FAIRFAX COUNTY PARK AUTHORITY

M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk Kincannon, Director

FROM: Todd Johnson, Director
Park Operations Division

DATE: February 6, 2014

Agenda

Park Operations Committee
Wednesday, February 12, 2014 – 5:15 p.m.
Boardroom – Herrity Building
Chairman: Edward R. Batten, Sr.
Vice Chair: Anthony J. Vellucci
Members: Linwood Gorham, Faisal Khan

1. Poplar Ford Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Northern Virginia Radio Control, Inc. – Action*
2. Updating Mastenbrook Volunteer Matching Fund Grant Program Criteria – Action*
3. Department of Justice ADA Audit of Fairfax County Update (with presentation) – Information*

*Enclosures

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Board Agenda Item
February 26, 2014

ACTION

Poplar Ford Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Northern Virginia Radio Control, Inc. (Sully District)

ISSUE:
Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Northern Virginia Radio Control, Inc. in the amount of $5,000 to improve existing vehicular access to the radio control model aircraft flying field at Poplar Ford Park.

RECOMMENDATION:
The Park Authority Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from Northern Virginia Radio Control, Inc. in the amount of $5,000 to improve existing vehicular access to the radio control model aircraft flying field at Poplar Ford Park.

TIMING:
Board action is requested on February 26, 2014, in order to award the grant.

BACKGROUND:
In July 2010, the Park Authority approved a Memorandum of Agreement (MOA) with Northern Virginia Radio Control, Inc. (NVRC) to cooperatively operate a public radio control model aircraft flying field at Poplar Ford Park. This partnership was extended for another seven years through the signing of a new MOA in 2013. As part of their agreement with the Park Authority, NVRC provides regular maintenance of the flying field to include site rolling, fertilizing and seeding as well as regularly mowing of the site. NVRC also provides flight training and safety education to new flyers, as well as all site management for flying activities on behalf of the Park Authority including monitoring of gate access and egress during authorized dates and times.

Vehicular access to the use area is via a part gravel and part natural surface path approximately ½ mile from the park entrance on Bull Run Post Office Road (Attachment 1). Due to increased use and deteriorating conditions, additional stone stabilization of the natural surface portions of the roadway are needed to make the route more functional and usable after inclement weather. NVRC has collected $5,000 in donations from the club membership for the purpose of improving the more deteriorated and poorly draining portions of the roadway. If approved, the $5,000 contribution from

NVRC, along with $5,000 from the Mastenbrook Volunteer Matching Fund Grants Program, will provide the funds sufficient to improve 100 feet of natural surface roadway.

The Park Authority Board Member for the Sully District supports approval of the grant request. Staff from the Park Operations Division will manage the project and work will be completed this spring.

