

**Economic Development Department
Activities/Accomplishments**

Activity/Business/Project	Description	Community Benefits	Frequency
Economic Development Department Set-Up	Initial employee of jointly funded department started with goals of establishing a formal, professional economic development program through business assistance, pursuit of grants	Designated person to handle economic and community development activities and respond to business assistance, location, expansion and formation inquiries	One-Time initial set-up of office and department. Ongoing work & activities
AFID grant	Agriculture and Forestry Industries Development Fund grant management. Handled draft plan and revisions for adoption by Advisory Committee and Board of Supervisors. Handled grant reporting and obtained full reimbursement	\$20,000 matching grant. Development of a Strategic Plan to address activities that support current and future agricultural production and employment	One-Time grant with ongoing implementation
Airport MOU	Drafted document for Town/County/Airport Authority review to reconcile historical issues/concerns with airport funding and establish funding options and airport responsibilities for financial planning	Clarified past and present relationships among Town/County and Airport Authority and established clear funding policies for future airport funding	One-Time work with ongoing monitoring and revision as needed
Airport ESA	Identified funding needs and current constraints for Environmental Site Assessment for aviation and non-aviation lands available for lease at Airport. Obtained agreement from Federal and State aviation departments to fund all ESA work as part of future capital projects at Airport	Assists with positioning property for marketing with minimal impediments and unknown factors	Initial work to obtain agreement with Federal and State Depts. Future implementation through Capital Budgets
Airport (Former Tappahannock) VBAF Grant	Obtained \$10,000 in 50/50 funding from VA Brownfields Assistance Fund to complete survey, ESA and title work for former airport	Assists with positioning property for marketing with minimal impediments and unknown factors and provides necessary information to revise existing land use plan for property	One-Time for project. Ongoing for land use planning and marketing

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Business Assistance/Visitation	Respond to inquiries regarding business retention, expansion, relocation, location or formation	Dedicated person people can contact for direct assistance or referral to other sources of assistance	Ongoing
Bond Revenue Management	Organized, verified all Bond Revenue documents, documented payment information with respective groups, handled accounts payable, prepared payment schedule summaries and financial projections	Ensuring proper records to be paid in a timely manner	One-Time "Clean-Up". A/P activities 2 times per year
Business Appreciation Month	Installed recognition banners and wrote 4 articles for Rappahannock Times - May 2015	Banners/Publicity- Directs attention to annual national/state/local proclamations. Articles focus on economic development issues education and business promotion	Annual
Cardinal Review	Review of initial and planned department activities by free outside consultants (professional practitioners). Promote Recreation, Retail & Retirement based on strong Agricultural and Forestry Industries base	Confirmation that "we" are on the right track and objective recommendations for future activities. Report presentation at first joint meeting of EDA, BOS and Town Council.	One-Time project with follow up using same program as needed for specific tasks
Enterprise Zone - State	Prepared revised application based on discussions of previous submissions with state, regional and local staff.	State Enterprise Zone designation offers state tax credits and other state financial assistance to businesses based on job creation and property improvement investment. Designated localities have a significant advantage.	Annual
Enterprise Zone - Local	Prepared information and draft ordinance for EDA, BOS and Town Council review to create local enterprise zones	Dedicated Economic Development fund to reinvest back to areas generating additional revenue. Shows commitment to private sector, property owners and community	One-time effort to create. Ongoing work to publicize and track Revenues and project expenses in Zones

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Farmers' Market	Managed July-Nov Markets Scheduling of Vendors, Accounts Payable/Receivable Set-up/Take Down of Market Day items Date Panel and Temporary Advertising installation/removal/revision Revised TFM website for 2016	Provide Sales Outlet for local and regional agricultural producers and craftspeople. Highlights historic downtown location and reinforces identity of Town as regional commerce hub - One more thing that puts Tappahannock "on the map" (listing in different local, state and national publications, websites)	3rd Sat Apr-Nov As needed Monthly Monthly Monthly Info Updates
Flash Freeze Facility Study	Represented Town/County and TFM on regional study. Draft report complete. Likely not feasible but information from study will assist with other projects that may be more applicable in Essex such as a commercial kitchen and co-op retail space for local farmers and produces of value added ag products	Participating in such studies helps ensure County does not miss economic development opportunities	6 Month study nearing completion
Floodplain Ordinance	Reviewed draft ordinance relative to state model, revised for proper ordinance form	Timely compliance with state and federal mandates so local Flood Insurance policies not adversely affected and other related Federal or State grants or aid are not delayed	As needed based on Federal/State Mandates
Grants Research	Compiled list of federal, state and private grant sources for use with known and prospective projects in Town and County	Leveraging local funds to obtain additional funds	Ongoing/Continual
Green Infrastructure Plan	Grant application and receipt of \$10,000 in Technical Assistance to compile and analyze data on agricultural and forestry resources, natural/wildlife habitat, recreational opportunities and current and possible future development patterns	Identify priorities for development, use and/or preservation. Update comparable Comprehensive Plan sections such as Economic Development, Land Use, Recreation, Public Facilities & Services	Jan-June 2016 for initial project. Ongoing review and implementation

