

Board Agenda Item  
February 28, 2007

**ACTION - 1**

Approval – Conceptual Approval of McLean Youth Soccer Association's Proposal to Develop Artificial Turf Fields Within Parks (Dranesville District)

ISSUE:

Approval in concept of converting existing athletic fields to artificial turf as proposed by the McLean Youth Soccer Association.

RECOMMENDATION:

The Park Authority Director recommends conceptual approval of the conversion of existing athletic fields to artificial turf as proposed by the McLean Youth Soccer Association (MYS). Second, it is recommended that the Park Authority Board authorize staff to develop for the Board's consideration a "Development Agreement" with MYS, as well as a Joint Agreement with the Department of Community and Recreation Services and MYS for the scheduling, use and maintenance of the converted fields. Third, it is recommended that staff be directed to return to the Board at the appropriate time for the integration of these projects into the Park Authority's Work Plan.

BACKGROUND:

In a December 4, 2006, letter (Attachment 1) to Park Authority Board member Kevin Fay, MYS proposed to convert various Park Authority athletic fields to artificial turf. MYS has requested authorization to convert three Park Authority fields in Phase I of this project to artificial turf fields at the following locations:

- Spring Hill Park Fields #2 and #3
- Linway Terrace

A meeting was held on January 25, 2007 with MYS to discuss the requirements and processes that would be used to guide this request to its intended goal. These requirements and processes, outlined in Attachment 2, would be used as the basis for the "Development Agreement".

Primary points contained in Attachment 2 include:

- The Park Authority would be responsible for managing the projects according to the Virginia Public Procurement Regulations.
- The projects would have to be integrated into the Planning and Development Division's Work Plan, as approved by the Park Authority Board.

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- The proposed field conversion projects would not be initiated or placed on the Work Plan until funding is made available by MYS.
- MYS would be responsible for all costs associated with the projects.
- MYS ~~has the option~~ **shall be required** to pay for an additional project manager that would be hired by the Park Authority, and whose hourly salary would be reimbursed by MYS based on the time devoted to the proposed projects.

In addition, a Joint Agreement between the Department of Community and Recreation Services and MYS would need to be developed for each Park field to establish the terms for scheduling, use and maintenance of the converted fields. This agreement would be similar to the agreements the Board recently approved for fields at Mason, Wakefield and Lewinsville Parks.

Staff will return both agreements to the Board for their consideration and approval at a future date prior to the initiation of the proposed projects.

***Staff has reviewed the proposal against criteria outlined in Policy 109, Athletic Field Development Agreements. Generally speaking, this proposal follows those requirements, with the exception of the length of the agreement and use of the facilities (last two sections of Policy 109). These two sections have been superseded by the Joint Agreement between the Department of Community and Recreation Services and MYS for scheduling, use, and maintenance of the fields.***

If the Board approves in concept MYS' proposal to convert the existing athletic fields to artificial turf, staff will return to the Board at the appropriate time for the integration of these projects into the Park Authority's Work Plan.

FISCAL IMPACT:

Staff time will be necessary to develop the appropriate agreements. All costs associated with engineering, construction, and project management will be the responsibility of MYS.

ENCLOSED DOCUMENT:

Attachment 1: December 4, 2006, letter from Lance Hackett to Kevin Fay  
Attachment 2: Approach to McLean Youth Soccer (MYS) Proposal to Install Artificial Turf Fields

STAFF:

Michael A. Kane, Director  
Timothy K. White, Chief Operating Officer



McLean Youth Soccer Association  
P.O. Box 724  
McLean, VA 22102

December 4, 2006

Mr. Kevin J. Fay  
Fairfax County Park Authority Board  
Dranesville Representative

**Re: Synthetic Turf Fields in McLean**

Dear Kevin:

McLean Youth Soccer (MYS) has for many years attempted to improve the quality of our grass fields through a comprehensive maintenance and restoration program. With the exception of the MYS Field, which has been frequently rested and resurfaced, we have lost the battle. The combination of untimely droughts, soil compaction due to over usage, lack of irrigation, and unauthorized play after storms has resulted in our fields being in unsafe and unplayable condition. I do not exaggerate to say it is an embarrassment to our club and county when teams from outside the county come to play on our fields. They are in dreadful condition.

This situation has placed a high demand for time on Lewinsville Park #2 as the only surface that is consistently available where children can learn to play the game correctly. However, it is our only all-weather surface, and its scarcity is causing discord in the club as few players have the opportunity to use the field. The contrast between training or playing on Lewinsville Park #2 or the MYS Field and any other field is severe. It causes resentment among those who do not enjoy that opportunity.

MYS has decided that the money we spend on maintaining and restoring our grass fields would be better spent installing and maintaining synthetic turf fields. While we appreciate the efforts of the county to have partnerships and co-invest in maintenance with private organizations through the Adopt a Field or Friends of the Field programs, and we will continue to abide by our contractual requirements for the remainder of their terms, we would like to change the focus of our investments to synthetic turf. Our members have made it very clear that they want a more concerted effort by the club to provide better playing surfaces. We have therefore concluded that as a densely populated community with high traffic on its athletic fields that we must act and convert our surfaces to synthetic turf.

This solution has resonated in the community. On September 6, 2006 the McLean Citizens Association passed a resolution endorsing the conversion to synthetic fields as a means of preserving passive park land, getting better utilization from existing athletic fields, and providing greater safety for children. In our meetings with the MCA's Environmental, Parks and Recreation Committee, we have discussed their concerns regarding maintenance and environmental issues. We have committed to engage the MCA and all requisite HOAs throughout the process and to cooperate on any legitimate concerns that are raised. The process

will be open and transparent to all interested homeowners in McLean. We are proactively addressing all issues.

