



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk W. Kincannon, Director

FROM: Cindy Messinger, Deputy Director/CFO

DATE: July 3, 2014

Agenda

Administration, Management and Budget Committee

Wednesday, July 9, 2014 – 8 p.m.

(or immediately following Board meeting)

Boardroom – Herrity Building

Chairman: Ken Quincy

Vice Chair: Harold L. Strickland

Members: Edward R. Batten, Sr., Richard C. (Rip) Sullivan, Jr., Michael Thompson, Jr.

1. FY 2014 Carryover Budget Review – Fund 10001, Park Authority General Fund – Action*
2. FY 2014 Carryover budget Review – Fund 30010, General County Construction Fund – Action*
3. FY 2014 Carryover Budget Review – Fund 80300 Park Improvement Fund – Action*
4. FY 2014 Carryover Budget Review – Fund 80000 Park Revenue and Operating Fund – Action*
5. FY 2014 Carryover Budget Review – Fund 30400 Park Authority Bond Construction Fund – Action*
6. Fairfax County Park Authority Bylaws – Discussion*

*Enclosures



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Board Agenda Item
July 23, 2014

ACTION

FY 2014 Carryover Budget Review – Fund 10001, Park Authority General Fund

ISSUE:

Approval of the FY 2014 Carryover Budget Review for Fund 10001, Park Authority General Fund.

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2014 Carryover Budget Review for Fund 10001, Park Authority General Fund.

TIMING:

Board action is requested on July 23, 2014. The submission of the FY 2014 Carryover Review was due to the Department of Management and Budget on July 3, 2014. Final year-end figures will be provided to the Park Authority Board on July 23, 2014.

BACKGROUND:

Carryover is the continuation of financial obligations from the current fiscal year ending June 30, 2014 (FY 2014), to the new fiscal year beginning July 1, 2014 (FY 2015). Carryover recognizes current obligations and adjusts the next fiscal year's budget appropriation for the carryover amount. Carryover items include commitments that should have been expended from the current fiscal year's budget but cannot be paid until the next year.

FY 2014 total actual General Fund revenue is \$1,314,874 which is \$152,292 lower than the Revised Budget Plan of \$1,467,166. Total actual expenditures are \$23,089,834 as compared to the Revised Expenditure budget level of \$23,306,950. Recovered Costs (Work Performed for Others) are (\$3,220,825) and are offset by non-recovery for vacancies. A balance remains in the General Fund of \$34,332 for any potential audit adjustments.

Encumbered balances of \$182,784 for Tririga maintenance licenses, fuel, unleaded gasoline, and archeological preservation are requested to carryover.

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FISCAL IMPACT:

The Fiscal Year 2014 Carryover submission will include the carryover of encumbrances of \$182,784 and will increase the FY 2015 operating expense budget from \$4,829,283 to \$5,012,067.

ENCLOSED DOCUMENT:

Attachment 1: General Fund 10001 FY 2014 Carryover

STAFF:

Kirk W. Kincannon, Director

Cindy Messinger, Deputy Director/CFO

Sara Baldwin, Deputy Director/COO

Janet Burns, Senior Fiscal Manager

Michael P. Baird, Manager, Capital and Fiscal Services

Susan Tavallai, Senior Budget Analyst

**FAIRFAX COUNTY PARK AUTHORITY
GENERAL FUND
FUND 10001
FY2014 CARRYOVER SUMMARY**

Attachement 1

	FY 2014 Revised Budget	FY 2014 Actual As of 06/30/14	FY 2014 Encumbrances Estimated	FY 2014 Balance Estimated	FY 2015 Adopted Budget	FY 2015 Revised Budget	Difference
EXPENDITURES:							
Personnel Services	\$21,223,272	\$20,773,913	\$0	\$449,359	\$22,421,608	\$22,421,608	\$0
Operating Expenses	\$5,810,283	\$5,536,746	\$182,784	\$90,753	\$4,829,283	\$5,012,067	\$182,784
Capital Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$27,033,555	\$26,310,659	\$182,784	\$540,112	\$27,250,891	\$27,433,675	\$182,784
Less: Recovered Costs	(\$3,726,605)	(\$3,220,825)	\$0	(\$505,780)	(\$3,726,605)	(\$3,726,605)	\$0
TOTAL EXPENDITURES	\$23,306,950	\$23,089,834	\$182,784	\$34,332	\$23,524,286	\$23,707,070	\$182,784
REVENUE	\$1,467,166	\$1,314,874	\$0	\$152,292	\$1,467,166	\$1,467,166	\$0
Net Cost to the County	\$21,839,784	\$21,774,960	\$182,784	\$186,624	\$22,057,120	\$22,239,904	\$182,784

FY 2014 Estimated Carryover:

Personnel Services	\$0
Operating Expenses *	\$182,784
Capital Equipment	<u>\$0</u>

Total FY 2014 Carryover Request: \$182,784

* Tririga mintenance licenses, fuel, unleaded gasoline, archeological preservation

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Board Agenda Item
July 23, 2014

ACTION

FY 2014 Carryover Budget Review - Fund 30010, General County Construction Fund

ISSUE:

Approval of the FY 2014 Carryover Budget Review submission for Fund 30010, General County Construction Fund.

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2014 Budget Carryover for Fund 30010, General County Construction Fund.

TIMING:

Board action is requested on July 23, 2014. The submission of the FY 2014 Carryover Review was due to the Department of Management and Budget on July 3, 2014.

BACKGROUND:

The Park Authority is requesting Carryover funding for Environmental Initiative Projects (EIP) totaling \$420,000.

The FY 2015 budget eliminated funding for EIP totaling \$535,000 of which \$420,000 is for projects specific to the Park Authority. When the funding for these projects was cut as part of the Adopted Budget process, the Board of Supervisors asked that staff identify funding to replace at Carryover.

Park Authority Items include:

- \$150,000 to continue the Invasive Plant Removal Program. This funding is necessary to purchase required tools and supplies for volunteers. Since the program's inception in 2005, over 32,000 volunteer hours have been spent restoring habitat, and over 2,500 acres of parkland have been treated.
- \$170,000 for lighting retrofits and upgrades at Park Authority facilities for energy efficiency and conservation. These energy saving retrofit replacements will reduce approximately 80% of energy usage, improve lighting, reduce Greenhouse gases, and contribute to the dark skies initiative.
- \$92,000 to install Water Smart web-based irrigation controllers at 20 park facilities that have irrigation systems. This project provides an opportunity to reduce energy use, water consumption, and environmental impacts.

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- \$8,000 to install a Weather Station at Greendale Golf Course which would assist in efficient water use. It is estimated that installing this weather station could save 10 million gallons of water per year resulting in estimated savings of more than \$50,000 annually.

FISCAL IMPACT:

The FY 2014 Carryover Budget Review submission requests a total increase of \$420,000 for Environmental Initiatives Projects. If this request is approved, the FY 2015 Adopted Budget will increase from \$9,939,534 to \$10,359,534.

ENCLOSED DOCUMENTS:

None

STAFF:

Kirk W. Kincannon, Director
Cindy Messinger, Deputy Director/CFO
Sara Baldwin, Deputy Director/COO
Janet Burns, Senior Fiscal Administrator
Michael P. Baird, Capital Services Manager

Board Agenda Item
July 23, 2014

ACTION

FY 2014 Carryover Budget Review - Fund 80300, Park Improvement Fund

ISSUE:

Approval of the FY 2014 Carryover Budget Review for Fund 80300, Park Improvement Fund.

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2014 Carryover Budget Review for Fund 80300, Park Improvement Fund.

TIMING:

Board action is requested on July 23, 2014. The submission of the FY 2014 Carryover Review was due to the Department of Management and Budget on July 3, 2014. Final year end figures will be provided to the Park Authority Board on July 23, 2014. Figures represent balances as of June 30, 2014.

BACKGROUND:

With regard to Fund 80300, Park Improvement Fund, the Park Authority had a remaining balance at the conclusion of FY 2014 in the amount of \$16,772,082. As part of the Financial Initiatives that were outlined at the June 25, 2014, Park Authority Board Meeting, the Park Authority is using FY 2014 Carryover to better align Fund 80300 with the goals and objectives of the of the County's Infrastructure Financing Committee and to provide for planned, longer- term, life-cycle maintenance of revenue facilities. To facilitate that, the Authority is requesting two adjustments to projects and reserves:

1. Eliminate Contingency Project and transfer the existing balance of \$1,339,215 into:
 - a. \$250,000 for Grants Match Project
 - b. \$250,000 Catastrophic Events Project
 - c. \$861,452 to General Park Improvements. Transfer amount includes \$839,215 from Contingency and \$22,236 in interest revenue.
2. Transfer \$2,574,782 into the Revenue Facilities Capital Sinking Fund. The transfer would come from current balance in the Facilities and Services Reserve of \$2,572,411 and \$2,371 interest that the Reserve has earned.

