



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, Executive Director

FROM: Sara Baldwin, Deputy Director/COO

DATE: April 20, 2017

Agenda

**Administration and Board Management Committee
Wednesday, April 26, 2017 – 5:00 p.m.**

Boardroom – Herrity Building

Chairman: Faisal Khan

Vice Chair: Maggie Godbold

Members: Cynthia Jacobs Carter, Ron Kendall, Ken Quincy

1. Policy Review –Policies 206, 206-212 – Information*

*Enclosures



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

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Committee Agenda Item
April 26, 2017

INFORMATION

Park Authority Policy Review (Work Session)

The Fairfax County Park Authority Policy Manual is reviewed and updated as necessary every five years to ensure that the policies reflect the changing county need. Policies may be revised, added, or deleted upon action of the Park Authority Board. By practice, the Park Authority adopts new policies and updates existing policies as the need arises over time.

The Commission for the Accreditation of Park and Recreation Agencies (CAPRA) process that the agency is currently undergoing for reaccreditation requires that the Policy Manual for the agency be kept-up-to-date and reviewed systematically, at least every five years. As part of the reaccreditation effort, monthly review sessions are scheduled with the Administration and Board Management (ABM) committee from February 2017 through June 2017. Policies 206, 208, 209, 210, 211, and 212 are scheduled for review during this April 26, 2017, work session.

ENCLOSED DOCUMENTS:

Attachment 1: Policies 206, 208, 209, 210, 211, 212

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
David Bowden, Director, Planning and Development Division
Todd Brown, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division
Cindy Walsh, Director, Resource Management Division
Judy Pedersen, Public Information Office

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 206	Title: Museum and Archaeological Collections
Date Approved: 6/26/2013	Last reviewed: 2/8/2012
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

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Purpose: In support of our cultural resource stewardship mission, the Fairfax County Park Authority shall collect, preserve, exhibit, interpret and, where appropriate, make available for research, museum objects, archaeologically-derived artifacts, and other material culture. ~~The Park Authority shall ensure that archaeological and museum collections are stored in an appropriate facility with adequate storage, climate control, and other conditions, according to best practices.~~

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Policy Statement:

1. The Park Authority shall ensure that collections under its stewardship are protected, secure, unencumbered, cared for, accounted for, and documented. ~~The agency will strive to ensure that archaeological and museum collections are stored in an appropriate facility with adequate storage, climate control, and conditions, according to best practices~~ and shall plan for their future needs and growth.
2. Acquisition, loan, deaccessioning and disposal activities shall be conducted in a manner that respects the protection and preservation of cultural resources and discourages and prevents illicit trade in such materials. Collections-related activities shall promote the public's understanding and appreciation for our past over financial gain.
3. The Park Authority shall subscribe to the American Association of Museums (AAM) "*Code of Ethics for Museums*" as it applies to museum collections, the Museum Collections Policy, and all collections management procedures.
4. The Park Authority shall maintain detailed guidelines and procedures for the management and care of the museum collections and archaeological collections in respective conformity to the professional standards established by the AAM, and Virginia Department of Historic Resources (VDHR). ~~State and federal~~ ~~Collections Management Standards~~, and shall revise those guidelines and procedures as needed to comply with current professional standards and guidelines. These are defined in ~~Appendix X~~ *Guidelines and Procedures for Museum Collections Management*.

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

References:

1. VDHR Collections Management Standards
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf,
page 162
http://www.dhr.virginia.gov/pdf_files/Collections%20Mgmt%20Standards%2016June2011.pdf
1. ~~Curation of Federally Owned and Administered Archaeological Collections (36 CFR 79)~~
<https://www.nps.gov/archeology/public/publicLaw.htm#36CFR79>
2. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>
2. Code of Ethics for Museums
<http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums>

Supporting Documentation:

1. Guidelines and Procedures for Museum Collections Management
[Links\Guidelines and Procedures for Museum Collections Management.docx](#)
- 2.1. ~~Code of Ethics for Museums~~
<http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums>
2. Curation of Federally Owned and Administered Archaeological Collections (36 CFR 79)
3. NPS Archeology Laws and Ethics
<https://www.nps.gov/archeology/public/publicLaw.htm#36CFR79>
4. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 208tbd	Title: Sustainable Management	
Date Approved: 6/26/2013	Last reviewed: 3/26/2008 3/26/2008	
Objective: Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations. Administration Establish governance policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with the community needs.		

