



BOARD AGENDA

REVISED - 4/28/20

April 29, 2020

5:00 PM Meeting Called to order

ACTION ITEM: Approval to conduct an Electronic Meeting pursuant to the Emergency Ordinance to Establish Methods to Assure Continuity in Fairfax County Government and to Conduct Meetings of Boards, Authorities, Commissions, and Regional and Interjurisdictional Public Bodies during the Novel Corona Virus Disease 2019 (COVID-19) Emergency.

ADMINISTRATIVE ITEMS

- (CW) ADMIN-1 Adoption of Minutes – March 11, 2020, Park Authority Board Meeting
- (CW) ADMIN-2 Adjustment to Park Authority Board Schedule for Remainder of Fiscal Year 2020

ACTION ITEMS

- (CW) A-1 Approval – 2020 Park Bond Category Allocation (with presentation)
- (CW) A-2 Approval – Capital Construction Project Scopes, Contract Awards Requiring Reallocation of Capital Funding, Submission of Grant Applications and Real Property Leases Due to Constraints Caused by an Emergency or Disaster as Declared by the Governor or the Board of Supervisors
- (M) A-3 Scope Approval – Annandale Community Park Renovation and Expansion of the Hidden Oaks Nature Center
- (M) A-4 Scope Approval – Annandale Community Park Tennis Court Lighting Replacement
- (L) A-5 Scope Approval – Hooes Park Athletic Field Lighting
- (SP) A-6 Scope Approval – Burke Lake Park Picnic Shelters
- (D) A-7 Area 1 Maintenance Facility Replacement Reallocation of Funds for Construction Contract Award

INFORMATION ITEMS

- (CW) I-1 FY20 Budget Update – Impacts of COVID-19 (with presentation)
- (CW) I-2 FY 2020 Second Quarter Budget Review, Fund 10001, General Fund
- (CW) I-3 FY 2020 Second Quarter Budget Review, Fund 80000, Revenue and Operating Fund

ADJOURNMENT

Board Agenda Item
April 29, 2020

ADMINISTRATIVE – 1

Adoption of Minutes – March 11, 2020, Park Authority Board Meeting

ISSUE:

Adoption of the minutes of the March 11, 2020, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Executive Director recommends adoption of the minutes of the March 11, 2020, Park Authority Board meeting.

TIMING:

Board action is requested on April 29, 2020.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the March 11, 2020, Park Authority Board Meeting

STAFF:

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

**Fairfax County Park Authority
Board Meeting
March 11, 2020**

The Chairman called the meeting to order at 7:30 p.m. at 12055 Government Center Parkway, Room 941, Fairfax, Virginia.

Board Members:

William G. Bouie, Chairman
Ken Quincy, Vice Chair
Michael W. Thompson, Jr., Secretary
Timothy Hackman, Treasurer*
Abena A. Aidoo, Ph.D.
Dr. Cynthia Jacobs Carter
Maggie Godbold
Linwood Gorham
Ronald Kendall*
Faisal Khan
Kiel Stone
James Zook

Staff Present:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Barbara Gorski
David Bowden
Barbara Nugent
Judy Pedersen
Cindy Walsh
Cindy McNeal
Michelle Meadows

Absent*

Guest: Rachel Flynn, Deputy County Executive
Kimberly Baucom, County Attorney's
Office

PUBLIC COMMENT

No speakers were present

ADMINISTRATIVE ITEMS

ADMIN-1 Adoption of Minutes – February 26, 2020, Park Authority Board Meeting
Mr. Quincy made a motion to adopt the minutes of the February 26, 2020, Park Authority board meeting; seconded by Mr. Thompson. The motion carried by all members present; Messrs. Kendall and Hackman were absent.

ACTION ITEMS

A-1 Approval of Fee Adjustments to the Published Fee Schedule for 2020
Mr. Quincy made a motion to approve all of the proposed fee adjustments as advertised; seconded by Mr. Thompson. The motion carried by all members present, Messrs. Kendall and Hackman were absent.

- A-2 Burke Lake Park – Mastenbrook Matching Fund Grant Program Request – Stephen and Adriane Thormahlen (Springfield District)
Mr. Thompson made a motion to approve the Mastenbrook Matching Fund Grant Program Request from Stephen and Adriane Thormahlen in the amount of \$19,666.76 to help fund a new shelter at Burke Lake Park; seconded by Mr. Quincy. The motion carried by all members present Messrs. Kendall and Hackman were absent.
- A-3 Approval of Memorial Plaque at Great Falls Grange Park (Dranesville District)
Mr. Quincy made a motion to approve the memorial plaque at Great Falls Grange Park honoring Bob Lundegard; seconded by Mr. Thompson. The motion carried by all members present, Messrs. Kendall and Hackman were absent.

