



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, Executive Director

FROM: Janet Burns, Senior Fiscal Manager

DATE: July 19, 2018

REVISED – 7/23/18

Agenda

Budget Committee

Wednesday, July 25, 2018 – 5:05 p.m.

Boardroom – Herrity Building

Chairman: Ken Quincy

Vice Chair: Maggie Godbold

Members: Kiel Stone, Timothy Hackman, Michael Thompson, Ron Kendall

1. FY 2018 Carryover Budget Review – Fund 10001, Park Authority General Fund – Action*
2. FY 2018 Carryover Budget Review – Fund 80000, Park Revenue and Operating Fund – Action*
3. FY 2018 Carryover Budget Review – Fund 80300, Park Improvement Fund – Action*
4. FY 2018 Carryover Budget Review – Fund 30400, Park Authority Bond Construction Fund – Action*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

Board Agenda Item
July 25, 2018

ACTION

FY 2018 Carryover Budget Review – Fund 10001, Park Authority General Fund

ISSUE:

Approval of the FY 2018 Carryover Budget Review for Fund 10001, Park Authority General Fund.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the FY 2018 Carryover Budget Review for Fund 10001, Park Authority General Fund.

TIMING:

Board action is requested on July 25, 2018. The submission of the FY 2018 Carryover Review was due to the Department of Management and Budget on July 6, 2018.

BACKGROUND:

Carryover is the continuation of financial obligations from the current fiscal year ending June 30, 2018 (FY 2018), to the new fiscal year beginning July 1, 2018 (FY 2019). Carryover recognizes current obligations and adjusts the next fiscal year's budget appropriation for the carryover amount. Carryover items include commitments that should have been expended from the fiscal year 2018's budget but cannot be paid until FY 2019.

FY 2018 total actual General Fund revenue is ~~\$672,746~~ **\$664,705** which is ~~\$33,054~~ **\$41,095** lower than the Revised Budget Plan of \$705,800. Total actual expenditures with encumbrances are ~~\$25,169,473~~ **\$25,170,217** as compared to the Revised Expenditure budget level of \$25,216,740. Recovered Costs (Work Performed for Others) are ~~(\$3,199,715)~~ **(\$3,244,580)** and are offset by non-recovery for vacancies. A balance remains in the General Fund of ~~\$47,267~~ **\$46,523** for any potential audit adjustments.

Encumbered balances in the amount of \$193,046 are requested to Carryover. Carryover includes fuel, unleaded gasoline, and other obligations that need to be expended using the current year's budget.

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Additional Request

The Park Authority is requesting a funding increase of \$250,000 for critical Capital Equipment. Annual funding for replacement of capital equipment was eliminated in FY2011 from the General Fund until the \$200,000 was approved in FY 2018. The Park Authority currently has 232 vehicles, trailers, and grounds equipment in its inventory, that is valued at \$5,524,947. There is a deferred replacement cost of \$3,035,354 for capital equipment that is beyond life expectancy; 16% of the grounds maintenance equipment, valued at \$841,755, is rated at poor condition. Capital equipment with a poor condition assessment is still functional and needed, however, there is an increased risk that the equipment will become unsafe and it is subject to recurring breakdowns and increased maintenance costs which can be excessive and expensive. Much of the old equipment is not environmentally friendly and would not meet current EPA standards.

The Park Authority requests a funding increase of \$50,000 for the Resident Curator Program. The funding is needed for required testing and treatment for identified properties such as radon, asbestos, termites and pests, property appraisal, property survey, PC, office supplies, and the development of marketing programs and advertising costs.

The Park Authority requests funding increase of \$328,000 for the forestry program. In FY 2018 the Park Authority spent \$604,424 on tree work; the FY 2019 budget is \$276,424; the \$328,000 requested increase will allow spending at the FY 2018 level to address the most critical forestry services. The increased funding will allow the Park Authority to improve our ability to respond to citizen requests in a timely manner by increasing staff's ability to keep up with the demand work that comes in from the public and not impact other maintenance operations to fund Forestry. Most trees that border trails, property lines, and park facilities are 80 – 100 years old. Funding for arboreal maintenance will afford the Park Authority the ability to better assess and take needed action to protect our aging Tree Canopy and reduce risk for park visitors and neighbors.

The Park Authority request additional funding of \$140,000 to provide audio-visual services during the free concert series in each magisterial district (plus the Chairman's) for the Summer Entertainment Series. The audio-visual needs and cost have been increasing over the years as the program now includes nearly 200 shows across Fairfax County. Satisfaction rates for these free concerts serving over 60,000 citizens are more than 90% and are among some of the most enjoyable community outings for those who participate. It is expected that when the current contract expires next year that the cost to produce the shows will nearly double.

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The Park Authority request additional funding of \$16,580 to support RecPAC due to increased fees from Fairfax County Public Schools based on custodian hourly rate increase, supplies, and auditorium fees.

The Park Authority request additional funding of \$10,022 to cover the living wage hourly rate increase from \$14.50 to \$14.83 effective July 7, 2018.

FISCAL IMPACT:

The Fiscal Year 2018 Carryover submission will include the carryover of encumbrances of \$193,046 and will increase the FY 2019 operating expense budget from \$5,499,532 to \$5,692,578.

ENCLOSED DOCUMENT:

Attachment 1: General Fund 10001 FY 2018 Carryover

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Janet Burns, Senior Fiscal Administrator
Michael P. Baird, Manager, Capital and Fiscal Services
Susan Tavallai, Senior Budget Analyst