Commented [BSK1]: Consider revising to include this policy
Consider moving to 400 series

Commented [BSK2]: The Administration Objective and policies the 100 Series

Purpose: This policy shall assure the perpetual sustainable management of Park Authority resources.

Policy Statement: The Park Authority shall be a role model in preserving resources, and promoting a culture of sustainable management enabling the efficient delivery and continuation of services to resident and visitors, ~~citizens~~ and preservation of resources. Long lasting park investments supported by sustainable and effective park management and stewardship practices provide a wide range of public benefits that will endure for future generations.

Commented [BSK3]: Change to residents and visitors

The Park Authority shall enAssure perpetual sustainable management of park resources using the following guidance:

- Create short and long term financial stability through responsible public investments and by managing park assets as effective stewards and through implementation of fiscal policies and procedures.
- Establish and continually review attainable facility lifecycles and standards for maintenance and service levels that guide sustainable operations.
- Enhance and implement and enhance sustainable best management practices in the all areas of the Park Authority including but not limited to; p-of planning, operation, maintenance, management and overall service delivery.
- Protect park assets from developmental impacts, encroachments and vandalism.
- Protect and preserve archaeological artifacts, community history, wildlife, vegetation, and air and water resources in parks.
- Design and develop park facilities and amenities to maximize their life expectancy and minimize environmental impacts.
- Preserve resources and minimize environmental impacts through efficient use of water and energy resources.
- Developinvest in and value our employees~~workforce~~ and volunteers.

Commented [BSK4]: Revision: "Design and develop park facilities and amenities, compatible with their surroundings, and to maximize their life expectancy and energy efficiency, and to minimize environmental impacts.

Suggestion from Tim Hackman



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- Provide opportunities for the community to experience the benefits of the park system today and into the future.

Commented [BSK5]: Add supporting document FMP
Add county's energy policy
NRMP
CRMP
Energy management plan



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 209	Title: Protection of Lands and Facilities
Date Approved: 6/23/2013	Last reviewed: Click here to enter a date.
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Park Authority shall resist by all appropriate means, including legal action, any attempt to destroy or encroach upon any park, historical site, nature preserve or recreational facility under its control. The Park Authority considers its responsibilities to the citizens of Fairfax County to be in the nature of a public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural and recreational resources located on parklands.

Policy Statement: An encroachment by definition shall include, but not be limited to, the act of unauthorized mowing or clearing of land; the planting, tilling, or pruning of vegetation; the deposition of debris or refuse in a park; an extension of a use by adjacent property owner; an installation which impedes public access; the construction of any facility or structure; the installation or maintenance of equipment and/or utilities on parkland without the express written permission or permit of the Park Authority unless permissions are inherently granted in accordance with the terms of an existing easement running with the land and duly recorded in the land records of Fairfax County.

The Park Authority shall strive to be a good neighbor to adjacent property owners, with the expectation of the same in return, by working in good faith to remedy encroachment conditions on parkland within the parameters of Park Authority policy, regulations, and standard operating procedures. The Park Authority shall not sell land, grant easements, nor exchange land in order to remedy conditions resulting from encroachment onto parkland. Any disposal of park land must be in accordance with Policy 210 Disposal of Land or Facilities which incorporates a public process.

This policy shall not prevent individuals or groups from (1) performing community service activities on parkland including, but not limited to, the removal of invasive plants or the construction of trails; or (2) adopting a park or athletic field. Approval of these community service activities require expressed written permission from the Director of the Park Authority.



