



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: November 3, 2022

Agenda

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

Wednesday, November 9, 2022 – 5:35 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
November 9, 2022

INFORMATION - 1

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 400 and Policies 103, 401, 402, 403, 404, 405, 406 and 407 are scheduled for review during the November 9, 2022 meeting.

ENCLOSED DOCUMENTS:

Attachment 1: Proposed revisions to Objective 400 and Policies 103, 401, 402, 403, 404, 405, 406 and 407

STAFF:

Jai Cole, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Michael Peter, Director, Business Administration Division
Cindy Walsh, Director, Park Services Division
Laura Grape, Director, Resource Management Division
Kevin Williams, Acting Director, Park Operations Division
Ryan Carmen, Acting Director, Golf Enterprises
Judy Pedersen, Public Information Office
Allison Rankin, Management Analyst



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 based on best management practices 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. 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.

References:

1. Park Authority Maintenance Standards



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 t~~This policy is to optimize a balance between use and protection of the facilities, while equitably providing safe and well-maintained 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)

Formatted: Indent: Left: 0", Tab stops: 1.27", Left

Formatted: Indent: Left: 0"

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:

1. Park Regulation, 1.16-1 Athletic Field Use, <https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/administrative/policy-appendix-regulations.pdf>
- 1-2. ~~Adopt-A-a-Field Program, Adopt-A-Field Volunteer Program | Park Authority (fairfaxcounty.gov)~~
3. Fairfax County Noise Ordinance, [Fairfax County Noise Ordinance | Planning Development, https://www.fairfaxcounty.gov/planning-zoning/zoning/noise-ordinance](https://www.fairfaxcounty.gov/planning-zoning/zoning/noise-ordinance)
- 2-4. ~~Fairfax County Lighting Ordinance, Outdoor Lighting Standards | Planning Development (fairfaxcounty.gov)~~

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 0.57", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Font: 14 pt

Formatted: Font: 12 pt

Formatted: Font: 14 pt

Formatted: No underline, Underline color: Auto, Font color: Auto, Not Expanded by / Condensed by

Formatted: Font: 12 pt

Formatted: Indent: Left: 0.57", Hanging: 0.25", Right: 0", No bullets or numbering, Tab stops: Not at 0.57"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Supporting Documentation:

1. Fairfax County Athletic Field [Allocation](https://www.fairfaxcounty.gov/neighborhood-community-services/sites/neighborhood-community-services/files/assets/documents/athletics/fields%20and%20gyms/field%20allocation%20policy%202019-12.pdf) Policy: <https://www.fairfaxcounty.gov/neighborhood-community-services/sites/neighborhood-community-services/files/assets/documents/athletics/fields%20and%20gyms/field%20allocation%20policy.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 403 | **Title: Provision of Park and Recreation Facilities on School Grounds**

Date Approved: 1/24/2018

Last reviewed: 6/26/2013

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 and Park Authority Board~~ has endorsed the project, including the terms of the lease or use agreement, 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 resident~~ 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<u>Memorials and Commemorations</u>
Date Approved: 1/24/2018	Last reviewed: 6/26/2013<u>6/26/2018</u>
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;~~Director's Office
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 processes and recognizes memorial and ~~of~~ commemorative donations.

Supporting Documentation:



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

- 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 & Displays
Date Approved: 9/23/2020	Last reviewed: 1/24/2018 02 0223/22
Objective: Park and Recreation Services Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents and visitors for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and best management practices.	

Purpose: This policy regarding the posting or placement of signs by the public is intended to protect the First Amendment right to free speech, preserve and maintain the aesthetic qualities of Park Authority parklands, facilities, and recreational areas, ensure the availability and economic viability of such areas for public use and recreation, and promote public safety.

