

Board Agenda Item  
July 9, 2014

**ADMINISTRATIVE – 1**

Adoption of Minutes – June 25, 2014, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the June 25, 2014, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the June 25, 2014, Park Authority Board meeting.

TIMING:

Board action is requested on July 9, 2014.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the June 25, 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  
June 25, 2014**

The Vice Chairman called the meeting to order at 7:33 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\*

**Staff Present:**

Kirk Kincannon, Director  
Cindy Messinger, Deputy Director/CFO  
Judy Pedersen, PIO  
Barbara Gorski  
Deborah Babcock-Daley  
Barbara Nugent  
David Bowden  
Todd Brown  
Todd Johnson  
Roberta Longworth  
John Zeigler  
Janet Burns  
Mike Baird

**PUBLIC COMMENT:** One speaker present.

**PRESENTATION**

**P-1** Introduction of 2014 Summer Interns

Ms. Roteman presented nine summer interns that were present at the Board meeting and asked them to introduce themselves.

**ADMINISTRATIVE ITEM**

**ADMIN-1** Adoption of Minutes, June 11, 2014, Park Authority Board Meeting

Mr. Thompson made a motion to approve the minutes of the June 11, 2014, Park Authority Board meeting; seconded by Mr. Vajda.

Mr. Bouie called attention to two amendments.

Ms. Cortina requested that her comment on page 3 be stricken: Ms. Cortina interjected that she was unaware that the CCT is part of a much larger trail system that runs from Maine to Key West.

Ms. Cortina requested that the following comments be stricken and replaced as noted:

**DRAFT**

After the renaming of CCT for Gerry Connolly, Ms. Cortina and Mr. Quincy had a discussion with the Congressman about some things that were good to remember. ~~The Congressman liked to work with local government because you could get things done. One of the tools he used to get things done was to really set goals that could be remember easily and goals that people would actually work to achieve, like the 10% land acquisition goal. It is something that Parks continues to work at and it is something that will be remembered after someone like him is gone. He also mentioned the tree canopy.~~

*Congressman Connolly said he liked to work with local government because you can get things done. One of the tools he used was to set goals that could be remembered easily and goals that people would work to achieve, like the 10% land acquisition goal. It is something that Parks continues to work at and it is something that will be remembered after someone like him is gone. He also mentioned the tree canopy goals.*

Mr. Gorham indicated that he would like his comments regarding the bylaws to be recorded verbatim. He would vote to approve the minutes with those changes.

Mr. Bouie instructed Ms. Gorski to amend the minutes with Mr. Gorham's verbatim comments.

The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

## **ACTION ITEMS**

Mr. Bouie announced that Action Items 6, 7, and 8 were being added to the list for approval at the request of the Park Operations Committee.

A-1 Scope Approval – CCT Improvements in Lake Accotink Park (Braddock District)  
Mr. Vellucci made a motion to approve the project scope to pave 5,840 linear feet of the Cross County Trail and related improvements in Lake Accotink Park; seconded by Messrs. Thompson and Quincy. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

A-2 Scope Approval – Sugarland Run Stream Valley Trail Improvements (Dranesville and Hunter Mill Districts)  
Ms. Cortina and Mr. Sullivan made a motion to approve the project scope to improve 150 linear feet of trail, repair a damaged fairweather crossing, and install wayfinding signage in Sugarland Run Stream Valley Park; seconded by Mr. Strickland. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

A-3 Approval – Staff Recommendation for Land Dedication as part of the Rezoning Application RZ/FDP 2014-LE-008 (O'Connell Property) (Lee District)

Ms. Cortina made a motion to approve the staff recommendation for dedication of approximately nine acres of land as part of the rezoning application and final development plan for 2014-LE-008 (O'Connell Property). The applicant is being asked to dedicate approximately nine acres of land within a portion of Parcel Tax Map # 90-4 ((1)) 17 to the Fairfax County Park Authority in conformance with the Countywide Policy Plan to dedicate portions of stream valleys and Chesapeake Bay Protection Ordinance designated Resource Protection Areas; seconded by Mr. Quincy. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

A-4 Approval of New Telecommunications License for Stratton Woods Park (Hunter Mill District)

Mr. Quincy made a motion to approve the new telecommunication license agreement with Crown Atlantic Company, LLC for telecommunication facilities in Stratton Woods Park; second by Mr. Thompson. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

A-5 Approval – Baron Cameron Park Master Plan Revision (Hunter Mill District)

Messrs. Khan and Quincy made a motion to approve the Baron Cameron Park Master Plan Revision; seconded by Mr. Vajda.

Mr. Vellucci stated that he could not support the motion because he felt that conceptual development plans should not provide alternatives, but rather should provide specificity. Parks should identify what it really wants to do with the park.

