

Board Agenda Item  
March 12, 2014

## **ADMINISTRATIVE – 1**

### Resolution Honoring Julie Cline's Service to the Fairfax County Park Authority

#### ISSUE:

Seeking approval of the resolution to honor Julie Cline Branch Manager for Land Acquisition & Land Management in the Planning & Development Division upon her departure from the Park Authority.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the resolution honoring Ms. Cline.

#### TIMING:

Board action is requested on March 12, 2014.

#### BACKGROUND:

Ms. Cline who worked for the Park Authority since January 2009, only recently transferred to the County Department of Planning and Zoning where she continues her service to the residents of Fairfax County as a Planner V.

Ms. Cline's accomplishments as Branch Manager for Land Acquisition & Land Management in the Planning & Development Division were numerous. She and her team members were able to complete the acquisition of 843 acres of property including the Sappington property, 281 acres located in the Sully District. This property is a significant natural resource treasure. The Virginia Department of Conservation has highlighted this forest (part of which is within neighboring Elklick Preserve) as one of the most desirable areas for preservation within Fairfax County.

During her tenure, Ms. Cline's team completed the revision to the telecommunications licensing program, resulting in increased revenues. In fact, revenues increased almost three times previous levels and currently bring the Park Authority approximately \$1M per year in alternate funding. Additionally, she worked diligently to initiate the divestiture of the Residential Rental program which was found to be a drain on agency resources.

Ms. Cline was deeply involved in resolution of the Braddock Park mini-golf lease issues and many other land acquisitions projects and work plan items and played a key role in

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revising all of the land use related policies with the Park Authority Board last spring. Her work was always above reproach and her dedication to the agency was evident. She was a pleasure to work with and remains well-respected by the many people she engaged with.

She is the recipient of an Outstanding Performance Team Award, presented by the Fairfax County Board of Supervisors for the Kings Park West Swim Club RPA Restoration project and subsequent conversion to parkland.

ENCLOSED DOCUMENTS:

Attachment 1: Resolution

STAFF:

Kirk Kincannon, Director

Cindy Messinger, Deputy Director/CFO

Sara Baldwin, Deputy Director/COO

Judy Pedersen, Public Information Officer

David Bowden, Director, Park Planning and Development Division

***WHEREAS**, Julie Cline, Branch Manager for the Land Acquisition and Land Management Branch in the Planning and Development Division has been instrumental in the successful acquisition of numerous park properties over the past five years as well as several other invaluable initiatives since she joined the Park Authority in January 2009 and being a recipient of an Outstanding Performance Team Award for her work on the Kings Park West Swim Club RPA Restoration project; and,*

***WHEREAS**, Julie and her team were able to complete the acquisition of 843 acres of new park property including the Sappington property in the Sully district which within its 281 acres contains some of the most desirable areas for preservation in Fairfax County; and,*

***WHEREAS**, during her tenure the telecommunications licensing program was revised and resulted in the tripling of program revenues, Julie was able to initiate the Financial Sustainability Plan core services divestiture of the Residential Rental program and also worked along side the County Attorney's Office to resolve the many issues related to the Braddock Park mini-golf; and,*

***WHEREAS**, Julie has shown herself to be a dedicated and capable employee, a caring supervisor and a stalwart negotiator dedicated to finding the best deal possible for the agency and landowners as well, she will be missed by the many colleagues who respect her and admire her many accomplishments; and,*

***NOW, THEREFORE, BE IT RESOLVED** by the Fairfax County Park Authority that it expresses appreciation and thanks to*

***Julie Cline***

*For dedicated and outstanding contributions to the parks and residents of Fairfax County.*

*Adopted by the Fairfax County Park Authority Board on March 12, 2014.*

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*Kala Leggett Quintana, Secretary*

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*William G. Bouie, Chairman*

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Board Agenda Item  
March 26, 2014

## **ADMINISTRATIVE – 2**

### Adoption of Minutes – February 26, 2014, Park Authority Board Meeting

#### ISSUE:

Approval of the minutes of the February 26, 2014, Park Authority Board meeting.

#### RECOMMENDATION:

The Park Authority Acting Director recommends approval of the minutes of the February 26, 2014, Park Authority Board meeting.

#### TIMING:

Board action is requested on March 12, 2014.

