



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Jai Cole, Executive Director

FROM: Sara Baldwin, Deputy Director/COO

DATE: March 3, 2022

Agenda

**Administration and Board Management Committee
(Committee of the Whole)**

Wednesday, March 9, 2022 – 5:00 pm

Virtual

Chairman: Faisal Khan

Vice Chair: Maggie Godbold

1. Park Authority Policy Review (with presentation) – Information



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

Committee Agenda Item
March 9, 2022

INFORMATION

Park Authority Policy Review

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

The Commission for the Accreditation of Park and Recreation Agencies (CAPRA) process that the agency is currently undergoing for reaccreditation requires that the Policy Manual for the agency be kept-up-to-date and reviewed systematically, at least every five years. As part of the reaccreditation effort, review sessions are scheduled with the Administration and Budget Management Committee April 2022 through January 2023.

ENCLOSED DOCUMENTS:

None.

STAFF:

Jai Cole, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Kurt Louis, Director, Park Operations Division
Cindy Walsh, Director, Park Services Division
Laura Grape, Director, Resource Management Division
Michael Peter, Director, Administration Division
Judy Pedersen, Public Information Office
Allison Rankin, Management Analyst

FCPA Policy Review Overview

Administration & Board Management Committee

March 9, 2022



Purpose

- ▶ Five-year review and update is necessary to ensure that the policies reflect changing county needs.
- ▶ Objectives and policies may be revised, added or deleted upon action of the Park Authority Board.



Policy vs Procedure - Working Definitions

- Policies reflect the "rules" governing the implementation of processes.
 - Policy statements address what is the rule rather than how to implement the rule.
 - Policies provide guidance for decision makers (board, director, and staff).
- Procedures represent an implementation of policy and should evolve over time as new tools emerge and new processes are designed.



Development of New Policies

- ▶ Policy #111 - Participation in Meetings Held by Electronic Communication - approved in June 2021
 - ▶ Will not be reviewed as a part of this review cycle



Policy Review Process

- ▶ Policy assigned to lead staff reviewer
- ▶ The lead staff reviewer coordinates meetings with appropriate staff to review and recommend changes to the policy
- ▶ The revised policy is reviewed by FCPA Senior Management Team
- ▶ Policy is reviewed by the Administration and Board Management Committee
- ▶ Policy Manual is reviewed by the County Attorney
- ▶ Policy Manual is approved by the Park Authority Board



Timeline for Review

Administration and Board Management Committee

- ▶ April 27, 2022 - Objective 100 & Policies 101 - 105
- ▶ May 11, 2022 - Policies 106 - 110
- ▶ June 8, 2022 - Objective 200 & Policies 201 - 205
- ▶ July 27, 2022 - Policies 206 - 211
- ▶ September 28, 2022 - Objective 300 & Policies 301-306
- ▶ November 9, 2022 - Objective 400 & Policies 401-407
- ▶ December 2022 - Entire Manual & any policies that need to be revisited

County Attorney Review - November 2022 - December 2022

Park Authority Board - Review and Approve by early February 2023



Next Steps

- ▶ Allison will email the policy manual to the Board this week
- ▶ Board members will send suggested revisions to Allison by April 1, 2022
- ▶ Policies will be reviewed by the ABMC over the next several months

Questions?

