



# 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:** May 18, 2017

### *Agenda*

**Administration and Board Management Committee  
Wednesday, May 24, 2017 – 5:45 p.m.**

**Boardroom – Herrity Building**

**Chairman: Faisal Khan**

**Vice Chair: Maggie Godbold**

**Members: Cynthia Jacobs Carter, Ken Quincy, Ron Kendall**

1. Policy Review –Policies 301-306 – Information\*

\*Enclosures



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

Committee Agenda Item  
May 24, 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 301, 302, 303, 304, 305, and 306 are scheduled for review during the May 2017 work session.

### ENCLOSED DOCUMENTS:

Attachment 1: Policies 301, 302, 303, 304, 305, 306

### 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



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 301</b>	<b>Title:</b> <del>Maintenance</del> <u>Maintenance of Parks and Facilities</u>	
<b>Date Approved:</b> 5/18/2017	<b>Last reviewed:</b> 6/26/2013	
<b>Objective:</b> <u>Park and Recreation Services</u> -Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents <u>and or</u> <del>or</del> visitors for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.		

**Purpose:** This policy states that the Park Authority shall establish standards for the maintenance of its parks and recreational facilities.

**Policy Statement:** The Park Authority shall establish standards for the maintenance of its parks and recreational facilities. The standards shall be applied consistently throughout the County. Should funds become inadequate to maintain the system according to the standards, the Park Authority shall consider a full range of management alternatives that may include revision of the standards or the closing of selected parks and facilities until adequate funding becomes available.

The Park Authority may partner with other public and private entities for the provision of maintenance of park and recreational facilities. Partners shall agree to meet or exceed the Park Authority Maintenance Standards.

The fiscal plans and annual budgets of the Park Authority shall reflect the provision of maintenance facilities, equipment and human resources so the Park Authority can meet its standards.

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### References:

1. Park Authority Maintenance Standards [\Links\Maintenance Standards 2016.pdf](#)  
[\Links\Maintenance Standards 2012.pdf](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 302</b>	<b>Title:</b> Athletic Field Use
<b>Date Approved:</b> 5/18/2017	<b>Last reviewed:</b> 6/26/2013
<b>Objective:</b> Park and Recreation Services Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents and visitors for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** ~~The purpose of this~~ This policy is to ~~shall establish athletic field policies that will~~ optimize ~~at~~ the balance between use and protection of the facilities, ~~while and shall~~ provide ~~ing e~~ athletic fields for the use and enjoyment of all ~~residents and~~ visitors ~~citizens~~.

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**Policy Statement:** The Park Authority shall ~~establish athletic field policies that will~~ optimize ~~the~~ balance ~~the between~~ use and protection of ~~the~~ facilities, ~~while and shall~~ provide ~~ing e~~ athletic fields for the use and enjoyment of all ~~residents and visitors~~ ~~citizens~~.

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A classification of all field types shall be established to reflect the development, usage and maintenance level of the fields. The scheduling of organized sport groups and the issuance of permits to those groups shall be performed under the guidelines provided by the Park Authority and the Fairfax County Board of Supervisors. Permit holders shall have first rights for the use of the fields to which they have been assigned. A field not being utilized by a permit holder can be used by others, including the "walk-on" public, as defined in Park Regulations.

Use periods of Park Authority Fields shall be limited as follows:

- Diamond Fields: After 4:00 PM on the last Friday in March to the end of the first full weekend\* in November.
- Rectangle Fields: After 4:00 PM on the last Friday in March to the end of the third full weekend\* in November.
- Synthetic Turf: Synthetic Turf Fields are available year-round.

\* A full weekend is one in which Saturday and Sunday are both in November.

The following exception is made to the above use periods:

## Policy 302 Athletic Field Use (continuation)

Participants in the Full Adoption Adopt-A-Field program shall be exempt from this policy as defined in the provisions governing that program.

Field closings shall be at the discretion of the Park Authority and for the purpose of maintenance, safety or any reason deemed appropriate for the management or protection of property.

The use of athletic field lighting is available for organized sports groups who have a permit to use a field during the period of time that the lights are being used, and is for games and practices only.

Temporary lighting systems shall meet the same development requirements as permanent lights, including identification in the master plan for the park and adherence to all lighting and noise ordinances. The lights shall present no hazard to park users, shall not pollute the environment and shall meet appropriate illumination standards. The Park Authority shall reserve the right to deny temporary lighting requests if it feels it is in the best interest of the Park Authority, park patrons or the surrounding community.