#### FISCAL IMPACT:

None

#### ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the February 26, 2014, Park Authority Board meeting

#### STAFF:

Kirk W. Kincannon, Director  
Cindy Messinger, Deputy Director/CFO  
Sara Baldwin, Deputy Director/COO  
Barbara J. Gorski, Administrative Assistant

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**Fairfax County Park Authority  
Board Meeting  
February 26, 2014**

The Chairman called the meeting to order at 7:30 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  
Frank J. Vajda, Treasurer  
Edward R. Batten, Sr.\*  
Mary Cortina  
Linwood Gorham  
Faisal Khan  
Harold L. Strickland  
Richard (Rip) C. Sullivan, Jr.  
Michael Thompson, Jr.  
Anthony J. Vellucci\*

Absent\*

Guests: Cynthia Tianti, County Attorney  
Margaret Malone, Chair, Salona Task  
Force

**Staff Present:**

Kirk Kincannon, Director  
Cindy Messinger, Deputy Director/CFO  
Sara Baldwin, Deputy Director/COO  
Barbara Gorski, Administrative Assistant  
Judy Pedersen, PIO  
Barbara Nugent  
Cindy Walsh  
David Bowden  
Todd Johnson  
Janet Burns  
Michael P. Baird  
Debbie Babcock-Daley  
Andy Galusha  
Susan Tavallai  
Sandy Stallman  
Steve Lewis  
Nick Duray  
Brian Laws

Mr. Bouie announced that Messrs. Batten and Vellucci were absent and excused and welcomed Ms. Tianti and Ms. Malone. Mr. Bouie also welcomed Saunders Reilly from Boy Scout Troop 1532 and his father, Mike.

**PUBLIC COMMENT:** Five speakers provided comment.

**CLOSED SESSION**

Ms. Tianti presented information on a legal matter. No action was required.

**PRESENTATION**

P-1 Salona Task Force Recommendations  
Margaret Malone, Chair, presented the Salona Task Force's final report and recommendations for the Salona Park Master Plan.

Messrs. Bouie and Sullivan thanked the task force for its time and the presentation.

**ADMINISTRATIVE ITEM****ADMIN-1** Approval – Resolution Honoring Merni Fitzgerald upon Her Retirement from Fairfax County

Mr. Strickland made a motion to approve the resolution honoring Merni Fitzgerald upon her retirement from Fairfax County; seconded by Ms. Quintana. The motion carried unanimously by all members present.

Ms. Quintana thanked Ms. Fitzgerald for being a personal and professional resource for all communicators in the area. Mr. Strickland noted that he had worked with Ms. Fitzgerald for the ten years she had worked with the Park Authority. Mr. Bouie also thanked Ms. Fitzgerald adding that the county will lose a great one.

**ADMIN-2** Adoption of Minutes, January 29, 2014, Park Authority Board Meeting

Ms. Quintana made a motion to approve the minutes of the January 29, 2014, Park Authority Board meeting; seconded by Messrs. Thomson and Vajda. The motion carried unanimously by all members present.

**ACTION ITEMS****A-1** Approval – Naming of Sully Highlands Park

Mr. Strickland made a motion to name a new park in the Sully District Sully Highlands Park; seconded by Mr. Quincy. The motion carried unanimously by all members present.

**A-2** Approval – Lewinsville Park Synthetic Turf Field #2 and #3 Revised Use Agreement Between Fairfax County Board of Supervisors, Fairfax County Park Authority, Department of Neighborhood and Community Services, and McLean Youth Soccer

Mr. Sullivan made a motion to approve the revised Use Agreement between Fairfax County Board of Supervisors, Fairfax County Park Authority, Department of Neighborhood and Community Services, and McLean Youth Soccer; seconded by Mr. Thompson. The motion carried unanimously by all members present.

**INFORMATION ITEMS****I-1** Park Proffer Update

No action was necessary.

**CHAIRMAN'S MATTERS:**

- Mr. Bouie stated that Neighborhood and Community Services Director Chris Leonard provided a great presentation during the Park Operations Committee meeting regarding synthetic turf field replacement.

- The County Executive presented the FY 2015 Budget to the Board of Supervisors on February 25 and it is very favorable to the Park Authority. The Park Board members' voices have been heard.
- Schools' athletic passes will come in handy as the basketball tournaments are in full swing. Mr. Bouie encouraged the Board to use those passes to view those games.
- Supervisor Hudgins will hold a Hunter Mill Community Summit at Frying Pan Farm Park on Saturday, March 1, from 9 a.m. to 1 p.m. Mr. Bouie and Mr. Kincannon will attend, representing the Parks. Chairman Bulova and County Executive Ed Long will be there to answer questions about everything going on in the county in general and to give everyone a flavor of the state of the county and in the Hunter Mill District. Mr. Bouie will deal with the future and how it relates to Parks.