We hope to accomplish our goals in three phases over the period 2007-2009. We are prepared to provide the majority of the funding and only seek from the county what is our fair share from bond referendums, proffers, and athletic funds. We have assembled a team of talented and dedicated people who are prepared to work with the county to see that these conversions are done correctly and with minimal impact on the community and other Fairfax County initiatives. We are prepared to carry the bulk of the workload and financial burden. We would like this to be a model of public-private enterprise and cooperation to solve a critical need within the county – the shortage and quality of athletic fields. We are prepared to create the template for other communities who wish to address this issue.

Our immediate request is for the FCPA's support in Phase 1 of the project. We seek authorization to convert three FCPA fields on two sites to turf – Spring Hill Park Fields #2 and #3 and Linway Terrace. We feel all three of these fields are ideal sites, which have long, established histories as soccer fields in McLean. We do NOT seek to install lights on any of these fields. We simply ask to convert these dismal, unplayable fields to synthetic turf so our children have the opportunity to enjoy and learn the game on a safe, quality surface.

The desired timing for this project is to install the two Spring Hill Park fields and the Linway Terrace field in 2007. We are also seeking permits on the Police Field for synthetic turf and lights for a fall installation. This field is under the Board of Supervisors' jurisdiction. It is an ideal site for lights because it is insulated from the immediate neighbors.

To date, we have undertaken numerous activities to plan this project and to establish "buy-in" from the multiple constituencies who are critical to its success. On the project planning side, we have interviewed and received proposal from three Fairfax-based engineering firms, and have selected Burgess and Niple, an established partner of the FCPA which has been and continues to be involved in several synthetic turf fields, to provide the civil engineering work on the three sites (four fields) and a lighting design for the Police Field. On the governmental side, we have met with Joan DuBois and her office, the Fairfax County Soccer Counsel, and several FCPA personnel. With your approval, we intend to contact the local FCPA managers for these two sites to inform them of our plans, to learn of any issues or obstacles, and to request their support.

On the community side, we have had several discussions with the leadership of the MCA and Lewinsville Coalition and we have calendared meetings with relevant Homeowner's Associations. We are meeting with the neighbors of the Police Field on December 7 at the McLean Government Center to inform them of our plans, answer questions, and solicit comment. We plan to schedule meetings with the neighbors in immediate proximity to the other fields once we have received FCPA approval to go ahead with the civil engineering work.

To pay for the project, we undertook a detailed review of the MYS budget, which resulted in better reporting, reduced expenses, the elimination of discretionary spending, and the increase in our seasonal fees by \$10. Fund raising activities have begun and we are seeking bank loans to supplement our internal sources and money available from the county. We will soon have cash on hand to fully pay for one field, and we are confident that we will be able to raise funds to pay for the other fields before construction.

The MYS Board and membership are fully in support of the project. Each of the other rectangular field sports have been invited to join the effort and lacrosse has shown a strong, immediate interest in working with us. We expect the football, rugby and field hockey to join at a time suitable to their priorities. A task force of 9 members of MYS has been formed to fulfill the

*Synthetic Turf Fields in McLean*  
*December 4, 2006*

various duties of the project. We have been in discussions with 5 suppliers of synthetic turf fields and several organizations which have installed fields to gain the requisite knowledge and experience. We are committed to being a responsible partner to the county agencies involved as well as being responsive to our community's broader interests.

At this time, we need the green light from the FCPA to begin the engineering work at Spring Hill Park and Linway Terrace. We can save considerable money by doing the engineering on all three sites (including the Police Field) at the same time. We would like to get started as soon as possible.

I thank you for your attention to our project and, in particular, this request. I look forward to speaking with you after the next FCPA Planning meeting on December 6.

Sincerely,

Lance Hackett  
Director Field Development  
McLean Youth Soccer Association

cc: Michael Kane  
Tim White

## **Approach to McLean Youth Soccer (MYS) Proposal to Install Synthetic Turf Fields**

The following process and conditions will be used to guide the McLean Youth Soccer, (MYS), request to convert existing Fairfax County Park Authority athletic fields to synthetic turf. With an understanding and acceptance by MYS of the process and conditions, the Park Authority Board will consider conceptual approval of the conversion of its current fields, so that MYS fund raising efforts can proceed and the Park Authority can prepare to manage the projects. With conceptual approval, MYS and the Park Authority will then sign a letter of agreement whereby the Park Authority will accept a donation by MYS for the conversion of the specified fields, given the terms identified within the following points.

- MYS needs to prioritize the location of the fields to be converted and the desired time frame for construction.
- The MYS projects will need to be integrated into the Park Authority's work plan. Total funding for the projects must be secured by MYS and received by the Park Authority, prior to considering changes/additions to the work plan. Portions of the prioritized projects could be integrated into the Work Plan on a field by field basis. The Work Plan is adjusted on a quarterly basis. In order to be included in the next consideration, funding will need to be received by March 29, 2007.
- Per the applicable procurement regulations, the Park Authority must be responsible for administering all professional design contracts and construction services contracts for capital improvements constructed on Park Authority land. By law, the Park Authority cannot bid or enter into any design or construction contract until the projects are funded. The design could proceed without fully funding the construction, as long as the design work is fully funded. The Park Authority would expect a representative from MYS to be a Project Team member for the development of the fields.
- The integration of the projects into the Work Plan will consider the current projects in the Work Plan and is effected by the available staffing. Under the current Work Plan's projected workload, there is no capacity to absorb the proposed field conversions, without removing current Park Authority projects from the Work Plan. The schedule can be accelerated if MYS would be in favor of funding a staff position that would be dedicated to their projects. If acceptable, a payment schedule would have to be developed. The total cost would be approximately 100 K. This would also eliminate the 6% administrative costs typically charged to capital projects.
- The newly converted fields will need to be built to Park Authority standards and will become the property of the Park Authority, upon completion.

