



# 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:** Janet Burns, Senior Fiscal Administrator

**DATE:** July 7, 2016

### *Agenda*

#### **Budget Committee**

**Wednesday, July 13, 2016 - 6 p.m.**

**Rooms 106/107 – Herrity Building**

**Chairman: Mary Cortina**

**Vice Chair: Ken Quincy**

**Members: Walter Alcorn; Maggie Godbold; Michael Thompson**

1. FY 2016 Carryover Budget Review – Fund 10001, Park Authority General Fund – Action\*
2. FY 2016 Carryover Budget Review – Fund 80300, Park Improvement Fund – Action\*
3. FY 2016 Carryover Budget Review – Fund 80000, Park Revenue and Operating Fund – Action\*
4. FY 2016 Carryover Budget Review – Fund 30400, Park Authority Bond Construction Fund – Action\*
5. FY 2016 & FY 2018 General Fund Budget Requests Proposal (new funding requests)- Information\*
6. Changes to the 2016 Fairfax County Purchasing Resolution – Information\*

\*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

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Board Agenda Item  
July 27, 2016

## **ACTION**

### FY 2016 Carryover Budget Review – Fund 10001, Park Authority General Fund

#### ISSUE:

Approval of the FY 2016 Carryover Budget Review for Fund 10001, Park Authority General Fund.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2016 Carryover Budget Review for Fund 10001, Park Authority General Fund.

#### TIMING:

Board action is requested on July 27, 2016. The submission of the FY 2016 Carryover Review was due to the Department of Management and Budget on July 1, 2016. Final year-end figures will be provided to the Park Authority Board on July 27, 2016.

#### BACKGROUND:

Carryover is the continuation of financial obligations from the current fiscal year ending June 30, 2016 (FY 2016), to the new fiscal year beginning July 1, 2016 (FY 2017). 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 2016 total actual General Fund revenue is \$814,879 which is \$86,074 lower than the Revised Budget Plan of \$900,953. Total actual expenditures are \$23,444,163 as compared to the Revised Expenditure budget level of \$23,844,953. Recovered Costs (Work Performed for Others) are (\$2,918,569) and are offset by non-recovery for vacancies. A balance remains in the General Fund of \$52,542 for any potential audit adjustments.

Encumbered balances in the amount of \$348,248 are requested to Carryover. Carryover includes fuel, unleaded gasoline, archeological preservation, critical Capital Equipment/Vehicle items, and other obligations that need to be expended using the current year's budget.

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Additional Request

The Park Authority is requesting a funding increase of \$300,000 for critical Capital Equipment. Annual funding for capital equipment was eliminated in FY 2011, and since that time the backlog of equipment beyond life expectancy has grown to \$2,250,228 and 11% of all grounds equipment is rated at poor (F) condition; meanwhile the number of parks and acres has increased, as have the expectations of the citizens for well-maintained parks. Re-establishing dedicated funding for capital equipment will allow the Park Authority to start reducing the backlog of old equipment and improve the appearance of our parks.

The Park Authority is also requesting \$226,151 funding for DriveCam video event recorders to be installed in Park Authority vehicles. This funding includes purchase of 186 vehicle cameras, installation of the vehicle cameras, training, and first year monitoring fees. The purpose of the vehicle cameras is to better understand vehicle accidents and their associated costs. Research has shown that fleets using DriveCam realize millions of dollars in savings by: preventing collisions, fraudulent claims, and fuel waste, and by creating efficiencies. Through the installation of DriveCam technology, DPWES reported that they realized a 66% reduction in the frequency of risky driving events, 67% reduction in the severity of driving events, and a 74% reduction in traffic violations.

FISCAL IMPACT:

The Fiscal Year 2016 Carryover submission will include the carryover of encumbrances of \$348,248 and will increase the FY 2017 operating expense budget from \$4,681,009 to \$4,892,561, and Capital Equipment from \$0 to \$136,696

ENCLOSED DOCUMENT:

Attachment 1: General Fund 10001 FY 2016 Carryover

STAFF:

Kirk W. Kincannon, Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD  
Janet Burns, Senior Fiscal Administrator  
Michael P. Baird, Manager, Capital and Fiscal Services  
Susan Tavallai, Senior Budget Analyst

**FAIRFAX COUNTY PARK AUTHORITY  
GENERAL FUND  
FUND 10001  
FY2016 CARRYOVER SUMMARY**

Attachment 1

	<b>FY 2016 Revised Budget</b>	<b>FY 2016 Actual As of 06/30/16</b>	<b>FY 2016 Encumbrances Estimated</b>	<b>FY 2016 Balance Estimated</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Revised Budget</b>	<b>Difference</b>
EXPENDITURES:							
Personnel Services	\$21,376,046	\$20,370,722	\$0	\$1,005,324	\$23,445,669	\$23,445,669	\$0
Operating Expenses	\$6,103,914	\$5,793,240	\$211,552	\$99,122	\$4,681,009	\$4,892,561	\$211,552
Capital Equipment	\$348,770	\$198,770	\$136,696	\$13,304	\$0	\$136,696	\$136,696
Subtotal	\$27,828,730	\$26,362,732	\$348,248	\$1,117,750	\$28,126,678	\$28,474,926	\$348,248
Less: Recovered Costs	(\$3,983,777)	(\$2,918,569)	\$0	(\$1,065,208)	(\$3,983,777)	(\$3,983,777)	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$23,844,953</b>	<b>\$23,444,163</b>	<b>\$348,248</b>	<b>\$52,542</b>	<b>\$24,142,901</b>	<b>\$24,491,149</b>	<b>\$348,248</b>
<b>REVENUE</b>	<b>\$900,953</b>	<b>\$814,879</b>	<b>\$0</b>	<b>\$86,074</b>	<b>\$900,953</b>	<b>\$900,953</b>	<b>\$0</b>
<b>Net Cost to the County</b>	<b>\$22,944,000</b>	<b>\$22,629,284</b>	<b>\$348,248</b>	<b>\$138,616</b>	<b>\$23,241,948</b>	<b>\$23,590,196</b>	<b>\$348,248</b>

**FY 2016 Estimated Carryover:**

Personnel Services	\$0
Operating Expenses *	\$211,552
Capital Equipment**	<u>\$136,696</u>

Total FY 2016 Carryover Request: \$348,248

\* Fuel, unleaded gasoline, archeological preservation, and other obligations that need to be expended using the current year's budget.

\*\* Capital Equipment needed to purchase critical Capital Equipment/Vehicle.

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## **ACTION**

### FY 2016 Carryover Budget Review - Fund 80300, Park Improvement Fund

#### ISSUE:

Approval of the FY 2016 Carryover Budget Review for Fund 80300, Park Improvement Fund.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2016 Carryover Budget Review for Fund 80300, Park Improvement Fund.

#### TIMING:

Board action is requested on July 27, 2016. The submission of the FY 2016 Carryover Review was due to the Department of Management and Budget on July 1, 2016. Final year end figures will be provided to the Park Authority Board on July 27, 2016. Figures represent preliminary balances pending finalization of accruals as of June 30, 2016.

#### BACKGROUND:

The Park Improvement Fund 80300 had a remaining balance at the conclusion of FY 2016 in the amount of \$15,788,826. As part of the FY 2016 Carryover, the Park Authority is requesting a transfer in from Fund 80000, Park Revenue and Operating Fund in the amount of \$580,000:

- \$410,000 to PR-000057, General Park Improvements to support:
  - \$100,000 to Director's Emergency Fund for unplanned and emergency repairs not supported by the annual operating budget
  - \$100,000 for pool white coats
  - \$100,000 to support staff training
  - \$110,000 to purchase critical capital equipment
- \$170,000 to PR-000101, Revenue Facilities Capital Sinking Fund to provide support for planned, long-term, life-cycle maintenance of revenue facilities in conjunction with the objectives of the Infrastructure Finance Committee's recommendations.

FY 2017 expenditures are requested to increase by \$2,936,327 due to receipts of easement fees, donations, park proffers, transfer from closing the Debt Service Reserve, and the transfer from Fund 80000, Park Revenue and Operating Fund. The

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total FY 2017 Revised Budget appropriation request is \$18,725,153.

FISCAL IMPACT:

The FY 2016 Carryover appropriation request for Fund 80300, Park Improvement Fund is \$18,725,153.

ENCLOSED DOCUMENTS:

Attachment 1: Fund Statement - Fund 80300 Capital Improvement Fund.

Attachment 2: FY 2016 Capital Construction Carryover, Summary of Capital Projects – Fund 80300 Park Capital Improvement Fund.

Attachment 3: FY 2016 Carryover- Fund 80300, Park Capital Improvement Fund Adjustments.