**DIRECTOR'S MATTERS:**

- On behalf of Judy Pedersen, Mr. Kincannon reminded the Board to get in touch with her about scheduling any events in their respective districts for which they would like a ceremony.
- The County Executive presented his FY2015 Advertised Budget to the Board of Supervisors on February 25. Mr. Kincannon noted that a memo regarding the FY15 Advertised Budget was placed in the Board's mail packets. The memo breaks down the budget, which he believes is successful. Mr. Strickland had mentioned the \$1.95M for ADA retrofits during the Park Operations Committee, which is included the budget. Mr. Leonard mentioned the increased in the rectangular field fee that will go toward synthetic turf field replacement. Both of these are big wins. Parks anticipates really good support from the Athletic Council.

Ms. Burns and Mr. Baird were both present to field any specific questions regarding the budget.

- Mr. Kincannon stated that he felt he was coming into the organization thinking it was going to be another lost leader year having to look at how Parks would have to make cuts and reductions based on the economy. He feels the County Executive has heard the Board's perspective loud and clear. There is a recognition from the Board of Supervisors that is very strong related to trying to match all the governmental community service needs with the needs the Park Authority provides, and in his opinion, a strong commitment going forward based on what he has heard from the Board and from the County Executive over the next several years. Mr. Kincannon reminded the Board to think positively about the economy and as it keeps improving Parks will continue to see those successes.

Mr. Kincannon thanked staff for putting the budget together before he arrived and he also thanked the Board.

- Individual briefings of the Board of Supervisors and Planning Commissioners on the Needs Assessment and Tysons Park Master Plan are complete and were well received. Mr. Kincannon noted that he had the opportunity to attend three of these meetings. It was a great introduction for him; he thanked the Park Board members that attended those meetings. An additional briefing for the Parks Committee of the Planning Commission is scheduled for February 27 at 7 p.m.
- The Needs Assessment consultant contract award was approved by the Board of Supervisors on February 11. The contract was awarded to PROS Consulting, who conducted our Needs Assessment in 2003. Leon Younger who worked with the Park Authority on the last Needs Assessment will be involved again. Contract kick-off is anticipated in early to mid-March. Park Planning staff will provide regular updates to the Park Authority Board and Planning and Development Committee.
- Budget Public Hearings begin at 6p.m. on April 8 and continue beginning at 6 p.m. on April 9 and 10. The Park Authority Board Chairman and one additional member generally provide comments. Bill has agreed to provide comments. As always, Ms. Pedersen will help draft comments, which will be positive and express appreciation. Ms. Gorski will make arrangements with the Clerk's office and will let you know where you appear on the speakers list. She will need to know which day you prefer to speak.
- The Park Foundation Board's Vice Chair, Bruce McLeod, will present on April 9 and is registered as speaker #20.
- The Park Foundation is holding a Federation of Friends meeting on Saturday, March 1. Mr. Kincannon and Ms. Baldwin will help present the budget information and let the Friends know it was a positive outcome.
- Now that Mr. Kincannon has been onboard for four weeks he stated that he would like to begin meeting with the Board members on an individual basis. With that in mind, he has asked Barbara to begin scheduling those meetings beginning in April. He indicated that he would meet at the Board's convenience.

**BOARD MATTERS:**

- Mr. Strickland thanked Gary Best and Cindy McNeal for the a great job they had done working with a civic association in the Sully District that has its community center right in the middle of a park. The civic association was having difficulty two weeks ago and called him because they needed some information on the park. Mr. Strickland received kudos from the civic association. That's the way to really get the citizens to know that Parks is really a good neighbor. Mr. Best and Ms. McNeal were very confident in what they supplied and very witty. It never ceases to amaze him how staff can just turn on a dime and help our citizens when they call on them.

Mr. Kincannon had an opportunity to meet with Mr. Strickland and Supervisor Frey along with Mr. Bowden and Ms. Stallman. They had done a great job briefing Supervisor Frey on Tysons and the Needs Assessment. John Litzenberger, who is the Sully District Planning Commissioner, was also there. He was really pleased with how the meeting went and was so engaged. He is a good friend of Parks.