- The Park Authority and MYS will need to enter into a Memorandum of Understanding similar to that for Lewinsville Park field #2. That agreement provides the maximum benefits that can be applied to this partnership.
- The project team will need to determine the use of the advertised competitive bidding process (various synthetic turf vendors) or use of Open End Contract (AEPA). This decision will effect project scheduling. It is the Park Authority's understanding that MYS prefers the utilization of an AEPA open end contract. However, the project team should consider the following:

**Typical Project Timeline Using AEPA Open End Contract: 11-12 Months**

From: Project Initiation  
 Design Development to Schematic Plan  
 PAB Scope Approval  
 Permitting Phase  
 Proposal/Contract Award Phase  
Thru: Construction Phase (90-120 CD's)

**Typical Project Timeline Using Competitive Bid Process: 15 -16 Months**

From: Project Initiation  
 Design Development to Schematic Plan  
 PAB Scope Approval  
 Permitting Phase  
 Bidding/Contract Award Phase  
 PAB Contract Award  
 BOS Contract Award  
Thru: Construction Phase (90-120 CD's)

**PROCESS**

- Complete 100% Design
- Submit Minor Site Plan to OSDS for permitting
- Issue RFP on AEPA Open-End Contract or initiate competitive bid process
- Receive, review proposals/bids
- Permit Plan approved
- Contract Award Phase
- Contract Award Approval by PAB and BOS
- Construction Phase (Consider 90 – 120 days)

**ACTION - 2**

Scope Approval – Schneider Branch Stream Crossing and Trail (Sully District)

ISSUE:

Approval of the project scope to design and build a pedestrian bridge across Schneider Branch and a connecting trail from the end of the Cub Run Stream Valley trail near Cub Run RECenter to the existing trail on the north side of Schneider Branch near the old Cub Run sewer treatment plant.

RECOMMENDATION:

The Park Authority Director recommends approval of the project scope to design and build a pedestrian bridge across Schneider Branch and a connecting trail from the end of the Cub Run Stream Valley trail near Cub Run RECenter to the existing trail near the old Cub Run sewer treatment plant.

TIMING:

Board action is requested on February 28, 2007, to maintain the project schedule.

BACKGROUND:

The 2004 Park Bond Program includes a Capital Improvement Project in the Cub Run Stream Valley to build a bridge across Schneider Branch and a connecting trail from the end of the Cub Run Stream Valley trail near Cub Run RECenter to the existing trail on the north side of Schneider Branch near the old Cub Run sewer treatment plant. This trail is included on the countywide trail plan.

The scope of work for this project includes:

- Design and construction of 1200 linear feet of 8' wide asphalt trail
- Purchase and installation of a 55' long, steel frame wood decking prefabricated bridge across Schneider Branch

The scope cost estimate indicates that \$440,000 is needed to build this trail and bridge (Attachment 2).

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FISCAL IMPACT:

Based on the scope cost estimate, funding in the amount of \$440,000 is necessary for this project. Funding is ~~currently available~~ **will be available based on the approval of the FY 2007 Third Quarter Review** in the amount of \$440,000 in Project 474604 **474606**, Trails and Streams, in Fund 370, Park Authority Bond Construction, for this project.

ENCLOSED DOCUMENTS:

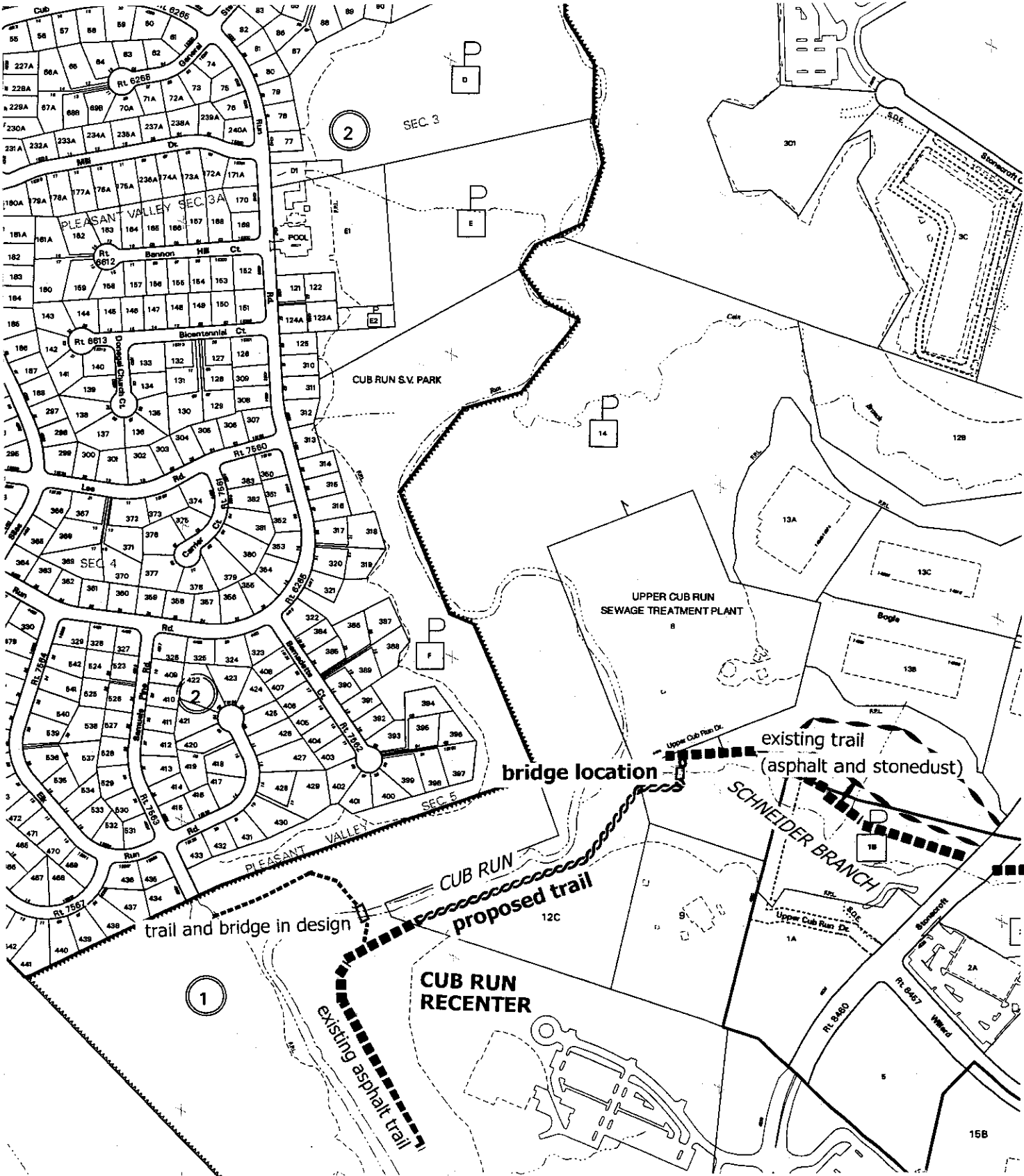
Attachment 1: Map of Schneider Branch Stream Crossing and Trail  
Attachment 2: Scope Cost Estimate – Schneider Branch Stream Crossing and Trail  
Attachment 3: Development Project Fact Sheet – Schneider Branch Stream Crossing and Trail

