

Board Agenda Item
March 11, 2015

ADMINISTRATIVE – 1

Adoption of Minutes – February 25, 2015, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the February 25, 2015, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the February 25, 2015, Park Authority Board meeting.

TIMING:

Board action is requested on March 25, 2015.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the February 25, 2015, Park Authority Board meeting

STAFF:

Kirk W. Kincannon, Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Barbara J. Gorski, Administrative Assistant

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**Fairfax County Park Authority
Board Meeting
February 25, 2015**

The Vice Chairman called the meeting to order at 7:32 p.m. at 12055 Government Center Parkway, Room 941, Fairfax, Virginia.

Board Members:

William G. Bouie, Chairman
Ken Quincy, Vice Chair
Kala Leggett Quintana, Secretary
Harold L. Strickland, Treasurer
Edward R. Batten, Sr.
Mary Cortina
Linwood Gorham
Faisal Khan
Michael Thompson, Jr.
Frank S. Vajda
Anthony J. Vellucci*
Grace Han Wolf

Staff Present:

Kirk Kincannon, Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Barbara Gorski
Judy Pedersen, PIO
Deborah Babcock-Daley
Barbara Nugent
Todd Johnson
Cindy Walsh
Roberta Longworth
Brian Williams
John Zeigler

Absent*

Guests: Charlie Reagle

PUBLIC COMMENT: Speaker: Frank Pollack Topic: Burke Lake Park PPEA

Chairman Bouie welcomed Boy Scouts from Troop 1853 in Springfield.

ADMINISTRATIVE ITEM

ADMIN-1 Resolution Honoring Charlie Reagle upon His Retirement from the Park Authority
Ms. Quintana made a motion to approve the resolution honoring Mr. Charlie Reagle upon his retirement from the Park Authority; seconded by Mr. Thompson. The motion carried; Mr. Vellucci was absent.

Mr. Bouie noted that in lieu of a retirement party, Mr. Reagle suggested that the moneys should be donated to the Park Foundation.

ADMIN-2 Adoption of Minutes, February 11, 2015, Park Authority Board Meeting
Mr. Batten made a motion to approve the minutes of the February 11, 2015, Park Authority Board meeting; seconded by Ms. Cortina. The motion carried; Mr. Vellucci was absent.

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ACTION ITEMS**A-1 Acceptance of Sully Highlands Park Restroom/Shelter Facility Donation and Scope Approval for Building Fit-out (Sully District)**

Mr. Strickland made a motion to accept a donation for design and construction of a combination restroom/picnic shelter/concession area building at Sully Highlands Park and to approve the scope approval for fit-out of the building; seconded by Mr. Quincy. The motion carried; Mr. Vellucci was absent.

A-2 Approval – Administrative Amendment to South Run District Park Master Plan (Springfield District)

Mr. Thompson made a motion to approve the administrative amendment to the South Run District Park Master Plan; seconded by Mr. Batten. The motion carried; Mr. Vellucci was absent.

INFORMATION ITEMS**I-1 Small Cell Technology Telecommunication Equipment Installations**

No action was necessary.

I-2 Quarterly Project Status Report

No action was necessary.

CHAIRMAN'S MATTERS:

- Mr. Bouie asked the Board members to put together their packages for communicating with citizens and others as we head into the budget season. The Board would like as many qualified citizens to speak before the Board of Supervisors to tell of their appreciation for parks. He also encouraged the Board to speak with their Supervisors.
- Mr. Bouie noted the good news Parks received related to the Bond. The Bond schedule for 2016 is \$87.7M and in 2020 it is \$88M. Both are contributions to the Park Authority and do not include the contribution to NOVA Parks.
- Supervisor Hudgins is holding her Hunter Mill District Annual Meeting on Saturday, February 28, at Frying Pan Farm Park. Mr. Bouie will be there representing Hunter Mill and the Park Authority. He extended an invitation to anyone that is interested in attending.

DIRECTOR'S MATTERS:

- Mr. Kincannon introduced Ms. Aimee Vosper, Deputy Director/Chief of Business Development. He had the pleasure of working with Aimee in Alexandria, followed her career when she went to the Northern Virginia Regional Commission, and stayed in touch. They have some great ideas and look forward to pulling a strong team together with Parks'

awesome staff looking for new lines of business, looking for efficiencies, corporate sponsorships for the Foundation, and developing other avenues of revenue to support the agency.

- Mr. Kincannon recalled that he had sent the Board some information on February 3 regarding the History commission's educational event pertaining to a Resident Curator Program in Fairfax County. Peter Morrill, Curator Program Manager with the Maryland Department of Natural Resources will be there to discuss the Maryland Resident-Curatorship Program, and will be presenting on the development of Maryland's program, its operations plan, and their specific process that potential curatorship applicants follow. Mr. Morrill will also be speaking about Maryland's structured process with parameters for establishing and running their program to include how they select their properties and their curators. The event will take place on March 4. Mr. Kincannon indicated that he would send out another note on February 26.
- Mr. Kincannon reported that the Ruthanne Lodato Scholarship fund for the Arts has served more one dozen children thus far at programs throughout the county. Piano lessons were selected by each of the children. A note from the Park Foundation was sent to each family making them aware of this special gift. Parks would like to thank the Park Foundation for their support of the project.

BOARD MATTERS:

- Mr. Khan reported that he had a wonderful meeting with the after school specialist. He thanked Mr. Quincy for his assistance. Schools are planning an open house in mid-March and will be sending out information regarding the event once all the details have been fine tuned. Outside of cricket there are a number of great opportunities for kids. Mr. Khan is hoping Parks can work with Schools to do some good things for kids.
- Mr. Gorham had nothing to present.
- Mr. Batten thanked Mr. Reagle for his generosity in forgoing a party to encourage folks to contribute to the Park Foundation.

Addressing the scouts, Mr. Batten stated that the Park Foundation is an exceptional organization that does a great deal to provide the Park Authority and the members of the Fairfax County community and the Washington metropolitan area with additional funds that enable Parks to keep up the programs it has and establish new ones, and to provide the kind of facilities on an ongoing basis that Parks is able to do. By Mr. Reagle forgoing a party to in effect make a contribution to enriching and enhancing what we have and what we hope to have for you and your families and friends, that's a real biggie with him. He thanked Mr. Reagle and asked the Board to acknowledge that.

