



# FAIRFAX COUNTY PARK AUTHORITY

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## M E M O R A N D U M

**TO:** Chairman and Members  
Park Authority Board

**VIA:** Jai Cole, Executive Director

**FROM:** Mike Peter, Division Director  
Business Administration Division

**DATE:** August 22, 2024

### *Agenda*

**Budget Committee  
(Committee of the Whole)  
Wednesday, August 28, 2024 – 6:30 pm  
Boardroom, Herrity Building  
Chairman: Ken Quincy  
Vice Chair: Tim Hackman**

1. FY 2026 Proposed Budget and Non-Recommended Budget Reductions (with presentation) – Presentation



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

## **PRESENTATION – 1**

### FY 2026 Proposed Budget and Non-Recommended Budget Reductions

#### BACKGROUND

The Park Authority has fiduciary responsibility over the Park Revenue & 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, lakefront parks, natural, cultural and horticultural sites, stewardship education programs, maintenance of parks, 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.

Given that the General Fund reductions taken during the FY 2025 budget process focused on efficiencies and flexibility available within agency budgets, County Budget Staff expect that the options developed this year will involve harder choices that may impact service delivery and filled positions. Agencies have been asked by the County Executive to provide reductions totaling 10 percent of their budgets, to allow the County Budget Team to weigh the feasibility of each option and its impact on County services as the FY 2026 budget picture develops.

As noted at the July 24, 2024, meeting of the Park Authority Board (PAB), staff have been working internally on the Park Authority's FY 2026 Proposed Budget Development and the required Non-Recommended Budget Reductions. During the month of August, in coordination with the Director's Office, staff have developed data and baseline justifications for FY26 requests as well as potential budget reductions. Staff have also developed the preliminary projections for the FY 2026 Revenue & Operating Fund.

The preliminary Non-recommended Budget Reductions, potential FY26 budget requests, as well as preliminary forecasts for the Revenue & Operating Fund will be presented by staff during this PAB meeting. Slides will be available at the conclusion of the meeting.

#### FISCAL IMPACT

The County has asked for options that would total 10% of the current Park Authority General Fund Budget. The options that will be presented to the Park Authority Board total \$3,561,100, meeting that goal. Preliminary Revenue & Operating Fund forecasts will be discussed at the PAB Budget Committee meeting.

Board Agenda Item  
August 28, 2024

ENCLOSED DOCUMENTS:  
None.

STAFF:  
Jai Cole, Executive Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD  
Michael Peter, Director, Administration Division  
Tonya Mills, Senior Fiscal Administrator  
Nicole Varnes, Budget and Procurement Manager  
Kelly Sackett, Budget Analyst



