

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

April 14, 2022  
City of Fairfax Hybrid Meeting  
10455 Armstrong Street and GoToMeeting

**PRAB Members Present:**

Sarah Ross, Chair  
Brian Knapp, Vice Chair  
Mike Anderson  
Katie Bryda  
Jon Buttram  
Brian Cipriano  
Pat Gallagher  
Kelly O'Brien  
Matt Rice

**Absent:**

Tatum Anderson  
Frank Francis  
Diana Gibson  
Chuck Paceley – tried logging in but sound not working

**Staff:**

Cathy Salgado

**Guests:**

Sara Greer, Human Resources Director, City of Fairfax

**1. Call to Order**

*Meeting called to order by Chair Ross*

**Time:** 7:01 p.m.

**2. Adoption of Agenda**

*Agenda for March 14, 2022 meeting.*

*Vice Chair Knapp requested to add tree removal at Daniel's Run Park and Strategic Plan on future agenda and asked why they were not put on this agenda. Ms. Salgado stated that she had spoken with the Park Manager Mac Ryan and the Parks Division had not removed any trees and we are unsure what Mr. Knapp is referring to. Only recent removal we are aware of was Public Works storm water management clearing a few blockages out. Vice Chair Knapp asked Chair Ross if the annual update to the City Council had been done. Ms. Ross said no.*

*Motion: Brian Cipriano*

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

*Second: Pat Gallagher  
Approved unanimously*

**3. Adoption of Minutes**

*Minutes from February*

*Motion: Jon Buttram*

*Second: Pat Gallagher*

*Approved 6-1, Vice Chair Knapp voted against because he was not happy with the minutes turnaround.*

*Minutes from March*

*Motion: Matt Rice*

*Second: Jon Buttram*

*Approved 7-0*

**4. Presentations/Introductions**

**a) Introductions of New Members**

**Katie Bryda** – Katie is fairly new to the city, lives in Country Club Hills. Lived overseas for ten years. Background in city planning and horticulture. Wants to become involve within the city.

**Kelly O'Brien** – Kelly is active in the community. She lives near Ratcliffe Park. Previously worked as a planner for the city and now works for the Town of Vienna. Has an interest in parks and recreation and wants to help out using her talents.

**b) Briefing and Discussion with Sara Greer, Human Resources Director on the Recruitment of Parks and Recreation Director**

Ms. Salgado introduced Sara Greer, Human Resources Director for the City. Ms. Greer explained the process in place for the recruitment and hiring of a Parks and Recreation director. The position is now posted and will remain open for 4-weeks. Ms. Greer has been meeting with stakeholders to discuss what competencies and traits they would like in a director. Ms. Greer provided an example of speaking with staff at Fairfax High School. They are planning for the interview process. The first round interviews may include the City Manager, Ms. Greer, a couple department heads and someone from another jurisdiction. A PRAB member may also be included. They city would like for the new director to overlap with Ms. Salgado. Ms. Greer asked for PRAB members to provide input. Chair Ross lead off the discussion and provided a number of traits including problem solver, creative thinker, good project management skills, good interpersonal skills. She noted that the department must work closely with almost all city departments. She also stated there are a number of complex capital projects coming up so it is important to get someone with

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

familiarity of working on multi-stakeholder projects. Mr. Cipriano would like someone who investigates our city and department and who comes with a vision. He also thought it would be good to send questions in advance so they prepare. Ms. Gallagher noted that not every Parks and Recreation department is so engaged in the arts and that she would like someone with a background in the arts. She explained that the Commission on the Arts is looking at even more programming. Ms. Greer stated that she is meeting with Dan Smith, Chair of the COA tomorrow. Ms. O'Brien would like someone with trails, environmental and tree background. Vice Chair Knapp asked if Chair Ross was shown the job description. Ms. Ross replied yes. Mr. Knapp stated he would have like to have seen it as well. Ms. Greer stated that the job description can be modified. Vice Chair Knapp stated a number of items missing from the job description. They include experience with a leading a master plan, supervision nature, embracing being a mentor. Vice Chair Knapp is curious to know if residency in the city is important, if it is a factor and the philosophy. Ms. Greer stated that only the City Manager has a residency requirement. He is also curious to know if PRAB and the COA will be involved in the interview process. Ms. Greer stated yes. Vice Chair Knapp stated that the role the director plays with PRAB and the COA is huge. Mr. Cipriano stated that it would not be bad to have someone not from the area to bring a new perspective. Mr. Anderson said that the person should have a diversity of thought. Mr. Cipriano said it would be good to have someone here for the longer haul and not someone who has jumped around jobs. Chair Ross stated that outreach, communication is very important in small jurisdictions. The person should value citizen engagement while bringing in a fresh perspective. Mr. Buttram thinks of it as a time for renewal and that there is a process in place. The person should practice advocacy, lean forward, be strong in operations and maintenance, good personal skills and building relationships. Vice Chair Knapp stated that we delayed the update to the strategic master plan so the new person can get acclimated.