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Based on the January 29, 2014, Board approval of the “Annual Review and Distribution of Telecommunications Revenues” item, staff has included “Attachment 4” which details projects by district for Board approval.

FY 2015 expenditures are recommended to increase by \$4,822,970 due to receipts of easement fees, donations, park proffers, and the transfer from the Facilities and Services Reserve. The total FY 2015 Revised Budget appropriation request is \$21,595,053.

FISCAL IMPACT:

The FY 2015 Carryover appropriation request for Fund 80300, Park Improvement Fund is \$21,595,053.

ENCLOSED DOCUMENTS:

- Attachment 1: Fund Statement - Fund 80300 Capital Improvement Fund.
- Attachment 2: FY 2014 Capital Construction Carryover, Summary of Capital Projects – Fund 80300 Park Capital Improvement Fund.
- Attachment 3: FY 2014 Carryover- Fund 80300, Park Capital Improvement Fund Adjustments.
- Attachment 4: FY 2014 Carryover Telecommunication Project Spending Plan

STAFF:

Kirk W. Kincannon, Director
Cindy Messinger, Deputy Director/CFO
Sara Baldwin, Deputy Director/COO
Janet Burns, Senior Fiscal Administrator
Michael P. Baird, Capital Services Manager

FUND STATEMENT

Attachment 1

Fund 80300, Park Improvement Fund

	FY 2014 Estimate	FY 2014 Actual	Increase (Decrease) (Col. 2-1)	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
Beginning Balance	\$28,696,358	\$28,696,358	\$0	\$4,780,337	\$23,802,978	\$19,022,641
Revenue:						
Interest	\$0	\$25,912	\$25,912	\$0	\$0	\$0
Other Revenue	0	2,224,647	2,224,647	0	0	0
Total Revenue	\$0	\$2,250,559	\$2,250,559	\$0	\$0	\$0
Transfer In:						
Park Revenue Fund (170) ¹	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0
Total Transfer In	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0
Total Available	\$30,196,358	\$32,446,917	\$2,250,559	\$4,780,337	\$23,802,978	\$19,022,641
Total Expenditures	\$24,131,021	\$7,358,939	(\$16,772,082)	\$0	\$21,595,053	\$21,595,053
Transfer Out:						
General County Counstruction(30010)	\$1,285,000	\$1,285,000				
Total Disbursements	\$25,416,021	\$8,643,939	(\$16,772,082)	\$0	\$21,595,053	\$21,595,053
Ending Balance²	\$4,780,337	\$23,802,978	\$19,022,641	\$4,780,337	\$2,207,925	(\$2,572,413)
Lawrence Trust Reserve ³	\$1,507,926	\$1,507,926	\$0	\$1,507,926	\$1,507,926	\$0
Repair and Replacement Reserve ⁴	700,000	700,000	0	700,000	700,000	0
Facilities and Services Reserve ⁵	2,572,411	2,572,411	0	2,572,411	0	(2,572,411)
Unreserved Ending Balance	\$0	\$19,022,641	\$19,022,641	\$0	(\$0)	\$0

¹ As part of the FY 2013 Carryover, an amount of \$1,500,000 was transferred from Fund 80000, Park Revenue Fund: \$1,300,000 to General Park Improvements, PR-000057 and \$200,000 to ParkNet, PR-000084.

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

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

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

⁵ In FY 2001, the Park Authority created a reserve for the maintenance and renovation of revenue-generating facilities and services. As part of FY 2014 Carryover, the Park Authority reallocated the balance of \$2,572,411 in the Facilities and Services Reserve and moved that amount into Project PR-000101, Revenue Facilities Capital Sinking Fund. That new project was established based on recommendations of the Infrastructure Finance Committee to allow the Park Authority to provide support for planned, long-term, life-cycle maintenance of revenue facilities.

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FY 2014 PARK IMPROVEMENT FUND- CARRYOVER

Attachment 2

SUMMARY OF CAPITAL PROJECTS

FOCUS NUMBER	FOCUS REVENUE	PROJECT NAME	TOTAL PROJECT ESTIMATE	FY 2014 REVISED BUDGET PLAN	FY 2014 ACTUAL EXPENDITURES	FY 2014 REMAINING BALANCE	FY 2014 ACTUAL REVENUES	FY 2015 ADOPTED BUDGET PLAN	FY 2015 REVISED BUDGET PLAN	INCREASE/DECREASE
2G51-010-000	2G51-010-000	Stewardship Education	135,000	41,791	2,115	39,676	2,314	0	41,990	2,314
2G51-011-000	2G51-011-002	Restitution for VDOT Takings	316,541	115,937	17,742	98,195	5,000	0	103,195	5,000
2G51-014-000		Mark Bleiweis Memorial Sportsmanship Field	8,500	1,282	1,282	0	0	0	0	0
2G51-015-000		Fox Mill (Fred Crabtree Park)	116,045	5,181	5,181	0	0	0	0	0
2G51-016-000		Telecommunications - Admin Review Fees	26,000	25,814	0	25,814	0	0	25,814	0
2G51-017-000	2G51-017-000	Park Contingency	0	1,339,215	0	1,339,215	0	0	0	(1,339,215)
2G51-018-000	2G51-018-000	Park Easement Administration	3,808,981	816,339	239,840	576,498	78,713	0	655,211	78,713
2G51-019-000	2G51-019-000	Historic Artifacts Collections	52,382	4,290	246	4,044	0	0	4,044	0
2G51-020-000		History Special Events	8,000	149	149	0	0	0	0	0
2G51-021-000		Park Rental Bldg Maintenance	1,593,558	189,588	83,263	106,325	0	0	106,325	0
2G51-022-000		Archaeology Proffers	169,732	53,164	3,785	49,379	0	0	49,379	0
2G51-023-000	2G51-023-000	Stewardship Publications	75,877	44,750	6,340	38,410	796	0	39,206	796
2G51-024-000		Stewardship Exhibits	13,325	3,496	0	3,496	0	0	3,496	0
2G51-025-000	2G51-025-000	Lawrence Trust	500,644	313,759	185	313,574	1,305	0	314,879	1,305
2G51-026-000	2G51-026-000	Grants	828,928	36,695	5,630	31,065	0	0	31,065	0
2G51-027-000		Gabrielson Gardens	2,000	2,000	0	2,000	0	0	2,000	0
2G51-028-000		Land Acquisition Support	156,420	54,362	0	54,362	0	0	54,362	0
2G51-033-000		Burke Lake Driving Range PPEA	50,000	49,490	6,564	42,926	0	0	42,926	0
2G51-035-000	2G51-035-001/002	Resource Management Plans	455,604	418,291	0	418,291	37,313	0	455,604	37,313
2G51-036-000	2G51-036-000	Cost of Facility Ownership Study	10,000	0	0	0	10,000	0	10,000	10,000
2G51-037-000		Grants Match	0	0	0	0	0	0	250,000	250,000
2G51-038-000		Catastrophic Events	0	0	0	0	0	0	250,000	250,000
PR-000025	2G51-031-000/029	Lee District Land Acquisition and Development	781,362	177,607	177,607	0	63,500	0	63,500	63,500
PR-000026		Countywide Trails	55,276	31,879	5,628	26,251	0	0	26,251	0
PR-000027		Merrilee Park	17,139	17,139	0	17,139	0	0	17,139	0
PR-000028	2G51-031-001	Lee Districtwide (Lee District Park) Tel	345,408	79,288	73,570	5,717	52,566	0	58,284	52,566
PR-000029	2G51-031-023	Dranesville Districtwide (Pimmit) Tel	182,754	84,875	0	84,875	81,916	0	166,791	81,916
PR-000030	2G51-031-002	Springfield Districtwide (Confed Fort) Tel	116,200	95,160	0	95,160	18,378	0	113,538	18,378
PR-000032	2G51-031-026	Vulcan	3,678,055	2,777,218	267,252	2,509,966	0	0	2,509,966	0
PR-000034		Fort Willard - Fort Restoration & Preservation	85,000	1,711	1,711	0	0	0	0	0
PR-000036		Lee District Tree House	259,515	7,338	7,338	0	0	0	0	0
PR-000037	2G51-031-003	Mount Vernon Parks - Districtwide	395,569	267,742	0	267,742	67,341	0	335,083	67,341
PR-000038		Oakton Community Park	100,000	93,784	0	93,784	0	0	93,784	0
PR-000039		Land Acquisition	10,773,305	2,211,560	2,211,560	0	0	0	0	0
PR-000040	2G51-031-004	Lee Districtwide (Byron Avenue) Tel	499,294	261,029	118,472	142,558	125,828	0	268,386	125,828
PR-000041	2G51-031-005	Hunter Mill Districtwide (Clark's Crossing) Tel	91,263	68,176	51,084	17,092	23,087	0	40,179	23,087
PR-000044	2G51-031-006	Sully District Parks - Telecomm - Districtwide	85,435	78,352	0	78,352	23,837	0	102,189	23,837
PR-000045	2G51-031-007	Springfield Districtwide (South Run) Tel	326,017	85,017	0	85,017	18,114	0	103,132	18,114
PR-000046		Beulah Park	7,670	7,670	2,350	5,320	0	0	5,320	0
PR-000047	2G51-031-008	Lee District (Hilltop)	554,636	35,271	9,015	26,256	0	0	26,256	0
PR-000048	2G51-031-009	Sully Districtwide (Cub Run SV) Tel	368,173	240,298	86,538	153,760	17,266	0	171,026	17,266
PR-000049	2G51-031-010	Hunter Mill Districtwide (Frying Pan) Tel	425,171	148,996	16,709	132,288	41,857	0	174,145	41,857
PR-000050	2G51-031-011	Dranesville Districtwide (Riverbend) Tel	96,164	7,916	0	7,916	2,688	0	10,604	2,688
PR-000051	2G51-031-012	Hunter Mill Districtwide (Stratton) Tel	2,288,301	628,136	18,628	609,508	145,217	0	754,725	145,217
PR-000052	2G51-031-021	Sully Historic Site	898,876	537,213	7,881	529,332	32,527	0	561,859	32,527
PR-000053		Green Springs Farm Park	110,000	60,250	0	60,250	0	0	60,250	0