# FY 2026 Budget Development

Park Authority Board Meeting  
August 28, 2024



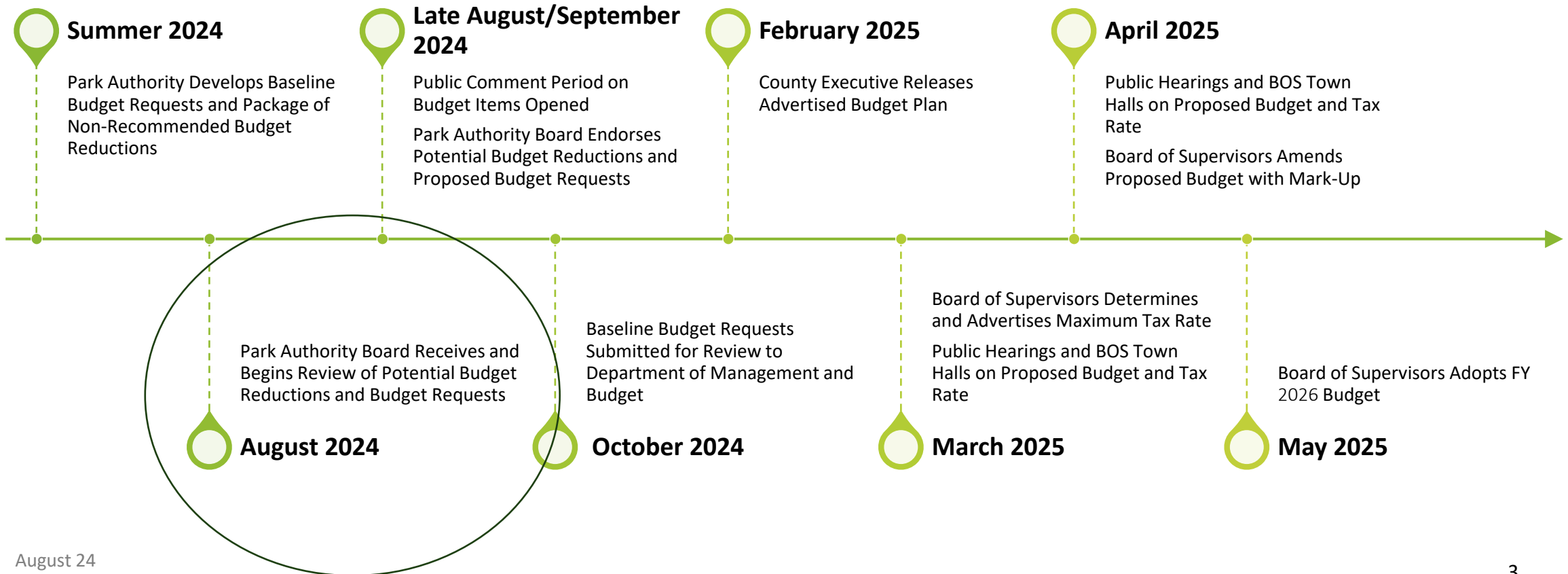
# Information Item

## FY 2026 Non-Recommended Budget Reduction Package

Fund 10001 – General Fund



# FY 2026 Proposed Budget Development Summary





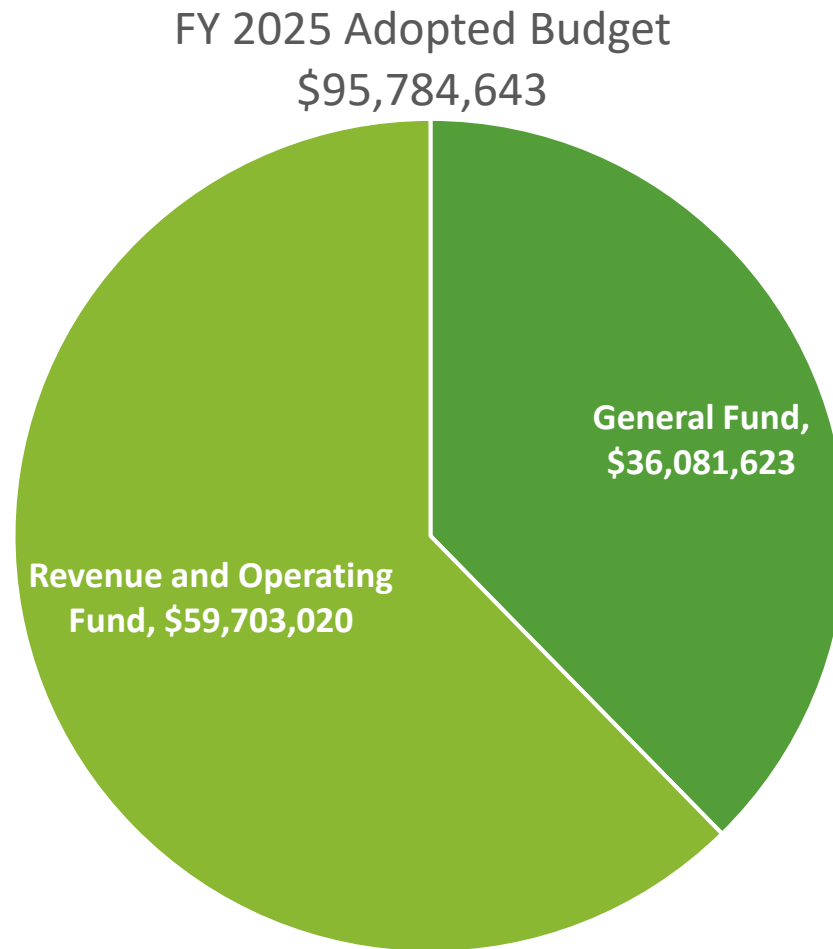
# General Fund Budget Reduction Guidance

- Given that the reductions taken during the FY 2025 budget process focused on efficiencies and flexibility available within agency budgets, we expect that the options developed this year will involve harder choices that may impact service delivery and filled positions.
- Agencies are asked to provide reductions totaling 10 percent of their budgets, which will allow us to weigh the feasibility of each option and its impact on County services as the FY 2026 budget picture develops.