STAFF:

Kirk W. Kincannon, Director

Aimee L. Vosper, Deputy Director/CBD

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 2016 Estimate	FY 2016 Actual	Increase (Decrease) (Col. 2-1)	FY 2017 Adopted Budget Plan	FY 2017 Revised Budget Plan	Increase (Decrease) (Col. 5-4)
<b>Beginning Balance</b>	<b>\$20,101,037</b>	<b>\$20,101,037</b>	<b>\$0</b>	<b>\$2,207,926</b>	<b>\$20,353,078</b>	<b>\$18,145,152</b>
Revenue:						
Interest	\$0	\$57,000	\$57,000	\$0	\$0	\$0
Other Revenue	0	2,299,326	2,299,326	0	0	0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$2,356,326</b>	<b>\$2,356,326</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Transfer In:						
Park Revenue Fund (80000) <sup>1</sup>	\$1,170,349	\$1,170,349	\$0	\$0	\$580,000	\$580,000
<b>Total Transfer In</b>	<b>\$1,170,349</b>	<b>\$1,170,349</b>	<b>\$0</b>	<b>\$0</b>	<b>\$580,000</b>	<b>\$580,000</b>
<b>Total Available</b>	<b>\$21,271,386</b>	<b>\$23,627,712</b>	<b>\$2,356,326</b>	<b>\$2,207,926</b>	<b>\$20,933,078</b>	<b>\$18,725,152</b>
<b>Total Expenditures</b>	<b>\$19,063,460</b>	<b>\$3,274,634</b>	<b>(\$15,788,826)</b>	<b>\$0</b>	<b>\$18,725,153</b>	<b>\$18,725,153</b>
<b>Total Disbursements</b>	<b>\$19,063,460</b>	<b>\$3,274,634</b>	<b>(\$15,788,826)</b>	<b>\$0</b>	<b>\$18,725,153</b>	<b>\$18,725,153</b>
<b>Ending Balance<sup>2</sup></b>	<b>\$2,207,926</b>	<b>\$20,353,078</b>	<b>\$18,145,152</b>	<b>\$2,207,926</b>	<b>\$2,207,925</b>	<b>\$0</b>
Lawrence Trust Reserve <sup>3</sup>	\$1,507,926	\$1,507,926	\$0	\$1,507,926	\$1,507,926	\$0
Repair and Replacement Reserve <sup>4</sup>	700,000	700,000	0	700,000	700,000	0
<b>Unreserved Ending Balance</b>	<b>\$0</b>	<b>\$18,145,152</b>	<b>\$18,145,152</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<sup>1</sup> As part of the FY 2015 Carryover, an amount of \$770,349 was transferred from Fund 80000, Park Revenue and Operating Fund as a result of closing the Debt Service Reserve; \$400,000 to General Park Improvements (PR-000057) for unplanned and emergency repairs and \$370,349 for the Revenue Facilities Capital Sinking Fund (PR-000101) for planned, long-term life-cycle maintenance of revenue facilities. In FY 2015, \$400,000 was also transferred from Fund 80000 Net Revenue to support: \$100,000 to General Park Improvements (PR-00057) and \$300,000 to Revenue Facilities Capital Sinking Fund (PR-000101). As part of FY 2016 Carryover, an amount of \$580,000 is being transferred in from Fund 80000; \$410,000 is going into PR-000057 General Park Improvements to support: \$100,000 Director's Emergency Fund, \$100,000 Whitecoats, \$100,000 staff training, \$110,000 for Golf Equipment, and \$170,000 into PR-000101, Revenue Facilities Capital Sinking Fund.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

FY 2016 PARK IMPROVEMENT FUND- CARRYOVER

Attachment 2

SUMMARY OF CAPITAL PROJECTS

FOCUS NUMBER	FOCUS REVENUE	PROJECT NAME	TOTAL PROJECT ESTIMATE	FY 2016 REVISED BUDGET PLAN	FY 2016 ACTUAL EXPENDITURES	FY 2016 REMAINING BALANCE	FY 2016 ACTUAL REVENUES	FY 2017 ADOPTED BUDGET PLAN	FY 2017 REVISED BUDGET PLAN	INCREASE/DECREASE
2G51-010-000	2G51-010-000	Stewardship Education	137,314	32,600		32,600		0	32,600	0
2G51-011-000	2G51-011-002	Restitution for VDOT Takings	316,541	103,195	5,604	97,590		0	97,590	0
2G51-016-000	2G51-016-000	Telecommunications - Admin Review Fees	38,000	7,000		7,000	5,000	0	12,000	5,000
2G51-018-000	2G51-018-000	Park Easement Administration	4,142,457	503,029	262,160	240,869	249,345	0	490,215	249,346
2G51-019-000	2G51-019-000	Historic Artifacts Collections	52,382	4,044		4,044		0	4,044	0
2G51-021-000		Park Rental Bldg Maintenance	1,593,558	16,812	16,812	0		0	0	0
2G51-022-000	2G51-022-000	Archaeology Proffers	174,732	46,149	2,572	43,577	5,000	0	48,577	5,000
2G51-023-000	2G51-023-000	Stewardship Publications	78,491	38,781		38,781	2,394	0	41,175	2,394
2G51-024-000		Stewardship Exhibits	13,325	3,496		3,496		0	3,496	0
2G51-025-000	2G51-025-000	Lawrence Trust	505,940	296,478	608	295,869	3,868	0	299,737	3,868
2G51-026-000	2G51-026-000	Grants	869,928	61,036	15,750	45,286	3,500	0	48,786	3,500
2G51-027-000		Gabrielson Gardens	2,000	2,000		2,000		0	2,000	0
2G51-035-000	2G51-035-001/002	Resource Management Plans	693,183	435,060	64,538	370,522	130,986	0	501,508	130,986
2G51-038-000		Catastrophic Events	250,000	250,000		250,000		0	250,000	0
PR-000025	2G51-031-000/029	Lee District Land Acquisition and Development	795,301	71,659	47,765	23,894	2,000	0	25,894	2,000
PR-000026	2G51-026-011	Countywide Trails	102,137	21,372		21,372	4,244	0	25,616	4,244
PR-000027		Merrilee Park	17,139	17,139		17,139		0	17,139	0
PR-000028	2G51-031-001	Lee Districtwide (Lee District Park) Tel	440,218	55,241	50,000	5,241	47,852	0	53,093	47,852
PR-000029	2G51-031-023	Dranesville Districtwide (Pimmit) Tel	310,369	168,208	95,183	73,025	43,535	0	116,560	43,535
PR-000030	2G51-031-002	Springfield Districtwide (Confed Fort) Tel	149,163	95,618	36,642	58,976	16,725	0	75,701	16,725
PR-000032	2G51-031-026	Vulcan	3,678,055	2,492,870	204,463	2,288,407		0	2,288,407	0
PR-000037	2G51-031-003	Mount Vernon Parks - Districtwide	520,690	239,324	177,198	62,126	65,636	0	127,762	65,636
PR-000038		Oakton Community Park	100,000	93,784		93,784		0	93,784	0
PR-000040	2G51-031-004	Lee Districtwide (Byron Avenue) Tel	748,065	297,882	55,257	242,625	127,064	0	369,689	127,064
PR-000041	2G51-031-005	Hunter Mill Districtwide (Clark's Crossing) Tel	133,458	92,425	65,000	27,425	21,409	0	48,835	21,409
PR-000044	2G51-031-006	Sully District Parks - Telecomm - Districtwide	142,718	31,044	21,567	9,477	21,251	0	30,728	21,251
PR-000045	2G51-031-007	Springfield Districtwide (South Run) Tel	358,524	72,852	70,512	2,340	16,494	0	18,834	16,494
PR-000047	2G51-031-008	Lee District (Hilltop)	554,636	26,256		26,256		0	26,256	0
PR-000048	2G51-031-009	Sully Districtwide (Cub Run SV) Tel	399,140	48,040	29,567	18,473	15,712	0	34,185	15,712
PR-000049	2G51-031-010	Hunter Mill Districtwide (Frying Pan) Tel	501,570	88,672	60,308	28,364	38,764	0	67,128	38,764
PR-000050	2G51-031-011	Dranesville Districtwide (Riverbend) Tel	101,071	12,680	2,252	10,428	2,831	0	13,259	2,831
PR-000051	2G51-031-012	Hunter Mill Districtwide (Stratton) Tel	2,550,234	289,202	86,850	202,353	132,906	0	335,259	132,906
PR-000052	2G51-031-021	Sully Historic Site	951,734	590,386	5,414	584,972	10,948	0	595,920	10,948
PR-000053		Green Springs Farm Park	110,000	18,942	18,280	662		0	662	0
PR-000054	2G51-031-013	Mason District Park	940,621	302,355	112,419	189,936	59,199	0	249,135	59,199
PR-000055	2G51-031-014	Braddock Districtwide (Wakefield) Tel	2,004,338	10,500		10,500		0	10,500	0
PR-000057	2G51-017-000	General Park Improvements	16,629,519	1,816,584	917,999	898,585		0	1,308,585	410,000
PR-000058	2G51-031-015	Park Proffers	14,192,057	4,312,038	246,789	4,065,249	1,097,807	0	5,163,056	1,097,807
PR-000060		Mt. Air Park	46,701	3,060		3,060		0	3,060	0
PR-000061	2G51-031-016	Mastenbrook Volunteer Grant Program	594,499	74,445	10,989	63,456	66,536	0	129,991	66,536
PR-000062	2G51-031-017	Historic Huntley	479,195	463,304		463,304		0	463,304	0