STAFF:

Michael A. Kane, Director  
Timothy K. White, Chief Operating Officer  
Charlie Bittenbring, Acting Director, Planning and Development Division  
Kirk Holley, Manager, Special Projects Branch  
Liz Cronauer, Trail Program Manager  
Jenny Pate, Trail Coordinator

MAP

Schneider Branch Stream Crossing and Trail



**COST ESTIMATE****Schneider Branch Stream Crossing and Trail**

Mobilization and site preparation	\$ 9,000
1200 linear feet, 8' wide asphalt trail	\$152,000
55' pedestrian steel frame bridge – 10' wide	\$ 98,000
Contractor costs	\$ <u>53,000</u>
<b>Subtotal</b>	<b>\$312,000</b>
10% Construction Contingency	\$ 32,000
Outside design costs	\$ 72,000
6% Administration	\$ <u>24,000</u>
<b>Total Project Estimate</b>	<b>\$ 440,000</b>

**DEVELOPMENT PROJECT FACT SHEET**

**Schneider Branch Stream Crossing and Trail**

**DISTRICT:** Sully  
**PARK:** Cub Run Stream Valley  
**PARK CLASSIFICATION:** Stream Valley  
**PROJECT NAME:** Schneider Branch Stream Crossing and Trail

**Project Scope:**

- Prepare design and construction documents
- Construct 1200 linear feet 8' wide asphalt trail
- Purchase and install 55' steel frame pedestrian bridge

**Project Funding:**

- Scope Cost Estimate: \$440,000
- Funding Source: Funding is ~~currently available~~ **will be available based on the approval of the FY 2007 Third Quarter Review** in the amount of \$440,000 in Project 4746046, Trails and Streams, Fund 370, Park Authority Bond Construction

**Project Timeline:**

<u>Phase</u>	<u>Planned Completion</u>
Scope	1 <sup>st</sup> Qtr 2007
Design	3 <sup>rd</sup> Qtr 2007
Construction	1 <sup>st</sup> Qtr 2008

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### **ACTION - 3**

#### Approval of Fee Adjustments

##### RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board:

- 1) approve all proposed fee adjustments as advertised with the exception of the indoor swimming pool base rates;
- 2) direct staff to apply the existing rental rates and long-term contract discounts with a 3.1% CPI increase for the next contract term;
- 3) direct staff to work with the swim team community on an equitable long-term restructuring of indoor swimming pool rental rates that is workable for the teams and meets the financial needs of the Park Authority, as presented to and reviewed by the Administration, Management, and Budget Committee on February 21, 2007.

### **ACTION - 4**

#### Mastenbrook Volunteer Matching Fund Grant Program (Sully District)

##### RECOMMENDATION:

The Park Authority Director recommends the approval of the Mastenbrook Volunteer Matching Fund Grant Program request from the Southwestern Youth Association (SYA) in the amount of \$10,000 for lighting the two 60' diamond fields at Lincoln-Lewis-Vannoy, as presented to and reviewed by the Planning and Development Committee on February 21, 2007.

### **ACTION - 5**

#### Scope Approval - Athletic Field Lighting and Synthetic Turf Installation at Lake Fairfax Park (Hunter Mill District)

##### RECOMMENDATION:

The Park Authority Director recommends approval of the project scope to design and install athletic field lighting and synthetic turf for Field #1 and Field #4 at Lake Fairfax Park, as presented to and reviewed by the Planning and Development Committee on February 21, 2007.

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**ACTION - 6**

Scope Approval - Hutchison School Site Phase II Development (Dranesville District)

RECOMMENDATION:

The Park Authority Director recommends approval of the project scope for developing phase II of the Hutchison School Site to include a lighted rectangular synthetic turf field with amenities, and all required support facilities, as presented to and reviewed by the Planning and Development Committee on February 21, 2007.