FY 2014 PARK IMPROVEMENT FUND- CARRYOVER

SUMMARY OF CAPITAL PROJECTS

FOCUS NUMBER	FOCUS REVENUE	PROJECT NAME	TOTAL PROJECT ESTIMATE	FY 2014 REVISED BUDGET PLAN	FY 2014 ACTUAL EXPENDITURES	FY 2014 REMAINING BALANCE	FY 2014 ACTUAL REVENUES	FY 2015 ADOPTED BUDGET PLAN	FY 2015 REVISED BUDGET PLAN	INCREASE/DECREASE
PR-000054	2G51-031-013	Mason District Park	805,791	401,736	44,426	357,310	58,203	0	415,513	58,203
PR-000055	2G51-031-014	Braddock Districtwide (Wakefield) Tel	2,004,338	18,737	0	18,737	0	0	18,737	0
PR-000056		Sugarland Run Park	24,886	14,896	0	14,896	0	0	14,896	0
PR-000057	2G51-017-000	General Park Improvements	15,671,162	3,023,664	998,114	2,025,551	22,236	0	\$2,887,001	861,450
PR-000058	2G51-031-015	Park Proffers	12,728,760	5,046,142	802,176	4,243,966	774,390	0	5,018,356	774,390
PR-000060		Mt. Air Park	46,701	3,060	0	3,060	0	0	3,060	0
PR-000061	2G51-031-016	Masterbrook Volunteer Grant Program	501,270	79,183	0	79,183	0	0	79,183	0
PR-000062	2G51-031-017	Historic Huntley	479,195	455,638	0	455,638	7,666	0	463,304	7,666
PR-000063	2G51-031-018	Open Space Preservation Fund	713,319	283,165	283,165	0	30,154	0	30,154	30,154
PR-000069		Mt. Vernon Districtwide (South Run S.V) Tel	71,170	71,170	0	71,170	0	0	71,170	0
PR-000073	2G51-031-019	Hunter Mill Districtwide (Stuart) Tel	93,672	66,354	0	66,354	27,318	0	93,672	27,318
PR-000074		Laurel Hill	25,000	25,000	25,000	0	0	0	0	0
PR-000084		ParkNet	3,327,000	1,178,886	24,940	1,153,945	0	0	1,153,945	0
PR-000086		Mt. Eagle Park	30,000	651	651	0	0	0	0	0
PR-000088	2G51-031-022	Lewinsville Synthetic Turf Field	2,395,619	1,771,467	1,749,030	22,437	0	0	22,437	0
PR-000094	2G51-031-023	Pimmit Run -Dranesville Districtwide	\$172,053	172,053	3,773	\$168,280	0	0	168,280	0
PR-000098	2G51-031-027	Grist Mill Park - Synthetic Turf	\$208,944	0	0	0	208,944	0	208,944	208,944
PR-000099	2G51-031-028	Sully Highlands Park	\$120,000	0	0	0	120,000	0	120,000	120,000
PR-000100	2G51-026-015	Countywide Park Improvements	\$149,711	0	0	0	149,711	0	149,711	149,711
PR-000101	2G51-031-020	Revenue Facilities Capital Sinking Fund					2,371	0	2,574,782	2,574,782
		TOTAL FUND 80300	70,436,714	24,131,021	7,358,939	16,772,082	2,250,559	0	21,595,053	4,822,970

Fund 80300, Park Authority Improvement Fund	\$4,822,970
FY 2015 expenditures are recommended to increase by \$21,595,053. This increase is attributable to the carryover of unexpended project balances of \$16,772,082, plus an increase due to receipts of easement fees, donations, park proffers, and telecommunications revenues in the amount of \$2,250,559, and a transfer in of \$2,572,411 from the Facilities and Services Reserve. The total FY 2015 Revised Budget appropriation request is \$21,595,053. The following adjustments are requested at this time.	

Project Number	Project Name	Increase/ (Decrease)	Comments
2G51-010-000	Stewardship Education	\$2,314	Increase due of receipt of State funds for Stewardship Education.
2G51-011-000	Restitution for VDOT Takings	\$5,000	Increase due to receipt of funds from the Park Foundation for the Wakefield Run Stream Restoration project.
2G51-017-000	Fund Contingency	(\$1,339,215)	Decrease due to project reallocations as noted herein. This change is part of a project reorganization initiative that the agency is undergoing. The Fund Contingency project will be closed in order to support matching grant funds, emergency repair funds and required general park improvements. \$250,000 will be used to establish Grants Match (2G51-037-000), \$250,000 to establish Catastrophic Events (2G51-038-000) and the balance of \$839,215 to General Park Improvements (PR-000057). Revenue earned in FY 2014 will be appropriated into General Park Improvements.
2G51-018-000	Park Easement Administration	\$78,713	Increase due to receipt of easement revenues.
2G51-023-000	Stewardship Publications	\$796	Increase due to receipt of revenues for historic publications and educational materials.
2G51-025-000	Lawrence Trust	\$1,305	Increase due to receipt of \$1,305 of interest revenue earned on the Lawrence Reserve.
2G51-035-000	Resource Management Plans	\$37,313	Increase due to telecommunications revenue that the Park Authority Board directed to support Resource Management Plans. At the June 11, 2014 meeting, the Park Authority Board approved funding for the following projects: <ul style="list-style-type: none"> • \$105,000 to upgrade archaeological collections to comply with federal and state regulations. • \$137,000 to purchase equipment to control non-native invasive plant species and perform habitat restoration.
2G51-037-000	Cost of Facility Ownership Study	\$10,000	Increase to receipt of \$10,000 from Park Foundation to support a study to determine the Total Cost of Facility Ownership.
2G51-037-000	Grants Match	\$250,000	Increase necessary to establish a project that will provide the necessary funds to comply with grants matching reserve requirements. This change is part of the project reorganization initiative that the agency is undergoing. Funding will come from the close-out of Contingency Project.

