



# FAIRFAX COUNTY PARK AUTHORITY



## M E M O R A N D U M

**TO:** Chairman and Members  
Park Authority Board

**VIA:** Kirk W. Kincannon, Director

**FROM:** Todd Johnson, Director  
Park Operations Division

**DATE:** January 22, 2015

### *Agenda*

**Park Operations Committee**  
**Wednesday, January 28, 2015 – 5 p.m.**  
**Boardroom – Herrity Building**  
**Chairman: Edward R. Batten, Sr.**  
**Vice Chair: Anthony J. Vellucci**  
**Members: Linwood Gorham, Faisal Khan**

1. Infrastructure Overview – Information (with presentation)\*
2. The Turner Farm Park – Mastenbrook Volunteer Matching fund Grant Program Request – Turner Farm Events – Action\*
3. Idylwood Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Falls Church Kiwanis Little League – Action\*
4. Colvin Run Mill Historic Site – Mastenbrook Volunteer Matching Fund Grant Program Request – Friends of Colvin Run Mill – Action\*

\*Enclosures



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## **INFORMATION**

### Infrastructure Overview- Amusements (with presentation)

The Park Authority infrastructure continues to age without adequate resources to maintain, replace, renovate properly and address the deferred maintenance. Over the next several months, staff will continue to update the Board on the condition some of the agency's most popular park amenities and the maintenance and resource challenges moving forward.

Staff will share information on the provide an overview of the current condition of the Park Authority amusements to include an overview of the spring/summer 2014 Facility Condition Assessment process, examples of the current conditions and needed repairs and improvements. Staff will also share the history of funding and the estimated funding requirements to provide the amusements moving forward. The Park Authority Amusements program includes a miniature train, carousels, miniature golf courses and tour boats.

### ENCLOSED DOCUMENTS:

None

### STAFF:

Kirk W. Kincannon, Director  
Sara Baldwin, Deputy Director/COO  
Todd Johnson, Director, Park Operations Division  
Barbara Nugent, Director, Park Services Division  
Cindy Walsh, Director, Resource Management Division  
Dave Bowden, Director, Planning and Development Division

A collage of four images representing different park amenities. The top-left image shows a colorful carousel with people riding. The top-right image shows a boat ride on a lake with several people. The bottom-left image shows a golf course with a pond and a building in the background. The bottom-right image shows a train ride on a grassy field with people on board.

# Infrastructure Overview

## Amusements



# Amusements Quick Facts

- ▶ **Parks with Amusements: 7**
- ▶ **What are Amusements and Where are they located**
  - **Carousels: 5**
    - Burke Lake, Clemyjontri, Frying Pan Farm, Lake Accotink, Lake Fairfax
  - **Mini Golf: 4**
    - Burke Lake, Lake Accotink, Jefferson District, Oak Marr
  - **Train: 1**
    - Burke Lake
  - **Excursion (Tour) Boats: 3**
    - Lake Accotink (2), Lake Fairfax (1)



# Condition Assessment

- ▶ **Condition Assessment Survey – June 2014**
  - A condition assessment survey per amusement type was crafted by expert maintenance/operations staff familiar with the amusement.
    - **Train and Carousels** – Thomas Donovan and Jesse Bradford (POD)
    - **Miniature Golf** – William Jennings (Burke Lake Park) and Thomas Buckley (Oak Marr)
    - **Tour Boats** – Jesse Bradford (POD) and Keith O'Connor (Burke Lake Park)



# Condition Assessment – Cont.

- ▶ Survey Example – Carousel at Burke Lake
- ▶ **Overall Condition Ratings**
  - Excellent
  - Good
  - Fair
  - Poor
- ▶ Summary – Condition Assessment Findings



# Carousel – Burke Lake

## ▶ Current Condition

- The overall condition of this circa 1960's King Amusement Company carousel was assessed as Poor.
- Not ADA Compliant

## ▶ Recent Repairs/Improvements

- A major overhaul of the carousel was done in 2010.

## ▶ Needed Repairs/Improvements

- No major repairs are needed at this time. The King Amusement Company is no longer in business; most parts for repair are no longer available.
- Recommend replacing the carousel.





# Carousel – Frying Pan Farm

## ▶ Current Condition

- The overall condition of this circa 1920's Alan Herschell carousel was assessed as Good.
- Is ADA Compliant

## ▶ Recent Repairs/Improvements

- Major renovation in 2010 when the carousel was moved from Lee District Park to Frying Pan Farm Park. This carousel was made ADA compliant.

## ▶ Needed Repairs/Improvements

- No major repairs foreseen in the next five years.



