



**Charlottesville Economic Development Authority (CEDA)  
Meeting Minutes – February 14, 2017**

**Members Present**

Tara Boyd  
Carolyn Shears  
Paul Beyer  
Adrian Felts  
Reid Young

**Staff Present**

Chris Engel  
Jason Ness  
Hollie Lee  
Kelly Bassett

**Others Present**

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, February 14, 2017 in City Council Chambers. The chair, Ms. Boyd, called the meeting to order at 4:01 PM.

Ms. Boyd opened the public comment period and there being no comments from the public, she proceeded to the next agenda item.

Ms. Boyd called for a motion to approve the consent agenda which includes the minutes from the December 13, 2016 meeting and the Treasurer's Reports from November and December 2016. Mr. Felts moved, seconded by Mr. Young and all present voted aye.

Mr. Engel began with the new business. He reminded everyone that Relay Foods merged with Door to Door Organics and will be closing the Charlottesville operation soon. They had received a state AFID grant with local match provided by the EDA in 2014. Since they did not meet the requirements of the grant, they are returning the funds. We expect to have a check for the full amount, and then CEDA will refund the state their portion.

Mr. Ness provided an update on several programs that are supported by CEDA. GO Hire, can be used as a wage subsidy or to create customized training for an existing workforce. To date the program has assisted 15 businesses and 32 individual employees. There are two prospective businesses considering the program as well.

The ACE Program is in its fourth year, and this year was the second involving the two process application (screening applications and interviews). At this point Mr. Ness says they are already starting to process payments for some of the seven businesses accepted into the program this cycle, and that they are on target for working with 12 businesses this year.

The VJIP Match program is in its third fiscal year with CEDA's support, however it is an over 40 year old state program. Eligible companies must plan to hire at least five new employees over a twelve month period and make a significant capital investment. The City has worked with a variety of companies all of which are still active and have

created over 186 jobs at an average wage of \$52/hour. Willowtree and Tech Dynamism are examples of recent success stories. Ms. Shears asked how these programs are promoted. Mr. Ness explained through existing business outreach, membership on councils and networking, and current VJIP businesses are also a great referral source.

Mr. Engel followed up about 701 E. Water Street stating they have received the security deposit and it is being processed and transferred back to the City. He also updated the board on the Market Plaza Utility Agreement which was made to assist with the undergrounding of utilities near the West 2<sup>nd</sup> development. The City received a reimbursement request and after verification the full amount has been reimbursed to the developer. The remaining work being funded by the developer is not fully completed, but is less disruptive at this point.

Mr. Engel shared that there has been no real change in the status of the loan for the Lewis and Clark Center. He reminded the board that the City/EDA loaned the center \$130,000 to finish their project. City Council agreed to forgive the loan at the center's request with the stipulation that the county also forgives their loan. The county has yet to make a decision, so currently the matter is still on hold. It creates questions at the annual audit, but at this point is out of the hands of the City. Mr. Young inquired what would happen if the county decided not to forgive the loan, to which Mr. Engel replied the Council would then need to make a decision over whether or not they would remove the stipulation and still forgive the City's portion of the loan.

Mr. Engel said they had a meeting of the strategic initiatives committee that was formed recently and that staff would be pursuing more information, including cost and scope of work, for a commercial real estate analysis.

Mr. Engel then presented the Office of Economic Development's 2016 Annual Report and encouraged CEDA members to review it and share it with others. He reminded the board about the annual Book Festival Breakfast taking place on March 22, 2017 and said a request to attend will be coming soon.

Ms. Boyd said she would like to step down from her place on the ACE review committee to give others the opportunity to interview local businesses for the micro grants. Mr. Beyer volunteered to take her place and Mr. Felts stated he would be willing to serve as an alternate.

There being no further business, Ms. Boyd adjourned the meeting at 4:29 PM.

  
Chris Engel, Secretary

2/28/17  
Date

3/14/17  
Date Approved by CEDA