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References:

1. Park Policy 210 Disposal of Land or Facilities

Supporting Documentation:

1. §1.15 Protection of Park Property, Park Authority Regulations [Links\Park Regulations.doc](#)
2. Encroachment Prevention
<http://www.fairfaxcounty.gov/parks/resourcemanagement/archives/encroachment.htm>
3. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
4. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/gmp/crmpfinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 210	Title: Disposal of Land or Facilities
Date Approved: 6/26/2013	Last reviewed: Click here to enter a date.
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural, park resources in accordance with adopted park standards and adherence to natural and cultural resources management guidelines, policies, and related plans.	

Purpose: Lands and facilities entrusted to the care of the Park Authority are a public trust, protected from threat of loss or encroachment. However, the Park Authority may dispose of property when it would best serve the public interest. When any such instance occurs, residents or visitors are guaranteed the opportunity to express their opinions in a public hearing and the Authority is bound to consider them in arriving at a decision.

Policy Statement: The Authority may dispose of property under one or more of the following conditions:

1. Where an exchange of property would better serve the needs of Fairfax County;
2. When land more suitable for the needs of residents or visitors who are being served by the property in question has been or can be acquired;
3. When another governmental agency could more appropriately administer the property;
4. When covenants that ensure the protection of historic, scenic, conservation or other values can be placed on the disposed property to provide in-kind protection in lieu of fee ownership;
5. When the disposal serves to further the mission of the Park Authority or produces a financial or operational benefit;
6. When the disposal is in accordance with the BOS-FCPA Land Bank Agreement.

Supporting Documentation: [enter list in numerical order by hierarchy]

1. § 15.2-5704, Code of Virginia <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+15.2-5704>



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2. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>
4. Land Bank Agreement and First Amendment

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 211	Title: Easements
Date Approved: 6/26/2013	Last reviewed: Click here to enter a date.
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural, park resources in accordance with adopted park standards and adherence to natural and cultural resources management guidelines, policies, and related plans.	

Purpose: The Park Authority shall consider use of easements to protect and preserve natural, cultural, horticultural resources, to expand recreational opportunities Countywide, and for infrastructure that provide benefits for Park purposes.

Policy Statement: The Park Authority shall consider use of easements for Park purposes and for Non-Park purposes.

- A. Park Purposes: Easements on non-park properties may be negotiated in order to protect or preserve sensitive resources on land owned by others, or to provide for public recreational opportunities on land owned by others when land acquisition is not an option.
- B. Non-Park Purposes: The Park Authority may consider easements on park land for non-park uses. Requests shall be evaluated to ensure that any impacts to sensitive resources and public recreational opportunities on park lands are avoided or minimized to the greatest extent feasible.

The Park Authority shall consider requests for easements by outside parties for non-recreational uses of park lands under the following conditions:

1. When the land records allow for future easements per the deed of ownership.
2. Where the Park Authority has determined that the proposed facility is in the best interests of public stewardship;
3. When it has been determined that there is no feasible or prudent alternative to the use of parklands for the requested easement;
4. Planning to minimize harm is included in the proposed project;
5. The easement is not restricted by deed or covenant;



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6. The easement request is consistent with the provisions of the Fairfax County Comprehensive Plan.

The Park Authority shall require adequate compensation for the granting of easements on park land unless a prior agreement is already in place for the use of parklands for non-park purposes.

References:

1. Fairfax County Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>

Supporting Documentation:

1. Agreement between the Fairfax County Board of Supervisors and the Fairfax County Park Authority
2. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 212	Title: Stormwater Management
Date Approved: 6/26/2013	Last reviewed:
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Commonwealth of Virginia and Fairfax County maintain longstanding policies and regulations to improve surface water by treating stormwater runoff, preserving open space and stabilizing stream corridors. Stormwater projects constructed on parkland must be conducted in a manner that does not adversely affect the stewardship and recreation mission of the Park Authority.