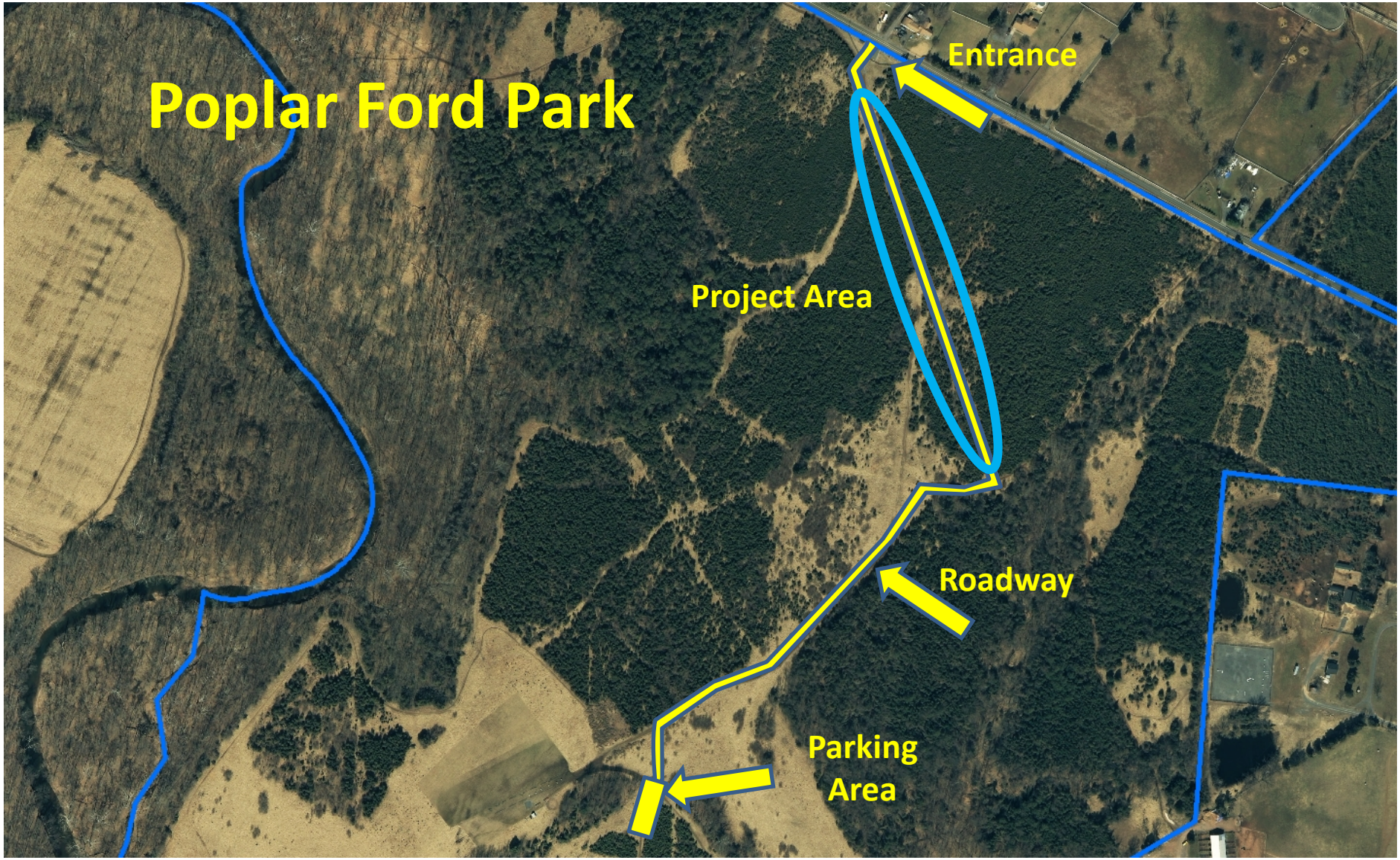
FISCAL IMPACT:
The estimated total project cost is $10,000. Funds are currently available in the amount of $5,000 in WBS PR-000016, Park Development, in Fund 300-C30400 (370), Park Authority Bond Construction; and $5,000 from the Northern Virginia Radio Control, Inc., resulting in the total available funding of $10,000.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be $212,231.23.

ENCLOSED DOCUMENTS:
Attachment 1: Aerial Showing Grant Project Area at Poplar Ford Park
Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request – Northern Virginia Radio Control, Inc.

STAFF:
Kirk W. Kincannon, Director
Cindy Messinger, Deputy Director/CFO
Sara Baldwin, Deputy Director/COO
Todd Johnson, Director, Park Operations Division
Dan Sutherland, Manager, Park Management Branch, Park Operations Division
Michael P. Baird, Manager, Capital and Fiscal Services
Kevin Williams, Manager, Area 5 Management, Park Operations Division

Attachment 1



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Mastenbrook Volunteer Matching Fund Grants Program Application Form

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

1. **Grantee Information**

Name of Individual or Organization: NORTHERN VA RADIO CONTROL

Contact Person: MARK FRANKE NVRC

Mailing Address: 13422 BLACK GUM CT

Phone: (703) 963-0773 CHANTILLY, VA 20151

Fax: ( )

Email: MFRANKE@COX.NET

2. **Project**

Title: POPLAR FORD PATH IMPROVEMENT

3. **Funding Requested**

Amount $ 5,000

(Applicant may request up to a maximum of $10,000 per project. Limited to one approved project per fiscal year.)

4. **Project Description**

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

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5. **Public Benefits**

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

6. **Sponsor Commitment**

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

7. **Proposed Budget**

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

The Park Authority prefers to reimburse grantees after the work is completed. However, please note that projects that were begun or completed prior to Park Authority approval are ineligible for funding.