**FY 2016 PARK IMPROVEMENT FUND- CARRYOVER**

Attachment 2

**SUMMARY OF CAPITAL PROJECTS**

			TOTAL	FY 2016	FY 2016	FY 2016	FY 2016	FY 2017	FY 2017	
FOCUS	FOCUS		PROJECT	REVISED	ACTUAL	REMAINING	ACTUAL	ADOPTED	REVISED	INCREASE/
NUMBER	REVENUE	PROJECT NAME	ESTIMATE	BUDGET PLAN	EXPENDITURES	BALANCE	REVENUES	BUDGET PLAN	BUDGET PLAN	DECREASE
PR-000063	2G51-031-018	Open Space Preservation Fund	738,063	54,898		54,898	38,946	0	93,844	38,946
PR-000069		Mt. Vernon Districtwide (South Run S.V) Tel	71,170	71,170	17,927	53,243		0	53,243	0
PR-000073	2G51-031-019	Hunter Mill Districtwide (Stuart) Tel	141,357	35,740	5,000	30,740	23,243	0	53,984	23,243
PR-000084		ParkNet	3,327,000	1,153,945	11,137	1,142,808		0	1,142,808	0
PR-000088	2G51-031-022	Lewinsville Synthetic Turf Field	2,395,619	10,687		10,687		0	10,687	0
PR-000094	2G51-031-023	Pimmit Run -Dranesville Districtwide	\$172,053	166,433	56,743	\$109,691		0	109,691	0
PR-000098	2G51-031-027	Grist Mill Park - Synthetic Turf	\$209,019	209,019	209,019	\$0		0	0	0
PR-000100	2G51-026-015	Countywide Park Improvements	\$149,711	149,711	127,364	\$22,347		0	22,347	0
PR-000101	2G51-031-020/032	Revenue Facilities Capital Sinking Fund	\$3,319,426	3,266,293	154,326	3,111,967	53,133	0	3,335,100	223,133
PR-000102	2G51-031-030	Colvin Run Visitors Center	\$140,000	90,000		90,000	50,000	0	140,000	50,000
PR-000104		Grants Match	\$250,000	250,000	\$10,621	239,379		0	239,379	0
		<b>TOTAL FUND 80300</b>	<b>67,332,419</b>	<b>19,063,460</b>	<b>3,274,634</b>	<b>15,788,826</b>	<b>2,356,327</b>	<b>0</b>	<b>18,725,153</b>	<b>2,936,327</b>

<b>Fund 80300, Park Authority Improvement Fund</b>	<b>\$2,936,327</b>
FY 2017 expenditures are recommended to increase by \$18,725,153. This increase is attributable to the carryover of unexpended project balances of \$15,788,826, plus an increase due to receipts of easement fees, donations, park proffers, and telecommunications revenues in the amount of \$2,356,327, and a transfer in of \$580,000 from the Park Revenue and Operating Fund, Fund 80000. The total FY 2017 Revised Budget appropriation request is \$18,725,153. The following adjustments are requested at this time.	

<b>Project Number</b>	<b>Project Name</b>	<b>Increase/ (Decrease)</b>	<b>Comments</b>
2G51-016-000	Telecommunications-Admin Review Fees	\$5,000	Increase due to receipt of revenue from telecommunications that is related to one-time review fee.
2G51-018-000	Park Easement Administration	\$249,345	Increase due to receipt of easement revenues.
2G51-022-000	Archaeology Proffers	\$5,000	Two proffers (\$2,500 x 2) transferred to Park Authority from DPZ.
2G51-023-000	Stewardship Publications	\$2,394	Increase due to receipt of revenues for historic publications and educational materials.
2G51-025-000	Lawrence Trust	\$3,868	Increase due to receipt of interest revenue earned on the Lawrence Reserve.
2G51-026-000	Grants	\$3,500	Increase due to Grant from FINA to support Green Springs.
2G51-035-000	Resource Management Plans	\$130,986	Increase due to telecommunications revenue that the Park Authority Board directed to support Resource Management Plans.
PR-000025 2G51-031-029	Lee District Land Acquisition and Development	\$2,000	Increase due to receipt of \$2,000 from the Park Foundation for improvements to the play areas at Lee District.
PR-000026 2G51-026-011	Countywide Trails	\$4,244	Increase due to receipt of revenue from the Park Foundation to support Countywide trails.
PR-000028 2G51-031-001	Lee Districtwide (Lee District Park) Tel	\$47,852	Increase due to receipt of telecommunication leases at Lee District Park, for improvements Lee Districtwide.
PR-000029 2G51-031-023	Dranesville Districtwide (Pimmit) Tel	\$43,535	Increase due to receipt of telecommunication leases at Pimmit Run for improvements Dranesville Districtwide.
PR-000030 2G51-031-002	Springfield Districtwide (Confed Fort) Tel	\$16,725	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	\$65,636	Increase due to receipt of telecommunication leases at Mount Vernon Parks Districtwide.
PR-000040 2G51-031-004	Lee Districtwide (Byron Avenue) Tel	\$127,064	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	\$21,409	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	\$21,251	Increase due to receipt of telecommunications leases for improvements in Sully Districtwide.
PR-000045 2G51-031-007	Springfield Districtwide (So Run) Tel	\$16,494	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	\$15,712	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	\$38,764	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	\$2,831	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	\$132,906	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	\$10,948	Increase due to receipt of revenue from the Sully Foundation.
PR-000054 2G51-031-013	Mason District Park	\$59,199	Increase due to receipt of telecommunications leases at Mason District Park.
PR-000057 2G51-017-000	General Park Improvements	\$410,000	<p>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.</p> <p>Transfer in of \$410,000 from Fund 80000, Park Authority Revenue and Operating Fund. Of the transfer amount:</p> <ul style="list-style-type: none"> <li>• \$100,000 to Director's Emergency Fund for unplanned and emergency repairs not supported by the annual operating budget.</li> <li>• \$100,000 for pool white coats.</li> <li>• \$100,000 to support staff training.</li> <li>• \$110,000 to support the purchase of critical capital equipment.</li> </ul>
PR-000058 2G51-031-015	Park Proffers	\$1,097,807	Increase due to receipt of Proffer funds to improve/enhance parks throughout the County.
PR-000061 2G51-031-016	Mastenbrook Volunteer Grant Program	\$66,536	<p>Increase due to receipt of revenue from groups with approved Mastenbrook Grants. Includes:</p> <ul style="list-style-type: none"> <li>• \$39,200 from Central Springfield Little League.</li> <li>• \$12,575 from Friends of Royal Lake.</li> <li>• \$6,000 from Northern Fairfax Little League.</li> <li>• \$6,460.50 from Westgrove Pumphouse Association for Canine Kindness.</li> <li>• \$2,300 Trails for Youth.Org.</li> </ul>
PR-000063 2G51-031-018	Open Space Preservation Fund	\$38,946	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	\$23,243	Increase due to receipt of telecommunications leases at Stuart Road Park for improvements Hunter Mill Districtwide.

PR-000101 2G51-031-032	Revenue Facilities Capital Sinking Fund	\$223,133	<p>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. FY 2016 Carryover funding is coming via:</p> <ul style="list-style-type: none"> <li>• \$53,133 Interest that the Reserve earned.</li> <li>• \$170,000 transfer from Fund 80000 Net Revenue to help meet the objectives of the Infrastructure Committee's recommendations.</li> </ul>
PR-000102 2G51-031-030	Colvin Run Visitors Center	\$50,000	Increase due to receipt of revenue to support the visitor's center at Colvin Run Mill.
	<b>Total</b>	<b>\$2,936,327</b>	

Board Agenda Item  
July 27, 2016

## **ACTION**

### FY 2016 Carryover Budget Review – Fund 80000, Park Revenue & Operating Fund

#### ISSUE:

Approval of the FY 2016 Carryover Budget Review for Fund 80000, Park Revenue & Operating Fund.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2016 Carryover Budget Review for Fund 80000, Park Revenue & Operating Fund.

#### TIMING:

Board action is requested on July 27, 2016. The submission of the FY 2016 Carryover Review was due to the Department of Management and Budget on July 1, 2016. Final year-end figures will be provided to the Park Authority Board on July 27, 2016. Figures represent preliminary balances pending finalization of accruals as of June 30, 2016.

#### BACKGROUND:

Net Revenue for the Fund is \$589,043 as compared to the Revised Budgeted Net Revenue target before reserves of \$250,373.

Transfer of \$580,000 is being requested from the Park Revenue & Operating Fund (80000) to Park Improvements Fund (80300) as follows:

- \$170,000 to the Revenue Facilities Capital Sinking Fund (PR-000101)
- \$410,000 to General Park Improvements Project (PR-000057)
  - \$100,000 to Director's Emergency Fund for unplanned and emergency repairs not supported by the annual operating budget
  - \$100,000 for pool white coats
  - \$100,000 to support staff training
  - \$110,000 to purchase critical capital equipment

The FY 2016 Park Authority Revenue Fund 80000 Carryover submission will be reviewed and approved by the Park Authority Board on July 27, 2016.

Board Agenda Item  
July 27, 2016

FISCAL IMPACT:  
None

ENCLOSED DOCUMENT:

Attachment 1: Park Revenue & Operating Fund 80000 FY 2016 Carryover Summary  
Attachment 2: Fund Statement, Fund 80000, Park Revenue & Operating Fund

STAFF:

Kirk W. Kincannon, Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD  
Janet Burns, Senior Fiscal Administrator  
Michael P. Baird, Manager, Capital and Fiscal Services  
Susan Tavallai, Senior Budget Analyst



<sup>1</sup> Debt service represents principle and interest on Park Revenue Bonds which supported the construction of the Twin Lakes and Oak Marr Golf Courses.

