



# CITY OF FALLS CHURCH

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**City of Falls Church  
Economic Development Authority  
Meeting Minutes  
Tuesday, January 8, 2019  
7 PM  
George Mason High School Library  
7124 Leesburg Pike  
Falls Church, VA 22046**

**I. Call to Order – The meeting was called to order by Mr. Novotny at 7:02 PM**

**EDA Board members present: Mike Novotny, John Sandoz, Erik Pelton and Brian Williams**

**City staff present: Becky Witsman, Jim Snyder**

**Other attendees: Letty Hardi, Phil Duncan, Lindy Hockenberry, Jim Coyle**

**II. Approval of December 4, 2018 Minutes of EDA Meeting – Upon a motion by Sandoz and a second by Erik Pelton, the minutes of the December 4, 2018 meeting were unanimously approved**

**III. Petitions from the Public (5 minutes per petitioner) - None**

**IV. Petitions from the Board (5 minutes per petitioner) - None**

**V. New and Continuing Business**

- a. Update on progress with Downtown Plaza renovation project** – It was announced that Ms. Kim Callahan, the project manager, would be leaving in mid-February to take another job. Thus, discussion and decisions were requested, to maximize the progress that may be made on the project before Ms. Callahan's departure. Mr. Snyder gave an update on progress on the renovation of the Downtown Plaza to date. Thus far, nearly \$50,000 has been spent to remove trees, repair and power wash the brick walls, demo the central walkway and sidewalks, install an ADA compliant brick walkway, install capstone on top of the brick wall, install an ADA ramp, install planting soil and mulch in new planting beds and repair curb and gutter. Conduit for electrical and irrigation purposes was installed. More details on this topic are included at the end of these minutes.

There was more discussion about the process by which implementation of the improvements has occurred and an additional \$100,000 (total \$200,00 for both phases) for most/all of the Phase 2 improvements was approved upon a motion by Mr. Sandoz, seconded by Mr. Pelton. It was agreed that there should not be a fence at this time and specific park furniture inside the Park will be discussed in a subsequent meeting. Mr. Novotny abstained. There was additional discussion about working with various other groups on some of the details (programming, etc.) of the future renovation projects. Mr.

Pelton volunteered to assist in reaching out to staff in the Parks and Recreation Department. **Update on marketing video** – Mr. Williams advised that the video is mostly complete and that he is hopeful that filming can be completed with an final interview with Paul Stoddard. As the video vendor is moving out of town, there is a short time frame for completing filming. Editing and promotion of the film and can be accomplished remotely after the vendor has moved. Sally Cole and the Chamber will also be

<b>Phase 1 Site Improvements - Complete</b>		
<del>Remove Trees</del>	<del>A spreadsheet including 20 potential downtown/business improvement projects was distributed to the members. Other suggestions for inclusion on the list were also requested. Inasmuch as there are so many funding possibilities and decisions to be made, EDA members were asked to review the list and information, for future discussion at either an EDA meeting or an EDA retreat. When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$4,488.00</del>
<del>Centennial Contract</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$43,866.00</del>
<del>Repair and power wash Brick Wall</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Demo central walkway and sidewalks</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Install ADA compliant brick walkway</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Install Capstone on top of brick wall</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Install ADA ramp</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Install planting soil and mulch in new planting beds</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Repair curb and gutter</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<del>Capstone</del>	<del>When asked who will make the final decision on the expenditures Ms. Hardi advised that the EDA should prioritize the list and share their recommendations with City Council, who will make their funding decisions based on the input they receive from the EDA. Mr. Pelton volunteered to put together a quick google survey, to circulate with EDA members, to try to zero in on the projects that seem to have the most support for the earliest funding.</del>	<del>\$1,633.00</del>
<b>Total Phase 1 Site Improvements - Spent To Date</b>	<b>https://transportation.arlingtonva.us/scooters-and-dockless-bikeshare/</b>	<b>\$49,987.00</b>

**Phase 2 Site Improvements (all estimates except grass)**

Fence (Optional) \$10,530.00

Furniture (estimate) Includes additional streetscape benches and trash receptacles	\$25,000.00
Contingency (10%)	\$15,235.70
<b>Total Estimated Project Cost</b>	<b>\$247,579.70</b>

Possible additional expenditures Phase 2	?
Remove landscaping along Unity Club wall & replace with hard surface	?
Mural	?
Parking lot restriping to accommodate new canopy for Unity Club	?

Available Public Plaza Funds.	
Downtown Plaza Budget	\$550,000.00
<i>Costs To Date</i>	
<i>Staff Time</i>	\$50,314.00
<i>Original Plaza Design Effort</i>	\$160,221.80
<i>Phase 1 Construction Costs</i>	\$49,986.00
<i>Unspent Design Funds</i>	-\$13,000.00
<b><i>Total Spent to Date</i></b>	<b>\$247,521.80</b>

<b><i>Total Available for Phase 2</i></b>	<b>\$302,478.20</b>
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<b>Phase 2 Projected Costs</b>	<b>\$197,592.70</b>
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