# Carousel – Clemyjontri

## ▶ Current Condition

- The overall condition of this 2006 Chance Morgan carousel is assessed at Excellent.
- Is ADA Compliant

## ▶ Recent Repairs/Improvements

- No recent major repairs or improvements.

## ▶ Needed Repairs/Improvements

- No major repairs or improvements are foreseen at this time.



# Carousel – Lake Accotink

## ▶ Current Condition

- The overall condition of this circa 1920's Alan Herschell carousel was assessed as Good.
- Not ADA Compliant

## ▶ Recent Repairs/Improvements

## ▶ Needed Repairs/Improvements

- An overhaul of the carousel is scheduled within two years. An estimated \$25,000 in material costs and 240 man hours or \$12,480 in labor costs.



# Carousel – Lake Fairfax

- ▶ **Current Condition**
  - The overall condition of this 1975 Alan Herschell is rated at Good.
  - Not ADA Compliant
- ▶ **Recent Repairs/Improvements**
  - This carousel went through a major overhaul in 2010.
- ▶ **Needed Repairs/Improvements**
  - There are no major repairs or needed improvements foreseen at this time.



# Average Annual Revenue – Carousels

Burke Lake	\$49,824
Clemyjontri	\$109,270
Frying Pan	\$21,225
Lake Accotink	\$9,254
Lake Fairfax	\$9,446
<b>Total</b>	<b>\$199,019</b>

\* Average Carousel Revenue from FY10 – FY13



# Train – Burke Lake

## ▶ Current Condition

- The overall condition of this 2005 CP Huntington Train is assessed at Excellent.
- Is ADA Compliant

## ▶ Recent Repairs/Improvements

- Replacement of Train Tracks in FY2011
- Overhaul of Train in FY2011.

## ▶ Needed Repairs/Improvements

- No major repairs or improvements are foreseen at this time.



# Average Annual Revenue – Train

Burke Lake

\$144,362

\* Average BLP Train Revenue from FY10 – FY13



# Excursion Boats – Lake Accotink

## ▶ Current Condition

- The overall condition of the two tour boats (1993 and 1995) are Fair.
- Are ADA Compliant

## ▶ Recent Repairs/Improvements

- The motors and lower units were fully serviced in December 2013.

## ▶ Needed Repairs/Improvements

- Minor repairs recommended





# Excursion Boat – Lake Fairfax

- ▶ **Current Condition**
  - The overall condition of the 1998 Tour Boat at Lake Fairfax is assessed as Good Condition.
  - Is ADA Compliant.
- ▶ **Recent Repairs/Improvements**
  - No recent repairs or improvements have been noted.
- ▶ **Needed Repairs/Improvements**
  - Minor repairs are recommended



# Average Annual Revenue – Excursion Boats

Lake Accotink	\$2,735
Lake Fairfax	\$4,946
<b>Total</b>	<b>\$7,681</b>

\* Average Tour/Excursion Boats Revenue from FY10 – FY13



# Miniature Golf Conditions



Burke Lake Park  
Issues with foundation and carpet



Jefferson District  
Leak in large pond



# Miniature Golf – Burke Lake

## ▶ Current Condition

- The current condition of the 2003 Miniature Golf amusement is rated at Fair.
- Is ADA Compliant

## ▶ Recent Repairs/Improvements

- 2011
  - The route to the ticket booth was made ADA accessible
  - Replaced netting and rope around the ponds
  - Added three sewer style trash pumps to handle leaf debris
  - New electric breaker boxes with locks.

## ▶ Needed Repairs/Improvements

- Replace the carpet, repair the foundation, and remove the sycamore trees at an estimated cost of \$30,000.
- Repair leak at the rock feature section of the pond at an estimated cost of \$30,000



# Miniature Golf – Jefferson District

## ▶ Current Condition

- The current condition of the 1997 Miniature Golf amusement at Jefferson District is rated at Good.
- Is not ADA Compliant

## ▶ Recent Repairs/Improvements

- In 2010 the leak at the main pond/waterfall was repaired. The carpet was replaced in 2011 at a cost of \$33,000. Added security cameras.

## ▶ Needed Repairs/Improvements

- There is still a leak at the main waterfall / pond that needs to be found and repaired. In addition, minor repairs such as cracked mortar in-between the rocks needs to be fixed. An estimated cost of \$30,000 for repairs.



# Miniature Golf – Lake Accotink

- ▶ **Current Condition**
  - The overall condition of the 2000 Miniature Golf amusement is rate at Fair.
  - Is not ADA Compliant
  
- ▶ **Recent Repairs/Improvements**
  - The carpet was replaced in 2013
  
- ▶ **Needed Repairs/Improvements**
  - Fix drainage issues
    - Correct in future design of replacement course



# Miniature Golf – Oak Marr

## ▶ Current Condition

- The current condition of the 2002 Miniature Golf (Renovated in 2010) amusement is rated at Good
- Is ADA Compliant

## ▶ Recent Repairs/Improvements

- Renovated over a three year span from FY2009 through FY2011 at a cost of \$50,000;

## ▶ Needed Repairs/Improvements

- Replace the carpet it is bulging at an estimated cost of \$20,000.