<sup>2</sup> Funding in the amount of \$820,000 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.

<sup>3</sup> Debt service payments which support the development of the Laurel Hill Golf Club are made from Fund 20000, County Debt Service.

<sup>4</sup> In FY 2016, an amount of \$1,170,349 was transferred from Fund 80000, Park Revenue and Operating Fund, to Fund 80300, Park Improvement Fund, to support unplanned and emergency repairs and the purchase of critical capital equipment in project PR-000057, General Park Improvements, and to support planned, long-term, life-cycle maintenance of revenue facilities in project PR-000101, Revenue Facilities Capital Sinking Fund.. As part of FY 2016 Carryover an amount of \$580,000 is being transferred to Fund 80300, Park Improvement Fund. \$410,000 is going to PR-000057, General Park Improvements, and \$170,000 to PR-000101, Revenue Facilities Capital Sinking Fund.

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

<sup>6</sup> The 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.

<sup>7</sup> 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.

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

Board Agenda Item  
July 27, 2016

## **ACTION**

### FY 2016 Carryover Budget Review - Fund 30400, Park Authority Bond Construction Fund

#### ISSUE:

Approval of the FY 2016 Carryover Budget Review submission for Fund 30400, Park Authority Bond Construction Fund.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2016 Budget Carryover for Fund 30400, Park Authority Bond Construction Fund.

#### TIMING:

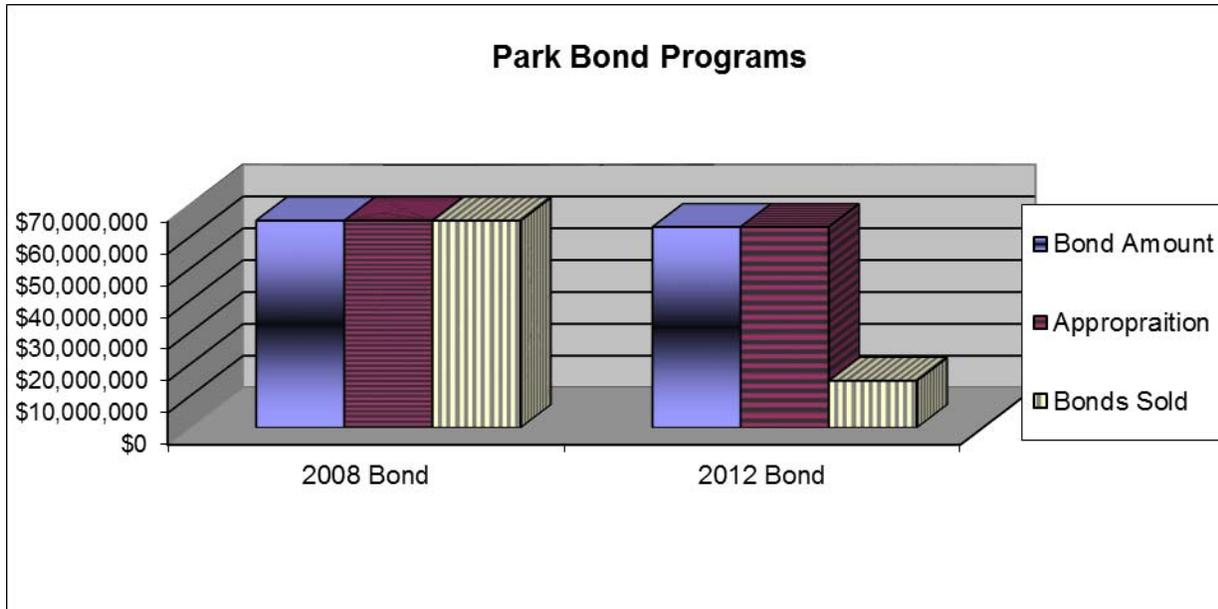
Board action is requested on July 27, 2016. The submission of the FY 2016 Carryover Review was due to the Department of Management and Budget on July 1, 2016. Final year end figures will be provided to the Park Authority Board on July 27, 2016, for approval. Figures included here represent balances as of June 30, 2016.

#### BACKGROUND:

On November 6, 2012 the voters approved a \$63,000,000 park bond as part of the fall 2012 Bond Referendum. In February 2015 the first \$1,715,000 was sold from the 2012 Bond, leaving a total of \$61,285,000 in authorized but unissued bonds from this fund. As part of the FY 2016 Bond Sale, an additional \$13,025,000 from the 2012 program was sold, leaving a current total of \$48,260,000 in authorized but unissued bonds.

The Park Authority is requesting an increase in the appropriation of Project PR-000091, Existing Facility/Renovation – 2012 Bond in the amount of \$3,975,000. The Park Authority received bond premium for the amount of \$3,975,000 as part of the February 2016 Bond Sale.

Board Agenda Item  
July 27, 2016



This appropriation is necessary to account for revenue received after FY 2016 Third Quarter Budget Review.

Based on a beginning cash balance of \$3,305,465 from the most recent bond sales and a future bond sale of \$48,260,000, the Park Authority will have a total appropriation of \$51,565,465 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 2016 Carryover appropriation request for Fund 30400, Park Authority Bond Construction is \$51,565,465.

**ENCLOSED DOCUMENTS:**

Attachment 1: FY 2016 Carryover Fund Statement - Fund 30400, Park Authority Bond Construction

Attachment 2: FY 2016 Capital Construction Carryover Summary of Capital Projects - Fund 30400, Park Authority Bond Construction

Attachment 3: FY 2016 Carryover - Fund 30400, Park Authority Bond Construction Fund Adjustments

**STAFF:**

Board Agenda Item  
July 27, 2016

Kirk W Kincannon, Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD  
Janet Burns, Senior Fiscal Administrator  
Michael P. Baird, Capital Services Manager

FY 2016 CARRYOVER FUND STATEMENT						
Fund: 30400, Park Authority Bond Construction						
Agency: Park Authority						
	1. FY 2016 Estimate	2. FY 2016 Actual	3. Increase (Decrease) (Col. 2-1)	4. FY 2017 Adopted Budget Plan	5. FY 2017 Revised Budget Plan	6. Increase (Decrease) (Col. 5-4)
<b>Beginning Balance</b>	<b>(\$2,461,868)</b>	<b>(\$2,461,868)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,305,465</b>	<b>\$3,305,465</b>
Revenue:						
Sale of Bonds <sup>1</sup>	\$61,285,000	\$13,025,000	<b>(\$48,260,000)</b>	\$0	\$48,260,000	<b>\$48,260,000</b>
Bond Premium <sup>2</sup>	\$0	\$3,975,000	<b>\$3,975,000</b>			
Total Revenue	\$61,285,000	\$17,000,000	<b>(\$44,285,000)</b>	\$0	\$48,260,000	<b>\$48,260,000</b>
<b>Total Available</b>	<b>\$58,823,132</b>	<b>\$14,538,132</b>	<b>(\$44,285,000)</b>	<b>\$0</b>	<b>\$51,565,465</b>	<b>\$51,565,465</b>
Expenditures:	\$58,823,132	\$11,232,667	<b>(\$47,590,465)</b>	\$0	\$0	<b>\$0</b>
<b>Total Disbursements</b>	<b>\$58,823,132</b>	<b>\$11,232,667</b>	<b>(\$47,590,465)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance <sup>3</sup></b>	<b>\$0</b>	<b>\$3,305,465</b>	<b>\$3,305,465</b>	<b>\$0</b>	<b>\$51,565,465</b>	<b>\$51,565,465</b>

<sup>1</sup>. 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 6, 2012 the voters approved a \$63 million Park Bond Referendum. As part of the FY 2015 Bond Sale, \$1,715,000 was sold from the 2012 Bond, leaving \$61,285,000 in authorized but unissued bonds from this fund. As part of the FY 2016 Bond Sale, an additional \$13,025,000 from the 2012 program was sold, leaving a current total of \$48,260,000 in authorized but unissued bonds.

<sup>2</sup>. The Park Authority received a Bond Premium Allocation in the amount of \$3,975,000 as a result of the February 2016 Bond Sale.

<sup>3</sup>. 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. It should be noted that additional bonds were sold in FY 2016 to eliminate the negative ending balance.