2G51-038-000	Catastrophic Events	\$250,000	Increase necessary to establish a project that will be used by the Park Authority for emergency repairs should catastrophic events, including flooding, storm damage or other emergency occur at revenue facilities. This change is part of the reorganization initiative that the agency is undergoing. Funding will come from the close-out of Contingency Project.
PR-000025 2G51-031-029	Lee District Land Acquisition and Development	\$63,500	Increase due to receipt of \$63,500 from the Park Foundation for shade structures at Lee District.
PR-000028 2G51-031-001	Lee Districtwide (Lee District Park) Tel	\$52,566	Increase due to receipt of telecommunication leases at Lee District Park, for improvements Lee Districtwide.
PR-000029 2G51-031-023	Dranesville Districtwide (Pimmit) Tel	\$81,916	Increase due to receipt of telecommunication leases at Pimmit Run for improvements Dranesville Districtwide.
PR-000030 2G51-031-002	Springfield Districtwide (Confed Fort) Tel	\$18,378	Increase due to receipt of telecommunication leases at Confederate Fortifications for improvements in Springfield Districtwide.
PR-000037 2G51-031-003	Mount Vernon Parks – Districtwide Tel	\$67,341	Increase due to receipt of telecommunication leases at Mount Vernon Parks Districtwide.
PR-000040 2G51-031-004	Lee Districtwide (Byron Avenue) Tel	\$125,828	Increase due to receipt of telecommunications leases at Byron Avenue for improvements in Lee Districtwide.
PR-000041 2G51-031-005	Hunter Mill Districtwide (Clark Cross) Tel	\$23,087	Increase due to receipt of telecommunications leases at Clark’s Crossing for improvements in Hunter Mill Districtwide.
PR-000044 2G51-031-006	Sully Districtwide Parks Tel	\$23,837	Increase due to receipt of telecommunications leases for improvements in Sully Districtwide.
PR-000045 2G51-031-007	Springfield Districtwide (So Run) Tel	\$18,114	Increase due to receipt of telecommunications leases at South Run Park for improvements in Springfield Districtwide.
PR-000048 2G51-031-009	Sully Districtwide (Cub Run SV) Tel	\$17,266	Increase due to receipt of telecommunications leases at Cub Run SV for improvements in Sully Districtwide.
PR-000049 2G51-031-010	Hunter Mill Districtwide (Frying Pan) Tel	\$41,857	Increase due to receipt of telecommunications leases at Frying Pan for improvements in Hunter Mill Districtwide.
PR-000050 2G51-031-011	Dranesville Districtwide (Riverbend) Tel	\$2,688	Increase due to receipt of telecommunications leases from Montgomery County for improvements in Dranesville Districtwide.
PR-000051 2G51-031-012	Hunter Mill Districtwide (Stratton) Tel	\$145,217	Increase due to receipt of telecommunications leases at Stratton Woods Park for improvements in Hunter Mill Districtwide.
PR-000052 2G51-031-021	Sully Historic Site	\$32,527	Increase due to receipt of revenue from the Sully Foundation.
PR-000054 2G51-031-013	Mason District Park	\$58,203	Increase due to receipt of telecommunications leases at Mason District Park.

PR-000057 2G51-017-000	General Park Improvements	\$861,452	Increase necessary to continue to provide for the renovation, repairs, and investment in program and service enhancements to revenue fund facilities. This project serves as the planned funding source for short-term maintenance projects. In addition, it serves as the funding source for emergency situations where funding cannot be supported through the Revenue and Operating Fund budget. Funding includes \$839,215 from Contingency balance and \$22,236 in revenue that had been going to Contingency. Of the transfer amount: <ul style="list-style-type: none"> • \$500,000 for unplanned and emergency repairs not supported by the annual operating budget. • \$361,452 to support revenue generating programs and repair and renovation requirements at revenue generating sites.
PR-000058 2G51-031-015	Park Proffers	\$774,390	Increase due to receipt of Proffer funds to improve/enhance parks throughout the County.
PR-000062 2G51-031-017	Historic Huntley	\$7,666	Increase due to receipt of revenue from Hill-Top to support Historic Huntley.
PR-000063 2G51-031-018	Open Space Preservation Fund	\$30,154	Increase due to receipt of funds for the preservation of Open Space, used for land acquisition.
PR-000073 2G51-031-019	Hunter Mill Districtwide (Stuart) Tel	\$27,318	Increase due to receipt of telecommunications leases at Stuart Road Park for improvements Hunter Mill Districtwide.
PR-000098 2G51-031-027	Grist Mill Park-Smith Synthetic Turf Field	\$208,944	Increase associated with revenues received in FY 2014 from the Fairfax County Park Foundation for the construction of a synthetic turf field in Grist Mill Park.
PR-000099 2G51-031-028	Sully Highlands Park	\$120,000	Increase due to receipt of revenue from Park Foundation to support improvements to Sully Highlands Park.
PR-000100 2G51-026-015	Countywide Park Improvements	\$149,711	Increase due to Pass thru aid to support the development and construction of Park Improvements Countywide.

PR-000101 2G51-031-020	Revenue Facilities Capital Sinking Fund	\$2,574,782	Increase necessary to establish a project that will provide support for planned, long-term, life-cycle maintenance of revenue facilities in conjunction with the objectives of the Infrastructure Finance Committee's recommendations. As the Park Authority's revenue facilities age, the maintenance and reinvestment in the facilities is a priority. The current preliminary annual funding amount for maintenance is estimated to be \$4.1 million. Parks staff is currently undergoing a Needs Assessment and Total Cost of Facility Ownership initiative to fine tune these estimates and gather facility condition data which will also be available to help with the prioritization of the necessary repairs. Funding is coming via a transfer in from the Facilities and Services Reserve in the amount of \$2,572,411 and \$2,371 Interest that the Reserve earned.
	Total	\$4,822,970	

FY2014 Carryover Telecommunication Project Spending Plan

(Itemized by Supervisory District. Priorities were based on safety, maintenance, service and revenue.)

Braddock- Beginning Balance \$18,737

\$9,500 Install slack line posts and outdoor fitness stations at various sites within the district

\$1,000 Make necessary dock repairs at Lake Accotink Park

\$8,237 Purchase replacement fitness equipment for Audrey Moore RECenter

\$18,737 Total

Dranesville - Beginning Balance \$330,674

\$25,000 Make necessary repairs to playground apparatus at Clemyjontri Park

\$60,000 Area 1 fencing and the storage/building upgrades as per Risk Management audit finding

\$50,000 Make necessary improvements (ball field fencing, trail and sidewalk connections and paving repairs) at Olney Park

\$50,000 towards the Pimmit Barn for repair and rehab of structure

\$10,000 Purchase needed furniture and equipment for the new Roll top building at Turner Farm

\$27,000 % of share 2 purchase a grader and roller for Mobile Crew operations* (To be discussed with full Board 7/9/14)

\$222,000 Total

Hunter Mill – Beginning Balance \$388,499

\$95,000 Replace the volleyball court at Stratton Woods Park

\$15,000 Purchase life jackets, funbrellas and chairs for the Lake Fairfax Water Mine

\$30,000 Install equestrian arena lights (indoor) at Frying Pan Farm Park

\$35,000 Address lower riding ring drainage issues at Frying Pan Farm Park

\$20,000 Conduct Meeting house analysis and make necessary repairs at Frying Pan Farm Park

\$10,000 Make ventilation improvements in the Equestrian Center at Frying Pan Farm Park

\$25,000 Replace campground sewer line to increase capacity at Lake Fairfax Park

\$27,000 % of share 2 purchase a grader and roller for Mobile Crew operations*

\$257,000 Total

Lee - Beginning Balance \$254,751

\$70,000 Install turf cleaning equipment and chemical fill station at Greendale Golf Course as per MS-4 requirement

\$30,000 Install additional fencing at the Lee District synthetic turf field

\$30,000 Upgrade security cameras at R. E. Lee RECenter

\$10,000 Upgrade security cameras at Greendale Golf Course

\$20,000 Purchase new Water Rowers for Lee RECenter

\$1,000 Make necessary dock repairs at Lake Accotink Park

\$40,000 Create an additional Unisex Room by converting a closet at Lee RECenter

\$27,000 % of share 2 purchase a grader and roller for Mobile Crew operations*

\$228,000 Total

Mt. Vernon - Beginning Balance \$406,253

\$ 70,000 Install turf cleaning equipment and chemical fill station at Laurel Hill Golf Club as per MS-4 requirement

\$ 15,000 Upgrade security cameras at GW RECenter

\$ 30,000 Upgrade security cameras at Mt Vernon RECenter

\$150,000 Towards Paint/weatherproof the barn at Grist Mill Park
\$ 50,000-Towards South County Barn in Laurel Hill Park-
\$ 20,000 Towards maintenance related preservation work at Nike Site at Laurel Hill Park
\$ 27,000 % of share 2 purchase a grader and roller for Mobile Crew operations*
\$ 362,000 Total

Springfield - Beginning Balance \$216,669

\$70,000 Install turf cleaning equipment and chemical fill station at Twin Lakes Golf Course as per MS-4 requirement
\$30,000 Upgrade security cameras at South Run RECenter
\$1,000 Make necessary dock repairs at Lake Accotink Park
\$20,000 Make necessary pothole and asphalt patching repairs at Burke Lake Park
\$60,000 Replace the existing playground at Brookfield Park
\$27,000 % of share 2 purchase a grader and roller for Mobile Crew operations*
\$208,000 Total

Sully - Beginning Balance \$69,618

\$42,618 For improvements at Sully Highlands Park
\$27,000 % of share 2 purchase a grader and roller for Mobile Crew operations*
\$69,618 Total

\$1,365,355 Grand Total

*\$162,000 for 2 pieces of Mobil crew equipment (Grader and Roller) funded by 6 mono poles - county wide use.