# Average Annual Revenue – Miniature Golf

Burke Lake	\$99,055
Jefferson District	\$93,184
Lake Accotink	\$10,937
Oak Marr	\$80,352
<b>Total</b>	<b>\$283,528</b>

\* Average Miniature Golf Revenue from FY10 – FY13





# Costs

- ▶ Maintenance Costs
  - Demand Maintenance
  - Planned/Preventative Maintenance
  
- ▶ Capitalized Replacement/Renewal Costs
  - Based on Life Expectancy
  - Includes supporting infrastructure
    - Parking lots
    - Restrooms
    - Other Structures/Buildings



# Average Annual Maintenance Costs

Amusement Type	Annual Maintenance Expenditure (Demand & Planned)	Annual Capital Expenditure (Renewals)
Carousels	\$115K	\$36K
Train	\$37K	\$55K
Tour Boats	\$7K	\$28K
Mini-Golf	\$74K	\$45K
Total	\$233K	\$164K

\* Average maintenance costs from FY10 – FY13



# Capitalized Annual Costs

## Example: Burke Lake Train

	Life Expectancy	Renewal Costs	Next Renewal Date	Capitalized Exp - Annualized
Train	20 Years	200,000	2025	\$10,000
Train Track	50 Years	800,000	2061	\$16,000
Train Station	75 Years	200,000	2042	\$2,667
Train Tunnel	75 Years	200,000	2042	\$2,667
Train Junction Structure	75 Years	25,000	2042	\$333
Infrastructure (20%)	20 Years	250,000		\$2,500
Restrooms (42%)	50 Years	1,000,000		\$21,000
<b>Total Annual Capitalized Exp</b>				<b>\$55,167</b>



# Stay Tuned:

- ❑ Outdoor Lighting Systems
- ❑ Grounds Equipment
- ❑ Roadways/ Parking Lots
- ❑ Trails



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## **ACTION**

### The Turner Farm Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Turner Farm Events (Dranesville District)

#### ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Turner Farm Events in the amount of \$7,500 for a parking expansion design concept for The Turner Farm Park.

#### RECOMMENDATION:

The Park Authority Director recommends approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Turner Farm Events in the amount of \$7,500 for a parking expansion design concept for The Turner Farm Park.

#### TIMING:

Board action is requested on February 11, 2015, in order to award the grant.

#### BACKGROUND:

Since the development of the equestrian riding ring at The Turner Farm Park in 2009, use of the equestrian facilities, especially through equestrian riding events, has increased greatly. The existing 52-space parking lot which serves the riding ring, cross country riding course, playground, shelter, and observatory related features, is located over 1,000 feet away from the riding ring and was not designed to host horse trailers or large events. During events, a maintenance access entrance off of Springvale Road is used to access a large grass area near the riding ring for parking of participant's horse trailers and spillover visitor parking. The grass area and entrance were not designed for these purposes, and the entrance does not meet Virginia Department of Transportation (VDOT) design standards.

Turner Farm Events (TFE) has partnered with the Park Authority over the last few years to maintain the riding ring, raise funds to make park improvements, and hosted several equestrian events. They are proposing to partner with the Park Authority to improve the grass parking area by converting it to stonedust, as well as improve the entrance to make it compliant with VDOT design standards (Attachment 1). Given the cost of such a project, TFE will be working with staff through different design and development phases. Phase 1 will be the creation of a parking lot design concept to include the

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parking area and supporting stormwater features. This design will be presented to VDOT to see if they will approve the existing entrance location or if relocation of the entrance will be necessary. Future phases will include the development of permitted design drawings, as well as construction of the entrance, parking area, and stormwater features. Completion of Phase 1 will cost \$15,000. TFE is requesting \$7,500 from the Mastenbrook Volunteer Matching Fund Grant Program (Attachment 2), to help fund the completion of the design. If approved, a \$7,500 contribution of cash from TFE, along with \$7,500 from the Mastenbrook Volunteer Matching Fund Grants Program, will provide the funds sufficient to complete the project.

The Park Authority Board Member for the Dranesville District supports approval of the grant request. Staff from the Planning and Development Division (PDD) will manage the project which will be completed by a date to be determined after consulting with the Board on the PDD work plan. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$15,000. Funds are currently available in the amount of \$7,500 in WBS PR-000016, Park Development, in Fund 300-C30400 (370), Park Authority Bond Construction; and \$7,500 from TFE, resulting in the total available funding of \$15,000.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$139,225.74.

