

FAYETTE *Press Release*

BOARD OF COMMISSIONERS

ONE OPEN POSITION ON THE FAYETTE COUNTY RECREATION COMMISSION

Third Advertisement

The **Fayette County Recreation Commission** is a citizen committee, comprised of five volunteers who are appointed by the Fayette County Board of Commissioners to four-year terms, which reviews and evaluates programs, facilities, policies, and other matters and makes recommendations to the Recreation Department, the County Administrator, and the Board of Commissioners concerning capital and operational needs. As an advisory board, the Recreation Commission has no decision-making authority over how county resources are spent or managed.

The Recreation Commission typically meets the second Tuesday of each month at the Parks and Recreation Activities Building that is located at 980 Redwine Road, Fayetteville, Georgia beginning at 7:00 p.m.

The Fayette County Board of Commissioners would like to notify all interested Fayette County citizens that one position to the Recreation Commission is available to be filled.

One term to begin June 1, 2022 and will expire May 31, 2026.

Applications can be obtained by visiting www.fayettecountyga.gov ; Public Notices. All applications must be returned to Tameca Smith, County Clerk at tsmith@fayettecountyga.gov or at 140 Stonewall Avenue West, Suite 100, Fayetteville, Georgia **no later than 5:00 p.m. on Friday, June 24, 2022.**

Contact: Tameca P. Smith, County Clerk
Office: (770) 305-5103



APPLICATION FOR APPOINTMENT
Fayette County Recreation Commission

The Fayette County Recreation Commission is a citizen committee, comprised of five volunteers who are appointed by the Fayette County Board of Commissioners for four-year terms, which reviews and evaluates programs, facilities, policies, and other matters and makes recommendations to the Recreation Department, the County Administrator, and the Board of Commissioners concerning capital and operational needs. As an advisory board, the Recreation Commission has no decision-making authority over how county resources are spent or managed.

The Recreation Commission typically meets the second Tuesday of each month at the Parks and Recreation Activities Building that is located at 980 Redwine Road, Fayetteville, Georgia beginning at 7:00 p.m.

Please take a few minutes to complete the form and answer the questions below and return with a resume, if available, to Tameca Smith, County Clerk, via email at tsmith@fayettecountyga.gov or 140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214 **no later than 5:00 p.m. on Friday, June 24, 2022.**

If you have any questions, please call (770) 305-5103.

NOTE: Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.

NAME _____

ADDRESS _____

TELEPHONE (cell) _____ (home) _____

EMAIL ADDRESS _____

Signature

Date



APPLICATION FOR APPOINTMENT
Fayette County Recreation Commission

1. How long have you been a resident of Fayette County?
2. Why are you interested in serving on the Fayette County Recreation Commission?
3. What qualifications and experience do you possess for appointment to the Recreation Commission?
4. List your recent employment experiences to include name of company and position.
5. Do you have any past experience relating to the Recreation Commission? If so, please describe.
6. Are you currently serving on a commission/board/authority or in an elected capacity with any government?
7. Have you attended any Recreation Commission meetings in the past two years and, if so, how many?
8. Are you willing to attend seminars or continuing education classes at county expense?
9. What is your vision of the county's future related to the duties of the Recreation Commission?
10. Would there be any possible conflict of interest between your employment or your family and you serving on the Recreation Commission?
11. Are you in any way related to a County Elected Official or County employee? If so, please describe.
12. Describe your current community involvement.
13. Have you been provided a copy of the county's Ethics Ordinance?
14. Is there any reason you would not be able to comply with the Ethics Ordinance?

COUNTY OF FAYETTE

STATE OF GEORGIA

ORDINANCE NO.

2016- 04

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA; TO REWRITE THE CODE OF ETHICS FOR FAYETTE COUNTY, GEORGIA; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA, AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY GEORGIA BE DELETED IN ITS ENTIRETY AND REPLACED WITH A NEW DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY, GEORGIA TO READ AS FOLLOWS:

SECTION 1. By deleting Sections 2-200 through 2-208 which comprise the Code of Ethics in their entirety and by enacting the following Code of Ethics to be numbered and to read as follows:

Sec. 2-200. Purpose.

The purpose of this Code of Ethics is to:

(a) Encourage high ethical standards in conduct by Fayette County officials ("County Officials");

(b) Establish guidelines for ethical standards of conduct for all County Officials by setting forth those acts or actions that are incompatible with the best interests of Fayette County (the “County”);

(c) Maintain public trust through transparency by requiring disclosure by County Officials of private financial or other interests in matters affecting the County or in matters that affect their ability to act in the best interests of the County; and

(d) Serve as a basis for disciplining those who do not comply with its terms.

Sec. 2-201. Scope.

The provisions of this Code of Ethics shall be applicable to all County Officials. Further, the County Purchasing Director shall develop procedures for individuals, corporations and other entities seeking to do business with the County to disclose financial, familial or other relationships with any person who comes within the scope of this Code of Ethics and who is also required to disclose such relationships. Such disclosures must be made prior to presenting a recommendation of award to the Fayette County Board of Commissioners (the “Board of Commissioners”) or, if Board of Commissioners approval is not required, prior to execution of a contract in excess of \$10,000. The obligation for an individual, corporation or other entity seeking to do business with the County to disclose the aforementioned relationships is ongoing and shall be enforced as a prerequisite to any action by a County Official or other person covered by this Code of Ethics to renew, extend or otherwise modify a contract after award.

Sec. 2-202. Definitions.

The following words and phrases as used in this Code of Ethics shall, unless the context clearly indicates otherwise, have the meanings as follows:

- (a) *County* means Fayette County, Georgia.
- (b) *County Administrator* means the individual who serves as County Administrator of Fayette County.
- (c) *County Official* includes County employees, members of the Board of Commissioners, the County Administrator, the County Clerk and the County Attorney. County Official also includes all individuals appointed by the County Administrator and the Board of Commissioners to County authorities, commissions, committees, boards, task forces, or other bodies.
- (d) *Gift* means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. “Gift” also means a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred.
- (e) *Ethics*: the discipline dealing with what is good and bad and with moral duty and obligation – Merriam Webster
- (f) *Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any County Official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.
- (g) *Person* means an individual, a business entity, or other similar type organization.

Sec. 2-203. Prohibitions.

- (a) No County Official shall use or secure confidential information for any purpose other than his/her official duties.
- (b) No County Official may participate or vote on any matter before the Board of Commissioners or other County body where such County Official has a substantial interest in the

outcome of such matter. For purposes of this Code of Ethics, a substantial interest is found where the County Official receives a pecuniary interest due to the outcome of the vote.

(c) No County Official shall act as an agent or attorney for another in any matter before the Board of Commissioners or other County body.

(d) No County Official shall enter into any contract with the County except as authorized by state law.

(e) No County Official shall solicit or accept other employment to be performed, or compensation to be received, while still a County Official if the employment or compensation could reasonably be expected to impair such County Official's judgment or performance of County duties.

(f) No County Official shall disseminate confidential information to someone other than another County Official, unless otherwise authorized by law.

(g) No County Official shall solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person for himself/herself, or any member of his/her immediate family, under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the County Official's duties.

Sec. 2-204. Conflict of Interest.

(a) No County Official may participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the County Official has a substantial interest.

(b) A County Official who has a relationship with any entity which receives funding from the County shall disclose such relationship prior to participating in any action for such funding.

(c) A County Official shall never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration.

(d) No County Official shall engage in any business with the County, or allow any member of his/her immediate family to engage in any business with the County which is inconsistent with the conscientious performance of his/her governmental duties.

(e) Notwithstanding anything contained herein to the contrary, a County Official shall disclose, prior to discussing or taking any action on any matter involving the donor, any gift or campaign contribution (cash or in kind) received by him/her, or any member of his/her immediate family, greater than \$100.00. Receipt of gifts and campaign contributions within the current election cycle valued at \$250.00 or more by a County Official, or member of his/her immediate family, will prohibit the County Official from participating or taking action on any matter involving the donor.

Sec. 2-205. Enforcement and administration.

(a) All allegations of violations of the Code of Ethics must be filed with the County Clerk, in writing, signed by the complainant, no later than 45 days after the alleged act occurred unless the complainant, by exercising reasonable diligence, failed to discover the alleged violation of the Code of Ethics within such 45-day period. In such case, a complainant must file an Ethics Complaint with the County Clerk no later than 45 days after the complainant discovered the alleged violation.

(b) In no event shall an Ethics Complaint be filed with the County Clerk more than six (6) months from the date of the alleged violation of the Code of Ethics.

(c) The complainant may withdraw the Ethics Complaint at any time in writing.

(d) Within 30 days of receipt of an Ethics Complaint the Board of Commissioners will review the Ethics Complaint to determine whether same is on its face unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke disciplinary jurisdiction. A majority of the full Board of Commissioners must agree that a sufficient basis has been given to warrant a public hearing. Certain violations alleged against County Officials who are employees may be referred through the proper channels consistent with the Employee Handbook's disciplinary procedures. A majority of the full Board of Commissioners shall make the determination of whether or not a review board should be impaneled.

(e) If a complaint is received by the Clerk which alleges a violation of the Code of Ethics by a member of the Board of Commissioners, a determination of sufficiency of the complaint will not be forwarded to the Board of Commissioners. The County Attorney of any county within the Griffin Judicial Circuit, or any circuit abutting the Griffin Judicial Circuit, other than the County Attorney for Fayette County, shall make the determination of whether or not a review board should be impaneled.

(f) If a review board is needed, three (3) county attorneys, other than the County Attorney for Fayette County, within reasonably close geographic proximity of the County will be requested to conduct a public hearing based upon the complaint. A majority vote based upon clear and convincing evidence will determine the existence of the violation or lack thereof. Should the review board find a violation has occurred, the review board will assess the commensurate penalty for the violation. A written decision shall be issued within 15 days of the conclusion of the public hearing. County Officials are subject to the following penalties and action for violations of the Code of Ethics:

- (1) Written reprimand or public censure;

- (2) Recovery of value transferred from or received by the County;
- (3) Cancellation of the contract or rejection of the bid or offer;
- (4) A monetary fine not to exceed \$1,000.00; and
- (5) Demotion or termination.

(g) Any County Official adversely affected by any final decision of the Board of Ethics may appeal as provided in this subsection.

(h) An appeal by certiorari may be commenced in the Superior Court of Fayette County within 30 days after the decision becomes final.

Secs. 2-206 – 2-220. Reserved.

SECTION 2. This ordinance shall become effective immediately upon its adoption by the Fayette County Board of Commissioners.

SECTION 3. All other ordinances or parts of ordinances which are in conflict with this ordinance are hereby repealed.

SECTION 4. In the event any section, subsection, sentence, clause or phrase of this ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect other sections, subsections, sentences, clauses or phrases of this ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not a part thereof. The Board of Commissioners hereby declares that it would have passed the remaining parts of this ordinance if it had known that such part or parts hereof would be declared or adjudged invalid or unconstitutional.

SO ORDAINED this 25th day of February, 2016.