CHAIRMAN'S MATTERS

- Mr. Bouie called upon Rachel Flynn, Deputy County Executive, who was seated in the gallery and asked if she would introduce herself.

Ms. Flynn noted that she has been with the county for a year. She used to be a planning and building director in other Virginia cities and went off to California working for Oakland, then went into the private sector. She has taken Rob Stalzer's position and oversees Parks, Planning and Development (formerly DPZ) which merged with OCR, Transportation, Public Works, Code Compliance, and a new Department of Economic Initiatives. These are all linked, and she is trying to bring them together more as Land Development, Transportation, and Economic Development. The county is hearing more and more about placemaking and how we can create walkable-workable places that those young folks want as well as some older folks.

Ms. Flynn stated that she just came by to say hello and had been meaning to for some time. She thanked the board for welcoming her.

Mr. Bouie thanked her for coming and welcomed her to come back anytime.

- While his annual trip to Florida is scheduled for next week for baseball's spring training trek, he may or may not be at the board meeting on March 25. Mr. Quincy will chair the meeting if Mr. Bouie is not present.
- He commented that there is a lot in the news and the director's office is keeping everyone informed as to the corona virus and the precautions we should be taking personally, but also what Parks should be doing as part of the county and the park system as a whole. He reminded everyone to be careful and reiterated that the board will be kept informed.

DIRECTOR'S MATTERS

- Mr. Kincannon reported that he is also scheduled to go to Florida next week, however, he will probably stay in the area. Due to the COVID situation they are rethinking the possibility of being sequestered somewhere nice like Florida. He will be at the March 25 board meeting.
- Related to COVID-19 he and Sara Baldwin sat in on a web conference call on March 10 with Chicago, Los Angeles, Las Vegas, New York City, Seattle, and San Francisco, just to hear what they were doing. Seattle is kind of the epicenter. They are basically in full lockdown related to programs, classes, activities related to the services that we provide. This is something to think about, that's the worst-case scenario. Parks would shut down facilities, activities, but probably still have access to parks. Parks reviewed its Continuity of Operations Plan (COOP) related to the pandemic threat. One of the things in the Health Department meeting held a couple of weeks ago is the fact that there may be 20% vacancy related to health impact. This is something that we prepare for. Just so the board is aware this will be a huge impact to the Park Authority not only related to staffing and the services we provide, but also to our revenue which is 60% of what keeps us going.

As an example, Parks hires about 1,500 people beginning January through May for the summer that compliments its other 2,500 people on the staff team, so we are looking at summer camps and activities, the Watermine, RECenters, and nature centers. All these could potentially be shut down. We are coordinating with the county and the Health Department related to those considerations in coordination with the CDC at the county level. Parks has a unified presence with the county and a message from the county that we have basically shared with the board, staff, as well as customers.

Mr. Kincannon shared what other jurisdictions are doing related to closures, cancellations, and fiscal impacts. Parks is looking at their refund policies. As a team Parks has relaxed its refund policy in order to get its customers back. Parks is waiving its fees related to the surcharge for cancellations and will be promoting credits versus cash so it stays in the system. Parks will not refuse a cash refund if someone requests one.

There are 34,000 children in summer camps so when we get into the June, July, and August timeframe depending upon where we are, that may be part of the refund process.

He stated that the board would be kept abreast. Park staff is meeting weekly in a sit-rep meeting on park operations to touch base on the latest Parks is hearing from staff, the public, the community, the county and how we message that to our community and staff going forward.

- The National Cherry Blossom Festival is getting ready to go underway and in coordination with Visit Fairfax Frying Pan Farm Park is hosting a program that is promoted through the National Cherry Blossom Festival on March 28. This is the second consecutive year the

program and each year Visit Fairfax creates a giveaway with an image highlighting one of the host sites and Frying Pan Farm Park was selected. Everyone that participates gets a luggage tag that promotes Frying Pan Farm Park. Mr. Kincannon congratulated Frying Pan staff and their work.

- In 2018, the U.S. Department of Health and Human Services' (HHS) Office of Disease Prevention and Health Promotion (ODPHP) created the Move Your Way campaign. Eight communities across the country have been selected to participate in the community pilot program, Fairfax County among them with FCPA as the lead agency.

To kick off the Move Your Way campaign, Park Authority RECenters will be hosting Move Your Way Day at eight locations this Saturday, March 14, 2020 from 10 a.m. – 12 p.m. Admission to the RECenter during this time will be free, and participants can experience a variety of classes and activities offered at the RECenter. Marketing efforts via email and social media are underway.