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### References:

- Park Regulation, 1.16-1 Athletic Field Use [Park Regulations.doc](#)
- Fairfax County Noise Ordinance,  
[http://www.fairfaxcounty.gov/dpz/zoning/noiseordinance/29-15-108\\_1.pdf](http://www.fairfaxcounty.gov/dpz/zoning/noiseordinance/29-15-108_1.pdf)

### Supporting Documentation:

- Fairfax County Athletic Field Policy:  
[http://www.fairfaxcounty.gov/ncs/athletics/pdf/field\\_allocation\\_policy.pdf](http://www.fairfaxcounty.gov/ncs/athletics/pdf/field_allocation_policy.pdf)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 303</b>	<b>Title: Provision of Park and Recreation Facilities on School Grounds</b>
<b>Date Approved:</b> TBD	<b>Last reviewed:</b> 6/26/2013
<b>Objective:</b> Park and Recreation Services Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents and visitors for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** ~~To provide the Park Authority's policy on the development of, or provision of financial support for, park and recreation facilities on school property. To provide the Park Authority's policy on the development of park and recreation facilities on school property, or provision of financial support for such projects,~~ where the Park Authority has identified a need for but cannot meet that need due to the unavailability of parkland suitable for development of the proposed facility within the designated service area.

**Policy Statement:** The Park Authority may consider development of park and recreation facilities on school property, or provision of financial support for such projects, where the Park Authority projects will be considered based on the following general conditions:

1. Where the Fairfax County School Board administration has endorsed the project following applicable FCPS policies; and
2. Where the proposed project is consistent with the mission of the Park Authority; and
3. Where the proposed facility does not substitute for, or replace, required recreational equipment or facilities of a design or number typically supplied by the school administration; and
4. Where the Park Authority has secured a lease ~~agreement for or interim~~ use ~~agreement of for the facility to be located on~~ a school site; and
5. Where ~~the community an established citizen group, business organization or school groups is willing to sponsor such facility development and~~ has demonstrated strong citizen support for the proposed project; and
6. Where the optimum joint school and community use of the park facilities property can be achieved through the location of such park facilities on school property.

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## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 304</b>	<b>Title: Memorials and Commemorations in Parks</b>
<b>Date Approved:</b> 5/18/2017	<b>Last reviewed:</b> 6/26/2013
<b>Objective:</b> <del>Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.</del> <u>Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents or visitors for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.</u>	

**Purpose:** Fairfax County Park Authority may accept memorials and commemorations that also serve to enhance existing parks and the utility of the park system. This might include park benches, native trees, playground equipment, or other features desired by the Park Authority.

**Policy Statement:** All memorials and commemorations shall be in compliance with the following:

1. Will be located at a park site that is mutually agreed upon by the donor and Fairfax County Park Authority;
2. Will be located on park land and become the property of the Fairfax County Park Authority;
3. Must conform with the park aesthetics and be consistent with the mission of the Fairfax County Park Authority;
4. May not reflect a political or religious statement and/or position;
5. All costs associated with the purchase and installation of the memorial or commemoration shall be paid by the donor, unless otherwise agreed upon by the Park Authority Board;
6. The maintenance of the memorial or commemoration shall be at the sole discretion and control of the Fairfax County Park Authority.

The Fairfax County Park Foundation accepts memorial or commemorative donations.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

### Supporting Documentation:

- See Bench and Tree Program information on the Park Foundation website  
<http://fairfaxparkfoundation.org/our-projects/sponsor-benches-and-trees/>  
~~<http://www.fairfaxparkfoundation.org/support/benchtrees.htm>~~

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## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 305</b>	<b>Title:</b> User Fees
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008 9/23/2014 - updated
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** To define a policy for establishing, reviewing and approving fees for the use of Park Authority facilities programs and services.

**Policy Statement:** The Park Authority shall offer a broad range of facilities and services for the residents of Fairfax County. To support these facilities and services, the Park Authority generates funding for its operations by charging fees that supplement the appropriation from the County of Fairfax General Fund.

Basic facilities and services (such as open space, playgrounds and trails) appeal to a broad spectrum of the community and, therefore, are supported by General Fund tax dollars with no additional fees charged by the Park Authority. In instances where fees are charged for General Fund services (such as with the summer Rec-PAC program), the Park Authority administers these fees on behalf of the Fairfax County Board of Supervisors. These fees are approved as a part of the County's annual budget process, and revenue from these fees is posted directly to the County General Fund.

Services and facilities supported entirely, or in part, by the Park Authority's Park Revenue and Operating Fund may have fees designated and charged, as authorized under the Park Authorities Act, offering a mechanism to increase the availability of programs and services that the General Fund does not provide. In general, the benefits of these services are derived primarily by individual participants rather than the community as a whole.

