



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

FROM: Sara Baldwin, Acting Executive Director

DATE: January 4, 2018

Agenda

Committee of the Whole
Wednesday, January 10, 2018 – 6:15 p.m.
Boardroom – Herrity Building
Chairman: William G. Bouie
Vice Chair: [vacant]

1. Mission and Vision Check-In & FY19-FY23 Strategic Plan Update – Information*
2. Approval – Fairfax County Park Authority Policy Manual – Action*

*Enclosures



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

INFORMATION

Park Authority Mission and Vision Check-In Discussion (with presentation)

Several major agencywide planning efforts that will guide all Park Authority plans, programs and initiatives over the next five to ten years are underway or have been recently completed. Among these are the Parks and Recreation System Master Plan that was approved in December 2017 and the new FY19-23 Strategic Plan. As part of the master planning effort, guiding principles were established to provide broad guidance and focus agency efforts, to include themes such as stewardship, equity and inclusion, partnerships, and healthy lifestyles among others.

The new FY19-23 Strategic Plan will include implementation steps to accomplish the goals of the master plan. A check-in on the agency mission and vision is also underway as part of the planning process for the new FY19-23 Strategic Plan. In addition to providing a roadmap for the future, the mission and vision, master plan, and strategic plan are requirements for Commission for Accreditation of Parks and Recreation Agencies (CAPRA) accreditation renewal.

As part of the strategic planning process, staff and leadership participated in a workshop to provide input on the agency mission and vision. Staff input yielded several consistent insights about the current agency mission and vision: both could be more succinct; terminology could be updated in several instances, such as “citizens” and “leisure” among others; and the healthy lifestyles, equity and inclusion concepts from the master plan guiding principles could be added.

Using these insights, staff prepared a series of alternative options for the mission and vision discussion with the Committee of the Whole. The purpose of this discussion is to check-in on the Park Authority Mission and Vision in order to affirm the agency mission continues to align with planned future direction of the Park Authority and to fulfill accreditation requirements.

ENCLOSED DOCUMENTS:

Attachment 1: CAPRA accreditation standards for the Mission and Vision.

Attachment 2: Guiding Principles from the Park Authority Master Plan.

Attachment 3: Preliminary Draft Alternatives for the Mission and Vision.

Committee Agenda Item
January 10, 2018

STAFF:

Sara Baldwin, Acting Executive Director

Aimee L. Vosper, Deputy Director/CBD

Cindy Walsh, Acting Deputy Director/COO

Todd Brown, Director, Park Operations and Acting Director, Resource Management
Division

Barbara Nugent, Director, Park Services Division

David Bowden, Director, Planning & Development Division

Judy Pedersen, Public Information Officer

Janet Burns, Fiscal Administrator

Andrea Dorlester, Manager, Planning Branch

Samantha Hudson, Senior Planner

Mission and Vision – CAPRA Accreditation Standards

Mission:

- “There shall be an established mission statement that defines the direction and purpose of the agency. **The agency mission is the purpose or reason for the existence of the agency and establishes the long-term direction for the agency services and activities.**”

Vision:

- “The agency shall provide an adopted Vision Statement that is **aspirational, far reaching, and states where the agency is going.** It should be available to the approving authority, staff, and participants.”

Guiding Principles

Inspire a Passion for Parks

communicate the benefits of parks and recreation; provide great park experiences; create an enduring park system legacy; provide great park destinations that connect and help build community; impart a passion for parks from generation to generation.



Meet Changing Recreation Needs

proactively respond to changing needs and trends; proactively manage facilities and program assets; engage and listening to the community.



Advance Park System Excellence

provide targeted, high quality programs and services; be mission-focused; maintain system quality and condition; embrace, lead and implement new ideas and best practices; leverage technology, make data-driven decisions and measure performance.



Strengthen and Foster Partnerships

collaborate with schools and other public agencies and non-profits; co-locate facilities, programs and services with others; expand relationships with the private sector; contribute to the local economy; empower volunteers and the community.



Be Equitable and Inclusive

provide quality facilities, programs and services to all communities; balance the distribution of parks, programs and facilities; ensure these are accessible and affordable.



Be Great Stewards

integrate stewardship and sustainability ethics in all plans and actions; raise awareness and appreciation for natural and cultural resources; serve as a model for urban nature conservation; protect and actively manage natural and cultural resources; be transparent, accountable and committed to responsible management.



Promote Healthy Lifestyles

provide facilities and programs for all ages to promote life-long activity and wellness; improve park access; expand trail system connections; provide an opportunity to connect with nature.



**MISSION AND VISION CHECK-IN
DRAFT FOR DISCUSSION WITH PARK AUTHORITY BOARD COMMITTEE OF THE WHOLE**

MISSION

	EXISTING	ALTERNATIVE 1	ALTERNATIVE 2	ALTERNATIVE 3
MISSION	To set aside public spaces for and assist citizens in the protection and enhancement of environmental values, diversity of natural habitats and cultural heritage to guarantee that these resources will be available to both present and future generations. To create and sustain quality facilities and services which offer citizens opportunities for recreation, improvement of their physical and mental well-being, and enhancement of their quality of life.	Our mission is to create great park destinations and foster partnerships to ensure an enduring park system legacy that protects environmental value, preserves cultural heritage, creates inspiring recreational experiences, and promotes healthy lifestyles for all members of the community.	Our mission is to create an enduring park system that provides great park destinations and experiences that link communities and generations to provide a healthy environment and promote healthy lifestyles for all members of the community.	Our mission is to create an enduring park system legacy that provides great park destinations and experiences that link communities and generations.

VISION

	EXISTING	ALTERNATIVE A	ALTERNATIVE B	ALTERNATIVE C
VISION	The Fairfax County Park Authority strives to inspire and sustain a passion for parks and leisure experiences that enhances our community's quality of life.	Our vision is to inspire and sustain a passion for parks through participation, learning, and stewardship to enhance the quality of life in our community.	Our vision is to inspire a passion for parks in partnership with the community to provide an equitable, affordable, accessible, dynamic and inclusive park system.	Our vision is to inspire a passion for parks, healthy lifestyles, and great stewardship by providing a dynamic and inclusive park system for all.

Board Agenda Item
January 24, 2018

ACTION - (Presentation)

Approval – Fairfax County Park Authority Policy Manual

ISSUE:

Approval of the Fairfax County Park Authority Policy Manual.

RECOMMENDATION:

The Park Authority Acting Executive Director recommends that the Park Authority Board approval of the revisions to the Policy Manual and authorize approval of the Fairfax County Park Authority Policy Manual in its entirety.

TIMING:

Board action is requested on January 24, 2018.

BACKGROUND:

The Fairfax County Park Authority Policy Manual Preface states that "...five-year review and updates are necessary to ensure that the objectives and policies reflect changing county needs; therefore, objectives and policies may be revised, added, or deleted upon action of the Park Authority Board." By practice, the Park Authority Board adopts new policies and updates existing policies as the need arises over time. Although many policies have been updated and/or created since that time, 2013 was the last time the Park Authority Board formally adopted the Policy Manual in its entirety, and appears as the date on many of the policies contained in the Manual.

The Commission for the Accreditation of Park and Recreation Agencies (CAPRA) process that the agency is currently undergoing requires that the Policy Manual for the agency be kept up-to-date and reviewed systematically. As part of the reaccreditation effort all policies have been reviewed and updated by the Staff, the Administrative and Board Management Committee and then by the Committee of the Whole in a series of workshops.

Through the review process policies were revised to ensure the most up to date and relevant information is documented. The revised policy manual is an electronic document available on the Park Authority website with active links to references to and supporting documentation.

Board Agenda Item
January 24, 2018

The Policy Manual was reviewed by the Office of the County Attorney and their recommendations are highlighted in the document. The Standards of Conduct Policy received an extensive review and the recommended tracked changes are also captured in the document.

Staff will continue to bring forward to the Park Authority Board, from time to time, policies in need of revision or new policies that need to be adopted by the Board. In addition, a comprehensive review of the Policy Manual will be conducted every five years, in order to ensure ongoing compliance with the accreditation standard.

FISCAL IMPACT:
None

ENCLOSED DOCUMENTS:
Attachment 1: Policy Manual

STAFF:
Sara Baldwin, Acting Executive Director
Cindy Walsh, Acting Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Todd Brown, Director, Park Operations Division and Acting Director, Resource Management Division
Barbara Nugent, Director, Park Services Division
David Bowden, Director, Planning and Development Division
Judy Pedersen, Public Information Officer



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

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Commented [GBJ1]: Page numbers in this section will be finalized following review by the Committee of the Whole on January 10, 2018.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Preface

The Park Authority was created by action of the Board of Supervisors of Fairfax County, Virginia, at its meeting on December 6, 1950, by Resolution, in accordance with the provisions of the Park Authorities Act (Sec. 15.1-1228 to 15.1-1238.1, Ch. 27, Code of Virginia).¹ Later ordinances affecting the Authority have been adopted by the Board of Supervisors. The Memorandum of Understanding between the Fairfax County Board of Supervisors and the Park Authority identifies the county policies the Park Authority must follow related to budget, finance, purchasing, and personnel. Additionally, the Park Authority follows the county's Energy Management Policy.