Policy: All signs placed by members of the public within Park Authority parklands, facilities, and recreational areas must comply with the following:

- 1) Temporary signs, displays, banners, or flags to promote an event held in a Fairfax County park must obtain a permit from the [Central Customer Services -Park Authority-Business-Office](#) for the event, and any such sign may be:
 - a) Located only in the areas identified on the park use permit; and
 - b) Posted no longer than the time-period specified on the permit (based on the length of event); and
- 2) Signs in the Sign Display Area
 - a) Location: The Park Authority identifies areas in parks where the public may post or display signs. Typically, these areas are located within 20 feet of the park's primary entrance sign.
 - b) Signs must be no larger than 4 square feet in size, and the height of any sign is limited to 4 feet.
 - c) Space per message is limited to 16 square feet.
 - d) No sign may block site lines, interfere with ingress or egress, or otherwise interrupt or compromise the safety of park services and programs.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

- e) No sign may be posted on trees or appended to branches.
- f) Signs that do not comply with this policy will be removed. The Park Authority will remove all signs on the first Monday of each month or next business day of every month when the Monday falls on a holiday.

3) Kiosks and Community Bulletin Boards.

a) Park Authority Kiosks. The Park Authority uses kiosks on park property and in park facilities to publicize Park Authority sponsored information. Only materials generated by and approved by the Park Authority may be placed within these designated kiosks.

b) Community Bulletin Boards. To accommodate community notices and information the Park Authority has also designated specific kiosks/bulletin boards as "community bulletin boards".

- i. All signs on Community Bulletin Boards will be removed the first Monday of the month, or the next business day if Monday is a holiday.
- ii. No such sign may be larger than 8.5" X 11".
- iii. Only one sign per message is permitted on one Community Bulletin Board.

4) Permanent Interpretive Signs. All interpretive signs shall be designed, developed and placed at the sole discretion of Park Authority staff. Public input is welcome, but approval of any interpretive sign rests solely with Park Authority staff.

5) Commercial Signs (Advertisement)

Advertisements are permitted as Adopt-a-field Maintenance Agreement partners, contract, lease, or other agreement.

Supporting Documentation:

1. Department of Planning and Development Regulations- Article 12 Signs
<https://www.fairfaxcounty.gov/planning-zoning/sites/planning-zoning/files/assets/documents/zoning/zoning%20ordinance/art12.pdf><https://www.fairfaxcounty.gov/planning-zoning/sites/planning-zoning/files/assets/documents/zoning/zoning%20ordinance/art12.pdf>

Policy 405 Signs and Displays (continuation)

[Fairfax County Sign Ordinance | Planning Development](#)

2. Park Authority Regulations 1.20 Signs, 1.02 Business Activities, soliciting and Advertising page ~~A-32~~
3. ~~Park Operations Signs Standards~~
4. ~~Park Authority Community Use Areas and First Amendment Activities~~
<https://www.fairfaxcounty.gov/parks/sites/parks/files/Assets/documents/community-use-areas/first-amendment-activity-area-memorandum-081020.pdf>
5. <https://www.fairfaxcounty.gov/parks/community-use-areas>
- ~~4-6. _____ memorandum from the Public Information Office regarding 1st Amendment Activities in Parks.~~
7. [Hyperlink for permits](#)
8. [Park Use Permits | Park Authority \(fairfaxcounty.gov\)](#)
9. _____
- ~~5-10. _____ Park Use Application~~

Commented [PJ1]: we will need to update this page number

Formatted: Highlight

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Policy 406 Sponsorships (continued)

Policy: 406	Title: Sponsorships
Date Approved: 1/24/2018	Last reviewed: 6/22/2018 6/22/2018
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~~define guidelines that govern the consideration and approval of sponsorship agreements involving Park Authority assets.

Policy Statement: ~~It is the policy of the~~The Park Authority ~~to shall 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 generate revenue to support the Park Authority's mission. ~~achieve the following objectives:~~ Sponsorships shall expand or improve Park Authority service delivery; enhance the public use of the Park Authority system; and establish partnerships that promote and elevate the FCPA brand.

- ~~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 agreements 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.~~

Policy 406 Sponsorships (continued)

General Guidelines for Sponsorships

~~Acceptable sponsorships must meet the following criteria:~~

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

Formatted: No bullets or numbering

Sponsorship benefits will not negatively impact the park user's experience or overly commercialize the park environment. Sponsorships cannot be made conditional on Park Authority performance outcomes.

~~The following types of FCPA will accept~~ sponsors/sponsorships ~~that are deemed not~~ acceptable.