Mr. Bowden and Mr. Strickland have been meeting on the brand new park, Sully Highlands, with some of the local youth groups to get the park ready to be used as soon as it is turned over to Parks. Chantilly Youth has stepped up and for some finishing touches and has offered \$300K to put into the park. Mr. Bowden has been working with the developer to complete the project. The park is really looking good. Mr. Strickland encouraged the Board to stop by if they are out that way. This is going to be another shining jewel in Parks crown when it is completed.

Mr. Strickland invited the Board to attend the Northern Virginia Football Hall of Fame banquet. Mark Meana is hosting. This is a good event being held on Sunday, March 2, beginning at 2:30 p.m. at the McLean Hilton. Hal indicated that he has a table and if any Board member was interested, he would be happy to share his table. This is a good event for the community and the governing body.

- Mr. Sullivan thanked staff for meeting with Supervisor Foust on the Needs Assessment and Tysons. The new Dranesville District Planning Commissioner, John Ulfelder, was also there. Mr. Sullivan believes that he too will be a terrific friend of Parks.

Mr. Sullivan pointed out that Dranesville is next on the list of Board tours and expressed hope that everyone could participate on March 15. The tour only covers one part of Dranesville, but that's because there is so much to see it can't all be seen in one morning. Dranesville is very proud of what it has to show the Board.

There are a lot of jewels in the system; however, Dranesville likes to think that Clemyjontri Park is a jewel among jewels. One of the things the Board will see is that Clemy is getting a little long in the tooth. It gets a lot of use and has to be, at least on a square foot basis, one of the most used parks in the system. It needs some work, so Rip noted that he will be agitating for some money for Clemy. He is hearing this from the community.

- Mr. Sullivan thanked Mr. Bouie for meeting with him. They discussed a number of issues including Salona. With that, Mr. Sullivan thanked everyone that appeared at the meeting to talk about Salona which is now front and center on his calendar and for the Board. He looks forward to chatting with each of the Board members on an individual basis. As the Board has heard, there are a number of different views on Salona. There is no question that McLean needs more athletic fields. The issue as to whether more athletic fields should be put in Salona is now front and center. Whether the fields go there, or not, it will be on his agenda to make sure that Dranesville continues to expand the number of opportunities for youth to play sports.

- Mr. Thompson thanked Ms. Nugent and staff for helping with South Run RECenter and some of the patrons that had concerns about the temperatures. Ms. Nugent was able to make sure everything was good. Supervisor Herrity has stopped by at least once to be able to say he had stopped by and everything was good.

Mr. Thompson thanked Ms. Baldwin and several others who met with him and gathered information as they go through the evaluation of attractions in the Park system and were there to help him with some of the ideas that focus on Braddock Park and mini-golf and work through the post-prior vendor situation.

Mr. Thompson pointed out that as Parks enters the spring sports season that the athletic community is extremely happy that the fields will open a little earlier with the policy change. He thanked Todd Johnson and the Board for supporting that effort.

In reference to the Synthetic Turf Task Force report, renovation is going to be a big issue. Parks has built a tremendous amount of facilities and needs to figure out how to deal with the costs of the renovation and replacement. This applies to all the things Parks is building and all the things Parks is doing. In the '70s and '80s Parks built a lot of stuff and now 30 years later a lot of it is old. He is convinced that some of the pavilions at Burke Lake Park were ones he played under as a boy. As Parks looks at a lot of programs and tries to figure out how to spend its money, Parks needs to keep a better eye on the renovation issue.

- Frank Vajda had nothing to report.
- Kala Leggett Quintana seconded Mr. Sullivan's comments regarding Clemyjontri Park. She had mentioned a while back that she had noticed the wear and tear, as she is there frequently. It definitely needs some TLC. The park is always crowded with families having a great time. While it is a crown jewel, crown jewels need to be polished now and again.
- Ken Quincy reported that he spoke with former Board member, Joanne Malone, who asked to say hello to old friends on the Board and to welcome Kirk Kincannon, who she remembered. Mr. Bouie noted that there are only three members left that served with Ms. Malone.
- Mary Cortina reported that the Federation of Friends meeting will be held at Green Spring Gardens on Saturday, March 1, from 9 to 11 a.m. As the Friends liaison she will get to meet the Friends. These are great people that volunteer throughout the entire system and contribute money. At Green spring Gardens alone \$1M has been raised to support that park. This is a great constituency that supports Parks through thick and thin. Ms. Cortina invited the Board to join the meeting on Saturday.
- Reiterating what Mr. Thompson said about looking at the long term cost of things, she and Mr. Quincy had the opportunity to have that discussion with staff earlier in the day.

