

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

November 16, 2021  
City of Fairfax Hybrid Meeting  
10455 Armstrong Street and GoToMeeting

**PRAB Members Present:**

Sarah Ross, Chair  
Brian Knapp, Vice Chair  
Amir Eftekhari  
Diana Gibson  
Kim Luckabaugh

Staff: Cathy Salgado  
Megan DuBois

Guests: Rob Stalzer, City Manager  
David Meyer, Mayor

**Absent:**

Mike Anderson  
Tatum Anderson  
Jon Buttram  
Brian Cipriano  
Frank Francis  
Pat Gallagher

**1. Call to Order**

*Meeting called to order by Chair Ross*

**Time:** 7:10 p.m.

**2. Adoption of Agenda**

*Agenda for November 16, 2021 meeting.*

*Motion: Brian Knapp*

*Second: Kim Luckabaugh*

*Approved unanimously*

**3. Adoption of Minutes**

*Minutes from October 14<sup>th</sup> meeting tables until December meeting.*

*Motion:*

*Second:*

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

4.

**a) Storm Utility Fee – Satoshi Eto, Stormwater Engineer**

Mr. Eto presented a power point on the proposed Stormwater Utility Fee. The presentation highlighted the benefits of the utility fee and it's positive effects on parks and the environment. The funding approach will provide equity to both residential and commercial property owners and incentives and credits to install/use stormwater mitigation features. Chair Ross and Ms. Gibson were supportive of the utility fee. There will be further discussion at the December PRAB meeting with the goal of providing a PRAB recommendation to the Mayor and Council. Mr. Eto will forward the presentation to the full board.

**b) ARPA and CIP Updates – Rob Stalzer, City Manager**

Mr. Stalzer provided an update on the ARPA funding plan and the status of community engagement and funding allocation. Public input is under way with Engage Fairfax and a mailer that should arrive in residents homes by Thanksgiving. The Mayor and Council moved forward with the introduction to the spending request (\$13,973,800, one-half of the total allocation) with the discussion and vote scheduled for December 14<sup>th</sup>. Mr. Stalzer explained that we have more time to spend the funds than the previous Cares Act allocation. There is some flexibility and no need to be locked down on spending projects in its entirety. There will be ongoing tweaks and modifications. 84% of the funds are directed at the Capital Improvement Project budget. We anticipate doing the same for the second installment. This allows the City to avoid interest and debt payments. In addition, speeding the projects up will save money on price increases and should save the City more money. Mr. Stalzer explained that they tried to be aggressive and tackle as many park projects as possible. These include Katherine Johnson turf fields, Stafford Park turf replacement and the addition of lights, Draper restrooms, Thaiss Park renovation, Van Dyck park master plan implementation and the Sherwood/Willard project.

Mr. Stalzer also discussed the FY23-27 CIP plan which was presented to the Mayor and Council on November 2<sup>nd</sup>. There will be six months to review and consider the program. The Planning Commission normally reviews the CIP in December but has decided to push their review date to January. The CIP is fully funded and no parks projects have been bumped out. Instead the ARPA money is helping to move projects forward freeing up \$16 million is scheduled CIP projects. Mr. Stalzer is happy to provide a presentation to PRAB in December. Chair Ross said that PRAB endorsed the ARPA spending plan and she is gratified to hear that park projects are being funded. The intended uses of ARPA money align with PRAB interests. Ms. Luckabaugh agreed and stated that she is happy to be hearing how the funding will

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

be used. Mr. Eftekhari stated that the Planning Commission will be reaching out to PRAB in the next couple of weeks to schedule a time to discuss the CIP. Ms. Gibson would enjoy seeing a presentation on the CIP from Mr. Stalzer or Mr. Hodgkins. Mr. Knapp arrived during the discussion and Ms. Ross provided a recap.

**5. New Business**

**a) Summary of recent Council meetings**

Covered in discussion of ARPA and CIP.

**b) Discussion on FY23 CIP Budget DRAFT Review**

Covered in discussion of ARPA and CIP.

**c) FY23 CIP Budget DRAFT Review**

Ms. Salgado reported that the draft FY23 Budget should be ready for PRAB review and discussion at the January meeting. Ms. Salgado also emailed the budget guidelines and schedule that Council adopted at the November 9th council meeting.