Mr. Batten thanked Mr. Kincannon for providing budget information to the Lee District Budget Advisory Council. The group continues to provide information to Supervisor McKay which is then passed on to the Board of Supervisors regarding the budget and its impact and the recommendations and suggestions it hopes will make things better using what we have and obtaining additional resources.

The Jennings Toyota field dedication at Loisdale Park was postponed due to the snow; it will be rescheduled sometime in the spring.

- Ms. Cortina thanked Mr. Reagle. She has grown up in the Park Authority as an end user of the Park Authority for many years, and is the beneficiary of the work he has done. She walks around Burke Lake all the time, and has seen the eagle, has been out on the lake fishing. Burke Lake is where her family goes for any kind of occasion. They visit many other Fairfax County parks as well as Lake Accotink. These are the places that Mr. Reagle has improved. She hasn't always known the people behind those places which are special to her.
- Mr. Quincy welcomed Ms. Vosper.
- Ms. Quintana also welcomed Ms. Vosper.
- Mr. Strickland announced that Dan Sutherland will receive the Tom Davis Meritorious Service Award at the NOVA Football Hall of Fame on March 8. This award is bestowed on individuals that have selflessly given their time and energy to support the youth of Fairfax County Youth Football League. This is recognition that is well- deserved.

Mr. Strickland, Kirk Kincannon, and staff will meet with the Sully District Council on February 26. This is an annual informational meeting that covers what's going on in parks in Sully, Parks' future plans for Sully, briefing on the budget reductions, and the CIP bond schedule. This group in the past has been a great supporter of Parks. Mr. Strickland wants to be sure that they receive the right information and that Parks gets its message out.

Mr. Strickland was pleased to see the reemergence of the Executive Report, which contains some great information. He has missed it and it has great use.

Mr. Strickland also welcomed Ms. Vosper and stated that he looks forward to working with her.

- Mr. Thompson thanked Mr. Reagle for all he has done. Having grown up here Mr. Thompson has watched a lot of the changes and he doesn't remember a time when ParkNet wasn't around. He appreciates all the work that has gone into all the changes made over time.

Mr. Thompson stated that he is looking forward to working with Ms. Vosper.

He thanked staff for being helpful and answering the question as best as they possibly could and were allowed to regarding the PPEA for the development of the driving range at Burke Lake. He appreciates staff taking the time to come out to talk with folks and responding to their inquiries via email.

He encouraged the Lake Braddock Cross Country coach to be involved in moving forward with some of the different plans to make sure all the concerns of the cross country programs are expressed and taken care of.

He and Mr. Bowden need to get together to talk about Rolling Valley West Park to make sure they can bring it to the community as soon as possible.

- Ms. Wolf welcomed Ms. Vosper.

She invited everyone to attend the opening of Great Falls Grange on Saturday, March 7 at 10 a.m., which is now ADA compliant.

Ms. Wolf reported that she sits on the Board of Directors of the Arts Council for Fairfax, which is undergoing its strategic planning process for the next five years. One of the things it is evaluating is to add as a strategic planning initiative is to build and expand strategic relationships and partnerships with a board spectrum of county leaders to bring attention to Fairfax County's art offerings. It specifically talks about Leadership Fairfax, Schools, Libraries, and she added Parks. She indicated that she would share the draft of the three pillars of the Arts Council of Fairfax's Strategic Plan with the Board. If the Board has any particular language it would like to include, initiate, develop, or highlight a partnership with Parks, perhaps the Board could draft that and send it forward.

Mr. Bouie asked Ms. Wolf to forward the information to Ms. Gorski who would forward the information to the Board.

- Mr. Vajda also welcomed the return of the Executive Report, and added that it's great to see that as ever, people love their parks.
- Mr. Bouie indicated that Ms. Gorski had sent the 2015 Park Authority Board Committee Assignments via email. He asked that the Board ratify the assignments as required by the Bylaws. Mr. Strickland made a motion to ratify the assignments; seconded by Mr. Batten. The motion carried.
- Addressing the scouts, Mr. Thompson recalled that other scouts that had attended a Board meeting recently then sent him some suggestions for ways to improve our parks. That kind of feedback is really valuable. He encouraged the scouts, as users, to think about what could make our parks better and share that information with the Board.

CLOSED SESSION

At 8:10 p.m. Ms. Quintana made a motion to recess and convene in closed session for discussion and consideration of matters enumerated in Virginia Code Section (§) 2.2-3711 and listed in the agenda for this meeting as follows:

- a) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code §2.2-3711(A)(3).

Seconded by Mr. Vajda. The motion carried; Mr. Vellucci was absent.

CERTIFICATION OF CLOSED SESSION

Ms. Quintana MOVED the Park Authority Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia Code 2.2-3712 and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board; seconded by Vajda. The motion carried unanimously. Mr. Vellucci was absent.

C-1 Quarterly Project Status Report
No action was required.

C-2 Update on Property Located in the Dranesville District
No action was required.

ADJOURNMENT

Without objection Mr. Bouie adjourned the meeting at 8:22 p.m.

Kala Leggett Quintana, Secretary

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

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Minutes

-7-

February 25, 2014

Minutes Approved at Meeting
on March 11, 2015

Kirk W. Kincannon, Director

Park Authority Board Minutes prepared by

Barbara J. Gorski, Administrative Assistant

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Board Agenda Item
March 11, 2015

ACTION – 1

Approval – Fee Adjustments to the Published Fee Schedule for 2015

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve all proposed fee adjustments as advertised, as presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

ACTION – 2

Park Authority Revenue and Operating Fund – Debt Service Reserve Closure and Reallocation

RECOMMENDATION:

The Park Authority Director recommends approval of the closing of the Debt Service Reserve in the Revenue and Operating Fund and reallocate those funds to the following:

1. \$370,349 to the Revenue Facilities Capital Sinking Fund (PR-000101)
2. \$400,000 to the Emergency Project (PR-000057)

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

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Board Agenda Item
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INFORMATION ~~EA~~ (with presentation)

FY 2015 Employee Opinion Survey

On April 30, 2014, the Park Authority hired Wakefield Consulting of Arlington, Virginia to develop, dispense, and analyze an employee opinion survey for all Park Authority merit employees. We received 331 responses out of 487 merit employees. The contract concluded on October 31, 2014. Wakefield Consulting made three presentations of their findings to employees in different locations and at different times of the day to offer all who wished to attend, the opportunity. In addition, the final presentation has been posted to the Infoweb for those who missed the presentations.