This policy manual is intended for the use of the Park Authority Board. The purpose of this manual is to provide guidance in arriving at decisions in accordance with the mission, objectives and associated laws, but which allows discretion and latitude contingent on different circumstances, situation, or conditions. Indiscriminate exceptions to Park Authority policies are to be avoided.

The Park Authority Director interprets, implements and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

A five-year review and updates are necessary to ensure that the objectives and policies reflect changing county needs; therefore, objectives and policies may be revised, added, or deleted upon action of the Park Authority Board.

The Park Authority Board has adopted Bylaws for the conduct of Authority business.

Revised and adopted _____

Note: This edition of the Park Authority Policy Manual replaces a previous edition published in 2013. The 2017 edition reflects changes since 2008.

¹ Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objectives

- 100 **Administration**
Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.
- 200 **Natural and Cultural Resources**
Ensure the long-term protection, preservation and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.
- 300 **Planning and Development**
Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce, and visitors.
- 400 **Parks 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 best management practices.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 100

Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 101	Title: Safety and Security
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: The purpose of this policy is to ensure the Fairfax County Park Authority's mission is achieved without compromising the safety of its employees, volunteers, or the public.

Policy Statement: The Park Authority is guided by the Fairfax County Security Program to ensure that its mission is achieved without compromising the safety of its employees, volunteers, or the public. The Park Authority shall protect and preserve its workforce against injury and its assets against loss that could impair the Park Authority's ability to provide services to its customers.

The Park Authority shall institute practical measures to eliminate or minimize injury to employees, volunteers, and customers; create an awareness of hazards in the workplace; foster skills, train staff and volunteers on matters related to safety management; and require employees to report and correct hazards.

References:

1. Fairfax County Security Program
<http://www.fairfaxcounty.gov/parks/parkpolicy/links/2530-countysecurityprogram.pdf>

Supporting Documentation:

1. Fairfax County Park Authority Safety Manual
<Links\safety-risk-management-manual.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 102	Title: Indemnification of Officers and Employees, and Insurance Coverage for Volunteers.
Date Approved: 1/24/2018	Last reviewed: 06/23/2013
Objective Administration Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: To outline and describe indemnification of Officers and Employees and Insurance Coverage for Volunteers.

Policy Statement:

The defense of governmental immunity does not necessarily insulate Park Authority officers, employees, and volunteers from civil judgments rendered against them in their individual capacities.

Park Authority officers, employees, and volunteers may be liable for the payment of civil judgments arising out of actions which they took in furtherance of the Park Authority's interest and in their scope of their official duties.

It is in the interest of the Park Authority to protect its officers, employees, and volunteers from such civil judgments, and to remove the threat of having to pay such judgments from its officers, employees and volunteers.

Certain liability claims and suits filed against the Park Authority, its officers, employees, and volunteers may not fall within the scope of coverage afforded by policies of insurance currently in effect.

The Park Authority desires to provide legal defense for and indemnification of its officers and employees, and insurance coverage for volunteers.

1. For the purpose of this policy the terms "Park Authority officers and employees" shall include Board members, officers, and all employees of the Fairfax County Park Authority. The terms "Park Authority officers and employees" and "officers and employees" shall include Board members. The term "volunteer" includes Park Authority volunteers who are working at the direction of the Park Authority, some of whom are working under volunteer agreements.
2. The Park Authority shall provide legal counsel to represent, without charge, Park Authority officers and employees with respect to any claim or cause of action arising from the conduct of such officers or employee in the discharge of their

**Policy 102 Indemnification of Officers and Employees, and Insurance
Coverage for Volunteers (continuation)**

official duties as officials or employees of the Fairfax County Park Authority. Said conduct is hereby deemed to include administrative and professional malpractice, as well as acts committed or alleged to have been committed that result or are alleged to result in deprivations of rights, privileges, and immunities guaranteed by the United States or Virginia Constitution, or by any statute affording a cause of action for damages or injunctive relief.

3. Park Authority volunteers shall be provided coverage and legal representation pursuant to the terms of the Risk Management Division, Fairfax County, Virginia, Volunteer Insurance Program. Park Authority volunteers should register in the Volunteer Management System to ensure proper acknowledgement of volunteer status.
4. Pursuant to the Memorandum of Understanding between the Fairfax County Board of Supervisors and Fairfax County Park Authority dated October 17, 1991, the Fairfax County Park Authority shall use the legal services of the County Attorney's Office unless the Park Authority and the County Attorney believes that (a) the service needed is non-routine and time critical which could not be met by the County Attorney's Office or (b) that a conflict of interest may exist.
5. In the event of a real or potential conflict of interest involving the County Attorney's representation of the Park Authority or any of its officers or employees, on any claim, lawsuit or combination of claims or lawsuits; and in the event that any such conflicts of interest or other ethical considerations might impede effective representation and legal defense by the County Attorney, the Park Authority will proceed to select counsel from an approved list submitted by the County Attorney.
6. All officers and employees who become legally obligated to pay any claims, including but not limited to settlements, suits, satisfactions of judgment, costs or awards of attorney's fees, arising from the conduct of said officers or employees in the discharge of their duties, shall only be entitled to indemnification therefore where the claim shall have been determined by the Director of the Park Authority, upon the recommendation of the County Attorney, to have resulted from actions which:
 - A. Were done in good faith; and

**Policy 102 Indemnification of Officers and Employees, and Insurance
Coverage for Volunteers (continuation)**

- B. Were done in a reasonable belief that such activities were in the best interest of the Park Authority and in the furtherance of the official policies of the Park Authority, and
- C. Were within the scope of authority of the person so acting; and
- D. Were within the course of employment of the person so acting: and
- E. Were not willful, malicious or wanton.

The determination of the Director of the Park Authority as to whether the conduct of any such officer or employee satisfies the requirements of subsection A - E shall be final.

- 7. The Director of the Park Authority or his designee is authorized to continue in effect liability insurance policies for Park Authority officers, employees, and volunteers with legal defense of claims thereunder to be provided in accordance with the terms of the policies of insurance. The County Attorney shall represent Park Authority officers, employees, and volunteers to the extent deemed necessary by him to supplement legal counsel provided under said liability insurance policies.
- 8. In no event shall legal fees paid on behalf of Park Authority officers, employees, or volunteers, or legal counsel be provided by the County Attorney for the defense of acts alleged to have been committed by Park Authority officers, employees, or volunteers in violation of criminal laws, nor shall any fines or penalties imposed by criminal conduct be reimbursed by the Park Authority.
- 9. Claims filed against the Park Authority, its officers or employees shall be handled by the County's Risk Management Division.

Nothing contained in this policy shall be construed to abrogate or waive any defense of governmental immunity on behalf of the Fairfax County Park Authority, or of its officers, employees, or volunteers.

References:

- 1. Risk Management Division
<http://www.fairfaxcounty.gov/riskmgmt/div/>

**Policy 102 Indemnification of Officers and Employees, and Insurance
Coverage for Volunteers (continuation)**

Supporting Documentation:

1. Volunteer Management System
<https://volunteer.fairfaxcounty.gov/custom/1380/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 103	Title: External Communications
Date Approved: 1/24/2018	Last reviewed: 06/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy clarifies the role of Park Authority Board members relative to communication and differentiates communication roles between Board members and Park Authority staff. This policy also commits the Park Authority to open and transparent processes, community engagement, informing and educating local constituencies, and the timely utilization of appropriate means and technologies that facilitate effective two-way communication.

Policy Statement: The Fairfax County Park Authority shall communicate with residents, visitors, and stakeholders in order to inform and engage the general public regarding issues of interest related to the Fairfax County Park Authority and its operations, facilities, planning, and programs. Public engagement shall be encouraged and facilitated. Expression of the public's opinion as well as input from other public agencies shall be encouraged.

Park Authority Board members are empowered to advocate and inform constituents through contact with the public. Conversely, while staff may inform, educate and engage, they may not advocate.

Park Authority staff shall employ a host of communication platforms including, but not limited to, web-based; social media; print and work closely with the media and other communication portals/outlets/venues to ensure an effective outreach program exists and promulgate transparency in all public processes.

A clear distinction shall be made between a public comment meeting that does not require a Park Authority Board quorum and a public hearing that requires a Park Authority Board quorum and is regulated by state code. Notification of public hearings for the disposal of land or facilities, condemnation, or the use of eminent domain shall follow all procedures and rules as defined by the Park Authority and developed in compliance with the Code of Virginia Title Section 15.2-2204 and outlined in Policy 210 and the Park Authority Procedure for the Disposal of Land or Facilities.

The Park Authority Board shall follow all applicable rules and regulations, county, state, and federal mandates pertaining to open meetings, public access, and the conduct of

Policy 103 External Communications (continuation)

Executive sessions, board governance and process, and ADA accessibility. All public notices shall comply with the aforementioned laws and regulations.

Similarly, the Park Authority Board shall follow all applicable rules and regulations pertaining to compliance with the Virginia Freedom of Information Act, Section 2.2-3700 et. seq. Code of Virginia regarding provision of documentation.

