

**FCPA - Resident Curator Program Development
Project Team Charter
2015/2016**

Project	Resident Curator Program Development and Implementation
Timeline	July 2015 – June 2016
Background	<p>In January 2011, the Virginia General Assembly amended Va. Code Ann. § 15.2-2306 authorizing localities to develop resident curator programs. This enabling legislation (Va. Code Ann. § 15.2- 2306(A)(4)) enables localities to create, by ordinance, “a resident curator program such that private entities through lease or other contract may be engaged to manage, preserve, maintain, or operate, including the option to reside in, any such historic area, property, lands, or estate owned or leased by the locality.”</p> <p>The Fairfax County Board of Supervisors directed Department of Planning and Zoning and Park Authority staff to work in partnership with the Fairfax County History Commission to evaluate the potential costs and benefits that might result from the implementation of a resident curator program. The County contracted with John Milner Associates to prepare a report that reviewed how states and localities with established resident curator programs operated. The report provided recommendations for the establishment of a resident curator program in Fairfax County. The report was provided to the Board of Supervisors and was presented to the Board’s Development Process Committee on September 30, 2014.</p> <p>Staff followed up with the development of a draft ordinance amendment that was presented to and approved by the Board of Supervisors on November 18, 2014. The proposed amendment added a new chapter, Chapter 125, Resident Curator Program Ordinance, to <i>The Code of the County of Fairfax, Virginia</i> and establishes a resident curator program. The ordinance requires that in order to be eligible for the program, properties must be publicly owned and must be eligible for or listed in the Fairfax County Inventory of Historic Sites. Resident curators will be required to maintain and improve the leased properties in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended. In addition, there will be stipulations in the leases that will allow for limited public access.</p>
Purpose/Scope	<p>The Resident Curator Project Team is comprised of a Community Technical Advisory Committee and a county-wide multi-agency staff work team, and created for the purposes of the development and initial implementation of the Fairfax County Park Authority Resident Curator Program. The Resident Curator Project Team shall limit its activities to advising on matters that directly concern the Resident Curator program. The specific purpose of the Resident Curator Project Team is to develop a Resident Curator program within the Fairfax County Park Authority, and to implement the program by overseeing an initial property (or properties) through the curatorship process.</p>

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	<ul style="list-style-type: none"> ➤ Action Item • Information Item
Deliverables: Program Development	<ul style="list-style-type: none"> ➤ Criteria and matrix for selecting pilot Resident Curator Property offering(s) • Timelines for Curator Proposal To Curator Lease ➤ Criteria and matrix for selecting Resident Curator candidate(s) to include: <ul style="list-style-type: none"> » Criteria and matrix for evaluating work proposals and selecting Resident Curator candidate(s) » Criteria and matrix for evaluating potential curators' financial ability to complete work and on-going maintenance • Determination of County responsibilities for selected Curator Property(ies) • Determination of Curator(s) responsibilities for selected Curator Property(ies) • Budget for continuation of Resident Curator Program • Marketing Plan for Resident Curator Program ➤ Inspection process and accountability and performance measures for Curators ➤ Draft Advertisement(s) for selected Curator Property(ies) for Invitation to submit Proposals ➤ Draft Advertisement(s) for selected Curator Property(ies) for Invitation for Expressions of Interest ➤ Draft lease(s) which delineate(s) County responsibilities and Curator responsibilities, site boundaries, terms, etc.
Implementation	<ul style="list-style-type: none"> ➤ Recommendation of initial Resident Curator candidate(s) ➤ Complete final lease agreement between County and Curator ➤ Program Evaluation and recommendations future composition of subsequent Evaluation Committee and review process

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Project Team	<p>Resident Curator Program Development Community Technical Advisory Committee shall be comprised of no more than the following appointees:</p> <ul style="list-style-type: none"> • two representatives from Fairfax County Architectural Review Board • one representative from Fairfax County Park Authority Board • two representatives from Fairfax County History Commission <p>• Staff Work Team to be comprised of:</p> <ul style="list-style-type: none"> • Project Manager • With representative(s) from: <ul style="list-style-type: none"> • Park Authority Cultural Resources Management and Protection Branch and/or Resource Management Division • Park Authority Director’s Office/Public Information Office • Park Authority Financial Management Branch/Purchasing • Park Authority Planning and Development Division/Land Acquisition & Management Branch • Park Authority Park Operations Division • County Department of Planning and Zoning • Office of the County Attorney • County Department of Finance/Risk Management Division • County Facilities Management <p>Staff Support Resource Team (advisory as needed capacity): Representative(s) from:</p> <ul style="list-style-type: none"> • Park Authority Park Services Division/ADA Branch Coordinator • County Department of Housing and Community Development • County Facilities Management Department • Fairfax County Water Authority • County Zoning Evaluation Division and/or Zoning Administration Division • County Department of Public Affairs/Communications • County Department of Public Works and Environmental Services • County Purchasing and Supply Management/Contracts Division • County Department of Tax Administration/Real Estate Division <p>Additionally Resources:</p> <ul style="list-style-type: none"> • Virginia Department of Historic Resources • Fairfax County Architectural Review Board • FXVA(.com) or “VisitFairfax” • Other outside individuals or agencies as appropriate
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Decision Process	<p>The Community Technical Advisory Committee, in their capacity as experts in their respective fields and as representatives of the citizens of Fairfax County, will support the work of the multi-agency Staff Work Team in their efforts to create a viable Resident Curator Program in an advisory capacity. The two teams will work together, as the Resident Curator Project Team, to make recommendations to the County Executive’s Office and the Board of Supervisors.</p> <p>All findings and recommendations of subcommittees will be brought to the full multi-agency Staff Work Team and onto the Project Team. A majority approval of a simple quorum of the Project Team will be sufficient for adoption of motion, following Robert’s Rules of Order. Dissentions will be recorded in meeting minutes, where appropriate.</p> <p>Project Team recommendations will be forwarded to the County Executive’s Office and the Board of Supervisors, for the selection of the Resident Curator Pilot Property(ies) and the final selection of the County’s first Resident Curator(s).</p>
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