**FAIRFAX COUNTY PARK AUTHORITY
GENERAL FUND
FUND 10001
FY 2018 CARRYOVER SUMMARY**

Attachment 1

	FY 2018 Revised Budget	FY 2018 Actual As of 6/30/18	FY 2018 Encumbrances Estimated	FY 2018 Balance Estimated	FY 2019 Adopted Budget	FY 2019 Revised Budget	Difference
EXPENDITURES:							
Personnel Services	\$22,439,110	\$21,626,128	\$0	\$812,982	\$24,767,214	\$24,767,214	\$0
Operating Expenses	\$6,394,715	\$6,146,653	\$193,046	\$55,016	\$5,499,532	\$5,692,578	\$193,046
Capital Equipment	\$479,076	\$403,361	\$0	\$75,715	\$200,000	\$200,000	\$0
Subtotal	\$29,312,901	\$28,176,142	\$193,046	\$943,713	\$30,466,746	\$30,659,792	\$193,046
Less: Recovered Costs	(\$4,096,161)	(\$3,199,715)	\$0	(\$896,446)	(\$3,876,161)	(\$3,876,161)	\$0
TOTAL EXPENDITURES	\$25,216,740	\$24,976,427	\$193,046	\$47,267	\$26,590,585	\$26,783,631	\$193,046
REVENUE	\$705,800	\$672,746	\$0	\$33,054	\$705,800	\$705,800	\$0
Net Cost to the County	\$24,510,940	\$24,303,681	\$193,046	\$80,321	\$25,884,785	\$26,077,831	\$193,046

FY 2018 Estimated Carryover:

Personnel Services	\$0
Operating Expenses *	\$193,046
Capital Equipment**	<u> </u>

Total FY 2018 Carryover Request: \$193,046

* Fuel, unleaded gasoline, and utilities.

Board Agenda Item
July 25, 2018

ACTION

FY 2018 Carryover Budget Review – Fund 80000, Park Revenue & Operating, Fund 80000

ISSUE:

Approval of the FY 2018 Carryover Budget Review for Fund 80000, Park Revenue & Operating Fund.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the FY 2018 Carryover Budget Review for Fund 80000, Park Revenue & Operating Fund.

TIMING:

Board action is requested on July 25, 2018. The submission of the FY 2018 Carryover Review was due to the Department of Management and Budget on July 6, 2018.

BACKGROUND:

Net Revenue for the Park Revenue & Operating Fund 80000 is \$389,252 as compared to the Revised Budgeted Net Revenue target before reserves of \$591,196.

Transfer of \$425,000 is being requested from the Park Revenue & Operating Fund (80000) to Park Improvement Fund (80300) as follows:

- \$25,000 to General Park Improvements (PR-000057) to support training
- \$100,000 to General Park Improvements (PR-000057) to support the purchase of critical capital equipment
- \$75,000 to General Park Improvements (PR-000057) to help replenish the Director's Emergency Reserve
- \$100,000 to General Park Improvements (PR-000057) to support extraordinary expenses in the Revenue and Operating Fund Operations
- \$25,000 to Park Systems Replacement (formerly ParkNet – System Replacement) (PR-000084) to support future system replacement cost
- \$100,000 to Revenue Facilities Capital Sinking Fund (PR-000101) to support planned, long-term, life-cycle maintenance

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Encumbered balances in the amount of \$186,852 are requested to Carryover. Carryover includes critical capital equipment, cargo container (Burke Lake), and other obligations that need to be expended using the current year's budget.

Based on FY 2019 Adopted Net Revenue of \$11,656, the Park Authority is requesting that FY 2019 Revised Operating Expenses budget be increased by \$7,047, which is the net of \$147,047 Carryover and a budget reduction of \$140,000; and Capital Equipment budget be reduced by \$310,195 which is the net of \$39,805 Carryover and a budget reduction of \$350,000 to allow the Park Revenue and Operating Fund to absorb the impact of the encumbered carryover and allow for the transfer of \$425,000 to Fund 80300, Park Improvement Fund while still allowing Fund 80000 a positive net revenue. This decrease will bring the total expenditures from \$49,714,217 to \$49,411,069.

The FY 2018 Park Authority Revenue Fund 80000 Carryover submission will be reviewed and approved by the Park Authority Board on July 25, 2018.

FISCAL IMPACT:

FY 2019 Revised Budget will be \$49,411,069.

ENCLOSED DOCUMENT:

Attachment 1: Park Revenue & Operating Fund 80000 FY 2018 Carryover Summary
Attachment 2: Fund Statement, Fund 80000, Park Revenue & Operating Fund

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Janet Burns, Senior Fiscal Administrator
Michael P. Baird, Manager, Capital and Fiscal Services
Susan Tavallai, Senior Budget Analyst

FAIRFAX COUNTY PARK AUTHORITY
Park Revenue and Operating Fund
FUND 80000
FY2018 CARRYOVER SUMMARY

Attachment 1

	FY 2018 Revised Budget	FY 2018 Actual As of 07/18/18	FY 2018 Encumbrances Estimated	FY 2018 Balance Estimated	FY 2019 Adopted Budget	FY 2019 Revised Budget	Difference
Operating Revenue	\$49,200,800	\$47,902,300	\$0	(\$1,298,500)	\$49,725,873	\$49,725,873	\$0
EXPENDITURES:							
Personnel Services	\$30,286,442	\$30,319,083	\$0	(\$32,641)	\$32,052,174	\$32,052,174	\$0
Operating Expenses	\$16,545,278	\$15,478,424	\$147,047	\$919,807	\$15,834,046	\$15,841,093	\$7,047
Capital Equipment	\$348,322	\$131,171	\$39,805	\$177,346	\$380,000	\$69,805	(\$310,195)
Less: Recovered Costs	(\$1,053,315)	(\$898,274)	\$0	(\$155,041)	(\$1,053,316)	(\$1,053,316)	\$0
Subtotal	\$46,126,727	\$45,030,404	\$186,852	\$909,471	\$47,212,904	\$46,909,756	(\$303,148)
Debt Service Expenditures	\$802,508	\$802,275	\$0	\$233	\$792,959	\$792,959	\$0
Laurel Hill Debt (transfer out)	\$860,369	\$860,369	\$0	\$0	\$888,354	\$888,354	\$0
Indirect Cost Transfer to General Func	\$820,000	\$820,000	\$0	\$0	\$820,000	\$820,000	\$0
TOTAL EXPENDITURES	\$48,609,604	\$47,513,048	\$186,852	\$909,704	\$49,714,217	\$49,411,069	(\$303,148)
Net Revenue As of 6/30/2018 *	\$591,196	\$389,252	(\$186,852)	(\$388,796)	\$11,656	\$314,804	(\$303,148)

* FY 2019 Revised Operating and Capital budgets reduced to provide sufficient net revenue to fund transfer of \$425,000 to Fund 80300.