**5. New Business**

**a) Summary of recent council meetings and actions pertaining to Parks and Recreation – March 22<sup>nd</sup> and April 5<sup>th</sup>**

Ms. Salgado reported that neither meeting had any Parks and Recreation related items except for the continued public hearing for the proposed FY23 budget. Vice Chair Knapp asked if the Chair has had any additional communication with the Council on the budget. Chair Ross stated she did send an email in February endorsing the CIP. Vice Chair Knapp suggested another email should be sent.

**b) Willard-Sherwood Health and Community Center Update – review of concepts if available**

Concepts are not ready for review. Ms. Salgado reported that the first and second draft of three concepts have been reviewed by staff of both the city and county. More

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

changes are needed. Chair Ross asked when PRAB would be consulted on the concepts. Mr. Cipriano stated that PRAB should have been involved sooner and asked if there was a summary of community input. Ms. Salgado said yes that a summary report was just received and she will email out to PRAB. She will also let the project team know that PRAB would like to review the concepts and provide input prior to the next set of public meetings. Ms. Salgado noted that the City Manager has added scope to the current concept phase. He has asked the architectural firm to provide two additional concepts with performing arts added – one concept new space and the other concept renovating the Sherwood Center performance space to make it more suitable for performances.

**6. Old Business**

**a) FY23 CIP and Operating Budget Update**

See above

**7. Parks and Recreation Department Reports**

**a) Project Updates – Pickleball, Thaiss Park, Draper Drive Restrooms**

Ms. Salgado reported that pre-construction meeting for pickleball courts is next week. Thaiss Park project has a couple of site options that are being reviewed by staff and Fairfax Little League. Once a concept is more developed we will present to PRAB for review and input. Draper Drive restroom project is underway.

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

Events and programs are included in the PRAB report.

**c) Trail Updates**

Ms. Salgado provided an update via the excel spreadsheet.

**8. Stakeholder Updates**

**a) School Board - Jon Buttram**

Mr. Buttram reported that a new county superintendent will be announced later this evening. The Fairfax City superintendent position has closed and they hope to announce a new appointment on June 9<sup>th</sup>. The school board is reviewing their strategic plan. “Into the Woods” starts April 28<sup>th</sup>.

**b) Planning Commission –**

Mr. Rice reported that the Planning Commission has been working on housing issues. The Commission has had a few development plans on their work sessions. They are making sure that green space and tree canopy are required. They are looking to not add any additional impervious surface.

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

**c) Senior Center – Chuck Paceley**

Absent

**d) Student Representative – Tatum Anderson**

Absent

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

Ms. Gallagher reported that the Commission is looking forward to the draft concept plans for the Willard-Sherwood project. Spotlight on the Arts starts soon. Wrapping up film series. Coordinating with NOVA on gateway art.

**f) NOVA Parks - Brian Knapp**

Left meeting early.

**9. Matters of the Members**

Ms. O'Brien stated that she would be happy to work on a trails subcommittee. There had been one in the past and it may be beneficial to start again including updating trail maps.

**10. Meeting Adjournment**

**Time:** 8:55 p.m.

***The next PRAB meeting will be held on Thursday, May 12, 2022 @ 6:00pm at City Hall. Includes joint meeting with the School Board***