Before proceeding with the creation and implementation of an action plan, we wanted to take the time to brief the Park Authority Board on our progress and some of the key findings of this survey.

ENCLOSED DOCUMENTS:

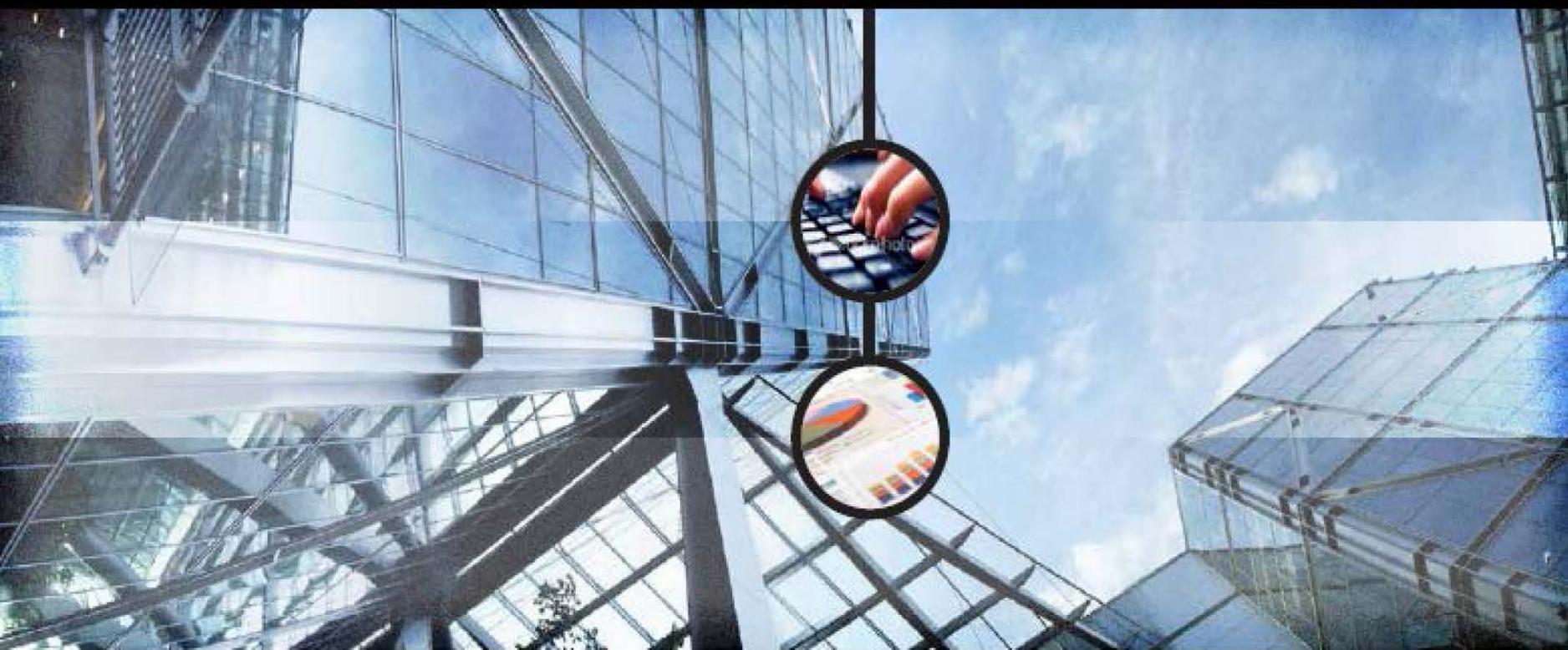
None

STAFF:

Kirk W. Kincannon, Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Deborah Babcock-Daley, Strategic Initiatives Manager
Diane Roteman, Human Resources Manager

Summary of Research Results for Fairfax County Park Authority

March 2015

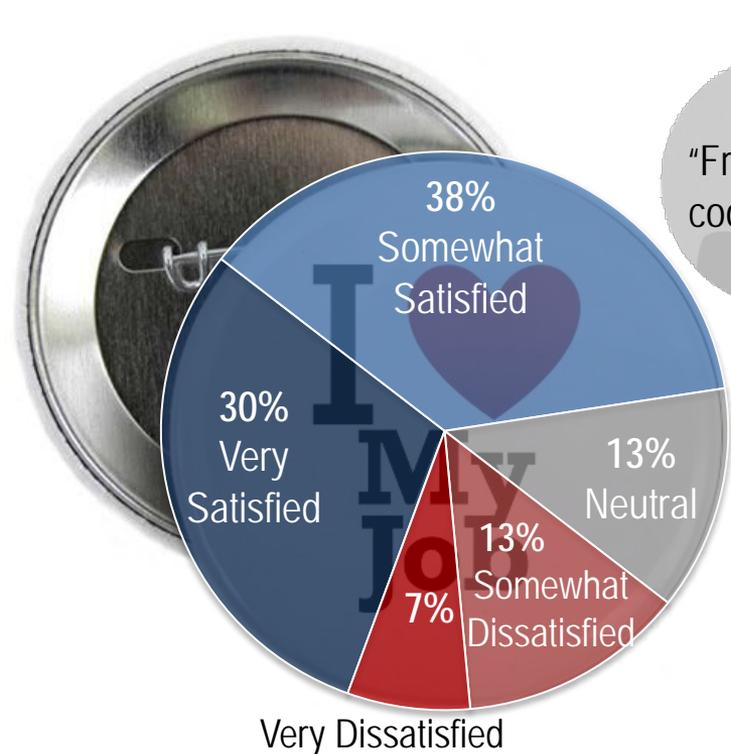


WAKEFIELD



Park Authority Employees are Positive

Most Park Authority employees are satisfied with their jobs. **More than two-thirds would say they're satisfied.** Employees tend to **like their job more than love it.** They have positive impressions overall.



“Friendly and cooperative.”

“It’s average.”

“Friendly at the site but not enough recognition by headquarters.”