Grader:

In 1989 the Park Authority purchased the Puckett 5100, compact grader. This 1988 unit has given excellent service but its' replacement is becoming a necessity. The unit is 25 years old and repairs are becoming much more frequent. In just the last 6 months, the unit has had to go to Equipment Support and been out of service for over 2 months' worth of time, costing Park Operations over \$8,000.00 in repair costs. Replacement parts are all but impossible to find and some had to be fabricated. The unit is a valuable piece of equipment. The small size of a compact grader allows Mobile Crew to maneuver in the many confined areas that we have to work in. Trails, small parking lots and service/maintenance roads that are in abundance in the county's park system. Also these units are not frequently found with rental companies, making it impossible to rent replacement units when ours is down for repairs.

Roller:

The Bomag,120 vibratory roller is a 1986 model (according to service manuals) and was purchased in 1988. By the very nature of the machine, (a vibratory roller) the unit is under substantial stress when the machine is in operation. Currently the units' water supply system is constantly breaking down making it undependable when working asphalt. It is also becoming difficult to find replacement parts for the unit when repairs and maintenance are needed. The unit is also having frequent electrical problems that requires constant attention. Additionally, the unit is carrying an "R" designation in its' ID number (R0517). This indicates the unit has already been approved for replacement at some time in the past but funding has not been available. After 26 years of service the unit doesn't meet current environmental emission standards and should be replaced at the earliest possible opportunity.

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ACTION

FY 2014 Carryover Budget Review – Park Revenue & Operating Fund, Fund 80000

ISSUE:

Approval of the FY 2014 Carryover Budget Review for the Park Revenue & Operating Fund, Fund 80000.

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2014 Carryover Budget Review for Park Revenue & Operating Fund, Fund 80000.

TIMING:

Board action is requested on July 23, 2014. The submission of the FY 2014 Carryover Review was due to the Department of Management and Budget on July 3, 2014. Final year-end figures will be provided to the Park Authority Board on July 23, 2014.

BACKGROUND:

Net Revenue for the fund is \$116,492 as compared to the Revised Budgeted Net Revenue target before reserves of \$129,294.

Due to the small amount of net revenue available as of the end of FY 2014, no transfer is being requested from the Park Revenue & Operating Fund, Fund 80000 to the Park Improvement Fund, Fund 80300.

FISCAL IMPACT:

None

ENCLOSED DOCUMENT:

Attachment 1: FY 2014 Park Revenue & Operating Fund, Fund 80000 Carryover Summary

Attachment 2: FY 2014 Park Revenue & Operating Fund, Fund 80000 Fund Statement

Board Agenda Item
July 23, 2014

STAFF:

Kirk W. Kincannon, Director

Cindy Messinger, Deputy Director/CFO

Sara Baldwin, Deputy Director/COO

Janet Burns, Senior Fiscal Manager

Michael P. Baird, Manager, Capital and Fiscal Services

Susan Tavallai, Senior Budget Analyst

FAIRFAX COUNTY PARK AUTHORITY
Park Revenue and Operating Fund
FUND 80000
FY2014 CARRYOVER SUMMARY

Attachment 1

	FY 2014 Revised Budget	FY 2014 Actual As of 06/30/14	FY 2014 Encumbrances Estimated	FY 2014 Balance Estimated	FY 2015 Adopted Budget	FY 2015 Revised Budget	Difference
Operating Revenue	\$43,435,259	\$43,054,055	\$0	(\$381,204)	\$46,285,055	\$46,285,055	\$0
EXPENDITURES:							
Personnel Services	\$28,408,109	\$28,207,262	\$0	\$200,847	\$28,824,333	\$28,824,333	\$0
Operating Expenses	\$13,956,598	\$13,689,770	\$0	\$266,828	\$14,286,882	\$14,286,882	\$0
Capital Equipment	\$293,000	\$246,571	\$0	\$46,429	\$543,000	\$543,000	\$0
Less: Recovered Costs	(\$1,053,315)	(\$904,380)	\$0	(\$148,935)	(\$1,053,315)	(\$1,053,315)	\$0
Subtotal	\$41,604,392	\$41,239,223	\$0	\$365,169	\$42,600,900	\$42,600,900	\$0
Debt Service Expenditures	\$183,439	\$180,206	\$0	\$3,233	\$809,774	\$809,774	\$0
Laurel Hill Debt (transfer out)	\$743,134	\$743,134	\$0	\$0	\$770,349	\$770,349	\$0
Indirect Cost Transfer to General Fund	\$775,000	\$775,000	\$0	\$0	\$775,000	\$775,000	\$0
TOTAL EXPENDITURES	\$43,305,965	\$42,937,563	\$0	\$368,402	\$44,956,023	\$44,956,023	\$0
Net Revenue As of 6/30/2013	\$129,294	\$116,492					

FY 2014 Estimated Carryover:

Personnel Services	\$0
Operating Expenses	\$0
Capital Equipment	\$0
Total FY 2014 Carryover Request:	\$0

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FUND STATEMENT

Fund 80000, Park Revenue and Operating Fund

Attachment 2

	FY 2014 Estimate	FY 2014 Actual	Increase (Decrease) (Col. 2-1)	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
Beginning Balance	\$5,483,245	\$5,483,245	\$0	\$4,112,549	\$4,099,739	(\$12,810)
Revenue:						
Interest on Bond Proceeds	\$18,363	\$39	(\$18,324)	\$12,497	\$12,497	\$0
Park Fees ¹	42,640,784	42,066,087	(574,697)	45,485,027	\$45,485,027	0
Interest	133,735	5,427	(128,308)	133,735	\$133,735	0
Sale of Vehicles and Salvage Equipment	32,459	50,999	18,540	32,459	\$32,459	0
Donations and Miscellaneous Revenue	609,928	931,505	321,577	621,337	621,337	0
Total Revenue	\$43,435,269	\$43,054,057	(\$381,212)	\$46,285,055	\$46,285,055	\$0
Total Available	\$48,918,514	\$48,537,302	(\$381,212)	\$50,397,604	\$50,384,794	(\$12,810)
Expenditures:						
Personnel Services	\$28,408,109	\$28,207,262	(\$200,847)	\$28,824,333	\$28,824,333	\$0
Operating Expenses	13,956,598	13,689,770	(266,828)	14,286,882	\$14,286,882	0
Recovered Costs	(1,053,315)	(904,380)	148,935	(1,053,315)	(\$1,053,315)	0
Capital Equipment	293,000	246,571	(46,429)	543,000	\$543,000	0
Debt Service:		0			\$0	
Fiscal Agent Fee	\$3,233	\$0	(\$3,233)	\$3,233	\$3,233	\$0
Bond Interest Payable ²	180,206	180,206	0	806,541	806,541	0
Subtotal Expenditures	\$41,787,831	\$41,419,429	(\$368,402)	\$43,410,674	\$43,410,674	\$0
Transfers Out:						
General Fund (10001) ³	775,000	775,000	0	775,000	775,000	0
County Debt Service (20000) ⁴	743,134	743,134	0	770,349	770,349	0
Park Capital Improvement Fund (80300)	1,500,000	1,500,000	0	0	0	0
Total Transfers Out	\$3,018,134	\$3,018,134	\$0	\$1,545,349	\$1,545,349	\$0
Total Disbursements	\$44,805,965	\$44,437,563	(\$368,402)	\$44,956,023	\$44,956,023	\$0
Ending Balance⁵	\$4,112,549	\$4,099,739	(\$12,810)	\$5,441,581	\$5,428,771	(\$12,810)
Debt Service Reserve ²	\$743,134	\$743,134	\$0	\$770,349	\$770,349	\$0
Revenue and Operating Fund Stabilization Reserve ⁶	2,053,518	2,053,518	0	2,136,097	2,136,097	0
Donation/Deferred Revenue ⁷	1,246,804	1,246,804	0	1,246,804	1,350,000	103,196
Set Aside Reserve ⁸	69,093	56,283	(12,810)	1,288,331	1,172,325	(116,006)
Unreserved Ending Balance	\$0	\$0	\$0	\$0	\$0	\$0

¹ Revenue in FY 2014 was reduced by an amount of \$810,000 based on the Oak Marr RECenter fitness room temporary closure due to renovation/expansion.