BOARD OF COMMISSIONERS OF
FAYETTE COUNTY, GEORGIA

(SEAL)



ATTEST:

By: _____

Charles W. Oddo
CHARLES W. ODDO

Floyd L. Jones
Floyd L. Jones, County Clerk

Approved as to form:

[Signature]
County Attorney

FAYETTE COUNTY PARKS AND RECREATION COMMISSION

MANUAL

TABLE OF CONTENTS

INTRODUCTION.....	1
FAYETTE COUNTY PARKS AND RECREATION DEPARTMENT BACKGROUND	
1. Profile	
a. Contact information.....	1
b. Athletic information.....	4
c. History.....	6
d. Park and facility information.....	8
e. Recent awards.....	18
2. Mission Statement.....	20
3. Organizational Structure.....	20
ROLES AND RESPONSIBILITIES OF A BOARD MEMBER	
1. Type of Board.....	21
2. Primary Purpose of Board.....	21
3. Role and Responsibility of the Chair.....	25
4. Relationship Between Staff and Board Members.....	26
5. Building Community Support.....	28
6. Commission Resolution.....	31
7. Commission Bylaws.....	39
8. Open Meetings Policy.....	42
9. Procedures for Conducting Meetings.....	42
10. Calendar of Major Board Activities.....	46
COPY OF NEEDS ASSESSMENT.....	47
COPY OF YOUTH ASSOCIATION POLICY AND PROCEDURES MANUAL.....	47
COPY OF CODE OF ETHICS.....	48

INTRODUCTION

You have volunteered and been appointed into serving on the Fayette County Parks and Recreation Commission. Your next question is, or should be “*Now what do I do?*”

This Manual seeks to present an overview of information needed to assist you in the area of parks and recreation in order to perform your role effectively. This manual was created primarily as a tool for new board members. However, it also serves as a refresher for long-time board members who want to stay current with the latest materials. Several sections of this manual have been obtained from the National Recreation and Park Association Board Member Resource Guide. For a copy of the entire NRPA resource guide, please go to www.NRPA.org.

FAYETTE COUNTY PARKS AND RECREATION DEPARTMENT BACKGROUND

1. PROFILE

a. CONTACT INFORMATION

	NAME	TERM
1	Charles McCollum	September 1, 2019-August 1, 2023
2	Nancy Holland	April 1, 2016- March 31, 2020
3	Michael Gumbinger	April 1, 2016 – March 31, 2020
4	Lisa Mahaffey	June 1, 2018 – May 31, 2022
5	Bryan Thompson	January 1, 2019 – December 31, 2022

Parks and Recreation Staff –

Anita Godbee – Director

770-716-4321 (Office)

770-316-7040 (Cell)

agodbee@fayettecountyga.gov

Brent Thompson – Therapeutic Coordinator

770-716-4322 (Office)

bthompson@fayettecountyga.gov

Karol Smith – Administrative Secretary

770-716-4326 (Office)

ksmith@fayettecountyga.gov

Becky Dalsanto – Program Coordinator

770-716-4324 (Office)

bdalsanto@fayettecountyga.gov

Bess Webb – Program Coordinator

770-716-4325 (Office)

mwebb@fayettecountyga.gov

Matthew Powers – Athletic Coordinator
770-716-4323 (Office)
cmoore@fayettecountyga.gov

Blaze Jeffery – Special Events Coordinator
770-716-4317 (Office)
bjeffery@fayettecountyga.gov

Parks and Recreation Department Office –

Mailing Address:
140 W. Stonewall Ave.
Fayetteville, Ga. 30214

Office Location:
980 Redwine Road
Fayetteville, Ga. 30214

Phone Numbers:
770-716-4320

Website: www.fayettecountyga.gov
recreation@fayettecountyga.gov

Administration Information -

Steve Rapson, County Administrator
Office Phone: 770-305-5100
Email: srapson@fayettecountyga.gov

Board of Commissioners Information –

District 1:
Eric Maxwell
Term Expires 12/31/2020
140 Stonewall Ave. W., Suite 100
Fayetteville, GA 30214
Cell Phone: 678-684-7094
Office: 770.305.5123
E-Mail: Emaxwell@fayettecountyga.gov

District 2:

Randy Ognio

Term Expires 12/31/2020

140 Stonewall. W., Suite 100

Fayetteville, GA 30214

Cell Phone: 678-414-7952

Office: 770.996-8993

E-Mail: rognio@fayettecountyga.gov

District 3:

Edward Gibbons

Term Expires 12/31/2022

140 Stonewall Ave. W., Suite 100

Fayetteville, Ga. 30214

Cell Phone: 678.708.1262

Office: 770.305.5120

E-Mail: EGibbons@fayettecountyga.gov

District 4:

Charles Rousseau

Term Expires 12/31/2022

140 W. Stonewall Ave. W., Suite 100

Fayetteville, GA 30214

Cell Phone: 470-217-2214

Office: 770.305.5121

E-Mail: crousseau@fayettecountyga.gov

District 5:

Charles Oddo

Term expires: 12/31/2020

140 Stonewall Ave. W., Suite 100

Fayetteville, GA 30214

Cell: 770.843.4034

Office: 770.305.5104

Email: coddo@fayettecountyga.gov

County Commission Mailing Address:

140 Stonewall Avenue West

Suite 100

Fayetteville, Georgia 30214

Phone: 770.305.5200

Fax: 770.305.5210

PROFILE

b. ATHLETIC INFORMATION

ASSOCIATIONS



GIRLS YOUTH VOLLEYBALL LEAGUES

Spring Registration	Middle of January
Fall Registration	First of August
Grades:	3 - 12

YOUTH TRACK

Registration	December/January
Ages:	7 - 14

ADULT BASKETBALL LEAGUES

Winter Registration	Last Two Weeks of October
Fall Registration	First two weeks of August

ADULT COED VOLLEYBALL LEAGUES

Winter Registration	Last three weeks of December
---------------------	------------------------------

ADULT SOFTBALL LEAGUES

Spring Registration	Last three weeks of March
Fall Registration	Last three weeks of July

FACILITIES

Volleyball	East Fayette Elementary Gym
Basketball	245 Booker Avenue Fayetteville, Georgia 30214

Softball	McCurry Park
Track	150 McDonough Road Fayetteville, Georgia 30214

For more information on Adult leagues contact

Matthew Powers
770-716-4323

For more information on Youth Volleyball contact

Becky Dalsanto
770.716.4324

For more information on Youth Track contact

Matthew Powers
770.716.4323



Youth Association Information

Fayette County Youth Associations consist solely of volunteer parents who devote their time and efforts to offer the children in the county an opportunity to participate in organized sports. Each association holds registration at different times throughout the year. The information below will provide you with names and contact information for each sport.

Youth Sport Fees

Youth fees are set by the individual associations. Out-of-county or late fees will apply.

Facilities

Baseball	Kiwanis Park 936 Redwine Road Fayetteville, Georgia 30214
Basketball	Various county schools based on availability
Brooks Baseball Softball	Brooks Park 120 Railroad Street Brooks, Georgia 30205
Football Cheerleading	McCurry Park Football Complex 150 McDonough Road Fayetteville, Georgia 30214
Soccer	McCurry Park North Soccer Complex 120 McDonough Road Fayetteville, GA 30215
	McCurry Park South Soccer Complex 130 County Farm Road Fayetteville, GA 30215
Softball	McCurry Park Softball Complex 150 McDonough Road Fayetteville, Georgia 30214

National Youth Sports Association/Heartsaver CPR with AED

Fayette County Parks and Recreation Department encourages associations to require all sport coaches to attend coaching clinics and the Heartsaver CPR with AED. Staff regularly conduct National Youth Sports Association (NYSCA) Clinics for each sport throughout the year. The Fayette County Parks and Recreation Department also regularly conducts Heartsaver CPR with AED clinics as needed.

Background Checks

Background checks must be conducted on all board members, coaches, and officials prior to the beginning of the season. Background checks must be approved prior to working/coaching/officiating with any minor. Fayette County assists in conducting these background checks, and a copy of drivers license should accompany the application.

Association Information

Youth associations administer their own leagues and the answers to most questions can be found on their websites. Below are the websites for each league along with the name of the league president.

Baseball	Jeremy Payne
Spring Registration	January
Fall Registration	August
Ages:	U-5 - U-14

Basketball	Patrick Gafford
Spring Registration	March
Fall Registration	October
Ages:	U-6 - U-18
Spring registration is for ages 12 years and older.	
Fall registration is for ages U-6 through U-18	

BAR	Darby Holliman
Spring Registration	January
Fall Registration	End July - Mid August
Ages:	U-5 - U-16
Brooks Area Recreation (BAR) conducts baseball, softball, football, and cheerleading leagues.	

ASSOCIATION WEB SITES

Baseball	www.fayettecountybaseball.com
Basketball	www.fcybaga.org
Brooks Baseball	www.brooksbaseball.org
Brooks Softball	www.brookssoftball.com
Cheerleading	www.fcbluedevils.com
Football	www.fcbluedevils.com
Soccer	www.fcysl.org
Softball	www.fcysa.com
Rowing	www.ptcrow.org

Cheerleading	
Fall Registration	May
Ages:	5 - 13 years old

Football	John Ivey
Fall Registration	June
Ages:	5 - 13 years old

Soccer	Bryan McDermott
Spring Registration	January
Fall Registration	July
Ages:	U-5 through U-19

Softball	Donnie Ellis
Spring Registration	January/ February
Fall Registration	End July - Mid August
Ages:	U-4 through U-18

Rowing	Mark Tremblay
Spring Registration:	December
Summer Registration:	May
Fall Registration:	August
Ages:	12 years and above

FAYETTE COUNTY YOUTH ASSOCIATIONS

1. PROFILE

c. HISTORY

1960 - Youth Football organized

1961 - Kiwanis Club purchased land

1962 - June 2, first organized baseball game played at Kiwanis Field

1964 - Skating rink and Kiwanis Center officially opened

1966 - Blue Devil Football organized

1967 - La Fayette Saddle Club formed

1970 - Five - man Recreation Commission appointed

1975 - Fayette County Commissioners purchased Kiwanis Park and received the Georgia
Heritage Trust Fund

1975 - Don Sherwin named Fayette County Parks & Recreation Director

1977 - Commissioners agreed to a contract with DNR for \$10,000 to develop
Kiwanis Park facilities

1979 - Fayette County Athletic Association was formed offering football,
softball, soccer, and baseball

1979 - DNR grant was approved for \$180,000 to develop McDonough Park

1979 - Entered into an agreement for Shamrock Park

1981 - Commissioners approved \$40,000 for Phase II of McDonough Park

1982 - Purchased Brooks Park

1982 - Anna James named Director

1982 - McCurry Park officially named after Ron McCurry

1985 - Mary Alice Lawrence named Director

1987 - DNR approved \$24,000 grant to be used for McCurry Park picnic area

1990 - Purchased Fowler House and additional land

- 1998 - Turned Shamrock Park back over to Tyrone
- 2001 - Renovated Fowler House and moved the recreation offices to new location
- 2002 - Anita Godbee named Director
- 2003 - In August, the Fayette County Board of Commissioners adopted the Fayette County Parks and Recreation Department Master Plan
- 2004 - On February 16, the Fayette County Board of Commissioners held Groundbreaking ceremonies at Kenwood Park
- 2004 - On February 26, the Fayette County Board of Commissioners adopted the Kenwood Park Master Plan
- 2005 - On March 10, the Fayette County Board of Commissioners adopted the Kelly Park Master Plan
- 2007 - On October 6, the Fayette County Board of Commissioners held Grand Opening Ceremonies at Kenwood Park
- 2009 – Fayette County Parks and Recreation Department Policy and Procedure Manual adopted
- 2012 – Fayette County Parks and Recreation Department Policy and Procedure Manual revised
- 2015 – On May 14, the Fayette County Board of Commissioners adopted the new proposed Kenwood Park Master Plan.
- 2016 – March 10, the Fayette County Board of Commissioners entered an agreement with the Rowing Club at Lake McIntosh
- 2017 - March 25, Fayette County held Opening Ceremony of the Kenwood Park Pota Coston Memorial Garden and Monument
- 2018 - August 23, Fayette County Board of commissioners held a ribbon cutting for the Kenwood Park Phase II Pavilion

1. PROFILE

d. PARK AND FACILITY INFORMATION

The Fayette County Recreation Department currently manages 4 developed recreation sites (Brooks Park, Kenwood Park, Kiwanis Park, and McCurry Park). These parks are described and classified below.