**d) Discussion on work session with M/CC on December 7<sup>th</sup>.**

Ms. Ross recommends discussing ARPA. Also the role of redevelopment and the opportunity to add meaningful new open space. Ms. Luckabaugh noted that the City is missing the boat on not asking for more proffers from developers. Ms. Ross noted that the state has limited proffers in previous years. Ms. Salgado explained the changes to the laws and that the state has now loosened up the ability for jurisdictions to ask for proffers. Mr. Knapp asked if the Mayor and Council have topics they want to discuss. Ms. Ross explained that she wanted input from PRAB before setting the agenda. The Mayor spoke on a desire to hear and receive input on the proposed CIP budget. The Mayor noted that we are trying to strike a balance and leverage funds to do park projects. The Mayor understands and heard clearly the desire for PRAB to have the park CIP projects move forward. Mayor Meyer explained that we now have greater debt capacity and cash which has enabled the CIP to be fully funded. He suggested we look forward beyond FY23-27 at longer term goals – for the 2030's. The Mayor responded to Ms. Luckabaugh about proffers and the amount of open space the city has. He explained that our ratio to residents and open space is higher than most jurisdictions. We need to be intentional in obtaining open space. We are moving forward with obtaining the Fairfax County property yard adjacent to Providence Park. This will help to get an industrial use out of the city. There are other opportunities that we have as well.

In summary the agenda will include ARPA, CIP, Horizon Planning and development as it relates to open space. Mr. Knapp said that PRAB needs a written presentation to share at the meeting. He asked if we should address that the Mayor and Council

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

never provided feedback on a parks bond. Chair Ross thinks that ARPA lessens the need for a bond and if that changes then we can gear up for a bond again. The Mayor commented that PRAB provides strong advocacy and that the city is in a strong fiscal position which will provide opportunities to do important things. Ms. Luckabaugh asked if there was any update on the Burke Station Road property yard site. The Mayor responded no but he does plan to have another discussion with the Fairfax County BOS Chair Jeff McKay.

The Mayor reminded everyone that \$50,000 is budgeted to update the parks and Recreation Strategic Master Plan in FY23. There is also the community center project and the need for PRAB involvement in how it will be used. Mr. Knapp said we should have the best senior center in the region. Ms. Luckabaugh asked for an update on performance arts space for the downtown. The Mayor stated that they have reached out to the developer but there has been silence. The city has requested a meeting. There has not been any formal submittals to the city for discussion.

**6. Old Business**

**a) Discussion on Stafford Drive Park Stream Restoration**

Tabled until December.  
No discussion

**7. Parks and Recreation Department Reports**

**a) Project Updates – Community Center**

Architect firm has been selected, contract being finalized and project kick-off in December. Community engagement being finalized and website will be up in December.

**b) Upcoming Meetings, Events and Programs**

Holiday Craft Show November 20<sup>th</sup> and 21<sup>st</sup>, Festival of Lights and Carols December 4<sup>th</sup>, Holiday Market the first two weekends in December. Lots of other events as well.

**c) Trail Updates**

Ms. Salgado provided an update via the excel spreadsheet.

**8. Stakeholder Updates**

**a) School Board - Jon Buttram**

Absent

**b) Planning Commission – Amir Eftekhari**

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

Planning Commission scheduling meetings with PRAB and other boards to discuss the CIP and best way to work together. The Breezeway rezoning is scheduled for November 22<sup>nd</sup>. Kamp Washington Small Area Plan Charette is scheduled for November 18<sup>th</sup> at Katherine Johnson MS.

**c) Senior Center – No rep, guest Chuck attended**

**d) Student Representative – Tatum Anderson**

Absent

**e) Commission on the Arts – Pat Gallagher**

Absent (at COA meeting)

**f) NOVA Parks - Brian Knapp**

Vice Chair Knapp reported that he has a NOVA Parks board meeting on November 18<sup>th</sup>. They will be reviewing their annual audit with adoption in January. They will also be completing their annual fee review for the coming year and are recommending a couple of increases – mainly golf and lodging fees. Mark Chandler has been working on strategic initiatives and will be making recommendations to the board to include a visitors center for the W&OD Trail (with bike repair and NOVA info) and redevelopment of the Gateway Park. They will begin a 5-year strategic planning effort in 2022. Mr. Knapp reported on two incidents of violent crime at Gateway. NOVA Parks has a lease for the park use and operation but the police authority belongs with the City. Mr. Knapp had recommended closure of the park and the need to be concerned with neighbors and child near the park. However, the City police recommended against closure and instead more surveillance and better lights.

**9. Matters of the Members**

Mr. Knapp asked that we put the PRAB Service Award on the schedule to consider. He asked that Ms. Salgado and Mr. Ryan look at two drainage areas on Wilcoxon Trail (Ms. Salgado said that Mr. Ryan is working on it). In January he would like an update on the Green Acres pickleball courts and the status of the Legacy funds.

**10. Meeting Adjournment**

**Time:** 9:09 p.m.

***The next PRAB meeting will be held on Thursday, December 9th @ 7:00pm at City Hall and Virtually.***

City of Fairfax  
Parks and Recreation Advisory Board (PRAB)  
Meeting Minutes

DRAFT