Parks should think about the renovation and maintenance as part of the 2014 Needs Assessment process. That process is coming up and to incorporate the measurements that are in the Strategic Plan.

Benefits of the capital investment, not just financial, but in customers served, customer satisfaction, and other measurable outcomes, for which the Park Authority is directly accountable to the community, should be central to the commitment level process. The FCPA 2014-2019 Strategic Plan contains some, but not all, of these performance measures and would serve as a starting point for quantifying benefits.

Also, consistent with the Financial Sustainability Plan, data on the multi-year budget impacts and funding sources for the proposed amenities must be considered. For major revenue-producing capital projects, such as a new or substantially expanded Rec Center, a more detailed business plan should be required prior to board commitment.

Since the 2014 Needs Assessment will drive the Capital Improvement Program (CIP), bond funding, and so many other decisions in the Park Authority for years to come, the Park Authority Board must consider these additional factors, prior to setting the commitment levels for the next ten years. Along with this, commitment levels for future park amenities need to be discussed in the context of the overarching need to stabilize funding for the Park Authority with the Board of Supervisors and the County Executive. The outcome must serve the needs of Fairfax residents and be financial sustainable for the Park Authority – either through increased contribution levels from taxes, revenues, donations, grants or other funding sources.

- Linwood Gorham thanked Mr. Bowden and staff, including the Park Authority architect, for attending a meeting at Mount Vernon RECenter. The manager, Trina Taylor, always does an excellent job—the RECenter is always spotless. This meeting was kind of a kick off to a study of the needs for that RECenter. Ms. Taylor has a monthly meeting for constituents to talk to staff about what the issues are. She mentioned to some people that there was some money that could be spent to do some interim repairs on the center. To her surprise, Mr. Gorham learned about it too, they weren't happy about that and looked into it a little further and found out that the Providence and Dranesville RECenters were being renovated and Mount Vernon RECenter is older than the others, how did it get skipped? As Parks goes forward, Mr. Gorham asked if he could get a place in line. Mr. Bouie noted that Hunter Mill does not have a RECenter.
- Faisal Khan told Mr. Gorham that he is always welcomed at Oak Marr RECenter. He had no other matters to report.
- Mr. Bouie thanked Mr. Bowden, Ms. Stallman, and the team for being really flexible. There are a lot of things going on. The Silver Line is about to open. Citizens are talking about a number of different things, especially with regard to the discussion about some type of memorial garden or walkway in Reston.

- Mr. Strickland commented that he had read that Reston approved 26,000 more residents in Reston. He wondered where Reston was going to put all those people. MR. Bouie responded that Mr. Simon said to take them up – build a 40-story building and bring the people together around a common square.
- Messrs. Batten and Vellucci were absent.

**ADJOURNMENT**

There being no further business and without objection, Mr. Bouie called the meeting to a close at 9:34 p.m.

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Kala Leggett Quintana, Secretary

Minutes Approved at Meeting  
on March 12, 2014

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Kirk W. Kincannon, Director

Park Authority Board Minutes prepared by

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Barbara J. Gorski, Administrative Assistant

Board Agenda Item  
March 12, 2014

## **ADMINISTRATIVE – 1**

### Resolution Honoring Julie Cline's Service to the Fairfax County Park Authority

#### ISSUE:

Seeking approval of the resolution to honor Julie Cline Branch Manager for Land Acquisition & Land Management in the Planning & Development Division upon her departure from the Park Authority.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the resolution honoring Ms. Cline.

#### TIMING:

Board action is requested on March 12, 2014.

#### BACKGROUND:

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Ms. Cline's accomplishments as Branch Manager for Land Acquisition & Land Management in the Planning & Development Division were numerous. She and her team members were able to complete the acquisition of 843 acres of property including the Sappington property, 281 acres located in the Sully District. This property is a significant natural resource treasure. The Virginia Department of Conservation has highlighted this forest (part of which is within neighboring Elklick Preserve) as one of the most desirable areas for preservation within Fairfax County.

During her tenure, Ms. Cline's team completed the revision to the telecommunications licensing program, resulting in increased revenues. In fact, revenues increased almost three times previous levels and currently bring the Park Authority approximately \$1M per year in alternate funding. Additionally, she worked diligently to initiate the divestiture of the Residential Rental program which was found to be a drain on agency resources.