References:

1. Americans with Disabilities Act
<http://www.ada.gov/>
2. Virginia Freedom of Information Act
<http://foiacouncil.dls.virginia.gov/2011Law.pdf>
3. Virginia Open Meetings Law
<http://foiacouncil.dls.virginia.gov/ref/meetingshandout2011.pdf>

Supporting Documentation:

1. Roberts Rules of Order
<http://www.rulesonline.com/>
2. Fairfax County Park Authority Bylaws
<http://www.fairfaxcounty.gov/parks/archives/park-authority-bylaws-121014.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 104	Title: Standards of Conduct
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: Administration	
Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy establishes the standards of conduct for Park Authority Board members (Board members) and prescribes procedures for determining and addressing violations.

Policy Statement: Board members and employees shall adhere to the highest ethical standards and to all laws and regulations in the performance of their duties. Board members and employees shall avoid actual or perceived conflicts of interest in their responsibilities to the public.

The State and Local Government Conflict of Interests Act (COIA), Section 2.2-3100 et seq. of the Virginia Code, shall apply to members and employees of the Board.

Employees and the Park Authority Board Members and employees of the Board are also governed by the Code of Ethics, Standards of Conduct, and related administrative procedures detailed in the Fairfax County Merit System Ordinance and Personnel Regulations.

Additionally, Board members shall:

1. Have a fiduciary duty with respect to the oversight and use of Park Authority revenue fund assets.
2. Not interfere either directly or indirectly with the day-to-day management of the Park Authority, either by issuing operational directives to staff or by using the influence or prestige of Board membership to affect operational matters.
3. Base decisions upon available factual information and vote with honest conviction, unaffected by any bias.
4. Abide by majority decisions of the Board.
5. Remember that individual Board members have no authority outside the decision of a majority of the Board.

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

6. Not reveal the deliberations of the Board in executive session or any other information acquired in the course of official duties when the deliberations or information are not available as a matter of public knowledge or record.

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The Board shall establish policies to ensure the effective operations of the Park Authority, and hold members and employees of the Board responsible for their conduct and the conduct of the Park Authority's business.

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This policy provides standards of conduct for Board members. The provisions herein are not to be construed or applied in a manner contrary to applicable laws of the Commonwealth of Virginia.

The Board shall:

1. Recognize that it has a fiduciary duty with respect to the oversight and use of revenue fund assets.

2. Be responsible for the effective operations of the Authority by the establishment of policies and procedures that direct the activities of staff.

— Hold the Director responsible for his or her conduct and the conduct of the Authority's business.

— Not interfere either directly or indirectly with the day to day management of the Authority, either by issuing operational directives to staff or by using the influence or prestige of Board membership to affect operational matters.

3. Base decisions upon available factual information and vote with honest conviction, unaffected by any bias.

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The Board Members:

— Recognize that it has a fiduciary duty with respect to the oversight and use of revenue fund assets.

— Not interfere either directly or indirectly with the day to day management of the Authority, either by issuing operational directives to staff or by using the influence or prestige of Board membership to affect operational matters.

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

~~Base decisions upon available factual information and vote with honest conviction, unaffected by any bias.~~

~~1. Abide by majority decisions of the Board.~~

~~Remember that individual Board members have no authority outside the decision of a majority of the Board.~~

~~2. Disclose any real or perceived conflict of interest in any matter coming before the Board.~~

~~3. Refrain from participating in consideration of any proposed action or other matter where the Board member may have a declared or perceived conflict of interest. Unless for special reasons the Board requests information or interpretation from the person or persons involved. Avoid in appearance or in fact the use of their position to benefit themselves or any individual, organization or entity, apart from the total welfare of the Park Authority.~~

~~4. Disclose any financial or other private interest in any matter coming before the Board, and excuse themselves from participation in or voting on such matters.~~

~~4. Not accept directly or indirectly any gift, favor, loan, retainer, entertainment, compensation or other things of value that may conflict with the performance of official duties. A conflict shall be deemed to exist where a reasonable and prudent person would perceive that the acceptance might influence an official action or judgment.~~

~~5. Not reveal the deliberations of the Board in executive session or any other information acquired in the course of official duties when the deliberations or information are not available as a matter of public knowledge or record.~~

~~6. Not interfere either directly or indirectly with the day to day management of the Authority, either by issuing operational directives to staff or by using the influence or prestige of Board membership to affect operational matters.~~

~~7. Not serve as Board members in organizations that have agreements with the Authority.~~

~~Violations of the Standards of Conduct. Violations of the standards of conduct by a Board member shall be immediately forwarded to the Board's Executive Committee.~~

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Policy 104 Standards of Conduct (continuation)

~~The Executive Committee shall advise the affected Board member that a complaint has been lodged and is being investigated by the Committee, and then meet to consider the alleged violation, interview complainants and review related documents. If additional information is needed, the Committee shall investigate with the assistance of other Board members, staff or other resources as the Committee may deem appropriate. These efforts shall be discussed only in closed sessions pursuant to Virginia Code 2.2-3711 (A)(4); Any behavior/personnel matters must be discussed in closed session.~~

~~If, after the collection of all relevant and available information, the Executive Committee finds reasons to believe a violation has occurred, it shall bring the matter to the Board in Executive Session. The affected Board member shall be afforded an opportunity to present any and all information the Board member believes is pertinent to support his or her position.~~

~~The Board shall determine whether a violation has occurred and, if so, may shall take corrective action. Board action may include a warning to the member, a vote of censure, official sanctions, and/or referral to the Commonwealth Attorney or County Attorney.~~

References:

1. The State and Local Government Conflict of Interests Act
<https://law.lis.virginia.gov/vacode/title2.2/chapter31/section2.2-3100/>

2. Closed Meetings Code
<http://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3711/>

References:

1. Closed Meetings Code
<http://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3711/>

Supporting Documentation:

1. Memorandum of Understanding with the Board of Supervisors

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FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 105	Title: Revenue Funds Fiscal Planning
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy provides the fundamental information and guidance related to the Park Authority Board's fiduciary responsibility for the oversight of the operating Trust Funds to include the Park Authority's Revenue and Operating Fund 80000 and Park Improvement Fund 80300.

Policy Statement: The Park Authority shall ensure that budgeting and financial reporting procedures conform to the procedures used by the County, in accordance with the Memorandum of Understanding between the Board of Supervisors and the Park Authority. The Park Authority Board has fiduciary responsibility under the law to charge fees, appropriate, manage and expend operating revenue funds. These two revenue funds have Bond Indenture requirements and Generally Accepted Accounting Principles (GAAP) obligations that must be sustained. The Financial Management Principles provide the Board the basis for policy decisions affecting these Funds. The Park Authority's financial and business management strategies are outlined in a series of interrelated plans that are reviewed annually and typically utilize a minimum of three years.

References:

1. Memorandum of Understanding with the Board of Supervisors
[Links\Memorandum of Understanding.doc](#)
2. Financial Management Principles – Park Revenue Funds – with the FY 2012-FY2014 Financial Management Plan
<http://www.fairfaxcounty.gov/parks/archives/091411amb-pkg.pdf>

Supporting Documentation:

1. Park Authorities Act (15.2-5710) pages A1 – A12,
<http://www.fairfaxcounty.gov/parks/parkpolicy/FCPAPolicyManual.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 106	Title: Fundraising
Date Approved: 1/24/2018	Last reviewed: 06/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy provides fundraising guidance to enhance the Park Authority's resources by supplementing the Park Authority's annual tax base appropriation and revenue fund resources.

Policy Statement: The Park Authority shall pursue all available sources of funding to implement its mission and strategic objectives which expand resources and available services to the citizens of the county. Contributions may be received through monetary gifts, grants, appreciated stocks and bonds, bequests and other planned giving vehicles. It may also include but not be limited to in-kind donations of goods or services and/or the dedication of property.

The Fairfax County Park Foundation, a 501(c)(3) not-for-profit corporation, is the primary fundraising entity and recipient of donations for the Park Authority. It is charged to support the Park Authority by raising private funds, obtaining grants, and creating partnerships that supplement funding to meet our community's needs for park land, facilities, and services.

Fundraising outreach for voluntary contributions may be from individuals, organizations, and federal, state, and/or local government entities.

The Park Authority shall actively encourage the establishment of Friends Groups, volunteer teams, non-profit groups, and other entities for the purpose of assisting the Authority in accomplishing its fundraising objectives.

Supporting Documentation:

1. Park Foundation bylaws link
<http://www.fairfaxcounty.gov/parks/archives/park-authority-bylaws-121014.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 107	Title: Partnerships
Date Approved: 1/24/2018	Last reviewed: 06/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: Park Authority shall pursue opportunities to partner with other public and private entities that are mutually beneficial and enhance facilities, programs, services and activities that support the Park Authority's mission and are consistent with the values, vision, strategic priorities and resource limitations of the Authority.

Policy Statement: The Park Authority shall:

1. Seek partnering opportunities to enhance service delivery to the community.
2. Seek partnering opportunities to provide new park facilities and enhance or maintain existing park facilities.
3. Seek to extend public investment in parkland acquisition, park development and stewardship through public/private mechanisms and other appropriate means.
4. Comply with the Fairfax County Purchasing Resolution, The Virginia Public-Private Education Facilities and Infrastructure Act of 2002 and other Fairfax County, state, and federal laws and regulations as applicable.
5. Ensure the financial capabilities of prospective partners are commensurate with the proposed partnership and that the public benefits of the partnership are likely to result in a significant and measurable outcome in relation to potential public costs.
6. Execute written agreements with its partners documenting the responsibilities, terms and conditions of the partnership as appropriate.