The Move Your Way campaign efforts will take shape over the next couple of months. The cornerstone events of the campaign will be the District Walks program, which is currently in development and launching on June 6.

Mr. Bouie noted that there had been an announcement around 4:30 in the afternoon that a number of events surrounding the Cherry Blossom Festival had been cancelled, so he encouraged everyone to double-check the events.

BOARD MATTERS

- Dr. Aidoo stated that she will be meeting with Matt Peters on Thursday to see how GMU students can work with the Park Authority. She and Matt met at the GMU career social and he had expressed an interest in how GMU's program can work more closely with Parks.

Mr. Bouie asked Dr. Aidoo to share what she does for those in the gallery.

Dr. Aidoo stated that she is a professor in GMU's Tourism and Events Management Program. They held a career social that brought in people from all over and the Park Authority was represented and did a great job. GMU is always trying to find ways in which to partner with industry affiliates.

- Mr. Thompson indicated that he was at the same meeting and as some know, he is on the Visit Fairfax Board. The meeting was held at Frying Pan Park on Tuesday, March 10. It was a great meeting place and staff was very good. He extended kudos to the host.

Mr. Thompson also pointed out that the art and tourism industry is not going to be getting hammered, but already is. The vacancy rates in Tysons are skyrocketing. They believe the

vacancy rates have risen to 35%-40%. A number of conferences are being cancelled, some things are being rescheduled into maybe May but for the most part, events are either scheduled much further out or being killed.

Noting that he is an at-large member of Visit Fairfax, the member from Springfield who is on an association that represents a lot of the companies that do business travel commented that 46% of their members are Fortune 500 and have already instituted travel restrictions. In some cases it is no business travel at all and in some extreme cases it's no business travel. While they cannot restrict personal travel they are requiring those that return from personal travel on a plane to self-quarantine for 14 days before they are allowed back in the office.

The hotels are getting hammered, which in turn are hitting the restaurants. So, we can expect those kind of ripple effects. The good news is that we don't have a cruise industry. Baltimore for example will be looking at this for three or four years of a difficult position.

As everyone is thinking about these different pieces it is a reminder that we are looking ahead at what happens if. For some folks it is happening right now and having an immediate impact and will have that impact on an increasing basis.

CLOSED SESSION

At 7:47 p.m. Mr. Thompson made a motion to convene in closed session for

- a) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code §2.2-3711(A)(3).
- b) Consultation with legal counsel and briefings by staff member or consultants pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body pursuant to Virginia Code §2.2-3711(A)(7).

Seconded by Mr. Quincy and approved by all members present. Messrs. Kendall and Hackman were absent.

CERTIFICATION OF CLOSED SESSION

Mr. Thompson made a motion to 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. Quincy and approved by all members present; Messrs. Kendall and Hackman were absent.

ACTIONS FROM CLOSED SESSION

C-1 Legal Matter

No action was necessary.

C-2 Add Property Located in the Sully District to the Workplan

Ms. Godbold made a motion to add property located in the Sully District to the workplan; seconded by Mr. Thompson. The motion carried by all members present; Messrs. Kendall and Hackman were absent.

C-2 Authorization to Negotiate on Property Located in the Dranesville District and Return to the Board

Mr. Quincy made a motion to authorize staff to negotiate on property located in the Dranesville District and return to the board; seconded by Mr. Thompson. The motion carried by all members present. Messrs. Kendall and Hackman were absent.

ADJOURNMENT

There being no further business and without objection, Mr. Bouie adjourned the meeting at 8:20 p.m.

Minutes Approved at Meeting
on April 29, 2020

Michael W. Thompson, Jr., Secretary

Kirk W. Kincannon, Executive Director

Park Authority Board Minutes prepared by

Barbara J. Gorski, Administrative Assistant

Board Agenda Item
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ADMINISTRATIVE – 2

Adjustment to Park Authority Board Schedule for Remainder of Fiscal Year 2020

ISSUE:

Adjustment to the previously adopted Park Authority Board schedule for the remainder of FY 2020.

RECOMMENDATION:

The Park Authority Executive Director recommends board approval of the revisions of its adopted 2020 meeting schedule by eliminating the May 13 and June 10 meetings from its advertised schedule.

TIMING:

Board action is required on April 29, 2020, to remain in compliance with Virginia law.