**FCPA General Fund Target: \$3,561,100**



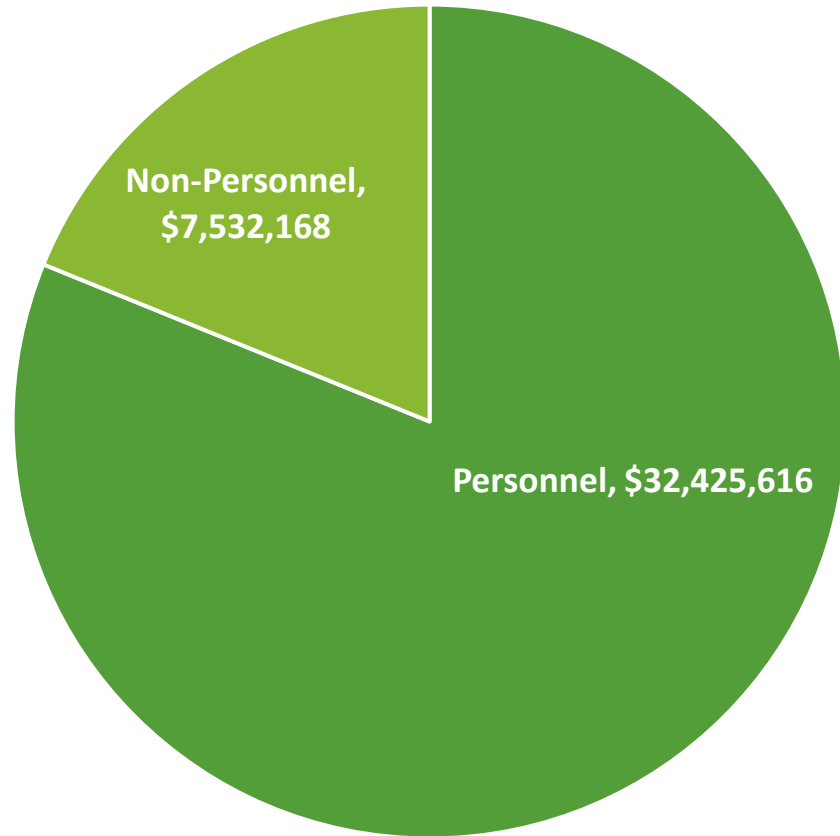
# What is our Budget Composition?



