



**Charlottesville Economic Development Authority (CEDA)  
Meeting Minutes – November 12, 2013**

**Members Present**

Reid Young  
Tara Boyd  
Kristin Henningsen  
Adrian Felts  
Ethan Dunstan  
Carolyn Shears  
Dan Fagan (4:33p.m.)

**Staff Present**

Chris Engel  
Hollie Lee  
Jason Ness  
Blair Morris

**Others Present**

Sean Tubbs – Cville Tomorrow

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, November 12, 2013 in City Council Chambers. Mr. Young, Chair, called the meeting to order at 4:30p.m.

Mr. Young opened the public comment period and there being no comments from the public, he proceeded to the next agenda item.

Mr. Young called for a motion to approve the minutes from the September 10, 2013 meeting. Mr. Dunstan moved, seconded by Ms. Boyd, and all present voted aye, with the exception of Mr. Fagan who was not present.

Mr. Young called for a motion to approve the Treasurer's Reports from August, September, and October 2013. Ms. Shears moved, seconded by Ms. Henningsen, and all present voted aye, with the exception of Mr. Fagan who was not present.

Mr. Engel updated the Board on the VJIP Match Program, ACE Program, and the CEDA Opportunity Fund, which were all discussed in detail at the September 10<sup>th</sup> meeting. The Virginia Jobs Investment Program (VJIP) is a state program that has been in existence for 40 years. It provides supplemental funding to companies creating new jobs or experiencing technological change. The CEDA VJIP Match program would create a local match to the state funding. Eligibility requirements are determined by the Virginia Department of Business Assistance current VJIP requirements. If approved, this appropriation will reduce the Project Reserves account in the CEDA Budget by \$25,000. The ACE Program, created by the OED in FY14 to help small businesses located within the City limits increase their revenue and business capacity. The current program uses CDBG funding, which uses the household income as an eligibility requirement. The CEDA match to the ACE program is different in that CEDA funding would allow the business owner's individual

income to be taken into account rather than the income of the entire household. If CEDA approves this appropriation, the Project Reserve balance will be reduced by \$25,000. The CEDA Opportunity Fund was established several years ago but with limited parameters around as to how it would be used. As discussed at previous meetings, both the Growing Opportunities Report and the Strategic Investment Area analysis have identified the need to assemble/buy land or to partner with the private sector in providing flexible space for new or expanding basic industry employment within the City. Staff is recommending that the Opportunity Fund be used for this purpose as opportunities arise. Board discussion and approval would occur prior to any purchase or lease of property. Ms. Boyd asked whether the Board would receive reports on the status and progress of the programs. Mr. Engel answered that all of the programs would be included within the annual report presented to the Board each December and reports could be provided more often as necessary. Mr. Dunstan asked whether there are any current prospects for the VJIP Program and Mr. Engel said that there were businesses currently in the pipeline that could potentially be helped by the new program. Mr. Young called for a motion to approve the Resolutions approving the VJIP Match Program, the ACE Program, and the Opportunity Fund. Ms. Shears moved, seconded by Ms. Boyd, and all present voted aye.

Mr. Engel brought to the Board the CFA Performance Agreement Extension Request. Ms. Boyd alerted the Board to a possible conflict of interest and removed herself from the Chambers during the discussion. Mr. Engel said that CFA is requesting an extension on the employment segment of the agreement, which agreed to an employment level of 409 employees at the new facility upon occupancy of December 31, 2013. CFA has made ongoing efforts to attain the remaining number of jobs needed to meet this requirement; however, they do not feel that they can meet the requirement by the deadline and are thus asking for an extension. The previously signed agreement does allow the extension with the approval of the Board. Mr. Dunstan asked if there would be any ramifications if the Board did not approve. Mr. Engel said that there was a prorated formula within the original agreement that would apportion the grant proceeds if the agreement could not be met. Mr. Young called for a motion to approve the Resolution extending the CFA Performance Agreement to March 31, 2015. Mr. Fagan moved, seconded by Ms. Henningsen, and all present voted aye, with the exception of Ms. Boyd who was absent from the Chamber.

Mr. Engel discussed the Hillsdale Drive Phase II Development Cost Reimbursement Agreement. The Phase I project was an agreement between the City and the developer of Whole Foods to build the first part of Hillsdale Drive. This Phase II will be an agreement between the City and the developer of the hotel, which is being built on the site of the former Regal Cinema. This was an unexpected opportunity that arose that would allow enhanced mobility and further development on the remnant parcel on the eastern side of Hillsdale Drive. City Council has already approved an appropriation of \$1.1 million for this project. The remaining section of Hillsdale Drive would be completed and funded by VDOT. The agreement brought to the Board is in draft format and not a final version. The Resolution that needs approval by the Board is giving permission to the Chair to sign the final version of the agreement.

Mr. Young called for a motion to approve the Resolution giving the Chair permission to sign the Hillsdale Drive Phase II Reimbursement Agreement. Mr. Felts moved, seconded by Mr. Dunstan, and all present voted aye.

Mr. Engel let the Board know of a few upcoming events the Board is invited to attend. The SIA consultants are presenting their final analysis in a joint meeting to City Council and the Planning Commission on December 5<sup>th</sup>. The Board should also have received an invitation to attend the Skilled Trades Summit on December 10<sup>th</sup>, sponsored by the OED. Also, Mr. Engel told the Board that the SAT group is actively seeking representatives to fill seats on the new Workforce Advisory Council, as suggested by the Growing Opportunities Report. The SAT would like someone from the CEDA Board to fill one of these seats. Mr. Engel said that these would be quarterly meetings starting in 2014 and to please email him if anyone has an interest in joining. Mr. Engel told the Board that there would be a CEDA meeting held on December 10<sup>th</sup>, which would include the presentation of the annual report and audit, along with a vote on officers for the 2014 calendar year.

There being no further business, Mr. Young called for a motion to adjourn the meeting. Ms. Henningsen moved, seconded by Mr. Dunstan, and all present voted aye. The meeting was adjourned at 5:00p.m.

  
\_\_\_\_\_  
Chris Engel, Secretary

11/13/14  
Date

12-10-13  
Date Approved by CEDA