✓ We understand payment by the Park Authority will occur after we complete the project.

____ We must have the Park Authority grant funds prior to beginning the project.

Signature

10/9/13

Date

4. The Northern Virginia Radio Control (NVRC) has a Memorandum of Agreement (MOA) with the Park Authority to maintain and operate a public site to fly radio controlled model aircraft at Poplar Ford Park. The flying site is located approximately ½ mile from the Bull Run Post Office Road entrance to the park. Access to the flying site is via an existing natural surface tractor path. Phase I improvements to create the flying site the Park Authority made some minimal improvements to the existing tractor path to make it passable for vehicles which creates accessibility to the site. The nature of the improvements was temporary as the agreement between NVRC and the PA was an interim use agreement pending staff evaluation of the activity. In June 2013 the Park Authority Board approved a long term agreement with a 5 year term for this use, with extensions allowed. Access via the tractor path is seasonally very soft and muddy. Improvements to further stabilize the route with crushed stone would make the route the easier to use more often during the year and reduce damage to the soil from vehicle wheel rutting. The project involves placement of stone to mitigate wet and muddy locations. FCPA will provide services to grade and install the stone . NVRC will donate $5,000 for the work. This is similar to the work by FCPA to stabilize sections of the access route in 2009 and conforms with restrictive easement conditions associated with the Park Authority's use of the CELCP grant .

5. The project is important as it will provide more year-round accessibility for this activity as was intended by the Park Authority Board when the permanent agreement was approved in 2010. Poplar Ford is the only public facility for radio controlled model aircraft flying in Fairfax County. It is estimated that there may be more than 2,000 informal participants in this hobby in Fairfax County. Evidence of the value of a permanent facility is shown with an increase in NVRCC

membership of 230% to about 200 members since the original agreement was signed with the Park Authority. There is a diverse user group with a notable range of ages from 10 years to 90+. This activity is suitable for participants with various forms of physical disabilities allowing participants to be active and outdoors even if mobility limited. NVRC has an active education program with the aeronautics program at Westfield High School. This program involves teaching several classes of students each semester both building and flying radio controlled aircraft. NVRC also supports education programs at the Udvar Hazy Air and Space Museum. The club also actively supports the robotics programs at Chantilly HS and West Potomac HS.

Amazingly, a club member age 13 from Rocky Run MS qualified at the Junior member of the US International Model Aerobatics team this year. That team won first place in World Championships in South Africa in August this year.

6. NVRC is the named partner in the Memorandum of Agreement (MOA) with the Park Authority. As such, NVRC has responsibility for managing flying activities at the site and for field maintenance. These services are provided without change to the Park Authority or the participants. At The Poplar Ford Park NVRC has mowed, rolled and over seeded the flying field seasonally, maintained flight preparation boxes, sign kiosks, sign-in tables, and similar for use of all participants and managed all safety requirements at the property in accordance with American Modeling Association standards. NVRC has installed a solar charger for electric flight vehicles. The club NVRC will be the responsible party overseeing the improvements with the concurrence of Park Authority Staff. NVRC will provide continuing maintenance of the flying field area in accordance with the MOA.

7. NVRC requests a matching Mastenbrook grant of $5,000 to match the $5,000 the club will provide for the project. NVRC pledged a donation of $5,000 to the Park Authority for flying field improvements at the time the permanent MOA was signed in 2013. Park Authority staff met with NVRC members to determine the specific nature of the recommended work. The project budget is $10,000, based upon Park Authority staff estimate. Funding for the budgeted costs include $5,000 from NVRC and $5,000 from the Mastenbrook Grant. Park Authority staff will manage the work after donation of funds by NVRC and approval of the grant.

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Board Agenda Item
February 26, 2014

ACTION

Updating Mastenbrook Volunteer Matching Fund Grant Program Criteria

ISSUE:
Updating the Mastenbrook Volunteer Matching Fund Grant Program criteria.

RECOMMENDATION:
The Park Authority Director recommends updating the Mastenbrook Volunteer Matching Fund Grant Program Criteria.

TIMING:
Board action is requested on February 26, 2014.

