these positions?		



PROGRAM EXPIRED

James City County Business Assistance Application

Estimated Average salary:	Estimated Average Value of Benefits:
---------------------------	--------------------------------------

Part IV. Community Benefits

Will you use any James City County Business in support of your new capital investment?

(For example, community banks, architectural firms, engineering firms, construction companies)

Please list any other benefits for James City County resulting from this project?

Part V. General Company Information

What year was the business established?

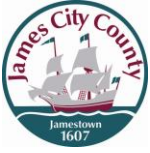
Does the business currently operate in James City County? ☐ Yes ☐ No

If yes, how long has the business been located in James City County and what is the business license number?

How many people does the business employ locally?

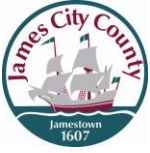
Part V. General Company Information Continued

Approximately, what percent of employees are full-time?



PROGRAM EXPIRED
James City County
Business Assistance Application

What is the approximate average full-time employee salary? (These may be separated by job function)
What is the approximate value of benefits that full-time employees receive?
What is the company's approximate employee turnover ratio?
Describe the overall nature of the company's business or businesses in James City County.
Approximately, what percent of company goods or services are exported outside of James City County? Outside of Virginia?
What is the estimated percent of operational resources (goods, services, raw materials, etc.) other than labor that is (or will be) purchased in James City County?



PROGRAM EXPIRED

James City County Business Assistance Application

Part VI. Utility Information

What is the estimated monthly water usage resulting from company operations?

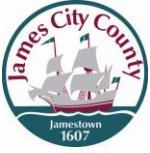
Are there any regulated wastes or emissions associated with the company's operations? If so, please describe.

Part VII. Company History

Has the company ever been found to be in violation of any federal, state, or local laws, rules, regulations or ordinances? If so, please describe.

Has the company ever applied or received business financial or like-kind assistance (grants, loans, subsidies, abatements, etc.) from James City County, the Commonwealth of Virginia or from other local jurisdictions? If so, please describe the nature, approximate date, and amount of assistance.

Local jurisdictions include and are not limited to Williamsburg, York County, Newport News, New Kent County, etc.



PROGRAM EXPIRED

James City County Business Assistance Application

Part VII. Company History (Continued)

Approximately what percentage of the company's business revenues are currently derived from contracts with local, state, or federal entities? What percent of revenues are projected from such entities over the next year?

Describe how the company encourages and promotes individual employee growth either internally or externally.

Describe any community involvement from the company and/or its employees.

This can include and is not limited to community outreach, sponsorships, volunteering, and charitable events.

Part VIII. Company Financial Information (Necessary Upon Request Only - All Such Information Will Be Held In Confidence)

ITEM SUMMARY

DATE: 8/20/2019

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Director's Report - July

ATTACHMENTS:

	Description	Type
	Director's Report - August	Staff Report

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Sipes, Kate	Approved	8/16/2019 - 4:10 PM

MEMORANDUM

DATE: August 20, 2019

TO: The Economic Development Authority

FROM: Christopher Johnson, Interim Director of Economic Development

SUBJECT: Director's Report, July-August 2019

Virginia Economic Developers Partnership Enhanced Characterization Project - Staff continues to provide support to the engineering firms performing site readiness evaluations of 13 commercial and industrial properties in James City County. Staff will participate in an online webinar on Wednesday, Aug. 21 to hear a presentation by KPMG, who will be analyzing the location competitiveness and industry suitability of the 466 sites in the project and how their work will connect with the work already performed by the partner engineering firms.

Brownfields Conference - Staff attended the Virginia Brownfields Conference in Norfolk on Wednesday, July 24. The Greater Williamsburg Partnership was recognized as a recipient of a \$600,000 grant from the U.S. Environmental Protection Agency for environmental site assessments to encourage redevelopment opportunities of sites in the Greater Williamsburg Area including Grove, Lightfoot, and the Merrimac Trail corridor.

Training - I attended a four-day professional education course July 29-Aug. 1 at the Knapp School of Government, UNC-Chapel Hill designed for economic development professionals working for public, nonprofit, and private organizations. The course offered a comprehensive introductory educational experience which integrated theoretical and practical perspectives from expert instructors on topics including workforce and community development, entrepreneurship and job creation, business retention, and site selection strategies.

Featured Business Initiative - Staff has developed a new survey for businesses to complete to be featured in marketing and communications. The surveys will be used to have featured businesses on the Economic Development social media channels and newsletter. [WYDaily story link](#)

Amblers House - The Amblers House exterior renovations continue to make progress. Staff continues to attend progress meetings. Doors have been replaced on the buildings and everything has been primed. Gutter inspections indicated some work that needed to be done. Renovations are on schedule for September completion.

Jamestown Jams was held on Friday, July 26 with a record crowd of 2,360 people. The next event will feature Good Shot Judy on Friday, Aug. 30. These events are free and open to the public.

Chef's Go Graduation - Staff attended the graduation ceremony on Thursday, Aug. 15. at WindsorMeade. Eight students graduated from the culinary workforce program after completing internships at seven local restaurants. One student was accepted into the American Culinary Federation Apprenticeship Program at Colonial Williamsburg. This is the fourth graduate accepted into this prestigious program. Another student is applying to the Culinary Institute of Virginia.

Hampton Roads Workforce Council Talent Alignment Strategy - Staff previously provided an update on the results of a workforce gap analysis study aimed at creating a regional talent alignment strategy. [Link to study](#)

Regional Events:

- Staff coordinated with the Greater Williamsburg Partnership for a familiarization tour for Virginia Economic Development Partnership (VEDP). This was held on Wednesday, Aug. 14.
- Staff hosted the **Home-Based Business Lunch & Learn** series on Wednesday, Aug. 14 at Legacy Hall. The event was free and open to the public.

News:

- **Busch Gardens Williamsburg** announced its new attraction, Pantheon, which will be North America's fastest multi-launch coaster when it opens in 2020. It will feature a top speed of 72 mph, a 95-degree drop, and a spike track leading into a backward section.
- August is Craft Beer Month.
- **The Williamsburg Winery** is hosting its biannual concert - Uncorked & Unplugged on Saturday, Aug. 24 with Ingrid Michaelson.

Upcoming Dates:

- Strategic Investment Area Committee meetings will be Aug. 21 and Sept. 18.
- **Manufacturing Day** will be Thursday, Oct. 3.
- The **Joint Board of Supervisors-EDA Work Session** is scheduled for Tuesday, Oct. 22 from 4-6 p.m.
- **The College of William & Mary** Homecoming will be Saturday, Oct. 19.
- **Start Peninsula 2019** will be held Nov. 1-3 in Hampton.
- The tentative dates for the 2019 **Celebration of Business** are Thursday, Nov. 7 or Thursday, Nov. 14. Please mark those dates on your calendars.

CJ/md

DirRptJul-Aug2019-mem