Ms. Cortina and Messrs. Strickland, Sullivan, Thompson, Vajda, Quincy, Gorham, Khan and Bouie voted aye. Mr. Vellucci voted nay. The motion carried. Mr. Batten and Ms. Quintana were absent.

A-6 Byron Avenue Park – Mastenbrook Volunteer Matching Fund Grant Program Request – West Springfield Little League (Lee District)

Mr. Thompson made a motion to approve the Mastenbrook Volunteer Matching Fund Grant Program request from West Springfield Little League in the amount of \$6,923.99 to purchase and install a scoreboard for field 2 at Byron Avenue Park; seconded by Mr. Quincy. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

A-7 Sully Highlands Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Chantilly Youth Association (Sully District)

Mr. Strickland made a motion to approve the Mastenbrook Volunteer Matching Fund Grant Program request from Chantilly Youth Association in the amount of \$20,000 to develop multiple park improvements at Sully Highlands Park; seconded by Mr. Quincy. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

A-8 Hollin Hall Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Fort Hunt Little League (Mount Vernon District)

Mr. Gorham made a motion to approve the Mastenbrook Volunteer Matching Fund Grant Program request from Fort Hunt Little League in the amount of \$18,579.50 to purchase and install scoreboards for fields 1 and 2 at Hollin Hall Park; seconded by Thompson. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

### **INFORMATION ITEM**

#### **I-1 Financial Related Issues – Update**

Staff presented an update of financial related issues and will return to the Board for action on July 9.

### **CHAIRMAN'S MATTERS:**

- Mr. Bouie extended thanks to staff for the great work done for the renaming of the Cross County Trail event. Congressman Connolly was very pleased.
- Mr. Bouie congratulated Mr. Strickland, Mr. Bowden and everyone involved in Sully Highlands. The facility is beautiful and suggested that if the opportunity presents itself one should go out to see the lights.
- He thanked Mr. Bowden, Mr. Mends-Cole, and others for getting the court complex started at Stratton Woods Park. Facebook has exploded with comments about potential tournament action in September. He thanked Mr. Bowden, Ms. Stallman, and Mr. Rauschenbach for their diligent efforts on Stratton Woods. It is the best thing for that part of the county as a whole. It provides a district facility that will be able to hold tournaments. With the Silver Line opening on July 26 it will provide a means for people to get there.
- Mr. Bouie thanked Mr. Khan for inviting him and Mr. Quincy to the cricket championship. It was fun working with the teams and handing out the trophies.
- The Little League championship for the 9-10 year olds started this week in the county. Noting that he is still an administrator he would be coming to district 4 as a tournament official at Nike Park, Fred Crabtree Park, and a number of parks. Mr. Bouie asked everyone to get out and support their Little League teams.
- Mr. Bouie announced that he had signed the IMA letter to the Board of Supervisors requesting that the funding be put back into the budget.
- Mr. Bouie announced that 11 piglets were recently born at Frying Pan Farm Park, but he doesn't believe they will be ready for the public by the fourth of July.
- The banquet room at Twin Lakes Golf Course was a big hit. Mr. Bouie attended the opening with Ms. Cortina, Ms. Quintana, and Mr. Thompson. He had received suggestions that the room being so large should have a divider in order to rent out two sides of the room. This is something that should be passed on to Mr. Furey so he could generate more revenue.

- This year is the reintroduction of performance evaluations for everyone in the county. A blank copy of the Department Heads evaluation form was emailed to the Board earlier in the day. Mr. Bouie asked that the Board return their comments to him by Tuesday, July 1. Once the information is consolidated Mr. Bouie will bring it back to the Board and present it in closed session.
- Mr. Bouie thanked everyone for meeting with the Park Foundation Board on June 11. Ms. Longworth continues to do good work with the Board. Mr. Bouie will be in touch with Mr. McLeod to discuss various things.
- The Park Board has been offered a challenge of a \$3,000 match for anyone on the Park Board that wants to contribute to the Park Foundation. The Park Board Members have been encouraged to support the Foundation to the best of their means; however, there is a group that is willing to match the contributions of the Park Board up to \$3,000. Congratulations to the individuals in that group offering the match. It is much appreciated.
- Mr. Bouie and Mr. Kincannon attended one of four sessions headed by Mr. Stalzer to discuss the economic direction of the county. They discussed strategies and the information gained during the four sessions will be consolidated into one report. Mr. Bouie will share the information with the Board to give an overview of the thoughts of all the stakeholders in the county.

**DIRECTOR'S MATTERS:**

- The Park Authority earned four national communications awards in this year's Blue Pencil & Gold Screen Awards Competition sponsored by the National Association of Government Communicators. The awards were announced during a reception at the National Press Club in Washington, D.C., on June 12th.