References:

1. The Virginia Public-Private Education Facilities and Infrastructure Act of 2002
<http://www.fairfaxcounty.gov/dpsm/docs/ppea.pdf>
2. Fairfax County Purchasing Resolution
<http://www.fairfaxcounty.gov/dpsm/purchres.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 108	Title: Sustainable Management
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy shall ensure 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. 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. The Park Authority shall ensure perpetual sustainable management of park resources using the following guidance:

- Create short and long term financial stability through responsible public investments by managing park assets as effective stewards and through implementation of sound fiscal policies and procedures.
- Establish and continually review facility lifecycles and standards for maintenance and service levels that guide sustainable operations.
- Enhance and implement sustainable best management practices in all areas of the Park Authority including but not limited to 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.
- Develop and value our employees and volunteers.
- Provide opportunities for the community to experience the benefits of the park system today and into the future.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 109	Title: User Fees
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

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.

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:

Policy 109 User Fees (continued)

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.

References:

1. Park Authorities Act (§ 15.2-5709. Rates and charges).
<http://law.lis.virginia.gov/authorities/park-authorities-act/>
2. Park Authority Fee Schedule
<http://www.fairfaxcounty.gov/parks/downloads/fee-schedule.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 110	Title: Public Art
Date Approved: 1/24/2018	Last reviewed: NA
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: To enhance the park user experience through art and contribute to the cultural and economic vibrancy of the community by introducing enlivening elements into otherwise ordinary spaces, reflecting the diversity of the region’s artists and points of view, building a sense of civic pride, and enriching the quality of residents’ and visitors’ lives.

Policy Statement: It is the policy of the Fairfax County Park Authority (“Park Authority”) as a form of government speech, to accept, display, document, maintain, and remove public art at Park Authority-owned property. This policy is administered by the Park Authority staff under the guidance of the Park Authority Board (“Park Board”), which retains final approval authority over all decisions regarding acceptance and removal of public art on Park Authority property.

This policy was created to meet the goals outlined in the purpose statement and to ensure that appropriate and uniform consideration is given to the financial obligations, safety concerns, liability, and community interests associated with public art decisions. The policy is in accordance with the Fairfax County Comprehensive Plan, Policy Plan, Visual and Performing Arts Policy, Objective 1, Policy I.

Scope:

Public art, as defined by this policy, is visually and physically accessible to the public and includes all forms of visual art as distinguished from performing arts, media arts, literary, or cultural arts. It is also distinct from historical collections and historical art pieces, which are covered under a separate policy (Policy 206). Examples of visual art forms include but are not limited to sculpture, monuments, murals, banners, paintings, drawings, photography, fountains, benches, and other forms of architectural furniture. The art may be acquired by public funds, donated to the Park Authority, provided on loan from the artist, or provided by a private entity as a community benefit to satisfy a development proffer.

Limitations:

The placement of public art on public property is a form of government speech and as such, is not subject to scrutiny under the Free Speech Clause. Therefore, the Park

Policy 110 Public Art (continued)

Authority has broad discretion to make decisions related to public art on public property. Nevertheless, the Park Authority shall honor other local, state, and federal laws that may apply. If installation of the art requires significant ground disturbance or alters the design of a park site, appropriate master plan, 2232, and site plan, approvals must be obtained.

The Park Authority shall recognize that artists have certain rights by virtue of the federal Visual Artists Rights Act of 1990 ("VARA," 17 U.S.C. §106A, et al.) including and not limited to prohibited modification, destruction, or deaccession of the artwork. The Park Authority will also recognize that an artist may waive their VARA rights pursuant to a contractual agreement.

Art Ownership and Copyright:

For permanent works of public art accessioned by the Park Authority, ownership of the physical work shall belong to the Park Authority and copyrights shall be retained by the artist, with reproduction rights allowed the Park Authority for appropriate promotional and educational purposes.

Accession:

The Park Authority may acquire artwork through a variety of means, including through competitive or non-competitive purchases or commissions as well as through donation. Allocation of funding for the acquisition of public art to be displayed in Fairfax County parks requires the approval of the Park Board. In most cases, public art should be acquired through donated services, donated funds or donated art itself.

Acquisition Criteria – Artwork should be of exceptional quality and enduring value. Strong preference is given to artwork that is unique or of a limited edition. The following criteria shall be used when considering acquisition of artwork by purchase, commission, or donation:

1. **Context:** The artwork should be compatible in scale, material, form, and content with its proposed surroundings. Consideration should be given to the architectural, historical, geographical, natural, and social/cultural context of the site.
2. **Accessibility:** Each artwork should be evaluated to ensure that it complies with applicable building codes and physical accessibility requirements including the Americans with Disabilities Act. Efforts should be made to ensure the broadest and most equitable public access possible.
3. **Ability to Install and Maintain:** The anticipated cost required to install, provide access to, and maintain the artwork should be considered. Any

Policy 110 Public Art (continued)

proposed artwork that will require extraordinary operations or maintenance expense is subject to prior review by the Park Board and **may not be accepted or rejected**. Maintenance funds should be identified at the time the art is acquired. The Park Authority reserves the right to reject acceptance of a work of art if maintenance funding is not available.

4. Insurance/Liability: **Consider** Whether replacement/repair costs are covered by county insurance or additional insurance must be purchased.
5. Public Safety: **Each Artwork** should be evaluated by the Park Authority's Risk Manager to ensure it does not present a hazard to public safety.
6. Diversity: The collection shall include artwork from artists of diverse racial, gender, and cultural identities, and shall be diverse in style, scale, and media.
7. Community Support: The level of current or anticipated community support, acceptance, or opposition of the proposed artwork should be considered.

Placement:

Artworks should be sited on Park Authority-owned and managed property in a manner that ensures full and equitable public access to such works but does not restrict access to other park facilities and resources. Access may be physical or visual or both. Portable works may be relocated to other Park Authority or county-owned sites on a rotating basis.

Deaccessioning

The Park Authority, through the director with guidance from the Park Board, may deaccession a work of art from its public art collection for any number of reasons. An agreement with the artist shall be obtained prior to the accession of the artwork. Artists whose works are being considered for deaccessioning will be notified of the process being used for such consideration and the Park Authority will obtain their input on the matter prior to any deaccessioning.

Disposal of Art:

Any contractual agreements between the artist and the Park Authority regarding resale will be honored. To the extent removal is not addressed by a contract, the Park Authority may choose to use any of a number of methods to dispose of public art that has been deaccessioned.

Policy 110 Public Art (continued)

References

1. Fairfax County Park Authority Policy Manual, Policy 206, Museum and Archaeological Collections
2. Federal Visual Artists Rights Act of 1990 ("VARA," 17 U.S.C. §106A, et al.)
<https://www.copyright.gov/title17/92chap1.html#106a>
3. Fairfax County Comprehensive Plan, Policy Plan, Visual and Performing Arts Policy
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/visualperformingarts.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 200

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



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 201	Title: Natural Resources
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Natural Resources policy provides the foundation to achieve the natural resource preservation mission of the Fairfax County Park Authority and requires the incorporation of resources management and protection measures into all Park Authority functions.

Policy Statement: In accordance with its mission and values, the Fairfax County Park Authority works to ensure protection and stewardship of natural resources. Natural resources can also be addressed as natural capital: living organisms, non-living components to include air, water and soil, the ecosystems they make up and the services they provide. The framework for park natural resource protection and management is found in the Parks and Recreation section of the Fairfax County Comprehensive Plan.

- In its role as a primary steward of Fairfax County's natural resources, it shall be the policy of the Fairfax County Park Authority to manage natural resources on parklands and easements in order to provide an integrated network of natural resources, retain representative native species and communities, maintain ecological processes, and protect rare or unusual resources for the greater public good.
- Natural capital in Fairfax County provides ecosystem services which include cleaning air and water, supporting wildlife, and contributing to the quality of life. Natural capital is not self-sustaining and requires regular investment, care, and funding for its restoration and management.
- Natural resource management on parkland shall be guided by an agency-wide natural resource management plan and coordination with other federal, state, and county guiding documents to implement this policy.
- Natural resource management strategies may range along a continuum from protection, in which natural processes are allowed to predominate with little or no human intervention, to intensive management, where overt actions are taken to

Policy 201 Natural Resources (continued)

- manipulate populations of animals or plants, or their habitats, toward a desired level. Management, when practical, shall include restoration and enhancement of degraded natural resources.
- This Natural Resources Policy and the agency Natural Resource Management Plan must be considered in all agency projects and processes including land acquisition, park planning, development, management, maintenance, programming, and interpretation.
- The Park Authority mission and stewardship values emphasize the importance of engaging stakeholders and educating residents and staff. To this end the Park Authority shall partner with other agencies and organizations, enlist volunteers, reinforce stewardship values of residents and staff, and emphasize education in order to fulfill its natural resource protection and management mission.

