



# FAIRFAX COUNTY PARK AUTHORITY



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

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

**VIA:** Kirk W. Kincannon, Executive Director

**FROM:** Sara Baldwin, Deputy Director/COO  
Aimee Vosper, Deputy Director/CBD

**DATE:** May 17, 2018

### *Agenda*

**Committee of the Whole**  
**Wednesday, May 23, 2018 – 5:30 p.m.**  
**Boardroom – Herrity Building**  
**Chairman: William G. Bouie**  
**Vice Chair: Ken Quincy**

1. Approval to Open Public Comment Period for Alcohol Policy - Action\*
2. Strategic Plan Update – Information\*

\*Enclosures



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

Board Agenda Item  
June 6, 2018

**ACTION (with presentation)**

Approval to Open Public Comment Period for Alcohol Policy

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the Open Public Comment Period to gather feedback on the Park Authority's proposed Alcohol Policy.

TIMING:

Board action is requested on June 6, 2018.

BACKGROUND:

The Park Authority has a long successful history related to the provision of alcohol related services. In the mid-1970s, the Park Authority Board approved the Alcoholic Beverage Use Application Fee and Permit to accommodate the consumption of alcohol during private use and rentals at several rental facilities. In 1976 the Park Authority Board approved the creation of Public Links, Inc., to provide beer sales at the golf courses. This has been expanded over the years and now includes wine sales at Laurel Hill Golf Club. Providing alcohol related services is now an 'industry standard' for park and recreation entities, enriching program and service offerings, and contributing to revenue generation.

With increased inquiries for alcohol use at park facilities, the timing is appropriate to formalize a public policy and provide clarity and transparency related to associated rules and procedures. The policy is intended to provide guidance and help to protect the safety of general park visitors and of those at events and activities which involve alcoholic beverages on park property.

A staff team from all divisions was formed in September 2016. It has reviewed current Park Authority practices, reviewed requests received over the past several years, benchmarked local and non-local park and recreation entity policies and practices, reviewed existing laws, analyzed potential park and facility locations for consideration, studied best practices, developed standard operating procedures and collected ideas for potential programming opportunities. Throughout the team's work, the Alcoholic Beverage Control Board, the Fairfax County Police Department, Risk Management, and Office of the County Attorney have been involved and have reviewed the enclosed documents.

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In addition to policy development, the team worked with site staff to develop a Park and Facility Listing of designated locations within the parks as required by the Virginia Alcoholic Beverage Control Act. This listing has not yet been formally approved by Virginia Alcoholic Beverage Control but is provided in draft format to help assist in understanding the potential scope of use currently being considered. In developing the list, staff looked across the park system at sites, keeping in mind several considerations such as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent dangers, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation and site layout related to flow of traffic, as well as the availability of restrooms, utilities, and staffing. These considerations were then organized into a 3-tier approach as indicated in Attachment 2. To clearly communicate the opportunities and boundaries of the designated locations, maps will be developed for each park identifying designated (allowable) and unallowable areas to help guide staff and the public.

On March 8, 2017, the Alcohol Policy was presented to the Park Authority Board Committee of the Whole for review. The Board asked staff to develop the necessary Standard Operating Procedures that would be used to implement the Alcohol Policy, and to prepare a plan for Public Comment.

The Standard Operating Procedures for both the Public's use of Alcohol on Park Authority Property and Use of Alcohol in Park Authority Programs have been completed and reviewed by staff at all levels. The Park Authority will offer a Public Comment meeting with a 30-day public comment period. Following the public comment period, the Policy will be presented to the Board for approval and adoption. The team will then submit the alcohol related Agencywide Standard Operating Procedures and Site Specific Procedures which will be completed and approved by the Director prior to full implementation later this fall.

FISCAL IMPACT:

Expanding alcohol sales has the potential to generate increased revenue which would be appropriated in Fund 800-C80000 Park Revenue Fund.

ENCLOSED DOCUMENTS:

- Attachment 1: Policy 307 – Alcohol
- Attachment 2: Parks and Facilities Listing Draft
- Attachment 3: SOP Public Alcohol Use on PA Property
- Attachment 4: SOP Use of Alcohol in PA Programs
- Attachment 5: Alcohol FAQ for Customers
- Attachment 6: Alcohol Beverage Use Insurance Decision Tree

Board Agenda Item  
June 6, 2018

STAFF:

Kirk W. Kincannon, Executive Director

Aimee L. Vosper, Deputy Director/CBD

Sara Baldwin, Deputy Director/COO

Dave Bowden, Director, Planning and Development

Todd Brown, Director, Park Operations Division

Todd Johnson, Director, Golf Enterprises

Barbara Nugent, Director, Park Services Division

Cindy Walsh, Director, Resource Management Division

Judy Pederson, Public Information Office

Emilie Shumate, Business Services Manager, Resource Management Division

	<b>FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL</b>
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<b>Policy 306</b>	<b>Title:</b> Alcohol Policy	
<b>Date Approved:</b> <a href="#">Click here to enter a date.</a>	<b>Last reviewed:</b> 4/20/2018	
<b>Objective:</b> 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 purpose of this policy is to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities. The policy provides the approach for serving, selling, consuming, or possessing alcoholic beverages on Park Authority (PA) property.

**Policy Statement:**

Alcoholic beverages are prohibited in all parks and recreation areas unless the sale, use, consumption or possession of alcoholic beverages on PA property are part of a PA program or an approved use pursuant to a permit issued by the PA and implemented in strict accordance with the Virginia Alcoholic Beverages Control Act.

1. An approved PA Alcoholic Beverage Use Permit will be required for any and all public or private rentals, events and activities with alcohol on PA property. Applications for a PA Alcoholic Beverage Use permit must describe the scope of the activity including security plans and event logistics.
2. Permission for use, consumption or possession of alcoholic beverages will be granted only for the times, dates and areas specified in the appropriate contract or permit. The PA reserves the right to disapprove or revoke permission of a PA Alcoholic Beverage Use permit application or PA permit application at any time.
3. Alcoholic beverages are allowable only in the designated areas at the parks and facilities listed on the Alcohol Policy Park and Facility Listing. These designated areas have been established based on public safety with considerations of park capacity, location within the park, accessibility, parking, restrooms and other amenities. Changes to Park and Facility Listing will be considered and approved by the Director.
4. The applicant, host and/or sponsor agrees to indemnify and hold harmless Fairfax County with respect to all claims or losses, to include injuries or property

## Policy 306 Alcohol Policy

5. damages as a result of the use of PA property. The applicant, host and/or sponsor may be required to provide a certificate of insurance that lists Fairfax County and the PA as additionally insured for the time frame of the event.
6. The applicant, host, or event sponsor must be present at the event during the times and dates specified in the PA Alcoholic Beverage Use permit application and the applicant must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverages. Applicant must also coordinate alcohol delivery to facility during the scheduled rental time and removal of any remaining unconsumed alcohol prior to the end of the scheduled rental period.
7. Applicants may be required to provide enclosures and have sufficient controls to prevent unauthorized access into the designated area. In addition, the applicant may be required to employ security and/or police to ensure public safety and compliance with applicable law.
8. The PA reserves the right to regulate activities on its property in the best interest of the public, park, its users and neighbors. All persons attending or affiliated with events with alcohol are subject to park rules and regulations as well as county, and state laws. Should persons be ejected from the park or otherwise cited for violations of any activity associated with alcoholic beverage use, the permit may be revoked and the group disbanded.
9. PA programs and special events with alcoholic beverages will be advertised as such, held in designated areas, and follow Alcoholic Beverage Control Act requirements and PA procedures. Alcohol for PA programs and special events may only be purchased through the Revenue and Operating Fund or with the assistance from the Park Foundation and/or sponsor.