“Welcoming.”

“Happy to have a job.”

“Good but divisions need to communicate more.”

Industry Averages (Very Satisfied)*	
National Average:	39%
Accounting:	55%
Construction:	55%
Consulting:	45%
Tech / IT:	44%
Government:	21%

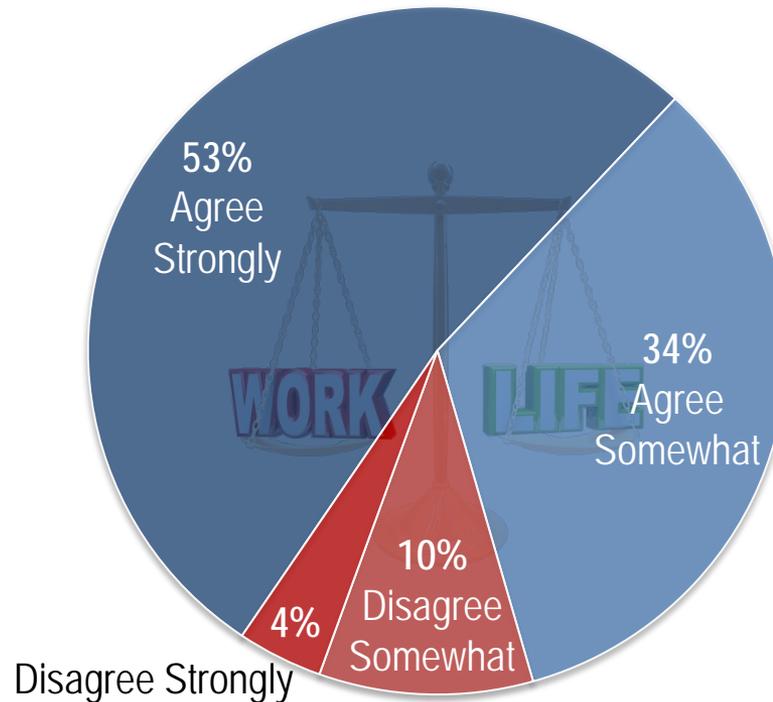
Overall, how satisfied are you with Fairfax County Park Authority as a place to work? What single word or phrase do you believe best describes the workplace culture at the Park Authority?
*Small base size – findings are directional.



Most Employees Feel Work / Life Balance is Great or Good

87% of employees agree their jobs let them have a solid work / life balance.

My Job Allows Me to Have a Good Work / Life Balance



Industry Averages (Agree Strongly)*

National Average: 50%

Accounting: 68%

Bank / Finance: 67%

Construction: 58%

Food / Beverage: 55%

Government: 39%

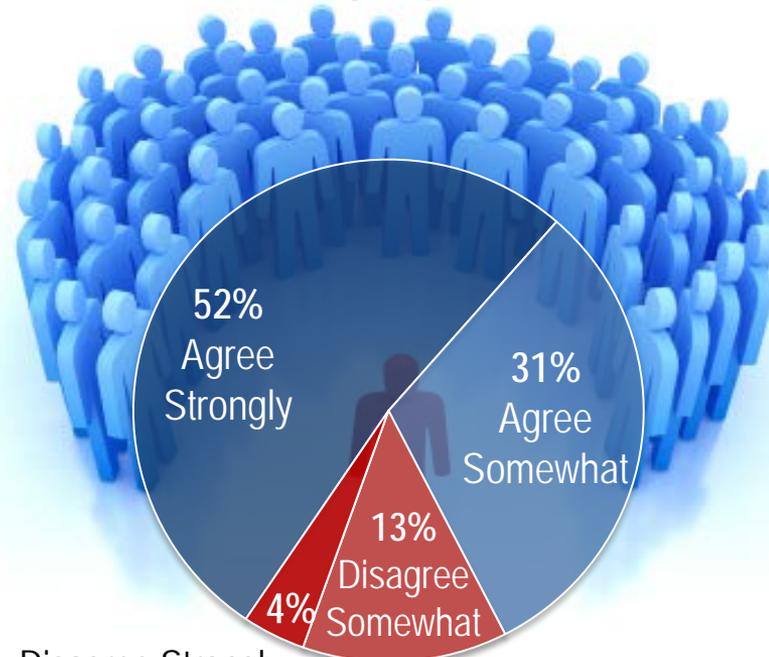
Please indicate how strongly you agree or disagree with each of the following statements.

*Small base size – findings are directional.

Employees Trust Their Supervisors

83% of Park Authority employees agree their supervisors are trustworthy.

I Trust That What My Supervisor Tells Me is True



Industry Averages
(Agree Strongly)*
National Average: 48%

Accounting: 71%
Construction: 57%
Bank / Finance: 57%
Education: 53%
Government: 30%

Disagree Strongly

Please indicate how strongly you agree or disagree with the following statement.
*Small base size – findings are directional.





Employees Describe Park Authority in Positive Terms

In their own words, employees have generally positive opinions of the Park Authority.



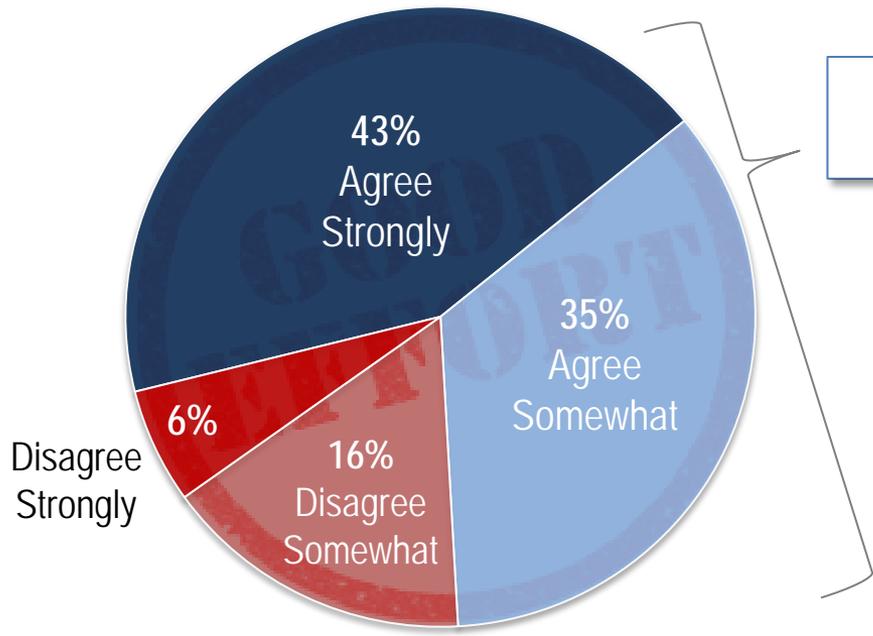
What single word or phrase do you believe best describes the workplace culture at the Park Authority?