References:

1. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
2. Fairfax County Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>

Supporting Documents:

1. Park Authority Great Parks Great Communities Comprehensive Park System Plan
<http://www.fairfaxcounty.gov/parks/plandev/greatparks/>
2. Fairfax County Environmental Vision
<http://www.fairfaxcounty.gov/living/environment/environmentalvision.htm>
3. County Tree Action Plan
<http://www.fairfaxcounty.gov/dpwes/environmental/tap.htm>
3. Fairfax County Deer Management Program
<http://www.fairfaxcounty.gov/living/wildlife/deer-management/program.htm>
4. Fairfax County Watershed Management Plans
<http://www.fairfaxcounty.gov/dpwes/watersheds/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 202	Title: Wildlife Conflict Resolution
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: To promote a balanced approach between humans and wildlife species, establishing a structured framework for resolving conflicts as they arise.

Policy Statement: In its role as the primary steward of Fairfax County's natural resources, it shall be the policy of the Fairfax County Park Authority to effectively resolve conflicts between wildlife and people, so as to promote peaceful coexistence between citizens and these resources.

1. For management purposes, wildlife activity that results in conflicts will be evaluated by the Park Authority for the existence of, or potential for:
 - impact on public health and safety;
 - impact to public infrastructure including park resources, facilities and services;
 - or
 - impact to private property.

The significance of these impacts will determine the type of management action taken, but all actions will follow established impact mitigation procedures.

2. The Park Authority will base wildlife management actions on:
 - applicable laws and regulations,
 - adopted natural resource conservation objectives,
 - approved park plans,
 - accepted ecological principles,
 - proven wildlife management techniques, and
 - appropriate animal welfare concerns.
3. The Park Authority will practice an attitude of acceptance of, and tolerance for, wildlife activity as a part of the county's natural environment, and will foster this attitude among the public through education.

Policy 202 Wildlife Conflict Resolution (continuation)

4. If necessary, the Park Authority will take reasonable measures on parkland, following established procedures, to mitigate impacts to private property of wildlife activity originating on parkland, but will assume no legal liability for these impacts.
5. When warranted, the Authority will take reasonable measures on parkland, following established procedures, to mitigate impacts to public infrastructure.
6. For each specific type of wildlife activity, the Authority will develop impact mitigation procedures that utilize progressive, stepwise intervention, typically advancing from:
 - Exclusion, including, but not limited to, fences, screens, caps, baffles, and repellents; to
 - Harassment, including, but not limited to, destruction of nests, and homes, and visual and auditory hazing; to
 - Population management, including, but not limited to, birth control, relocation, and humane destruction.

Supporting Documents:

1. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 203	Title: Cultural Resources
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: Consistent with the Fairfax County Park Authority’s cultural resource stewardship mission, the Park Authority shall preserve and protect cultural resources on parkland in accordance with guidelines outlined in the Park Comprehensive Plan (2011), Objective 3.

Policy Statement: In order to carry out its role as the primary steward of Fairfax County’s cultural resources, it shall be the policy of the Park Authority to identify, evaluate, preserve, and interpret cultural resources located on parkland, as well as on countywide archaeological sites (as discussed in Policy 204), according to federal, state, and local laws and regulations, Park Authority policy and regulations, the Cultural Resource Management Plan, and approved park plans. Cultural resource management will be conducted using current professional standards and guidelines and best practices.

When undertaking any project that results in ground-disturbing activity, the Park Authority shall consider the effects on potentially significant archaeological resources. Such resources shall be documented and, if feasible, protected. If there is no prudent and feasible alternative to disturbing these resources, mitigation measures shall be developed and implemented. Storage of the resulting archaeological artifacts, associated documentation and reports must comply with federal, state, and American Alliance of Museums (AAM) standards for collections facilities (as discussed in Policy 206). These collections include materials generated by county staff, university programs, and other professional archaeologists, including those from federal and state agencies and archaeological consultants. As well, staff should develop and implement a range of public outreach activities and electronic and printed media to educate county citizens and visitors about the history and archaeology of the county as part of the larger stewardship education initiative.

Policy 203 Cultural Resources (continued)

References:

1. Park Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>

Supporting Documentation:

1. Secretary of the Interior's Standards for the Treatment of Historic Properties
<https://www.nps.gov/tps/standards.htm>
2. Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes
<https://www.nps.gov/tPS/standards/four-treatments/landscape-guidelines/index.htm>
3. Virginia Department of Historic Resources Guidelines for Conducting Historic Resources Survey in Virginia
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf
4. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 204	Title: Countywide Archaeology
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: To support the County and Park Authority's Archaeological needs, in accordance with guidelines outlined in the Fairfax County Heritage Resource Management Plan, the Park Authority's Cultural Resource Management Plan, state and local regulations and following best practices.

Policy Statement: The Archaeology and Collections Branch is responsible for archaeology both on parkland and countywide. The Park Authority took over this countywide responsibility in 1996, when this function was transferred from the Office of Comprehensive Planning to the Park Authority. In this role, it is our policy to:

1. Serve as the countywide representative to ensure compliance with all federal, state, and local laws and ordinances and best practices, which are meant to identify, evaluate, document and/or preserve archaeological resources as part of the development review process both on parkland and countywide.
2. Protect, conserve, and where feasible, recover threatened archaeological resources not otherwise protected by federal, state, regional, or county laws, guidelines or ordinances through an active partnership with volunteers, friends' groups, students, and avocational and professional archaeologists.
3. Serve as the central repository for all archaeological collections recovered for Fairfax County, including artifacts, supporting documentation, and reports. Storage of these materials must comply with federal, state, and American Alliance of Museums (AAM) standards for collections facilities (as discussed in Policy 206). These collections include materials generated by county staff, university programs, and other professional archaeologists, including those from federal and state agencies and archaeological consultants.

Policy 204 Countywide Archaeology (continued)

4. Develop and implement a range of public outreach activities and electronic and printed media to educate county citizens and visitors about the history and archaeology of the county as part of the larger stewardship education initiative.

References:

1. Virginia Department of Historic Resources Guidelines for Conducting Historic Resources Survey in Virginia
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf
2. VDHR Collections Management Standards
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf, page 162
3. Fairfax County Heritage Resource Management Plan (Fairfax County Board of Supervisors, 1988).
On file with the Fairfax County Department of Planning and Zoning.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 205	Title: Historic Preservation
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural, and 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's Historic Preservation Policy is to ensure its mission of appropriate stewardship for Fairfax County's historic resources on parkland.

Policy Statement: The Park Authority shall:

1. Conduct historic preservation studies in accordance with federal, state, and local standards, guidelines and policies, and the Cultural Resource Management Plan.
2. Perform treatment of historic properties following the Secretary of the Interior's Standards for the Treatment of Historic Properties.
3. Establish and administer a resident curator program whereby the Board of Supervisors may enter long-term lease agreements with private entities. The objective is to continue the preservation and maintenance of historic properties on Fairfax County Park Authority parkland in accordance with established treatment standards.

These principles apply to all historic landscapes, buildings, sites, structures, objects, and districts.

The Secretary of the Interior's Standards for the Treatment of Historic Properties states:

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties--preservation, rehabilitation, restoration, and reconstruction.

- a) Preservation focuses on the maintenance and repair of existing historic materials and retention of the property's form as it has evolved over time. (Protection and stabilization are included in this treatment.)
- b) Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- c) Restoration depicts a property at a particular time in its history, while removing evidence of other periods.

Policy 205 Historic Preservation (continued)

- d) Reconstruction recreates vanished or non-surviving portions of a property for interpretive purposes.

References:

1. Secretary of the Interior's Standards for the Treatment of Historic Properties
<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>
2. Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Historic Properties, Cultural Landscapes, and Sustainability
<https://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/index.htm>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>

Supporting Documentation:

1. VDHR Guidelines for Conducting Historic Resources Survey in Virginia
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf
2. Virginia Code Ann. § 15.2-2306(A)(4) (2012) and as amended. (37-14-125.):
<http://law.lis.virginia.gov/vacode/title15.2/chapter22/section15.2-2306/>
3. Fairfax County Resident Curator Ordinance
https://www.municode.com/library/va/fairfax_county/codes/code_of_ordinances?nodeId=THCOCOF1976_CH125RECUPROR_ART1GEPR_S125-1-6PROR



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 206	Title: Museum and Archaeological Collections
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: In support of its 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.

Policy Statement:

1. The Park Authority shall ensure that collections under its stewardship are protected, secure, unencumbered, cared for, accounted for, and documented. The Park Authority 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, Virginia Department of Historic Resources (VDHR), 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 *Guidelines and Procedures for Museum Collections Management*.

Policy 206 Museum and Archaeological Collections (continued)

References:

1. VDHR Collections Management Standards
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf,
page 162
2. Code of Ethics for Museums
<http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums>
3. Guidelines and Procedures for Museum Collections Management
<http://www.fairfaxcounty.gov/parks/parkpolicy/links/guidelines-procedures-museum-collections-management.pdf>

Supporting Documentation:

1. Curation of Federally Owned and Administered Archaeological Collections (36 CFR 79)
<https://www.gpo.gov/fdsys/granule/CFR-2012-title36-vol1/CFR-2012-title36-vol1-part79>
2. NPS Archeology Laws and Ethics
<https://www.nps.gov/archeology/public/publicLaw.htm#36CFR79>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 207	Title: Live Collections Management
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: Ensure the long-term protection, preservation and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: This policy states the reason for maintaining live animal and horticultural collections including their use and the importance of their proper care and management in parks.