² Debt service represents principle and interest on Park Revenue Bonds which supported the construction of the Twin Lakes and Oak Marr Golf Courses. In addition, the FY 2014 Revised Budget Plan amount reflects the actual Debt Service payment required after one-time refunding savings.

³ Funding in the amount of \$775,000 is transferred to the General Fund to partially offset central support services supported by the General Fund which benefit Fund 80000. These indirect costs include support services such as Human Resources, Purchasing, Budget and other administrative services.

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

⁵ The Park Revenue Fund maintains fund balances at adequate levels relative to projected operation and maintenance expenses, as well as debt service requirements. These costs change annually; therefore, funding is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

⁶ Revenue and Operating Fund Stabilization Reserve includes set aside cash flow and emergency reserves for operations as a contingency for unanticipated operating expenses or a disruption in the revenue stream.

⁷ The Donation/Deferred Revenue Reserve includes donations that the Park Authority is obligated to return to donors in the event the donation cannot be used for its intended purpose. It also includes a set aside to cover any unexpected delay in revenue from sold but unused Park passes.

⁸ The Set Aside Reserve is used to fund renovations and repairs at various park facilities as approved by the Park Authority Board.

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July 23, 2014

ACTION

FY 2014 Carryover Budget Review - Fund 30400, Park Authority Bond Construction Fund.

ISSUE:

Approval of the FY 2014 Carryover Budget Review submission for Fund 30400, Park Authority Bond Construction Fund.

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2014 Budget Carryover for Fund 30400, Park Authority Bond Construction Fund.

TIMING:

Board action is requested on July 23, 2014. The submission of the FY 2014 Carryover Review was due to the Department of Management and Budget on July 3, 2014. Final year end figures will be provided to the Park Authority Board on July 23, 2014, for approval. Figures included here represent balances as of June 30, 2014.

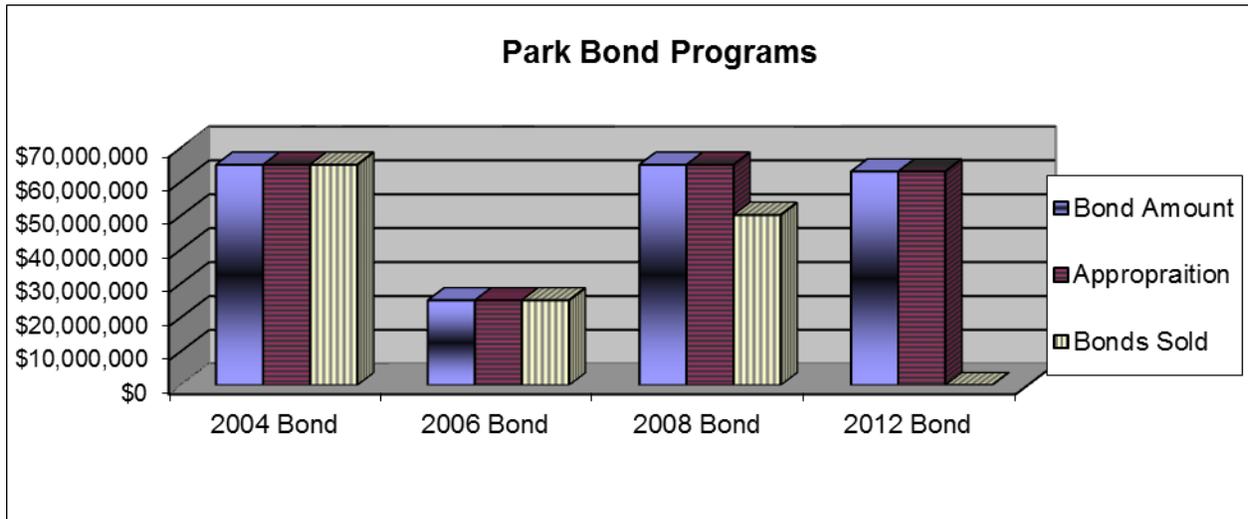
BACKGROUND:

The Park Authority had a total of \$65,000,000 authorized as part of the fall 2004 Bond Program, and \$25,000,000 authorized as part of the fall 2006 Bond Program in Fund 30400 for park-land acquisition, development, and renovation. All bonds associated with the 2004 and 2006 program have been sold. A \$65,000,000 park bond was approved as part of the fall 2008 Bond Referendum. As part of FY 2014 Bond Sale, \$11,360,900 from the fall 2008 program was sold, leaving a balance of \$14,812,100 associated with the fall 2008 program. In addition, a \$63,000,000 park bond was approved as part of the fall 2012 Bond Referendum. The full complement of \$63,000,000 from the 2012 program was appropriated as part of FY 2013 Third Quarter; no bonds from this program have been sold.

The Park Authority is requesting an increase in the appropriation of Project PR-000005, Park and Building Renovation – 2008 Bond in the amount of \$1,639,100. The Park Authority received bond premium in the amount of \$1,639,100 as part of the January 2014 Bond Sale. In addition, the Authority is requesting an increase of \$37,500 in the appropriation of Project PR-000010, Grants. This increase is needed to account for the receipt of Grant revenue from the National Trust for Historic Preservation for Colvin Run Mill. Half of the award was received in FY 2014 and the balance will be received when

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July 23, 2014

the renovation project is complete.



This appropriation is necessary to account for revenue received after FY 2014 Third Quarter Budget Review.

Based on a beginning cash balance of \$1,966,668 from the most recent bond sales and a future bond sale of \$77,812,100, the Park Authority will have a total appropriation of \$79,778,768 to expend in the Capital Improvement Program for park-land acquisition, development and renovation for Fund 30400, Park Authority Bond Construction.

FISCAL IMPACT:

The FY 2014 Carryover appropriation request for Fund 30400, Park Authority Bond Construction is \$79,778,768.

ENCLOSED DOCUMENTS:

- Attachment 1: FY 2014 Carryover Fund Statement - Fund 30400, Park Authority Bond Construction
- Attachment 2: FY 2014 Capital Construction Carryover Summary of Capital Projects - Fund 30400, Park Authority Bond Construction
- Attachment 3: FY 2014 Carryover - Fund 30400, Park Authority Bond Construction Fund Adjustments

Board Agenda Item
July 23, 2014

STAFF:

Kirk W. Kincannon, Director

Cindy Messinger, Deputy Director/CFO

Sara Baldwin, Deputy Director/COO

Janet Burns, Senior Fiscal Administrator

Michael P. Baird, Capital Services Manager

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FY 2014 CARRYOVER FUND STATEMENT						
Fund: 30400, Park Authority Bond Construction						
Agency: Park Authority						
	1.	2.	3.	4.	5.	6.
	FY 2014 Estimate	FY 2014 Actual	Increase (Decrease) (Col. 2-1)	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
Beginning Balance	\$7,325,999	\$7,325,999	\$0	\$0	\$1,966,668	\$1,966,668
Revenue:						
Sale of Bonds ¹	\$89,173,000	\$11,360,900	(\$77,812,100)	\$0	\$77,812,100	\$77,812,100
Bond Premium ²	\$0	\$1,639,100	\$1,639,100			
Grant ³	\$0	\$37,500	\$37,500			
Total Revenue	\$89,173,000	\$13,037,500	(\$76,135,500)	\$0	\$77,812,100	\$77,812,100
Total Available	\$96,498,999	\$20,363,499	(\$76,135,500)	\$0	\$79,778,768	\$79,778,768
Expenditures:	\$96,498,999	\$18,396,831	(\$78,102,168)	\$0	\$79,778,768	\$79,778,768
Total Disbursements	\$96,498,999	\$18,396,831	(\$78,102,168)	\$0	\$79,778,768	\$79,778,768
Ending Balance ⁴	\$0	\$1,966,668	\$1,966,668	\$0	\$0	\$0

¹ The sale of bonds is presented here for planning purposes only. Actual bond sales are based on cash needs in accordance with Board Policy. On November 4, 2008 the voters approved a \$65 million Park Bond Referendum. FY 2014 Actuals reflect an amount of \$11.360 million sold in January 2014, leaving a balance of \$14.812 million in the authorized but unissued bonds from the 2008 referendum. In addition, on November 6, 2012 the voters approved a \$63 million Park Bond Referendum. The bonds from the 2012 Referendum were appropriated at the FY 2013 Third Quarter. No bonds from that referendum have been sold.