The Park Authority claimed first place in the Shoestring Budget Category for last fall's Black Friday Campaign in which the agency urged residents to follow a trail to one-day only deals on golf and fitness packages. That program was guided by Parktakes Editor Karen Thayer, Park Services Administrative Assistant Stephanie Powers-Loughry, Graphic Designer Joanne Kearney and Pinecrest Golf Course General Manager Sarah Oberther. Thayer also took home a second-place writing award in the individual Article Category for her piece on Chessie's Big Backyard, our accessible playground at Lee District Park.

The Park Authority also won Awards of Excellence in the Special Events Category for its Healthy Strides Community 5K/10K & Fitness Expo and in the Mobile Category for its Parktakes Mobile application developed by Internet Architect Jeff Snoddy in the Public Information Office which allows residents to sign up for classes with mobile devices. Park Services noted that the entire Fitness and Wellness team shared in the accomplishment including: Monica Phillips - Race Director, Elizabeth Ittner, Megan Hare, Morgan Buck, John Bartok Jennifer Elgas, Lindsay Curry, Mary Malof, Laurie Strickland and Julie Beck.

The NAGC awards salute superior communication efforts of government agencies and recognize the people who create the products.

- The 41st Annual Antique Car Show at Sully Historic Site was the second highest revenue generator in the show's history with a gross revenue of \$32, 145! The Model A Ford Club had the highest number of pre-registered cars with 393 (maximum is 400.) Four new sponsors participated – Moore Cadillac, JC Taylor Insurance, Bratton's Antique Auto Parts and Georges Automotive Restorations.
- On June 20, the Board received an email from Ms. Babcock-Daley asking the Board to start thinking about park related bills that they might think about supporting relative to the Board. Please provide that information to Ms. Babcock-Daley within the next ten days. The last time can take action is July 23. Mr. Kincannon will provide, by email, the VRPS legislative platform and the NRPA platform. He has asked Ms. Babcock-Daley to contact the other agencies such as DPWES, Transportation, Human Services, Health to determine if there are any other platforms they are putting forward that Parks can join to show strength related to policies and strategies for the agency.
- On a very positive note, the June 11 meeting with the Park Foundation Board, with the Board's help and the Foundation's help were able to secure \$10,000 for staff development related to total cost of facility ownership training. This is a development program that Parks will work together with the Institute for Public Lands which ties to our Needs Assessment work with Leon Younger and PROS Consulting. Mr. Kincannon indicated that he has a teleconference this Friday with Eppley TCFO to start discussions on coming up with a plan for training and development. He thanked Mr. Johnson and his staff for the work they have already done related to facility ownership and asset management. They have collected a lot of information through the IBM Tririga system. Mr. Johnson and staff have done a yeoman's job collecting this information. Ms. O'Dell is going to sit in with Todd during the conference call.
- The word from the county is 'caution' related to the budget and the economy coming forward. Specific details are not available at this time other than the economy is not picking up as anticipated. Revenue growth has not been as the county had expected. Mr. Kincannon indicated that he would hopes to have some information from the County Executive that he will share with the Board about the FY16 budget and any potential impacts we may have related to Parks' budget.

Aware that the Board is in recess in August, if there is a need for a meeting of the Committee of the Whole near the end of the month regarding the budget, Kirk will get the information out as soon as possible.

#### **BOARD MATTERS:**

- Mr. Khan reported that he participated in a wonderful event on Saturday, June 21, working with Fairfax Families 4Kids. He gave a shout out to the people at NCS that made it happen-

Karen Avvisato, Chris Pulley, and Beverly Howard. It was a great success and he is looking forward to doing more in the future. He is hoping the next event can be held at Sully Highlands.

- Mr. Gorham noted that there is a Nike missile site at Lorton and is a little special because it was the one that all the dignitaries were taken to sell them on the project. It is very intact even though it was used as a prison for 20 or 30 years. There are a number of historic buildings and all but one is there, the missile bunkers are there and are capped. There is a resident in Lorton, Mr. Shep Crow, who was on the first truck that pulled into the corn field to develop the missile site. He is in his 80s and has a big interest in trying to help preserve the site for interpretation. He thanked Ms. Walsh and Mr. Bowden for meeting with him and Mr. Crow and other local historians to brainstorm about what can be done to at least stabilize what we have there. They are looking for creative ways to find funding to do this and working on getting it on the National Historic Registry, and to get grants to help fix it as well. This is very important to him and he will talk more about this as they move forward and will be looking for support to preserve the site.