**FY 2016 PARK AUTHORITY BOND CONSTRUCTION - Carryover  
SUMMARY OF CAPITAL PROJECTS**

Fund: 30400 Park Authority Bond Construction

<b>FOCUS PROJECT NUMBER</b>	<b>PROJECT NAME</b>	<b>TOTAL PROJECT ESTIMATE</b>	<b>FY 2016 REVISED BUDGET PLAN</b>	<b>FY 2016 ACTUAL EXPENDITURES</b>	<b>FY 2016 REMAINING BALANCE</b>	<b>FY 2017 ADOPTED BUDGET PLAN</b>	<b>FY 2017 REVISED BUDGET PLAN</b>	<b>INCREASE/ DECREASE</b>
PR-000005	Park and Building Renovation - 2008 Bond	30,711,192	10,083,405	1,524,319	8,559,086	0	8,559,086	0
PR-000008	Trails and Stream Crossings-2006 Bond	5,282,473	731,780	731,780	0	0	0	0
PR-000009	Community Park/New Facilities - 2012 Bond	7,285,000	7,269,702	86,808	7,182,894	0	7,182,894	0
PR-000010	Grants	2,742,427	2,610	0	2,610	0	2,610	0
PR-000012	Stewardship - 2008 Bond	11,776,484	3,055,502	611,099	2,444,404	0	2,444,404	0
PR-000016	Park Development - 2008 Bond	18,846,595	5,830,597	1,424,991	4,405,605	0	4,405,605	0
PR-000021	Land Acquisition - 2008 Bond	14,386,988	70,679	70,679	0	0	0	0
PR-000091	Existing Facility/Renovation - 2012 Bond	26,752,490	20,988,816	5,573,361	15,415,455	0	19,390,455	3,975,000
PR-000092	Facility Expansion - 2012 Bond	19,497,500	1,188,215	772,345	415,870	0	415,870	0
PR-000093	Land Acquisition and Stewardship - 2012 Bond	12,915,000	9,601,828	437,286	9,164,542	0	9,164,542	0
<b>TOTAL FUND 30400</b>		<b>150,196,149</b>	<b>58,823,132</b>	<b>11,232,667</b>	<b>47,590,465</b>	<b>0</b>	<b>51,565,465</b>	<b>3,975,000</b>

### FY 2016 Carryover Fund 30400 Park Authority Bond Construction Fund Adjustments

The FY2017 expenditures are recommended to increase by \$51,565,465. This increase is attributable to the carryover of unexpended project balances in the amount of \$47,590,465, and increased in the amount of \$3,975,000 due to the appropriation of bond premium.

The following project adjustments are requested at this time.

Project/Detail	Increase/(Decrease)	Comments
PR-000091 Existing Facility/Renovation- 2012 Bond	\$3,975,000	Increase due to receipt of bond premium associated with February 2016 Bond Sale.
<b>Total:</b>	<b>\$3,975,000</b>	

Board Agenda Item  
July 13, 2016

## **ACTION**

FY 2018 Proposed Budget Requests – Fund 10001, Park Authority General Fund (with presentation)

### ISSUE:

Park staff met to develop a critical needs list to replace budget cuts experienced over time.

### RECOMMENDATION:

The Park Authority Director recommends submission of FY 2018 Proposed Budget Requests for Fund 10001, Park Authority General Fund.

### TIMING:

Board action is requested on July 13, 2016. No direction for the FY 2018 Budget Submission has been received. It is anticipated that this information will be due to the Department of Management & Budget in September of 2016.

### BACKGROUND:

Over time, the Park Authority has experienced cuts in operational and capital funding required to perform necessary tasks and replace aging equipment. The development by Park staff of this critical list of budget needs attempts to address those inequities, respond to new business challenges and provide an adequate level of service to Fairfax County residents and visitors.

### Additional Request

The Park Authority is proposing requesting \$3,425,445 in additional funding in the FY 2018 Fund 10001, Park Authority General Fund Budget.

### FISCAL IMPACT:

The FY 2018 request will include requests that increase the Personnel budget by \$682,722, Operational budget by \$2,172,723 and Capital budget by \$570,000.

### ENCLOSED DOCUMENT:

None

Board Agenda Item  
July 13, 2016

STAFF:

Kirk W. Kincannon, Director

Sara Baldwin, Deputy Director/COO

Aimee L. Vosper, Deputy Director/CBD

Janet Burns, Senior Fiscal Administrator

Michael P. Baird, Manager, Capital and Fiscal Services

Susan Tavallai, Senior Budget Analyst

# FCPA Budget Needs

Park Authority Budget Committee and Board Presentation

July 13, 2016



# Critical Park Authority Needs



# Significant Influencing Factors

	2004	2016	Increase
Parks	415	429	3%
Acreage	22,255	23,360	5%
Basketball Courts	110	123	12%
Dog Parks	5	9	80%
Outdoor Restrooms	12	15	25%
Playgrounds	194	212	9%
Picnic Areas/Shelters	141	165	17%
Tennis Courts	223	254	14%
Trails (miles)	202	325	61%
Volleyball Courts	11	17	55%

	2004	2016	% change
POD Merit staff	183	164	-10%
POD Seasonal	150	55	-63%
POD Capital Equipment	\$ 240,000.00	\$0	-100%
POD GF Operating Exp	2,487,055	2,503,012	1%
Rec Costs in 2003:	934,355		

# Installation of Drive Cam in all FCPA Vehicles

- Fleets using the DriveCam Program realize millions of dollars in savings when they:
  - **Prevent collisions** - Fleet operators see collision cost reductions of up to 80% in Property & Auto Liability and Workers Compensation claims.
  - **Prevent fraudulent claims** - The exception-based DriveCam video captures indisputable evidence when an event occurs, protecting drivers and fleets from fraudulent or other errant claims.
  - **Prevent fuel waste** - Typical reduction of up to 12% through the management of efficient driving, excessive idling and speeding.
  - **Create efficiencies** - Allow for tracking of vehicles to monitor work performance



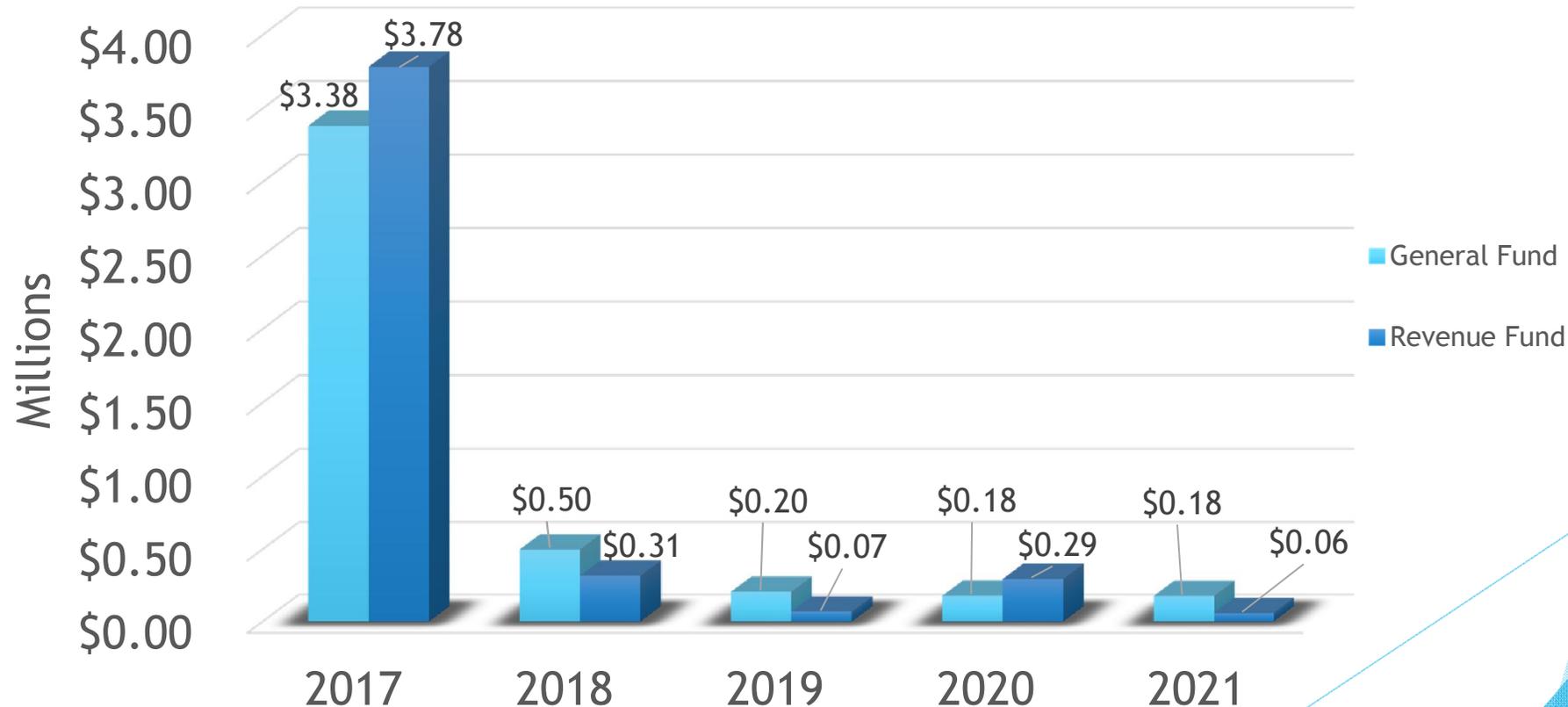
# Installation of Drive Cam

- ▶ REQUEST One time: \$226,151
- ▶ REQUEST On-going \$85,723
  
- Funding for installation, training, and first year monitoring fees in 186 vehicles.
  - In the year since DPWES implemented the Drive Cam Program they have seen:
    - 66% reduction in the frequency of risky driving events.
    - 67% reduction in the severity of driving events
    - Traffic violations improved by 74%
    - Risky behaviors leading up to accidents have improved dramatically:
      - Following too close by 63%
      - Not looking far enough ahead by 58%
      - Cell phone use by 52%



# Capital Equipment Replacement Costs General Fund & Revenue Fund

- 502 pieces of capital equipment
- 365 of which, or 73%, is beyond life expectancy



# Capital Equipment



Walk Behind Mower  
Purchased: 1999  
Life Expectancy: 8 Years  
Beyond Life Exp: 10 Years  
Replacement Cost: \$5,000 est.