**ACTION - 7**

Reallocation of Project Funds to Complete Renovation of the Existing Astronomical Observatory at the Turner Farm Park (Dranesville District)

RECOMMENDATION:

The Park Authority Director recommends the reallocation of funds in the amount of \$100,000 from Project 474104, Athletic Fields (Wolf Trap Fire Station Project), to Project 474104, Athletic Fields, Detail 802, Turner Farm Observatory, both within Fund 370 Park Authority Bond Construction, to complete renovation of the existing astronomical observatory building at The Turner Farm, as presented to and reviewed by the Planning and Development Committee on February 21, 2007.

**ACTION - 8**

Contract Award - Audrey Moore RECenter Improvements (Braddock District)

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to Welch & Rushe Inc. of Upper Marlboro, Maryland in the amount of \$719,000 for the construction of maintenance improvements to the heating, ventilation and air conditioning (HVAC) system and related roof work at Audrey Moore RECenter. In addition, the Director recommends reserving \$107,850 or fifteen percent (15%) of the contract award for construction contingency, \$43,140 or six percent (6%) of the contract award for administrative costs, and \$28,760 for other project related costs, as presented to and reviewed by the Planning and Development Committee on February 21, 2007.

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**ACTION - 9**

Approval – Fort Willard Historic Site Master Plan (Mount Vernon District)

RECOMMENDATION:

The Park Authority Director recommends approval of the Fort Willard Historic Site Master Plan, as presented to and reviewed by the Planning and Development Committee on February 21, 2007.

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## **DISCUSSION - 1**

### Update to Cash Proffer Formula

#### ISSUE:

In March 2006, the Board of Supervisors asked for a review of the methods used by developers to mitigate impacts to parks. Using Comprehensive Plan policy guidance, the Park Authority asks developers to proffer funds to reduce growth impacts on parks. The recommended monetary contribution requested is \$265 per resident (or an average of \$721 per dwelling unit). This amount was last updated by the Park Authority in 2003 and does not accurately reflect the impacts of development on parks.

#### BACKGROUND:

In 2002, the Park Authority Board was asked to consider a cash proffer system that would offset the cost impacts of park and recreation public improvements required to maintain service levels. The recommended cash proffer amount of \$1,193 per person would have been equivalent to the benefit realized by the Park Authority through the proffer negotiation process at that time. Believing that a greater benefit could be realized through continued proffer negotiations with developers and that there was a limited tolerance for the proposed contribution increase from \$213 to \$1,193 per person, the Park Authority chose not to participate in the cash proffer system. Additionally, it was recommended that the issue be reviewed following the completion of the Needs Assessment that was underway at the time.

Currently, the Park Authority requests cash contributions of \$265 per new resident on all residential rezoning applications and land dedications and park facility construction, where appropriate and supported by the Comprehensive Plan. More recently, cash contributions have also been requested on large non-residential applications. The suggested residential cash contribution request is derived through a formula that takes into account:

- the cost to develop nine benchmark recreational facilities typical in local-serving public parks (multi-use courts, tennis courts, volleyball courts, picnic areas, playgrounds, 60-foot diamond fields, 65-foot diamond fields, 90-foot diamond fields, and rectangular fields);
- the Park Authority's countywide service level standards for the benchmark facilities (e.g. 1 rectangular field for every 2,700 residents); and
- actual service levels based on countywide population and facility inventory (e.g. only 61% of need for rectangle fields is met through public fields).

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The formula should be updated for several reasons:

- the formula does not accurately reflect the per capita cost of providing new parks;
- average construction costs have increased by 30% in the last four years;
- the formula does not take into account land acquisition costs;
- the formula does not take into account the cost to develop popular and needed facilities such as trails, nature centers, and recreation centers; and
- as the County's rate of population growth exceeds the rate of new recreational facility construction, actual service levels are declining.

An updated formula should do the following:

- include land acquisition costs;
- reflect present-day actual construction costs for 12 benchmark local-serving facilities (multi-use courts, tennis courts, volleyball courts, picnic areas, playgrounds, 60-foot diamond fields, 65-foot diamond fields, 90-foot diamond fields, rectangular fields, trails, nature centers, and recreation centers);
- provide debt service credit to offset the amount of future taxes paid by new residents that will be contributed to long term debt service;
- be an amount that is tolerable to policy makers and the development community; and
- possibly allow for offsets for developable land dedications and/or publicly accessible park facilities provided.

Staff has evaluated several alternative methods for offsetting park impacts. These include the cash proffer formula used by the Fairfax County Public Schools as well as the systems in place to offset public facility impacts in both Prince William and Fauquier Counties. A comparison of these methods to the Park Authority's current cash proffer formula will be presented at the Planning and Development Committee meeting for the Board's consideration. Several proposed alternative new formulas will also be presented.

TIMING:

The Park Authority will meet with the Planning Commission's Parks Committee on March 15, 2007, to discuss this and other related matters.

FISCAL IMPACT:

If the suggested monetary contribution amount per new resident is increased, it could result in additional funds proffered to the Park Authority to develop new parks and facilities.

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ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Chief Operating Officer

Charles Bittenbring, Acting Director, Planning and Development Division

Sandy Stallman, Manager, Park Planning Branch

Andi Dorlester, Senior Park Planner, Park Planning Branch

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## **DISCUSSION - 2**

### Update on Comprehensive Plan Area Plan Update (with presentation)

#### ISSUE:

The Park and Recreation recommendations in the County Comprehensive Plan Area Plans date to 1992. The County Planning Commission currently has on its work plan a project to update the park recommendations in the Area Plans. The Area Plans contain site specific park inventories and recommendations that need to be updated to reflect changes in park policy, classifications, land holdings, park facilities, and recreation needs and trends.