Employees are Motivated

78% of Park Authority employees say they're motivated to succeed.

I Feel Motivated to Succeed at Work



Most employees agree they're motivated to succeed at work.

Industry Averages (Agree Strongly)*
National Average: 52%
Accounting: 71%
Consulting: 71%
Construction: 65%
Bank / Finance: 59%
Government: 29%

Please indicate how strongly you agree or disagree with the following statement.
*Small base size – findings are directional.



Main Factor is Recognition and Encouragement, Not Pay

Of those who don't feel motivated to succeed, 32% are looking for appreciation and encouragement. While compensation and advancement are always factors, concerns can be addressed – in large part – by supervisors increasing efforts to recognize staff.

Motivation Barriers*	%
Don't Feel Encouraged / Appreciated	32%
Lack of Increase in Compensation	29%
No Room for Growth or Advancement Opportunities	22%
Leadership Doesn't Listen to Opinions	11%

“Makes me feel like I don't do my job well enough.”

“My branch manager puts me down.”

“I am not encouraged, appreciated, or supported.”

“Success is not valued.”

“No recognition for my contributions.”

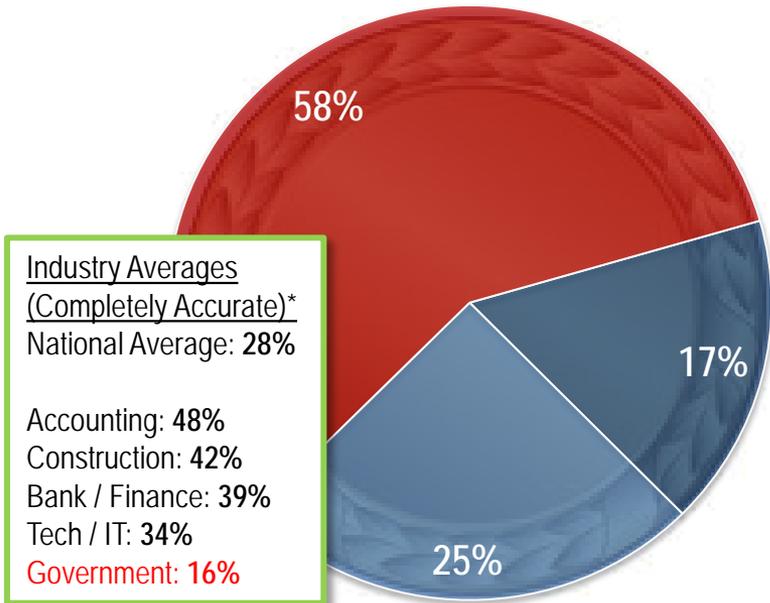
Among those who don't feel motivated to succeed at work: Please explain why you do not feel motivated to succeed at work.
 *Small base size – findings are directional.



In Addition to Recognition, Employees Want Opportunities to Learn

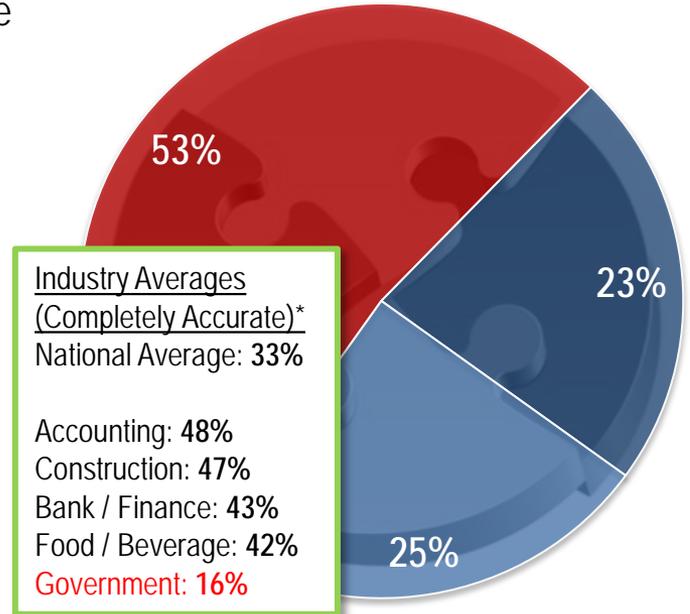
Connected to desires for more recognition, employees also don't feel they're encouraged to learn new skills.

