

TUSCALOOSA COUNTY PARK AND RECREATION AUTHORITY

DISTRICT ADVISORY COMMITTEE GUIDELINES

MISSION/PURPOSE

The District Development Program was created to provide the means of establishing communications with all segments of the County and to assist community-based organizations in developing and/or improving the arts, park and recreational opportunities in underdeveloped areas of the County's four (4) Districts

FUNCTIONS

The function of the District Advisory Committee shall be to perform the following:

- Assist in the development of projects and programs as they relate to the needs of the Public served in the Districts.
- Assist in the establishment of short- and long-term planning goals and policies within the Districts.
- Recommend plans of action for satisfying the needs of each District.
- Serve as a liaison between the Public and PARA.
- Encourage individuals, businesses, citizen groups and organizations in the Districts to develop the arts, public parks and recreation through leadership and commitment of time and resources.

“It is the policy of the Tuscaloosa County Park and Recreation Authority that no person shall, on the basis of race, color, creed, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity.”

COMMITTEE MEMBERS/REPRESENTATION

The committee membership needs to reflect the various communities and interests within the districts. Therefore, it is recommended that the membership be composed of the following:

<u>Title</u>	<u>Number</u>
County Commission Member (ex-officio)	1
Lay Citizens	5 from each District

These members should represent the demographic profile and recreational interests embraced by the population of each specific District.

Recommendations for new members will be made by the Advisory Committee and are subject to approval by the PARA Board of Directors. The Committee shall select its Chairman. If a vacancy should occur at any time during the year, the Committee shall fill that vacancy at its discretion.

Members will serve terms of two years. Length of service will be limited to two terms of two years each. **(the PARA Board may extend the length of service of a member at the request of the committee.)**

MEETINGS AND NOTICES

The District Advisory Committee shall meet once each quarter as a minimum at a time suitable to a quorum of the members. The following quarterly schedule is proposed:

September– All new projects considered for the new fiscal year shall be presented to the Advisory Committee at the **September** meeting. The Committee will select a project (s) for funding at this meeting to allow adequate time for the approval process. All projects from the four districts shall be submitted for the approval of the PARA Facilities Committee and the PARA Board of Directors finally to the Tuscaloosa County Commission for their approval,

January – Project updates shall be provided and program needs in the District shall be identified and assessed so that action (s) can be taken to meet these needs, where applicable.

April – This meeting shall be held at a central location to discuss project status and new appointments to the committee, where applicable. The list of new appointments must be approved by the Committee and then submitted to the PARA Board for final approval.

July – This meeting shall serve to welcome new members, to discuss any upcoming business and to encourage the Committee to canvas their communities for projects worthy of funding consideration at the November meeting.

An agenda for each meeting shall be prepared jointly by the Committee Chairman and the PARA District Coordinator.

Meetings shall be open to the Public and minutes of each shall be available for review.

Special meetings may be called by the Chairman or by PARA with the approval of the Chairman at any time. Notice thereof shall be given to every member not less than seven days, if possible, unless such notice is waived by all members.

Roberts Rules of Orders shall govern all meetings.

QUORUM

A quorum shall consist of those members present in attendance.

AUTHORITY

No Committee member shall have the authority to act individually. All recommendations shall come from the Advisory Committee collectively.

PROJECTS

As stated earlier, the purpose of the District Advisory Committee is.... “to help the various communities and community-based organizations in developing and/or improving arts, parks and recreation opportunities in underdeveloped areas in each of the County’s four (4) Districts.” **To this end, the Committee and applicant must recognize that any project considered for funding must be available to the public for use following its implementation.** Restriction to use by a specified group or interest will not be allowed.

To support the intent of the District Advisory Committee funding mechanism, documentation shall be provided in writing by an applicant. **This documentation shall include a statement (s) from the applicant saying that the facility will be available for use by the general public.**

The applicant must show that the property on which **the project will be constructed is publicly controlled land.** The property may be deeded or leased. If leased, the lease should be for a minimum of twenty (20) years.

The project shall be a permanent structure (s) that aids in developing and/or improving the arts, park and/or recreational opportunities in the District. Project funding is encouraged in all parts of the District for all segments of the population when funds are available.

PROJECT APPROVAL

The approval of a project must follow these steps:

1. Submittal of the project in writing to the District Advisory Committee accompanied by costing and design information and support documentation alluded to herein, if the project is a construction project, proper engineering and architectural drawings must be presented prior to approval; construction projects will not be considered for application unless all documentation is presented with the grant. Applications submitted for planning and engineering will be considered
2. Approval of the project by the Advisory Committee;
3. Approval by the PARA Facilities Committee which meets the 3rd Thursday of each month.
4. Approval by the PARA Board of Directors which meets on the first Tuesday of each month;
5. Approval by the Tuscaloosa County Commission which meets the 1st and 3rd Wednesday of each month. This is the final step in the funding process.

Note that disapproval by any entity along the flow path (i.e., Steps 1 –6) results in non-funding of the project by this mechanism.

FUNDING

The source of the funding described herein for District development and/or improvement activities is the Tuscaloosa County Commission. As a result, they have final approval of any project. Further, there is no guarantee that funds will be appropriated by the Commission for a given fiscal year.

Should one or more of the Districts have no, or few, projects submitted for funding consideration, then the disposition of any remaining funds may be reallocated by the committee to existing or new projects **in other districts/areas**, upon approval by the committee, the PARA Board and the County Commission. Projects requiring an

extension to be completed must be pre-approved by the PARA board and the County Commission.

Funding for each individual project shall be, as a minimum, on a 50% cost-sharing basis. A minimum of half of the project shall be funded by the applicant and the other half by PARA acting as an agent for the County Commission. The applicant's share may be in the form of money and/or in-kind services. In-kind services may be labor (skilled or unskilled), equipment and/or materials donated for the project. No work donated by the local government may be counted as in-kind work. PARA must purchase all materials not donated for the project. These purchases are governed by the State of Alabama Bid Law. Further, no work may be started prior to approval of the project by the County Commission and work already completed, or in the process of being completed, cannot count toward the project funding.

PROJECT IMPLEMENTATION/EXPENDITURE OF FUNDS

Each project must be started and completed within the fiscal year that it is funded. **Commensurately, all funding provided by the project must be spent during the fiscal year.** No funds carryover to the next fiscal year is allowed. The fiscal year ends on September 30. All projects must be completed and invoices submitted by August 15.

The PARA Project Manager is responsible for inspecting each project/program site to verify proper use of any items or materials purchased with funding through PARA. Should an improper use occur, then it will be the responsibility of the particular community/organization to make any/all corrections or adjustments required. In the event that any improprieties are not corrected, any funding spent to date on the project shall be refunded.

Each community or community based organization will provide, at its own expense and cost, and keep in force general liability insurance with a good and solvent insurance company or companies licensed to do business in the State of Alabama. This insurance will be of an amount to adequately cover injury of death to a person or persons and to cover replacement cost for damage to property and/or facility, including the project work funded by the District Development. A copy of the insurance certificate is to be included with the application or prior to beginning the project work.