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### References:

- [Fairfax County Code Section 5-1-25 Possession of Open Alcoholic Beverage Containers Prohibited](#)
- [Alcoholic Beverage Control Act Section 4.1](#)

### Supporting Documentation:

- [Fairfax County Park Authority Alcohol Beverage Use Permit Application](#)
- [Alcohol Policy Parks and Facilities Listing](#)


### Alcohol Policy – Park and Facility Listing

An approved PA Alcoholic Beverage Use Application, associated rental contract or permit, and appropriate VA ABC license are required for any park uses involving alcohol.

<p>There are many special use facilities within parks that could attract events that may request the use of alcohol that may not be specifically listed below. The FCPA will assess requests for parks and facilities not listed on a case by case basis considering such things as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent dangers, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation and site layout related to flow of traffic, as well as the availability of restrooms, utilities and staffing. Following staff review and recommendation, the Park Authority Executive Director will have final approval.</p>		
Park	Location	Dedicated Area Description
<p><b>Tier 1</b> – These parks are generally indoor facilities, have on-site staff and are available “after hours” or not during regularly scheduled program hours. These sites can be booked for hourly-based events and rentals.</p>		
<p><b>Resource Management Sites:</b></p>		
Frying Pan Farm Park	Herndon	Visitor Center Lobby, Auditorium, Classroom, Outdoor Shelter
Green Spring Gardens	Alexandria	Horticulture Center with Atrium, Multipurpose Room, Classroom, Library, Defined Patio
The Historic House at Green Spring Gardens (PA programs only)	Alexandria	Kitchen, Michael Straight Room, Fountain Beattie Room, Defined Lawn Area, Porch
Riverbend Park	Great Falls	Indoor at Nature Center, Visitor Center and Outdoor deck area
<p><b>Historic Properties Rental Services:</b></p>		
Cabell’s Mill	Centreville	Inside, patio, and immediate grounds (bounded by the fire lane, Walney road, stream, and tree line to meadow trail entrance)
Clark House	Falls Church	Inside, front porch, and immediate grounds (bounded by sidewalk and tree lines)
Dranesville Tavern	Dranesville	Inside, porches and immediate grounds (bounded by entrance road, parking lot, Route 7 fencing/tree line)
Great Falls Grange/Forestville Schoolhouse	Great Falls	Inside and immediate grounds around both buildings, as far back to include the picnic shelter.
Hunter House	Vienna	Inside, porch and immediate grounds (Bounded by parking lot and following the tree lines that screen tennis courts, garden plots and open play area)
Stone Mansion	Alexandria	Inside, porch and immediate grounds (bounded by Stoneybrooke Lane, parking lot, following the top of the ridgeline to include the flat lawn space at the rear of the building.)
<p><b>RECenters:</b></p>		
Audrey Moore	Annandale	Clubroom 1, 2, 3 and 4, Senior Center Lobby, Senior Center 1 & 2, Gym, Outdoor classroom
Oak Marr	Oakton	Exercise Room 1, 2 & 3, Multipurpose Room
South Run	Springfield	Clubroom 1, 2, 3, & 4 (vestibule)
<p><b>Tier 1-A (Golf)</b> 6 of the 7 courses have On Premise beer licenses and Laurel Hill Golf Club has a permit for wine. These permits and services are managed by the Public Links, Inc.</p>		
<p><b>Golf Courses:</b></p>		

Burke Lake	Fairfax Station	On Premise license allows the sale and consumption of beer inside the clubhouse, on the fenced-in outdoor patio at the front of the clubhouse and on the course with proper marked entries and signage.
Greendale	Alexandria	On Premise license allows the sale and consumption of beer inside the clubhouse, on the patio at the back of the clubhouse and on the course with proper marked entries and signage.
Jefferson District	Falls Church	On Premise license allows the sale and consumption of beer inside the clubhouse, on the bi-level patio at the back of the clubhouse and on the course with proper marked entries and signage.
Laurel Hill	Lorton	On Premise license allows the sale and consumption of beer and wine inside the clubhouse, on the patio behind the clubhouse and on the course with proper marked entries and signage.
Pinecrest	Alexandria	On Premise license allows the sale and consumption of beer inside the clubhouse, on the patio outside the clubhouse and on the course with proper marked entries and signage.
Twin Lakes	Clifton	On Premise license allows the sale and consumption of beer inside the clubhouse, on the outside covered patio, and on both courses with proper marked entries and signage.
<b>Tier 2</b> – These parks are generally medium to large locations that can accommodate up to 500 people outdoors. These sites are sometimes unstaffed – and may require staff or security to be on-site during an event. These sites can be booked for events as long as one day.		
McLean Central Park	McLean	Designated event area
Turner Farm	Great Falls	Orientation Room, Observatory and adjacent designated area, designated event areas
Braddock Park	Clifton	Shelter and adjacent designated event area
<b>Tier 3</b> – These parks are large to very large staffed parks that can accommodate high volumes of 500+ people outdoors. A Special Event Permit may also be required. Multiple day events can be approved.		
Burke Lake Park	Fairfax Station	Open Field Area as defined by Large Special Events map
Frying Pan Farm Park	Herndon	Equestrian Center Indoor Arena, 4-H Building and designated event areas
Lake Fairfax Park	Reston	Large Shelter and Picnic Area, Multipurpose Fields A & B, Canopy G
Sully Historic Site	Chantilly	Visitor Center, patio, specified lawn areas



	<b>Procedure Title:</b> <b>Public Alcoholic Beverage Use on Park Authority Property</b>	<b>References:</b> CAPRA Standard: Park Board Policy: County: State/Federal: Other:	
<b>To:</b>	<b>Approved by:</b>	<b>Responsible Office:</b> New: Yes or No Last Amended: Last Reviewed:	
	<b>Title:</b> <b>Date:</b>		
<b>Initiated by:</b>	<b>Effective Date:</b>	<b># of pages:</b>	

**A. Purpose:** To provide staff guidelines to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities.

- **Description:** The Fairfax County Park Authority (Park Authority) Alcoholic Beverage Use Application process provides authorization for consumption of alcohol in accordance with State and County law and Park Authority Rules and Regulations to groups or individuals who have fulfilled all contractual obligations for facility rentals. Alcoholic beverages are prohibited in all parks and recreation areas unless the use consumption or possession of alcoholic beverages on Park Authority property are part of a Park Authority program or an approved use pursuant to a permit issued by the Park Authority and implemented in accordance with the Virginia Alcoholic Beverages Control (VABC) Act.