Neighborhood Parks

The Fayette County Recreation Department does not currently manage any parks classified as “neighborhood parks.”

Community Parks

Brooks Park – At 17 acres, Brooks Park is the smallest park operated by the Fayette County Recreation Department. The park is located centrally within the Town of Brooks. The primary use of the park is for baseball and softball (3 baseball and 2 softball fields). In addition to these fields there is a playground, picnic shelter and restroom facility. The park is easily accessible by foot or bike but has limited parking. Although this park is heavily programmed for athletic use it is not considered an athletic complex due to its small size.

Brooks Park Continued



Kiwanis Park – This Park is 45 acres in size and is located to the south of the City of Fayetteville on Redwine Road. The park provides 11 baseball fields and is primarily used for the sport. In addition to these fields there are also 4 tennis courts, a basketball court, a tot lot/playground, 2 miles of walking and jogging trails, 7 uncovered picnic benches and one group shelter. There are 4 restroom facilities located throughout the park. The park contains two indoor facilities, an Activity Center and a Recreation Center which can be used for classes and other organized programs.



Kiwanis Park Continued

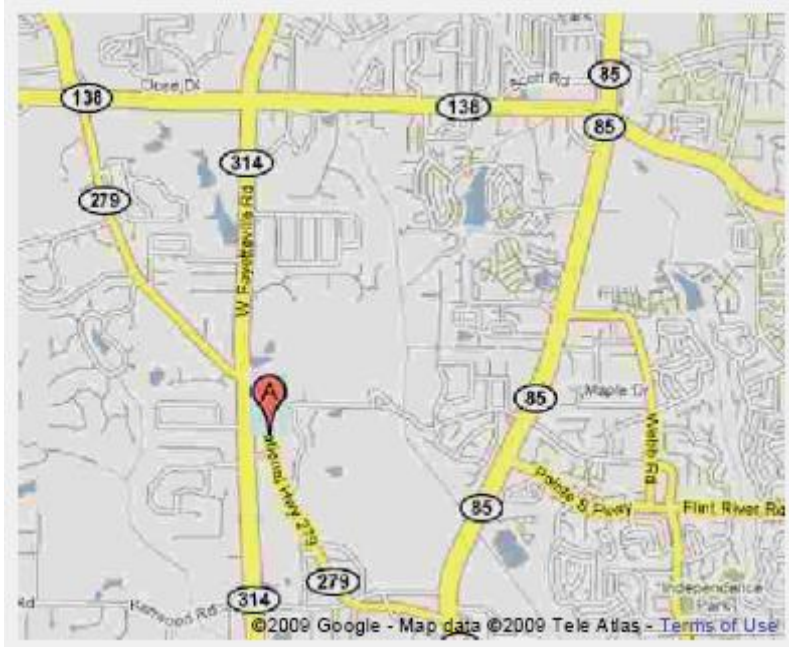


© 2009 LeadDog Consulting
© 2009 Tele Atlas
© 2009 Europa Technologies
Image U.S. Geological Survey

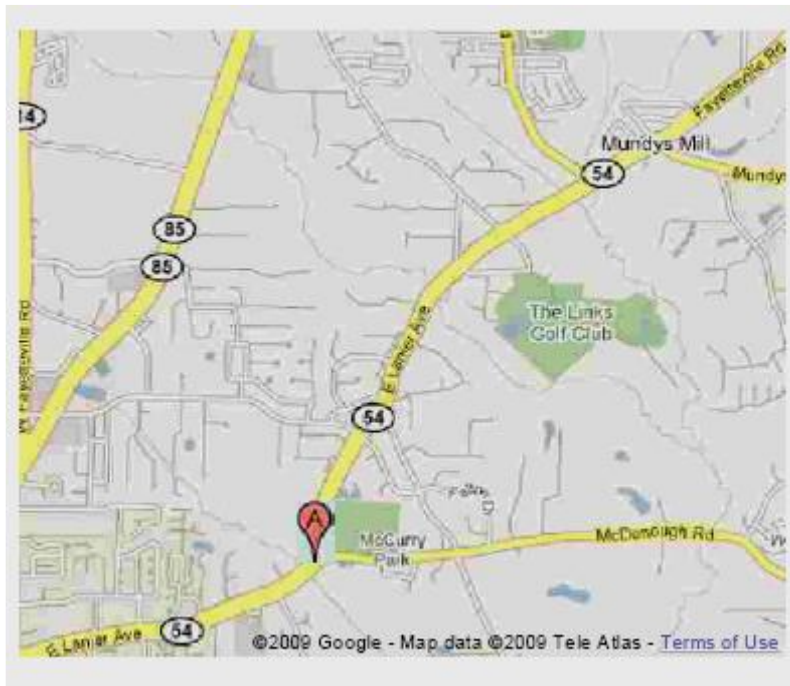
33°25'14.04" N 84°28'03.13" W elev 263 m

Regional Parks

Kenwood Park – These 172 acres of land is in the extreme northern portion of the county near the Kenwood Community. The park side is located along SR279, to the south of the Fayette County / Clayton County line. A portion of the site is restricted to conservation and can only be developed for passive recreation to preserve the natural habitat. Phase I of development has been completed and sits on 65 acres. Park amenities include tennis courts, basketball courts, a multi-use field, track, sand volleyball courts, picnic facilities, and walking trails. Phase II and III of development will be completed as determined in the Board of Commissioners approved budget.



McCurry Park – At 130 acres, the park is focused on active recreation and provides the county with 12 soccer fields. In addition to these fields, there are 7 softball fields, 2 football fields, a practice football field, 4 playgrounds, 3 miles of walking/jogging trails, a track, a rope climbing area, and a multi-use field. The park also provides for passive recreation with 7 uncovered and 4 covered picnic areas and a large group shelter. Many of the picnic sites also have grills. There are 5 restrooms located throughout the park.

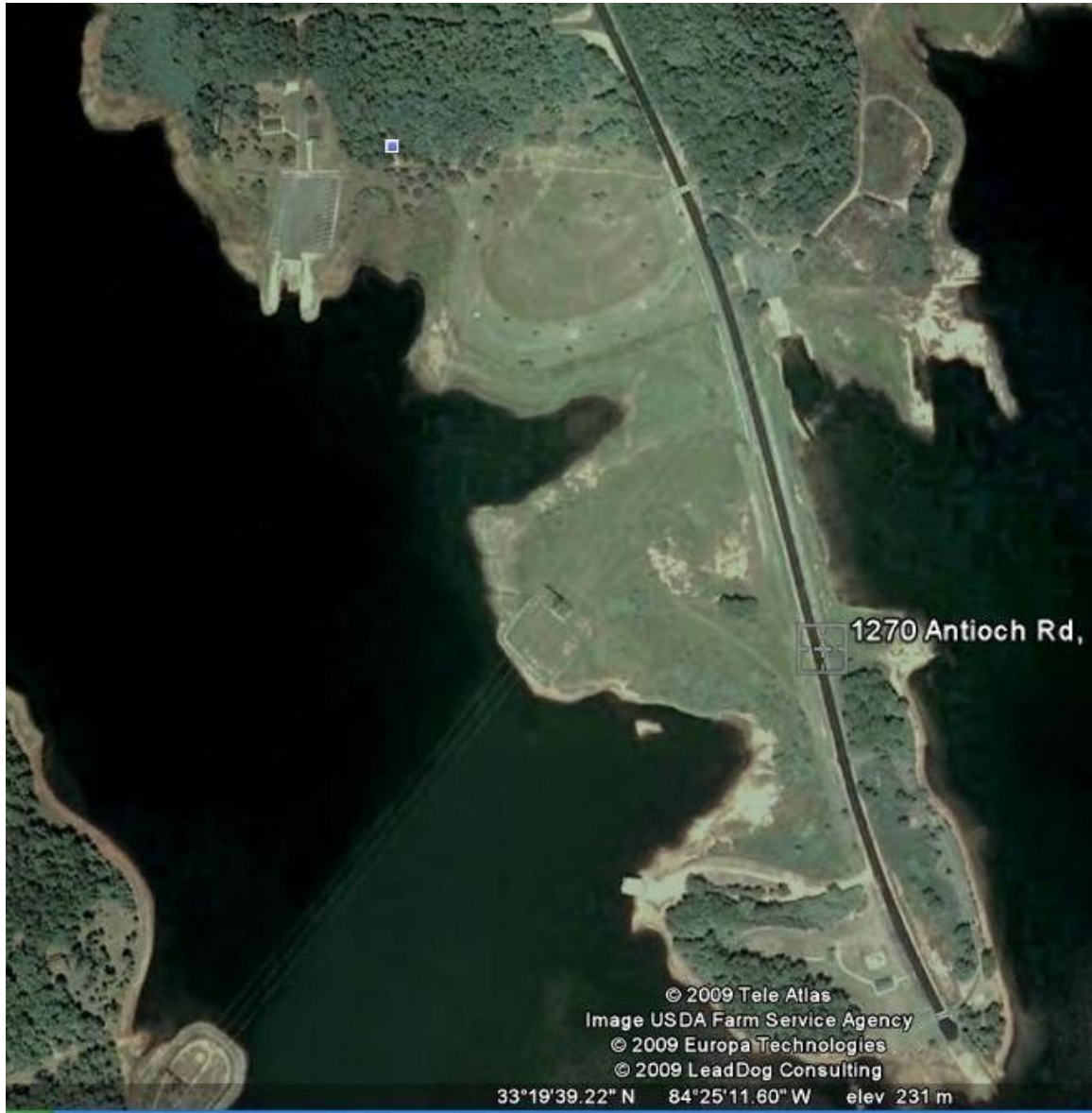


McCurry Park Continued



Special Use Areas (maintained and operated by the Fayette County Water System)

