

Richland County Recreation Commission
Regular Board Meeting Agenda
September 18, 2017
6:00PM

1. Call to Order:

Chairman Clark is scheduled to call the meeting to order.

2. Adoption of Agenda: (Action)

3. Minutes: (Action)

Chair Clark will request the Board to approve minutes from the July 17, 2017 Regular Board Meeting and Special Call Board Meeting Minutes from June 15, 2017; July 12, 2017 and August 16, 2017.

4. Public Input:

Citizens requesting to address the Board must sign up in advance prior to the beginning of the meeting and are limited two minutes each.

5. Financial Report: (Information)

Kasey Wilson will present to Board. (Attachment)

6. New Business:

- David Stringer, Human Resources, will present policy updates for Policy No. 170 Retirement Program, Policy No. 9020 Disbursements and Policy No. 9050 Supply Inventory. (Action)

8. Other Business:

A. Lisa Lewis-Hutcherson, Executive Director RCRC Foundation, will present:

- Update for Foundation

B. Bryan Crider, Division Head Property Management, will present:

- Update for Property Management

C. Tara Dickerson, Chief of Staff, will present:

- Agency Updates
- Request for Waiver of Facility Fees from Southern Pride Rabbit and Cavy Club, and Ballentine Civic Association. (Action)
- Final draft of By-Laws for Richland County Recreation Commission. (Action)

9. **Executive Session**

- Receipt of Legal Advice – MOU with Richland County
- Personnel Matters – Review Executive Director Applications
Employee Improvement Plans
RCRC Foundation

10. **Adjournment**

**Richland County Recreation Commission
Regular Board Meeting Minutes
July 17, 2017
6:00PM**

Commissioners in Attendance:

Thomas Clark
Lisa Cotten
Cynthia Shepard
Robert Lapin
Jermaine Johnson
Stephen Venugopal

RCRC Staff in Attendance:

Tara Dickerson
David Stringer
Robert Hickman
Bryan Crider
Marta Cleary
Kasey Wilson
Connie Reaves
Felicia Venable
Courtney Small
LaTash Adams
Jamie Carson
Charles Eubanks
Christopher Santino
Cornelia Watts

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Commissioner Clark called the meeting to order at 6:00pm.

Chair Clark recognized Mayor Coble for a recommendation.

Mayor Coble recommended that when the agenda is adopted that you make a change in describing the Executive Session, noting recent legal issues, give as much detail as possible for Executive Session; two personnel items, employee credentialing matter and employee disciplinary matter.

2. Adoption of Agenda: (Action)

Motion to adopt the agenda as clarified by Mayor Coble made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Shepard, Venugopal and Cotten.

3. Approval of Minutes: (Action)

Motion to approve the minutes from the June 19, 2017 Regular Meeting and June 27, 2017 and June 30, 2017 Special Call Meeting made by Commissioner Lapin, second by Commissioner Shepard. Minutes approved unanimously by all members present; Clark, Johnson, Shepard, Venugopal, Cotten, and Lapin.

4. Public Input:

Trayjeana Rogers, representative for the Trenholm Park volunteer committee, presented the Board with questions regarding the renovations and budget for the fiscal year 2017/18 and an outline concerning their desires and plans for the park for 2017/2018.

Hainsley Lewis, representative from the Lincolnshire community, announced Back to School Bash sponsored by the community. Mr. Lewis voiced his concerns for removal of the maintenance buildings and the need for a community center.

Chair Clark referred to Bryan Crider to address.

Leroy Tyson, representative from the Candlewood neighborhood, voiced his concern for the \$120,000 allocated by County Council for a much needed community park which has not been built and would like that money to be reconsidered for the project.

Bryan Crider stated that the \$120,000 is part of the 2008 Bond and the money is still there. Mr. Crider noted that he is presenting, as stated on the agenda, Ad-Hoc Committee be formed to evaluate excess funds from the 2008 General Obligation Bond.

James Dewitt, representative from the Candlewood Association, stated that his concern is that the money allocated in the Bond for Candlewood remains there until issues are worked out.

James Benson, representative from the Candlewood Association, stated that he is here in support of Candlewood as stated by the previous representatives.