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at The Turner Farm Park

Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request – Turner Farm Events

STAFF:

Kirk W. Kincannon, Director

Sara Baldwin, Deputy Director/COO

Todd Johnson, Director, Park Operations Division

Dave Bowden, Director, Planning and Development Division

Dan Sutherland, Manager, Park Management Branch, Park Operations Division

Michael P. Baird, Manager, Capital and Fiscal Services

Mark Holsteen, Project Manager, Planning and Development Division



Grass Parking Area

Maintenance Entrance

The Turner Farm Park

Riding Ring

Existing Parking Lot



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**MASTENBROOK VOLUNTEER MATCHING FUND GRANTS PROGRAM  
APPLICATION**

**The Turner Farm – Phase 1 Parking Design**

**Submitted by Turner Farm Events  
July 15, 2014**



## Mastenbrook Volunteer Matching Fund Grants Program Application Form

*PLEASE PRINT.* Please provide all information requested. You may attach additional sheets and/or materials to support your request.

### 1. Grantee Information

Name of Individual or Organization: Turner Farm Events

Contact Person: Jennifer Windus

Mailing Address: 176 River Park Drive, Great Falls, VA 22066

Phone: 703-201-1861

Fax: 703-759-2988, jhwindus@aol.com

### 2. Project

Title: Phase I Parking Design

### 3. Funding Requested

Amount \$ see attached

*(Applicant may request more than one project per fiscal year, the combined total not to exceed \$20,000.)*

### 4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials*/proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

see attached

## 5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

see attached

## 6. Sponsor Commitment

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

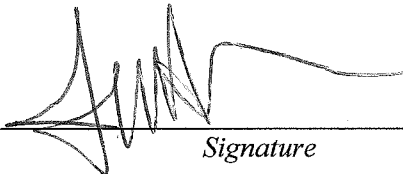
see attached


## 7. Proposed Budget

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds. see attached

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand payment by the Park Authority will occur after we complete the project.  
 We must have Park Authority grant funds prior to beginning the project.

  
\_\_\_\_\_  
*Signature*

  
\_\_\_\_\_  
*Date*

## 4. Project Description

Turner Farm Park is a 52-acre park owned by FCPA. It is located on the site of a former dairy farm. Its rolling pastures and dairy barn complement the semi-rural community of Great Falls, Virginia. The land was saved from development by a public/private partnership started in 1994 to "Save-the-Farm."

The Turner Farm is located at the intersection of Georgetown Pike (Route 193) and Springvale Road (Route 674) in Great Falls, Virginia, within the Dranesville District. The park entrance is on Springvale Road. The park is open daily from dawn to dusk, and usage is free.

Of the 52 acres that comprise the park, about 40 are utilized as an equestrian facility, and are the subject of the Mastenbrook Grant application. The remaining 12 acres include a small playground, a picnic pavilion, and a planned observatory that the Analemma Society, in partnership with FCPA, broke ground on on June 21, 2014. The Analemma Society recently installed a sun dial garden, and a founders wall.

The equestrian portion of the park is comprised of open fields enclosed by perimeter fencing and is open for general riding. Features include: a novice level cross country course complete with water, ditch and bank complexes, a round pen, and a large multi-purpose outdoor arena (200' x 300') with all-weather footing, stadium jumps and dressage markers. Use of the equestrian facilities is free, and reservations are not required. 100% of the cost of these equestrian amenities, as well as maintenance, repair, and replacement, are paid for by private donations through Turner Farm Events, a non-profit organization. FCPA mows the property and does other related maintenance.

A challenge for the Turner Farm site is the parking. There is currently paved parking, left over from the Nike missile facility, which is designated for the future rolltop observatory, the picnic pavilion, and the existing playground. The parking spaces are designed to hold passenger cars. There are no dedicated spaces for horse trailers. Often a horse trailer can take up 4 or more parking spaces. Exhibit A shows photos of what the parking lot looks like when occupied by horse trailers. This has caused space problems, an overfull parking lot, and occasionally dangerous conditions. The non equestrian portion of Turner Farm draws dog walkers, small children, and families. On more than one occasion there have been instances of dogs getting loose, or small children running unsupervised, which can and has spooked horses, and put pedestrians and riders in a dangerous situation. Additionally, many riders are children. Dedicated, separate, parking is badly needed for the horse trailers.

During the occasional event during which the maintenance entrance is used, cars and horse trailers park in the grass. Cars have become stuck in the uneven, sometimes muddy grass, and cars have had to be pulled out of the area with chains or tow trucks.