I Am Given Enough Recognition for Work That's Well Done



- Not Accurate / Neutral
- Somewhat Accurate
- Completely Accurate

I Am Encouraged to Learn New Skills



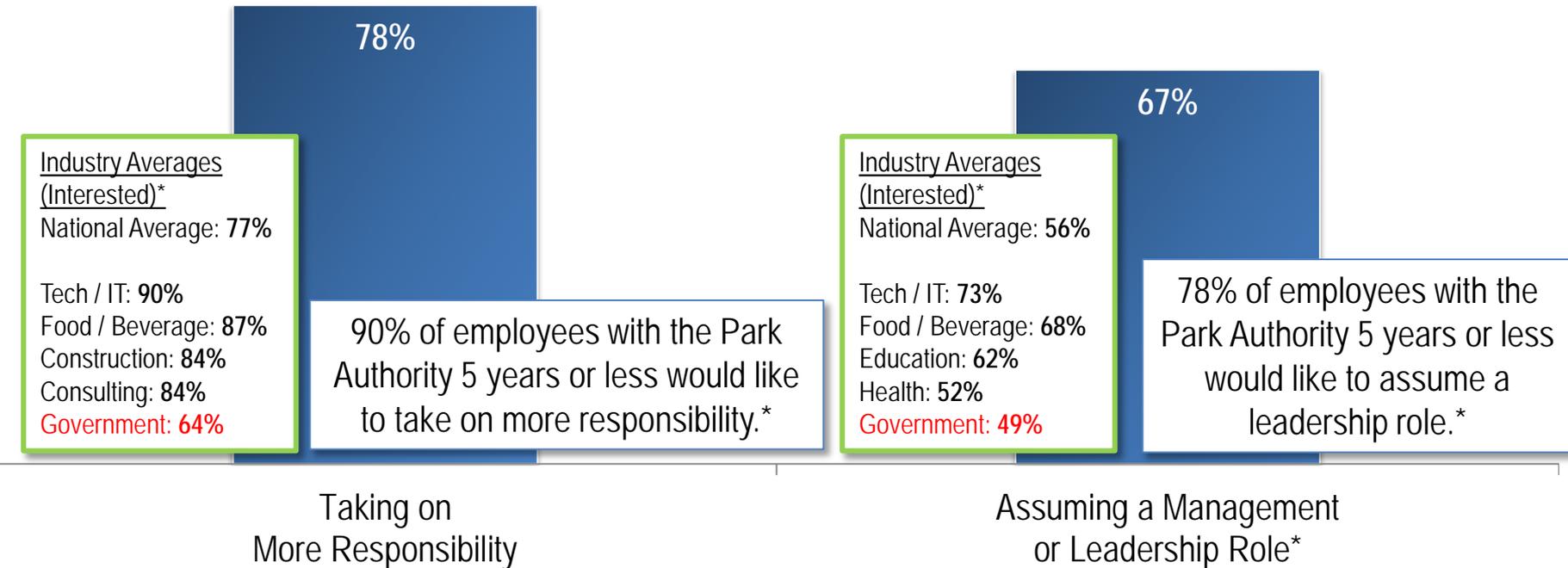
Please indicate how accurate each statement is.
*Small base size – findings are directional.



Employees Want to Do More

Park Authority employees want more responsibility. 4 out of 5 want it, and 2 out of 3 want to be a leader. Again, this is significantly higher than other government workers.

Interest in New Opportunities



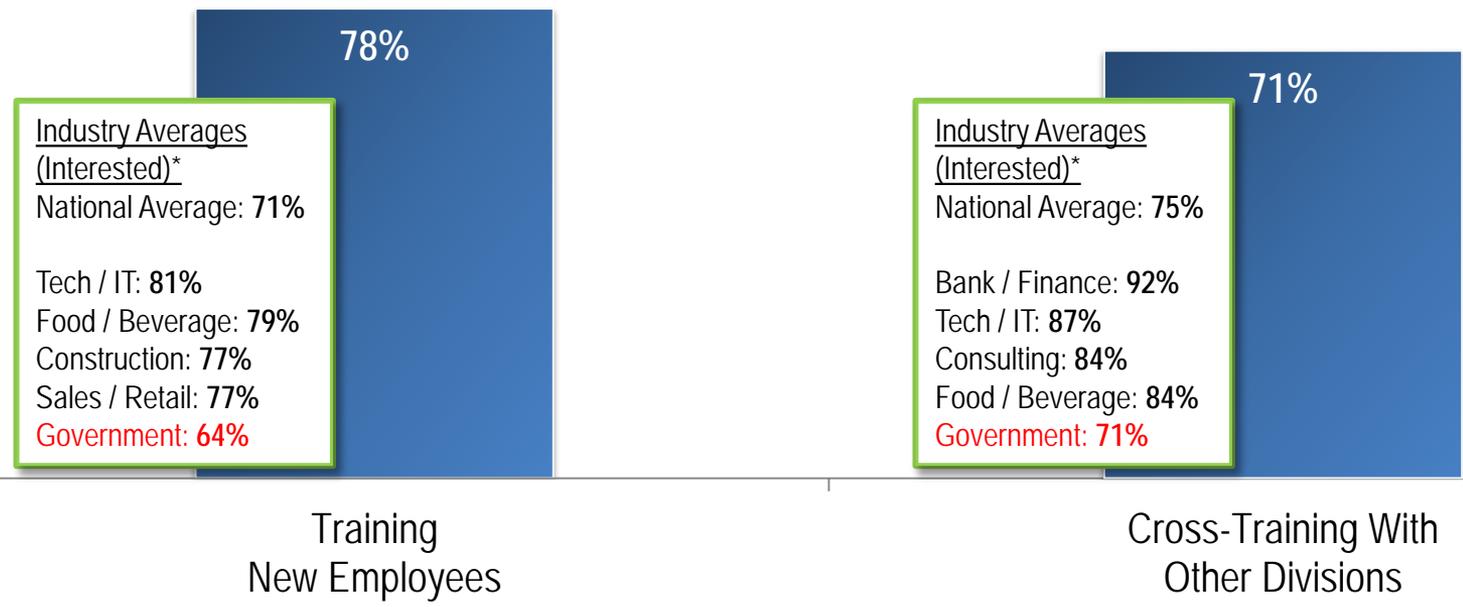
Please indicate how interested or uninterested you are in each of the following opportunities.

*Small base size – findings are directional.

Park Authority Employees Want to be Team Players

About 75% of Park Authority staff want to become better employees, and better workers. They want to be part of the team – part of the “we.” And they want to help improve the process and make the team better.

Interest in New Opportunities



Please indicate how interested or uninterested you are in each of the following opportunities.
*Small base size – findings are directional.

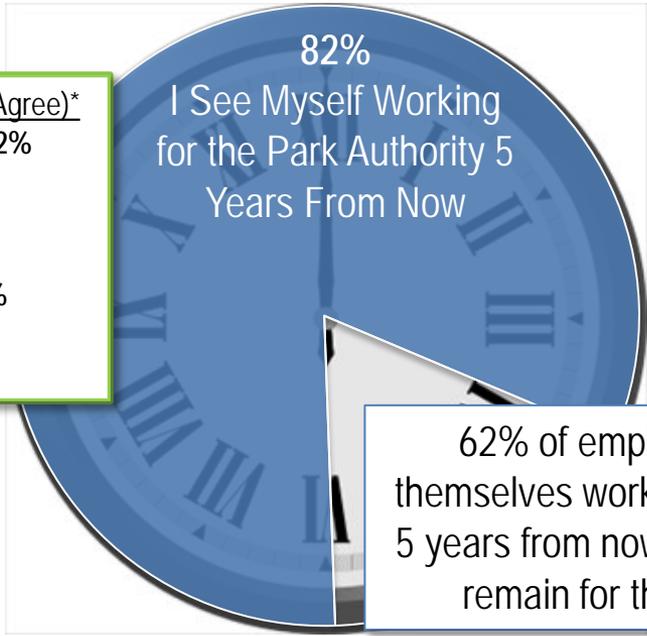


Employees Want to Continue Working with the Park Authority

In spite of areas that require additional focus, employees don't plan on leaving.