Terri Garrett, President of the Dentsville Youth Baseball/Softball League Northeast Columbia, stated that he wanted to let Board know what a great job Tara, Brian and Bob have done in the last eighteen months. Mr. Garrett stated that between his organization and RCRC staff working together, it has really gotten the community back into Polo Road Park and he wanted to let RCRC know how much he appreciates the work.

5. Financial Report: (Information)

Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

6. Nepotism Policy: (Action)

David Stringer, Division Head Human Resources, Nepotism Policy (Employment of Relatives) included in Board's packet.

Motion to accept the newly written nepotism policy effective today made by Commissioner Shepard, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lapin, Johnson and Cotten.

7. New Business:

David Stringer, Division Head Human Resources, presented draft of job description for Agency Compliance Officer included in Board's packet for review and action at next meeting.

Commissioner Cotten noted wording of minimum requirements and suggested changes to be more definitive. Mr. Stringer suggested removing the last sentence.

No action taken on job description for Agency Compliance Officer.

8. Other Business:

A-1. Bryan Crider, Division Head Property Management, reported updates on requests from last month's Board meeting as follows:

- Polo Road football – contractor secured to start work this week and Bryan notified Mr. Dawson that they can start play September 1st. Contractor will then move to North Springs and should be ready for play by the end of September.
- Renovations to start on Polo Road baseball complex dugouts, press box and canteen.
- Well completed at Gadsden Park and reports no odor.

A-2. Mr. Crider presented for action the County's offer for Right of Way Acquisition and Acceptance discussed at the last Board meeting concerning the Rabbit Run project.

Motion made by Commissioner Lapin to accept Richland County's offer for Right of Way Acquisition and Acceptance by land owner, reference tax map number R21800-01-08 and

R21800-01-5, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, Lapin, Johnson and Shepard.

A-3. Mr. Crider requested that a new Ad Hoc committee be formed to evaluate funds left over in the bond account and evaluate Candlewood mini-park and a few other projects that were allocated in the bond and for various reasons have not completed.

Commissioner Johnson questioned who chooses the committee and Mr. Crider explained that in the past the committee was comprised of seven including Attorney Frannie Heizer, Bond Attorney for RCRC, Division Heads, Manager from the recreation side and one Board member.

Motion made by Commissioner Johnson to move forward and form an Ad Hoc committee, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Shepard, Lapin, Cotten and Venugopal.

A-4. Mr. Crider presented an offer from Gregg Adams of the EG Company to purchase approximately 35 cedar trees located on our Garners Ferry property for \$1500 at no cost to RCRC. Mr. Crider pointed out that when the road goes through, the trees would be destroyed anyway.

Commissioner Lapin questioned the selling of property as a Commission and being in compliance and Mr. Crider explained comparing the sale of the trees to sending items to state surplus auction.

Motion made by Commissioner Shepard to sell the cedar trees located on Garners Ferry Road to EG Company for the sum total of \$1500, second by Commissioner Lapin.

Commissioner Lapin asked Mr. Crider if he thought it was a good price and Mr. Crider stated yes.

Motion approved unanimously by all members present; Clark, Johnson, Shepard, Lapin, Cotton and Venugopal.

A-5. Mr. Crider presented information regarding the Audit Bid awarded as follows: Two firms responded to RFP for auditing services, Burkett Burkett & Burkett and the Hobbs Group. Mr. Crider reported that both firms were qualified and both met all criteria. Mr. Crider stated that a committee comprised of all RCRC Division Heads and Chief of Staff ranked each firm individually on criteria from the RFP and the evaluations included in Board packet. The RCRC evaluation committee recommends The Hobbs Group.

Mr. Crider, Tara Dickerson, Marta Cleary (Director Property Management) and Kasey Wilson entertained questions from Commissioners regarding the evaluations and the bid process.

Ms. Cleary explained the audit went out as a RFP instead of a bid; normally when there is a bid we only look at the cost, with the audit we look at service and all the aspects and it is also normal legal practice in government to change auditors at least every eight or nine years and we have been with Burkett Burkett Burkett for eight years.

After discussion, decision made to table motion until after Executive Session, giving Commissioners time to look over evaluations.

Commissioner Johnson left meeting at 6:55p.m.