A Mastenbrook Grant is being requested in support of an initial design fee to develop a parking lot layout concept, and related storm water management design, which can be discussed with VDOT to determine if the existing entrance can be developed. The future parking lot would be stone dust, a sustainable surface with minimal requirements for on-going maintenance expenses. Given that the area in question is larger than 2,500 square feet, and that stone dust surfacing is not considered pervious, it will require design drawings to be developed, a minor site plan to be submitted and approved, and the development of a storm water feature. The Turner Farm Park currently does not have a parking area designated for equestrian activities.

The proposed location of the stone dust parking is indicated on the Turner Farm Park Master Plan. This is attached as Exhibit B. There is an existing maintenance entrance to the equestrian ring, and Turner Farm Events is requesting that this entrance be used for the future parking facility. FCPA has indicated that the next step in this process would be an initial design, which would encompass developing a parking lot layout concept, and related storm water management design, that can be discussed with VDOT to determine if the existing entrance can be developed. Reference Exhibit C, which is an email from FCPA on this topic. If this project goes forward, FCPA has indicated that there will also be a final design phase, to produce an approved permit set of drawings. After that, then the parking lot could be constructed.

This grant request pertains only to a parking facility. While some FCPA constituents have expressed an interest in a covered ring, and temporary stalls, those items are not the topic of this request. Those "wish list" items would have to be considered at a later date, after a parking lot is built.

The equestrian portion of Turner Farm Park is being actively used. A Turner Farm horse show draws several hundred riders and spectators. The cross country course is used almost every day (weather pending), and groups rent out the facility. Recent events include schooling and hunter shows, pony clubs, dressage tests, a Foundation, and Lift Me Up. The Appendix shows some photos of the park being used this year.

## EXHIBIT A

Photo showing the Turner Farm parking lot full of horse trailers.



Photo showing the length of some horse trailers



## **5. Public Benefits**

The public benefit to this project would be to work towards a dedicated parking lot for equestrian activities, a needed amenity. Sharing parking with the spaces designated for cars for the playground, the picnic pavilion, the sundial garden and the future rolltop observatory has caused overcrowded and sometimes dangerous conditions. (reference section 4).

## **6. Sponsor Commitment**

The sponsor for this project is Turner Farm Events, a 501 C(3) registered in Virginia. The organization's web site is [www.turnerfarmevents.org](http://www.turnerfarmevents.org), and the facebook page is "The Turner Farm". Turner Farm Events is an all volunteer organization which runs horse shows at Turner Farm for the purpose of raising money to maintain the property. They have been running shows since 2011, at no cost to FCPA. The organization is also active in local civic activities and organizations, to engage the community on matters concerning the preservation of the Turner Farm. The current Board of Directors is comprised of longtime Fairfax County residents Sarah Kirk, Kim Karanik, Karen Washburn, and Jennifer Windus. Turner Farm Events has a long term commitment to the park, and 100% of fundraising proceeds are utilized to maintain this FCPA facility.

Planning and running a horse show involves publicity, collecting and recording entry fees for each rider, compliance with horse health requirements (COGGINS), hiring a judge, ordering ribbons and prizes, soliciting and organizing volunteers, setting up the ring, decorating jumps, bringing in a PA system, selecting a food vendor, managing parking, and running the actual event, which is comprised of about 39 separate classes. It takes about 200 volunteer hours to run one show at Turner Farm. This year six shows are planned. These shows are also rated by VHSA (Virginia Horse Show Association).

The work under the Phase I project would be carried out by FCPA, or a contractor to the FCPA. FCPA has informed Turner Farm Events that work would be subcontracted by FCPA.

This project does not require any long term maintenance.

## **7. Proposed Budget**

FCPA has provided a preliminary budget of \$15,000 for this project. Reference Exhibit D for further details about this number. A maximum Mastenbrook match is being requested. Turner Farm Events shall contribute both funds and volunteer time, as follows. Turner Farm Events has already contributed \$12,600 to FCPA for this park since 2011. In addition, Turner Farm Events has received \$1,124 in private donations in 2014 specifically to support this project. Turner Farm Events volunteer staff have contributed over 400 volunteer hours in 2014 alone to maintain the equestrian facilities and hold horseshows as



fundraisers. Volunteer hours include dragging the rings, painting and moving jumps, clearing rocks and weeds from the schooling ring, and planning for and running the horse shows.

Turner Farm does not charge any fee to users of the park. It is anticipated that volunteers will spend more than 400 additional hours this year in support of the Park.

While Turner Farm Events has increased the number of horse shows this year from four to six, the proceeds of these shows are used to maintain the existing facilities. Turner Farm Events has already spent \$6,000 this year to purchase new jumps, as well as repair and maintain older jumps. Unfortunately, Turner Farm Events is not able to raise enough funds to pay for the entire Phase I project, and is therefore asking for support in the form of a Mastenbrook Grant.