Mr. Gorham was disappointed in the decision to go forward with the bylaws revision without the inclusion, or at least the opportunity of inclusion for all of the Board. He had hoped that this would be kind of a turning point where the Board starts working more cooperatively, inclusively, and transparently. It appears that decisions were made that we are not going forward in those regards. Mr. Gorham made a formal request as a Board member equal to all Board members that he be provided with any minutes that were taken at the meeting and work product so far and updates of the work products as they come forward.

- Mr. Bouie noted that Mr. Gorham may want to check with Gary Powers in terms of the Nike site. There is another group, the American Historical Tank Society. They were looking at the site and how to maintain the site.
- Ms. Cortina reported that it was all smiles at the ground-breaking ceremony for a roll-top observatory that was held this past Saturday, June 21, as well as the ribbon-cutting ceremony for a picnic pavilion at Turner Farm. Both were very well attended by the community, the friends groups, park authority staff and Dranesville District Supervisor Faust. The community at both events cheered for the Area 3 staff. She thanked Mr. Quincy for attending and Mr. Sullivan for allowing her to fill in for him in the Dranesville District. She enjoyed having the opportunity to MC the event and make opening remarks, especially for the observatory, since science education is a particular interest of hers. This facility will house four permanently mounted telescopes. They are also connecting the existing telescope inside the former Nike Missile Silo to the Internet.

Ms. Cortina is looking forward to the ribbon-cutting of the observatory one year from now. At the picnic pavilion ribbon-cutting, she appreciated hearing a bit of Great Falls history, the community's successful efforts to save the farm, and the collaboration between the horse community and the Analemma Society to create a unique park with "hooves by day and stars by night." This is an unstaffed park, and as has been said before, without the dedication,

volunteerism, and fundraising partnerships with Friends groups and supporters, like the Analemma Society, Northern Virginia Astronomy Club, Save the Farm and Celebrate Great Falls, the Park Authority would not have the many amenities and activities offered to residents in Fairfax County. PIO staff, as usual, did an exemplary managing both events.

Ms. Cortina thanked Ms. Pedersen for planning the events and Ms. Fuentes' son who comes out to all the events with Ms. Fuentes.

- Mr. Quincy indicated that he hopes that this will address some of Linwood's concerns. The bylaw work group met on Monday, June 24 (Mr. Kincannon, Ms. Messinger, Ms. Gorski, Mr. Strickland, and Mr. Quincy). The group decided that in the interest of getting something to the Board as quickly as possible, not necessarily for action, but for review, the project was divided into the bylaws and the governance manual, the bylaws being the internal umbrella with the governance manual being the more detailed document. What is planned is to bring the draft to the Board on July 9 and depending upon input received then, the Board could move it forward and if there is not a consensus to do so, it will be extended. The Board will have plenty of time to look over the bylaws and provide input. Keep in mind that this also has to be reviewed by the County Attorney, which could impact the timeline. Potentially we could move the bylaws for Board approval at the July 23 meeting. He is not insinuating that this be rushed through, but it could happen. He thanked all those that provided input that was most useful to staff. Further input will also be valuable.

On July 9 a list of potential items/topics that may be included in a Board Governance Manual. This is for the Board members to look at and tell us what you think. You may add, subtract, add questions, change and will be brought back to a subsequent meeting. Again, both of these items will be brought to you for your review. They will be presented at the July 9 Administration, Management and Budget Committee meeting. It will depend upon the input and the county attorney input.

Mr. Quincy indicated that the bylaw draft will be presented to the Board via email before the package is posted on July 3.

Ms. Cortina asked if the reasoning behind the revisions will be provided, Mr. Quincy indicated that it would. He suggested that the reasoning could be discussed at the July 9 meeting. If it cannot be covered at that meeting it will be deferred.

Mr. Strickland stated that this process cuts the timeline in half of what was originally proposed. He is anxious to get everyone's feedback and to get this off the table.

Mr. Quincy noted that the governance manual will be a bigger project. Mr. Strickland stated that the procedure manual will be pretty straight forward and that the Board will be pretty well-pleased with the outcome.

Mr. Quincy indicated that the governance manual will have a similar process in that the Board will have the opportunity to look at it and provide input, but it will be a longer term project.

- Mr. Vajda had nothing to report.
- Mr. Thompson thanked all staff that came out to Braddock Park for the master plan meeting for public input. There were those that were interested in the property because they wanted to manage it in the future. There were 14-15 county staff, the Supervisor, his staff, folks from the Park Authority in attendance. The meeting was direct and straightforward.

The meeting held on Tuesday, June 24, regarding Greenbrier Commons Park brought 95 people plus for a small community project. They came out to discuss whether having a pavilion there was a good idea or not.