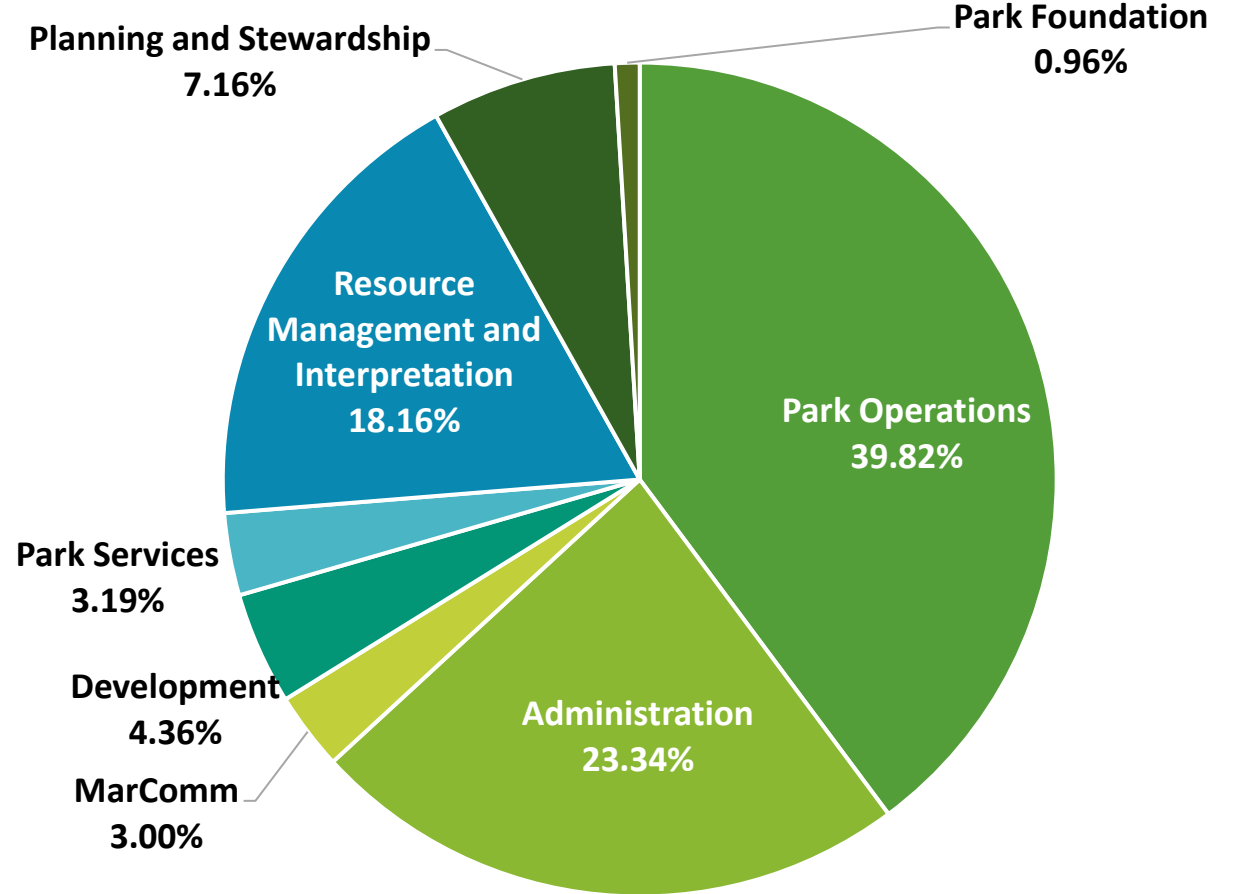


# What is our Budget Composition?

FY 2025 **General Fund** Adopted Budget  
\$36,081,623

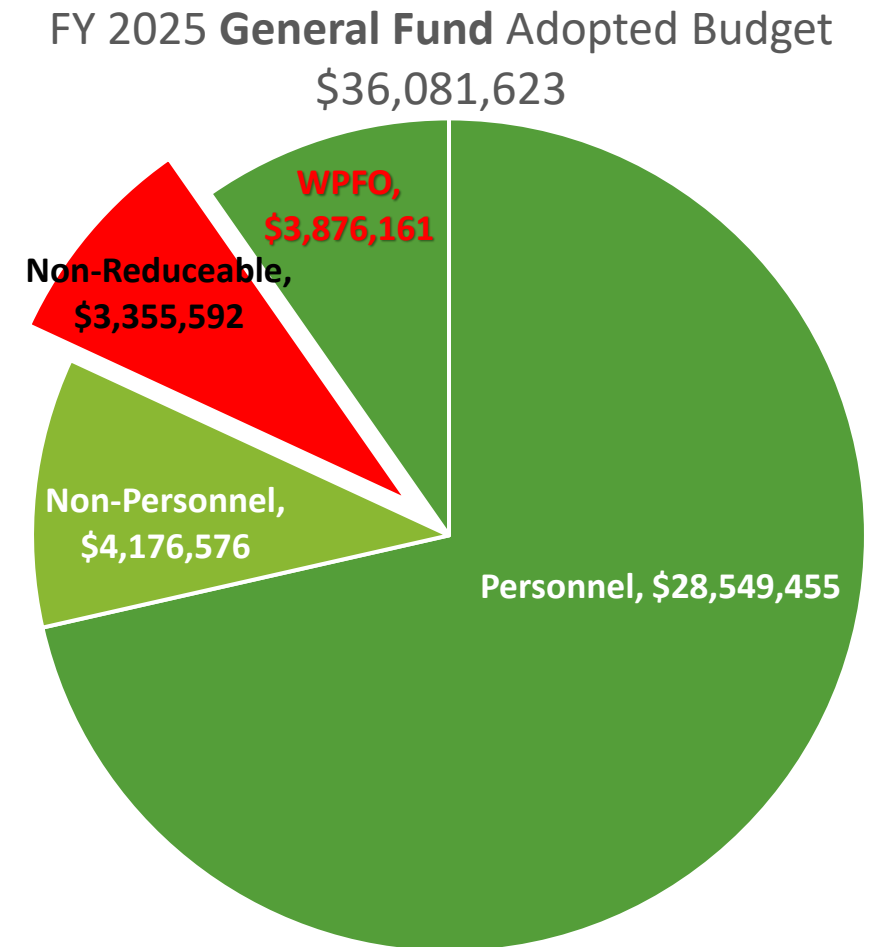


FY 2025 **General Fund** Adopted Budget



# Areas That Cannot Be Reduced

- Total Adopted FY 2025 General Fund Budget: \$36,081,623
  - Personnel: \$32,425,616
    - Base \$28,549,455 + WPFO Credit Positions \$3,876,161
  - Operating: \$7,532,168
    - \$3,355,592/45% of Operating Cannot Be Reduced – Internal County Charges
      - \$27,500 – Postage, General Operating
      - \$464,340 – PC Replacement
      - \$462,533 – Internal Technology Charges
      - \$99,977 – Telecommunications Chargeback
      - \$177,800 – Refuse Disposal Expense
      - \$571,872 – Utilities
      - \$289,234 – Fuel
      - \$769,799 – Motor Pool Vehicles
      - \$492,537 – Vehicle Replacement



# Reduce Summer Entertainment Series to Maximum of 8 Shows Per District: \$109,703

- Reduce from 120 to 73 shows (does not include the Children's series)
- With reduction, each series would receive no more than \$2,000 per show.
- Additional reductions proposed result in decreased staffing hours and lower print budget
- Any future contract increases in Sound/AV (which are anticipated annually) would require additional decreases in the series or additional funding.



# Reduce Forestry Contract Services: \$200,000

- Current Budget: \$1,273,000
- BOS added \$890,000 for FY 2025
- In total, the Park Operations Forestry remediates as many as 1,900 trees annually, meeting only the high priority cases.
- This would impact the ability to address high risk/high priority trees threatening life and property.
- If weather conditions require emergency responses, this reduction will impact maintenance funding or require 3<sup>rd</sup> quarter or carry-over funding.





# Reduce Athletic Field Mowing from 2x/week to 1x/week: \$240,823

- FY24 Actual: \$481,646
- BOS added \$345,000 for FY 2025 for Athletic Field maintenance
- This will require a reduction in frequency of mowing for over 200 athletic fields.
- This will impact the playability and quality of fields for users and visitors and would deviate from maintenance standards.