² The Park Authority received a Bond Premium Allocation in the amount of \$1,639,100 as a result of the January 2014 Bond Sale.

³ The Park Authority received a Grant from the National Trust for Historic Preservation to help with restoration of Colvin Run Mill. The total grant was \$75,000, \$37,500 was received up-front and the balance upon completion of the project.

⁴ Capital Projects are budgeted based on total project cost. Most projects span multiple years, from design to construction completion. Therefore, funding for capital projects is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

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**FY 2014 PARK AUTHORITY BOND CONSTRUCTION - Carryover
SUMMARY OF CAPITAL PROJECTS**

Attachment 2

Fund: 30400 Park Authority Bond Construction

FOCUS PROJECT NUMBER	PROJECT NAME	TOTAL PROJECT ESTIMATE	FY 2014 REVISED BUDGET PLAN	FY 2014 ACTUAL EXPENDITURES	FY 2014 REMAINING BALANCE	FY 2015 ADOPTED BUDGET PLAN	FY 2015 REVISED BUDGET PLAN	INCREASE/ DECREASE
PR-000001	Athletic Fields-Fall 2004 Park Bond	8,633,562	566,084	101,143	464,941	0	464,941	0
PR-000002	Athletic Fields- Synthetic Turf - 2006 Park Bond	10,000,000	197,632	197,632	0	0	0	0
PR-000005	Park and Building Renovation - 2008 Bond	30,672,451	13,073,606	1,173,887	11,899,719	0	13,538,819	1,639,100
PR-000006	Infrastructure Renovation - 1998 Bond	4,900,000	109,118	109,118	0	0	0	0
PR-000007	Trails and Stream Crossings-2004 Bond	4,895,000	99,195	99,195	0	0	0	0
PR-000008	Trails and Stream Crossings-2006 Bond	5,000,000	1,833,119	1,168,495	664,624	0	664,624	0
PR-000009	Community Park/New Facilities - 2012 Bond	7,285,000	7,285,000	0	7,285,000	0	7,285,000	0
PR-000010	Grants	2,704,927	2,610	0	2,610	0	40,110	37,500
PR-000011	Natural and Cultural Resources-2004 Bond	3,830,000	893,651	625,977	267,674	0	267,674	0
PR-000012	Stewardship - 2008 Bond	11,739,950	5,276,272	1,441,454	3,834,819	0	3,834,819	0
PR-000013	Natural and Cultural Resources - 1998 Bond	10,000,000	727,541	727,541	0	0	0	0
PR-000014	Community Park Development - 2002 Bond	5,000,000	40,719	40,719	0	0	0	0
PR-000015	Community Parks/Courts-2004 Bond	9,580,646	789,862	4,830	785,032	0	785,032	0
PR-000016	Park Development - 2008 Bond	18,846,545	7,311,495	812,030	6,499,465	0	6,499,465	0
PR-000017	Community Park Development - 1998 Bond	10,050,223	5,439	5,439	0	0	0	0
PR-000018	Building Renovation and Expansion-2004 Bond	23,029,864	813,324	244,353	568,971	0	568,971	0
PR-000021	Land Acquisition - 2008 Bond	14,386,988	1,681,036	733,341	947,695	0	947,695	0
PR-000022	Building New Construction-2004 Bond	4,439,968	1,258,088	1,105,391	152,696	0	152,696	0
PR-000091	Existing Facility/Renovation - 2012 Bond	23,302,500	22,411,097	2,591,613	19,819,484	0	19,819,484	0
PR-000092	Facility Expansion - 2012 Bond	19,497,500	19,209,111	7,204,464	12,004,648	0	12,004,648	0
PR-000093	Land Acquisition and Stewardship - 2012 Bond	12,915,000	12,915,000	10,209	12,904,791	0	12,904,791	0
TOTAL FUND 30400		240,710,124	96,498,999	18,396,831	78,102,168	0	79,778,768	1,676,600

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FY 2014 Carryover Fund 30400 Park Authority Bond Construction Fund Adjustments

The FY2015 expenditures are recommended to increase by \$79,778,768. This increase is attributable to the carryover of unexpended project balances in the amount of \$78,102,168, and increased in the amount of \$1,639,100 due to the appropriation of bond Premium, and \$37,500 for a grant from the National Trust for Historic Preservation for Colvin Run Mill.

The following project adjustments are requested at this time.

Project/Detail	Increase/(Decrease)	Comments
PR-000005 Park and Building Renovation	\$1,639,100	Increase due to receipt of bond premium associated with January 2014 Bond Sale.
PR-000010 Grants	\$37,500	Increase due to Grant from the National Trust for Historic Preservation for Colvin Run Mill. Revenue is in 2G51-030-002.

Total: **\$1,676,600**

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Committee Agenda Item
July 9, 2014

DISCUSSION

Fairfax County Park Authority Bylaws Revision

During the Policy Manual review last spring, it was discussed that the Park Authority Bylaws are in need of revision. Several suggestions have been received by various Board Members. In May 2014, the Chairman appointed a small workgroup made up of the Chairman Ken Quincy and Vice Chairman Hal Strickland of the Administration, Management and Budget Committee along with Director Kirk Kincannon, Administrative Assistant Barbara Gorski, Deputy Director/CFO Cindy Messinger and Deputy Director/COO Sara Baldwin. This work group was established to review the 2008 Bylaws along with all the comments received to date in an attempt to expedite the background work and bring a draft straw man to the Administration, Management and Budget Committee for its review, consideration, and discussion on July 9, 2014.

The work team has met and developed the attached draft for discussion. ~~Strike outs~~ reflect wording that is recommended to be removed from the existing 2008 Bylaws and *italicized yellow* wording reflects new proposed wording to clarify or address items not previously addressed. Pending discussion at the July 9 committee meeting and the County Attorney's review, final revisions would be made and could be brought back to the Park Authority Board as early as July 23, 2014, for approval or to a subsequent Administration, Management and Budget Committee meeting(s) for further review and/or consideration in September.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Proposed Revised Fairfax County Park Authority Bylaws

STAFF:

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

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**DRAFT
Park Authority Bylaws**

**BYLAWS GOVERNING THE FAIRFAX COUNTY PARK AUTHORITY
OF FAIRFAX COUNTY, VIRGINIA**

AS REVISED AND ADOPTED May 14, 2008

Be it resolved by the Fairfax County Park Authority of Fairfax County, Virginia, that the Bylaws of said Authority be, and the same are, as follows:

Article I – Name

The name of this organization is the Fairfax County Park Authority, hereinafter referred to as “Authority”.

Article II – Purpose

The Authority has been established by the Board of Supervisors of Fairfax County, Virginia, pursuant to Virginia laws to plan, acquire, develop, construct, operate, maintain, and sustain a diverse park system that meets the needs of Fairfax County’s citizenry.

The Authority shall:

- 1. Advocate and promote the preservation and enhancement of natural, cultural and horticultural resources through protection and interpretation best practices that will guarantee the value of these resources are fully understood and available for future generations.***
- 2. Create and sustain quality facilities and parks which are safe and accessible to all and offer a wide range of programs and services that encourage stewardship, provide education, foster recreation, health, wellness, and fitness for life.***
- 3. Encourage the enjoyment, understanding, and appreciation of park resources and services by all citizens and visitors which contribute positively to the sense of overall community and quality of life in Fairfax County.***
- 4. Incorporate within its means, the highest professional standards in the execution of its mission and services, serving as an industry leader and model for others to follow.***

Article III – Membership and Term of Office

Section 1. Appointment

Pursuant with Virginia State Code, known as the Park Authorities Act and the Park Authority Ordinance, the Authority shall be governed by a Board. Members or appointments to the Park Authority Board, hereinafter referred to as “Board”, shall be as determined by the Board of Supervisors, and members shall serve for such term or terms as established by the Board of Supervisors.