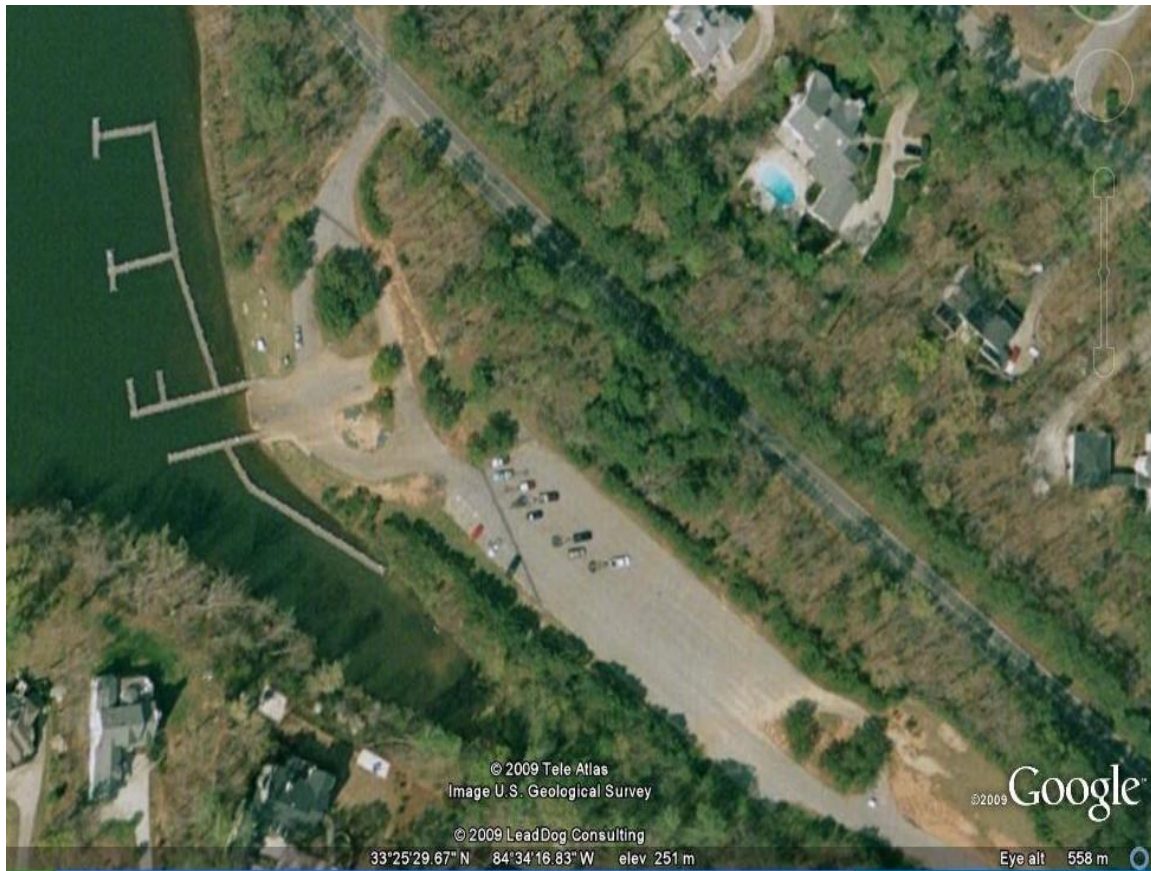
Lake Horton – This is an 82-acre park south of Fayetteville. A boat launch is provided at this site to accommodate boating and fishing. The park also consists of 2.8 miles of walking/jogging trail, playground, and 2 large group shelters. The lake also serves as a water supply reservoir.



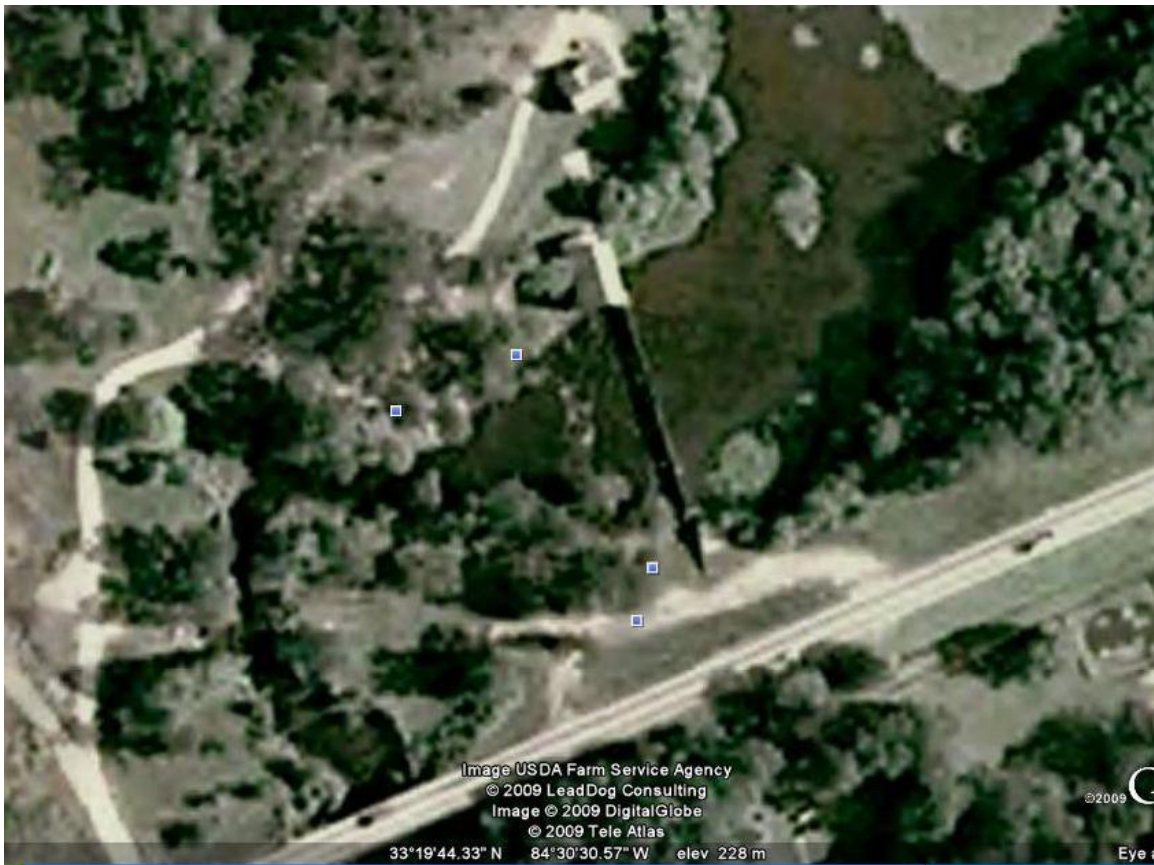
Lake McIntosh - a 650-acre reservoir on Line Creek, was completed in December 2012. The park provides the only public access to the lake. Amenities at the 14.5-acre park include walking trails, pavilion, playground area, gazebo, boat ramp with two boat docks, and restrooms.



Lake Kedron Park – This Park is located on Peachtree Parkway in Peachtree City. The park is approximately 5 acres in size and its primary function is for fishing and boat launching into Lake Kedron. In addition to the boat launch, a playground is available at the park. The lake is used as a water supply reservoir.



Starr's Mill – This 19-acre park is located at Highway 85 and 74 and is for passive recreation, primarily fishing. There is no boat launching from this site.



1. PROFILE

e. RECENT AWARDS

2016 Georgia Recreation and Parks Association 4th District Special Event Award for the Balloon Festival

Recognition of the agency with an innovative and outstanding event that occurs no more than once annually. Criteria for the award include such things as the purpose of the event, the average number of participants, the contribution to the field of recreation, the inter-agency/community involvement, on the impact on the participants and community.

2013 Georgia Recreation and Parks Association State Administrative Assistant of the Year Award Debbie Stewart

Recognition of an individual who has made an outstanding contribution to the administrative aspect of the recreation profession.

2013 Georgia Recreation and Parks Association 4th District Special Populations Award

Recognition of the most innovative and outstanding Special Population program. This year's award recognized the TR Water Fun Program.

2012 Georgia Recreation and Parks Association State Publication Award

Recognition of the agency with the best brochure. Criteria for the award include such things as readability, clear purpose, visual appeal, appropriate use of graphics and font, creativity and a product that promotes the benefits of Parks and Recreation.

2012 Georgia Recreation and Parks Association 4th District Therapeutic Program Award

Recognition of the agency with the most innovative and outstanding Special Population programs which encompass therapeutic and senior adult programming. The quality and participation by the community plays a large part in the Department receiving this award.

2011 Georgia Recreation and Parks Association State Athletic Award

Recognition of the agency with the most innovative and outstanding athletic program in the district.

2011 Georgia Recreation and Parks Association 4th District Therapeutic Program Award

Recognition of the agency with the most innovative and outstanding Special Population programs which encompass therapeutic and senior adult programming. The quality and participation by the community plays a large part in the Department receiving this award.

2011 Georgia Recreation and Parks Association 4th District Athletic Program

Recognition of the agency with the most innovative and outstanding athletic program in the district.

2010 Georgia Recreation and Parks Association State Publication Award

Recognition of the agency with the best brochure. Criteria for the award include such things as readability, clear purpose, visual appeal, appropriate use of graphics and font, creativity and a product that promotes the benefits of Parks and Recreation.

2010 Georgia Recreation and Parks Association 4th District Athletic Program

Recognition of the agency with the most innovative and outstanding athletic program in the district.

Anita Godbee 2008 Distinguished Professional of the Year

Recognition of an individual who has made an outstanding contribution to leisure services in the recreation, parks and and/or conservation profession during their career.

2008 Volunteer of the Year Reid & Patti Stone, Steve Sattinger

Recognition of our volunteers whose efforts have a lasting, positive effect on parks and recreation programs.

2008 Administrative Support Debbie Stewart

Recognition of an individual who has made an outstanding contribution to the administrative aspect of the recreation profession.

2008 GRPA State Award for TR Most Innovative Program – What’s Cooking

Recognition of an innovative and outstanding program in the State Therapeutic Section