FY 2018 Estimated Carryover:

Personnel Services	\$0
Operating Expenses	\$147,047
Capital Equipment	\$39,805
Total FY 2018 Carryover Request:	<u><u>\$186,852</u></u>

FUND STATEMENT

Fund 80000, Park Revenue and Operating Fund

	FY 2018 Estimate	FY 2018 Actual	Increase (Decrease) (Col. 2-1)	FY 2019 Adopted Budget Plan	FY 2019 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
Beginning Balance	\$3,800,193	\$3,800,193	\$0	\$4,041,389	\$3,839,445	(\$201,944)
Revenue:						
Park Fees	\$48,176,593	\$46,701,956	(\$1,474,637)	\$48,762,210	\$48,762,210	\$0
Interest	46,137	55,550	9,413	35,991	35,991	0
Sale of Vehicles and Salvage Equipment	32,459	28,624	(3,835)	27,238	27,238	0
Donations and Miscellaneous Revenue	945,611	1,116,170	170,559	900,434	900,434	0
Total Revenue	\$49,200,800	\$47,902,300	(\$1,298,500)	\$49,725,873	\$49,725,873	\$0
Total Available	\$53,000,993	\$51,702,493	(\$1,298,500)	\$53,767,262	\$53,565,318	(\$201,944)
Expenditures:						
Personnel Services	\$30,286,442	\$30,319,083	\$32,641	\$32,052,174	\$32,052,174	\$0
Operating Expenses	16,545,278	15,478,424	(1,066,854)	15,834,046	15,841,093	7,047
Recovered Costs	(1,053,315)	(898,274)	155,041	(1,053,315)	(1,053,315)	0
Capital Equipment	348,322	131,171	(217,151)	380,000	69,805	(310,195)
Subtotal Expenditures	\$46,126,727	\$45,030,404	(\$1,096,323)	\$47,212,905	\$46,909,757	(\$303,148)
Debt Service:						
Fiscal Agent Fees	\$3,233	\$3,000	(\$233)	\$3,000	\$3,000	\$0
Bond Payments ^c	799,275	799,275	0	789,959	789,959	0
Total Expenditures	\$46,929,235	\$45,832,679	(\$1,096,556)	\$48,005,864	\$47,702,716	(\$303,148)
Transfers Out:						
General Fund (10001) ^d	\$820,000	\$820,000	\$0	\$820,000	\$820,000	\$0
County Debt Service (20000) ^e	860,369	860,369	0	888,354	888,354	0
Park Capital Improvement Fund (80300) ^f	350,000	350,000	0	0	425,000	425,000
Total Transfers Out	\$2,030,369	\$2,030,369	\$0	\$1,708,354	\$2,133,354	\$425,000
Total Disbursements	\$48,959,604	\$47,863,048	(\$1,096,556)	\$49,714,218	\$49,836,070	\$121,852
Ending Balance^g	\$4,041,389	\$3,839,445	(\$201,944)	\$4,053,044	\$3,729,248	(\$323,796)
Revenue and Operating Fund Stabilization Reserve ^h	\$2,333,912	\$2,333,912	\$0	\$2,359,965	\$2,359,965	\$0
Donation/Deferred Revenue ⁱ	1,350,000	1,350,000	0	1,350,000	1,350,000	0
Set Aside Reserve ^j	357,477	155,533	(201,944)	343,079	19,283	(323,796)
Unreserved Ending Balance	\$0	\$0	\$0	\$0	\$0	\$0

¹ In order to account for expenditures in the proper fiscal year, an audit adjustment has in the amount of \$11,097.62 has been reflected as an increase to Operating Expenses in FY 2017. This audit adjustment has been included in the FY 2017 Comprehensive Annual Financial Report (CAFR). Details of the audit adjustment were included in the FY 2018 Third Quarter Package.

² Debt service represents principle and interest on Park Revenue Bonds which supported the construction of the Twin Lakes and Oak Marr Golf Courses.

³ Funding in the amount of \$820,000 is transferred to the General Fund to partially offset central support services supported by the General Fund, which benefit Fund 80000. These indirect costs include support services such as Human Resources, Purchasing, Budget and other administrative services.

⁴ Debt service payments which support the development of the Laurel Hill Golf Club are made from Fund 20000, County Debt Service.

⁵ Periodically, funding is transferred from Fund 80000, Park Revenue and Operating Fund, to Fund 80300, Park Improvement Fund, to support unplanned and emergency repairs, the purchase of critical equipment and planned, long-term, life-cycle maintenance of revenue facilities.

⁶ The Park Revenue and Operating Fund maintains fund balances at adequate levels relative to projected operation and maintenance expenses. These costs change annually; therefore, funding is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

⁷ The Revenue and Operating Fund Stabilization Reserve includes set aside cash flow and emergency reserves for operations as a contingency for unanticipated operating expenses or a disruption in the revenue stream.

⁸ The Donation/Deferred Revenue Reserve includes donations that the Park Authority is obligated to return to donors in the event the donation cannot be used for its intended purpose. It also includes a set aside to cover any unexpected delay in revenue from sold but unused Park passes.

⁹ The Set Aside Reserve is used to fund renovations and repairs at various park facilities as approved by the Park Authority Board.

Board Agenda Item
July 25, 2018

ACTION

FY 2018 Carryover Budget Review - Fund 30400, Park Authority Bond Construction Fund.

ISSUE:

Approval of the FY 2018 Carryover Budget Review submission for Fund 30400, Park Authority Bond Construction Fund.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the FY 2018 Budget Carryover for Fund 30400, Park Authority Bond Construction Fund.

TIMING:

Board action is requested on July 25, 2018. The submission of the FY 2018 Carryover Review was due to the Department of Management and Budget on July 6, 2018. Final year end figures will be provided to the Park Authority Board on July 25, 2018, for approval. Figures included here represent balances as of July 23, 2018.