Bulldozer  
Purchased: 1979  
Life Expectancy: 30 Years  
Beyond Life Exp: 8 Years  
Replacement Cost: \$120,000 est.



Diesel Tractor  
Purchased: 1991  
Life Expectancy: 20 Years  
Beyond Life Exp: 6 Years  
Replacement Cost: \$30,000

# Capital Equipment Requests

- ▶ REQUEST FY16 Carryover \$300,000
- ▶ REQUEST FY18 Budget \$570,000

Replacing outdated equipment:

- Improves safety
- Increases productivity
- Enhances efficiency

Recently replaced  
1990 tool sharpener



# Stormwater-MS4 Permit Requirements

- High Priority Stormwater Pollution Prevention Plans (HP-SWPPPs) are required for 13 Park Authority Facilities
- The PA worked with DPWES and the vendor to develop recommended actions, practices, and remedies to address noncompliant conditions
- An estimated \$100k per site is needed for compliance

# Stormwater-MS4 Permit Requirements

## Example:

Project: Burke Lake Park Maintenance Facility - Conceptual Cost Estimates

ALTERNATIVE	ESTIMATED COST
Aggregate Cover – Option 1 – Tarp with Filter Roll	\$757
Aggregate Cover – Option 2 – Bin Blocks	\$11,700
Aggregate Cover – Option 3 – Shed	\$14,300
Wash Pad – Proprietary System	\$57,070
Covered Storage Drainage – Option 1 – Trench Drain	\$27,437
Covered Storage Drainage – Option 2 – Concrete Swale	\$36,277

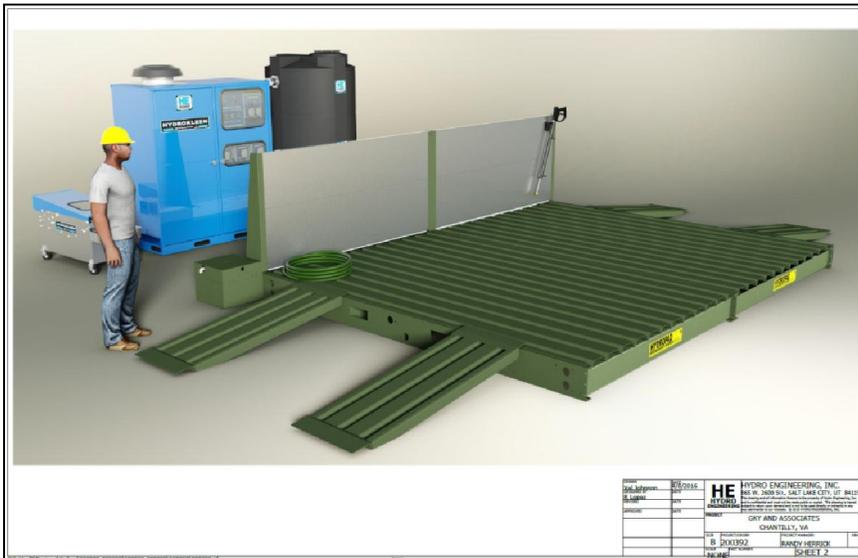
# Stormwater-MS4 Permit Requirements

Total estimated need: \$1.3 million

REQUEST FY16 Carryover \$650,000

REQUEST FY18 Budget \$650,000

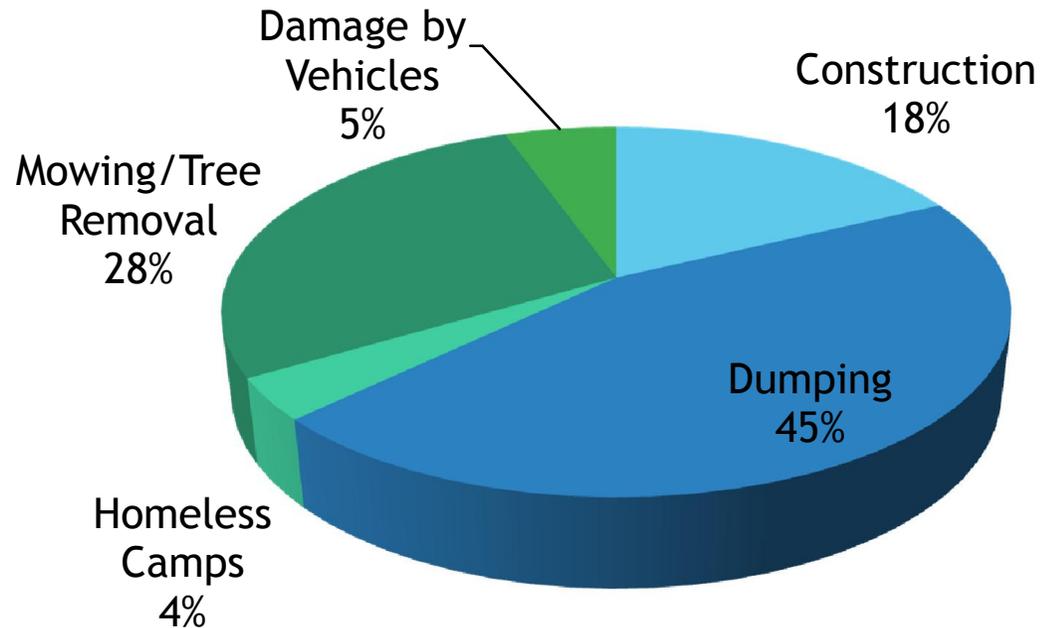
- ▶ Compliance required by March 2018
- ▶ Must be a partnership with DPWES



# Encroachment Prevention Plan

- Ability to protect valuable public resource: Parkland
- Ability to identify track, mitigate and resolve egregious encroachments

▶ FY2011-2015



# Encroachment Prevention Plan

- ▶ REQUEST \$84,250
- ▶ Assess, plan, identify resource needs, implement plan, evaluate
  - ▶ Resources needed: Educational materials and one non-merit position to develop and implement an education and outreach initiative.
    - ▶ Non-merit position: \$47,250
    - ▶ Printing & mailing: \$27,000
    - ▶ Supplies & equipment: \$10,000

# Forestry

- ▶ Manages over 23,000 acres. Current staffing and budget levels only allow for reactive forestry work as opposed to proactive pruning and removal.
  - ▶ FY16 Budget - \$453,940 - Includes staff and contractors. (\$502,616-FY16 Actual)
  - ▶ FY17 Budget - \$666,864 - Includes staff and contractors.
    - ▶ FY17 increase - \$212,924 - Contracted services



	# of WO	% Complete
FY12	629	94.40%
FY13	934	86.40%
FY14	554	82.13%
FY15	519	76.10%
FY16	567	76.20%

# Forestry- Comparisons To Other Jurisdictions

Comparison to Other Local Jurisdictions	Inventory	Staffing	Contract Budget	Staff Budget	Total Budget	Population 2013	Cost Per Resident
Arlington County	1,000 Acres 19,500 street trees	3 Certified Arborist + 8 Field Staff	\$270,000	\$708,000	\$978,000	224,906	\$4.35
Alexandria, City of	1,000 Acres Unknown # street trees	3 Certified Arborists Field work all contract	\$830,890	\$350,000	\$1,180,890	148,892	\$7.93
FCPA	23,346 Acres	2 Certified Arborists + 6 Field Staff, FTE	\$276,424	\$390,440	\$666,864	1,131,000	\$0.59



# Forestry

- ▶ REQUEST Additional \$370,000
- Funding increase will meet current demand for work orders, allow for some proactive inspection, pruning and removal, help protect lives, reduce the liability and cost associated with damage to private property and public infrastructure.
  - Fill 2 (two) FTE vacancies that have been “Frozen” **\$88,000**
  - Add 4 (four) seasonal staff to assist with all aspects of forestry operations **\$82,000**
  - Add contract dollars for arboreal services **\$200,000**



# Non-Merit Maintenance Positions

- Reduction of \$395,000 over 14 years
- 8 Full time positions are being held in grounds in order to create more resources in Park Operations maintenance
- Resulting in:
  - Affecting quality- community satisfaction low
  - Negatively impacted efficiency of resource allocation



Fiscal Year	Budgeted Allocation
2003	\$555,500
2004	\$482,000
2005	\$500,000
2006	\$505,000
2007	\$505,000
2008	\$455,000
2009	\$478,000
2010	\$161,000
2011	\$161,000
2012	\$161,000
2013	\$161,000
2014	\$161,000
2015	\$161,000
2016	\$161,000

