



**Charlottesville Economic Development Authority (CEDA)
Meeting Minutes – February 14, 2012**

Members Present

Kristin Henningsen
Dan Fagan
Reid Young
Tara Boyd
Carolyn Shears

Staff Present

Aubrey Watts
Chris Engel
Hollie Lee
Blair Morris

Others Present

The Charlottesville Economic Development Authority met on Tuesday, February 14, 2012 in the City Council Chambers at City Hall. Ms. Henningsen, Chair, called the meeting to order at 4:30 p.m.

Ms. Henningsen opened the public comment period and there being no comments from the public, she proceeded to the approval of the minutes.

Ms. Henningsen called for a motion to approve the minutes of November 8, 2011. Ms. Henningsen moved, seconded by Mr. Fagan, and all present voted aye.

Ms. Henningsen called for a motion to approve the Treasurer Reports from October, November, and December 2011. Ms. Henningsen moved, seconded by Ms. Boyd, and all present voted aye.

Mr. Watts asked Mr. Engel to give the Board an update on the Jefferson School project. Mr. Engel said there has been significant progress on the project. The CEDA loan has a little more than \$1.4 million dollars remaining and it is expected to be drawn down this fiscal year and then a local bank will fund. Mr. Engel said that the construction demo and abatement is complete, as is the roof work. The window restoration is ongoing and the parking deck is now starting. The project manager still has an estimated completion date of September 2012. Mr. Watts said that the project has tenants for all available space but that the cultural center needs additional fundraising. Mr. Engel said that the CEDA Board will have a chance to tour the building in March or April and that more information will be forthcoming.

Mr. Watts updated the Board on the Amendment to the CEDA operating budget. Mr. Watts said that the Resolution would allow the transfer of CEDA funds, not to exceed \$140,000, to be transferred to the Office of Economic Development operating budget to help cover personnel and operating expenses. Mr. Watts said that most of the money would go to help with salaries and benefits. He said they would only transfer what was absolutely needed. Mr. Watts told the Board that the City is taking a closer look at City authorities and their staff support and that this is not an uncommon practice, as most cities in Virginia have this practice. Ms. Shears asked whether this would be a year to year action or would it only be a one-time event. Mr. Watts said that it would more than likely be continued for at least two to three years as long as CEDA was in good financial shape but that the Executive Director would bring it back to the Board to be approved each year. Mr. Watts said that CEDA is, right now, in good financial shape and could afford the transfer without fiscal strain. Ms. Shears and Ms. Boyd expressed concerns that the Resolution is not restricted enough and that language needs to be included that the Board would only approve it for FY13 and not to automatically continue each fiscal year. Mr. Watts agreed that specific language can be included to limit for the period of FY13. Ms. Boyd asked if this is something that has to be approved today or can it wait until the next Board meeting. Mr. Watts answered that the Resolution needs to be approved at this meeting as they need to get the budget documents ready to present to Council next week. Ms. Boyd asked if the staff has done a survey of other cities in Virginia to see if this is a reasonable amount to request. Mr. Watts said that staff has not done a survey but that he would not be supportive of a larger contribution of funds to the City's General Fund because it could raise issues of accountability and oversight. Mr. Fagan also expressed concerns that once this process begins of transferring funds that it will never stop and Mr. Watts reinforced that it would be brought back to the Board for approval each fiscal year and that it would stop if it caused CEDA any financial strain or burden. Ms. Henningsen called for a motion to approve the Resolution for the Amendment to the Operating Budget. Ms. Shears moved, seconded by Mr. Fagan, and all present voted aye with the condition that changes were made to the Resolution that restricts it to FY13 only.

There being no further business, Ms. Henningsen called for a motion to adjourn the meeting. Ms. Henningsen moved, seconded by Ms. Boyd and all present voted aye. The meeting was adjourned at 4:50 p.m.

Aubrey Watts, Jr.
Aubrey Watts, Jr.
Executive Director

2/15/2012
Date

4-10-12
Date Approved by CEDA