Formatted: Strikethrough

Sponsorships are unacceptable from Political candidates, political parties or other entities whose primary purpose in engaging in sponsorship is non-commercial speech (e.g.: Tobacco, Marijuana, or other smoking/vaping products; Alcoholic beverages, except where approved by the Park Authority Board; Sexually explicit materials or businesses and other goods/businesses/services, etc. that are inappropriate for promotion to a family audience; 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; Entities that promote practices that if they took place in the county would violate U.S. or state law; Any other sponsor inconsistent with the mission of the Park Authority or Fairfax County Government; etc.)

Sponsorship benefits will be provided pursuant to a Sponsorship Agreement between the Park Authority and the Sponsor. The Park Authority retains final approval over the content, placement, appearance, and wording of all benefits provided to sponsors. Any physical form of on-site recognition will be done in a way that minimizes impacts on the park user's experience and park operations.

- ~~1.~~ 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.~~

Formatted: Indent: Left: 0.5", No bullets or numbering

- ~~2.~~ Sponsorship does not imply endorsement of the sponsor or its goods or services by the Park Authority or the County.

Formatted: Indent: Left: 0.5", No bullets or numbering

Policy 406 Sponsorships (continued)

3. ~~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.~~
4. ~~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.~~

Commented [LR2]: Include in Procedures

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.~~

~~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.~~

Commented [LR3]: Include in Procedures

Naming Rights

~~Sponsorship benefits may include temporary Naming Rights for a short-term duration of events and programs. Naming Rights for parks, buildings, or facilities shall align with~~

Policy 406 Sponsorships (continued)

~~the Park Authority Naming of Parks and Facilities Policy. 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.~~

Commented [LR4]: Include in Procedures

~~1. Temporary naming rights~~ 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.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~2. All naming rights agreements for parks, buildings or facilities must be approved by the Park Authority Board.~~

Formatted: Font:

~~3. The duration of temporary naming rights for parks, buildings or facilities shall not be less than five years.~~

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

~~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.~~

Formatted: Font:

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

Commented [LR5]: Include in Procedures

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.~~

Formatted: Font:

Formatted: Strikethrough

Commented [LR6]: Include this in the procedures

References:

~~1. Park Authority Policy 106 Fundraising~~

~~Park Authority Policy 107 Partnerships~~

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

Formatted: List Paragraph, Indent: Left: 0.75", First line: 0"

1. Park Authority Policy 304 Naming of Parks and Facilities

Policy 406 Sponsorships (continued)

2. One Fairfax Policy

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +
Aligned at: 0.25" + Indent at: 0.5"



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 407	Title: Friends Groups
Date Approved: 2/28/18	Last reviewed: N/A
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: Friends Groups provide great value and benefit to specific parks, facilities, agency-wide programs and, thus, the entire park system. This policy establishes a definition of Friends Groups and a framework for the partnership between the Friends Groups and the Fairfax County Park Authority.

Policy Statement: Friends Groups are community-led, independent organizations who may support, educate, advocate, and/or fundraise for a park, facility, or program. The Park Authority welcomes and applauds partnerships with and contributions from Friends Groups. The partnership promotes a cooperative working relationship between the Friends Groups and Park Authority Board members and/or staff in order to represent the community's views. The partnership also promotes coordination between the Friends Groups and Park Authority staff to offer services to the community and improve parks and services.

The Park Authority is entrusted to protect the public's land, offer park facilities and services for public use, and assist those who contribute to this mission. The Park Authority encourages Friends Groups to form, grow, and support parks, facilities, and programs. The Park Authority may grant Friends Groups permission to use park names, provide services, and conduct business on parkland. The Park Authority is committed to providing resources to Friends Groups to help them advance their missions.

To ensure good will between the local community and the parks and to protect the Friends Groups Board, members, and volunteers, Friends Groups will incorporate; hold a signed and current Friends Group Memorandum of Understanding; register as a non-profit organization; maintain their own insurance coverage; and meet state and local charitable solicitation requirements.