- This would increase and magnify the already existing deferred maintenance throughout parks.



# Reduce Park Open Space Mowing: \$129,258

- FY24 Actual: \$617,474
- BOS added \$120,000 for FY 2025
- Reclassify multiple locations to reduce mowing
- In FY24, 216 calls and emails related to mowing were received.
- This would increase and magnify the already existing deferred maintenance throughout parks.





# Reduce Cleaning Port-A-Johns to Pre-Covid Standards: \$48,960

- FY24 Actual: \$175,000 (Cleaning and Rental)
- Reduction in cleaning services to pre-Covid standards – 2x/week.
- This would be a reduction in services available for port-a-johns throughout the parks and athletic fields.





# Reduce Athletic Court Maintenance and Renovations by 51%: \$250,000

- Current Budget: \$490,000
- BOS added \$200,000 for FY 2025
- Definition: Pickleball, Tennis, Futsal, Basketball
- Five (5) athletic courts are planned to be renovated in FY25. This reduction will take us back to renovating approx. two (2) courts per year.
- The life expectancy of an athletic court is 10 years with regular maintenance.
- The Park Authority maintains 412 athletic courts. The public can expect to see court closings start to occur.



# Reduce Trail Maintenance Funding by 50%: \$250,000

- Current Budget: \$500,000
- BOS added \$150,000 for FY 2025
- Trail maintenance needs for more than 300 miles of trails
- Trails were identified by the community as a top priority (FCPA Needs Assessment.)
- This would impact trail safety and usability for trail users and may require some trail closures.
- Increase and magnify the existing deferred maintenance throughout parks.





# Reduce General Park and Facility Maintenance Funding by 37%: \$350,000

- Current Budget: \$937,000
- BOS added \$395,000 for FY 2025
- This would increase deferred maintenance to infrastructure such as dugouts, picnic tables/areas, benches, shelters, grills, playgrounds, signage, dog parks, roads and parking lots, and stabilization of new properties.
- This reduction will magnify the already existing deferred maintenance throughout the park system.