BACKGROUND:

On April 14, 2020, the Board of Supervisors adopted an ordinance that allows boards, authorities and commissions to hold meetings by electronic means to assure continuity of Fairfax County business while Virginia and Fairfax County are under the COVID-19 emergency.

FISCAL IMPACT:

None.

ENCLOSED DOCUMENTS:

None.

STAFF:

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

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ACTION - 1 (with presentation)

Approval - 2020 Park Bond Category Allocations

ISSUE:

Approval of the 2020 Park Bond category allocations.

RECOMMENDATION:

The Park Authority Executive Director recommends that the Park Authority Board approve the percent distribution of the \$100,000,000 2020 Park Bond into the following categories: Natural and Cultural Resource Stewardship 12%, Land Acquisition and Open Space Preservation 7%, Park Renovations and Upgrades 53%, and New Park Development 28%.

TIMING:

Board action is requested on April 29, 2020, to support the public information process for the 2020 Bond Resolution.

BACKGROUND:

The 2020 Park Bond referendum in the amount of \$112M is scheduled to be approved during the Board of Supervisor's adoption of the FY2021-2025 Capital Improvement Program on April 28, 2020. \$100M of the \$112M Park Bond will be allocated to the Fairfax County Park Authority with the remaining balance of \$12M allocated to the Northern Virginia Regional Park Authority (NOVA Parks). Through discussions held at the Park Authority Board Budget with Funding Policy & Bond Committee meetings over the last few months a general allocation of bond funds was discussed to be allocated between the following categories: Natural and Cultural Resource Stewardship, Land Acquisition and Open Space Preservation, Park Renovations and Upgrades, and New Park Development. (Attachment 1). The following allocation is consistent with discussions at the committee meetings:

Natural and Cultural Resource Stewardship: 12%
Land Acquisition and Open Space Preservation: 7%
Park Renovations and Upgrades: 53%
New Park Development 28%

The Board of Supervisors will take an action on a resolution requesting the Circuit Court of Fairfax County, Virginia to order an election on the question of contracting a debt,

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borrowing money and issuing bonds of the county, in addition to the parks and park facilities for the purpose of providing funds, with any other available funds, to finance the cost of parks and park facilities in the May/June 2020 time frame.. The approved category allocations will be included in the ballot question and will be reviewed and approved by the Department of Justice following the Board of Supervisors action.

FISCAL IMPACT:
None

ENCLOSED DOCUMENTS:
Attachment 1: Bond Project Category Definitions

STAFF:
Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
David Bowden, Director, Planning & Development Division
Cindy Walsh, Director, Park Services Division
Todd Johnson, Manager, Golf Operations
Judy Pederson, Public Information Officer
Michael Baird, Fiscal Administrator

2020 BOND CATEGOREY DEFINITIONS:

The following definitions are formulated to provide guidance in determining the classification of projects. It is not intended that these full definitions are provided on the referendum ballot. As specific projects are proposed, these definitions will help the agency place them in the capital project category that best aligns with its primary purpose.

Land Acquisition and Open Space Preservation – Costs related to the acquisition of parkland and/or parkland rights and preservation of open space including easements, that are obtained through a variety of methods. Examples include: recent purchases of additions to Sully Woodlands, administrative costs associate with the Langley Fork Park Land Transfer with the National Park Service; fee simple purchase of real property for park use and related costs; acquisition of trail easements; costs related to acceptance of dedications and donated properties; structure demolition costs.

New Park Development – Planning, design and/or construction of new park facilities where none existed before to meet new demand or to provide additional functionality or enhance planned capacity to an existing facility or site. Examples include the full build-out of the athletic field complex at Patriot Park North, construction of the second sheet ice at Mt. Vernon Recreation Center and design and/or construction of new park facilities and/or new infrastructure to support future park development. Upgrades could also include RECenter expansions that support expanded programming and facility capacity.

Park Renovations and Upgrades – Planning, design and/or construction, including capital repair and replacement, to improve existing park facilities to maintain designed capacity or retrofit obsolete facilities and bring them up to contemporary standards and codes. Renovations can extend the design life of facilities and can include infrastructure additions and modifications. This definition includes life cycle replacement of playgrounds, picnic shelters, outdoor restrooms athletic field lighting and irrigations systems as well as renovation of several community parks

Natural and Cultural Resource Stewardship – Planning, design and/or construction of capital projects which carry out the Park Authority's stewardship mission, supports the approved Natural and Cultural Resource Management Plans and/or County's environmental or cultural resource initiatives. Stewardship projects include capital projects that promote the protection, enhancement, interpretation and education of natural, cultural and general park resources. Improvements may include new or major renovation projects such as historic structure stabilization, preservation or rehabilitation, new visitor centers, historic and archaeological collections support facilities, exhibit space and environmental enhancement projects (e.g. stream restorations, rain gardens, riparian buffer enhancements and habitat restoration areas).