Mr. Thompson received one comment suggesting that the entire Braddock Park mini-golf area be paved over to allow food trucks to come in because there aren't any good places to eat in that area.

The meeting was handled very well. Supervisor Herrity suggested that the 30-day comment period be extended so that the next issue of the Greenbrier Flyer could solicit comments.

Mr. Thompson reported that there was an interesting discussion at the Athletic Council meeting on June 18. Mr. Platenberg, Schools, came to the meeting to talk about the impact of the change in start times. He and Mr. Bill Curran talked about it in terms of impact to the community. There were four plans and in terms of the athletic community three make no sense at all. The eight o'clock start time recommendation did have implications on the parks and the Park Authority talking about the need for schools to use several of our parks beyond the five o'clock cut off and even the 5:30 cut off in those parks where they can. It will impact community use at those facilities. He also indicated that he plans to come to the Park Board and have a discussion because there will be impacts on the pools and direct impact on the revenue of the pools. The plan he was focusing on had the minimal impact. The later the start times, the more impact. Mr. Platenberg plans on providing his presentation to the Park Board before the Superintendent presents to the School Board in September.

In Burke there is an historic race track and is not easily accessible but parts of it exist. Back in the early 1900s Burke was the place Washingtonians would get on a train at Union Station and come out to watch the races and have fun away from the city. He is interested to find out if it is on parkland and try to figure what the status is because it is historic in the county and in Burke. We should look to see if this is a project we can preserve and help work that moving forward.

Mr. Thompson stated that having sat through the evening listening to discussions about the financials and hearing the feedback from staff and from the director it's a very refreshing experience and change from what it was when he first joined the Board. The director change

has turned out well. It has been refreshing and positive and a much better exchange from what he experienced in his limited time on the Board. He thanked Mr. Kincannon.

Mr. Kincannon responded that Parks has a great staff, it's not him.

- Mr. Vellucci echoed Mr. Thompson's comments and he would like to see an input from Mr. Johnson on all the Planning and Development paperwork noting what the cost of ownership is.

Mr. Vellucci reported that the proceeds from the Whole Foods 5% day was \$3,500. The money will go to the Park Foundation for projects in Accotink Creek and at Lake Accotink Park.

On June 23 DPWES held a community meeting about the dredging for Royal Lake. The partial dredging which was to be taking place now will be delayed to FY16. Woodglen Lake will be dredged later this year. The delay will allow for a total dredging and will allow DPWES to put in catch basins.

The Friends of Lake Accotink Park will hold a meeting on June 26.

Braddock Nights opens on June 27 at Royal Lake Park.

Mr. Vellucci thanked Messrs. Bowden, Scott, and Holsteen for their efforts for the development of Old Forge Surry Square. A community park has playground equipment that goes back to the 1970s. A fund raising effort will be kicked off by the community to replace the equipment.

Mr. Vellucci extended congratulations to Ms. Tahan, manager of Lake Accotink Park for receiving the Best of Braddock Award as an employee at the local level.

Mr. Vellucci suggested to Mr. Gorham that he find out who the contractor was on the Nike Site at Lorton.

- Mr. Sullivan thanked Ms. Cortina for hosting the events at The Turner Farm Park on June 21.

Mr. Sullivan and Supervisor Foust received a dissenting statement from Mr. Stillman on the Salona Task Force Report. Rip has asked staff to distribute the statement to the Board in an upcoming package.

Mr. Sullivan thanked staff for being creative on finding time and money to make some of the repairs at Clemyjontri Park. Repairs are expected to begin something in June.

Mr. Sullivan spoke to staff about maintenance issues at Clemy and about replacement of the surface areas. He commended staff for looking into how to fund the resurfacing project. It will cost more than replacing a turf field.

He thanked Ms. Longworth for her efforts in getting the Foundation to turn its attention to this issue and have made some commitments over the course of the next year.

- Mr. Strickland thanked Mr. Bouie for the kind words about Sully Highlands Park. Mr. Bowden has been great in getting the development work done there. Mr. Johnson and his staff for the time they have taken to get the park in shape. The park is beautiful and looks ready and the sports groups are ready to get on the fields. The park was turned over to NCS which has quickly turned around and made the field allocations.

All the pieces of the park are there with the exception the restrooms which are the key to making the park family friendly. Chantilly Youth Association (CYA) has stepped up one more time to work directly with the developer and Mr. Bowden to see if they could get a design for the restrooms. CYA has committed another \$200,000 toward the restrooms and shelter. The entire park will be complete with restrooms, shelters, picnic tables, playgrounds for two different age groups and all the amenities around the ball fields. The community has looked at this not only as an athletic destination, but as a family destination. Parks needs to look at how it can make its facilities more family friendly.