# Increase Foundation Funding: \$300,000

- Raise an additional \$300K to cover expenses associated with operating the Foundation
- Will require the Foundation to raise additional funds and/or attach a 20% admin fee.
- Those funds (equaling \$300k) will be reinvested back to the Park Authority
- Impacts include reduction in donation amounts for programs
  - Example: SES current fundraising goal \$158,640 would now require fundraising goal of \$190,368





# WPFO/Eliminate Ecologist I Position in Natural Resources: \$65,000

- Eliminate E-Status Ecologist I position within the IMA program unit
- Explore funding this through the Stormwater Funds
- The IMA is one of the **County's most important programs** for addressing invasives.
- The current program includes 62 parks, with 6000 volunteers contributing nearly 20,000 hours of service. Nearly 760 acres have been treated for invasive vegetation.
- Impact
  - Lack of oversight, QC due diligence for herbicide application
  - Difficult to engage in early detection rapid response to stop infestation
  - Curtailed ability to engage additional volunteers to expand the IMA program
  - Reduced scale and effectiveness of countywide invasive management



# Eliminate Historic Resource Specialist II in Heritage Resources: \$82,826

- Eliminate vacant Historic Resource Specialist II in Heritage Conservation
- Monitor 130 historic sites
- Impact:
  - Limit future growth of property assessment needed for Heritage Resources documentation for the Resident Curator Program





# Close One Nature Center and One Historic Site: \$644,000

- Significant Reduction in Force:
  - General Fund: 6 Merit and 8 LTE
- Impact engagements with over 100,000 visitors annually, mostly children.
- Eliminate popular field trips for thousands of public, private, and home school students.
- Impacts FCPA's ability to deliver on our mission.

*The Park Authority Mission is to enrich quality of life for all members of the community through an enduring park system that provides a healthy environment, preserves natural and cultural heritage, offers inspiring recreational experiences, and promotes healthy lifestyles.*





# Close Scotts Run Nature Preserve Parking Lots: \$152,548

- Reduction in Force:
  - General Fund: 3 LTE
- The parking lot would be gated and locked. Access would be limited to residents that can walk to the park.
- Eliminate police and security presence at the park.
- Reduced frequency of FCPA personnel on site could impact globally-significant ecological resources throughout the park.



# Remove Part-Time Photographic Specialist: \$26,988

- Reduction in Force
  - 1 Non-Merit, SYE
- Responsibility to be absorbed by merit Photographer and Marketing/Communications team via mobile devices, potentially compromising photo quality, and ultimately the FCPA brand standard, for editorial and media use





# Charge Additional Development Division Salaries to Bond \$714,000

- Additional staff will be charged to the Bond
- This will increase Project Management Expenses for bond projects from approx. \$1M to \$1.7M per year and the agency will lose flexibility in mitigating WPFO affects on project budgets
- This will decrease the amount of Bond available for design and construction of projects.
- For the 2026 Bond \$10.6M of the \$180M will go to Project Management Expenses (up from \$6M).



# FY 2026 Non-Recommended General Fund Budget Reductions: \$3,564,106

Items	Reduction
Summer Entertainment Series Reduction	\$109,703
Reduce Forestry Contract Services	\$200,000
Reduce Athletic Field Mowing	\$240,823
Reduce Open space Mowing	\$129,258
Reduce Cleaning of Port-A-Johns	\$48,960
Reduce Athletic Court Maintenance and Renovations	\$250,000
Reduce Trail Maintenance Funding	\$250,000
Reduce General Park and Facility Maintenance	\$350,000
Increase Foundation Funding	\$300,000
WPFO/Eliminate Ecologist 1	\$65,000
Eliminate Historic Resource Specialist II	\$82,826
Close one nature center and one historic site (Encumbered)	\$644,000
Close Scott's Run Nature Preserve Parking Lots	\$152,548
Remove Part-time Photographic Specialist	\$26,988
Increase WPFO in Development division	\$714,000

# Information Item

# FY 2026 Budget Development

Fund 10001 – General Fund



# FCPA-Specific Budget Development Guidance

- The next step in [the] process [to develop an equitable funding model] will be for Neighborhood and Community Services and FCPA staff to conduct a thorough public outreach process.
- County staff, in concert with the Park Authority Board, are directed to review the current funding structure of FCPA to determine if there are alternative approaches that could be considered to improve park services, facilities, and maintenance and further address equity.
- The Board recognizes that these changes will require significant fiscal resources and organizational change and expects any recommendations to be phased in over multiple years.



# General Budget Development Guidance

Given current forecast, guidance provided to the Senior Management Team was to **ONLY** submit new funding requests for General Fund or General Fund supported agencies which fall into one of the following categories:

- 1) New facilities;
- 2) Contract Rate Increases; and/or
- 3) Critical County Operations.