The Park Authority administers two broad categories of fees in the Park Revenue and Operating Fund. Fees that appear in the Park Authority Fee Schedule (such as RECenter admissions, passes and rental fees, and golf greens fees), are approved by the Park Authority Board annually with input from the citizenry. Other fees that are programmatic or administrative in nature are approved by the Director. All revenue received from Park Revenue and Operating Fund fees is posted directly to the Park Revenue and Operating Fund.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

User fees for facilities and services funded entirely, or in part, by the Park Revenue and Operating Fund are established and maintained at levels which:

1. Can reasonably be expected to collectively produce revenue sufficient to recover all costs of the Park Revenue and Operating Fund and all other financial obligations as set forth in the financial management principles of the Park Authority's Financial Management Plan;
2. Are competitive with comparable facilities and services in the area;
3. Reflect relevant market, economic and financial considerations;
4. Attempt to balance the availability of facilities and services with their affordability;
5. Reflect the principle that, where feasible, comparatively small and regular fee increases are preferred over less frequent, larger increases;
6. Allow the Park Authority, where feasible, to build reserves to fund capitalized repair and maintenance of Park Revenue and Operating Fund facilities.

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### References:

1. Park Authorities Act (§ 15.2-5709. [Rates and charges](http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+15.2-5709)).  
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+15.2-5709>  
<http://law.lis.virginia.gov/authorities/park-authorities-act/>
2. Park Authority Fee Schedule  
<http://www.fairfaxcounty.gov/parks/archives/fcpafeeschedule.pdf>  
<http://www.fairfaxcounty.gov/parks/downloads/fee-schedule.pdf>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 306</b>	<b>Title: Signs and Displays</b>
<b>Date Approved: 5/18/2017</b>	<b>Last reviewed: 6/26/2013</b>
<b>Objective:</b> <del>Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.</del> <u>Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents or visitors for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.</u>	

**Purpose:** This policy provides guidance in protecting the aesthetic qualities of parklands and facilities under its control or ownership.

**Policy Statement:** The Authority shall require a permit be obtained from the Authority prior to the placement of any sign or display on park property by any individual, group, organization, or government agency.

- Temporary signs, banners or flags (including religious displays or articles associated with a religious service, celebration, or activity) introduced by an entity other than the Park Authority to promote an event held in a Fairfax County park shall be in accordance with:
  - the areas expressly designated for such purposes and
  - the permit granted by the Park Authority for the time period specified and
  - the responsibility of the entity for placement and removal per written agreement
- In keeping with the protection of the aesthetic qualities of parklands and facilities, advertisements shall be limited to Park Authority owned advertising programs or those with approved written agreements. (For example: Adopt-a-field Maintenance Agreement partners)
- Permanent signs recognizing an individual, group, organization or government agencies shall be consistent with existing Park Authority sign materials and design, or local, state or federal adopted standard and when possible, shall be incorporated into existing sign structures.
- Signage for joint ventures and privatized development on parkland shall require a Park Authority Board approved written agreement.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

### Supporting Documentation:

1. Department of Planning and Zoning Regulations- Article 12 Signs  
<http://www.fairfaxcounty.gov/dpz/zoningordinance/articles/art12.pdf>
2. Park Authority Regulations 1.20 Signs, 1.02 Business Activities, soliciting and Advertising page A-32 <http://www.fairfaxcounty.gov/parks/parkpolicy/park-policy-manual.pdf> ~~<http://www.fairfaxcounty.gov/parks/parkpolicy/FCPAPolicyManual.pdf>~~
3. Park Operations Signs Standards  
[Links\Sign Standards Compiled.ppt](#)
4. Park Authority annual memorandum from the Public Information Office regarding 1<sup>st</sup> Amendment Activities in Parks.  
[Links\First Amendment issue memorandum 90512.msg.pdf](#)

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# FCPA Policy 301 - 306 Review

Administration & Board Management Committee

May 24, 2017



# Agenda

- ▶ Review changes to Objective 300
- ▶ Review Policies:
  - ▶ 301 - Maintenance of Parks and Facilities
  - ▶ 302 - Athletic Field Use
  - ▶ 303 - Provision of Park and Recreation Facilities on School Grounds
  - ▶ 304 - Memorials and Commemorations in Parks
  - ▶ 305 - User Fees
  - ▶ 306 - Signs and Displays

# Objective

## Park and Recreation Services

- ▶ Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and ~~good~~ **best** management practices.