Policy Statement:

Requests for locating stormwater features, easements or restrictive covenants on park land shall be evaluated to ensure that sensitive natural or cultural resources are not impacted, and the Park Authority's ability to protect, manage or conduct research on such resources, or develop park land, is not restricted. The Park Authority will work in cooperation with the Department of Public Works and Environmental Services to provide opportunities for stream restoration, or other innovative stormwater management projects that enhance water quality and stream conditions in accordance with County approved Watershed Management Plans.

Supporting Documentation:

1. United States Environmental Protection Agency, Clean Water Act of 1972
http://cfpub.epa.gov/npdes/cwa.cfm?program_id=45
2. Code of Virginia, Chesapeake Bay Preservation Act <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC1001000021000000000000>
3. Virginia Department of Conservation and Recreation Information on the Chesapeake Bay Preservation Act
4. Fairfax County, Chesapeake Bay Preservation Ordinance <http://www.fairfaxcounty.gov/dpwes/environmental/cbay/>
5. Agreement between the Fairfax County Board of Supervisors and the Fairfax



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County Park Authority

[Links\Memorandum of Understanding.doc](#)

6. Fairfax County Municipal Separate Storm Sewer System (MS4) Permit
<http://www.fairfaxcounty.gov/dpwes/stormwater/ms4permit.htm>
7. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
8. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>

FCPA Policy 206-212 Review

Administration & Board Management Committee

April 26, 2017



Agenda

- ▶ Review changes to Objective 200
- ▶ Review Policies:
 - ▶ 206 - Museum and Archaeological Collections
 - ▶ 208 - Sustainable Management
 - ▶ 209 - Protection of Lands and Facilities
 - ▶ 210 - Disposal of Lands or Facilities
 - ▶ 211 - Easements
 - ▶ 212 - Stormwater Management

Objective 200

Old:

Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.

New:

► Natural and Cultural Resources

Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.

206 Policy Changes - Museum and Archaeological Collections

- ▶ Policy Statement 1. Added “The agency will strive to ensure that archaeological and museum collections are stored in an appropriate facility with adequate storage, climate control, and other conditions, according to best practices”
- ▶ Policy Statement 4. Changed the wording
- ▶ Added Curation of Federally Owned and Administered Archaeological Collections (36 CFR 79)

208 Policy Changes - Sustainable Management

- ▶ Changed to **Administration** section
- ▶ Clarified policy statement
 - ▶ Added preserving resources
 - ▶ Changes citizens to residents and visitors
 - ▶ Added the Park Authority shall
 - ▶ Add through implementation of fiscal policies and procedures
 - ▶ Changed Attainable to establish and continually review
 - ▶ Clarified language related to management practices
 - ▶ Added statement
 - ▶ Changed invest to develop & workforce to employees

209 Policy Changes - Protection of Lands and Facilities

- ▶ Added to Policy Statement (for clarity)
- ▶ Revised Policy Statement (for clarity)
- ▶ Added to Supporting Documentation

210 Policy Changes - Disposal of Land or Facilities

- ▶ Revised Purpose (for clarity)
- ▶ Revised Policy Statement Conditions (for clarity)
- ▶ Added Policy Statement Condition (inadvertently omitted from previous versions)
- ▶ Added to Supporting Documentation

210 Policy Changes - Disposal of Land or Facilities

- ▶ Revised Purpose (for clarity)
- ▶ Revised Policy Statement Conditions (for clarity)
- ▶ Added Policy Statement Condition (inadvertently omitted from previous versions)
- ▶ Added Supporting Documentation

211 Policy Changes - Easements

- ▶ Revised Purpose (for clarity)
- ▶ Modified Policy Statement (for clarity)

212 Policy Changes - Stormwater Management

- ▶ Revised Policy Statement (for clarity)
- ▶ Added to Supporting Documentation:

Next Meetings

- ▶ Administration and Board Management Policy Review -
May 24, 2017
 - ▶ Policies 301 - 306