BACKGROUND:
The Mastenbrook Volunteer Matching Fund Grant Program (Mastenbrook Grant Program) was established by the Fairfax County Park Authority in May of 1999. Providing a matching grant fund program for volunteer projects was first suggested by John Mastenbrook during the development of the 1998 Park Bond Program. Mr. Mastenbrook, a long-time park advocate, served on the Fairfax County Park Authority Board for 21 years. His vision was to establish a source of funds to match volunteer funds or in-kind services in an effort to encourage public/private ventures to improve county parks. In honor of his role in the development of this program, it was named in his honor. Since 1998 there have been 120 Mastenbrook Grant Program projects or over $900K in approved grants leveraging a total of $6.5 million in park improvements demonstrating the success of this partnership program.

At the time the Mastenbrook Grant Program was established, the Park Authority approved a set of Project Review Criteria for the review and approval of these grants (Attachment 1).

At the June 26, 2013, Park Operations Committee meeting, the Springfield District Board Member asked why individuals or organizations cannot submit more than one grant project per year as long as the combined grant funding amount awarded doesn't exceed the annual limit. Staff was unable to determine why that criteria was originally defined that way, but felt it was appropriate for further discussion with the Board to see if there is a desire to change it.

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At the Park Operations Committee meeting held on November 6, 2013, the members of the Committee discussed the criteria and were supportive of increasing the maximum amount of the potential match from $10,000 to $15,000 per fiscal year, and also allowing more than one grant request per fiscal year as long as the combined amounts of approved grant funding does not exceed the $15,000 maximum.

As a result of this discussion and staff's comprehensive review of the Mastenbrook criteria, staff is recommending the following changes (Attachment 2):

1. To increase the maximum amount of the match from $10,000 to $15,000 per fiscal year. The program was established in 1999 and has never been adjusted for inflation. Increasing the amount of the potential matching amount may increase the number of applicants.

2. To change the guidelines to allow for more than one project in a fiscal year, but to limit the combined amounts of grant funding awarded to no more than the $15,000 annual limit per fiscal year.

ENCLOSED DOCUMENTS:
Attachment 1: Mastenbrook Volunteer Matching Fund Grant Program Guidelines
Attachment 2: Revised Mastenbrook Volunteer Matching Fund Grant Program Guidelines

STAFF:
Kirk W. Kincannon, Director
Cindy Messinger, Deputy Director/CFO
Sara Baldwin, Deputy Director/COO
Todd Johnson, Director, Park Operations Division
David Bowden, Director, Planning and Development Division
Dan Sutherland, Manager, Park Management Branch, Park Operations Division
Michael P. Baird, Manager, Capital and Fiscal Services

FAIRFAX COUNTY PARK AUTHORITY
MASTENBROOK VOLUNTEER MATCHING FUND GRANT PROGRAM

WHO:	**Fairfax County Park Authority** **12055 Government Center Parkway, Suite 927** **Fairfax, Virginia 22035-1118** ***Contact*: Park Operations** **703-324-8591**
WHAT:	This program allows individuals or groups to request capital development funds to match volunteer group resources for projects to improve Fairfax County Park Authority parks and park facilities. The goal is to assist volunteers in improving county parks by matching their funds/in-kind services.
WHEN:	Applications for grant funds will be accepted at any time and will end when the funds are exhausted. Funding comes from the Park Bond Program, approved by county citizens through referendum in November 1998. **Note:** Projects that were begun or completed prior to receiving Park Authority approval are not eligible for Mastenbrook Volunteer Matching Fund Grant Program funds.
WHERE:	Projects *must take place* in a Fairfax County Park Authority park or facility
WHY:	This matching grant fund program for volunteer projects was first suggested by John Mastenbrook during the development of the 1998 Park Bond Program. Mr. Mastenbrook, a longtime park advocate, served on the Park Authority Board for 21 years. His vision was to establish a source of funds to match volunteer funds or in-kind services in an effort to encourage public/private ventures that improved county parks.