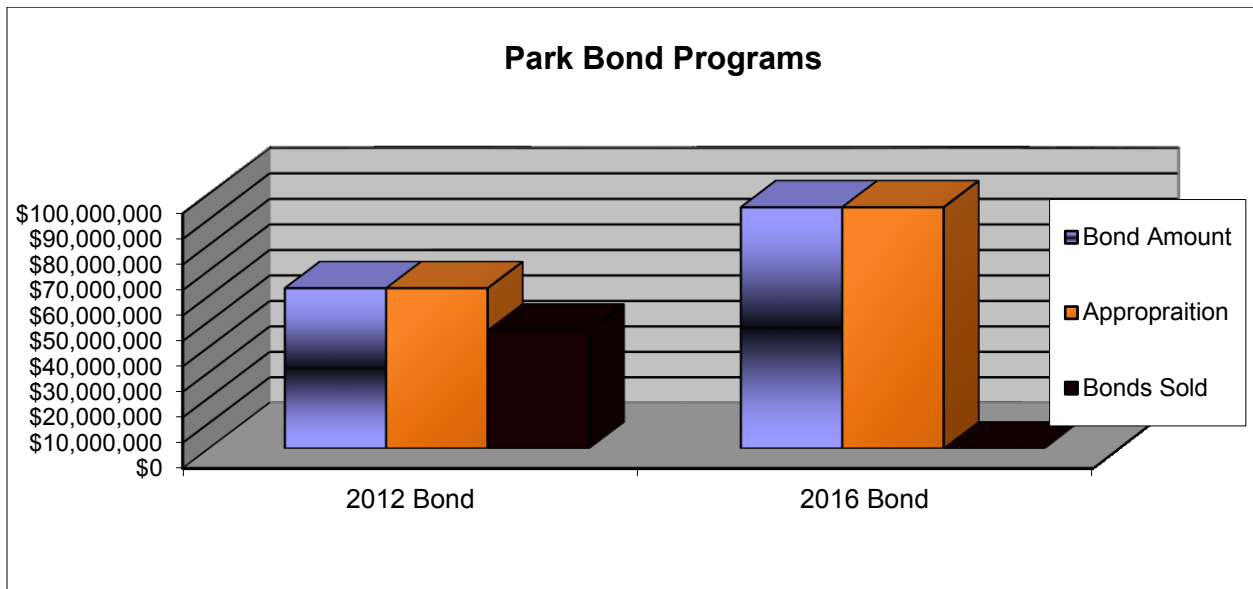
BACKGROUND:

On November 6, 2012, the voters approved a \$63,000,000 park bond as part of the fall 2012 Bond Referendum. As part of the January 2018 bond sale, \$17,100,000 was sold from the 2012 Bond, leaving a total of \$16,610,000 in authorized but unissued bonds from this fund. In addition, on November 8, 2016 the voters approved a Park bond in the amount of \$94,700,000; of that amount, \$87,700,000 was appropriated to Fund 30400 and \$7,000,000 was appropriated to Fund 30010. No bonds from this program have been sold. Including prior sales, an amount of \$104,310,000 remains in authorized but unissued bonds.

The Park Authority is requesting an increase in the appropriation of Project PR-000091, Existing Facility/Renovation – 2012 Bond in the amount of \$3,008,788. That increase is associated with the following:

- The Park Authority received bond premium in the amount of \$2,900,000 as part of the January 2018 Bond Sale.
- The Park Authority received grant revenue in the amount of \$108,788 related to capital projects.

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This appropriation is necessary to account for revenue received after FY 2018 Third Quarter Budget Review.

Based on a beginning cash balance of \$6,977,455 from the most recent bond sales and a future bond sale of \$104,310,000, the Park Authority will have a total appropriation of \$111,287,455 to expend in the Capital Improvement Program for park-land acquisition, development and renovation for Fund 30400, Park Authority Bond Construction.

FISCAL IMPACT:

The FY 2018 Carryover appropriation request for Fund 30400, Park Authority Bond Construction is \$111,287,455.

ENCLOSED DOCUMENTS:

Attachment 1: FY 2018 Carryover Fund Statement - Fund 30400, Park Authority Bond Construction

Attachment 2: FY 2018 Capital Construction Carryover Summary of Capital Projects - Fund 30400, Park Authority Bond Construction

Attachment 3: FY 2018 Carryover - Fund 30400, Park Authority Bond Construction Fund Adjustments

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July 25, 2018

STAFF:

Kirk W Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Janet Burns, Senior Fiscal Administrator
Michael P. Baird, Capital and Fiscal Services

FY 2018 CARRYOVER FUND STATEMENT						
Fund: 30400, Park Authority Bond Construction						
Agency: Park Authority						
	1. FY 2018 Estimate	2. FY 2018 Actual	3. Increase (Decrease) (Col. 2-1)	4. FY 2019 Adopted Budget Plan	5. FY 2019 Revised Budget Plan	6. Increase (Decrease) (Col. 5-4)
Beginning Balance	\$5,351,351	\$5,351,351	\$0	\$0	\$6,977,455	\$6,977,455
Revenue:						
Sale of Bonds ¹	\$121,410,000	\$17,100,000	(\$104,310,000)	\$0	\$104,310,000	\$104,310,000
Bond Premium ¹	\$0	\$2,900,000	\$2,900,000			
Grant Revenue ²	\$2,171	\$110,959	\$108,788			
Total Revenue	\$121,412,171	\$20,110,959	(\$101,301,212)	\$0	\$104,310,000	\$104,310,000
Total Available	\$126,763,522	\$25,462,310	(\$101,301,212)	\$0	\$111,287,455	\$111,287,455
Expenditures:	\$126,763,522	\$18,484,855	(\$108,278,667)	\$0	\$111,287,455	\$111,287,455
Total Disbursements	\$126,763,522	\$18,484,855	(\$108,278,667)	\$0	\$111,287,455	\$111,287,455
Ending Balance ³	\$0	\$6,977,455	\$6,977,455	\$0	(\$0)	(\$0)

¹ The sale of bonds is presented here for planning purposes only. Actual bond sales are based on cash needs in accordance with Board Policy. On November 6, 2012 the voters approved a \$63 million Park Bond Referendum. As part of the January 2018 bond sale, \$17,100,000 was sold from the 2012 Bond, leaving \$16,610,000 in authorized but unissued bonds from this fund. As part of the 2018 bond sale, \$2,900,000 of bond premium was applied to the fund. In addition, on November 8, 2016, the voters approved a Park bond in the amount of \$94.7 million, of which \$87.7 million is appropriated to Fund 30400 and \$7 million is appropriated to Fund 30010. Including prior sales, an amount of \$104.31 million (\$16.61 + \$87.70) remains in authorized but unissued bonds for this fund.