Budget addendum requests associated with new programs or enhancements to existing programs and services should not be submitted.





# FY 2026 – General Fund

	*FY 2024	FY 2025	FY 2026	
	Actuals	Budget	Baseline Forecast	Forecast (with Reduction)
Revenue	\$759,914	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Merit Salaries	\$26,648,754	\$30,064,301	\$30,064,301	\$29,198,475
Non-Merit Salaries	\$3,426,559	\$2,361,315	\$2,361,315	\$1,955,779
Operating Expenditures	\$7,850,814	\$7,532,168	\$7,532,168	\$5,881,076
Capital Equipment	\$835,638	\$250,000	\$250,000	\$250,000
Recovered Costs	(\$3,600,166)	(\$3,876,161)	(\$3,876,161)	(\$4,590,161)
<b>Total Expenditures</b>	<b>\$35,161,599</b>	<b>\$36,331,623</b>	<b>\$36,331,623</b>	<b>\$32,695,169</b>

*\*FY 2024 Subject to change due to audit adjustments.*



# Budget Requests

Fund 10001 – General Fund



# Zero Waste Trash and Recycling: \$3,926,062 – Full Implementation

- Fairfax County Code § 109.1-2-3(a)(4) - Recycling at Non-Residential Properties requires that waste cans must be accompanied by recycling cans.
- In the current model, maintenance staff spend 2-3 days per week on trash, impacting their ability to focus on other park maintenance projects.
- Provide additional trash and recycling services in our parks on the weekends.
- Ensure that trash and recycling separation is occurring at our parks and transported according to associated standards.
- **FY25 Budget – PHASE ONE FUNDED**
  - **Zero Waste Trash Removal and Recycling:** A Phase One investment of \$1,064,990 to support 4.0 merit and 4.0 non-merit FTE in two services areas, along with associated capital equipment needed to support the purchase of recycling receptacles, collection trucks, and compactors in support of the county's recycling ordinance





# Zero Waste Trash and Recycling: FY26 Request - \$2,861,072\*

- Provide additional trash and recycling services in **ALL** parks on the weekends.
- Funding will allow the Park Authority to provide recycling services in all of the six Park Authority maintenance areas.
- Funding should include the required capital investment and the staff needed to support full implementation.
- Based on available funding the next phase may be implemented/funded over two fiscal years



# Funding For New Facilities

## \$1,594,532

- All new and majorly renovated properties require additional maintenance, utility, and operating costs that are not in the current budget
- # of Positions Needed: 8 Merit; 2 Non-Merit; 3 Temporary

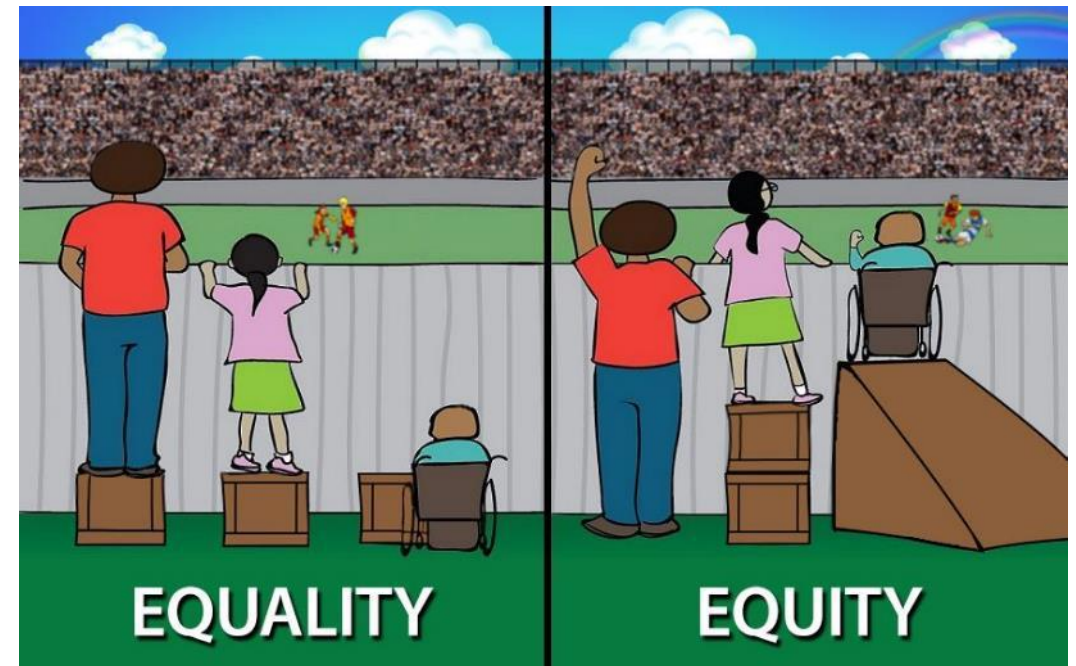
### New Properties and Major Use Adjustments (\$1,594,532)