HOW:

Park Authority staff will review each project and make recommendations to the Park Authority Board, which will make the final decision on funding. Projects will be reviewed using the following criteria:

1. Proposals *will be accepted anytime* and ending when the funds are exhausted.
2. Proposals *will receive* a response within 60 days of receipt. In situations where a park master plan modification is required, projects *may* be approved contingent upon final approval of the master plan.
3. Proposed projects *must address* Park Authority service needs.
4. Completed park improvement projects *must be* available to the general public.
5. Proposed project scopes and designs *must meet* all Park Authority standards and code requirements.
6. Project proposals *must demonstrate* which and how many citizens will benefit from the proposed project.
7. Matching funds *should not* exceed 50% of the total project costs.
8. The volunteer match *may be* in the form of in-kind services and/or cash.
9. The Park Authority match *will be* primarily for materials costs.
10. The target *maximum amount* of grant funding is $10,000 per project.
11. Each individual or organization *is limited* to one approved project per fiscal year.
12. The Park Authority Board *must* approve all projects.
13. An approved project must have all funding in place six months from the date of Park Authority approval, otherwise the project is cancelled and cannot be resubmitted until all funding is in place.
14. Proposals that have not received Park Authority approval within twelve (12) months of receipt of the application will be evaluated for viability.

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FAIRFAX COUNTY PARK AUTHORITY
MASTENBROOK VOLUNTEER MATCHING FUND GRANT PROGRAM

WHO: **Fairfax County Park Authority**
12055 Government Center Parkway, Suite 927
Fairfax, Virginia 22035-1118
***Contact*: Park Operations**
703-324-8591

WHAT: This program allows individuals or groups to request capital development funds to match volunteer group resources for projects to improve Fairfax County Park Authority parks and park facilities. The goal is to assist volunteers in improving county parks by matching their funds/in-kind services.

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7. Matching funds *should not* exceed 50% of the total project costs.
8. The volunteer match *may be* in the form of in-kind services and/or cash.
9. The Park Authority match *will be* primarily for materials costs.
10. The target *maximum amount* of grant funding is ~~$10,000~~ $15,000 per project.
11. Each individual or organization ~~*is limited* to one~~ may be approved for more than one project per fiscal year, as long as the combined amounts of the approved grant funding does not exceed $15,000.
12. The Park Authority Board *must* approve all projects.
13. An approved project must have all funding in place six months from the date of Park Authority approval, otherwise the project is cancelled and cannot be resubmitted until all funding is in place.
14. Proposals that have not received Park Authority approval within twelve (12) months of receipt of the application will be evaluated for viability.

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INFORMATION (with presentation)

Department of Justice ADA Audit of Fairfax County Update

In May 2007 the U.S. Department of Justice (DOJ) conducted an audit of the Fairfax County Government for compliance with the Americans with Disabilities Act (ADA). The audit encompassed all aspects of accessibility from the parking lot to the accessible route into a building as well as the facility itself and its accessible amenities, directional signage, and informational notices regarding whom to contact for reasonable accommodations. This is part of a national effort to bring localities into compliance with ADA and a part of Project Civic Access – a wide ranging effort to ensure that counties, cities, towns, and villages comply with the ADA by eliminating physical and communication barriers that prevent people with disabilities from participating fully in community life. As a part of the audit, the Department of Justice identified approximately 100 countywide facilities to be visited which included 18 Park Authority sites. Additionally, staff has performed self-assessments on 62 Park Authority sites.

Staff will provide an update on the work of the project team to include number and type of infractions, corrective actions, and project management.

FISCAL IMPACT:
The total fiscal impact from FY 2010 through FY 2017 is estimated to be over $13M of which approximately $6.4M is unfunded. The majority of the project funding comes from the General Fund County Construction Fund; however, Park Bonds will provide funding for the Burke Lake Golf Club House and Park Authority's Capital Improvement Fund 80300 funded FY 2014 ADA Project in the amount of $1,085,000 as a result of the recommendation made by the Board of Supervisors auditor in 2013.

ENCLOSED DOCUMENTS:
None

STAFF:
Kirk Kincannon, Director
Cindy Messinger, Deputy Director/CFO
Sara Baldwin, Deputy Director/COO
David Bowden, Director, Planning and Development Division
Todd Johnson, Director Park Operations Division
Barbara Nugent, Director, Park Services Division

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Cindy Walsh, Director, Resource Management Division
Michael P. Baird, Manager, Capital and Fiscal Services