



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Jai Cole, Executive Director

FROM: Sara Baldwin, Deputy Director/COO

DATE: June 16, 2022

*Agenda - **REVISED***

**Budget Committee
(Committee of the Whole)
Wednesday, June 22, 2022 – 6:45 pm
Virtual – Via Zoom
Chairman: Ken Quincy
Vice Chair: Maggie Godbold**

1. Development of FY 2024 Proposed Budget (with presentation) – Information
2. FY 2022 Budget Revision, Fund 80000, Park Revenue & Operating Fund – Action*

*Enclosures



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

Committee Agenda Item
June 22, 2022

INFORMATION-1

Development of FY 2024 Proposed Budget

The Park Authority has fiduciary responsibility over the Park Revenue and Operating Fund and the Park Improvements Fund, while the County has fiduciary responsibility over the General Fund. Activities supported by the General Fund include general access to parks and park grounds, lake parks, natural, cultural and horticultural sites, stewardship educational programs, maintenance of parks, Rec-PAC programs, management of the community concert series, County archeological functions, Americans with Disabilities Act (ADA) compliance activities, community-based leisure classes and special events, trips and tours, agency wide management, planning, and administrative support, general park planning and support of the County Comprehensive Plan, and project management support for capital projects.

The County begins the FY 2024 Proposed Budget process in September and staff are proposing a budget development calendar for the Park Authority Board to consider. A presentation will be made during the meeting.

ENCLOSED DOCUMENTS:

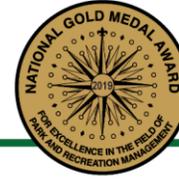
None

STAFF:

Jai Cole, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Michael Peter, Director, Administration Division
Nicole Varnes, Senior Budget Analyst



FAIRFAX COUNTY PARK AUTHORITY



FY 2024 Budget Process Planning

Michael Peter

Park Authority Board Budget Committee

June 22, 2022



FY 2024 Proposed Budget Development

June 22

Review Plan with Park Authority Board

- Discuss Proposed Budget Calendar and General Strategies

July 27

Initial Planning with Park Authority Board

- Review FY22 Year-End Results
- Discuss High-Level Goals and Objectives for Upcoming Year

August

Internal Department Engagement

- Discussion with Director's Office, and Division Directors on Priorities and Requests
- Introduce Director's Office Review Process for Requests and Priorities
- Develop Data and Baseline Justification for Budget Adjustments



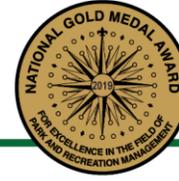
June 22

FY 2024 Proposed Budget Development





FAIRFAX COUNTY PARK AUTHORITY



FY 2024 Budget Process Planning

Michael Peter

Park Authority Board Budget Committee

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Board Agenda Item
June 22, 2022

ACTION

FY 2022 Budget Revision, Fund 80000, Park Revenue & Operating Fund

ISSUE:

Approval of the Revised FY 2022 Park Revenue & Operating Fund (Fund 80000) Budget.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the Revised FY 2022 Park Revenue & Operating Fund (Fund 80000) Budget.

TIMING:

Board action is requested on June 22, 2022. The submission will be submitted to the Department of Management and Budget after Park Authority Board approval to revise the FY 2022 Budget.

BACKGROUND:

The FY 2022 Third Quarter Budget Review, which was presented to the Park Authority Board on May 25, 2022, was based, in part, on limited capacity in classes and camps. Those projections were developed in February of this year and, since that time, those COVID-related capacity limitations were lifted, allowing staff to fill all slots in classes and camps at 100% capacity. As such, revenue and expense for the year have increased, requiring a year-end budget adjustment to reflect the same.

The FY 2022 revised budget for total revenue is now projected at \$45,498,817 as compared to \$43,998,817 in the revised FY 2022 Budget Plan, an increase of \$1,500,000. FY 2022 reflects a revised total expenditure budget of \$45,232,565 as compared to \$43,732,565 reflecting an increase of \$1,500,000 (including debt service and indirect costs.) The chart below shows the revisions and comparison to the FY 2021 Actuals.