Policy Statement:

1. The Fairfax County Park Authority collects, exhibits, interprets, and studies farm animals and captive, bred, rehabilitated, or non-releasable wild animals, and horticultural plants for educational purposes to support the mission of the Park Authority and its sites.
2. Each individual or group of living collections shall be evaluated in terms of its conformity to the scope of collections criteria outlined in Appendix 16: Guidelines for Living Collections Management: Plants and Animals, and to the ability of the Fairfax County Park Authority to care for live collections in a manner consistent with professional standards. In general the Fairfax County Park Authority discourages the collection of threatened or rare species unless participating in a program to restore native or horticultural significant species.
3. The Fairfax County Park Authority shall ensure that live collections under its stewardship are protected, secure, cared for, and documented. Acquisition, loan, presentation, deaccessioning, and disposal activities shall be conducted in a dignified, respectful, humane, and safe manner. All live collections will be maintained in a manner that will insure their health and well-being and the safety of staff, visitors, and the live collections.
4. The Fairfax County Park Authority shall maintain a record of live collections including all legal instruments, agreements, conveyances, research and descriptive catalog records, and any other pertinent data necessary to meet permit requirements and record-keeping purposes consistent with professional standards.
5. The Fairfax County Park Authority is bound by all federal, commonwealth, and county regulations and laws applicable to the stewardship and use of live animals and plants where appropriate

Policy 207 Live Collections Management (continued)

Supporting Documentation:

1. Appendix 16: Guidelines for Living Collections Management: Plants and Animals
2. Code of Ethics for Museums
<http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 208	Title: Protection of Lands and Facilities
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources:</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural, and 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 damage, 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 **or agreement** 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 209 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.

Policy 208 Protection of Lands and Facilities

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: 209	Title: Disposal of Land or Facilities
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence to natural and cultural resource 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.

Policy 209 Disposal of Land or Facilities (continued)

References:

1. Land Bank Agreement and First Amendment

Supporting Documentation:

1. § 15.2-5704, Code of Virginia
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+15.2-5704>
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: 210	Title: Easements
Date Approved: 1/24/2018	Last reviewed: 06/236/2016
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural, and 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 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 purposes. 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;

Policy 210 Easements (continued)

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. Memorandum of 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: 211	Title: Stormwater Management
Date Approved: 1/24/2018	Last reviewed: 06/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural, and 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 park land must be conducted in a manner that does not adversely affect the stewardship and recreation missions 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
<http://www.deq.virginia.gov/Programs/Water/ChesapeakeBay/ChesapeakeBayPreservationAct/LocalProgramTechnicalAssistance/ChesapeakeBayPreservationAr eas.aspx>

Policy 211 Stormwater Management (continued)

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 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>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 300

Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce, and visitors.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 301	Title: Land Acquisition
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: The Park Authority shall acquire land for the stewardship of natural and cultural resources and for the development of park and recreational facilities to meet the mission and vision of the Park Authority. The Park Authority Board approves the acquisition of all parkland.

Policy Statement: Parkland acquisition opportunities take many forms, including dedication, donation, fee simple purchase, lease agreements, partnerships, easements, and the use of eminent domain powers. When acquiring land the Fairfax County Park Authority shall take into account:

1. The uniqueness and value of natural and cultural resources to be protected. Recreational facilities shall not be built on resource-based land. Therefore, when calculating the required parkland to meet recreational needs, resource-based parkland will not be counted toward the total parkland acreage available for recreational uses.
2. The amount of land necessary to meet county residents' needs for recreational opportunities shall be consistent with adopted service level standards for Urban, Local and District/Countywide Parkland. Parkland service level standards shall be reviewed and evaluated in conjunction with periodic needs assessments to work towards ensuring equitable access to parkland and facilities for all county residents that promotes an active healthy lifestyle.
3. Identified needs within a service area may be met in various ways including agreements with private landowners, public schools, commercial entities, or other organizations that are subject to park classification criteria, park standards, and site conceptual development plans.
4. Acreage of privately-owned common open space, developed with park facilities typical local-serving standards, may be applied to meet the park standard required in the residential development.
5. Sustainable and long term maintenance and operational costs of the property borne by the Park Authority related to any potential acquisition.

Policy 301 Land Acquisition (continued)

References:

1. Needs Assessment Adopted Service Level Standards
<http://www.fairfaxcounty.gov/parks/parkscount/downloads/needs-assessment-plan-050616.pdf>

Supporting Documentation:

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



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 302	Title: Park Planning Program
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: Planning provides direction and guidance towards achieving the Park Authority’s vision, mission, goals, and objectives. Planning and effective implementation of plans assist in the orderly growth and stewardship of the park system. Through stakeholder and public participation, including coordination with all government agencies, park resources are protected and the impacts from development, public improvements, population growth, and demographics are used to help define service levels. Planning provides a collaborative forum for public and stakeholder engagement that is informed by data analysis and provides opportunities for the various stakeholders to participate in the development of the park system.

Policy Statement: The Park Authority shall maintain an ongoing park planning program guided by a Park Authority Board-approved Agency Master Plan that establishes Guiding Principles, Goals, and Recommendations for the development of park system elements including land, facilities, resources, services, and programs. The Agency Master Plan may incorporate the following plan components and any additional components it may deem necessary:

1. **Park Needs Assessment** – an essential planning study conducted to determine the county’s park and recreation needs, establish service level standards and align long term capital investment plans.
2. **Park System Comprehensive Plan** – a long-range plan to align stewardship and community park needs with the park system physical aspects: land, natural and cultural resources, and facilities.
3. **Strategic Plan** – addresses agency strategic initiatives with defined measurements.
4. **Fiscal Plans** – identifies the funding requirements and sources and guides fiscal decision making, including the five-year Capital Improvement Program, Financial Management Plan and the annual operating budget cycles

Policy 302 Park Planning Program (continued)

5. **Park Master Plans** – guides the land use and development of individual parks or sites managed under cooperative agreements.
6. **Natural and Cultural Resource Management Plans** – guides resource stewardship activities and priorities.
7. **Energy Management Plan** – guides the Energy Management Program that coordinates agency-wide efforts to make all its facilities as energy efficient as possible.
8. **Annual Work Plans** – guides funded priority project assignments to be achieved on an annual basis.
9. **Operation Plans** – implement the park planning program which guide service delivery priorities at individual sites and within organizational units.

The Park Classification System is a typology that guides park system planning and development. The typology groups parks according to typical characteristics and outlines their primary purpose, location, access, and extent of development within each park classification. Park classifications are adopted by the Park Authority Board and incorporated into the Policy Plan element of the County Comprehensive Plan. Park classifications provide guidance to the Planning Commission for determining whether a park is in substantial conformance with the County Comprehensive Plan; pursuant to Code of Virginia section 15.2-2232 (known as the 2232 review process).

The following guidance is provided regarding Park Classifications:

1. Establish and adopt the Park Classification System by outlining the primary purpose, location and access, character, and extent of development to balance the provision of quality recreation opportunities with the protection and preservation of natural and cultural resources.
2. Establish the park classification at the time of park acquisition, with the opportunity to reclassify a park as part of the master planning process.
3. Use the classification system to balance the geographic distribution of parks and equitable delivery of park services.

Policy 302 Park Planning Program (continued)

Adopted park classifications include:

1. Local Parks, including Urban Parks (in urban areas, park provision should be further guided by the Urban Parks Framework)
2. District Parks
3. Countywide Parks
4. Resource-based Parks

Planning Guidance

The Park Authority is a primary contributor to the integrated park system in Fairfax County and the region that includes coordination with multiple providers and collaboration with other public agencies. The integrated park system has grown and evolved as the county and region have grown and changed.

The County Comprehensive Plan cites potential growth impacts on parks and specifies that: "...a comprehensive approach to planning and acquisition for an integrated system of parks, recreation, and open space, which utilizes the resources of the public and private sectors to maximum advantage. It is critical that public and private park providers throughout the Northern Virginia region assess current and long-range park and leisure needs and coordinate the effective delivery of park and recreation services while protecting significant natural and cultural resources. It is in the best public interest to ensure the efficient use and equitable distribution of resources and services throughout the community to meet the dual goals for protection of significant natural and cultural resources, and provision of sustainable parklands and facilities that serve the increasing demands for a full range of park experiences."

To achieve the Park Authority mission and maintain a lead role in sustaining the county's integrated park system, the following planning guidance is provided:

1. Ensure the provision of parkland and the efficient use of facilities throughout the county is based on user needs and park and facility service level standards, and is consistent with population distribution and growth patterns.
2. Develop a regional and integrated open space and greenway system and provide mutually supportive recreation opportunities in cooperation with other public park agencies.