**B. Process:**

**General Guidelines**

- All use of alcoholic beverages on park property must be approved in advance through an Alcoholic Beverage Use Request application and process.
- All Alcoholic Beverage Use Permits must be in association with a facility use rental agreement.
- Alcoholic beverages will only be approved in designated areas as listed on the Parks and Facilities Listing or as approved in advance by the Park Authority Director.
  - There are many facilities within parks that could attract events that may request the use of alcohol that may not be specifically listed in the Parks and Facilities Listing. On a case by case basis, the site managers will assess requests for parks and facilities not listed, considering such things as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent dangers, proximity to other programs, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation, and site layout related to flow of traffic, as well as the availability of restrooms, utilities and staffing.

- The event host or sponsor must be the applicant responsible for acquiring related Park Authority permits and VABC licenses, must be 21 years of age and must be present during the event or activity.
- Persons under 21 years of age may not purchase, possess, or consume any alcoholic beverages, nor may such alcoholic beverages be purchased for or served to them.
- Applicants may be required to obtain additional liquor liability insurance depending upon the event and/or related activities (see Alcohol Beverage Use Insurance Decision Tree). Insurance must indemnify and hold harmless the Fairfax County Board of Supervisors and Fairfax County Park Authority Board, staff, and volunteers from any and all claims incurred against the permit holder because of permit holder's use of Park Authority property.
- Alcoholic beverages must be brought onto the property the day of the event and removed at the end of each day by the licensee during the time of the event space rental.
- Virginia ABC highly recommends that food be offered at any event that includes alcoholic beverages.

#### **Agreement Processes and Timing**

- During the facility rental application process, applicants must be informed that there are Park Authority and VABC license and fee requirements related to offering alcohol at their event. Park Authority location restrictions can be found on the Parks and Facilities Listing for alcohol related events.
- Individuals, organizations or groups (event sponsor/applicants) applying to reserve a Park Authority facility must indicate at the time of application whether alcohol will be consumed at the event and complete a Park Authority Alcoholic Beverage Use Request application.
- The applicant must also inform park staff if funds will be collected (donations, participation fees, etc.) in association with the rental or event. If that is the case, the applicant must also complete a Business Activities License application. (See VABC License Requirements and SOP for Business Activity License).
- The site manager and/or central services coordinator may approve the Alcoholic Beverage Use Request Application per the Park Authority Alcoholic Beverage Use Policy for Tier 1 sites indicated on Parks and Facilities Listing.
  - For any event at a Tier 2 or Tier 3 facility, consultation with the division director and/or Park Authority Director's office will be required.
  - The pertinent Park Authority Board member will be notified a week in advance of all Tier 3 level events.
- If the applicant cancels an event, refund process for the Alcohol Beverage Use Request Permit fee will follow the facility rental refund policy and any owed amounts will be refunded with the facility rental fee.

#### **Hours of Service**

- Approval of the hours of events will depend on the type of facility, the location, and type of event.
- The rental agreement and Alcoholic Beverage Use Permit will clearly state the facility use hours including set up, break down, and hours that alcoholic beverages may be served and be signed by the customer.
- Alcoholic Beverage service will end 30 minutes prior to the closing of the event with a last call announcement.

- Events including alcohol taking place after established hours of use will need to be approved in advance by the appropriate division's Operations Branch Manager.
- See the site-specific SOP's for more details.

#### **Designated areas of alcoholic consumption, sales and/or possession**

- Alcoholic beverages purchased or offered at a permitted event at park facilities may be consumed only in designated areas as outlined on the Parks and Facilities Listing which indicates specific buildings, grounds and/or facilities. The attached Parks and Facilities Listing designates areas and approval levels based on Tiers, which generally relate to the size of or type of event the venue can support.
- See specific designated area maps for specific locations within a park where alcoholic beverages may be permitted.
- Designated areas for alcoholic beverage consumption must be identified with signage and have access restrictions in compliance with Alcohol Beverage Control guidance to include age restrictions, designated consumption or serving area and signage for appropriate conduct guidance.
- If event participants are consuming alcohol outside the designated area, staff are to communicate with the event organizer/applicant to ensure attendees stay within the designated area. If event organizer is unable to enforce the restrictions, staff are to contact the Fairfax County Police for enforcement.
- There may be site specific restrictions on the type of beverages allowed. For example, any beverage with red dye may be restricted at certain historic sites.

#### **Virginia Alcoholic Beverage Control (VABC) License Requirements**

- The event sponsor or applicant is responsible for obtaining an approved Park Authority Alcoholic Beverage Use Permit prior to obtaining the appropriate VABC license.
- VABC offers Banquet licenses for a variety of situations in which alcoholic beverages may be served on a temporary basis, generally for nonprofit purposes.
  - VABC requests that applications be submitted at least 2-3 weeks in advance of the event date. Banquet license applications may be completed online on the VABC site if submitted at least 12 days prior to the event date.
  - For more information on types of VABC Licenses go here: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-types>
  - For more general information go here: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-guidelines>

#### **Exemptions**

- If ALL the following criteria are met, then no license is needed from VABC for the event (unless required by locality or facility).
  - The event is private (i.e., not open to the public and not in a public place).
    - Public place is defined by the Park Authority as an area accessible to the public without the use of admission control.
  - Money is not exchanged for alcoholic beverages, program fees, fundraising, or otherwise.
    - In the event of a wedding with a cash bar, money is exchanged and the group is required to obtain the proper VABC License.
  - The event is not held in a club or non-licensed restaurant premises.

- Alcohol purchased for the event is NOT from a wholesaler/distributor.

### **Who may Provide/Serve/Consume Alcohol**

- No person under the age of 18 years shall sell, serve or dispense any alcoholic beverage. No person under the age of 21 years shall prepare or mix alcoholic beverages in the capacity of a bartender.
- No alcoholic beverage server is permitted to consume any alcoholic beverages while on duty.
- Park Authority staff are prohibited from consuming any alcoholic beverages while on duty.