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800-C80000 – Park Revenue and Operating	FY 2021	FY 2022		
	Actuals	Current Revised Budget	Proposed Revised Budget	Increase/ (Decrease)
Beginning Balance	(\$3,483,340)	\$(2,926,590)	\$(2,926,590)	\$-
Revenue				
Park Fees	\$34,554,602	\$43,841,646	\$45,341,646	\$1,500,000
Interest, Donation, Other	\$456,339	\$157,171	\$157,171	\$-
Revenue Total	\$35,010,940	\$43,998,817	\$45,498,817	\$1,500,000
Transfers In				
General Fund	\$1,706,529	\$2,283,737	\$2,283,737	\$-
Park Improvement Fund	\$-	\$1,616,295	\$1,616,295	\$-
Total Available	\$33,234,129	\$44,972,259	\$46,472,259	\$1,500,000
Expenditures				
Salaries	\$19,681,726	\$20,057,043	\$21,557,043	\$1,500,000
Benefits	\$6,106,220	\$7,010,512	\$7,010,512	\$-
General Operating and Supplies	\$9,002,675	\$15,440,353	\$15,440,353	\$-
Capital Outlay	\$-	\$982,150	\$982,150	\$-
Transfer Out	\$2,566,464	\$1,545,644	\$1,545,644	\$-
WPFO Accounts	\$(1,196,366)	\$(1,303,137)	\$(1,303,137)	\$-
Expenditure Total	\$36,160,719	\$43,732,565	\$45,232,565	\$1,500,000
Total Ending Balance	\$(2,926,590)	\$1,239,694	\$1,239,694	\$-
Stabilization Reserve	\$-	\$307,010	\$307,010	
Unreserved Ending Balance	\$(2,926,590)	\$307,010	\$307,070	\$-

FISCAL IMPACT:

The Park Revenue & Operating Fund (Fund 80000) for FY 2022 will have a Revised Net Revenue of \$1,239,694 resulting from total revenue and transfers in of \$46,472,259 and total expenditures of \$45,232,565 before any potential adjustments.

ENCLOSED DOCUMENTS:

Attachment 1: Fund Statement

STAFF:

Jai Cole, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Michael Peter, Administration Director
Nicole Varnes, Senior Budget Analyst

FUND STATEMENT**Fund 80000, Park Revenue and Operating Fund**

	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
	Actual	Adopted Budget	Current Revised Budget	Proposed Revised Budget	YTD (May)
Beginning Balance	(\$3,483,340)	\$0	(\$2,926,590)	(\$2,926,590)	(\$2,926,590)
Revenue:					
Park Fees	\$34,554,602	\$41,280,763	\$43,841,646	\$45,341,646	\$43,611,939
Interest	4,955	72,171	72,171	\$72,171	6,607
Sale of Vehicles and Salvage Equipment	93,128	65,000	65,000	\$65,000	51,868
Donations and Miscellaneous Revenue	358,255	20,000	20,000	\$20,000	243,528
Total Revenue	\$35,010,940	\$41,437,934	\$43,998,817	\$45,498,817	\$43,913,942
Transfers In:					
Revenue and Operating Fund Stabilization Reserve ¹					
Park Improvement Fund (80300) ²		\$0	\$1,616,295	\$1,616,295	\$1,616,295
General Fund (10001) ⁴	\$1,706,529	\$0	\$2,283,737	\$2,283,737	\$2,283,737
Total Transfers In	\$1,706,529	\$0	\$3,900,032	\$3,900,032	\$3,900,032
Total Available	\$33,234,129	\$41,437,934	\$44,972,259	\$46,472,259	\$44,887,384
Expenditures:					
Personnel Services	\$25,787,946	\$26,815,861	\$27,067,555	\$28,567,555	\$24,075,855
Operating Expenses	9,002,675	14,097,609	15,440,353	15,440,353	\$11,545,709
Recovered Costs	(1,196,366)	(1,303,137)	(1,303,137)	(1,303,137)	(932,078)
Capital Equipment	0	0	982,150	982,150	395,775
Subtotal Expenditures	\$33,594,255	\$39,610,333	\$42,186,921	\$43,686,921	\$35,085,261
Debt Service:					
Fiscal Agent Fees	\$3,000	\$0	\$0	\$0	\$0
Bond Payments ³	790,684	0	0	0	0
Total Expenditures	\$34,387,939	\$39,610,333	\$42,186,921	\$43,686,921	\$35,085,261
Transfers Out:					
General Fund (10001) ⁴	\$820,000	\$820,000	\$820,000	\$820,000	\$820,000
County Debt Service (20000) ⁵	952,780	983,094	725,644	725,644	725,644
Park Improvement Fund (80300) ⁶	0	0	0	0	0
Total Transfers Out	\$1,772,780	\$1,803,094	\$1,545,644	\$1,545,644	\$1,545,644
Total Disbursements	\$36,160,719	\$41,413,427	\$43,732,565	\$45,232,565	\$36,630,905
Ending Balance⁷	(\$2,926,590)	\$24,507	\$1,239,694	\$1,239,694	\$8,256,479
Revenue and Operating Fund Stabilization Reserve ⁸	\$0	\$24,507	\$307,010	\$307,010	\$307,010
Donation/Deferred Revenue ⁹	0	0	0	0	0
Set Aside Reserve ¹⁰	0	0	0	0	0
Unreserved Ending Balance	(\$2,926,590)	\$24,507	\$307,010	\$307,010	\$307,010