² In order to account for revenues and expenditures in the proper fiscal year, an audit adjustment in the amount of \$2,171.35 has been applied to FY 2018. Additional Grant revenue of \$108,788 was received as part of the Liberty Bell-Pohick SV Trail Grant.

³ Capital Projects are budgeted based on total project cost. Most projects span multiple years, from design to construction completion. Therefore, funding for capital projects is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

**FY 2018 PARK AUTHORITY BOND CONSTRUCTION - Carryover
SUMMARY OF CAPITAL PROJECTS**

Attachment 2

Fund: 30400 Park Authority Bond Construction

FOCUS PROJECT NUMBER	PROJECT NAME	TOTAL PROJECT ESTIMATE	FY 2018 REVISED BUDGET PLAN	FY 2018 ACTUAL EXPENDITURES	FY 2018 REMAINING BALANCE	FY 2019 ADOPTED BUDGET PLAN	FY 2019 REVISED BUDGET PLAN	INCREASE/ DECREASE
PR-000009	Community Park/New Facilities - 2012 Bond	7,285,000	6,818,835	1,035,207	5,783,628	0	5,783,628	0
PR-000091	Existing Facility/Renovation - 2012 Bond	34,276,080	14,715,131	3,423,289	11,291,842	0	14,300,630	3,008,788
PR-000092	Facility Expansion - 2012 Bond	19,483,355	11,358	11,358	0	0	0	0
PR-000010	Grants	2,742,427	2,610	0	2,610	0	2,610	0
PR-000077	Land Acquisition and Open Space - 2016	7,000,000	7,000,000	4,679,932	2,320,068	0	2,320,068	0
PR-000093	Land Acquisition and Stewardship - 2012 Bond	12,915,000	7,003,295	1,686,843	5,316,452	0	5,316,452	0
PR-000076	Natural and Cultural Resource Stewardship - 2016	7,692,000	7,692,000	153,541	7,538,459	0	7,538,459	0
PR-000079	New Park Development - 2016	19,820,000	19,820,000	604,213	19,215,787	0	19,215,787	0
PR-000005	Park and Building Renovation - 2008 Bond	30,711,192	5,252,672	2,486,121	2,766,551	0	2,766,551	0
PR-000016	Park Development - 2008 Bond	18,832,103	3,307,625	1,217,782	2,089,844	0	2,089,844	0
PR-000078	Park Renovations and Upgrades - 2016	53,188,000	53,266,663	2,403,363	50,863,299	0	50,863,299	0
PR-000012	Stewardship - 2008 Bond	11,541,881	1,873,333	783,205	1,090,127	0	1,090,127	0
TOTAL FUND 30400		225,487,038	126,763,522	18,484,855	108,278,667	0	111,287,455	3,008,788

Cell: J14

Comment: Baird, Michael:

Bond Premium of \$2,900,000 from Jan 2018 Sale

Attachment 2

Board Agenda Item
July 25, 2018

ACTION

FY 2018 Carryover Budget Review - Fund 80300, Park Improvement Fund

ISSUE:

Approval of the FY 2018 Carryover Budget Review for Fund 80300, Park Improvement Fund.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the FY 2018 Carryover Budget Review for Fund 80300, Park Improvement Fund.

TIMING:

Board action is requested on July 25, 2018. The submission of the FY 2018 Carryover Review was due to the Department of Management and Budget on July 6, 2018. Final year end figures will be provided to the Park Authority Board on July 25, 2018. Figures represent preliminary balances pending finalization of accruals as of July 23, 2018.

BACKGROUND:

With regard to Fund 80300, Park Improvement Fund, the Park Authority had a remaining balance at the conclusion of FY 2018 in the amount of \$13,579,903. As part of the FY 2018 Carryover, the Park Authority is requesting a transfer in from Fund 80000, Park Revenue and Operating Fund in the amount of \$425,000:

- \$300,000 to PR-000057, General Park Improvements to support:
 - \$75,000 to Director's Emergency Fund for unplanned and emergency repairs not supported by the annual operating budget
 - \$100,000 to support extraordinary expenses in the Revenue and Operating Fund Operations
 - \$25,000 to support staff training
 - \$100,000 to purchase critical capital equipment
- \$100,000 to PR-000101, Revenue Facilities Capital Sinking Fund to support planned, long-term, life-cycle maintenance
- \$25,000 to PR-000084, Park Systems Replacement (Formerly ParkNet) to support future systems replacement cost

FY 2019 expenditures are requested to increase by \$4,751,328 due to receipts of easement fees, donations, park proffers; and the transfer from Fund 80000, Park

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Revenue and Operating Fund. The total FY 2019 Revised Budget appropriation request is \$18,756,231.

FISCAL IMPACT:

The FY 2018 Carryover appropriation request for Fund 80300, Park Improvement Fund is \$18,756,231.

ENCLOSED DOCUMENTS:

Attachment 1: Fund Statement - Fund 80300 Capital Improvement Fund.

Attachment 2: FY 2018 Capital Construction Carryover, Summary of Capital Projects – Fund 80300 Park Capital Improvement Fund.

Attachment 3: FY 2018 Carryover- Fund 80300, Park Capital Improvement Fund Adjustments.