Industry Averages (Agree)*
 National Average: **82%**

Manufacturing: **88%**
 Tech / IT: **86%**
 Bank / Finance: **85%**
 Consulting: **84%**
 Government: **78%**



Industry Averages (Agree)*
 National Average: **75%**

Bank / Finance: **85%**
 Manufacturing: **84%**
 Consulting: **80%**
 Construction: **77%**
 Government: **72%**

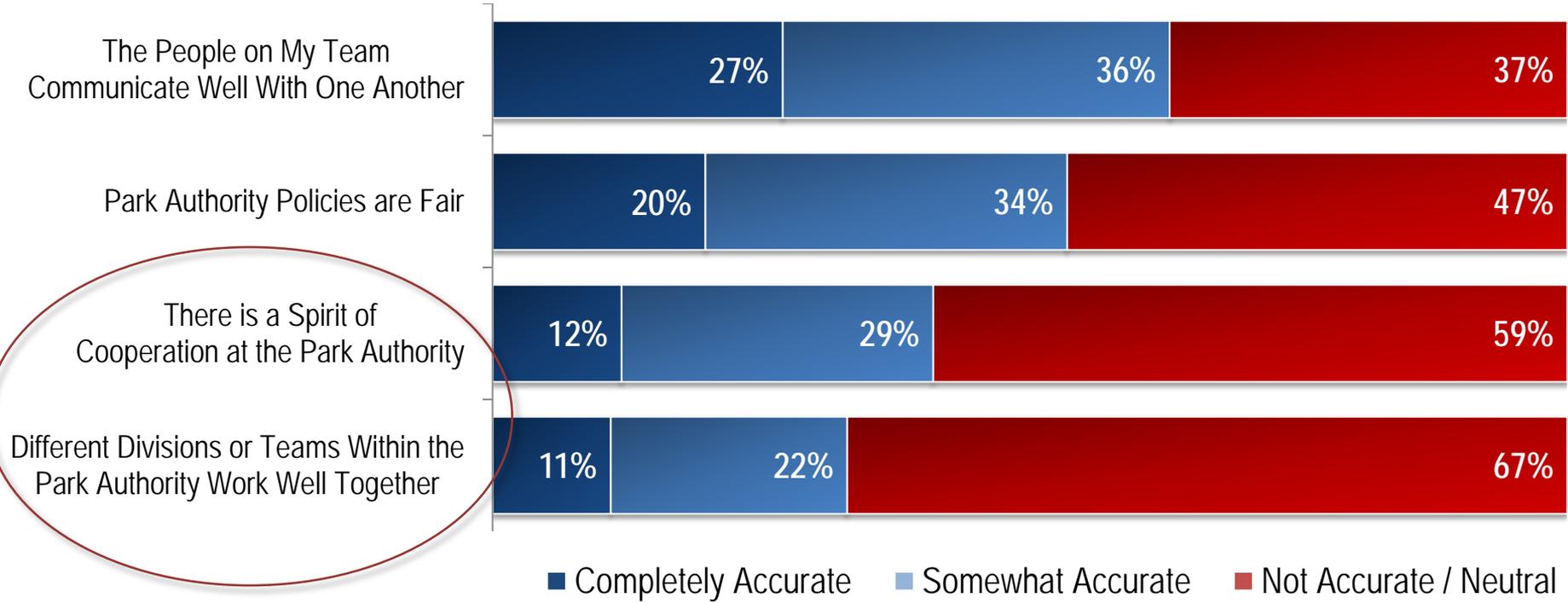
62% of employees ages 18-39 see themselves working with the Park Authority 5 years from now. While 61% would like to remain for the rest of their career.*

Please indicate how strongly you agree or disagree with each of the following statements.
 *Small base size – findings are directional.



Communication Focus is on Cross-Team Channels

Communication is effective within teams. But cooperation and collaboration across teams is not as strong.