¹ use of revenue and stabilization Fund to cover the shortages due to Covid 19.

² Represents a transfer in from Fund 80300, Park Improvement Fund to support Revenue and Operating Fund A activities.

³ Debt service represents principal and interest on Park Revenue Bonds which supported the construction of the Twin Lakes and Oak Marr Golf Courses

⁴ 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.

⁵ Debt service payments which support the development of the Laurel Hill Golf Club are made from Fund 20000, County Debt Service.

⁶ represents a transfer in Periodically, funding is transferred from Fund 80000, Park Revenue and Operating Fund, to Fund 80300, Park Improvement Fund, to support unplanned and emergency repairs, the purchase of critical equipment and planned, long-term, life-cycle maintenance of revenue facilities.

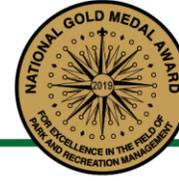
⁷ The Park Revenue and Operating Fund maintains fund balances at adequate levels relative to projected operation and maintenance expenses. These costs change annually; therefore, funding is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

⁸ 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. Due to Fund shortages as a result of Covid 19, the reserves are used to cover the portion of shortages.

⁹ 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. Park Authority Board approved transfer of Donation Reserve to Fund 80300 PR-000133 ECPA Donation Account to allow staff to more efficiently spend donation dollars.



FAIRFAX COUNTY PARK AUTHORITY



FY22 Year-End Budget Revision

Michael Peter
Park Authority Board Budget Committee
June 22, 2022



Budget Revision Required

- Revenue and Operating Fund Under Fiduciary Responsibility of Park Authority Board
- Full Capacity for Camps and Classes Authorized as of May 2022
- Increase of \$1.5 Million in Salary and Revenue (No Net Impact)
- Additional Revenue Projected
- FY22 Ending Fund Balance: \$(2,926,590) – FY23 Projected Positive Balance



FY22 Proposed Budget Revision – Revenue Fund

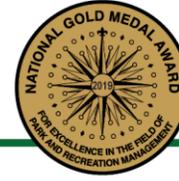
	FY 2021	FY 2022			
	Actuals	Current Budget	Proposed Revised Budget	Increase/ (Decrease)	Variance to FY21
Revenue/Transfers In	\$36,717,469	\$47,898,849	\$49,398,849	\$1,500,000	\$12,681,380
Salaries	\$19,681,726	\$20,057,043	\$21,557,043	\$1,500,000	\$1,875,317
Benefits	\$6,106,220	\$7,010,512	\$7,010,512		\$904,292
Operating Expenditures/Transfers	\$11,569,139	\$16,985,997	\$16,985,997		\$5,416,858
Capital Equipment	\$-	\$982,150	\$982,150		\$982,150
Recovered Costs	\$(1,196,366)	\$(1,303,137)	\$(1,303,137)		(\$106,771)
Total Expenditures	\$36,160,719	\$43,732,565	\$45,232,565	\$1,500,000	\$9,071,846
Net Revenue	\$556,750	\$4,166,284	\$4,166,284	\$-	\$3,609,534

* Administration Revenue/Transfers In include transfers in amounts from Carryover. The amounts are \$3.9M in FY 2022 and \$1.7M in FY 2021.





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FY22 Year-End Budget Revision

Michael Peter
Park Authority Board Budget Committee
June 22, 2022