STAFF:

Kirk W. Kincannon, Executive Director

Aimee L. Vosper, Deputy Director/CBD

Sara Baldwin, Deputy Director/COO

Janet Burns, Senior Fiscal Administrator

Michael P. Baird, Capital and Fiscal Services

FUND STATEMENT

Attachment 1

Fund 80300, Park Improvement Fund

	FY 2018 Estimate	FY 2018 Actual	Increase (Decrease) (Col. 2-1)	FY 2019 Adopted Budget Plan	FY 2019 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
Beginning Balance	\$20,416,479	\$20,416,479	\$0	\$2,207,926	\$20,539,156	\$18,331,230
Revenue:						
Interest	\$0	\$188,749	\$188,749	\$0	\$0	\$0
Other Revenue	105,000	4,667,578	4,562,578	0	0	0
Total Revenue	\$105,000	\$4,856,327	\$4,751,327	\$0	\$0	\$0
Transfer In:						
Park Revenue Fund (80000) ¹	\$350,000	\$350,000	\$0	\$0	\$425,000	\$425,000
Total Transfer In	\$350,000	\$350,000	\$0	\$0	\$425,000	\$425,000
Total Available	\$20,871,479	\$25,622,806	\$4,751,327	\$2,207,926	\$20,964,156	\$18,756,230
Total Expenditures	\$18,663,553	\$5,083,650	(\$13,579,903)	\$0	\$18,756,231	\$18,756,231
Total Disbursements	\$18,663,553	\$5,083,650	(\$13,579,903)	\$0	\$18,756,231	\$18,756,231
Ending Balance²	\$2,207,926	\$20,539,156	\$18,331,230	\$2,207,926	\$2,207,925	(\$0)
Lawrence Trust Reserve ³	\$1,507,926	\$1,507,926	\$0	\$1,507,926	\$1,507,926	\$0
Repair and Replacement Reserve ⁴	700,000	700,000	0	700,000	700,000	0
Unreserved Ending Balance	\$0	\$18,331,230	\$18,331,230	\$0	\$0	(\$0)

¹ As part of the FY 2017 Carryover, an amount of \$350,000 was transferred from Fund 80000, Park Revenue and Operating Fund to Fund 80300, Park Improvement Fund. As part of FY 2018 Carryover, an amount of \$425,000 is being transferred in from Fund 80000 to Fund 80300, Park Improvement Fund.

² Capital projects are budgeted based on total project costs. Most projects span multiple years, from design to construction completion. Therefore, funding for capital projects is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

³ This reserve separately accounts for the Ellanor C. Lawrence monies received for maintenance and renovation at this site. In accordance with the FCPA Board, the principal amount of \$1,507,926 received from the donation will remain intact and any interest earned will be used according to the terms of the Trust.

⁴ The Golf Revenue Bond Indenture requires that a security reserve and capital repair reserve be maintained in the Capital Improvement Plan for repairs to park facilities.