Private donations and volunteer efforts continue to supplement the Park Authority's limited budget for this facility. Turner Farm Events has paid about \$6,000 in 2014 to replace, repair and upgrade jumps. In 2013, Turner Farm Events paid to install two port-a-pottys. In 2012 and earlier, Turner Farm Events paid for other improvements. Since 2011, Turner Farm Events has donated over \$12,600 to FCPA to maintain this property.

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## **ACTION**

### Idylwood Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Falls Church Kiwanis Little League (Providence District)

#### ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Falls Church Kiwanis Little League in the amount of \$11,417.17 to renovate infield and install fencing on field 3 at Idylwood Park.

#### RECOMMENDATION:

The Park Authority Director recommends approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Falls Church Kiwanis Little League in the amount of \$11,417.17 to renovate infield and install fencing on field 3 at Idylwood Park.

#### TIMING:

Board action is requested on February 11, 2015, in order to award the grant.

#### BACKGROUND:

Falls Church Kiwanis Little League (FCKLL) is requesting grant funds to renovate the infield and install perimeter fencing on field 3 at Idylwood Park in order to improve the drainage and surface conditions of the infield, make the field more usable as a game field, and allow for 70' base play (Attachment 1). As part of the renovation project, the infields will be graded to improve drainage and provide a more consistent playing surface, the infield arc will be expanded to allow for 70' base anchors, infield mix will be added, and the grass around the infield will be replaced with new sod. New fencing will include dugouts, sideline, and outfield fencing. Improving this field to game level conditions will help offset the loss of the game field FCKLL had used for several years at Westgate Elementary School.

FCKLL is requesting \$11,417.17 from the Mastenbrook Volunteer Matching Fund Grants Program (Attachment 2) to help fund the completion of the project. If approved, the \$11,417.17 from the Mastenbrook Volunteer Matching Fund Grants Program, along with an \$11,417.17 contribution from FCKLL, will provide the funds sufficient to complete the project. The total project budget is \$22,834.34.

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FCKLL has been a participant in the Adopt-A-Field program for several years, and over the years has contributed funds towards maintenance and multiple athletic field improvements on several fields at multiple parks.

The Park Authority Board Member for the Providence District supports approval of the grant request. Staff from the Park Operations Division will manage the project which will be completed by spring 2015. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$22,834.34. Funds are currently available in the amount of \$11,417.17 in WBS PR-000016, Park Development, in Fund 300-C30400 (370), Park Authority Bond Construction; and \$11,417.17 from FCKLL, resulting in the total available funding of \$22,834.34.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$127,810.57.

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at Idylwood Park

Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request – Falls Church Kiwanis Little League

STAFF:

Kirk W. Kincannon, Director

Sara Baldwin, Deputy Director/COO

Todd Johnson, Director, Park Operations Division

Dan Sutherland, Manager, Park Management Branch, Park Operations Division

Michael P. Baird, Manager, Capital and Fiscal Services

Ed Busenlehner, Manager, Area 1, Park Operations Division

**Idylwood Park**



**Project Area**

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## Mastenbrook Volunteer Matching Fund Grants Program Application Form

*PLEASE PRINT.* Please provide all information requested. You may attach additional sheets and/or materials to support your request.

### 1. Grantee Information

Name of Individual or Organization: FALLS CHURCH KIWANIS LITTLE LEAGUE

Contact Person: BRANDON MELHORN

Mailing Address: 213 TYSON DRIVE, FALLS CHURCH, VA 22046

Phone: 703 841.5764

Fax: ( )

### 2. Project

Title: IDYLWOOD 3 50'/70' CONVERSION / RENOVATION

### 3. Funding Requested

Amount \$ 11,417.17

(Applicant may request more than one project per fiscal year, the combined total not to exceed \$20,000.)

### 4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials*/proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

Working with the Park Authority, FALL CHURCH KIWANIS LITTLE LEAGUE (FCKLL) invested \$22,831.54 to renovate the relatively unused and largely unplayable baseball diamond at Idylwood #3. The renovation included fencing the perimeter and installing dugouts. We also converted the field to be playable at both 60' and 50'/70' distances. This is the only field in our geographic boundaries that is available for 50'/70' play, and it has provided <sup>over-</sup>an excellent location for both 60' and 50'/70' games this spring and summer.

## 5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

The improvements to Idylwood #3 provided an important alternative location to support FCKLL games given the loss of 3 fields to Westgate Elementary School renovations. FCKLL supports over 550 athletes during our spring season (age 4-12) and over 250 athletes during our fall season. We have at least one team that plays 50'/70', and we cooperate with the Falls Church Copperheads who support two additional 50'/70' teams.