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She is the recipient of an Outstanding Performance Team Award, presented by the Fairfax County Board of Supervisors for the Kings Park West Swim Club RPA Restoration project and subsequent conversion to parkland.

ENCLOSED DOCUMENTS:

Attachment 1: Resolution

STAFF:

Kirk Kincannon, Director

Cindy Messinger, Deputy Director/CFO

Sara Baldwin, Deputy Director/COO

Judy Pedersen, Public Information Officer

David Bowden, Director, Park Planning and Development Division

***WHEREAS**, Julie Cline, Branch Manager for the Land Acquisition and Land Management Branch in the Planning and Development Division has been instrumental in the successful acquisition of numerous park properties over the past five years as well as several other invaluable initiatives since she joined the Park Authority in January 2009 and being a recipient of an Outstanding Performance Team Award for her work on the Kings Park West Swim Club RPA Restoration project; and,*

***WHEREAS**, Julie and her team were able to complete the acquisition of 843 acres of new park property including the Sappington property in the Sully district which within its 281 acres contains some of the most desirable areas for preservation in Fairfax County; and,*

***WHEREAS**, during her tenure the telecommunications licensing program was revised and resulted in the tripling of program revenues, Julie was able to initiate the Financial Sustainability Plan core services divestiture of the Residential Rental program and also worked along side the County Attorney's Office to resolve the many issues related to the Braddock Park mini-golf; and,*

***WHEREAS**, Julie has shown herself to be a dedicated and capable employee, a caring supervisor and a stalwart negotiator dedicated to finding the best deal possible for the agency and landowners as well, she will be missed by the many colleagues who respect her and admire her many accomplishments; and,*

***NOW, THEREFORE, BE IT RESOLVED** by the Fairfax County Park Authority that it expresses appreciation and thanks to*

***Julie Cline***

*For dedicated and outstanding contributions to the parks and residents of Fairfax County.*

*Adopted by the Fairfax County Park Authority Board on March 12, 2014.*

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*Kala Leggett Quintana, Secretary*

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*William G. Bouie, Chairman*

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Board Agenda Item  
March 12, 2014

## **ACTION – 1**

### 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 ***to include increasing the maximum amount of the match to \$20,000 per fiscal year.***

#### TIMING:

Board action is requested on March 12, 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

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defined that way, but felt it was appropriate for further discussion with the Board to see if there is a desire to change it.

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.

***As a result of the discussion at the February 26, 2014, Park Operations Committee meeting, it is recommended that the maximum amount of the match be increased from \$10,000 to \$20,000. The guidelines will also allow for more than one project per fiscal year, but limit the combined amounts of grant funding awarded to the \$20,000 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.
- 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~~ \$20,000 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 \$20,000.
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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**ACTION – 2**

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

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 as presented to and reviewed by the Park Operations Committee on February 26, 2014.

**ACTION – 3**

Approval of Fee Adjustments to the Published Fee Schedule for 2014

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 26, 2014.

**ACTION - 4**

Scope Approval – Lake Accotink Dam Outfall Trail Improvements (Braddock District)

RECOMMENDATION:

The Park Authority Director recommends approval of the project scope to design and permit approximately 300 linear feet of asphalt trail improvements and 325 linear feet of elevated pedestrian crossing over the dam outfall in Lake Accotink Park, as presented to and reviewed by the Planning and Development Committee on February 26, 2014.

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**ACTION – )**

Scope Approval – Ashgrove Lane Trail Improvements (Providence District)

RECOMMENDATION:

The Park Authority Director recommends approval of the project scope to improve 375 linear feet of trail on Ashgrove Lane in Old Courthouse Spring Branch Stream Valley Park, as presented to and reviewed by the Planning and Development Committee on February 26, 2014.

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**INFORMATION – 1**

FY 2014 Second Quarter Review – Fund 10001, Park Authority General Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 26, 2014.

**INFORMATION – 2**

FY 2014 Second Quarter Review – Fund 80000, Park Authority Revenue Fund

As presented to and reviewed by the Administration, Management and Budget Committee on February 26, 2014.

**INFORMATION – 3**

Department of Justice ADA Audit of Fairfax County Update

As presented to and reviewed by the Park Operations Committee on February 26, 2014.

**INFORMATION – 4**

Quarterly Project Status Report

As presented to and reviewed by the Planning and Development Committee on February 26, 2014.

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