FY 2018 PARK IMPROVEMENT FUND- CARRYOVER

SUMMARY OF CAPITAL PROJECTS

FOCUS	FOCUS	PROJECT	TOTAL	FY 2018	FY 2018	FY 2018	FY 2018	FY 2019	FY 2019	
NUMBER	REVENUE	PROJECT NAME	ESTIMATE	BUDGET PLAN	EXPENDITURES	BALANCE	REVENUES	BUDGET PLAN	BUDGET PLAN	INCREASE/DECREASE
2G51-022-000	2G51-022-000	Archaeology Proffers	\$204,732	\$48,452	\$0	\$48,452	\$30,000	\$0	\$78,452	\$30,000
PR-000116-002	PR-000116-001	Burke Lake Park Shelter	\$75,000	\$75,000	\$45,153	\$29,847	\$75,000	\$0	\$29,847	\$0
PR-000114		Catastrophic Events	\$250,000	\$250,000	\$0	\$250,000	\$0	\$0	\$250,000	\$0
PR-000064-001		ClemyJontri Park	\$52,810	\$52,810	\$31,580	\$21,230	\$0	\$0	\$21,230	\$0
PR-000102-001	2G51-031-030	Colvin Run Visitors Center	\$90,000	\$140,000	\$0	\$140,000	\$0	\$0	\$140,000	\$0
PR-000100	2G51-026-015	Countywide Park Improvements	\$149,711	\$13,783	\$0	\$13,783	\$0	\$0	\$13,783	\$0
PR-000026	PR-000026-005	Countywide Trails	\$111,662	\$26,992	\$12,050	\$14,942	\$5,000	\$0	\$19,942	\$5,000
PR-000029	PR-000029-010	Dranesville Districtwide (Pimmit) Tel	\$383,034	\$173,640	\$13,231	\$160,409	\$0	\$0	\$160,409	\$0
PR-000050	PR-000050-003	Dranesville Districtwide (Riverbend) Tel	\$106,990	\$16,013	\$7,754	\$8,258	\$3,003	\$0	\$11,262	\$3,003
PR-000094	PR-000094-006	Dranesville Districtwide (Pimmit Run) Tel	\$244,912	\$101,322	\$18,329	\$82,993	\$72,859	\$0	\$155,852	\$72,859
PR-000112	PR-000112-001	E. C. Lawrence	\$317,503	\$304,688	\$9,930	\$294,758	\$12,815	\$0	\$307,573	\$12,815
PR-000107		Eakin Community Park - Shelter	\$69,795	\$67,841	\$67,841	\$0	\$0	\$0	\$0	\$0
2G51-027-000		Gabrielson Gardens	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0
PR-000057	PR-000057-062	General Park Improvements	\$17,297,280	\$949,853	\$206,330	\$743,523	\$16,349	\$0	\$1,059,872	\$316,349
2G51-026-000	2G51-026-000	Grants	\$893,101	\$45,460	\$15,584	\$29,876	\$12,654	\$0	\$42,530	\$12,654
PR-000104	PR-000104-002	Grants Match	\$250,000	\$237,570	\$0	\$237,570	\$0	\$0	\$237,570	\$0
PR-000071-002	PR-000071-001	Great Falls Nike Rectangular Field #7	\$885,000	\$885,000	\$885,000	\$0	\$30,000	\$0	\$0	\$0
2G51-019-000	2G51-019-000	Historic Artifacts Collections	\$52,382	\$3,666	\$0	\$3,666	\$0	\$0	\$3,666	\$0
PR-000041	PR-000041-003	Hunter Mill Districtwide (Clark's Crossing) Tel	\$180,223	\$70,886	\$26,000	\$44,886	\$24,713	\$0	\$69,599	\$24,713
PR-000049	PR-000049-006	Hunter Mill Districtwide (Frying Pan) Tel	\$582,622	\$100,511	\$40,125	\$60,386	\$41,125	\$0	\$101,511	\$41,125
PR-000051	PR-000051-008	Hunter Mill Districtwide (Stratton) Tel	\$2,828,128	\$390,698	\$80,736	\$309,962	\$141,000	\$0	\$450,962	\$141,000
PR-000073	PR-000073-005	Hunter Mill Districtwide (Stuart) Tel	\$189,957	\$77,924	\$29,703	\$48,221	\$24,659	\$0	\$72,880	\$24,659
PR-000121	PR-000121-001	Larry Graves Park - Synthetic Turf Field	\$130,000	\$0	\$0	\$0	\$130,000		\$130,000	\$130,000
PR-000025	PR-000025-004	Lee District Land Acquisition and Development	\$797,301	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000	\$0
PR-000028	PR-000028-003	Lee Districtwide (Lee District Park) Tel	\$555,436	\$54,380	\$50,000	\$4,380	\$63,931	\$0	\$68,312	\$63,931
PR-000040	PR-000040-014	Lee Districtwide (Byron Avenue) Tel	\$1,026,032	\$347,994	\$169,083	\$178,911	\$137,263	\$0	\$316,174	\$137,263
PR-000088	2G51-031-022	Lewinsville Synthetic Turf Field	\$2,395,619	\$10,687	\$0	\$10,687	\$0	\$0	\$10,687	\$0
PR-000054	PR-000054-007	Mason District Park	\$1,080,226	\$70,185	\$15,097	\$55,088	\$73,086	\$0	\$128,174	\$73,086
PR-000061	PR-000061-019	Mastenbrook Volunteer Grant Program	\$654,961	\$72,217	\$36,462	\$35,755	\$40,462	\$0	\$76,217	\$40,462
PR-000027		Merrilee Park	\$17,139	\$17,139	\$0	\$17,139	\$0	\$0	\$17,139	\$0
PR-000060		Mt. Air Park	\$46,701	\$3,060	\$0	\$3,060	\$0	\$0	\$3,060	\$0
PR-000037	PR-000037-014	Mount Vernon Parks - Districtwide	\$641,361	\$115,906	\$54,091	\$61,814	\$55,605	\$0	\$117,419	\$55,605
PR-000069	PR-000069-004	Mt. Vernon Districtwide (South Run S.V) Tel	\$71,170	\$48,395	\$35,152	\$13,243	\$0	\$0	\$13,243	\$0
PR-000038		Oakton Community Park	\$100,000	\$93,784	\$0	\$93,784	\$0	\$0	\$93,784	\$0
PR-000063	PR-000063-003	Open Space Preservation Fund	\$843,797	\$126,362	\$0	\$126,362	\$34,270	\$0	\$160,632	\$34,270
PR-000113	PR-000113-001/002	Park Authority Management Plans	\$716,263	\$557,642	\$95,681	\$461,961	\$156,377	\$0	\$618,339	\$156,377
2G51-035-000	2G51-035-000	Park Authority Resource Management Plans	\$285,992	\$1,588	\$1,588	\$0	\$0	\$0	\$0	\$0
2G51-018-000	2G51-018-000	Park Easement Administration	\$4,456,166	\$421,956	\$220,578	\$201,378	\$176,961	\$0	\$378,340	\$176,962
PR-000058	PR-000058-128	Park Proffers	\$18,484,040	\$5,729,906	\$1,593,929	\$4,135,977	\$3,248,785	\$0	\$7,384,762	\$3,248,785
PR-000084		Park Systems Replacement	\$3,352,000	\$1,140,558	\$188,832	\$951,726	\$0	\$0	\$976,726	\$25,000
PR-000081	PR-000081-001	Restitution for VDOT Takings	\$95,171	\$95,171	\$28,742	\$66,429	\$0	\$0	\$66,429	\$0
PR-000101	PR-000101-024	Revenue Facilities Capital Sinking Fund	\$3,806,439	\$2,661,859	\$932,700	\$1,729,159	\$175,934	\$0	\$2,005,093	\$275,934
PR-000030	PR-000030-007	Springfield Districtwide (Confed Fort) Tel	\$184,134	\$61,652	\$11,038	\$50,614	\$17,744	\$0	\$68,358	\$17,744
PR-000045	PR-000045-007	Springfield Districtwide (South Run) Tel	\$392,030	\$18,089	\$0	\$18,089	\$16,051	\$0	\$34,141	\$16,051
2G51-010-000	2G51-010-000	Stewardship Education	\$137,314	\$32,589	\$19,611	\$12,979	\$0	\$0	\$12,979	\$0
2G51-024-000		Stewardship Exhibits	\$13,325	\$3,496	\$0	\$3,496	\$0	\$0	\$3,496	\$0
2G51-023-000	2G51-023-000	Stewardship Publications	\$78,516	\$38,820	\$0	\$38,820	\$0	\$0	\$38,820	\$0
PR-000044	PR-000044-005	Sully District Parks - Telecomm - Districtwide	\$160,868	\$42,391	\$25,800	\$16,591	\$0	\$0	\$16,591	\$0
PR-000048	PR-000048-007	Sully Districtwide (Cub Run SV) Tel	\$431,992	\$38,307	\$2,875	\$35,432	\$15,307	\$0	\$50,739	\$15,307
PR-000052	PR-000052-003	Sully Historic Site	\$995,762	\$591,770	\$6,674	\$585,096	\$25,373	\$0	\$610,469	\$25,373
2G51-016-000	2G51-016-000	Telecommunications - Admin Review Fees	\$40,500	\$14,500	\$0	\$14,500	\$0	\$0	\$14,500	\$0
PR-000031		Turner Farm Observatory	\$88,025	\$61,200	\$3,333	\$57,867	\$0	\$0	\$57,867	\$0
PR-000032		Vulcan	\$3,678,055	\$2,155,841	\$101,038	\$2,054,803	\$0	\$0	\$2,054,803	\$0
Total:			\$70,973,178	\$18,663,553	\$5,083,650	\$13,579,903	\$4,856,327	\$0	\$18,756,231	\$5,176,328

Fund 80300, Park Authority Improvement Fund	\$5,176,328
FY 2019 expenditures are recommended to increase by \$18,756,231. This increase is attributable to the carryover of unexpended project balances of \$13,579,903, plus an increase due to receipts of easement fees, donations, park proffers, and telecommunications revenues in the amount of \$4,751,328, and a transfer in of \$425,000 from the Park Revenue and Operating Fund, Fund 80000. The total FY 2018 Revised Budget appropriation request is \$18,756,231. The following adjustments are requested at this time.	