Annandale Civic Space
Belle Haven Park
Elklick Preserve
Hilltop Park
Lake Fairfax Inline Skate Park
Laurel Hill Central Green
Mount Vernon Woods Skate Park
North Hill Park
Overlook Ridge
Quander Fairchild
Raglan Road Park
Ruckstahl Park
Scotts Run Athletic Field and Restroom
Woodlands Education and Stewardship Center



# Equity: \$TBD

- Still working with consultant and DMB, etc.
- Focus was always past the budget cycle
- Options will be presented in the Winter.
- We will come back to the PAB with an equity request for endorsement.
- Next Steps:
  - HHS meeting October 2024 & January 2025



# FY 2026 Budget Requests: \$4,455,604

Items	\$ Request
<b>Compliance</b>	
Zero Waste Trash Removal and Recycling	\$2,861,072*
<b>Operating Budget Impact</b>	
OBI Funding - Maintenance/ Stabilization/ Staffing	\$1,594,532
Equity Funding Request	\$TBD

\*Can be achieved utilizing a combination of one-time (OEEC, Carryover, Third Quarter) and General Fund for positions.





# Information Item

# FY 2026 Budget Development

Fund 80000 – Revenue and Operating Fund



# FY 2026 – Revenue Fund Projection

	FY 2024*	FY 2025	FY 2026
	Actuals	PAB-Approved Budget	Baseline Forecast
Revenue	\$60,733,438	\$60,800,000	\$62,259,200
<b>Total Revenue</b>	<b>\$60,733,438</b>	<b>\$60,800,000</b>	<b>\$62,259,200</b>
Merit Salaries	\$12,497,795	\$13,037,307	\$13,558,799
Non-Merit Salaries	15,658,184	16,159,515	16,482,705
Benefits	7,985,818	8,310,976	8,568,616
Operating Expenditures	20,432,624	21,317,931	21,779,394
Capital Equipment	349,856	300,000	300,000
Recovered Costs	(496,963)	(1,177,952)	(1,177,952)
Transfers	3,665,559	1,755,243	1,755,243
<b>Total Expenditures</b>	<b>\$60,092,873</b>	<b>\$59,703,020</b>	<b>\$61,266,805</b>
<b>Net Revenue</b>	<b>\$640,565</b>	<b>\$1,096,980</b>	<b>\$992,395</b>

*\*FY 2024 Subject to change due to audit adjustments.*



# Baseline FY 2026 Revenue Fund Assumptions

- Revenue estimated to increase by 2.4%
- Operating expenses will increase by 2% based on CPI projections, but at a slower rate compared to previous years
- Salary expenses increased 4% for Merit staff and 2% for Non-merit staff
- Based on County estimates, benefits are estimated to increase by 3.1%



# Opportunities for Input

- **August 28 – September 11, 2024**
  - Public Comment Period on Initial FCPA Budget Proposals  
<http://www.fairfaxcounty.gov/parks/budget-fees>
- **September 11, 2024 (5:45PM)**
  - Watch Presentation and Participate in Public Input Session at Park Authority Board Budget Committee Meeting  
<https://www.fairfaxcounty.gov/parks/board/meetings>
- **September 25, 2024**
  - Final Staff Proposed Budget Package Released to Park Authority Board for Endorsement and Available to Public  
<http://www.fairfaxcounty.gov/parks/budget-fees>

**Public Comment can be sent to [Parkmail@fairfaxcounty.gov](mailto:Parkmail@fairfaxcounty.gov)**



# Opportunities for Input

<https://www.fairfaxcounty.gov/parks/board/meetings>

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# Questions?





# FY 2026 Budget Development

Park Authority Board Meeting  
August 28, 2024