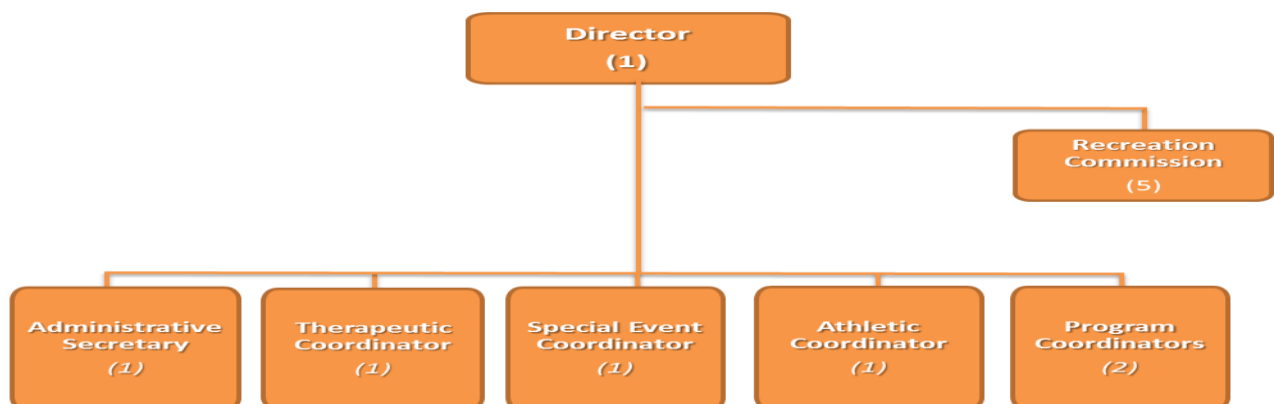
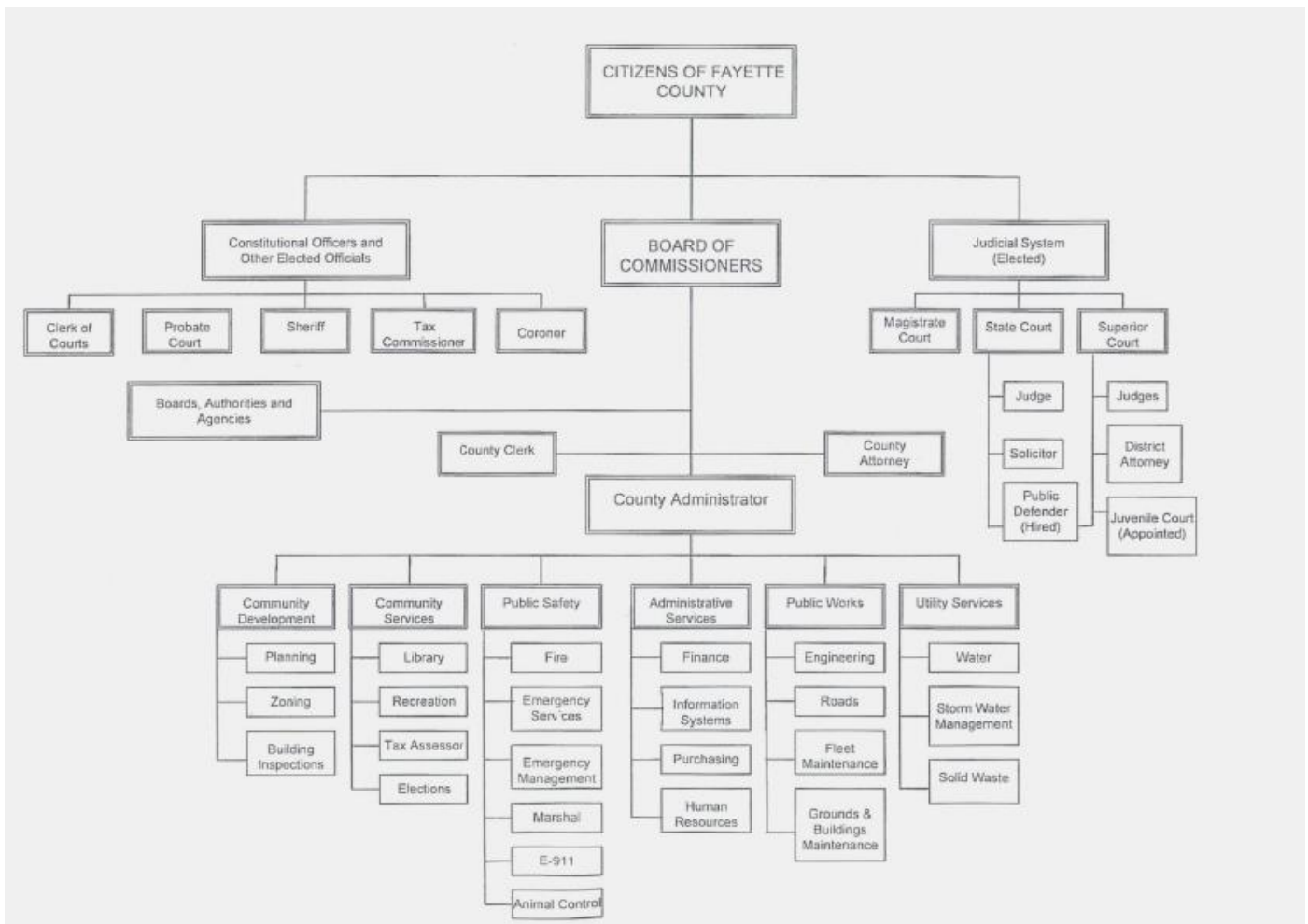
Debbie Parrish, Therapeutic Coordinator, 2007 Therapeutic Professional of the Year

Recognition of an individual who has made outstanding contributions to the field of recreation, parks, and leisure services in the State Therapeutic Section. Criteria for the award include such things as contribution made in the therapeutic field, involvement in the profession as well as the community, and the efforts made to promote the field of recreation.

2. MISSION STATEMENT

- To make visible and maintain quality park facilities and recreation programs that will meet the needs of our citizens regardless of age, sex, race, or national origin, including people with disabilities.
- To make visible the Fayette County Parks & Recreation Department
- To identify and utilize human resources, physical resources, and professional development resources
- To provide the department with staff and equipment in four divisions: administration, athletics, programs, and therapeutics.

3. ORGANIZATIONAL STRUCTURE



ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

1. **TYPE OF BOARD** – *all verbiage under this bullet point was obtained from the National Recreation and Park Association Advisory Board Member Resource Guide.*

The Fayette County Parks and Recreation Commission is an advisory board. The advisory board is typically associated with a park (s) and/or recreation department administered by a division of government: state, county, municipality. In most cases, the governmental entity is administered by an elected body, which has management and policymaking responsibility for a broad range of governmental services including parks (s) and/or recreation. This elected body has the final authority for making all decisions but often looks to an advisory board for recommendations and input regarding decisions that affect the park (s) and recreation department. The advisory board may provide community input to the department director regarding facility operations and programming. Members are appointed by the elected body. In some cases, existing advisory board members will provide the first screening of new members, making recommendations to the elected official (s) who may or may not appoint the recommendations. Appointments are generally for a specific term. In all cases, the role of this type of parks (s) and/or recreation board is just what the name implies: advisory. The group serves as a resource to the decision makers, be that director or elected officials. The advisory board can convey how the citizens as a whole or the segment/organization/program they represent, feel about policies, programs, proposals or decisions.

The Fayette County Parks and Recreation Commission is made up of five members to be appointed by the Board of Commissioners of Fayette County. The membership consist of one (1) each of members residing within each of three districts consistent with Districts 1,2,3 of the Board of Commissioners and two (2) members residing at-large. Each Parks and Recreation commissioners shall serve for four (4) years or until his successor is appointed and qualified. The Parks and Recreation Commission serves as an advisory board to the Fayette County Board of Commission.

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

2. **PRIMARY PURPOSE OF BOARD**- *all verbiage under this bullet point was obtained from the National Recreation and Park Association Advisory Board Member Resource Guide.*

If you are recently appointed board member or a prospective member, this section is especially for you. First, Fayette County would like to extend our appreciation for your community involvement and your commitment to providing high quality park and recreation services to your community. This section will provide you with a perspective of what you should expect as a board member, what roles and responsibilities come with the position and a listing of some questions that you may have and some answers to those questions.

Parks and Recreation advisory boards play a critical role in public parks and recreation, offering agencies an advantage in gaining public trust, fostering partnerships and securing

necessary funds, which allow their organizations to thrive. Advisory board governance identifies parks and recreation agencies as accountable to the community. Advisory board members also lend organizations their personal credibility. Finally, Advisory board members bring a vision and enthusiasm to the cause. Your infectious drive and dedication can literally propel an organization to new heights.

The degree to which advisory board members benefit public parks and recreation agencies depends, in part, on their relationship with their parks and recreation director.

The role of the advisory board is directly related to the age and stage of development of the organization for which it serves. The external environment, culture and values of each member, as well as the habit and leadership of its chair and executive also affect the role of the advisory board. Good relations with and among the board members, especially the board chair, can affect the success of the parks and recreation professional's career in any community. The advisory board offers multiple perspectives and skills and helps sharpen organizational focus.

Every board should adopt a comprehensive set of by-laws or operating procedures, so everyone has a clear understanding of roles, expectations and responsibilities. A copy of the Fayette County Parks and Recreation Commission Resolution and Bylaws can be found in the Section regarding Resolutions and Bylaws.

It may be the responsibility of the board and Parks and Recreation Director to recommend or develop policy. Many policies concerning the day-to-day operations of the agency are the sole responsibility of the director. It is the responsibility of the director to inform board members of implemented policies. Board members should not attempt to assume the authority of the director or staff at any level. The director is hired to direct the agency and oversee the day-to-day operations of the agency.

Another role of the board may be to plan for the future. Long-range planning can be a time-consuming process but is necessary for a well functioning department. Potential future problems, needs and opportunities must be identified. The key to the success of this planning is the corresponding development of a long-range financial plan that properly allocates identified resources to implement the plans. Significant levels of financial and human resources are required to develop a meaningful and useful long-range plan. The board and director should conduct these planning processes together. The board should avoid delegating this important responsibility solely to the director and staff.

The advisory board and director will likely need to brief and gain support from their governing body before moving on to the next step. It is then the responsibility of the director to prepare reports and inform the board about progress, performance and financial status on a pre-determined timeline.

Another vital function of the advisory board members is to establish and foster relationships with other governmental and community entities. The park and recreation

agency is part of the public system. It should be the goal of each board member and the director to build and maintain healthy working relationships with service groups, the Chamber of Commerce, religious groups, neighborhood associations and civic associations. Good relationships with other tax supported units of local government like schools, city government, police, fire, county officials, etc. are also very important. Some helpful hints in ensuring this are to:

- Involve groups in future planning- especially if it will affect their operations.
- Send groups agency brochures and publications to keep them informed about the agency.
- Invite groups to important events, groundbreakings, dedications, and ribbon cuttings.
- Coordinate with other agencies to avoid duplications of services or overstepping established boundaries.
- Encourage and look for partnership opportunities.

The most important function of a board member is working with the community residents. You are representing the residents served by the agency and must be fair and impartial when working with the public. As an ambassador to the public, a board member shall endorse the following protocol:

- Commit to conducting agency affairs in a manner that wins public respect and support for the agency and guarantees its integrity in the community.
- Welcome suggestions and constructive criticism from the public. Board members should seek opportunities to explain to the public the services and programs of the agency and to correct false impressions. It is important to bring such feedback to the attention of the director.
- Represent the interests of the entire community responsibly and responsively.
- Have knowledge and understanding of the laws and legal requirements of the jurisdiction in which the park and recreation agency exists.

Advisory board members are expected to:

- Attend meetings regularly – commitment is paramount.
- Do your homework and contribute to the discussions – review the information provided, be prepared with questions and relevant discussion points. Clarification of agenda items or need for additional information should be discussed with the director prior to the meeting.
- Keep discussions to agenda items only. Ask questions and ask for other options. Learn by listening.
- Vote based on what you believe is best for the community, recognizing that you may need to occasionally compromise. A board member must be willing to abide by and support the decisions, policies and programs agreed upon by the board.
- Be aware of the importance and value of parks and recreation in your community – gain knowledge, ask questions, and work closely and in cooperation with the director.
- Resist political, personal and special interest pressures – have courage, maintain integrity, set high personal standards for yourself and fellow board members and avoid potential or perceived conflicts of interest.

- Resist the acceptance of perks and freebies in order to avoid potential or perceived conflicts of interest.
- Be familiar with and adhere to Robert's Rules of Order and Fayette County's procedures for conducting meetings.
- Refer all media questions to the Chairperson during his or her term
- Serve as your agency's ambassador – promote and support agency events, programs, services, etc.
- Encourage citizen participation – recruit your fellow residents to participate in agency events, programs and services, and encourage them to volunteer in the park system.
- Never forget who the customers are!