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ACTION - 2

Approval - Capital Construction Project Scopes, Contract Awards Requiring Reallocation of Capital Funding, Submission of Grant Applications and Real Property Leases Due to Constraints Caused by an Emergency or Disaster Declared by the Governor or Board of Supervisors

ISSUE:

Authorization for the Executive Director and/or the Deputy Directors to approve capital construction project scopes, contract awards requiring reallocation of capital funding, submission of grant applications and real property leases due to constraints caused by an emergency or disaster declared by the Governor or Board of Supervisors.

RECOMMENDATION:

The Park Authority Executive Director recommends that the Park Authority Board authorize the Executive Director and/or Deputy Directors to approve capital construction project scopes, contract awards requiring reallocation of capital funding, submission of grant applications and real property leases due to constraints caused by an emergency or disaster declared by the Governor or Board of Supervisors.

TIMING:

Board action is requested on April 29, 2020, to avoid impact to project schedules.

BACKGROUND:

Park Authority administrative process requires that the Executive Director obtain Park Authority Board approval for capital construction project scopes, reallocation of capital funding required to execute capital development projects, submission of grant applications and the execution of real property leases. At times, it may be necessary to move forward with capital development projects, authorize grant applications and execute real property leases due to constraints caused by an emergency or disaster declared by the governor or Board of Supervisors, rather than wait until the Board can reconvene. The Board will be notified of any construction project scopes, reallocation of capital funding actions required to execute capital development projects, submission of

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grant applications and the execution of real property leases approved by the Executive Director and/or Deputy Directors due to constraints caused by an emergency or disaster declared by the Governor or Board of Supervisors at the next meeting of the Board.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

None

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
David Bowden, Director, Planning & Development Division
Michael Baird, Fiscal Administrator

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ACTION – 3

Scope Approval – Annandale Community Park Renovation and Expansion of the Hidden Oaks Nature Center (Mason District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the project scope for the renovation and expansion of the Hidden Oaks Nature Center at Annandale Community Park as presented to and reviewed by the Planning and Development Committee on March 11, 2020.

ACTION – 4

Scope Approval – Annandale Community Park Tennis Court Lighting Replacement (Mason District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the project scope to design and replace the tennis court lighting system at Annandale Community Park, as presented to and reviewed by the Planning and Development Committee on March 11, 2020.

ACTION – 5

Scope Approval – Hooes Road Park Athletic Field Lighting (Lee District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the project scope to design, permit, and construct athletic field lighting at Field #3 in Hooes Road Park, as presented to and reviewed by the Planning and Development Committee on March 11, 2020.

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ACTION – 6

Scope Approval – Burke Lake Park – Picnic Shelters (Springfield District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the project scope to design, permit, and construct (2) picnic shelters at Burke Lake Park, as presented to and reviewed by the Planning and Development Committee on March 11, 2020.

ACTION – 7

Area 1 Maintenance Facility Replacement Reallocation of Funds for Construction Contract Award (Dranesville District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the reallocation of funds for the construction contract award for the replacement of the Area 1 Maintenance Facility as presented to and reviewed by the Planning and Development Committee on March 11, 2020.

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INFORMATION – 1 (with Presentation)

FY20 Budget Update-Impacts of COVID-19

Staff will provide a presentation regarding the impacts that the COVID-19 virus has had on the FY20 Park Authority budget. Since closing all park facilities on March 16, 2020, hundreds of classes and events have been canceled as well as golf rounds, RECenter admissions and other revenue producing activities have been suspended. As fourth quarter makes up the highest revenue producing months for the revenue fund, the impact is significant. Staff will present information on the current year-to-date budget as well as the end of year projections with the focus being the revenue fund and mitigation strategies for moving forward.

ENCLOSED DOCUMENTS:

None

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Cindy Walsh, Director, Park Services Division
Judy Pedersen, Public Information Officer
Mike Baird, Acting Manager, Financial Management Branch
Josh Colman, Branch Manager, Park Services Business Office

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INFORMATION – 2

FY 2020 Second Quarter Budget Review, Fund 10001, General Fund

As presented to and reviewed by the Budget Committee with Funding Policy and Bond on March 11, 2020.

INFORMATION – 3

FY 2020 Second Quarter Budget Review, Fund 80000, Revenue and Operating Fund

As presented to and reviewed by the Budget Committee with Funding Policy and Bond on March 11, 2020.