### **Management and Control Requirements**

- The Park Authority permit and VABC license holder (applicant) is responsible for levels of consumption/limit to amount served per person.
- The applicant is required to provide control points and age verification during the event. The Park Authority will provide the applicant with a map of the approved consumption area, and event organizers are responsible for appropriately restricting access.
  - Acceptable control points will restrict access to the event area until age verification has been completed.
  - Staff may not advise event host on what access restrictions are required, only that they must be adequate to sufficiently restrict access until age verification has been completed and maintain a barrier for the event. Staff may, however, notify the event host if their access restriction plan is insufficient.
  - Acceptable options to identify age verification may include: checking valid identification which includes the person's date of birth, color coded wristbands, hand stamps, etc.
- Staff's role is to monitor activity by regular visual checks to insure participants comply with signage and access restriction, ensure park visitor safety, and ensure park rules and regulations and county and state laws are followed. Police serve as Park Authority enforcement, and should be contacted as needed in the event staff are not able to monitor or control the event.
- The applicant is required to provide appropriate signage outlining age restrictions, signage identifying the designated consumption or serving areas
- Event organizers should encourage recycling of all waste from the event, including beverage containers. Any collected recycling should be placed within the appropriate dumpster on site if available, or transported off-site to recycling facilities.
- The applicant may be required to schedule and employ police, site staff or other security personnel at their own expense. Depending upon the program or event, the applicant, in coordination with the section's branch manager and division director, will assess events over 150 to determine if police or county security is required.
- The Park Authority staffing and management minimum requirement is one PA employee above the age of 21 per every 150 people.
  - All Park Authority employees working an event where alcohol is offered must have completed one of the two trainings listed below:
    - Managers' Alcohol Responsibility Training (MART):  
<https://www.abc.virginia.gov/licenses/training>
    - Responsible Sellers & Servers Virginia's Program (RSVP):  
<https://www.abc.virginia.gov/licenses/training>



Managers' Alcohol Responsibility Training (MART) is a free, six-hour course instructed by a team of Virginia ABC special agents. MART courses are offered in February, June and October.

MART is recommended for:

- Virginia's on-premise and off-premise licensees
- managers
- owners

At the completion of MART, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- understand requirements of operating an ABC licensed business
- prevent intoxicated and underage customers
- document alcohol-related incidents
- understand procedures for employing minors
- use advertising properly
- check IDs correctly
- manage confrontational situations with customers
- understand sample alcohol policies
- utilize compliance assistance from Virginia ABC special agents



Responsible Sellers & Servers: Virginia's Program (RSVP) is a free, three-hour course instructed by a team of Virginia ABC special agents.

RSVP is recommended for:

- Virginia's on-premise and off-premise licensees
- clerks
- cashiers
- wait staff
- bartenders
- "front line" employees

At the completion of RSVP, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- prevent intoxicated customers
- refuse sales to underage and intoxicated customers
- examine IDs
- document alcohol-related incidents

**C. Reporting:** Alcoholic Beverage Use Requests should be kept on file at the site of issue for future reference as required for developing additional operating procedures or policies and for use in developing management indicators. In the event of an incident, all related


records will be compiled, analyzed and immediately sent up the chain of command to help prevent such incidents in the future.

**D. Supporting Documentation:**

- Alcohol Policy 306

**E. Resources include:**

1. Virginia Department of Alcohol Beverage Control: Get a License  
<https://www.abc.virginia.gov/licenses/get-a-license>
2. VABC Board in Alexandria, Virginia
  - a. Phone: (703) 683-2300
3. <https://www.abc.virginia.gov/licenses/get-a-license>
4. [Parks and Facilities Listing for Alcohol Related Events](#)
5. Map(s) for Designated Areas Approved for Alcohol Consumption
6. SOP for Business Activity License
7. [Event/Host Liquor Liability FAQ](#)
8. Large Special Event Rules and Guidelines
9. [Alcohol Beverage Use Insurance Decision Tree](#)
10. Fairfax County Park Authority Alcoholic Beverage Use Application (ABUA)

	<b>Procedure Title:</b> <u>Use of Alcohol in Park Authority Sponsored or Hosted Activities</u>	<b>References:</b> CAPRA Standard: Park Board Policy: County: State/Federal: Other:	
	<b>To:</b>	<b>Approved by:</b>	<b>Responsible Office:</b> New: Yes or No Last Amended: Last Reviewed:
<b>Initiated by:</b>	<b>Title:</b> <b>Date:</b>	<b>Effective Date:</b>	<b># of pages:</b>

**A. Purpose:** To provide staff guidelines to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities.

- **Description:** The Fairfax County Park Authority (Park Authority) may sell and serve alcohol in accordance with State and local laws and implemented in accordance with the Virginia Alcoholic Beverages Control (VABC) Act. Alcoholic beverages are prohibited in all parks and recreation areas unless the consumption or possession of alcoholic beverages on Park Authority property are part of a Park Authority program or an approved use pursuant to a permit issued by the Park Authority and implemented in accordance with the Virginia Alcoholic Beverages Control (VABC) Act.
- **Definitions:**
  - Alcoholic Beverages: beer, wine, mixed drinks and spirits. See VA 4.1 Alcohol Beverage Control Act, Chapter 1 Definitions and General Provisions for specifics.
  - Park Authority program (i.e. non-rental programs): any program offerings provided or sponsored by or held at Park Authority facilities for the public or internally for employees (i.e. tastings, workshops, interpretive programs, festivals, tournaments, special events, staff gatherings and recognition, etc.)

**B. Process:**

#### **General Guidelines**

- All participants served or consuming alcohol in the program or activity must be at least 21 years of age.
- All use of alcoholic beverages on park property must be approved in advance by the Division Director and will be advertised as such with a description of requirements for public registration/involvement.
- Alcoholic beverages will only be offered in designated areas as listed on the Parks and Facilities Listing or approved in advance by the Director.
  - For facilities within parks not specifically listed in the Parks and Facilities Listing, site managers may assess and forward for approval requests for events with alcohol, considering such things as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent

dangers, proximity to other programs, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation and site layout related to flow of traffic, as well as the availability of restrooms, utilities and staffing.

- Staff will provide a written program proposal for review by branch manager, division director, and ultimately approval by the Director.
- The Park Authority is responsible for obtaining all related licenses when it is a Park Authority sponsored program or special event. Park Authority staff applying for VABC license must be at least 21 years of age.
- Alcoholic Beverages will not be offered at or approved for Park Authority programs or events when there is a reasonable expectation that the use, consumption, or possession of such beverages may cause disruptive or unsafe conduct.
- The Park Authority must obtain a copy of a Certificate of Insurance for Liquor Liability Insurance from any contracted vendor serving or providing alcohol for an event or program. Insurance must indemnify and hold harmless the Fairfax County Board of Supervisors and Fairfax County Park Authority Board staff, and volunteers from any and all claims incurred against the permit holder because of permit holder's use of Park Authority property.

#### **Program justification and approval**

- All Park Authority programs or events offering alcohol must be approved in advance. Staff will provide a written program proposal for review and approval by branch manager and division director. If the request is for a location not on the Parks and Facilities Listing, proposal will be routed to the Director for final approval.
- Park Authority staff applying for an VABC license for a Park Authority program offering alcohol must be on site and/or attend the event.
- This justification and approval process includes staff functions serving alcohol on Park Authority property.

