# ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORFOLK

## Meeting Minutes

The Economic Development Authority of the City of Norfolk held its regular meeting on Wednesday, April 3rd, 2019 at 7:35 A.M. in the Dominion Tower Conference Room at 999 Waterside Drive, Suite 400, Norfolk, Virginia 23510

**DIRECTORS PRESENT:**

Michael Lee – Chair
Antonio Sisco – Vice Chair
Jeffrey Brooke
Kim Brown
B. Wayne Coleman
Jaeson Dandalides
Robert E. Garris, Jr.
Richard Ottinger
W. Craig Reilly
Ursula Rhodes

**STAFF PRESENT:**

Jared Chalk – Executive Director
Sean Washington – Secretary-Treasurer
Dawn Ryan – Assistant Secretary-Treasurer

**COUNSEL PRESENT:**

Barry Hunter – Kaufman & Canoles

**GUESTS:**

Doug Smith – Norfolk City Manager
Sheila M. Johnson – Envision Lead Grow
Anyssa Reddix – Envision Lead Grow
Bob Sharak – Department of Development
Darielle Williams – Department of Development
Emmanuel Manolakas – Department of Development
Dan Shelton – Whiting Turner Contracting, Co.
Scott Gloff – Whiting-Turner Contracting, Co.
Patrick Lane – Froehling & Robertson, Inc.

## MEETING CALLED TO ORDER

Chairman Lee called the meeting to order at 7:35 AM. and welcomed staff and guests to the meeting.

## BRIEFING/NEW BUSINESS

Chairman Lee asked Mr. Chalk to introduce the presenters of the meeting. Mr. Washington introduced Ms. Sheila Johnson, Director, and Ms. Anyssa Reddix, Program Manager, of the Virginia-based 501(c)(3) organization Envision Lead Grow ("ELG"). They explained ELG's mission, how the program operated, and the statistical results of the program and shared some success stories. (see Attachment #1)

Mr. Chalk reported that (i) Nordstrom's was officially closing on Friday, April 5, 2019, (ii) IKEA's grand opening would be April 10, 2019, with a crowd estimated to be about 10,000 or more (satellite parking at Simon outlet mall will be available with shuttle service to IKEA), (iii) Harbors Edge (Phase II) ground breaking would also be on April 10, 2019 at 4 PM, (iv) Norfolk Works would be having another Waterside hiring event at 9 AM, and (v) the Mayor's State of the City address would be on April 19th.

Mr. Chalk also informed the Board that the $35MM Glass Light Hotel Project would open in later this year and an EDA tour will be set for sometime this summer. Chairman Lee asked that the Board be given an update on the Military Highway corridor at one of the next few meetings.

## FINANCIAL UPDATE

Mr. Washington advised the Board that the EDA will be given a proposed FY20 budget at the next meeting. Mr. Washington then gave a brief update on the financials as of February 28, 2019, and reviewed the EDA's fiscal year 2019 operating budget, as follows:

**Revenue**

The EDA received $234,078.02 in admin fees and $160,900 in proceeds from the sale of a parcel of land in Central Business Park. It is estimated that the EDA will receive another $371,585.82 in admin fees over the remainder of the fiscal year.

**Operating Expenses**

For the period, administrative/overhead expenses were $31,443.46 with departmental expenses of $52,215.80. Non-operating expenses totaled $42,000. Mr. Washington reported that all expenses are in line with the approved FY19 budget.

Mr. Washington explained that he would adjust the report for the Board to be distributed at the next meeting. (see Attachment #2)

## OLD BUSINESS

Mr. Chalk advised the Board on the listing of the 824 building and the Military Highway area. The former Doubletree hotel has been listed on the market with an asking price of $3MM.

Mr. Washington recapped the Capital Access Program process and the scoring matrix for how monies are to be awarded. Mr. Washington also went over the federal funding and cooperation agreement which will enable the EDA to disperse four grants, and it is anticipated that the loans will be disbursed by July 1, 2019. (Mr. Doug Smith, City Manager Arrived)

Chairman Lee asked the Board to review the Resolution approving the Micro Grant Program. Hearing no questions or adjustments, he asked for a motion to approve the resolution. Upon a motion by Mr. Garris and seconded by Ms. Brown the Resolution was approved by a vote 10-0-0. (see Attachment #3)

Following introductory remarks by Sean Washington, Mr. Garris made the following motion:

"Mr. Chairman, I move that the Executive Director and Secretary-Treasurer of the Authority, each without the joiner of the other, be authorized to negotiate with the Economic Development Administration of the United States Department of Commerce (the "Federal EDA") and the City of Norfolk (the "City") to revise and update The Norfolk Revolving Loan Fund Plan previously adopted in connection with the Federal EDA's Revolving Loan Fund Program under Award No.: 01-49-03642 and the Cooperation Agreement with the City, each of which is to be later submitted to the Board for consideration, and to take such actions as shall be deemed necessary or appropriate to be in compliance with this Virginia Public Procurement Act for any services that might be needed thereunder." The motion was seconded by Mr. Reilly and approved by a vote 10-0-0. (see Attachment #4)

## OTHER BUSINESS

Mr. Coleman addressed the Board about drafting a mission statement for a proposed meeting, the Setting Expectations Business and Educational Leadership Summit. It was suggested that Sean Avery from Hampton Roads Workforce Council would recommend companies to invite from local industries to participate. (see Attachment# 5) Mr. Garris added that the EDA is not attempting to direct policy or influence school administration, but trying to leverage the business community who wanted to help identify students that are not college bound and help make them workforce ready or qualified to start internships for technical skills.

Mr. Chalk introduced Mr. Smith, Norfolk City Manager, who spoke on the business partnership that was proposed for Norfolk Public Schools. Mr. Smith explained that Greater Norfolk Council has been on a similar

path for several years and has lobbied for the creation of a Career Technical Education (CTE) school Mr. Smith suggested that the Directors and Chairs of some of the local economic development related organizations in Norfolk meet to coordinate any efforts in this space.

## MINUTES

Chairman Lee asked the Board to review the minutes for the March 6, 2019 meeting. Hearing no questions or adjustments, he asked for a motion to approve the minutes of March 6, 2019. Upon a motion by Ms. Brown and seconded by Mr. Garris, the minutes of the March 6, 2019 meeting were approved by a vote of 7-0-3. (Mr. Dandalides, Mr. Ottinger and Ms. Rhodes Abstained)

## ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 9:09 a.m.

Approved by _____

Attachments:
1. Envision Lead Grow (ELG) – Presentation
2. Financial Statement Update
3. Capital Access Program – Resolution for Micro Grants
4. Capital Access Program – Cooperation Agreement Revolving Loan Fund
5. Setting Expectations Leadership Summit