



CITY OF FAIRFAX ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
Wednesday, June 7, 2023 6:00 pm
In Person at Economic Development Facility

10300 Eaton Place, Small Conference Room, Fairfax, VA 22030

Commissioners Present:

Chair Kathleen Paley
Vice-Chair Jeff Hermann
Commissioner and Treasurer Fred Cornett
Commissioner and Secretary Beth Young
Commissioner Dawn McGruder
Commissioner Mitchell Cho

Others Present:

Christopher Bruno, Director, Economic Development Office
Nicole Toulouse, Senior Assistant Director, Economic Development Office
Matthew Easley, Assistant Director for Finance and Operations, Economic Development Office
Ashleigh Scarborough, EDA Associate, Economic Development Authority
Tara Borwey, Programs Manager, Economic Development Office

1. Call to Order Chair Paley
2. Consideration of Approval for Electronic Participation for Comm'rs McGruder and Paley Commissioners
 - a. Motion to approve made by Vice-Chair Hermann, Treasurer Cornett 2nds.
 - b. Passes unanimously.
 - c. Commissioner McGruder participated in person, after 3 minutes of electronic participation; Chair Paley's electronic participation did not become necessary.
3. Adoption of the June EDA Meeting Agenda [**VOTE**] Commissioners
 - a. There is an amendment to the agenda, moving 8. to 4b.
 - b. Motion to adopt as amended made by Vice-Chair Hermann, Commissioner Ross 2nds.
 - c. Passes unanimously.
4. Nomination of Slate and Election of Officers for the EDA for FY '24 Nominating Committee
 - a. As the nominating committee, Chair Paley suggests for the next fiscal year Chair to be Commissioner Young, Vice-Chair Commissioner Paley, Treasurer Dawn McGruder, and Secretary Tom Ross.
 - b. Commissioner Ross recited he moved to adopt the slate of officers presented by the Nominating Committee for fiscal year '24 from the Economic Development Authority, Commissioner Hermann 2nds.
 - c. Passes unanimously.
5. OTFBA Executive Director Support Grant [**VOTE**] Director Bruno/ OTFBA Director Rollins
 - a. Director Bruno encouraged the EDA to extend a \$50,000 grant to the OTFBA for professional staffing support.

- b. OTFBA Director Rollins provided some materials of accomplishments from the last year that the OTFBA has been able to do because of the support of the EDA.
- c. OTFBA Director Rollins spoke to the EDA about her experience and accomplishments within her first year as the Director of the OTFBA, for example the developing and funding of the Asian Festival on Main.
- d. Motion to approve made by Commissioner Young, 2nded by Commissioner Ross.
- e. Vice- Chair Hermann moves to amend the \$50,000 amount to increase by 7%, a \$3,500 increase with funds coming from the Economic Opportunity Fund, Treasurer Cornett 2nded.
- f. Passes 6-0, Commissioner McGruder abstained.

6. Mason Enterprise Center – Fairfax (20 Mins w/ Q&A)

Center Director Hill

- a. Adoption of Budget for FY '24 **[VOTE]**
 - i. Director Hill gave an update on the MEC. The MEC has 2 new clients. 63-64% occupancy as of now.
 - ii. Director Hill stated that the Sponsored Programs space is at 100%.
 - iii. The Commissioner's expressed concern with the budget not including all revenues and expenses.
 - iv. Chair Paley suggest that the outgoing and incoming Treasurer's work together with Director Hill to gain a more fulsome picture of the budget and vote in the August meeting.
- b. Approval of EDA Contribution / Accounting
 - i. Director Hill states of the \$150,000 awarded by the EDA, \$20,000 is planned to be spent on marketing, while \$130,000 is planned to be spent on salaries of MEC staff.
 - ii. Chair Paley expressed that in the MOA the idea was that the funds would not be going towards salaries, but towards operations and marketing.
 - iii. Director Bruno states that when the EDA increased funding to the MEC, the commitment to the program was that the increase in funds would be to advertising the Center.
 - iv. The Commissioners and Director agree to table all of the MEC votes to the August meeting after further review and with receiving more information from Director Hill.
- c. ~~MEC Handbook~~

7. Director's Report (If Necessary) (5 Mins)

Director Bruno

- a. Director Bruno did not find this to be necessary.

8. Budget Outline and Request for Support (15 Mins w/ Q&A) **[VOTE]**

Director Bruno

- a. Director Bruno began with presenting the budget to the EDA.

- b. Director Bruno recognized the Chief Financial Officer of Fairfax City, JC Martinez, who was in attendance.
- c. The City Council adopted a more than \$2 million budget for Economic Development.
 - i. \$1,298,000 for use for the Economic Development Authority.
- d. Director Bruno provided a comprehensive breakdown of the budget outline.
- e. Director Bruno mentioned that everything on the budget corresponds to a deliverable in the Strategic Workplan.
- f. Motion to approve the proposed fiscal year '24 budget made by Commissioner McGruder, 2nded by Commissioner Ross.
- g. Passes unanimously.

9. Update on The Ox Project Overview (15 Mins)

Ox Hill CEO

- a. Ox Hill CEO provided a comprehensive update on The Ox Project.
- b. Ox Hill CEO stated their plan is to coordinate with the EDA goals, and small area plan goals.
- c. The Ox Hill Project will also satisfy multiple points or goals within the Strategic Workplan.
- d. Of the 11 goals, the Ox Hill Project matches 9 of 11.
- e. There are currently 2 projects being planned.

10. Public Comment (5 Mins)

Public

- a. William Pitchford from Smarter Growth expressed that they support the Ox Hill Project. He also mentioned the Court House Plaza development and has a concern about the retail component of it.
- b. Jennifer Rose, Director of the Central Fairfax Chamber of Commerce, gave an update on the successful Economic Summit and the CFCC. She also thanked the EDA for being a “gold level sponsor”. Doug Church added that the Economic Summit was a successful event and recognized the City and EDA.

11. Adoption of May Meeting Minutes [VOTE]

Commissioners

- a. Motion to adopt made by Treasurer Cornett, 2nded by Commissioner McGruder.
- b. Passes unanimously.

12. Adjourn

Next Meeting: Wednesday August 2, 2023

6pm, 10300 Eaton Pl. Fairfax, Virginia 22030

Subject to Change. Please Check fairfaxcityconnected.com for more information.