#### **Purchasing and storage of alcohol for Park Authority sponsored programs and events**

- Alcohol and VABC License Applications for Park Authority programs and special events may be purchased through the Revenue and Operating Fund only with the approved P-card or with the assistance from the Park Foundation and/or program sponsor.
  - If alcohol for an event is provided by a sponsor or friends group, they are responsible for purchasing, obtaining proper licenses, and removing alcohol from premises at the end of each day.
- Leftover opened alcoholic beverages should be poured out if they are not part of a future planned program or event. Leftover unopened alcoholic beverages should be poured out or returned to the distributor if they are not part of a future planned program or event.
- If determined appropriate by the site manager, and with a planned use for a future program or event, leftover opened or unopened alcoholic beverages purchased with FCPA funds for programs and events can be stored on the property in a secured space, not accessible to the public and separate from the licensed event area. Site managers may determine whether it is appropriate to store the leftovers on site and may determine the location of secured space at each site.



- It is not the Park Authority's intention to store unused alcohol.
- Stored alcohol must be documented by staff and site management upon storage and removal from storage for future use.

### **Hours of Programs and Events**

- Approval of the hours of programs and events will depend on the type of facility, the location, and type of use.
- Hours of the program or event will be set, approved and advertised in advance.
- Events with alcohol taking place after established hours of use will need to be approved in advance during the program proposal approval process.
- Sites may provide additional detail in site-specific SOP's. (ex. site hours for specific areas of the park, etc)

### **Designated areas of alcoholic consumption, sales and/or possession**

- Alcoholic beverages purchased or offered at a permitted event at park facilities may be served and consumed only in designated areas as outlined on the Parks and Facilities Listing which indicates specific buildings, grounds and/or facilities. The attached Parks and Facilities Listing designates areas and approval levels based on Tiers, which generally relate to the size of or type of event the venue can support.
- The application for the VABC license must indicate the specific FCPA building, grounds or facility where the alcoholic beverages will be served and consumed.
- Designated areas for alcoholic beverage consumption must be identified with signage and have access restrictions in compliance with Alcohol Beverage Control guidance to include age restrictions, designated consumption or serving area and signage for appropriate conduct guidance.
- See specific designated area maps for all Park Authority approved locations.

### **VABC License Requirements**

- The site manager must identify and approve the event or program staff responsible for obtaining the appropriate VABC license. Licensee must remain present for the duration of the event or program.
- VABC Tasting Licenses are only issued for 4 occasions per location.
- VABC offers Banquet licenses for a variety of situations in which alcoholic beverages may be served on a temporary basis, generally for nonprofit purposes.
  - VABC requests that applications be submitted at least 2-3 weeks advance of the event date. Banquet license applications may be completed online on the VABC site if submitted at least 12 days prior to the event date.
  - For more general information go here:  
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-guidelines>
  - For more information on types of VABC Licenses go here:  
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-types>

### **Exemptions:**

If ALL of the following criteria are met for the event, then no VABC license is needed:

- The event is private (i.e., not open to the public and not in a public place) such as a program requiring pre-registration.
- Money is not exchanged for alcohol or otherwise.
- The event is not held in a club or non-licensed restaurant premises.

- Alcohol purchased for the event is NOT from a wholesaler/distributor.

### **Who may Provide/Serve/Consume Alcohol**

- No person under the age of 18 years shall sell, serve or dispense any alcoholic beverage. No person under the age of 21 years shall prepare or mix alcoholic beverages in the capacity of a bartender.
- The Park Authority permit and VABC license holder (applicant) is responsible for monitoring the event for overconsumption of alcoholic beverages and restricting service to those who are or appear intoxicated.
- No server of alcoholic beverages is permitted to consume any alcoholic beverages while on duty.
- Park Authority staff are prohibited from consuming alcoholic beverages while on duty.

### **Management and Control Requirements**

- Staff are required to provide access control points and age verification during the event. Control points, wristbands, etc. are ways to identify age verification.
  - Acceptable control points will restrict access to the event area until age verification has been completed.
  - Acceptable options to identify age verification may include: checking valid identification which includes the person's date of birth, color coded wristbands, hand stamps, etc.
- When appropriate, beverages should not be provided to consumers in glass containers in the hope of reducing the incidence of broken glass. Beverages bottled in glass should be provided to consumers in a secondary container, preferably made of a recyclable material.
- Site may provide additional detail in site-specific SOP's regarding restrictions on the type of beverages allowed. (ex. any beverage with red wine or red dye may be restricted at certain historic sites.)
  - Event organizers should encourage recycling of all waste from the event, including beverage containers. Any collected recycling should be placed within the appropriate dumpster on site if available, or transported off-site to recycling facilities.
  - Staff's role is to monitor activity by regular visual checks to insure participants comply with signage and access restriction, ensure park visitor safety, and ensure park rules and regulations and county and state laws are abided by. Police serve as Park Authority enforcement, and should be contacted as needed in the event staff are not able to monitor or control the event.
  - The Park Authority staffing and management standard requirement for programs and events is one Park Authority employee above the age of 21 per every 150 people.
  - Depending upon the program or event, the organizer, in coordination with the section's branch manager and division director, will assess events over 150 to determine if police or county security is required.
- All Park Authority employees working an event where alcohol is offered must have completed one of the two trainings listed below:
  - Managers' Alcohol Responsibility Training (MART):  
<https://www.abc.virginia.gov/licenses/training>
  - Responsible Sellers & Servers Virginia's Program (RSVP):  
<https://www.abc.virginia.gov/licenses/training>



Managers' Alcohol Responsibility Training (MART) is a free, six-hour course instructed by a team of Virginia ABC special agents. MART courses are offered in February, June and October.

MART is recommended for:

- Virginia's on-premise and off-premise licensees
- managers
- owners

At the completion of MART, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- understand requirements of operating an ABC licensed business
- prevent intoxicated and underage customers
- document alcohol-related incidents
- understand procedures for employing minors
- use advertising properly
- check IDs correctly
- manage confrontational situations with customers
- understand sample alcohol policies
- utilize compliance assistance from Virginia ABC special agents



Responsible Sellers & Servers: Virginia's Program (RSVP) is a free, three-hour course instructed by a team of Virginia ABC special agents.

RSVP is recommended for:

- Virginia's on-premise and off-premise licensees
- clerks
- cashiers
- wait staff
- bartenders
- "front line" employees

At the completion of RSVP, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- prevent intoxicated customers
- refuse sales to underage and intoxicated customers
- examine IDs
- document alcohol-related incidents

**C. Reporting:** All program proposals and related approval documentation should be kept on file at the site of initiation for future reference as required for developing additional

operating procedures or policies and for use in developing management indicators. In the event of an incident, all related records will be compiled and immediately sent up the chain of command.