# Non-Merit Maintenance Positions

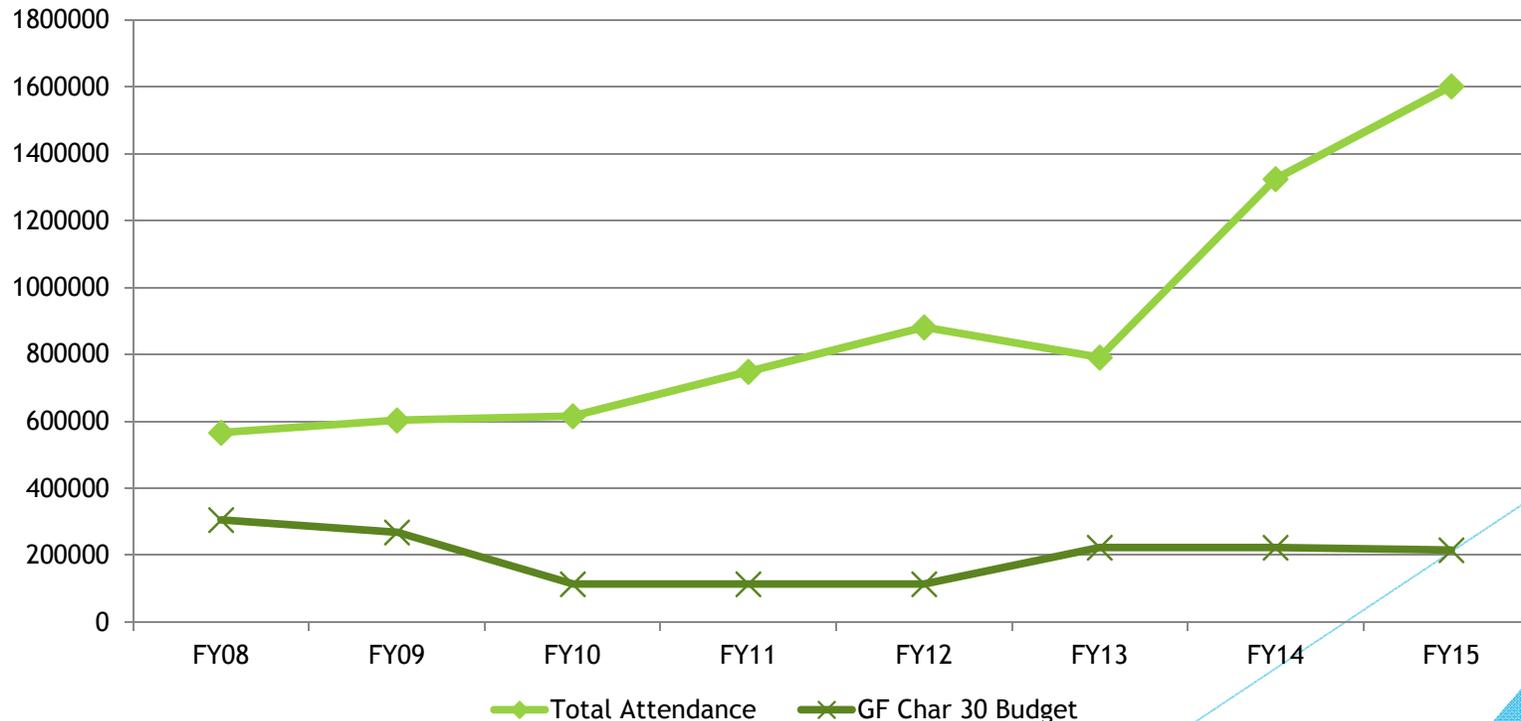
- ▶ REQUEST Additional \$290,000
  - To improve the quality of the facilities in the parks, hire fourteen (14) non-merit maintenance positions
  - Off-set the impacts of decreased merit positions
  - Address increased responsibilities from the expansion of the park system



# Operational Support for Resource Management Facilities

- ▶ Increased attendance equates to increase in custodial and maintenance supplies, educational supplies and other operating supplies for services.
- ▶ Budget for operating supplies has decreased or remained flat impacting customer service.

**Resource Management Division  
General Fund Budget and Attendance**



# Operational Support for Resource Management Facilities

- ▶ Holding 7 positions vacant to fund operational needs.
- ▶ Dependent on donated funds to supplement personnel and operating expenditures.
- ▶ Each fiscal year after 2008, operating expenses have far exceeded what is budgeted at these sites, mostly due to the increase in utilities.
- ▶ FCPA is absorbing approximately \$300k per year which impacts other areas of operation.



# Operational Support for Resource Management Facilities

- ▶ REQUEST Additional \$300,000
  - ▶ Operating costs for 9 resource management sites including 5 nature centers, Sully Colvin Run, Green Spring and Frying Pan
  - ▶ Operating costs include: utilities, cleaning supplies, maintenance supplies, building materials, grounds maintenance equipment, educational supplies, and tools.



# Trails\*

- ▶ Since 2001, approximately 130 miles of new trail added.
- ▶ Current budget for trails \$59,000/324 = \$181.53 per mile
- ▶ 67% increase in trail mileage, since 2001.
- ▶ 69% decrease in budget, since 2001.
- ▶ Trails & Forestry share a budget allocation.



Fiscal Year	Budget Allocation	Miles of Trail
2001	\$192,000	194
2002	\$132,000	208
2003	\$40,000	210
2004	\$27,300	202
2005	\$41,000	204
2006	\$37,000	292
2007	\$37,000	297
2008	\$37,000	299
2009	\$59,000	312
2010	\$59,000	314
2011	\$59,000	317
2012	\$59,000	320
2013	\$59,000	320
2014	\$59,000	323
2015	\$59,000	324
2016	\$59,000	324.21

# Trails

- ▶ REQUEST Additional \$475,472
- ▶ 54% surveyed indicated that paved walking and biking trails is most important to their household
- ▶ Estimated \$6.367 M “Critical” repair need in next 1-5 years, or \$1.28M annually, and over \$14 million in renovation need through 2021
- ▶ To maintain the most important and valued amenity identified in the park system
  - ▶ Fill 2 FTE vacancies that have been “Frozen” **\$93,472**
  - ▶ Add 4 seasonal staff to assist with all aspects of trail repair and renovation **\$82,000**
  - ▶ Add **\$300,000** in materials for maintenance and repair/renovation.



# Contract Mowing

- Funding reduced by \$155,000 in FY10
  - Resulting in park staff mowing over 300 acres previously mowed by contractors.
- Impacts longevity of mowing equipment
- Increased fuel expenditures
- Compounded effect of operational funding and non-merit maintenance staff funding.



Fiscal Year	Budgeted Allocation
2005	\$425,000
2006	\$425,000
2007	\$426,000
2008	\$426,000
2009	\$426,000
2010	\$271,000
2011	\$271,000
2012	\$271,000
2013	\$271,000
2014	\$271,000
2015	\$271,000
2016	\$271,000

# Contract Mowing

## ▶ REQUEST Additional \$150,000

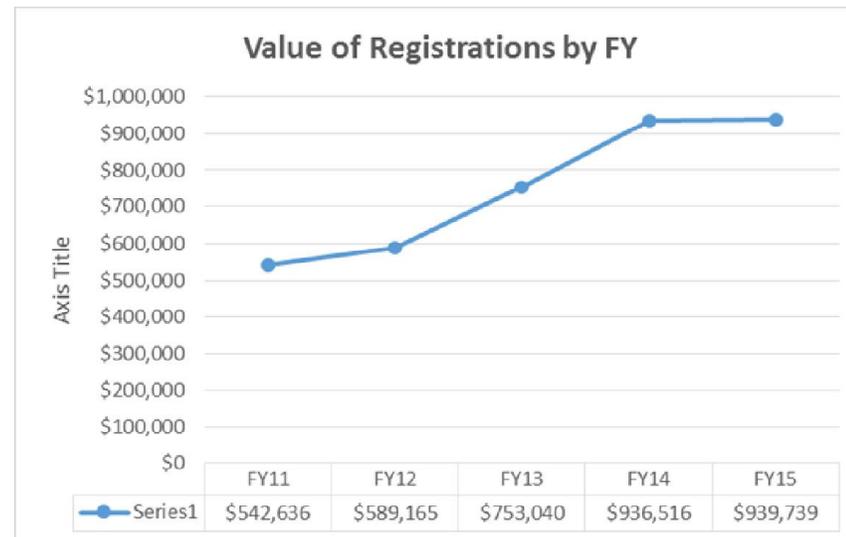
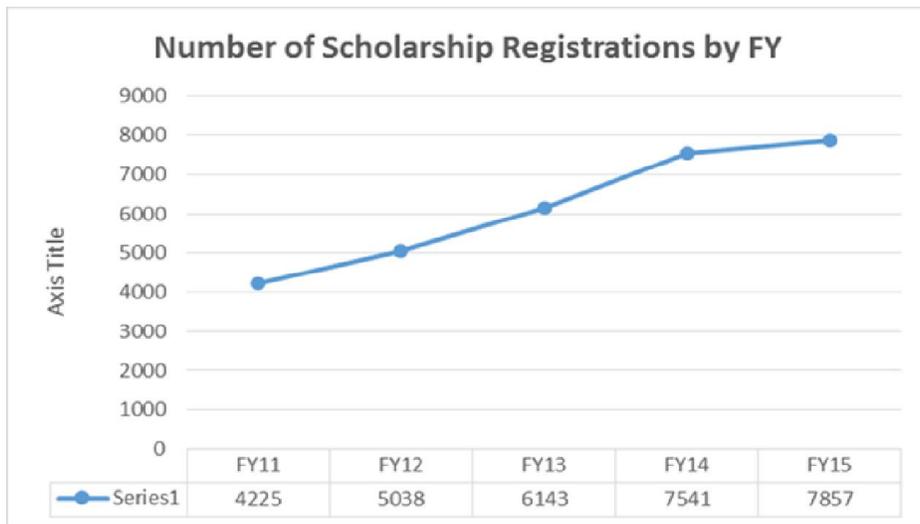
- Will provide Park Operations the ability to contract mow all non-specialized mowing in the parks (does not include: athletic fields, trails, meadows, etc.)
- Will allow Park Operations to have the previous contracted mowing acreage added back to the contract, will allow the addition of acreage that wasn't previously contract mowed, and cover recent price increases associated with the mowing contract.
- Will allow staff time to address deferred maintenance for facilities such as trails, playgrounds, athletic courts, and general park maintenance.