Policy 302 Park Planning Program (continued)

3. Enhance the integrated park system through facilitating connections of parkland, public access areas, stream valleys, and protected resource areas to achieve many public benefits including completing the countywide trails system; conserving open space and cultural landscapes; protecting wildlife habitats, riparian corridors, water quality, and aesthetic values; controlling flooding and erosion; and providing continuity of non-motorized access between park lands, residential communities, employment and commercial centers, and transit destinations.
4. Coordinate and cooperate with other county, municipal, regional, state, and federal agencies in planning, development, protection and management of all park resources to support the integrated park system.
5. Participate in the county, state, and federal development review processes to ensure the mitigation of adverse impacts to parks and recreation facilities and service levels caused by growth and land development through the provision of proffers, conditions, contributions, commitments, and land dedications.
6. Provide opportunities for citizens to participate in the planning, development and operation of parklands, facilities, and programs.
7. Recognize and promote the social, ecological, historic, cultural, economic, and health benefits of parks through the planning process.
8. Encourage the integration of urban parks and recreation facilities into urban, mixed use, and transit oriented development areas of the county using guidance in the Urban Parks Framework.
9. Mitigate adverse impacts from park activities on surrounding neighborhoods through careful park planning, community outreach, site design, management, and operations.
10. Mitigate adverse impacts on parkland through appropriate marking of boundaries, encroachment education, and enforcement.
11. Protect the public's parkland investment and ensure the safe, efficient, quality, and sustainable operation and maintenance of parklands, facilities, and infrastructure.
12. Consider the location of major public facilities, including transportation and utility corridors and telecommunication facilities, on or through parklands when the proposal meets the following conditions: (a) it is consistent with the relevant

Policy 302 Park Planning Program (continued)

policies of the managing park agency; (b) the managing park agency determines that the proposed facility is compatible with the existing and future use of parkland; (c) the managing park agency concurs that there is no feasible or available alternative to the use of parklands; and (e) the proposal will have minimal impacts on parkland, facilities, resources, and user experience.

References:

1. County Comprehensive Plan Policy Plan element, Park and Recreation section, includes Fairfax County Park Classification System (Appendix A) and Urban Parks Framework (Appendix B)
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>
2. Fairfax County Park Authority Needs Assessment
<http://www.fairfaxcounty.gov/parks/parkscount/downloads/needs-assessment-plan-050616.pdf>
3. Fairfax County Park Authority Five Year Strategic Plan FY2014-FY2018
<http://www.fairfaxcounty.gov/parks/strategicplan/>
4. Financial Management Plan
5. Fairfax County Capital Improvement Plan
<http://www.fairfaxcounty.gov/dmb/fy2017/adopted/cip.htm>
6. Public Facility Determination Process (2232 Review Process)
<http://www.fairfaxcounty.gov/dpz/2232/>

Supporting Documentation:

1. Fairfax County Park Authority Great Parks Great Communities Plan
<http://www.fairfaxcounty.gov/parks/plandev/greatparks/>
2. Fairfax County Park Authority Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>
3. Fairfax County Park Authority Energy Management Plan
<http://www.fairfaxcounty.gov/parks/parkpolicy/links/energy-management-plan.pdf>
4. Fairfax County Park Authority Natural Resources Management Plan
<http://www.fairfaxcounty.gov/parks/resource-management/nrmp.htm>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 303	Title: Park Development
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: This policy guides decision-making related to the development of the park system. Park Development shall be consistent with the Park Authority mission, vision and values and will work to achieve cultural, environmental and fiscal sustainability, consistent with the Park Authority's commitment to environmental, economic, and social stewardship and as defined in the Park Authority's Agency Master Plan.

Policy Statement: The Park Authority shall develop parkland to protect and enhance the natural and cultural environment and to create and sustain quality park and recreation facilities and services to support the Park Authority's vision and mission. Park development shall be consistent with the values and strategic priorities and financial resources of the Authority. The Park Authority Board shall approve an agency-wide Capital Improvement Program and subsequent Park Master Plans consistent with all adopted policies. Park development shall take into account:

1. The criteria set forth in the Park Classification System. Development shall be of sufficient acreage and quality to ensure that requirements for resource protection and facility development can be met.
2. Responsible stewardship of all natural, archaeological and built resources within the parkland to be developed.
3. Service level standards as identified by current needs assessments to work towards equitable distribution of park facilities throughout the county.
4. Sustainable fiscal practices over the estimated life cycle of all facilities that ensures sustainable operations.
5. Visitor safety and enjoyment.
6. Sustainability and perpetuation of significant natural and cultural resources

Policy 303 Park Development (continued)

7. Adequate funding authorizations and appropriations shall be secured prior to development, expansion and/or upgrade of park facilities.
8. Consideration may be given to interim levels of development and operations in partnership with community groups, where such agreements would facilitate the timely provision of recreation opportunities or enhance the stewardship of natural and cultural resources not otherwise available.
9. Development of all Park Authority facilities shall comply with Fairfax County, state, and federal regulations and laws as applicable.
10. Park development shall conform in general as provided for in the Agency Master Plan and park specific Master Plans or other Fairfax County development plans as applicable.

Supporting Documents:

1. Fairfax County Public Facilities Manual
<http://www.fairfaxcounty.gov/dpwes/publications/pfm/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 304	Title: Naming of Parks and Facilities
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: This policy provides guidance and direction in naming and/or renaming Fairfax County Park Authority parks, facilities or resource management areas.

Policy Statement: Generally, parks are named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. Preliminary park names are designated at the time of acquisition by staff unless the name is specifically designated in the deed or as a specific condition of a contract or donation. Park names are finalized through the park master plan process which includes community input. The Park Authority Board approves the naming of all parks and facilities.

Initial naming of parks, facilities or resource management areas:

Parks, facilities or resource management areas shall not be named after someone still holding an elected or appointed office or for persons working for the county. They may be named for an individual, family, or combination of family names, living or deceased under the following conditions and will be reviewed on a case by case basis:

1. The entity has made a significant gift of land to the Authority; or
2. Is memorialized for a significant contribution to the Fairfax County park system; or
3. Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the Fairfax County park system; or
4. Has substantially contributed to the advancement of commensurate types of recreational opportunities within the Fairfax County park system; or
5. Has made a significant contribution to the betterment of a specific park; or

Policy 304 Naming of Parks and Facilities (continued)

6. Has made significant contributions to Fairfax County toward the betterment of the county and the park system.

Renaming of parks, facilities or resource management areas:

In order to respect the historical tradition, community values, and lessen confusion, renaming of parks and facilities is strongly discouraged. Existing park and facilities names shall not be subject to change unless, after a thorough investigation and review, the proposed name is found to be more appropriate than the existing name and does not diminish the original name or discount the value of the prior contributors. Any action to change the name of an existing park or facility shall follow the same conditions as above.

Temporary naming rights for parks, buildings, or facilities may be conferred as a part of a sponsorship or partnership agreement. Conditions under which temporary naming rights may be assigned are governed by the Sponsorship Policy.

The Park Authority Board has the authority to rescind the naming of a park or facility without prejudice.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 305	Title: Telecommunications Sites
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: The Park Authority considers its responsibilities to the residents of Fairfax County to be in the nature of public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural, and recreational resources located on park lands. The Park Authority shall seek to balance the general public's need for telecommunications services with the Authority's mandate and public trust for the protection of parkland

Policy Statement: The Park Authority Board shall consider the placement of telecommunications facilities, related equipment, and easements on park property contingent upon:

1. Absence of deed restrictions or funding restrictions that would prohibit such use.
2. The proposed telecommunication facility complies with the provisions of the Fairfax County Comprehensive Plan Policy Plan for Parks and Recreation.
3. Consideration has been given to placing telecommunications facilities that minimize impacts to park land and evaluation of alternatives to locating new monopoles or towers on park land that include co-location on an existing approved monopole; co-location on an existing public utility structure; re-design of facilities such as light pole replacements on athletic fields; or re-design of other existing features.
4. In accordance with Policies 201 Natural Resources and 203 Cultural Resources, the proposed location does not adversely affect significant natural or cultural resources.
5. The proposed location is compatible with and does not displace existing or planned park facilities;

Policy 305 Telecommunications Sites (continued)

6. The proposed location and construction on the site does not significantly detract from the character of the park or its view shed;
7. The proposed facility location does not adversely affect park operations or maintenance;
8. Clear demonstration is given that impacts to adjacent uses and property owners are minimal;
9. The placement of the telecommunications site enhances public communications services and the public good.

Requests for new telecommunications sites shall meet all applicable criteria and are subject to approval by the Park Authority Board. Requests for telecommunications facilities that propose co-location on existing approved monopoles, existing electric transmission lines, athletic field light pole replacements, other existing features or for replacements that meet all applicable location criteria may be approved by the Director of the Park Authority after consultation with the Board member in whose district the facility will be located. Compensation shall be provided to the Park Authority for the placement of the proposed facilities, related equipment, easements, and other necessary land rights.

References:

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

Supporting Documents:

1. Section 106, National Historic Preservation Act of 1966, as amended through 2006
<http://www.achp.gov/docs/nhpa%202008-final.pdf>
2. Fairfax County Zoning Ordinance
<http://www.fairfaxcounty.gov/dpz/zoningordinance/>
3. Fairfax County Comprehensive Plan, Policy Plan, Public Facilities, Mobile and Land- Based Telecommunication Services
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/pubfacilities.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 400

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 best management practices.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 401	Title: Maintenance of Parks and Facilities
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> 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 best 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 and equipment. 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 and equipment. 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.

References:

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



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 402	Title: Athletic Field Use
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> 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 best management practices.	

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

Policy Statement: The Park Authority shall balance the use and protection of athletic fields.

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 p.m. on the last Friday in March to the end of the first full weekend* in November.
- Rectangle Fields: After 4 p.m. 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:

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

Policy 402 Athletic Field Use (continuation)

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.

