



10455 Armstrong St Fairfax, VA 22030

Commissioners Present:

Chair Kathleen Paley
Vice-Chair Jeff Hermann
Commissioner Tom Ross
Commissioner Beth Young
Commissioner Fred Cornett
Commissioner Soledad Portilla

Others Present:

Christopher Bruno, Director for Fairfax City's Office of Economic Development
Danette Nguyen, Assistant Director of Economic Development/Programs Manager, Fairfax City
Matthew Easley, Operations and Program Manager, Fairfax City
Trinh Scott, Assistant Program Manager, Fairfax City
Juliet Spile, Policy Advisor for Fairfax City's Office of Economic Development
Serrita Farnsworth, Community Engagement Specialist for Fairfax City's Office of Economic Development
Lydia Sigman, Intern for Fairfax City's Office of Economic Development
Andrew Wilson, Project Manager, Fairfax City
Gisele Stolz, MEC- Fairfax Director, George Mason University
Edgar Hill, MEC-Fairfax Manager
Crystal Kramer, EDA Counsel
Patti Innocenti, Procurement Manager

1. Call to Order

- a. The meeting was called to order by Chair Paley.

2. Adoption of December Meeting Minutes

- a. Commissioner Tom Ross notes the names of Planning Commission members are not listed.
- b. All Commissioners voted in favor to adopt the December Meeting Minutes with caveat that Planning Commission members will be added to list of attendees.

3. Fairfax City Citizens for Smarter Growth (FCCSG) Introduction

- a. Chair Paley introduces William Pitchford from FCCSG.
- b. Pitchford speaks on FCCSG and connection with the EDA.
- c. Director Bruno notes that it would be beneficial for a commissioner to attend and report about FCCSG meetings and Commissioner Portilla says she is happy to do as she already attends meetings.

4. Mason Enterprise Center

- a. Quarterly Update
 - i. Center Director Stolz reports as of end of January they have operational losses of \$110,000, which is more than anticipated due to projections that Covid-19 would be less of an issue by now.
 - ii. Overall results due to other revenue sources, such as the city and Mason, is still net positive.
- b. Introduction of New Center Manager
 - i. Recent hire for Center Manager Edgar Hill is introduced by Stolz.
 - ii. Hill notes that financials may not improve over next few months due to issues Stolz outlined, even with new clients.
- c. Facility Relocation Update
 - i. Project Manager Andrew Wilson reports final construction plans submitted to code administration for final review.
 - ii. Bids for trade work exceeding \$50,000 submitted by Polinger per requirement, bids anticipated in mid-February.

- iii. Construction cost currently around \$100 per square foot.
 - iv. Price for moving estimated at just under \$15,000, or a dollar per square foot.
 - v. Discussion of whether the tenants will need to move their own items or if that will be included.
 - vi. Schedule is still on track, move will be on November 1st
 - d. Brief Marketing Update
 - i. Commissioner Tom Ross reports on marketing efforts.
 - ii. Commissioner Beth Young notes that they are careful to work with current clients and then outside ones.
 - e. Tenant Relocation Update
 - i. New Leases
 - 1. Chair Paley discusses working with EDA Counsel Crystal Kramer in the future for drafting of new leases for the new space.
 - ii. Incentives from EDA
 - 1. Hill reports that incentives will not be used for businesses to move with the MEC at this time.
 - 2. Focus on businesses that are invested in the program and their goals rather than just for incentives.
 - 3. Bruno notes that businesses will not receive incentives if they leave and return to MEC.
- 5. Commission Discussion on Development Project Support Policy**
- a. Discussion of what the EDA's policy should be for in responding to requests for public support of development projects
 - b. Bruno notes EDA may not want to get heavily involved in supporting development projects and that "the EDA does not have legal authority to participate in development review process."
 - c. Paley and Bruno will be having a conversation with the City Manager on topic in March.
 - d. Commissioner Hermann discusses possibility of producing general themes of development projects the EDA supports so that developers could say they align with those goals.
- 6. Procurement/Purchasing Policy Discussion (No Action)**
- a. Policy Advisor Spile introduces need to eventually create and adopt procurement policies for EDA
 - i. The EDA is allowed to adopt its own small purchase procedures under the VA Procurement Act.
 - ii. EDA would need to choose an upward threshold for small purchase procedures.
 - b. Procurement Manager Innocenti discusses additional need for companion policy that would exempt certain purchases from competition when that is unnecessary, such as purchasing software or licenses.
- 7. Draper's Global Update**
- a. Opening Timeline
 - i. Project Manager Andrew Wilson reports opening timeline is weather dependent, but great progress is being made.
 - b. Progress Update
 - i. Wilson shows pictures of work being done on the outside and inside of the building.
- 8. Women's Business Luncheon Update**
- a. Commissioner Young announces that the March in person event will be postponed.
 - b. For Women's History Month, four women-owned businesses will be highlighted through Faces of Fairfax City campaign during March in addition to an EDA social media campaign celebrating women business leaders throughout the month.
- 9. EDA Budget Update**
- a. ARPA Allocation for future programs
 - i. Bruno reminds EDA of previous decision to use \$275,000 of ARPA funds for lost revenue from MEC tenants, reinforces importance of this allocation.
 - b. ARPA Allocation for Economic Opportunity
 - i. Bruno says a large section of funds from either ARPA or unfunded priorities will be going towards Economic Opportunity funds to be used for strategic business investment.
- 10. EDO Office Update**
- a. Staff
 - i. Bruno introduces new EDA intern Lydia Sigman.
 - b. Office Relocation and Status

- i. Bruno announces the official relocation of the EDO to Willow Wood Plaza with some furniture arrive and more furniture coming soon.
- c. Programs
 - i. Programs Manger Danette reports on upcoming programs
 - 1. Notes news segments with Fox 5 shot at local businesses this morning.
 - 2. Launching Mason Homecoming programs including Patriots in the City, Paint the City Green and Gold, and Mason Tailgates.
 - 3. Social campaigns also beginning for Mason Homecoming this week.
 - 4. Reports 22 businesses already signed up for winter installment of Fairfax City Restaurant Week.
- d. Commissioner Young asks about Amazon Fresh store opening
 - i. Bruno reports it is planning to open soon but the business has not been communicative about when.

11. Public Comment

- a. Mayor Meyer commends EDA for remarkable accomplishments during an uncertain and difficult year, notes positive direction of EDA and the city in general

12. Adjourn

Next Meeting: Wednesday March 2, 2022*
THIS WILL BE AN IN PERSON MEETING
CITY HALL - MEETING ROOM 111**