16 year old mower used to mow general park grounds

# Address Social Equity

- The Park Authority has a long tradition of ensuring access to its fee-based programs and classes, regardless of the ability to pay, approaching \$1 million dollars annually
- Between FY11 and FY15, a span of only four years, the number of scholarship registrations have increased over 85%, from 4,225 to 7,857, and the value of those registrations is now approaching \$1 million annually
- A significant increase in demand for scholarships is impacting the FCPA's ability to cover costs in its revenue based facilities.



# Address Social Equity

## ▶ REQUEST \$600,000

- To meet the needs of a growing and increasingly diverse community, the Park Authority seeks to expand the reach of the program to also enable access to RECenter fitness and swimming facilities in general
- To sustain and expand citizen access to learning important lifelong skills such as swimming, fitness and wellness
- Will allow for continuation of the current Class Scholarship program and provide new avenues for citizens with financial needs to access the same high quality RECenter facilities enjoyed by nearly two million visitors per year.



# General Park Capital Maintenance

Annual Budget \$425,000: Current backlog of \$133 M

## General Park Maintenance

- Are Major Replacements/Renovations
  - Roofs, Building Envelopes, HVAC
  - Fire and Security Systems
  
- For General Fund Facilities
  - 9 Barns, 11 Farm Structures
  - 59 Gazebos/Pavilions/Picnic Shelters
  - 73 Houses/Garages/Historic Houses & Historic Structures
  - 50 Maintenance Shops & Maint. Storage Structures
  - 26 Outdoor Restrooms
  - 35 Unique Structures: Arenas, Observatory, Barns, Silos, Concession Stands, Mills, Boat Houses, Docks, Greenhouses, Amphitheaters
  - 5 Nature Centers



# General Park Capital Maintenance

- ▶ REQUEST Additional \$500,000
  - ▶ The funding is often consumed with unexpected repairs such as damage from water pipes that have busted during a freeze, or major damage done by vandalism, or by having
  - ▶ Acquiring new property that needs to be stabilized
  - ▶ By increasing the General Park Maintenance budget by \$500,000, this will afford Park Authority to continue to chip away its deferred maintenance while being able to address non scheduled major maintenance.



# FY 2016 Carryover Requests

<u>Budget Area</u>	<u>Funding Needed</u>
Drive Cam	\$ 226,151
Capital Equipment	\$ 300,000
<b>Total</b>	<b>\$ 526,151</b>
<b>(If these are not able to be funded through carryover, then consider request through FY18 Budget)</b>	



# FY2018 & Beyond Budget Needs

<u>Budget Area</u>	<u>Funding Needed</u>
Encroachment Prevention Plan	\$84,250
Forestry	\$370,000
Non-Merit Maintenance Positions	\$290,000
Operational Support for Resource Mgmt Facilities	\$300,000
Trails	\$475,472
Contract Mowing	\$150,000
Drive Cam	\$85,723
Capital Equipment	\$570,000
Address Social Equity	\$600,000
General Park Capital Maintenance	\$500,000
<b>Total</b>	<b>\$3,425,445</b>



Questions?

Board Agenda Item  
July 13, 2016

## **INFORMATION**

### FY 2016 Changes to the Fairfax County Purchasing Resolution

On June 21, 2016, the Board of Supervisors approved the 2016 Fairfax County Purchasing Resolution. These proposed changes incorporate modifications resulting from legislation enacted during the 2016 session of the Virginia General Assembly affecting the Virginia Public Procurement Act and administrative changes recommended by staff. The Code of Virginia and Administrative changes incorporated into the Fairfax County Purchasing Resolution is summarized in the Board of Supervisors' June 21, 2016, Action Item (Attachment I). As an administrative efficiency, the Fairfax County Purchasing Resolution is not attached, but can be found in the Board of Supervisors' board package at: <http://www.fairfaxcounty.gov/government/board/bdagenda/2016/6-21-16board-package-revised-3.pdf#page=326>

The agreement between the Park Authority and the Board of Supervisors stipulates that the Park Authority will comply with the County's purchasing and bidding policies and procedures. In that regard, the Park Authority follows the policies and practices contained in the Fairfax County Purchasing Resolution.

### ENCLOSED DOCUMENTS:

Attachment 1: Board of Supervisors' June 21, 2016, Action Item on Board of Supervisors' Approval of Changes to the Fairfax County Purchasing Resolution

### STAFF:

Kirk W. Kincannon, Director  
Aimee Vosper, Deputy Director, Chief of Business Development  
Sara Baldwin, Deputy Director, Chief Operating Officer  
David Bowden, Director, Planning and Development Division  
Janet Burns, Senior Fiscal Administrator  
Sue Schaben, Purchasing Manager

Board Agenda Item  
June 21, 2016

ACTION - 7

Approval of Changes to the Fairfax County Purchasing Resolution

ISSUE:

Board of Supervisors' approval of changes to the Fairfax County Purchasing Resolution.

RECOMMENDATION:

The County Executive recommends that the Board of Supervisors approve the changes outlined below to the Fairfax County Purchasing Resolution, to become effective on July 1, 2016.

TIMING:

Routine.

BACKGROUND:

The Board of Supervisors adopted the current version of the Fairfax County Purchasing Resolution on June 23, 2015. During the 2016 session of the General Assembly, twelve bills were approved relating to procurement and/or contracts. Only one successful bill contained a change that modified a mandatory section of the Virginia Public Procurement Act (VPPA); however it did not impact the County's procurement authority. While no central theme evolved, efforts by contractors and their advocates continue to seek incrementally limitations of a public body's ability to negotiate the most favorable contract terms and pricing. The changes to the VPPA that are proposed for inclusion in the Purchasing Resolution are listed below under the heading "Code Change."

This year, staff recommends seven administrative amendments to the Purchasing Resolution, which can be found under the heading "Administrative Changes." These amendments are clarifications and technical corrections to the Resolution.

Code Change

1. House Bill 1135, Code of Virginia §2.2-4343.A.22; Exempts purchases of Virginia grown food under \$100,000. This is a non-mandatory change that is recommended by staff. See Attachment I at page 24.
2. House Bill 1166, Code of Virginia §2.2-4303.G.2, Methods of procurement, establishes small purchase authority for transportation-related construction below \$25,000. See Attachment I at page 39.
3. HB 1288: Code of Virginia §2.2-4310; Defines and adds employment services organizations to the list of business that the County encourages to participate in procurement transactions. See Attachment I at page 7, 29.

Administrative Changes

1. Construction Contracting Authority, Department of Public Works and Environmental Services: Clarifies construction authority vested with the Department of Public Works and Environmental Services and the County Purchasing Agent. See Attachment I at page 3, 36.
2. Construction Contracting Authority, Department of Transportation: Clarifies that the construction contracting authority vested with the Department of Transportation includes architectural and engineering services related to constructing or improving highways. See Attachment I at page 4, 38.
3. Definition - Construction: Technical correction to match definition in the Virginia Public Procurement Act. See Attachment I at page 6, 38.
4. Exceptions to Requirement for Competitive Procurement: Litigation/Regulatory Proceedings, clarify legal services exception. See Attachment I at page 23.
5. Exceptions to Requirement for Competitive Procurement: Articulate applicability of exception for real estate transactions. See Attachment I at page 24.
6. Contract Audit: Modify this non-mandatory requirement to establish applicability to all contracts in excess of \$10,000 (small purchase threshold), regardless of the method of procurement. See Attachment I at page 34.
7. Code of Virginia citations have been updated throughout the document where necessary.

The text changes proposed in the Resolution are presented in “track changes” format and legislative references are provided in the right margin in Attachment I. These changes have been coordinated with the Department of Public Works and Environmental Services, the Department of Housing and Community Development, the Fairfax County Park Authority, the Department of Transportation, Fairfax County Public Schools, and the Office of the County Attorney.

FISCAL IMPACT:  
None.

ENCLOSED DOCUMENTS:  
Attachment I - Revised Fairfax County Purchasing Resolution

STAFF:  
Joseph Mondoro, Chief Financial Officer  
Cathy A. Muse, Director, Department of Purchasing and Supply Management