**D. Supporting Documentation:**

- Alcohol Policy 306
- SOP: Public Alcoholic Beverage Use on Park Authority Property

**E. Resources include:**

1. Virginia Department of Alcohol Beverage Control: Get a License  
<https://www.abc.virginia.gov/licenses/get-a-license>
2. VABC Board in Alexandria, Virginia
  - a. Phone: (703) 683-2300
3. <https://www.abc.virginia.gov/licenses/get-a-license>
4. [Parks and Facilities Listing for Alcohol Related Events](#)
5. Map(s) for Designated Areas Approved for Alcohol Consumption
6. SOP for Business Activity License
7. [Event/Host Liquor Liability FAQ](#)
8. Large Special Event Rules and Guidelines
9. [Alcohol Beverage Use Insurance Decision Tree](#)
10. Fairfax County Park Authority Alcoholic Beverage Use Application (ABUA)



# FAIRFAX COUNTY PARK AUTHORITY



Central Services 12055 Government Center Parkway, Suite 927 • Fairfax,  
VA 22035-5500 703-324-8700 • Fax: 703-324-3974 •

## FAQ: What do I need to do to have alcohol at a Fairfax County Park Authority Park?

The Code of Virginia, Title 4.1 Alcoholic Beverage Control Act, outlines definitions, general provisions, administration of licenses, prohibited practices dealing with alcohol, penalties and procedural matters. <http://law.lis.virginia.gov/vacode/title4.1/> **Use of alcohol in Fairfax County parks without appropriate permits and approved agreements is AGAINST the law.**

**What is a Fairfax County Park Authority (Park Authority) Alcohol Beverage Use Application (ABUA) and what does it entail?** Anyone using alcohol at a rental or an event on Park Authority property must obtain permission to do so through an Alcohol Beverage Use Application (ABUA). A \$200 fee per use per location must also be received prior to the event. You can obtain a copy of an Alcohol Beverage Use Application at [\(website link to download\)](#). A rental or use agreement with additional information related to the facility or space with times and dates of agreed upon usage and accompanying rules typically accompanies an ABUA.

**How long does the process take to get an Alcohol Beverage Use permit and how will you know if it is approved?** The amount of time it takes to receive a determination on your request may vary due to the size and scope of your event and staff availability. Staff will make every attempt to contact you within 2-3 business days of receipt of your request. If approved, applicants will receive the signed copy of the application through email that includes contact information for any follow up questions. The approved ABUA becomes your official Park Authority approval and must be kept with you during the event along with any other approval contracts or documents you receive related to the event.

**What is the Virginia ABC Banquet License and when do I need it?** In addition to receiving permission from the Park Authority for use of alcohol on its property, the Virginia ABC requires a permit under certain circumstances.

You will NOT need a Virginia ABC Banquet Licenses if these four conditions apply to your event:

- The event is private (i.e., not open to the public and not in a public place\*)  
\*although Park Authority facilities are public places, they may be restricted to the general public in cases such as a rental event, etc.
- Money is not exchanged for alcohol or otherwise
- The event is not held on a club or non-licensed restaurant premises
- Alcohol purchased for the event is NOT from a wholesaler/distributor

You WILL need a Virginia ABC Banquet License if you will be selling alcohol or charging an admission fee. For more information please reference the Virginia ABC License web pages at: <https://www.abc.virginia.gov/licenses/get-a-license/banquet>



If accommodations and/or alternative formats are needed, please call (703) 324-8563, at least 10 working days in advance of the registration deadline or event. TTY (703) 803-3354.

**Why did I have to obtain the Virginia ABC Banquet License for past events but now I am not required?** The Virginia ABC has clarified their policies and as long as you have received permission from the Park Authority through an approved Alcohol Beverage Use Application AND your event meets the four requirements listed above, you will NOT need the additional Virginia ABC Banquet License.

**What is Host Liquor Liability Insurance?** Host Liquor Liability insurance coverage provides liability protection against bodily injury or property damage suits that may be brought by parties injured as a result of an intoxicated guest who was served alcohol at an event you hosted. Often times Host Liquor Liability coverage is included in Event Liability Insurance policies which can be purchased for specific private events such as weddings, birthday parties and reunions. Host Liquor Liability plans typically cover a one day period and can start as low as \$125. Coverage also can be extended to protect the event site at no additional cost. If you include the event site in your Event Liability coverage please include the site name and this statement: **“Fairfax County Board of Supervisors, and Fairfax County Park Authority, its officers, employees and volunteers”**. Even if your event is alcohol free, host liquor liability coverage will typically cover you in the event that alcohol is consumed by guests without your knowledge. Keep in mind that catering businesses’ General Liability insurance does not typically cover the event host from liability claims resulting from incidents involving alcohol consumed at the event.

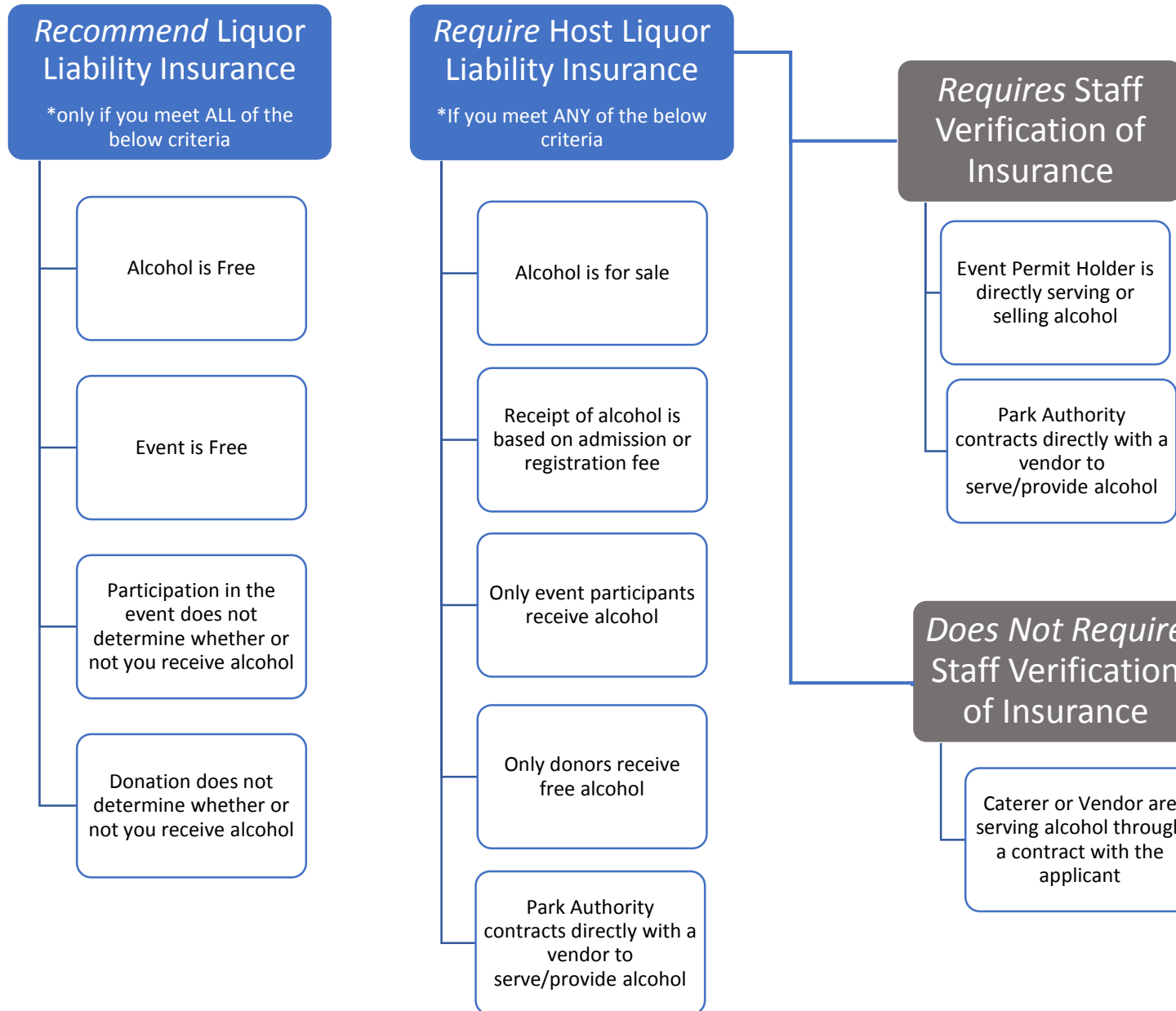
**What if I intend to charge a fee for alcoholic beverages, or a fee for admittance to the event?** After obtaining permission from the Park Authority for alcohol use through the ABUA process, you will need to obtain an approved Virginia ABC Banquet License. The Park Authority also recommends the event holder consider obtaining Liquor Liability Insurance.