B-1. Tara Dickerson, Chief of Staff, presented Agency updates as follows:

- Showtime Carousel shows are in progress and hosted at the Crane Creek Gym; July 12th featured the Sarah Dippity Magic Show and July 19th will feature Wona Womalan African Dancers and Drummers.
- July is National Parks and Recreation Month and the theme is Get Your Play On! In observance of this occasion the Foundation, Community Relations, Athletics and the Park departments will be hosting a friendly but highly competitive game of kickball; The County vs. The City. This event will be held on Saturday July 22nd at 10:30am at North Springs Park. This fun-filled event will include live broadcasting, special celebrity guest and much more. We would like to encourage our Commissioners to join in as well. Commissioner Johnson is already signed up to play.
- The Annual Employee "Fun Day Picnic" will be held at Garners Ferry Adult Activity Center on July 21st from 10:00am-2:00pm and Commissioners are welcome and encouraged to attend.
- Baby changing stations are being added at all RCRC facilities in the next few weeks.
- The Programming Department has received over \$30,000 in grant monies from outside partnerships. One of those partnerships is with the University Of South Carolina School Of Health. The partnership is designed improve the overall health and nutrition of our campers. This partnership has generated \$15,000 in the last three years and they have committed to offering 250 scholarships for Summer Camp in 2017.

B-2. Tara Dickerson presented 2 requests from the following organizations for waiver of fees as per Policy No. 8015 Public Use of Facilities:

- Arthurtown Buccaneers requesting space at Caughman Road Baseball facility for a one day clinic with former MLB player Calvin Pokey Reese – staff recommending 100% waiver equaling \$100.

- Ballentine Civic Association 501 c 3 requesting full fee waiver for use of Ballentine Community Center September through May on the first Monday of each month at 6:00pm – staff recommending 50% waiver of fees equaling \$270. Policy 8015 states that we will waive the fee 100% for community meetings but it must be during normal business hours.

Motion made by Commissioner Venugopal to accept staff's recommendation for 100% fee waiver for the Arthurtown Buccaneers, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, Lapin and Shepard.

Motion made by Commissioner Venugopal to waive the fees for Ballentine Civic Association for the next 6 months while we continue discussion about the Ballentine Civic Association as well as look into policy and procedures for the rest of the facilities and look into buildings that do have basketball courts and buildings that don't, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Venugopal, Shepard, Cotten and Lapin.

Chairman Clark returned to Item 7 New Business, Executive Director Search Committee Discussion.

Motion made by Commissioner Lapin to formulate a committee to search for an Executive Director comprised of three (3) Commissioners and three (3) public citizens in the business sector to help to come with ten (10) resumes/candidates for interview, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Lapin, Venugopal, Shepard and Cotten.

Motion made by Commissioner Cotten to go into Executive Session to discuss two personnel items, employee credentialing matter and employee disciplinary matter, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lapin and Cotton.

Commissioners entered Executive Session at 7:25pm.

9. Executive Session

Executive Session ended at 8:48p.m.

Commissioner Clark stated that no votes were taken in Executive Session.

Motion made by Commissioner Cotten to clarify a motion that she made at the July 12, 2017 Special Call Meeting regarding Chief of Staff, Tara Dickerson; Motion clarification: Motion

made by Commissioner Cotten that as Chief of Staff Ms. Dickerson has the authority to hire and fire employees as the position of Chief of Staff is serving as the head of the Agency in the absence of an Executive Director, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Shepard and Venugopal.

Motion made by Commissioner Lapin to accept the Hobbs Group as the auditor for Richland County Recreation for the coming year, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Venugopal, Shepard, Lapin and Cotten.

Motion to adjourn meeting made by Commissioner Venugopal, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, Shepard and Lapin.

10. Adjournment:

The meeting adjourned at 8:51p.m.

Thomas Clark, Chair

Minutes approved on this _____ day of _____ 2017.

**Richland County Recreation Commission
Special Call Board Meeting Minutes
June 15, 2017
5:30PM**

Commissioners in Attendance:

Thomas Clark
Lisa Cotten
Robert Lapin
Cynthia Shepard
Donzetta Lindsay
Stephen Venugopal
Jermaine Johnson, Sr.