Mr. Strickland stated that he enjoyed attending the meeting on the Greenbrier Commons with his colleagues along with Supervisor Herrity. Mr. Strickland commented that sitting on the 80 year old stools is incentive to end meetings quickly.

- Mr. Vellucci stated that the approach taken with the bylaws sounds like it is going to work but he asked that the working group consider, since the Governance Manual is so much more expansive and encompasses many more things than the bylaws, adding a junior member of the board so that you get a different perspective of the governance.

Mr. Strickland stated that he would support that suggestion and would offer that someone take his place on the work group. He explained that what he and Mr. Quincy had done was to take all the comments that were received and thanked Mr. Vellucci for the comments he provided. He remarked that there seems to be some belief that there is something going on that is not. The group is trying to get everything together to provide to the full Board for review as quickly as possible. The Board will have the full opportunity to comment on the draft.

Mr. Bouie appointed Mr. Gorham to join the work group in preparation of the Governance Manual.

## **CLOSED SESSION**

At 9:40 p.m. Mr. Vajda MOVED the Park Authority Board convene in closed session for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia

Code § 2.2-3711(A)(3); seconded by Mr. Thompson. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

**CERTIFICATION OF CLOSED SESSION**

At 9:43 p.m. Mr. Vajda MOVED the Park Authority Board certify that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia Code 2.2-3712 and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board; seconded by Mr. Thompson. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

C-1 Acceptance of a Donation of Property Located in the Braddock District  
Mr. Vellucci made a motion to accept the donation of property located in the Braddock District; seconded by Mr. Quincy. The motion carried unanimously. Mr. Batten and Ms. Quintana were absent.

**ADJOURNMENT**

There being no further business and without objection, Mr. Bouie called the meeting to a close at 9:46 p.m.

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Frank S. Vajda, Treasurer

Minutes Approved at Meeting  
on June 25, 2014

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Kirk W. Kincannon, Director

Park Authority Board Minutes prepared by

\_\_\_\_\_  
Barbara J. Gorski, Administrative Assistant

Board Agenda Item  
July 9, 2014

## **ACTION – 1**

### Park Authority Revenue Funds –Fund, Reserve and Project Name changes, Reserve and Project Structure Changes, and Related Funding Transfer Requests

#### ISSUE:

The naming and use of the two Park Authority Revenue Funds, related reserves and projects needed to be addressed to provide for enhanced transparency and clarification, additional management controls, and to further align the with the county.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the three proposed financial initiatives as outlined at the June 25, 2014, Park Authority Board Meeting and as listed below and detailed in the background information.

1. Fund, reserve and project name changes
2. Reserve and project structure and definitions changes
3. Related funding transfer requests as a result of the approvals above

#### TIMING:

Board approval is requested on July 9, 2014, in order to be in effect at the start of FY 2015.

#### BACKGROUND:

As identified in the Financial Sustainability Plan Initiatives and the FY 2014 Strategic Plan implementation, several financial items were identified that will enable continued sound financial practices to be followed to ensure sustainability in this ever changing and challenging economic environment. Over the last six months, staff and the Board have been working to build upon the existing financial foundation established over the years for the two Revenue Funds (80000 and 80300) to provide additional clarity, transparency, and enhanced management safeguards to ensure fluidity in the case of emergencies, and/or uncontrollable bad weather conditions and extraordinary economic challenges.

Additionally, the county established the Infrastructure Financing Committee (IFC) to identify the backlog of Schools, County, and Parks long-term ongoing maintenance needs and propose funding options to address those needs. The Board of Supervisors accepted the IFC Task Force report this spring and as economic conditions allow, the county will begin implementation of the recommendations. The report outlines uniform definitions and use for maintenance, infrastructure replacement, upgrades, and

renovation projects that will assist the Park Authority in aligning, planning and assigning funding areas for the future. In bringing these issues forward, the Park Authority has considered the IFC Task Force recommendations and staff from the Department of Budget and Management (DMB) and the Department of Finance have been consulted throughout the Park Authority's work and concur with the proposed recommendations. The Comprehensive Annual Financial Report (CAFR) will serve as the documentation source that will contain official record of these changes and provide appropriate definitions and guidelines of use of all of the Park Authority Funds, reserves, project, and debt service requirements.

**1. Fund, reserve and project name change recommendations:**

- Rename Park Revenue Fund 80000 to Park Revenue & Operating Fund, 80000 to provide clarity that it is an annually appropriated operating fund.
- Rename Park Capital Improvement Fund 80300 to Park Improvement Fund 80300 to avoid confusion with the Park Capital Improvement Plan and items typically funded by bond dollars (Fund 30400).
- Rename the existing Managed Reserve, to the Revenue & Operating Fund Stabilization Reserve to align similarly with the County's General Fund Revenue Stabilization Reserve, for the Park Authority's Fund 80000.
- Rename the existing Facilities and Services Reserve, to Revenue Facilities Capital Sinking Fund (RFCSF) to align with the IFC Task Force report recommendation that will support revenue facilities.