Project Number	Project Name	Increase/ (Decrease)	Comments
2G51-022-000	Archaeology Proffers	\$30,000	Funding of \$30,000 from Columbia Pipeline.
PR-000116-001 PR-000116-002	Burke Lake Park Shelter	\$0	Funding of \$75,000 from Park Foundation was appropriated earlier.
PR-000026 PR-000026-005	Countywide Trails	\$5,000	Increase due to receipt of revenue from the Park Foundation to support Countywide trails.
PR-000050 PR-000050-003	Dranesville Districtwide (Riverbend) Tel	\$3,003	Increase due to receipt of telecommunications leases from Montgomery County for improvements in Dranesville Districtwide.
PR-000094	Dranesville Districtwide (Pimmit Run) Tel	\$72,859	Increase due to receipt of telecommunication leases at Pimmit Run for improvements in Dranesville Districtwide.
PR-000112 PR-000112-001	E. C. Lawrence	\$12,815	Interest earned on Lawrence Trust.
PR-000057	General Park Improvements	\$316,349	This project serves as the planned funding source for short-term maintenance projects. In addition, it serves as the funding source for emergency situations where funding cannot be supported through the Revenue and Operating Fund budget. <ul style="list-style-type: none"> • \$16,349 for Insurance Reimbursement for salt dome. • <u>Transfer from Fund 80000:</u> • \$25,000 for Training • \$75,000 Director's Emergency Fund • \$100,000 Capital Equipment • \$100,000 Facility Improvements
2G51-026-000	Grants	\$12,654	Increase due to Grant from FINA to support Green Springs.
PR-000041 PR-000041-003	Hunter Mill Districtwide (Clark Cross) Tel	\$24,713	Increase due to receipt of telecommunications leases at Clark's Crossing for improvements in Hunter Mill Districtwide.
PR-000049 PR-000049-006	Hunter Mill Districtwide (Frying Pan) Tel	\$41,125	Increase due to receipt of telecommunications leases at Frying Pan for improvements in Hunter Mill Districtwide.
PR-000051 PR-000051-008	Hunter Mill Districtwide (Stratton) Tel	\$141,000	Increase due to receipt of telecommunications leases at Stratton Woods Park for improvements in Hunter Mill Districtwide
PR-000073 PR-000073-005	Hunter Mill Districtwide (Stuart) Tel	\$24,659	Increase due to receipt of telecommunications leases at Stuart Road Park for improvements Hunter Mill Districtwide.
PR-000121	Larry Graves Park-Synthetic Turf Field	\$130,000	Funding received from the City of Falls Church to convert field at Larry Graves Park to synthetic turf.

PR-000028 PR-000028-003	Lee Districtwide (Lee District Park) Tel	\$63,931	Increase due to receipt of telecommunication leases at Lee District Park, for improvements Lee Districtwide.
PR-000040 PR-000040-014	Lee Districtwide (Byron Avenue) Tel	\$137,263	Increase due to receipt of telecommunications leases at Byron Avenue for improvements in Lee Districtwide.
PR-000054 PR-000054-007	Mason District Park	\$73,086	Increase due to receipt of telecommunications leases at Mason District Park.
PR-000061 PR-000061-019	Mastenbrook Volunteer Grant Program	\$40,462	Increase due to receipt of revenue from groups with approved Mastenbrook Grants. Includes: <ul style="list-style-type: none"> • \$35,462 from Pizzano Foundation • \$4,000 Lee District Family Park • \$1,000 Huntley Meadows
PR-000037 PR-000037-014	Mount Vernon Parks – Districtwide Tel	\$55,605	Increase due to receipt of telecommunication leases at Mount Vernon Parks Districtwide.
PR-000063 PR-000063-003	Open Space Preservation Fund	\$34,270	Increase due to receipt of funds for the preservation of Open Space, used for land acquisition.
PR-000113 PR-000113-001-002	Park Authority Management Plans	\$156,377	20% of revenue from telecom to support Natural and Cultural Projects. \$78,188 to Natural and \$78,189 to Cultural.
2G51-018-000	Park Easement Administration	\$176,962	Increase due to receipt of easement revenues.
PR-000058 PR-000058-128	Park Proffers	\$3,248,785	Increase due to receipt of Proffer funds to improve/enhance parks throughout the County.
PR-000084	Park Systems Replacement	\$25,000	Transfer of \$25,000 from Fund 80000 to support future system replacement cost.
PR-000101 PR-000101-024	Revenue Facilities Capital Sinking Fund	\$275,934	Increase necessary to establish a project that will provide support for planned, long-term, life-cycle maintenance of revenue facilities in conjunction with the objectives of the Infrastructure Finance Committee's recommendations. As the Park Authority's revenue facilities age, the maintenance and reinvestment in the facilities is a priority. The current preliminary annual funding amount for maintenance is estimated to be \$4.1 million. Parks staff is currently undergoing a Needs Assessment and Total Cost of Facility Ownership initiative to fine tune these estimates and gather facility condition data which will also be available to help with the prioritization of the necessary repairs. FY 2018 Carryover funding is coming via: <ul style="list-style-type: none"> • \$175,934 pooled interest • \$100,000 Transfer from Fund 80000
PR-000030 PR-000030-007	Springfield Districtwide (Confed Fort) Tel	\$17,744	Increase due to receipt of telecommunication leases at Confederate Fortifications for improvements in Springfield Districtwide.

PR-000045 PR-000045-007	Springfield Districtwide (So Run) Tel	\$16,051	Increase due to receipt of telecommunications leases at South Run Park for improvements in Springfield Districtwide.
PR-000048 PR-000048-007	Sully Districtwide (Cub Run SV) Tel	\$15,307	Increase due to receipt of telecommunications leases at Cub Run SV for improvements in Sully Districtwide.
PR-000052 PR-000052-003	Sully Historic Site	\$25,373	Increase due to receipt of revenue from the Sully Foundation.
	Total	\$5,176,328	