Policy 407 Friends Groups (continued)

Supporting Documentation:

1. Park Authority Friends Handbook (link to be provided)
2. Park Authority Friends Group Memorandum of Understanding Template
3. Application for “Friends Capacity Building Funding” (link to be provided)

Policy 103 External Communications (continuation)

Policy 103	Title: External Communications
Date Approved: <u>4/24/2018</u> <u>11/9/2022</u>	Last reviewed: <u>06/26/2013</u> <u>10/26/22</u>
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. Park Authority communications and public engagement opportunities and practices must reflect the intent and ethos of the One Fairfax equity initiative and promote inclusive, equitable and authentic community engagement that ensures all voices, including historically underrepresented communities, are welcome in all public decision-making processes.

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. Community engagement must be intentional, equitable, sustainable, and consistent reflecting best practices in the industry that comports with One Fairfax, leads to inclusive governance and shared ownership of decisions, builds long-term relationships, and provides historically overlooked voices a seat at the table.

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, both new and traditional, in person and virtual including, but not limited to, web-based; social media; print, direct engagement at the community level, survey work and also work closely with the media and other communication portals/outlets/venues to ensure an effective outreach and engagement program exists and promulgates 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

Policy 103 External Communications (continuation)

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 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>
- 3-4. _____

Formatted: Indent: Left: 0.5", No bullets or numbering

Supporting Documentation:

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

FCPA Policy 400s Review

ADMINISTRATION & BOARD MANAGEMENT COMMITTEE

NOVEMBER 9, 2022





Policy Review Process

Policy assigned to lead staff reviewer (complete)

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

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

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

Agenda

Review changes to Objective 400

Review Policies:

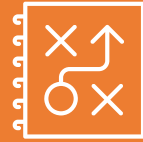
- 401 – Maintenance
- 402 – Athletic Field Use
- 403 – Provision of Park and Recreation Facilities on School Grounds
- 404 – Memorials and Commemorations in Parks
- 405 – Signs and Displays
- 406 – Sponsorships
- 407 – Friends Groups
- 103 – External Communications

Objective 400

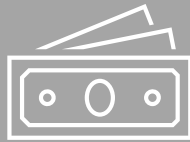


No changes proposed

Policy 401: Maintenance of Parks and Facilities



Added “best management practices” to establishment of maintenance standards



Moved all funding language to the same paragraph.

Policy 402: Athletic Field Use



Removed redundancy of “The Purpose of” from Purpose statement.



Added “while equitably providing safe and well-maintained” to “athletic fields” and “allocation” to field policy.



Removed statement on the use of athletic field lights requiring field permit.



References: Added Adopt-A-Field and Lighting Ordinance with links. Added link to Park Regulation.



Repaired broken links to Noise Ordinance and Field Allocation Policy.

Policy 403: Provision of Park and Recreation Facilities on School Grounds



Removed “FCPS Administration” from condition #1.



Added “Park Authority Board” to condition #1.



Added “including the terms of the lease or use agreement,” to condition #1.



Removed “strong resident” from condition #5.



Removed “the optimum” from condition #6.

Policy 404: Memorials and Commemora- tions



Simplified Policy title by removing 'in Parks'



Changed approvals for purchase and installation to Park Authority Director's Office



Listed Park Foundation's roles in administering commemorative donations

Policy 405: Signs and Displays



Updates: Date, Central
Customer Services vs. Business
Office



Added new line to Section 2,
Item e: No sign or flyer may be
posted on trees or appended to
branches or placed on cars.



References: Updated links to
supporting documentation

Policy 406: Sponsorships



Revised language (define) in Purpose to reference this as an established policy.



Use active language (shall) in Policy Statement commensurate with other policies.



Retain policy appropriate content in paragraph format. Remove procedural and explanatory content.



Expand definition of unacceptable types of sponsorships eg: examples, etc.



References: Added links to Policy 304 - Naming of Parks and Facilities and One Fairfax policy

Policy 407: Friends Groups



No changes proposed at this
time

Policy 103: External Communications



Updated the policy to better reflect agency commitment to transparent, collaborative, equity-driven communication and engagement



Language additions reflect best practices and strategies outlined in Engage Fairfax guidance. Potential review with hire of Equity Officer



References: We may need to add direction provided in emergency order relative to meetings

Next Steps

Policies are updated with PAB feedback

Proposed changes are sent to County Attorney for review

Final Policy Manual to PAB for approval – early 2023