#### BACKGROUND:

In January 2007, staff briefed the Park Authority Board on a general outline of how the Comprehensive Plan updates could be made, as well as additional benefits which could come from updating the Comprehensive Plan. This included a recommendation for the creation of "Regional Long Range Park Development Plans" (Regional Park Plans).

Development of regional park plans would be an opportunity to examine parks systemically in specific regions of the county and involve the public in determining how the park system in their region should be integrated. In addition, Regional Park Plans would be a Park Authority product developed with public review and input from cross-agency staff, Board members and other stakeholders.

Following the Board's direction, staff has determined that the Regional Park Plans should be organized by the Planning Districts contained in the Fairfax County Comprehensive Plan. This would create fourteen Regional Park Plans which when compiled, would serve as a new Park Authority Comprehensive Park Plan.

Development of these Regional Park Plans is proposed to occur in three general phases. The first phase would include the development for each region of an Existing Conditions Report and stakeholder and issue identification. The second phase would include public outreach, creation of recommendations for future development opportunities and identification of the park networks in each region. The final phase would include a public hearing process and adoption by the Park Authority Board. Amendments of the County Comprehensive Plan would follow according to a process prescribed by the Planning Commission.

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Staff will present a proposed timeline for the phased development of Regional Park Plans (Attachment 1) and a description of the proposed elements to be contained within the Existing Condition Reports (Attachment 2).

Staff will also outline elements of public outreach and involvement and seek the Board's input and direction on the proposed outreach elements (Attachment 3).

TIMING:

Development of existing condition reports and designing the public process will occur throughout 2007. Public involvement and development of Regional Park Plans would occur throughout 2008 and 2009 and would be staggered by region.

FISCAL IMPACT:

Plans will be developed by current staff. No expected fiscal impacts would result from these recommendations.

ENCLOSED DOCUMENTS:

Attachment 1: Proposed Regional Plan Timeline  
Attachment 2: Existing Conditions Report Outline  
Attachment 3: Key Elements of Public Outreach

STAFF:

Michael A. Kane, Director  
Timothy K. White, Chief Operating Officer  
Charles Bittenbring, Acting Director, Planning and Development Division  
Cindy Messinger, Director, Resource Management Division  
Sandy Stallman, Manager, Park Planning Branch  
Scott Sizer, Planner, Park Planning Branch

## **Regional Park Plan Timeline**

Regional Long Range Park Development Plans (Regional Park Plans) are proposed to be organized by the Planning Districts contained in the Fairfax County Comprehensive Plan. This would create fourteen Regional Park Plans, which when compiled, would serve as a new Park Authority Comprehensive Park Plan.

These Regional Plans are proposed to be developed in three general phases containing the following elements:

### **Phase I (Feb, 2007 – November, 2007)**

- Develop Park Authority internal coordination structure
- Development of Existing Conditions Report for each region
- Stakeholder identification
- Preliminary issue identification and analysis
- Begin to identify recommendations and/or Comprehensive Plan modifications

### **Phase II (November, 2007 – July, 2009)**

- Public Outreach (staggered outreach with 3-5 regions occurring concurrently)
- Develop recommendations for Regional Park Plans
- Draft Regional Park Plans

### **Phase III (November, 2008 – November, 2009)**

- Public hearing process
- Park Authority Board approval, including recommendations
- Planning Commission Comprehensive Plan Amendment Process

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### Existing Conditions Report Outline

A key component of the proposed “Regional Long Range Park Development Plans” is creating an Existing Conditions Report for each region. An Existing Conditions Report traditionally is a compilation of data and information that is developed to serve as a foundation to be used in a planning process. An Existing Conditions Report is proposed to be shared with the public prior to public outreach and used as the foundation for understanding, and planning, parks in a regional context.

The elements of the proposed Existing Conditions Report are in the early stages of being developed for each region. Proposed elements include:

- Existing parks
- Existing adopted master plans
- Existing built facilities and master planned facilities
- Needs Assessment countywide demand information
- Regional demographics
- Facility service levels
- Bond approved projects
- Natural resources
- Cultural resources
- Land cover information on existing parkland
- Existing and planned trail network
- Existing and planned transportation network, including public transportation
- Other open space and recreation providers in the region
- Key external changes that may impact parks such as growth projections, planned land use changes, etc.

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## Key Elements of Public Outreach

Public involvement will be of critical importance in the development of Regional Long Range Park Development Plans (Regional Plans). A significant investment of resources is proposed to be spent on working with residents and stakeholder groups within each region. Park Authority Board direction as to the extent and methods of public involvement is requested.

Public involvement in the Regional Plans is critical in order to utilize Regional Plans as the basis for making changes to the County Comprehensive Plan. The Planning Commission involves the public in Comprehensive Plan amendments. This process will include a public hearing process.

In addition, staff proposes to utilize non-traditional outreach activities, proposing to partner with Community Connections staff, in order to reach out to user groups who traditionally have not participated in planning activities with the Park Authority. A significant presence on the Park Authority website is expected to aide in disseminating and collecting information.

Key proposed meetings for the Park Authority Regional Plans would include:

1. Public information meeting to present Existing Conditions Report and gain input from community.
2. Additional meetings with stakeholders.
3. Public hearing on draft regional plan recommendations.
4. Regional Plan adoption by Park Authority Board.