## 6. Sponsor Commitment

With the improvements, Idylwood #3 has gone from a relatively unused resource to one of our premier locations.

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

We worked with the Fairfax County Park Authority in the design of the project and the selection of qualified contractors. FCKLL maintained the field during the spring season, and intends to fully adopt both Idylwood locations following the planned renovation of Idylwood #2 in the fall.

## 7. Proposed Budget

We have a long history of careful and professional care for multiple field locations, including baseball fields at Westgate, Idylwood, Jefferson Village, and the Leis Center.

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand payment by the Park Authority will occur after we complete the project.  
 We must have Park Authority grant funds prior to beginning the project.

Invoices for the project are attached.

  
Signature

22 JULY 2014  
Date



www.longfence.com

# INVOICE

LONG FENCE  
1910 BETSON COURT  
ODENTON, MD 21113  
FED ID # 53-0257174

Phone #: 800-296-5664

763-324-8772

BILL TO: FAIRFAX COUNTY PARK AUTHORITY SHIP TO:  
FCB ACCOUNTS PAYABLE IDYLLWOOD PARK  
PO BOX 1147 7709 VIRGINIA LANE  
FAIRFAX VA 22030-1147 FALLS CHURCH VA

INVOICE NO.	DATE	ORDER NO.	DATE	QTY NO.	CUSTOMER PO NO.	TERMS	SUB NO.
533859	04/23/14	523386	04/23/14	4468		NET ON RECEIPT OUR TRUCK	382

QUANTITY	U/M	ITEM - DESCRIPTION	UNIT PRICE	AMOUNT
14UC000140		FFX CO-IDYLLWOOD PARK Contract Price:	16,279.34	
		JCBILLNT CHAINLINK FURNISHED AND INSTALLED		16,279.34
		Subtotal		16,279.34
		Total Due		16,279.34
PLEASE REMIT ALL PAYMENTS TO THE ABOVE ADDRESS				
Inquiries email: <a href="mailto:accounts_receivable@longfence.com">accounts_receivable@longfence.com</a>				

PLEASE INDICATE CUSTOMER NUMBER ON REMITTANCE



**Premier Sports Fields, LLC**

P.O. Box 737  
Remington, VA 22734

(540) 439-1850 Fax #(540) 439-0111

**Invoice**

<b>Date</b>	<b>Invoice #</b>
4/8/2014	8-14-04 A

<b>Bill To</b>
Falls Church Kiwanis Little League Brandon Milhorn

<b>Customer Location</b>
Falls Church Kiwanis Little League Brandon Milhorn

<b>P.O. Number</b>	<b>Terms</b>	<b>Account #</b>	<b>Proposal Date</b>	<b>Project/Location</b>	
	Net 15 days		4/8/2014	Idylwood Park #3	
<b>Service Type</b>	<b>Qty</b>	<b>U/M</b>	<b>Description</b>	<b>Price Each</b>	<b>Amount</b>
Application "AD"	44	ton	Fielders Choice infield mix	65.00	2,860.00T
Application BM	20	hr	Hourly rate for operator and equipment	60.00	1,200.00
Application BN	30	hr	Hourly rate for laborer	30.00	900.00
RENOVATION	1		8000 CONTRACT SERIES "ATA"	395.00	395.00T
Application APA	1	ea	Install customer supplied bases @ 60' & 65'	1,200.00	1,200.00T
			Out-of-state sale, exempt from sales tax	0.00%	0.00
Thank you for your business. We appreciate your prompt payment.				<b>Total Due</b>	<b>\$6,555.00</b>

Federal ID#20-0169447 VA Pesticide Lic.#7578  
VA Contractor's Lic.#2705 079447A

**Make checks payable to: Premier Sports Fields**

**Mail Payment to:**  
**Washington First Bank**  
**Account #1530005188**  
**1051 Elden Street**  
**Herndon, VA 20170**

**Please enclose one copy of invoice with your payment!**

Original - Customer

Copy

Board Agenda Item  
February 11, 2015

## **ACTION**

### Colvin Run Mill Historic Site – Mastenbrook Volunteer Matching Fund Grant Program Request – Friends of Colvin Run Mill (Dranesville District)

#### ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from the Friends of Colvin Run Mill in the amount of \$1,600 to purchase flour barrels for display purposes at Colvin Run Mill Historic Site.

#### RECOMMENDATION:

The Park Authority Director recommends approval of a Mastenbrook Volunteer Matching Fund Grant Program request from the Friends of Colvin Run Mill in the amount of \$1,600 to purchase flour barrels for display purposes at Colvin Run Mill Historic Site.