**What is Liquor Liability Insurance?** Liquor Liability Insurance is similar to Host Liquor Liability insurance, but provides a greater scope of coverage for the event holder. If money is exchanged for alcoholic beverages, or an admittance fee is collected for access to the event, the event holder would need to obtain Liquor Liability insurance for additional protection, as Host Liquor Liability does not provide the proper coverage for events where a fee is exchanged for alcoholic drinks.

**Who can I call for questions about Insurance?** Park Authority employees are not licensed insurance agents and legally cannot advise you on insurance matters. It is recommended that you reach out to an insurance agent on your own who can make recommendations for you regarding a specific event or activity.

**Where can I find more information on Alcohol Beverage Use Applications or reserving an area or facility in the parks?** For questions visit [www.fairfaxcounty.gov/parks/permits](http://www.fairfaxcounty.gov/parks/permits).

# FCPA Alcohol Policy Insurance Requirements





# **FCPA ALCOHOL POLICY & PROCEDURES**

## **Review & Recommendations**

**Committee of the Whole**  
**May 23, 2018**



# Policy Development Objective

- Address a growing number of community requests
- Compete in local market for events
- Standardize Approach
- Improve response time to customer
- Maximize use of our assets
- Revenue potential through events and programming
- Visit Fairfax support
- Large Special Events

# Current Programmatic Approach

- Approved Rental Sites (HPRS, RECenters, Frying Pan)
  - FCPA Permission required: \$200 per event
  - Customer purchases and serves
  - ABC permit may be required
  - Collect Business Activity License fee (15%) for any sales
- Golf partnership with PublicLinks to allow for flexibility in products and pricing
- Large Special Events (est. 2016)
- Programmatic offerings
  - Park Services has successfully offered Tours to wineries
- Summer Concert Series
  - Wine tastings at Government Center concert series past 3 years
  - Will introduce at Arrowbrook Park in 2018

# Policy Purpose

**Purpose:** The purpose of this policy is to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities. The policy provides the approach for serving, selling, consuming, or possessing alcoholic beverages on Park Authority (PA) property.

# Review of Laws and Policies

- Park Authority Specific
  - **Policy:** Only restrict alcoholic beverages as they relate to sponsorships
  - **Regulations:** Alcohol is not specifically addressed
  - **Rules:** Not permitted on park grounds or in Park Authority buildings without a pre-approved permit in accordance with Virginia state law.
- Fairfax County Government Alcohol Policy: Park Authority is exempt
- Fairfax County Codes: Section 5-1-25. - It shall be unlawful for any person to possess an open alcoholic container while in a public park, playground, or on a public street;
  - Does not apply to Park Authority permitted events.
- Code of Virginia: Alcoholic Beverage Control Act: §4.1-308: Drinking alcoholic beverages, or offering to another, in public place; penalty; exceptions
  - This section shall not prevent any person from drinking alcoholic beverages or offering a drink thereof to another in any room or area...for which a banquet license or mixed beverage special events license has been granted.

# Outreach

- Fairfax County Police Department
  - Will support Park Authority permits, no additional concerns
- Fairfax County Risk Management
  - Provided guidance on insurance requirements, no additional concerns
- Fairfax County Attorney's Office
  - Attended meeting with Risk Management, FCPD, and VABC
  - Reviewed draft policy, no concerns
- Virginia Department of Alcoholic Beverage Control
  - Reviewed draft policy, no concerns

# Background Research

## Benchmarking Survey

<u>Local County:</u>	<u>Local Non-County :</u>	<u>Non-Local Park and Recreation:</u>
County Government Policy Reston Community Center McLean Community Center	City of Fairfax County Town of Herndon Town of Leesburg Loudoun County Reston Association Town of Vienna Northern Virginia Regional Park Authority Arlington County City of Alexandria	Baton Rouge, LA Charleston, SC Boise City, IO Long Beach, CA DeKalb, GA Denver, CO Johnson Co, KS San Diego, CA Seattle, WA Spokane, WA Boulder, CO

- Took commonalities from survey and built our policy to be consistent with them

# Details of local jurisdictions

Jurisdiction	Alcohol Policy	Public Use on Agency Property	Agency Sponsored Activities	Customer May Sell
Town of Herndon	Y	Y	N	Y (Non-profits Only)
City of Fairfax	N – Special Events	Y	Y	Y
NOVA Parks	Y	Y	Y	N
Loudoun County	Y	Y	N	
Prince William County	N	Y	Y	Y

# Proposed FCPA Alcohol Policy

- Alcoholic beverages are **prohibited** in all parks **unless** they are part of a Park Authority program or an approved use pursuant to a permit issued by the Park Authority.
- Define conditions that apply to...
  - **Serving:** ... prevent unauthorized access into the designated area... may be required to employ security and/or police to ensure public safety and compliance with applicable law
  - **Selling:** Alcoholic beverages are prohibited...unless ...part of a PA program or an approved use pursuant to a permit issued by the PA and implemented in strict accordance with the Virginia Alcoholic Beverages Control Act.
  - **Consuming:** The applicant...must be present ...during the times and dates specified in the PA Alcoholic Beverage Use permit application... must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverages
  - **Possessing:** ...allowable only in the designated areas at the parks and facilities listed on the Alcohol Policy Park and Facility Listing  
...alcoholic beverages on Park Authority property.