The specific process by which the Comprehensive Plan will be updated is currently being discussed with the Department of Planning and Zoning and will be a topic of discussion between the Park Authority Board and Parks Committee of the Planning Commission on March 15, 2007. Key proposed meetings for the Area Plan Amendment public meetings are expected to include:

1. Public hearing by Planning Commission.
2. Public hearing by Board of Supervisors.

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**PRESENTATION - 1**

Fairfax County Park Foundation Transfer of Funds to Fairfax County Park Authority

The Foundation will present their annual distribution of funds to the Park Authority based upon their fundraising efforts over the past twelve months.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Chief Operating Officer

Robert J. Brennan, Executive Director, Park Foundation

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## **INFORMATION - 1**

### Fairfax County Park Foundation Audited Financial Statements

The Foundation completed its annual financial audit for the period from July 1, 2005, through June 30, 2006, with a favorable opinion from the auditors, Berry Group, Certified Public Accountants.

#### ENCLOSED DOCUMENTS:

Attachment 1: Financial Report, June 30, 2006, prepared by Berry Group,  
Certified Public Accountants

#### STAFF:

Michael A. Kane, Director

Timothy K. White, Chief Operating Officer

Robert J. Brennan, Executive Director, Park Foundation

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**The Fairfax County Park Foundation, Inc.**

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Financial Statements

June 30, 2006 and 2005

# The Fairfax County Park Foundation, Inc.

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BERRY GROUP, CPA'S  
CERTIFIED PUBLIC ACCOUNTANTS  
3131 MOUNT VERNON AVENUE  
ALEXANDRIA, VIRGINIA 22305

## Independent Auditor's Report

Board of Directors  
**The Fairfax County Park Foundation, Inc.**  
Fairfax, VA

We have audited the accompanying Statements of Financial Position of **The Fairfax County Park Foundation, Inc. (the Foundation)** as of June 30, 2006 and 2005 and the related Statements of Activities and Changes in Net Assets, and Cash Flows for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **The Fairfax County Park Foundation, Inc.** as of June 30, 2006 and 2005 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Berry Group, CPA's*

Alexandria, Virginia  
August 30, 2006

# The Fairfax County Park Foundation, Inc.

## Statement of Financial Position

<i>June 30,</i>	2006	2005
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	70,508	\$ 59,293
Pledges receivable, current portion	20,114	61,300
<b>Total current assets</b>	<b>90,622</b>	<b>120,593</b>
<b>Other assets</b>		
Cash available for temporarily restricted projects	250,346	80,633
Pledges receivable, non-current portion	24,832	72,215
<b>Total other assets</b>	<b>275,178</b>	<b>152,848</b>
<b>Total assets</b>	<b>365,800</b>	<b>\$ 273,441</b>
 <b>Liabilities and Net Assets</b>		
<b>Net assets</b>		
Unrestricted	62,962	\$ 59,293
Temporarily restricted	302,838	214,148
<b>Total net assets</b>	<b>365,800</b>	<b>273,441</b>
<b>Total liabilities and net assets</b>	<b>365,800</b>	<b>\$ 273,441</b>

See Notes to Financial Statements.

# The Fairfax County Park Foundation, Inc.

## Statement of Activities and Changes in Net Assets

<i>Year Ended June 30,</i>	2006	2005
<b>Unrestricted net assets</b>		
Support and revenue		
Gifts, donations, and contributions	\$ 35,816	\$ 30,808
Donated services and support	162,445	171,907
Net assets released from restrictions:		
Satisfaction of project restrictions	224,322	198,149
Satisfaction of time restrictions	4,000	-
<b>Total support and revenue</b>	<b>426,583</b>	<b>400,864</b>
<b>Expenses</b>		
Program Services		
Grants	213,450	195,222
Project expenses	10,872	6,427
<b>Total program services</b>	<b>224,322</b>	<b>201,649</b>
Supporting services		
<i>Management and general</i>		
Personnel salaries & benefits	137,279	134,701
Office expense	27,001	21,706
Annual report printing	8,230	12,583
Printing and reproduction	-	2,000
Website expense	4,526	2,356
Advertising	-	1,118
Legal and professional fees	4,400	850
Software	698	698
Licenses & permits	-	425
Total management and general	182,134	176,437
<i>Fundraising</i>		
Direct mailing expense	14,258	-
Supplies	2,200	-
Total fundraising expense	16,458	-
<b>Total supporting services</b>	<b>198,592</b>	<b>176,437</b>
<b>Total expenses</b>	<b>422,914</b>	<b>378,086</b>
<b>Change in unrestricted net assets</b>	<b>3,669</b>	<b>22,778</b>
<b>Temporarily restricted net assets</b>		
Gifts, donations, and contributions	317,012	122,119
Net assets released from restrictions	(228,322)	(198,149)
<b>Change in temporarily restricted net assets</b>	<b>88,690</b>	<b>(76,030)</b>
<b>Changes in net assets</b>	<b>92,359</b>	<b>(53,252)</b>
<b>Net assets, beginning of year</b>	<b>273,441</b>	<b>326,693</b>
<b>Net assets, end of year</b>	<b>\$ 365,800</b>	<b>\$ 273,441</b>

See Notes to Financial Statements.

# The Fairfax County Park Foundation, Inc.

## Statement of Cash Flows

<i>Year Ended June 30,</i>	2006	2005
<b>Cash flows from operating activities</b>		
Change in net assets	92,359	\$ (53,252)
<b>Adjustments to reconcile change in net assets to net cash provided by operating activities</b>		
(Increase) decrease in:		
Pledges receivable, current portion	41,186	(7,792)
Pledges receivable, non-current portion	47,383	63,149
<b>Net cash provided by operating activities</b>	<b>180,928</b>	<b>2,105</b>
<b>Cash flows from investing activities</b>		
Cash available for temporarily restricted projects	(169,713)	(104)
<b>Net cash (used in) investing activities</b>	<b>(169,713)</b>	<b>(104)</b>
<b>Net increase in cash and cash equivalents</b>	<b>11,215</b>	<b>2,001</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>\$ 59,293</b>	<b>57,292</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 70,508</b>	<b>\$ 59,293</b>

See Notes to Financial Statements.