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

Supporting Documentation:

- Fairfax County Athletic Field Policy:
http://www.fairfaxcounty.gov/ncs/athletics/pdf/field_allocation_policy.pdf



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 403	Title: Provision of Park and Recreation Facilities on School Grounds
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Date Approved: 1/24/2018	Last reviewed: 6/26/2013
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Objective: Parks 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 best 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, 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 (FCPS) 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 or use agreement for the facility to be located on a school site; and
5. Where the community has demonstrated strong citizen support for the proposed project; and
6. 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.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 404	Title: Memorials and Commemorations in Parks
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> 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 best management practices.	

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.

Supporting Documentation:

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



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 405	Title: Signs and Displays
Date Approved: 1/24/2018	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> 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 best management practices.	

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 standards 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.

Policy 405 Signs and Displays (continuation)

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
3. Park Operations Signs Standards
[Links\Sign Standards Compiled.ppt](#)
4. Park Authority annual memorandum from the Public Information Office regarding 1st Amendment Activities in Parks.
[Links\First Amendment issue memorandum 90512.msg.pdf](#)



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 406	Title: Sponsorship
Date Approved: 1/24/2018	Last reviewed: 6/22/2016
Objective: 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 best management practices.	

Purpose: To establish guidelines that govern the approval of sponsorship agreements involving Park Authority assets.

Policy Statement: It is the policy of the Park Authority to actively seek sponsorships from corporations, nonprofit organizations and other entities for its events, programs, facilities, parks and planned facility improvements. The purpose of such sponsorships is to create mutually beneficial partnerships that help the Park Authority to achieve the following objectives:

1. Generate revenue streams to support the Park Authority in furthering its mission;
2. Expand or improve Park Authority service delivery;
3. Encourage and enhance the public's use and enjoyment of the Park Authority system;
4. Establish partnerships which promote and elevate the Park Authority's brand and create relevant, authentic and compelling associations.

Distinction between Sponsorships and Donations or Partnerships

This policy relates only to sponsorship and not to other fundraising, donations, or partnership activities, which are addressed by Policy 106 Fundraising and Policy 107 Partnerships respectively. For purposes of this policy, a sponsorship is a mutually beneficial exchange between the Park Authority and the sponsoring entity where the sponsor contributes cash or in-kind products and services in exchange for benefits of commensurate value that help it achieve marketing objectives. Donations may be designated for a purpose, but are without detailed restrictions or expected benefits in exchange for the gifting of financial or in-kind resources. Partnerships may confer a benefit on the partnering entity, but do not necessarily aid in achieving marketing objectives.

General Guidelines for Sponsorships

Acceptable sponsorships must meet the following criteria:

1. All sponsorships must be compatible with the Park Authority mission

Policy 406 Sponsorship (continued)

2. Sponsorship benefits will not impact the park users' experience or overly commercialize the park environment. Sponsorship benefits will comply with Park Authority design standards, facility aesthetics, and visitor experience in the setting in which they are placed.
3. Sponsorships benefits provided by the Park Authority will not exceed the value of sponsorship benefits received.
4. Sponsorships cannot be made conditional on Park Authority performance outcomes.

The following types of sponsors/sponsorships are not acceptable.

1. Political candidates, political parties or other entities whose primary purpose in engaging in sponsorship is non-commercial speech.
2. Tobacco products.
3. Alcoholic beverages, except where approved by the Park Authority Board.
4. Sexually explicit materials or businesses and other goods/businesses/services inappropriate for promotion to a family audience.
5. Entities that practice or promote discrimination on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status, **sexual orientation**, or disabled veterans' status.
6. Entities that promote practices that if they took place in the county would violate U.S. or state law.
7. Any other sponsor inconsistent with the mission of the Park Authority or Fairfax County Government.

General Provisions for Sponsor Recognition

1. Sponsorship benefits will be provided pursuant to a Sponsorship Agreement between the Park Authority and the Sponsor.
2. The Park Authority will work with the Sponsor in creating the sponsorship benefits. The Park Authority retains final approval over the content, placement, appearance, and wording of all benefits provided to sponsors. Any physical form

Policy 406 Sponsorship (continued)

of on-site recognition will be done in a way that minimizes impacts on the park user's experience and park operations.

3. The Park Authority must approve in writing the use of its logos and all other marketing associations by Sponsors for their use. All such uses by the Sponsor must be associated with the specific sponsorship and are prohibited for any other use.
4. Sponsorship does not imply endorsement of the sponsor or its goods or services by the Park Authority or the County.
5. A sponsorship agreement shall not confer on any sponsoring entity an enforceable right, entitlement, or other property interest of any sort relating to the use, possession or control of any Park Authority assets, except as to a limited and non-exclusive right to use Park Authority logos/marketing associations or other intellectual property which may be authorized in the sponsorship agreement.
6. A sponsorship agreement shall not confer on any sponsoring entity the power to direct or control management and operation of any Park Authority facility or program or otherwise limit the discretion to operate a Park Authority facility or program in a manner that comports with applicable laws, best practices or the Park Authority's best interests.

Administration and Approval

The process for obtaining sponsorships shall be administered by the Fairfax County Park Authority in coordination with Park Foundation staff. The Park Authority is authorized to enter into negotiation with prospective sponsors for park assets deemed eligible by agreement of the Park Authority and Park Foundation.

Sponsorships shall require an approved sponsorship agreement that contains the following:

1. Details of the exchange of benefits, including a description of all fees, products, services, in-kind services or other benefits provided to the Park Authority by the sponsor, and all marketing rights and benefits provided by the Park Authority to the sponsor.
2. Term of the agreement and termination provisions.
3. Signatures by authorized representatives of the Park Authority and the sponsor.

Policy 406 Sponsorship (continued)

The level of approval required for sponsorship agreements is based on the amount and complexity of benefits exchanged. Approval includes evaluation by legal counsel of the sponsorship agreement for compliance with applicable federal and state tax laws. Park Authority Board approval is required for sponsorships in which the Park Authority receives benefits valued at \$100,000 or greater. Sponsorships with a value under \$100,000 are approved by the Park Authority Director or designee.

Naming Rights

Temporary naming rights may be conferred as one form of a sponsorship benefit for events, programs, parks, buildings (existing or planned) or facilities (existing or planned). Naming rights granted for events or programs are a short-term benefit, existing only for the duration of the program, while naming rights for parks, buildings or facilities are of longer duration. This section of the policy provides the following additional guidance for temporary naming rights granted as a sponsorship benefit for parks, buildings or facilities.

1. A temporary naming right may be granted for parks, buildings or facilities provided the fiscal benefit derived by the Park Authority is commensurate with the value of the specific park asset involved.
2. All naming rights agreements for parks, buildings or facilities must be approved by the Park Authority Board.
3. The duration of temporary naming rights for parks, buildings or facilities shall not be less than five years.
4. Names assigned to parks, buildings or facilities under a temporary naming right agreement should normally be the shortest name possible, and should incorporate the current Park Authority recorded name.

Terminating Sponsorships

The Park Authority reserves the right to terminate an existing sponsorship agreement should conditions arise during the term of the sponsorship that result in it conflicting with this policy or if that sponsorship no longer supports the best interests of the Park Authority. A decision to terminate shall be made by the Director or the Park Authority Board in accordance with the approval levels described in this policy, in consultation with the County Attorney.

Policy 406 Sponsorship (continued)

References:

1. Park Authority Policy 107 Partnerships
2. Park Authority Policy 106 Fundraising

FCPA Policy Manual Review

Committee of the Whole

January 10, 2018



Policy Changes as Recommended by the Office of the County Attorney

- ▶ Policy 102 - Indemnification of Officers and Employees and Insurance Coverage for Volunteers
- ▶ Policy 104 - Standards of Conduct
- ▶ Policy 110 - Public Art
- ▶ Policy 208 - Protection of Lands and Facilities
- ▶ Policy 406 - Sponsorship

Policy 102 - Indemnification of Officers and Employees and Insurance Coverage for Volunteers

- ▶ Deleted statement that was repeated in the document:

“ Nothing contained in this policy shall be construed to abrogate or waive any defense of governmental immunity on behalf of the Fairfax County Park Authority, or of its officers, employees, or volunteers.”

Policy 104 - Standards of Conduct

- ▶ OCA will present the changes

Policy 110 - Public Art

- ▶ 1. Ability to Install and Maintain: The anticipated cost required to install, provide access to, and maintain the artwork should be considered. Any proposed artwork that will require extraordinary operations or maintenance expense is subject to prior review by the Park Board and may ~~not~~ be accepted or rejected. Maintenance funds should be identified at the time the art is acquired. The Park Authority reserves the right to reject acceptance of a work of art if maintenance funding is not available.
- ▶ 4. Insurance/Liability: ~~Consider~~ Whether replacement/repair costs are covered by county insurance or additional insurance must be purchased.
- ▶ 5. Public Safety: ~~Each~~ Artwork should be evaluated by the Park Authority's Risk Manager to ensure it does not present a hazard to public safety.

Policy 208 - Protection of Lands and Facilities

- ▶ **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 or agreement running with the land and duly recorded in the land records of Fairfax County.

Policy 406 - Sponsorship

- ▶ Entities that practice or promote discrimination on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status, sexual orientation, or disabled veterans' status.

Next Steps

- ▶ Board Action on January 24, 2018