#### TIMING:

Board action is requested on February 11, 2015, in order to award the grant.

#### BACKGROUND:

When the mill at Colvin Run Mill Historic Site was operating back in the 1800s, it could produce up to 20 barrels of flour in a day. The Friends of Colvin Run Mill (FOCRM) are working with staff to purchase flour barrels that are made as they would have been historically, so that they can display the barrels and give visitors as authentic an experience as possible. There are currently thirteen (13) barrels already at the site, and FOCRM and staff would like to purchase seven (7) more to be able to display the 20 that would have been produced historically.

FOCRM is requesting \$1,600 from the Mastenbrook Volunteer Matching Fund Grants Program (Attachment 1) to help fund the completion of the project. If approved, the \$1,600 from the Mastenbrook Volunteer Matching Fund Grants Program, along with a \$1,600 contribution from FOCRM, will provide the funds sufficient to complete the project. The total project budget is \$3,200.

FOCRM is a friends group for Colvin Run Mill that has supported numerous specialized projects and has given significant financial support over the years.

Board Agenda Item  
February 11, 2015

The Park Authority Board Member for the Dranesville District supports approval of the grant request. Staff from the Resource Management Division will manage the project which will be completed by May of 2015. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$3,200. Funds are currently available in the amount of \$1,600 in WBS PR-000016, Park Development, in Fund 300-C30400 (370), Park Authority Bond Construction; and \$1,600 from FOCRM, resulting in the total available funding of \$3,200.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$126,210.57.

ENCLOSED DOCUMENTS:

Attachment 1: Mastenbrook Volunteer Matching Fund Grant Program Request –  
Friends of Colvin Run Mill

STAFF:

Kirk W. Kincannon, Director

Sara Baldwin, Deputy Director/COO

Todd Johnson, Director, Park Operations Division

Cindy Walsh, Director, Resource Management Division

Dan Sutherland, Manager, Park Management Branch, Park Operations Division

Michael P. Baird, Manager, Capital and Fiscal Services

Todd Brown, Manager, Operations Branch, Resource Management Division



## Mastenbrook Volunteer Matching Fund Grants Program Application Form

**PLEASE PRINT.** Please provide all information requested. You may attach additional sheets and/or materials to support your request.

### 1. Grantee Information

Name of Individual or Organization: Friends of Calvin Run Mill (FOCRM)

Contact Person: Rathleen O'Hara

Mailing

Address: 10017 Calvin Run Rd., Great Falls, VA 22066

Phone: (703) 759-2771

Fax: ( )

### 2. Project

Title: Barrels for the Mill

### 3. Funding Requested

Amount \$ 1,600

(Applicant may request more than one project per fiscal year, the combined total not to exceed \$20,000.)

### 4. Project Description

Provide a description of your project. (Attach drawings or specification of materials/proposed for purchase. If educational materials are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

The project is to help Calvin Run Mill Historic site purchase enough flour barrels to display in the mill in order to how many were needed to ship all the flour produced in a single day. When the mill was active, it could produce 20 barrels of flour in a typical day. The mill site already has 13 for display, so 7 more are needed. Each barrel is handmade to the exact specifications written into Virginia law in the 1700's. The barrel maker is one of a few craftsmen left in this country who use authentic tools and techniques to reproduce ~~over~~ the barrels.

Picture of a barrel is attached.

## 5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

In 2013 Colvin Run Mill won a grant to finish restoring the mill machinery. The miller is already using two mill stones for grinding for the first time. Functioning grain elevators, cleaners, sifters and hopper boy (cools flour) should be completed by the end of 2014. The site Administrator wants to show, as realistically as possible, how the mill would have looked and functioned in the 1800's. ~~the~~ Visitor will have a more authentic experience.

## 6. Sponsor Commitment

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

The barrels are being made by the cooper at Strawberry Banke Museum in Portsmouth, NH. He has made the previous 13 barrels purchased by Colvin Run Mill. Payment will be made only after receipt of the barrels. The barrels will be placed in the mill and maintained by site staff consistent with the methods used to clean and maintain other equipment and artifacts in the mill.

## 7. Proposed Budget

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds. Attached.

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand payment by the Park Authority will occur after we complete the project.  
 We must have Park Authority grant funds prior to beginning the project.

Kathleen O'Hara  
Signature

10/8/14  
Date

## 7. Proposed Budget

The barrels will be purchased at a fixed price. The total cost of seven barrels will be \$3,200. FOCRM has committed to providing \$1,000 towards that cost.

Colvin Run Mill Historic Site has set up a special donation box in the General Store, with an explanation of the project, for the visiting public to donate. The costs are the same as for previous barrel purchases.

