Opening (6:30 to 6:45)
Goal: Agreement to meeting objectives
1. Approval of Agenda
2. Approval of meeting notes from September 21, 2014
3. Public Comment

Discussion/ Action Topics (6:45 to 8:00)
Goal: Commitment to progress or support needs for work program elements
Outcome: Updated focus area task status and assignments

1. Economic Incentive request for Air Sciences

2. 2015 Work Program
   Commission will discuss specific projects and programs pertaining to the 2015 work program.

3. Communications
   • GURA – Colacci
   • Prospect/ Development Project Report
   • Chamber of Commerce – Condon, Rinehimer
   • Community Marketing Committee – Block, Rinehimer
   • General comments

4. Schedule/ Assignments / Feedback

5. Wrap up and Adjourn (8:00)

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City of Golden
Memorandum

To: Economic Development Commission
From: Steve Glueck, Director of Community and Economic Development
Date: November 6, 2014
Re: November 11, 2014 Packet Memo

Please review this additional background material for the upcoming meeting.

Discussion/Action Topics:

1. Economic Incentive request for (discussion and potential action). Air Sciences, http://airsci.com/about/ is located in downtown Golden with a second facility in the Canyon View Business park in north Golden. They have been looking for an opportunity to expand and consolidate the two locations for some time. At this time, they have leased approximately 10,000 square feet in an existing building in the Corporate Center Business Park. Per their website,

“For the past 30+ years, Air Sciences Inc. has worked with industry and government. Industry sectors have included minerals extraction and refining, power production, natural gas processing, chemical manufacturing, painting processes, and pesticide formulation. Government work has included fire emissions modeling and fire effects model development and application for federal land managers, and studies of dust movement and modeling for EPA.

Our experience includes working in all aspects of de-centralized air quality planning, including emission inventory development for communities, Tribes, states, and Regional Planning Organizations. Our projects are located throughout the United States. We also have international experience in Latin America, Europe, and Southeast Asia.”

The new location will allow them to consolidate and grow their operations, and maintain a strong presence in Golden. In recognition of the significant planned investment in the building renovations and capital equipment, as well as projected new employment, staff is recommending a standard use tax rebate agreement not to exceed the Charter imposed limit of $25,000. Staff and the company will provide more detail at the meeting.

2. 2015 Work Plan update. There are a few updates and discussion topics related to the 2015 work plan:

- Commissioner Reckie had a meeting with CSM representatives about the entrepreneurship club and potential joint projects. He may have an update.

- Staff and Chair Colacci put together a very rough draft of a work plan outline. A detailed and critical review of potential 2015 projects and programs should be the main focus of the meeting.
• As part of the education focus area, staff will provide an update on the recent Golden High School senior leadership conference which EDComm supported.

**Communications**  Staff and Commission members will report on the various areas listed on the agenda.

**Prospect report**  The main new activity related to prospects for primary job growth in the community includes the following:

• MIE Properties has begun discussions with GURA to try to utilize TIF funding assistance to start construction of their 110,000 square foot building at corporate Center.

• Planning Commission approved the site plan for GURA’s lot at 13th and Jackson Streets. GURA will be discussing a contract with the potential developer on November 10th.

• There is increased interest in a long vacant building in Coors Tech center that previously housed Xcel Energy offices.

**General Comments:**

Attachments:  Minutes
              Air Sciences Request
              Draft 2015 work plan outline
b. **Chamber of Commerce;** Condon reported many recent and upcoming fall events, including Chili Cook-off, Halloween crazy days, a holiday expo, and especially small business Saturday on November 29th, the candle light walk on December 5th, and the other holiday activities.

d. **Visit Golden;** Rinehimer and Block reported that Visit Golden has selected Pure Brand for creative services to develop the 2015/2016 campaign.

6. **AGENDA/ SCHEDULE**

The next commission meeting is November 11, 2014.

Condon MOVED and it was SECONDED to adjourn at 8:20 p.m. The motion passed unanimously.

__________________________
Josephine Colacci, Chair
ECONOMIC DEVELOPMENT COMMISSION
CITY OF GOLDEN
1445 10TH Street, Golden, CO 80401

Minutes of Meeting
October 21, 2014

Present: Dan Becker, Mary Block, Kelly Jackson Condon, Josephine Colacci, Stephan Reckie, Renee Rinehimer

Absent: Terrence Rapoport

Staff present: Steve Glueck

The meeting was called to order at 6:40 PM

1. ELECTION OF OFFICERS
As a result of Paula Reed’s resignation from the board, there was an election of new officers. After brief discussion, Josephine Colacci was nominated as Chair and Rene Rinehimer was nominated as Vice Chair. There were no further nominations and the vote for the slate of officers was unanimous.

2. APPROVAL OF AGENDA
Chair Colacci asked if there are comments or objections to the agenda for October 21, 2014. There being no comments, the chair declared the agenda approved.

3. APPROVAL OF MINUTES
Colacci asked if there are comments or objections to the meeting minutes from August 12, 2014. There being no comments, the chair declared the meeting minutes approved.

4. PUBLIC COMMENT
Colacci asked for potential public comment. There was none.

5. DISCUSSION / ACTION TOPICS
A. Potential By-laws Change: Glueck introduced the topic of remote participation in commission meetings when members are out of town via conference call or skype or similar technology. Due to the busy schedule of the individual commission members, it could help in fulfilling EDComm’s mission and since EDComm does not conduct hearings or act in a quasi-judicial manner, it should not be a problem. The
commission members supported the idea. Glueck indicated that the City Attorney is updating standard by-laws for all boards and commissions, and that would be a good time to formalize authorization of the practice.