**2. Reserve and project structure and definition recommendations**

- The newly named Revenue & Operating Fund Stabilization Reserve will be used similarly to the County's General Fund Stabilization Reserve to support Fund 80000 operations, ensuring fiscal stability by reserving a set balance of 5% of budgeted expenses with use of up to 50% of the balance in a given year. Approval of use will be made by the Park Authority Board following a request by the Director following 3<sup>rd</sup> Quarter report evaluation and year end projections. Upon approval, by request from the Director, DMB would then move funding at year end to balance Fund 80000. Replenishment would be prioritized and come from future net revenue, interest earned and/or balances from remaining Fund 80300 projects.
- The newly named Revenue Facilities Capital Sinking Fund will align with the goals and objectives set forth by the county and provide partial funding to address revenue facility planned long-

term life cycle needs. Prioritized projects will be driven by the results of the new Needs Assessment and approved by the Park Authority Board. Initial funding for the RFCSF start-up will come from the existing balance of the old Facilities and Services Reserve. Total funding needed to support Park Revenue facilities maintenance needs will be discussed in upcoming meetings with the Board of Supervisors once the Needs Assessment and Total Cost of Facility Ownership work is completed. Replenishment would be prioritized and come from future net revenue, interest earned, set aside and/or balances from remaining Fund 80300 projects.

- Eliminate the existing Park Contingency Project, Fund 80300 and establish a specific Grants Match Project with a committed \$250,000 set balance (in Fund 80300) for use as matching grant dollars. Establish a specific Catastrophic Events Project, with a committed \$250,000 set balance (in Fund 80300) to draw upon when there are unplanned natural events or disasters and/or when funding may be returned through Risk Management or FEMA. Approvals for use will be required by Park Authority Board action. Replenishment would be prioritized and come from interest earnings, future net revenue, set aside and/or balances from remaining Fund 80300 projects.
- Establish an Emergency Project (in Fund 80300), a sub-project within General Park Improvements Project, with a committed \$500K set balance for use for unplanned and emergency repairs not supported by the annual operating budget. Approval for use will be required by the Park Authority Director. Replenishment would be prioritized and come from future net revenue, set aside and/or balances from remaining Fund 80300 projects.

**3. Related funding transfer recommendations as a result of the approvals above**

- Transfer \$250k from Park Contingency Project to Grants Match Project, Fund 80300.
- Transfer \$250k from Park Contingency Project to Catastrophic Events Project, Fund 80300.
- Transfer \$330k from Park Contingency Project to General Park Improvements Project, Fund 80300.
- Transfer \$500k from Park Contingency Project to Emergency Project (within General Park Improvements Project), Fund 80300.

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FISCAL IMPACT:

The FY 2015 Revised Budget for Park Improvement Fund, Fund 80300 is \$21,595,053. The FY 2015 Revised Net Revenue for the Park Revenue & Operating Fund, Fund 80000 is \$1,329,032.

ENCLOSED DOCUMENTS:

Attachment I: Sample Draft Fund Statements, 80000 and 80300

STAFF:

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

# Sample Fund Statement, Fund 80000

## SAMPLE FUND STATEMENT -Before

### Fund 80000, Park Revenue Fund

	FY 2015 Adopted Budget Plan
<b>Beginning Balance</b>	<b>\$4,112,549</b>
Revenue:	
Interest on Bond Proceeds	\$12,497
Park Fees <sup>1</sup>	45,485,027
Interest	133,735
Sale of Vehicles and Salvage Equipment	32,459
Donations and Miscellaneous Revenue	621,337
<b>Total Revenue</b>	<b>\$46,285,055</b>
Transfers In:	
County Construction (303) <sup>3</sup>	\$0
<b>Total Transfers In</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$50,397,604</b>
Expenditures:	
Personnel Services	\$28,824,333
Operating Expenses	14,286,882
Recovered Costs	(1,053,315)
Capital Equipment	543,000
Debt Service:	
Fiscal Agent Fees	\$3,233
Bond Payments <sup>2</sup>	806,541
<b>Subtotal Expenditures</b>	<b>\$43,410,674</b>
Transfers Out:	
General Fund (10001) <sup>3</sup>	\$775,000
County Debt Service (20000) <sup>4</sup>	770,349
Park Capital Improvement Fund (80300)	0
<b>Total Transfers Out</b>	<b>\$1,545,349</b>
<b>Total Disbursements</b>	<b>\$44,956,023</b>
<b>Ending Balance<sup>5</sup></b>	<b>\$5,441,581</b>
Debt Service Reserve <sup>2</sup>	\$770,349
Managed Reserve <sup>6</sup>	2,136,097
Donation/Deferred Revenue <sup>7</sup>	1,246,804
Set Aside Reserve <sup>8</sup>	1,288,331
<b>Unreserved Ending Balance</b>	<b>\$0</b>