# 301 Policy Changes - Maintenance

- ▶ Title: Changed from “Maintenance” to “Maintenance of Parks and Facilities”
- ▶ Objective:
  - ▶ Added Park and Recreation Services
  - ▶ Added “or visitors” after the word “residents”
- ▶ Updated links to references:
  - ▶ 1. Park Authority Maintenance Standards [\Links\Maintenance Standards 2016.pdf](#)  
~~[Links\Maintenance Standards 2012.pdf](#)~~



## 302 Policy Changes - Athletic Field Use

### ▶ Old Purpose

This policy shall establish athletic field policies that will optimize the balance between use and protection of the facilities, and shall provide athletic fields for the use and enjoyment of all citizens.

▶ **New Purpose:** The purpose of this policy is to optimize a balance between use and protection of the facilities, while providing athletic fields for the use and enjoyment of all residents and visitors.

▶ **Old Policy Statement:** The Park Authority shall establish athletic field policies that will optimize the balance between use and protection of the facilities, and shall provide athletic fields for the use and enjoyment of all residents or visitors citizens.

▶ **New Policy Statement:** The Park Authority shall balance the use and protection of facilities, while providing athletic fields for the use and enjoyment of all residents and visitors.

## 302 Policy Changes - Athletic Field Use

- ▶ Added Reference:

- ▶ Fairfax County Athletic Field Policy:

- [http://www.fairfaxcounty.gov/ncs/athletics/pdf/field\\_allocation\\_policy.pdf](http://www.fairfaxcounty.gov/ncs/athletics/pdf/field_allocation_policy.pdf)

- ▶ Fairfax County Noise Ordinance,

- [http://www.fairfaxcounty.gov/dpz/zoning/noiseordinance/29-15-108\\_1.pdf](http://www.fairfaxcounty.gov/dpz/zoning/noiseordinance/29-15-108_1.pdf)

- ▶ Added Supporting Documentation:

- ▶ Fairfax County Athletic Field Policy:

- [http://www.fairfaxcounty.gov/ncs/athletics/pdf/field\\_allocation\\_policy.pdf](http://www.fairfaxcounty.gov/ncs/athletics/pdf/field_allocation_policy.pdf)

## 303 Policy Changes - Provision of Park and Recreation Facilities on School Grounds - cont.

### ▶ Bullet 4:

- ▶ Existing language: “Where the Park Authority has secured a lease agreement for interim use of a school site; and”
- ▶ New language: “Where the Park Authority has secured a lease or use agreement for the facility to be located on a school site; and”

### ▶ Bullet 5:

- ▶ Existing language: “Where an established citizen group, business organization or school groups is willing to sponsor such facility development and has demonstrated strong citizen support for the proposed project; and”

## 303 Policy Changes - Provision of Park and Recreation Facilities on School Grounds - cont.

- ▶ New language: “Where the community has demonstrated strong citizen support for the proposed project; and”
- ▶ Bullet 6:
  - ▶ Existing language: “Where the optimum joint use of the property can be achieved through location of such facilities on school property.”
  - ▶ New language: “Where the optimum joint school and community use of the park facilities can be achieved through the location of such park facilities on school property.”

## 304 Policy Changes - Memorials and Commemorations in Parks

- ▶ Objective: Added “and visitors” after the word “residents
- ▶ Updated links to references:
  - ▶ See Bench and Tree Program information on the Park Foundation website  
<http://fairfaxparkfoundation.org/our-projects/sponsor-benches-and-trees/>  
<http://www.fairfaxparkfoundation.org/support/benchtree.htm>

## 305 Policy Changes - User Fees

- ▶ No changes to policy language recommended
- ▶ Updated links to references:
  1. Park Authorities Act (§ 15.2-5709. **Rates and charges**).  
~~<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+15.2-5709>~~  
<http://law.lis.virginia.gov/authorities/park-authorities-act/>
  2. Park Authority Fee Schedule  
~~<http://www.fairfaxcounty.gov/parks/archives/fcpafeeschedule.pdf>~~  
<http://www.fairfaxcounty.gov/parks/downloads/fee-schedule.pdf>

## 306 Policy Changes - Signs and Displays

- ▶ Objective: Added “or visitors” after the word “residents
- ▶ First bullet, second sub-bullet:
  - ▶ Existing language: “the permit granted by the Park Authority for the time period specified”
  - ▶ Changed language: “the permit granted by the Park Authority for the time period specified **and**”
- ▶ Updated links to references:

Park Authority Regulations 1.20 Signs, 1.02 Business Activities, soliciting and Advertising page A-32

<http://www.fairfaxcounty.gov/parks/parkpolicy/park-policy-manual.pdf>

<http://www.fairfaxcounty.gov/parks/parkpolicy/FCPAPolicyManual.pdf>

# Next Step

- ▶ June 28, 2014
  - ▶ Policies 401 - 401