B. Economic Incentive Update: Glueck briefed the commission on primary employer economic incentives over the past few years, concentrating on a September 12, 2014 summary memo to City Council. Commission members acknowledged the success of the program and thanked staff for the update.

C. 2014 Work Plan Review: Commission members discussed the 2014 Work Plan and how it may change or evolve in 2015 as follows:

- We will probably participate again in a networking event in conjunction with the spring 2015 CSM career days recruiting event. Staff will seek information from the local guest companies that participated in the fall 2014 event regarding their experience and ideas for improvement of our participation.

- As part of both the recruit and retain business focus area and the support innovation focus area, EDComm will seek to host a “start-up weekend” event in 2015. Reckie and Becker will confer and prepare a project outline.

- In terms of EDComm’s current “access to capital” focus area, the commission again discussed whether that area is indeed one where EDComm can have a real impact. The consensus was that it may be dropped from the 2015 work plan in order to focus more energy on areas of direct impact.

- There is support to continue and expand efforts for the education and marketing work elements. Specific tactics will be developed for the new plan.

- In terms of the innovation work element, staff and Reckie will reach out to the CSM Entrepreneurship Club for program opportunities. Staff will continue to work with the Jeffco Innovation Workshop regarding their monthly events and the 2015 Jeffco Innovation Faire.

- Glueck and Colacci will work on a draft outline for a 2015 work plan for discussion starting in November.

D. COMMUNICATIONS

a. GURA: Colacci reported on the most recent meeting. An RFP has been released for the banner on the Natural Grocers store. The board continues to work on contracts for the development of Lots 2 and 4, and the conveyance to the city of GURA’s condo ownership in the Clear Creek Square parking structure. GURA has authorized a property tax sharing agreement (TIF) with the Gateway Village project at I-70 and Colfax. Colacci also gave brief updates on the community gardens project at Natural Grocers and the mosaic banner to be hung on the downtown CoorsTek building.
November 5, 2014

Steve Glueck
Director, Planning & Development
City of Golden
911 10th Street
Golden, CO 80401

Subject: Letter of Intent to Apply for the City of Golden Economic Incentive Program

Dear Mr. Glueck:

This letter is Air Sciences Inc.’s (Air Sciences) letter of intent to apply for the City of Golden Economic Incentive Program.

Air Sciences, since its founding in 1980, has been an employee-owned firm that provides air quality consulting services to industry and government clients. Air Sciences has been located in downtown Golden, CO for over 10 years, and is currently in the process of relocating to another location in Golden, CO in order to accommodate our growing business. Effective December 15, 2014, our office will be located at 601 Corporate Circle, Unit D, Golden, CO 80401. Below are the details of our new office location:

- Square footage of the building: 54,396 rentable square feet
- Square footage of Air Sciences’ office space: 10,409 square feet
- Building owner: Corporate Center Legacy, LLC
- Number of employees: 32 full time and 1 part time (24 employees located in Golden, CO)
- Is there another tenant in the building: Pending
- Permit amount: $669,413 total, materials approximately $334,707 (based on 50% of total permit cost)

Air Sciences is submitting this letter as the formal letter of intent required under the City of Golden Economic Incentive Program. If you need any additional information please contact me by phone at (720) 389-4202 or by email at amaynes@airsci.com.

Sincerely,

Amanda Maynes
Air Quality Specialist
Air Sciences Inc.

Text to be inserted in 2014 Annual Report

General Overview

Throughout the past few years, EDComm has sought to further a series of goals related to the primary employment, and start-up/ small business components of the community. For 2015, EDComm plans to focus more closely on those specific goals where it is more likely that EDComm can have a direct effect. In doing so, EDComm will maintain four major focus areas, as listed below.

Focus Area Overview

1) Recruit, Grow and Retain Business

• In this focus area EdComm will continue to build relationships with primary employers and other economic development groups within the region to identify programs and approaches that can be leveraged to achieve program goals.

Goal:

• Each member will participate in one of the following: a business retention visit, participate in the CMS career fair, or support a partner group.
• Conduct at least six scheduled business retention visits.
• Refine participation in the CSM career fairs, including guest participation by local companies.
• Support partner groups, such as Jefferson County Business Resource Center, Rocky Mountain Innosphere, CREED, and others.
• Staff to provide site selection and entitlement assistance.

2) Create and market a stronger Golden Brand

• This focus area should complement the marketing and branding work done through the Visit Golden program in order to ensure it promotes the “Golden Advantage” for business.

• For 2015, continue to identify and promote stories and communication related to our positive business climate.
Goal:

- Develop stories for all types of communication channels about our unique companies, individuals, and community successes, and opportunities.
- Prepare and post at least three short video press releases of the above stories.
- Continue to seek PR placements in traditional and non-traditional channels featuring the “Golden story.”

3) Educate and train the workforce for the future

- EDComm can promote the workforce of the future by participating in community efforts focused on improving the schools in Golden.

Goal:

- Activate our partnership with the iSTEM program in Golden Schools. Achieve at least three business or event connections with the iSTEM program.
- Continue the RED Rocks College scholarship program for Golden High graduates in the Applied Associate of Science degree program.
- Continue to promote the Discovery Technology Program to introduce science careers to young girls.

4) Cultivate innovation and technology

- Leverage existing relationships between Innovation Center of the Rockies, NREL, and the Colorado School of Mines to increase the level of collaboration.
- Seek programs to increase awareness and opportunities for other entrepreneurs as well.

Goal:

- Partner with the CSM Entrepreneurs Club to support their events and activities.
- Plan and conduct a “Start-up weekend” to focus attention and direct benefit for local early stage companies.
- Encourage an entrepreneurship program at the high school level.