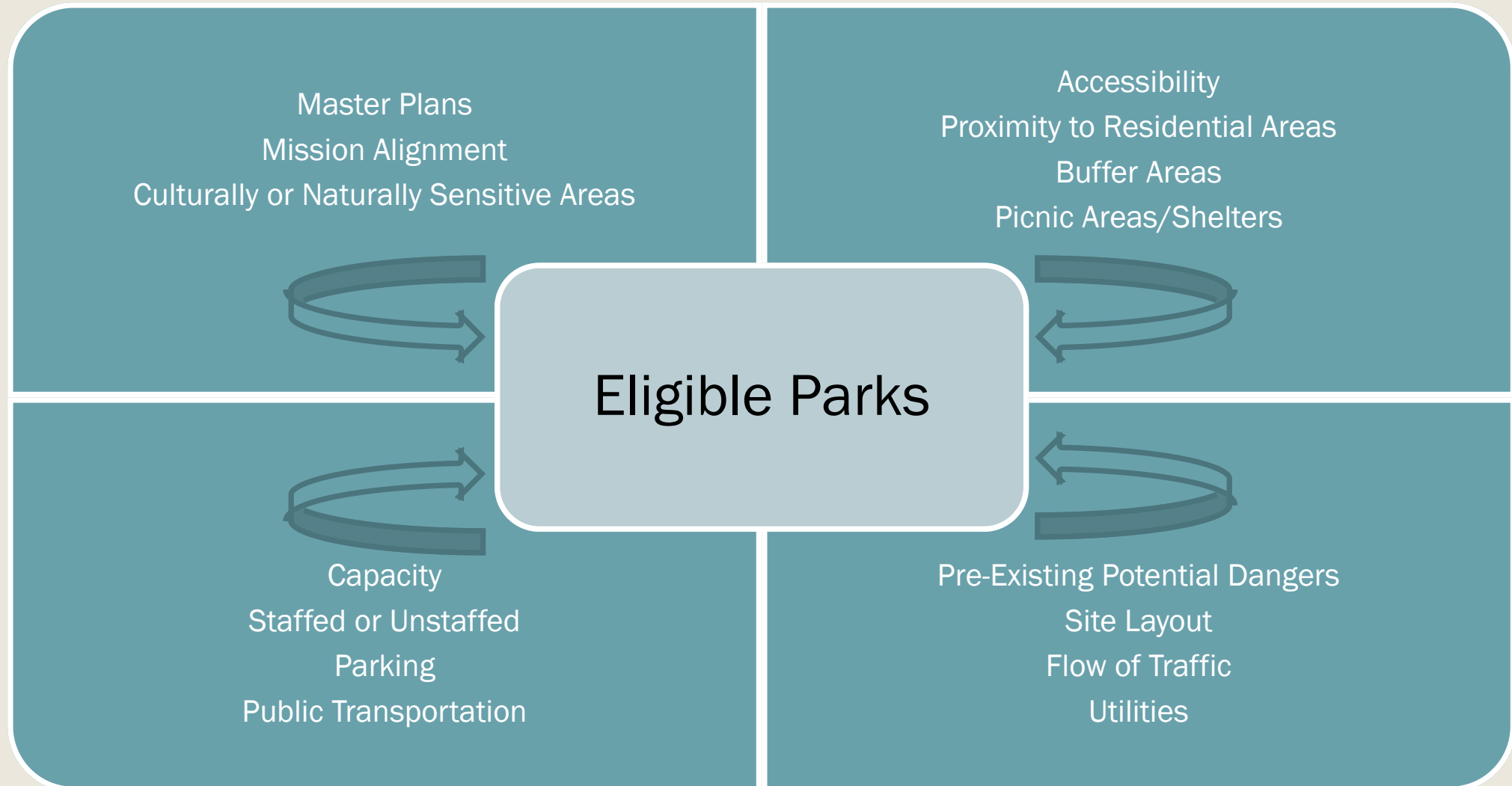


# Proposed FCPA Alcohol Policy

## Key Policy Elements:

- Implemented in strict accordance with the VABC
- Permit required
- Alcoholic beverages only in the designated areas
  - Alcohol Policy Park and Facility Listing
- Responsibility for serving
  - The applicant, host, or event sponsor must be present... must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverages.
- Access control and security
- Public notification
  - PA programs and special events with alcoholic beverages will be advertised as such, held in designated areas, and follow Alcoholic Beverage Control Act requirements and PA procedures.

# Factors Considered



# Procedures – Purpose

**Purpose:** To provide staff guidelines to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities.

## **Two separate SOP's:**

1. Public Alcoholic Beverage Use on Park Authority Property
2. Use of Alcohol in Park Authority Sponsored or Hosted Activities

## **Additional Supporting Documents:**

1. Parks and Facilities Listing
2. FAQ: What do I need to do to have alcohol at a Fairfax County Park Authority park?
3. FCPA Alcohol Insurance Requirements

# Procedures – Detailed Description

## Public Alcoholic Beverage Use on Park Authority Property

- General Guidelines
  - Must be approved in advance
  - Must be in designated area as listed on the Parks and Facilities Listing
- Agreement Process and Timing
- Hours of Service
- Designated areas of alcoholic consumption, sales and/or possession
- Virginia Alcoholic Beverage Control (VABC) License Requirements
- Who may Provide/Serve/Consume Alcohol
- Management and Control Requirements

## Use of Alcohol in Park Authority Sponsored or Hosted Activities

- General Guidelines
  - Must be approved in advance
  - Must be in designated area as listed on the Parks and Facilities Listing
- Program Justification and Approval
- Purchasing and Storage of Alcohol for Park Authority Programs and Events
- Hours of Programs and Events
- Designated areas of Alcoholic Consumption, Sales and/or Possession
- VABC License Requirements
- Who may Provide/Serve/Consume Alcohol
- Management and Control Requirements

# Timeline

Establish Alcohol Policy Team (September 2016)

Meet with VABC, County Attorney and FCPD (December 2016)

Present Policy to PAB Committee of the Whole (March 2017)

Review Policy and Procedures with PAB Committee of the Whole (May 23, 2018)

PAB approval to proceed with public comment (June 6, 2018)

Begin Implementation of Communications Plan (June 2018)

Host a community meeting to gather feedback on the policy (June 28, 2018)

Release the Policy for Public Comment (June 28 – July 31, 2018)

Policy back to PAB for approval (September 2018)

Explore next steps related to Food & Beverage expansion



COMMENTS/QUESTIONS?

Committee Agenda Item  
May 23, 2018

## **INFORMATION (with presentation)**

### Park Authority Strategic Plan Update Discussion

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 includes 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.

The Park Authority Board authorized staff to release the draft FY19-23 Strategic Plan for public review on April 25, 2018. The draft plan is available for public review through May 25, 2018. During this same time period, staff and leadership are working to develop performance measures for tracking progress once the new plan is implemented.

The purpose of this discussion is to provide an update on public comments and review draft performance measures.

### ENCLOSED DOCUMENTS:

None

### STAFF:

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

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Janet Burns, Fiscal Administrator  
Andrea Dorlester, Manager, Planning Branch  
Samantha Hudson, Park Planning Supervisor, Planning Branch