The most important quality a board member can possess is the “right attitude”. Knowledge, expertise and interest are certainly helpful, but a positive attitude and sincere interest in the importance of parks, recreation, conservation and open space in the community and beyond are the most important qualities. Other qualities of effective board members are:

- Believing in the agency's mission, purpose, goals and objectives.
- The ability to place the larger interest of the agency above personal concerns or convictions.
- A willingness to serve as an effective intermediary between the agency and outside affiliated groups and organizations.
- A willingness to give freely of one's time and possessing the energy to learn.
- Respecting the varied opinions, points of view and backgrounds of fellow board members, staff, elected officials in the decision-making chain, staff and community at large.
- Being able to inspire the community's confidence, respect and support.
- Having the ability to accept board decisions.
- Respecting the democratic processes.
- Participating in discussions with demonstrated reasoning, good judgment and the courage of personal convictions.
- Demonstrating support for the director as manager of the Department.

Regardless of the motivation that a board member may have in serving on the Recreation Commission, the board member must realize and accept that he or she is a leader who has accepted a major civic responsibility. The board member must be committed to advancing the department's mission and must do so within the defined roles and responsibilities of the Recreation Commission Bylaws.

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

3. ROLE AND RESPONSIBILITY OF THE CHAIR- *all verbiage under this bullet point was obtained from the National Recreation and Park Association Advisory Board Member Resource Guide.*

The role of the Recreation Commission Chair is different than the role of other board members. More responsibilities are given to the chair than to the other board members. The responsibilities of that position are clearly defined in the bylaws.

The Chair must be willing to invest time and energy in a job that command the respect of both the board members and the community served. Board members look to the Chair for guidance, support and leadership. The Chair must assess and direct board and committee assignments to ensure that the work is on target with the vision of the Recreation Commission and achieve in the most effective way.

The Chair may be expected to:

- Lead board meetings – making sure everything runs smoothly.
- Prepare the agenda and other information needed for the Recreation Commission meeting in cooperation with the Director.
- Coordinate the planning of the board's activities for the year and ensure that an ongoing planning process exists.
- Ensure the new Recreation Commissioners are provided an orientation to the Parks and Recreation Commission.
- Encourage others to voice their opinion.
- Help organize and maintain committees of the Recreation Commission.
- Be aware of the performance of all Recreation Commission Members and Committees.

Conducting the meetings of the Recreation Commission is an important Chair responsibility. One key to a successful board relationship involves effectively run meetings. Some pointers that the Chair and Director should consider:

- Putting thought into the agenda design and clarifying desired outcomes.
- Using meetings as board development opportunities, such as communicating what is new in the field, hearing from customers, having an in-depth review of a popular program or issue, etc.
- Getting materials out ahead of time so board members have time to prepare for the meeting.

By keeping the following goals in mind during meetings, the Chair's leadership qualities will be obvious.

- Start and end the meeting on time.
- Create and maintain a positive tone during the meeting.
- Keep the meetings moving by following the agenda.
- Introduce each agenda item and facilitate discussion.
- Do not let discussions stray from the agenda issue.

- Understand and have a working knowledge of the parliamentary procedures.
- Bring items to a conclusion.

Just because you are leader of the Recreation Commission does not mean that you have any less right or responsibility to participate as a board member. Although you may want to let others voice their opinion first, you are certainly entitled to express your own opinion. However, your opinion should not dominate nor force itself onto other members of the board.

The media can quote anything said in an open forum, but the Recreation Commission Chair should be the only individual addressing the media on behalf of the Recreation Commission.

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

4. **RELATIONSHIP BETWEEN STAFF AND BOARD MEMBERS** - *all verbiage under this bullet point was obtained from the National Recreation and Park Association Advisory Board Member Resource Guide.*

The Director must build a strong relationship with all Recreation Commission members including the Chair. The role of the Recreation Commission and the role of the Director are critical to any organization, so the two must support each other. It is important for the members of the Recreation Commission to understand that the Director and staff are responsible to another elected governing body and to the County Administrator.

The Recreation Commission shall communicate its direction to the Director corporately or through the Chair. Routine communications and informational flow from board members may take place directly with the Director. Inform the Director of your likes and dislikes, what you think; what you think the public thinks. However, Recreation Board members should recognize that the Director receives direction from the County Administrator who receives direction from the Board of Commissioners.

Board members should not attempt to usurp the authority of the Director or staff at any level. The Director is hired to direct the agency and oversee the day-to-day operations of the agency. Board members are encouraged to talk with staff at anytime to ask questions about programs, how residents like the program, etc. Board members should not offer instructions to staff but rather inform the Director of Board Member thoughts and ideas.

An advisory board such as the Recreation Commission working within the local county government does not have final decision making or policy setting authority. The following chart indicates the possible roles that the Recreation Commission and the Director play within a successful partnership towards effective agency operations.

	Director	Recreation Commission
Accounting/auditing	<ul style="list-style-type: none"> • Oversees • Reviews & monitors monthly financial reports • Identifies problem area 	<ul style="list-style-type: none"> • Reviews reports and assists with establishing budget priorities • May assist in budget presentations
Attorneys	<ul style="list-style-type: none"> • Works with County Attorney 	
Recreation Commission Meetings	<ul style="list-style-type: none"> • Prepares agenda with Recreation Commission input • Forwards information/ direction from county government 	<ul style="list-style-type: none"> • Requires progress reports from Director • Forwards recommendations to decision makers
Budget	<ul style="list-style-type: none"> • Plans • Develops • Administers • Recommends funding sources • Submits to Administrator/ Finance Department 	<ul style="list-style-type: none"> • Makes recommendations to Director • Supports at budget hearings • Supports/lobbies for approval or increases • Defends cuts or lobbies for reinstatement
Consultants	<ul style="list-style-type: none"> • Conducts Background checks • Prepares specifications • Interviews candidates • Submits choices to the Board of Commissioners 	<ul style="list-style-type: none"> • Reviews applicants/ proposals • Makes recommendations to Board of Commissioners
Facilities	<ul style="list-style-type: none"> • Develops reports and master plans • Reviews reports and forwards recommendation to Board of Commissioners 	<ul style="list-style-type: none"> • Reviews reports and master plans • Gathers public comments, if appropriate • Makes recommendations to Board of Commissioners
Lobbying	<ul style="list-style-type: none"> • Provides information on local, state and national legislative initiatives 	<ul style="list-style-type: none"> • Does not participate in partisan politics • Lobbies for legislation and funding at local, state and federal levels under the guidance/ authority of the County government
Maintenance	<ul style="list-style-type: none"> • Ensures well maintained and safe facilities and parks • Develops standards • Develops risk management plan 	<ul style="list-style-type: none"> • May review Director guidelines for facility development and standards and may make recommendations to County Government

Personnel	<ul style="list-style-type: none"> • Recruits with assistance of personnel Department • Hires with assistance of Personnel Department • Supervises • Trains • Evaluates 	
Planning	<ul style="list-style-type: none"> • Conducts research • Develops goals and objectives • Hires consultants 	<ul style="list-style-type: none"> • Holds public meetings on plans • Makes recommendations to Board of Commissioners
Policies	<ul style="list-style-type: none"> • Researches • Drafts language 	<ul style="list-style-type: none"> • Reviews • Recommends to Director, County Administrator or Board of Commissioners depending upon procedures in place
Public	<ul style="list-style-type: none"> • Actively seeks public input • Works with Citizen Advisory Councils, Civic groups and neighborhood associations • Addresses complaints 	<ul style="list-style-type: none"> • Solicits public input • Receives complaints and refers to Director for resolution • Identifies public input on Recreation Commission agenda
Vendor Contracts	<ul style="list-style-type: none"> • Reviews bids • Recommends to Board of Commissioners 	<ul style="list-style-type: none"> • May review • May make recommendations to Board of Commissioners

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

5. **BUILDING COMMUNITY SUPPORT** - *all verbiage under this bullet point was obtained from the National Recreation and Park Association Advisory Board Member Resource Guide.*

It is important for the Department to have community support on a continuing basis. It becomes particularly important when embarking on a new venture. A venture can be a new facility, program, intergovernmental agreement or even a reorganization of some nature. Whatever it may be, a new project generally represents some form of change to a community. When a department embarks on a new project, it is important to build community support for that project. Typically, 5 to 10 per cent of community members will support the project initially and 5 to 10 per cent will oppose it. These opponents and supporters are unlikely to change their position. The remaining 80 percent, called the silent majority are undecided, indifferent or skeptical about the project. Failure to bring the silent majority on the support side can lead to opposition and seriously jeopardize the project. Building community support may be one of the most important stepping-stones to getting a project off the ground. It can also be one of the most challenging. It requires helping people in the community understand the issues and recognize the need for the change. Outlined below are some suggestions to help achieve this task successfully.

- **Create Your Message** - It is important to develop a consistent and easily understood set of statements about your project and the benefits to the

community. It is also essential that everyone in the decision-making chain is delivering the same message.

- Know Your Audience – When building community support, it is important to understand the audience you are trying to influence. Five of the common types of audiences you will encounter are;
 - Users of your services or facilities
 - Non-users of your services or facilities
 - Elected Officials
 - Community Leaders
 - Media

Each of these groups will have different agenda and concerns. The roles they play in the community influence their points of view. Non-users will not care if a particular service is no longer available to them if they do not use it in the first place. Issues must be focused to grab the attention of the otherwise apathetic. Similarly, community leaders will be less likely to support an issue if it does not affect the entire community. In this case, you must look at the long-term broad scope of your project. However, specific interest groups can be very effective in developing support for their issues.

- Get Supporters Early – Often people will be hesitant to support your cause if it has become a high profile controversial issue. This is why it is a good idea to gain support before your project becomes of major community interest. People will be more willing to listen to what you have to say about your project if they are not preoccupied with worrying what others will think of them if they support such a plan. Various communications strategies can be used to win the support of this undecided group. Open public participation is one communicating strategy that has proven to be successful.
- Listen – Hold public meetings and solicit community input before the project begins. When holding a community meeting to inform people of the progress of the project, explain what is proposed and be ready to listen to the responses. Frequently, what attendees hear at a community meeting is that the decisions have been made and there is little they can do. Instead of focusing on the progress of your project, ask for input, opinions and advice. Adopt suggested elements that enhance the project and respond to community needs and concerns. This will show people that they are an important part of the project. Community support is most likely when people know their voices are being heard and are included from the beginning.
- Tools – There are a number of tools to use in educating the public to gain their support. Some tools can also be used to evaluate the level of support that exists. Some of these tools include:
 - Gather and provide information to policy boards and citizen focus groups.
 - Inform key advocates so they can speak on behalf of the project.
 - Obtain and read program evaluations.
 - Conduct resident input surveys on a regular basis.
 - Hold a public Open House where the public can ask questions and provide input.

- Maintain reference centers where current information and a contact number are available: e.g. public library, local store, bulletin boards, website
- Distribute a fact sheet, possibly with a tear-off response
- Provide information to be included in community and neighborhood association reports for distribution
- Provide information in general print and visual communications; new letters, brochures, emails, websites
- Provide the media with information

Building community support for your project is an on-going process. It requires a significant investment of time and requires both perseverance and diligence. Effective and accurate communication is paramount. Be sure to listen and take advice from the community. Let the community know where its input has made a difference. Public participation leads to successful and sustainable projects in your community.

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

6. COMMISSION RESOLUTION

STATE OF GEORGIA

FAYETTE COUNTY

RESOLUTION

NO. 2015-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR FAYETTE COUNTY; TO REVISE RESOLUTION 2004-06, PERTAINING TO QUALIFICATIONS FOR MEMBERS OF THE FAYETTE COUNTY RECREATION COMMISSION; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE, AND FOR OTHER PURPOSES.