Section 2. Role of Members

All members of the Board shall represent the citizens of Fairfax County and the Authority and shall serve as liaisons to their appointing Supervisor.

Members are responsible for the overall policy and direction of the Authority. Board decisions are conveyed to the Director for implementation. It is not the function of the individual members or the Board to become involved in the day-to-day management and operations of the Authority.

Members shall fulfill the responsibilities and requirements of the regulatory documents establishing its existence¹ and continued operation. Members shall work together collectively to address the business of and establish the strategic direction of the Authority.

Article IV– Officers and Their Duties

Section I 1. Terms of Office of Officers

~~The officers of the Fairfax County Park Authority **Board** of Fairfax County, Virginia, (“Authority”) shall be Chairman, Vice Chairman, Secretary, and Treasurer, who shall be elected by the members at a regular meeting in January of each year, or at such other time as there may be a vacancy. The offices of Secretary and Treasurer may be combined. All of the foregoing officers shall be Members of the Authority and shall hold office until the next annual election.~~

Section II 2. Duties of the Chairman

The Chairman shall be the executive **chief** officer of the Authority **and the Board**. The Chairman shall convey to the Director all policy decisions of the Authority **Board** and will cause these policies to be administered by the Director. The Chairman shall be the official representative of the Authority at all functions unless representation is specifically delegated to another Member. The Chairman shall preside at all meetings of the Authority **Board** and shall be an ex-officio member of all standing and special committees ~~established by the Authority~~. Except as may be limited by Virginia conflict of interests laws, the Chairman may vote on all issues at any meeting of the Authority **Board**.

Section III 3. Duties of the Vice Chairman

The Vice Chairman, in the absence of the Chairman, shall be vested with all the powers and perform all the duties of the Chairman.

¹ Park Authorities Act; Ordinance Pertaining to the Establishment of the Park Authority; Memorandum of Understanding Between the Fairfax County Board of Supervisors and Fairfax County Park Authority

Section IV ~~4. Duties of the Secretary and Treasurer~~

The Secretary-Treasurer shall be responsible for ensuring that due notices are given of all Authority **Board** meetings and that proper records are kept of all proceedings of the Authority **Board**. The Treasurer shall have custody of the corporate seal and shall attest and affix the seal to all instruments requiring such action when authorized by the Authority **Board**. If the offices of Secretary and Treasurer are combined, then the duties of such shall also be combined.

Article II **V** - Administration

Section I **1. Director**

~~The Director shall be responsible to the Authority for the administration, acquisition, planning, development, maintenance, and operation of all property under the jurisdiction of the Fairfax County Park Authority. The Director shall evaluate properties under consideration for acquisition by the Authority and make recommendations to the Authority concerning their disposition. The Director may delegate authority to responsible subordinates but shall be held ultimately responsible for these actions.~~

~~The Director shall formulate regulations and procedures as deemed necessary for proper administration of the organization and its holdings so long as these regulations and procedures are consistent with the policies established by the Authority. The Director shall represent the Authority at the executive level at meetings and as otherwise appropriate in relationship to other official agencies, citizens' organizations, and individuals, and establish close liaison with other departments of the County and the State.~~

~~The Director shall be responsible for all administrative activities of the Authority including, but not limited to, preparing agendas for meetings, ensuring adequate records are kept and preparation and submission of annual operating and capital improvement budgets for approval of the Authority and will conform with budgets as approved. The Director shall carry out the capital improvement projects in accordance with the approved budgets of the Authority.~~

~~The Director shall perform such other duties as the Authority may require.~~

The Director shall be appointed by the Board with affirmative confirmation by the Board of Supervisors. The Director shall serve at the pleasure of the Board and shall have charge of the administration, property and day-to-day management and operations of the Fairfax County Park Authority in accordance with the Virginia Park Authorities Act, Va. Code Ann. §§ 15.2-5700 through 15.2-5714 (2003), the Fairfax County Park Authority Ordinance, the Bylaws governing the Fairfax County Park Authority, the Memorandum of Understanding between the Fairfax County Board of Supervisors and the Fairfax County Park Authority, the Standards of Conduct and Code of Ethics for Fairfax County Employees, the Fairfax County Park Authority Policy Manual, the Director of Park Authority Position Description, and written Employment Contract.

Section II 2. Other Employees

Other personnel may be employed in accordance with the approved annual operating budgets. Such employees shall be responsible to the Director or designated staff and shall perform duties and functions as may be assigned them.

Section 3. Board Governance Manual (*for now or future consideration once completed)
A Board Governance Manual shall be established and contain key materials and information relevant to the role of the Board, its members, and related processes. The Board Governance Manual shall be kept current by an annual review by the Chairman and Director and will be provided to all members of the Board at the time of their appointment.

Article IV VI - Meetings

Section I 1. Regular Meetings

All meetings shall be conducted in accordance with the Virginia Freedom of Information Act, Virginia Code §§2.2-3700 through -3714, as amended ("VFOIA"), and except for closed sessions, all meetings shall be open to the public. All meetings shall be preceded by a notice stating the date, time, and location of the meeting, and except for emergency meetings, notice of a meeting shall be given at least three working days prior to the meeting. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided to members of the Authority **Board**.

Section II 2. Special Meetings

Special meetings of the Authority **Board** shall be called by the Chairman or at the request in writing of any three members of the Authority **Board**. Notice shall be given to the members of the Authority **Board** prior to such meeting in accordance with Section I of Article IV **VI**.

Section 3. Closed Sessions

Closed sessions are authorized for certain limited purposes as defined in VA Code § 2.2-3711. Notice shall be given to the members of the Board prior to such meeting in accordance with Section I of Article VI.

Section III 3. Quorums

A majority of the members of the Authority **Board** shall constitute a quorum for the transaction of business at all meetings, including any public hearing required by Virginia law. The vote of a majority of such quorum shall be necessary for any action taken by the Authority **Board**. A majority of the members present shall constitute a quorum at meetings of Standing and Special Committees for business requiring a vote.

Section IV 4. Voting

The yeas and nays shall be taken upon passing any resolution and upon any proposals which create any liability, or for the appropriation of expenditure of funds, and in all cases when requested by any member. Resolutions or other actions requiring a yea and **or** nay vote shall

be recorded in the written minutes. ~~All members present shall be recorded as a yea, nay or abstention.~~

Article III **VII** - Committees

Section I **1**. Appointment

All standing and special committees shall be appointed by the Chairman, who shall be an ex-officio member of all committees.

Section II **2**. Standing and Special Committees

All Standing Committees shall be appointed for a term of one year at the first meeting following the election of officers in January. Special Committees shall be composed of such number of members as are deemed necessary to accomplish their purpose. The duties of all such committees shall be defined by the Authority **Board** and actions of such committees shall be reported to the Authority **Board**.

Article V **VIII** - Fiscal Year

The fiscal year of the Authority shall coincide with that of the Fairfax County Government.

Article VI **IX** - Parliamentary Authority

Except as otherwise provided by Virginia law or these Bylaws, the rules contained in **the most current edition of Robert's Rules of Order Newly Revised** shall govern the Authority **Board** in all cases to which they are applicable.

Article VII **X** - Statutory Responsibilities

The ~~Park~~ Authority operates under a contract with the Board of Supervisors. The provisions of the contract shall not be construed as limiting the ~~Park~~ Authority's statutory responsibility for the control of its trust funds and the discharge of its nondelegable duties.

Article VIII **XI** - Amendment of the Bylaws

Any article of the Bylaws may be amended or repealed, and any new article may be incorporated therein by vote of the majority **two-thirds** of the Authority's **Board's** members after all members of the Authority **Board** have been notified in writing of the proposed changes at least ten days before the meeting at which the changes are considered.

Article XIII – Source of Authority

The Authority derives authority from the state of Virginia and the Fairfax County Government as described in the Virginia State Code, §15.2-5700–15.2-5714, known as the Park Authorities Act and the Park Authority Ordinance passed by the Fairfax County Board of Supervisors establishing the Fairfax County Park Authority on December 6, 1950.

Adopted and approved by the Fairfax County Park Authority **Board** this fourteenth day of May, 2008.

~~/s/ Harold L. Strickland~~
Chairman

ATTEST: ~~/s/ Harrison Glasgow~~
Secretary