



# 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:** April 21, 2022

### *Agenda*

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

**Wednesday, April 27, 2022 – 6:00 pm**

**Virtual**

**Chairman: Faisal Khan**

**Vice Chair: Maggie Godbold**

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

\*Enclosures



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

Committee Agenda Item  
April 27, 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, monthly review sessions are scheduled with the Administration, Management and Budget committee from April through November 2022. Objective 100 and Policies 101, 104, 105 and 106 are scheduled for review during the April 27, 2022 meeting.

### ENCLOSED DOCUMENTS:

Attachment 1: Proposed revisions to Objective 100 and Policies 101, 104, 105, 106

### STAFF:

Jai Cole, Director  
Sara Baldwin, Deputy Director  
Aimee Vosper, Deputy Director  
Michael Peter, Director, Business Administration Division  
Kurt Louis, Director, Park Operations Division  
Cindy Walsh, Director, Park Services Division  
Laura Grape, Director, Resource Management Division  
Jesse Coffman, Director, Golf Enterprises  
Judy Pedersen, Public Information Office  
Allison Rankin, Management Analyst



## 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.

Commented [RA1]: No Proposed Changes



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

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

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**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.

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### References:

1. Fairfax County Security Program

### Supporting Documentation:

1. ~~2022~~ Fairfax County Park Authority Safety ~~Manual~~ and Risk Plan

**Commented [RA1]:** This is currently under revision and will be updated as part of the turnover in the Safety Manager position.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

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

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**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.

Board Members ~~and employees of the Board~~ are also governed by Fairfax County's ~~the~~ Code of Ethics, and Standards of Conduct. Additionally, employees are governed by 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 with the day-to-day management of the Park Authority.
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.
6. Not reveal the deliberations of the Board in closed 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.

## Policy 104 Standards of Conduct (continuation)

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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### 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  
<https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3711/>

3. Fairfax County's Code of Ethics and Standards of Conduct  
~~2-~~ <https://www.fairfaxcounty.gov/hr/sites/hr/files/assets/documents/hr/chap16.pdf>

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## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

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

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**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 Fund 80000 Revenue and Operating ~~Fund 80000~~ and Fund 80300, Park Improvement ~~Fund 80300~~.

**Policy Statement:** The Park Authority shall ensure that budgeting, investment, purchasing and financial transactions 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 trust revenue funds. ~~These two revenue funds have Bond Indenture requirements and Generally Accepted Accounting Principles (GAAP) obligations that must be sustained Both funds have the capacity to retain bond indenture under Generally Accepted Accounting Principles (GAAP.)~~ 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
2. ~~Financial Management Principles—Park Revenue Funds—with the FY 2018-FY 2019 Financial Management Annual Update~~

### Supporting Documentation:

1. Park Authorities Act §15.2-5710\_  
<https://law.lis.virginia.gov/vacode/title15.2/chapter57/section15.2-5710/>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

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

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**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 residents of the county. Contributions may be received ~~through in the form of~~ monetary gifts, grants, appreciated stocks and bonds, bequests and other ~~planned giving~~ gift planning 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 ~~to cultivate~~for voluntary contributions may be from individuals, organizations, foundations, and federal, state, and/or local government entities.

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

### Supporting Documentation:

1. Park Foundation ~~B~~ylaws  
This document is on file in the Fairfax County Park Foundation office.

2. Friends Group FCPA Policy 407

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# FCPA Policy 100s Review

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ADMINISTRATION & BOARD MANAGEMENT COMMITTEE

APRIL 27, 2022





# Policy Review Process

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Policy assigned to lead staff reviewer (complete)

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The lead staff reviewer coordinates meetings with appropriate staff to review and recommend changes to the policy (on-going)

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The revised Policy is reviewed by FCPA Senior Management Team (on-going)

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Policy is reviewed by the Administration and Board Management Committee

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Policy Manual is reviewed by the County Attorney

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Policy Manual is approved by the Park Authority Board

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# Agenda

Review changes to Objective 100

Review Policies:

- 101 – Safety and Security
- 102 – Indemnification of Officers and Employees and Insurance Coverage for Volunteers ***(postponed)***
- 103 – External Communications ***(postponed)***
- 104 – Standards of Conduct
- 105 – Revenue Funds Fiscal Planning
- 106 - Fundraising

# Objective 100

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## **Old:**

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

## **New:**

No changes proposed

# Policy 101: Safety and Property Security



The Fairfax County Security Manual (2012) is current. Revisions underway by the Fairfax County Department of Emergency Management and Security [County Security Program Policy](#)



Content revisions on-going to the 2022 FCPA Safety and Risk Management Plan. Anticipated delivery May 1<sup>st</sup> to Directors Office for approval

# Policy 104: Standards of Conduct



More clearly identified the documents that guide Board members and Employees' Standards of Conduct



Added the word “closed” to executive session



References: Added links to Fairfax County's Code of Ethics and Standards of Conduct

# Policy 105: Revenue Funds Fiscal Planning



Proposed Name Change to “Operating Trust Funds Fiscal Planning” to reflect PAB oversight of Revenue & Operating Fund and Park Improvement Fund



Specify all financial operations that are allowed in the Operating Trust Funds (budgeting, investment, purchasing, and all financial transactions)



Removed references to Financial Management Annual Update as this will be part of strategic and business plans in conformance with County policy

# Policy 106: Fundraising



No major edits are being recommended for Policy 106 – Fundraising



Added a reference to Policy 407 – Friends Groups



Edits include minor updates to clarify terminology



# Next Meeting

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## Administration and Board Management Policy Review – May 11, 2022

- 107 – Partnerships
- 108 – Sustainable Management
- 109 – User Fees
- 110 – Public Art