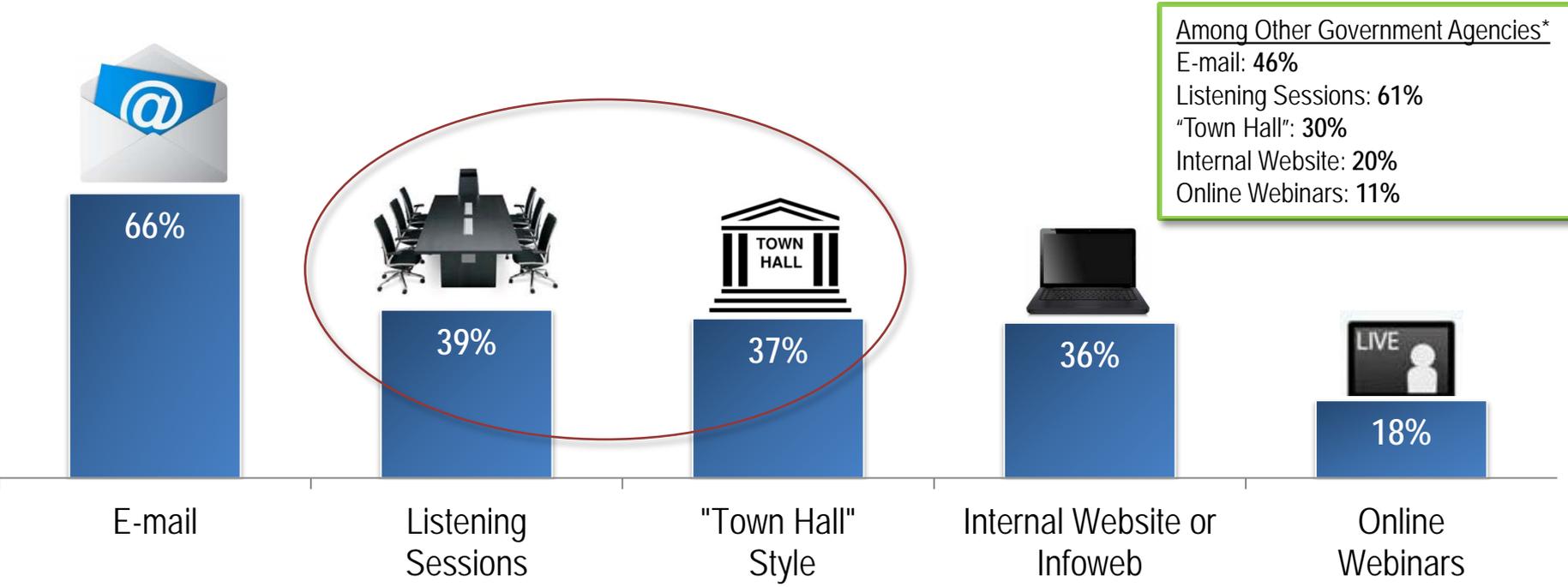


Please indicate how accurate each statement is.



Consider Exploring Innovative Communication Tactics

Most Park Authority employees prefer e-mail. More than a third would like innovative methods of communication like listening sessions (39%) or town hall meetings (37%). Creative forums like these provide opportunities to discuss bigger ideas.



If you had your choice of how to communicate with Park Authority leadership, which would work for you?



Given the Opportunity, Employees Would Meet Leaders in Person

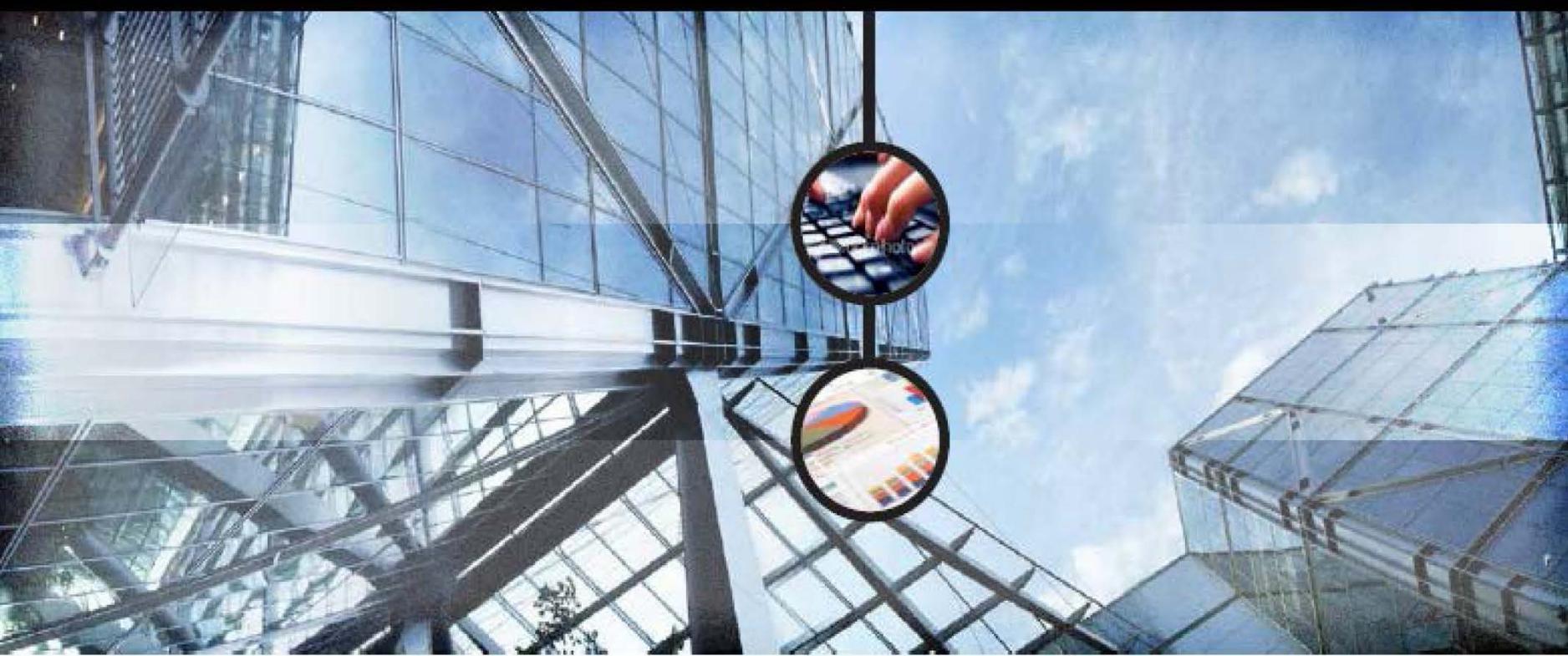
In a “town hall” style meeting, supervisors can recognize employees in front of others, employees can hear from leadership directly, and it creates an environment where employees can provide input and share ideas.

Most Park Authority employees (85%) would go to a “town hall” style meeting if their schedules allowed.



Among those who chose “town hall” style meeting as their choice of communication: If Park Authority leadership hosted a “town hall” style meeting next week, would you attend if your schedule permitted?





WAKEFIELD



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Board Agenda Item
March 11, 2015

INFORMATION – 2

FY 2015 Second Quarter Budget Review – Fund 10001, Park Authority General Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

INFORMATION – 3

FY 2015 Second Quarter Budget Review – Fund 80000, Park Authority Revenue and Operating Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

INFORMATION – 4

FY 2015 Third Quarter Budget Review – Fund 10001, General Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

INFORMATION – 5

FY 2015 Third Quarter Budget Review – Fund 80000, Park Authority Revenue and Operating Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

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Board Agenda Item
March 11, 2015

INFORMATION – 6

FY 2015 Third Quarter Budget Review, Fund 30010, General County Construction Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

INFORMATION – 7

FY 2015 Third Quarter Budget Review, Fund 30400, Park Authority Bond Construction

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

INFORMATION – 8

FY 2015 Third Quarter Budget Review, Fund 80300, Park Improvement Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 25, 2015.

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