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Northern Neck Burger	Assisted in site selection, permits and connections to community. Assisted with signs, sidewalk and entrance permit issues with VDOT. Worked with Town to provide satisfactory parking requirement resolution. Destination restaurant with high energy and promotion that benefits Town's reputation and location as a "place to go".	Renovated building with a long term tenant lease. Increased property, sales and meals taxes. Increased employment and related economic impact due to restaurant expenditures with local and regional vendors	Initial "surge" for opening with periodic check in for any assistance needs
Piscataway Creek Boat Landing	Compiled and verified information prepared by MPPDC for similar sites throughout region. Verified site is eligible for National Park Service and DCR funding. Obtained Board of Supervisors approval via formal resolution to proceed with no cost transfer of property from VDOT	Local control of the boat landing will promote long term operation as a motorized boat launch and enable County to seek grant funds to improve and expand site	Initial work with follow up required to handle ownership transfer and grant applications
RivahFest/Schools Bus Use Agreement	Created a proper contract document for use of buses by groups such as Rivahfest via County sponsorship of select community activities	Established easy contract template to properly use school buses for events sponsored or otherwise supported by County	One-time document creation. Edit and obtain proper documents and signatures based on a given agreement
Prince Street Park - VDOT TAP Application	Prepared VDOT application for \$360,000 project using 20% minimum grant match already planned and funded by Town for Phase II lighting on Prince Street. Grant Award Notice expected by 03/16	Reconstructed sidewalks and additional decorative streetlights to enhance Prince Street commercial corridor and provide attractive, functional gateway to park adjacent to river	Grant Mgmt required for Phase I design & construction. Annually for subsequent phases
Prince Street Park - Planning & Funding	Met with VMRC and SEAS staff to obtain Shoreline Advisory report - necessary to plan shoreline protection and any future pier/deck/boat launch/docking facilities. Prepared National Park Service application for improved interpretive signage and kayak /canoe launch (to be submitted when Town is prepared to raise match funds after Phase I VDOT TAP work is well underway).	Additional/Improved park facilities including ADA Compliant water access	Ongoing until all planned phases complete

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Staff Support	Provide administrative and professional support to Economic Development Authority (EDA), County, Town, Chamber of Commerce, Agricultural and Economic Development Advisory Board (AFEDAB), Parks and Recreation Advisory Board (PRAB), Airport Authority, Tappahannock Farmers' Market and Tappahannock Main Street	Existing groups or groups established by Board of Supervisors to handle specific advisory, planning and implementation priorities. No County Community Development or Planning Dept to perform such work.	Ongoing, monthly meetings
Sites/Business Databases	Compiled Town Business License list and County information on existing businesses to identify existing goods and services and gaps. Similar work for properties and buildings available for sale/lease	Respond to inquiries and prepare for future marketing and business attraction efforts	Ongoing
VDOT - HB2 Application	Applied for \$1.1 Million in improvements to Route 17/360 Corridor (Shoulder paving/drainage improvements), Route 17/360 Safety Improvement (VDOT priority) at Winston Drive Crossover, Route 17/360 (Queen Street) Improved Turn Radius for Northbound 17 traffic. Project approval notices expected 03/16.	Active participation in VDOT, informational, planning and application processes is required to obtain "fair share" of limited transportation funding available in Fredericksburg District and State-wide.	Annually - Applications. Weekly/Monthly work depending on project status and future application preparation
Water Access	Reviewed Town/County options for additional access . Identified sites and compiled initial property information and grant options for acquisition and/or development.	Present opportunities may be lost for future use if not identified and pursued even if not developed at this time. Grant resources may leverage any local funds and promotedevelopment sooner or at a higher service level than otherwise possible	Ongoing