# The Fairfax County Park Foundation, Inc.

## Notes to Financial Statements

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### 1. Organization and significant accounting policies

**Organization: The Fairfax County Park Foundation, Inc. (the Foundation)** was founded in 2001 in Fairfax, Virginia. The mission of the Foundation is to raise private donations and to create innovative partnerships between organizations, individuals and corporate neighbors in order to support parks and open space in the Fairfax County community where needs surpass public resources; and to strengthen the connection and commitment of corporate and individual neighbors to their parks.

The Foundation's vision is to be a sustainable, non-profit organization inspiring philanthropy and a passion for parks in Fairfax County so that individuals, organizations and corporate leaders see the value of bridging the gap between identified needs and available public funds for parks and open space in the Fairfax County community.

**Basis of presentation:** Under the Standards of Accounting for Not-for-Profit Organizations, net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Foundation and changes therein are classified and reported as follows:

Unrestricted net assets - net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - net assets subject to donor-imposed stipulations that will be met either by actions of the Foundation and/or the passage of time.

The Foundation recognizes all unconditional contributed support in the period in which the commitment is made. When a donor restriction expires (i.e., when a stipulated time restriction ends or purpose restriction is accomplished) temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction. Donor contributions that are temporarily restricted are reported as unrestricted support if the restrictions are met in the same accounting period in which the contribution was originally pledged.

**Income taxes:** The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and is classified as an organization which is not a private foundation.

**Cash and cash equivalents:** For purposes of the statement of cash flows, the Foundation considers all highly liquid debt instruments purchased with an original maturity date of three months or less to be cash equivalents. The Foundation may at times maintain cash balances that exceed federally insured limits. The Foundation does not believe that this results in any significant credit risk.

# The Fairfax County Park Foundation, Inc.

## Notes to Financial Statements

**1. Organization and significant accounting policies (continued)**

**Pledges receivable:** Pledges receivable are carried at the face value of the contributions pledged less an estimate made for doubtful pledges receivable based on a periodic review. Management determines the allowance for doubtful accounts by identifying troubled accounts, and by using the historical experience applied to an aging of the accounts. Pledges receivable are written off when deemed uncollectible.

**Management estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumption that affect 1) the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements; and 2) the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Functional presentation:** The direct costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities. Salaries, benefits and other administrative costs have not been allocated among the programs benefited.

**Reclassifications:** Certain 2005 amounts have been reclassified for comparative purposes.

**2. Pledges receivable**

As of June 30, 2006 and 2005, pledges receivable consisted of:

	2006	2005
Clemyjontri Park pledges	\$ 51,501	\$ 136,515
Foundation pledges	8,000	12,000
<b>Total</b>	<b>59,501</b>	<b>148,515</b>
Less: Allowance for uncollectible pledges	(14,554)	(15,000)
<b>Total</b>	<b>\$ 44,946</b>	<b>\$ 133,515</b>
Less: Pledges receivable, current portion	20,114	61,300
Pledges receivable, non-current portion	<b>\$ 24,832</b>	<b>\$ 72,215</b>

## The Fairfax County Park Foundation, Inc.

### Notes to Financial Statements

- 3. Donated services and support**      The Foundation receives in-kind support from the Fairfax County Park Authority (FCPA), a local government institution. Such support includes payment of personnel salaries and benefits, free rent and utilities, and reimbursement for office expenses. During 2006 and 2005, the FCPA paid on behalf of the Foundation \$147,445 and \$141,407, respectively, for salaries and benefits and office expenses. The FCPA also provided free rent and utilities estimated at \$15,000 for 2006 and 2005. Additionally, during 2005, the Foundation received \$15,500 in-kind support from other organizations and individuals. The in-kind support received has been included in support and revenue and in expenses under the supporting services in the Statement of Activities.
- 4. Related Parties**      The Foundation is related to the Fairfax County Park Authority (FCPA) through common support. The Foundation's fundraising efforts are directed towards granting funding to support the parks and open space under the management of the FCPA. During 2006 and 2005, the Foundation made grants of \$213,450 and \$190,000, respectively, to the FCPA, and the expense is included under program services in the Statement of Activities.
- 5. Temporarily restricted net assets**      Temporarily restricted net assets include donor restricted funds which are available for various purposes. As of June 30, 2006, and 2005 temporarily restricted net assets are available for the following activities:

Purpose	2006	2005
Open Space	\$ 168,538	\$ 18,211
Clemyjontri Park	36,812	125,400
Trailfest	27,282	5,000
Observatory	10,025	-
Fort Willard	10,000	-
Riverbend	10,000	6,399
Bright Futures	16,962	24,381
Foundation – Board Pledges	8,000	12,000
Adapted Aquatics	4,550	5,205
Reston Skate Park	2,872	6,399
Adapted Aquatics Clemyjontri	2,830	10,678
911 Memorial Garden	975	375
Laurel Hill Equestrian	939	-
Handley Memorial	935	-
Centreville Dogs	885	-
Trail Fund	550	5,000
Banks Memorial	470	-
Big Kids Swings	199	-
Wristbands	14	5,499
Falstaff	-	1,000
<b>Total</b>	<b>\$ 302,838</b>	<b>\$ 214,148</b>

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Board Agenda Item  
February 28, 2007

**INFORMATION - 2**

Quarterly Status Report

Presented to and reviewed by the Planning and Development Committee on  
February 21, 2007.

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