WHEREAS, the Board of Commissioners for Fayette County, Georgia (the "County") is the duly elected governing authority for the County; and

WHEREAS, the Board of Commissioners wishes to continue its role of supporting recreation activities by providing facilities and programs planned to meet the needs and desires of all ages within Fayette County; and

WHEREAS, this Board desires to continue to avail itself of the expertise present in the community by utilizing the Fayette County Recreation Commission as a means by which to stay abreast of local recreation needs and trends, as well as to secure community cooperation in implementing plans and programs provided by Fayette County; and

WHEREAS, in 1983 the Board of Commissioners adopted Resolution No. 83-15 establishing the Fayette County Recreation Commission, setting out its purpose, the appointments of its members, and various duties; and

WHEREAS, said Resolution 83-15 was amended by Resolution 2004-06, a copy of which is attached hereto as Exhibit "A", on February 12, 2004, to reduce the number of members from seven (7) to five (5) and to require that three (3) of said members be chosen from each of the three Board of Commissioner districts with the final two (2) members chosen at large; and

WHEREAS, the Board of Commissioners now desires to revise Resolution 83-15, as revised by Resolution 2004-06, to require that all five (5) members of the Fayette County Recreation Commission be chosen at large.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners for Fayette County, Georgia, that the Resolution 83-15, as amended by Resolution 2004-06, is hereby revised as follows:

By removing Item 2 in its entirety and by replacing it with a new Item 2, to be read as follows:

2. The Fayette County Recreation Commission shall consist of five (5) members to be appointed by the Board of Commissioners of Fayette County; that the members shall be residents of Fayette County chosen at-large; each to serve for four (4) years or until his or her successor is appointed and qualified.

SO RESOLVED this 14th day of May, 2015.

BOARD OF COMMISSIONERS
FAYETTE COUNTY, GEORGIA

By: Charles W. Oddo
Charles W. Oddo, Chairman



(SEAL)

ATTEST:

Floyd L. Jones
Floyd L. Jones, County Clerk

Approved as to form:

[Signature]
County Attorney

State of Georgia;
County of Fayette

RESOLUTION
NO. 2004 - 06

A RESOLUTION TO CHANGE THE NUMBER OF MEMBERS ON THE FAYETTE COUNTY RECREATION COMMISSION FROM SEVEN TO FIVE; AND FOR OTHER PURPOSES.

WHEREAS, the Board of Commissioners wishes to continue its role of supporting recreation activities by providing facilities and programs planned to meet the needs and desires of all ages within Fayette County; and

WHEREAS, this Board desires to continue to avail itself of the expertise present in the community by utilizing the Fayette County Recreation Commission as a means by which to stay abreast of local recreation needs and trends, as well as to secure community cooperation in implementing plans and programs provided by Fayette County; and

WHEREAS, in 1983 the Board of Commissioners adopted Resolution No. 83-15 establishing the Fayette County Recreation Commission, setting out its purpose, the appointments of its members, and various duties; and

WHEREAS, said Resolution 83-15, a copy of which is attached hereto as "Attachment A", establishes the number of members on the Fayette County Recreation Commission to be seven (7) members to be appointed by the Board of Commissioners;

NOW, THEREFORE, be it resolved that Resolution 83-15 be amended as follows:

That Item 2, be deleted in its entirety and a new Item 2, be enacted in lieu thereof, as follows:

2. The Fayette County Recreation Commission shall consist of five (5) members to be appointed by the Board of Commissioners of Fayette County; that the membership consist of one (1) each of members residing within each of three districts consistent with Districts 1, 2, and 3 of the Board of Commissioners and two (2) members residing at-large; each to serve for four (4) years or until his successor is appointed and qualified.

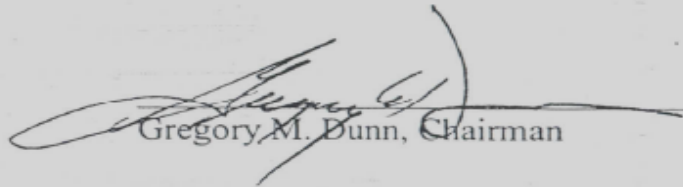
So resolved this 12th day of February, 2004, by the

BOARD OF COMMISSIONERS
FAYETTE COUNTY, GEORGIA

test:

Carol Chandler

erk


Gregory M. Dunn, Chairman

ATTACHMENT "A"

STATE OF GEORGIA
COUNTY OF FAYETTE

RESOLUTION

No. 83-15

A RESOLUTION ESTABLISHING THE FAYETTE COUNTY RECREATION COMMISSION; APPOINTING THE INITIAL MEMBERSHIP THEREOF, PROVIDING FOR APPOINTMENT OF SUCCESSIVE MEMBERS AND FILLING OF VACANCIES ON SAID COMMISSION; PRESCRIBING THE FUNCTION THEREOF; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS; AND FOR OTHER PURPOSES.

WHEREAS, this Board recognizes the importance of physical fitness for all persons, the role of planned recreation in achieving physical fitness and the desirability of facilities to encourage the planned use of leisure time; and

WHEREAS, this Board desires to avail itself of expertise in the aforesaid areas and to provide an administrative means by which said Board can remain constantly abreast of needs in such areas, as well as to secure community cooperation in implementing such plans and advice as this Board may adopt in the premises.

NOW THEREFORE, be it resolved and adopted as follows:

1. An administrative and advisory committee responsive to the Board of Commissioners of Fayette County is hereby created. Said Committee shall be designated the "Fayette County Recreation Commission".
2. The Fayette County Recreation Commission shall consist of seven (7) members to be appointed by a majority vote of the Board of Commissioners of Fayette County; each to serve for four (4) years or until his successor is appointed and qualified, except that the initial members of said Commission

shall be appointed as follows: 1 member shall serve a staggered term of one year; 2 members, 2 years each; 2 members, 3 years each; and 2 members, 4 years each, so that not more than two members' terms shall expire each year. Vacancies in such positions other than by expiration of term of office shall be filled only for the unexpired term. All terms shall expire June 30 of the appropriate year.


3. Immediately after their appointment, commission members shall meet and organize by electing a chairman and other necessary officers. The commission shall have power to adopt bylaws, rules, and regulations for the conduct of its business.
4. The Commission shall convene regularly, not less than quarterly at some public and convenient place designated or approved by the County Governing Authority to conduct its business; shall open all such meetings to the public and may also convene specially on call of the Chairman or of majority of the Commission's membership having notified said Chairman of proposed meeting.
5. It shall be the duty of the Commission from time to time to make recommendations to the County Governing Authority concerning establishment, discontinuance and manner of operation of a system of supervised recreation in Fayette County; to provide, develop, operate, maintain and conduct such parks, playgrounds, playing fields, recreational centers, activities and facilities as the County Governing Authority may from time to time authorize, approve and fund, and pursuant to authority periodically so granted and not rescinded, shall recommend employment by said

Governing Authority to personnel whose services may be necessary or desirable in implementing any of the above-mentioned programs or projects approved by such Governing Authority. — Annually the Recreation Commission shall submit a budget to the Governing Authority for approval. The Commission may also solicit or receive gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for playgrounds or other recreational purposes.

6. The Commission's functions shall be advisory and ministerial solely, and this Resolution shall not be deemed, held or construed to delegate to the Commission any power or authority to bind Fayette County by contract.
7. All resolutions and ordinances conflicting herewith are hereby repealed.

RESOLVED this 28 day of July, 1983.

BOARD OF COMMISSIONERS
OF FAYETTE COUNTY


JERRY BARRINTON, CHAIRMAN

ATTEST:


CAROL MUNDT, CLERK

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

7. COMMISSION BYLAWS

ARTICLE I: PURPOSE OF THE ORGANIZATION

The purpose of this organization is:

- To advise, make recommendations to, and influence the recreation director and/or county officials on recreation and park matters.
- To seek the development of a board variety of programs, facilities, and services to meet the total needs and demands utilizing the total resources of the county.
- To inform and educate the public about the importance of and need for recreation programs, facilities, and services.
- To strive to involve the citizens in the planning and development of the recreation system and identify local needs.
- To establish and maintain an effective Public Relations program utilizing all appropriate communications media.
- To advise on financial planning and secure adequate budget support.
- To provide a close liaison and coordination with other agencies as well as all municipalities within the county to ensure total cooperative community effort to provide the most effective and economical services possible.
- To evaluate the organization's programs, facilities, services, and relationships periodically to assure that its goals and objectives are being achieved.
- To provide encouragement, support and work in partnership with the director to provide a team approach to addressing problems.

ARTICLE II: MEMBERSHIP

The Board shall consist of seven (7) members appointed by the County Commission. Members shall serve without pay. Terms of office shall begin the first year with appointments as follows:

- 2 members appointed for 4 years
- 2 members appointed for 3 years
- 2 members appointed for 2 years
- 1 member appointed for 1 year

All appointments thereafter shall be for four-year terms. The board shall also be geographically representative of the county. To accomplish this there shall be one member from each of the three County Commission Posts as well as four members at large.

ARTICLE III: OFFICERS

- Section 1. At the annual meeting, the members of the Recreation board shall elect from it's membership a Chairperson, Vice-Chairperson, and Secretary/Treasurer.
- Section 2. The Chairperson shall preside at meetings of the Board, appoint committees, and perform all duties generally pertaining to the office of Chairperson.
- Section 3. The Vice-Chairperson shall perform these duties in the absence of the Chairperson.
- Section 4. The Secretary/Treasurer shall keep a record of the meetings of the Board, record all official actions, have custody of it's books and records, give notices to the members of meetings, establish and maintain necessary bank accounts, and perform other duties as may be assigned by the Board.

ARTICLE IV: MEETINGS

- Section 1. The annual meeting shall be held the first Monday of April of each year and the officers elected at the annual meeting shall take office the following month.
- Section 2. The Board shall meet regularly each month.
- Section 3. Special meetings may be called by the Chairperson or a majority of members at any time deemed necessary or desirable.
- Section 4. The absence of three (3) consecutive meetings of any member of the Board, without due and acceptable excuse, shall constitute a vacancy on the Board.
- Section 5. A majority of the Board shall at all times constitute a quorum.

ARTICLE V: BOARD RESPONSIBILITIES

- Section 1. The Board is responsible for advising and making recommendation on all recreation matters.
- Section 2. The Board shall operate under the adopted By-Laws.
- Section 3. The Board shall prepare and recommend for approval regulations for proper conduct of public recreation facilities.

Section 4. The Board shall advise in the development of programs for all citizens of the county.

Section 5. The Board shall recommend to the county commission an annual budget for it's approval.

Section 6: The Board shall make a full and complete annual report to the County Commissioners and make such other reports as may be required by the County Commission. The director shall be responsible for the preparation of the report with board input.

ARTICLE VI: Amendments

Section 1. Proposed amendments to these By-laws must be submitted in writing at a regularly scheduled meeting. They cannot be voted on until the next regularly scheduled meeting or a subsequent meeting.

Amendments to the Fayette County Recreation Commission Bylaws:

Article II. Membership Change to: residents of Fayette County chosen at-large.

Article III Section 4. Officers changed from Secretary/Treasurer to just Secretary.

Article IV Section 4. Meeting requirements changed to three (3) meetings in a calendar year.