## SAMPLE FUND STATEMENT -After

### Fund 80000, Park Revenue & Operating Fund

	FY 2015 Adopted Budget Plan
<b>Beginning Balance</b>	<b>\$4,112,549</b>
Revenue:	
Interest on Bond Proceeds	\$12,497
Park Fees <sup>1</sup>	45,485,027
Interest	133,735
Sale of Vehicles and Salvage Equipment	32,459
Donations and Miscellaneous Revenue	621,337
<b>Total Revenue</b>	<b>\$46,285,055</b>
<b>Total Available</b>	<b>\$50,397,604</b>
Expenditures:	
Personnel Services	\$28,824,333
Operating Expenses	14,286,882
Recovered Costs	(1,053,315)
Capital Equipment	543,000
Debt Service:	
Fiscal Agent Fees	\$3,233
Bond Payments <sup>2</sup>	806,541
<b>Subtotal Expenditures</b>	<b>\$43,410,674</b>
Transfers Out:	
General Fund (10001) <sup>3</sup>	\$775,000
County Debt Service (20000) <sup>4</sup>	770,349
Park Capital Improvement Fund (80300)	0
<b>Total Transfers Out</b>	<b>\$1,545,349</b>
<b>Total Disbursements</b>	<b>\$44,956,023</b>
<b>Ending Balance<sup>5</sup></b>	<b>\$5,441,581</b>
Debt Service Reserve <sup>2</sup>	\$770,349
Revenue & Operating Fund Stabilization Reserve <sup>6</sup>	2,136,097
Donation/Deferred Revenue <sup>7</sup>	1,246,804
Set Aside Reserve <sup>8</sup>	1,288,331
<b>Unreserved Ending Balance</b>	<b>\$0</b>

# Sample Fund Statement, Fund 80300

## SAMPLE FUND STATEMENT-Before

Fund 80300, Park Capital Improvement Fund	
	FY 2015 Revised Budget Plan
<b>Beginning Balance</b>	<b>\$23,802,978</b>
Revenue:	
Interest	\$0
Other Revenue <sup>1</sup>	0
<b>Total Revenue</b>	<b>\$0</b>
Transfers In:	
Park Revenue Fund (80000)	\$0
<b>Total Transfers In</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$23,802,978</b>
Total Expenditures	\$19,022,641
Transfers Out:	
General Construction and Contributions (30010) <sup>2</sup>	\$0
<b>Total Transfers Out</b>	<b>\$0</b>
<b>Total Disbursements</b>	<b>\$19,022,641</b>
<b>Ending Balance<sup>3</sup></b>	<b>\$4,780,337</b>
Lawrence Trust Reserve <sup>4</sup>	\$1,507,926
Repair and Replacement Reserve <sup>5</sup>	700,000
Facilities and Services Reserve <sup>6</sup>	2,572,411
<b>Unreserved Ending Balance</b>	<b>\$0</b>

## SAMPLE FUND STATEMENT-After

Fund 80300, Park Improvement Fund	
	FY 2015 Revised Budget Plan
<b>Beginning Balance (inc RFCSF balance of \$2,572,411)</b>	<b>\$23,802,978</b>
Revenue:	
Interest	\$0
Other Revenue <sup>1</sup>	0
<b>Total Revenue</b>	<b>\$0</b>
Transfers In:	
Park Revenue Fund (80000)	\$0
<b>Total Transfers In</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$23,802,978</b>
<b>Total Expenditures (plus \$2,572,411 now available)</b>	<b>\$21,595,053</b>
Transfers Out:	
General Construction and Contributions (30010) <sup>2</sup>	\$0
<b>Total Transfers Out</b>	<b>\$0</b>
<b>Total Disbursements</b>	<b>\$21,595,053</b>
<b>Ending Balance<sup>3</sup></b>	<b>\$2,207,926</b>
Lawrence Trust Reserve <sup>4</sup>	\$1,507,926
Repair and Replacement Reserve <sup>5</sup>	700,000
Facilities and Services Reserve	0
<b>Unreserved Ending Balance</b>	<b>\$0</b>

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**INFORMATION – 1**

Field Allocation Policy Committee Update from Department of Neighborhood and  
Community Services

As presented to and reviewed by the Park Operations Committee on June 25, 2014.

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