Article IV Section 2. Meetings will be on the second Tuesday of the month, 6:30 p.m. Meetings may be cancelled if items of business are not on the agenda.

Article IV Section 1. Annual Meeting will be the Second Tuesday of April.

Article IV Section 2. Meetings will be on the second Tuesday of the month, 7 p.m. Meetings may be cancelled if items of business are not on the agenda.

Article II: Membership Change to: The Board shall consist of five (5) members....Change to....as well as two members at large.

Article V Section 2. The Board shall review and if necessary, amend these By-Laws on an annual basis in order to better facilitate and address the recreation needs of Fayette County.

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

8. OPEN MEETINGS POLICY

Duly appointed boards, committees, commissions and authorities that carry out “government” functions are required to comply with the State of Georgia Open Meetings and Open Records Laws, including the Fayette County Recreation Commission. In summary, these laws require:

- All meetings are open to the public;
- The public is notified of all meetings;
- An agenda for all meetings must be published prior to a meeting;
- A record (minutes) of all actions by the body must be created, retained and available to the public;
- Discussions allowed in “Executive Session” are limited to three areas prescribed by law;
- (The three areas allowed generally do not apply to the Recreation Commission.)
- If a “special” meeting is needed to address an issue outside the timeframe of the regularly scheduled meetings, this can occur by providing notice to the local press, including the specific topic(s) to be considered. This includes but is not limited to workshops, general discussions, and the ability to take an official action.

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

9. PROCEDURES FOR CONDUCTING MEETINGS

The Recreation Commission will follow the same procedures for conducting meetings as called for in Fayette County Code Part II, Chapter 2, Article II, and Division 2.

Sec. 2-36. Call to order.

If, at the time of a meeting, the Chairman determines that all Recreation Commissioners have been notified or an attempt has been made to notify all Recreation Commissioners and that a quorum of the Recreation Commissioners is present, he shall have the authority to call the meeting to order. The call to order shall not require any preceding action but may be issued solely by the authority of the Chairman.

(Code 1983, Rules of Proc., § I)

Sec. 2-37. Motions--General requirement.

The Recreation Commissioners can take action only when a motion to take such action is made and passed by the board.

(Code 1983, Rules of Proc., § II)

Sec. 2-38. Same--Procedure.

- (a) Before a motion can be discussed or voted upon, it must be presented to the Recreation Commission by a member of the Recreation Commission. The presentment is made by merely stating the motion.
 - (b) Immediately after the motion is presented, the Chairman shall ask for a Recreation Commissioner to second the motion. If the motion is not seconded, it shall fail for lack of a second and can not be remade until the next meeting except as otherwise provided herein.
 - (c) If the motion is seconded, the Chairman shall immediately ask for discussion of the motion. Discussion of the motion shall be limited to the Recreation Commissioners and shall relate solely to the motion on hand; however, any Recreation Commissioner may question a member of the audience or staff provided such question shall pertain strictly to the motion on hand.
 - (d) Upon the conclusion of discussion, the Chairman shall cause the motion to be restated and shall then call the question.
- (Code 1983, Rules of Proc., § II)

Sec. 2-39. Same--Amendment.

- (a) An amendment may be suggested by any member of the Recreation Commission. The amendment shall be suggested only during the discussion of the original motion.
 - (b) A motion can be amended only with the consent of the Recreation Commissioner making the motion. If the Recreation Commissioner who seconded the original motion disagrees with the amendment, he shall be allowed to withdraw his second. When a second is withdrawn, the Chairman shall immediately request a new second.
 - (c) After a motion is amended, the Chairman shall call for discussion and proceed with the consideration of the motion in the manner provided above.
- (Code 1983, Rules of Proc., § II)

Sec. 2-40. Same--Withdrawal.

- (a) Any motion may be withdrawn at the discretion of the Recreation Commissioner making the motion.
 - (b) Motions may be withdrawn at any time prior to but not during nor after the restating of the motion by the Chairman.
- (Code 1983, Rules of Proc., § II)

Sec. 2-41. Same--Tabling.

- (a) During the discussion of a motion, the motion may be tabled for further discussion by the board upon the motion of any Recreation Commissioner other than the Recreation Commissioner who made the original motion.
 - (b) The motion to table shall specify the time and place for the continued discussion.
 - (c) Discussion of the original motion shall immediately cease when a motion to table is made.
 - (d) A motion to table shall not require a second but shall require discussion, restating the motion and a call of the question.
- (Code 1983, Rules of Proc., § II)

Sec. 2-42. Same--Reconsideration.

(a) A motion, which has been passed or defeated, or which fails for lack of a second, may be reconsidered by the Recreation Commissioners during the same meeting provided the board passes a motion for reconsideration. Otherwise, the original motion may not be presented to the Recreation Commission again until its next meeting.

(b) A motion for reconsideration can only be made by a Recreation Commissioner who voted against the original motion, if defeated, or in favor of the original motion, if passed. Otherwise, any Recreation Commissioner may make a motion for reconsideration.

(Code 1983, Rules of Proc., § II)

Sec. 2-43. Same--Vote.

(a) A Recreation Commissioner in favor of a motion shall say "aye" while holding up his/her right hand.

(b) A Recreation Commissioner against a motion shall say "nay" while holding up his/her right hand.

(c) A Recreation Commissioner present but refusing to vote shall be recorded as abstaining.

(d) All votes shall be by simple majority unless as otherwise required by ordinance or state law.

(e) A[n] unanimous passing vote shall mean a vote in which all members of the Recreation Commissioners present vote in favor of the motion.

(f) The preceding procedures apply to all votes taken by the Recreation Commissioners except for the annual election of the chairman, vice-chairman and secretary. The annual election of the chairman, vice-chairman and secretary of the Recreation Commission shall be conducted by any legal voting method which shall be agreed upon prior to the election.

(Code 1983, Rules of Proc., § II; Ord. No. 99-07, § 2, 4-7-99)

Sec. 2-45. Special motions--Call the question.

(a) During the discussion of any motion, any Recreation Commissioner may move to call the question in order to end discussion and have the vote on the pending motion.

(b) When a Recreation Commissioner has moved to call the question, discussion of the original motion shall cease and the Chairman shall immediately restate the motion and then proceed with a vote on whether to call the question. A second of a motion to call the question shall not be necessary.

(c) If the vote is in favor of the motion to call the question, the Chairman shall immediately call the question on the original motion.

(d) If the vote is against the motion to call the question, discussion of the original motion shall continue.

(Code 1983, Rules of Proc., § III)

Sec. 2-45.5. Special motions--Continuance.

(a) During the discussion of any motion, any Recreation Commissioner may move for a continuance in order to have any particular item continued to the next meeting. A motion for continuance requires a second, however, no vote shall be necessary for the continuance to take effect.

- (b) When a Recreation Commissioner has moved for a continuance, discussion of the agenda item shall cease once the motion receives a second. A motion for continuance accompanied by a second shall automatically place the subject item on the agenda for the next scheduled meeting of the Recreation Commission.
- (c) If the motion for a continuance does not receive a second, the motion shall die for the lack of a second.
- (d) There shall be no more than one continuance allowed for any one (1) agenda item. (Ord. No. 99-07, § 1, 4-7-99)

Sec. 2-46. Same--Point of order.

- (a) Whenever a Recreation Commissioner has a question as to the procedure being followed by the Chairman, he may raise a point of order. A point of order requires no second.
- (b) Upon the raising of a point of order, the Chairman shall stop the meeting and the Recreation Commissioner shall state his question. The meeting shall continue after a determination of the question has been rendered by the Chairman. (Code 1983, Rules of Proc., § III)

Sec. 2-47. Same--Out of order.

- (a) The Chairman shall have the authority to cite any individual out of order when that individual, in the opinion of the Chairman, violates these rules of procedure.
- (b) No other action shall be required in citing an individual out of order.
- (c) When an individual has been cited as out of order, the Chairman shall state the reasons therefore and shall give the individual directions regarding compliance with these rules. (Code 1983, Rules of Proc., § III)

Sec. 2-48. Same--Adjournment.

- (a) Adjournment of the meeting must be by motion.
- (b) A motion to adjourn does not require a second but does require discussion.
- (c) When a motion to adjourn is passed, the Recreation Commissioners can no longer act until another meeting is called to order. (Code 1983, Rules of Proc., § III)

Sec. 2-49. Public discussion.

- (a) Whenever public discussion of a matter before the Recreation Commissioners is allowed, any member of the public shall have the right to discuss the matter at hand prior to the presentment of the motion.
- (b) The right of a member of the public to discuss a matter before the Recreation Commission shall be limited to three (3) minutes per topic, unless as otherwise granted by special permission of the Chairman.
- (c) All discussion shall relate solely to the matter at hand. (Code 1983, Rules of Proc., § IV)

Sec. 2-50. Vice-chairman references.

All references in this division to Chairman shall also include the vice-chairman.

(Code 1983, Rules of Proc., § IV)

Sec. 2-51. Action chart.

Actions shall be taken on motions as follows: tabs msp 155

TABLE INSET:

<i>Type</i>	<i>Second</i>	<i>Discussion</i>	<i>Priority</i>
Regular motion	x	x	None
Amendment	x	x	None
Withdrawal	None	None	x
Table	None	x	x
Reconsideration	x	x	None
Call the question	None	None	x
Point of order	None	x	x
Out of order	None	x	x
Adjournment	None	x	None

(Code 1983, Rules of Proc., § V)

ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

10. CALENDAR OF MAJOR BOARD ACTIVITIES

- Recreation Commission Meetings are the 2nd Tuesday of every month at 6:30 p.m. at the Activities House.
 - 2020 Dates - January 14
February 11
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8

- Meetings with Youth Athletic Associations
 - January – President’s Meeting
 - May – Basketball and Brooks
 - June – Football and Softball
 - July – Baseball and Soccer
 - August - Rowing

FAYETTE COUNTY PARKS AND RECREATION NEEDS ASSESSMENT

SEE RECREATION WEBSITE

**FAYETTE COUNTY PARKS AND RECREATION YOUTH ASSOCIATION
POLICY AND PROCEDURES MANUAL**

SEE RECREATION WEBSITE

FAYETTE COUNTY PARKS AND RECREATION COMMISSION CODE OF ETHICS

As a Park and Recreation Commissioner, representing all residents of Fayette County, I recognize that:

I have been entrusted to recommend park, recreation, and leisure services to all residents of Fayette County. These services are available to everyone regardless of age, sex, race, religion, or national origin, including people with disabilities.

I will respect ideas and opinions expressed by fellow board members, professional staff, and citizens to ensure the best interest of the community.

I will respect, and support decisions made by the Parks and Recreation Commission.

I pledge to devote the time and effort necessary to ensure thoughtful and informed decisions by the Parks and Recreation Commission.

I will adhere to the highest standards of integrity and honesty in all my endeavors to safeguard the public trust.

I will work to accomplish the mission of the organization and strive to maintain the trust of those who appointed me and those whom the organization serves.

I will serve the interest of all people, avoid acts of favoritism toward special interest and avoid use of the Parks and Recreation Commission for personal advantage.

I understand that my authority is restricted to official meetings and authorized actions of the Parks and Recreation Commission.

I acknowledge that the Parks and Recreation Commissioners recommend policy while administrators and staff carry out approved policy.

I will support policy that ensures that all Parks and Recreation Commission meetings are open to the public except in cases where closed meetings are explicitly authorized.

Signature

Date