RCRC Staff in Attendance:

Tara Dickerson
David Stringer
Cornelia Watts

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian
Attorney Pamela Baker

1. Call to Order:

Commissioner Clark called the meeting to order at 5:30p.m.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Cotten and second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lapin, Cotten, Lindsay and Shepard.

Motion to review by-laws and made necessary changes made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Johnson, Lindsay, Venugopal, Cotten, Shepard and Lapin.

3. Commission By-Laws Work Session:

Tara Dickerson, Chief of Staff, introduced Attorney Pamela Baker with the McNair Law Firm to assist in the decision making regarding the by-laws. Ms. Dickerson stated that Attorney Baker's expertise is in Boards and by-laws.

Attorney Baker gave general background information about her involvement with boards, policy and by-laws.

WORK SESSION

Attorney Pamela Baker left meeting at 7:25p.m. after work session.
Commissioner Venugopal left meeting at 7:25p.m. after work session.

4. Executive Director Search Work Session

Commissioners reviewed job description for the Executive Director.

WORK SESSION

Motion to start the national Executive Director Search using staff's recommendations for job description and recruitment process made by Commissioner Shepard, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Shepard, Johnson, Lindsay, Lapin and Cotten.

Motion to accept the draft advertisement presented by staff for the Executive Director's position made by Commissioner Cotten, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Shepard, Lindsay and Johnson.

Motion to run Executive Director Advertisement from June 19, 2017 through July 31, 2017 made by Commissioner Lapin, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Lapin, Cotten, Shepard, Lindsay and Johnson.

Motion to adjourn meeting made by Commissioner Shepard and second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lindsay, Cotten, Lapin, Johnson and Shepard.

5. Adjournment

Meeting adjourned at 7:54p.m.

Thomas Clark, Chair

Minutes approved on this _____ day of _____ 2017.

**Richland County Recreation Commission
Special Call Board Meeting Minutes
July 12, 2017
5:30PM**

Commissioners in Attendance:

Thomas Clark
Lisa Cotten
Robert Lapin
Cynthia Shepard
Jermaine Johnson, Sr.

RCRC Staff in Attendance:

Tara Dickerson
Cornelia Watts

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Commissioner Clark called the meeting to order at 5:30p.m.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Lapin and second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Lapin, Cotten, and Shepard.

3. Commission By-Laws Work Session:

Chair Clark called for a motion to go into Executive Session to discuss a legal matter pertaining to Commission By-Laws; motion made by Commissioner Shepard, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lapin, Shepard and Cotten.

Commissioners entered Executive Session at 5:33p.m.

Commissioner Johnson entered Executive Session at 5:41p.m.

Executive Session ended at 6:37p.m.

Chair Clark stated that no votes were made in Executive Session.

4. Executive Director Search Work Session

Motion to go into Executive Session to discuss personnel matters made by Commissioner Lapin, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Lapin, Shepard, Johnson and Cotten.

Commissioners entered Executive Session at 6:45p.m.

Executive Session ended at 7:33p.m.

Chair Clark stated that no votes were taken in Executive Session.

Motion to adjourn meeting made by Commissioner Lapin and second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Johnson and Shepard.

5. Adjournment

Meeting adjourned at 7:34p.m.

Thomas Clark, Chair

Minutes approved on this _____ day of _____ 2017.

**Richland County Recreation Commission
Special Call Board Meeting Minutes
August 16, 2017
4:00PM**

Commissioners in Attendance:

Thomas Clark
Lisa Cotten
Robert Lapin
Cynthia Shepard
Jermaine Johnson, Sr.
Donzetta Lindsay
Stephen Venugopal

RCRC Staff in Attendance:

Tara Dickerson
David Stringer
Brandolyn Blanding

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Commissioner Clark called the meeting to order at 4:00pm.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Cotten, Shepard and Lindsay.

Motion to go into Executive Session made by Commissioner Cotten and second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Cotten, Shepard and Lindsay.

3. Executive Session

Executive Session ended at approximately 6 p.m.

Chair Clark stated that no votes were made in Executive Session.

4. Discussion and Appointment of Advisory Committee Pursuant to Board Motion on July 17, 2017

Commissioner Clark stated he would entertain the motion to form an ADHOC Committee to assist in the Executive Director hire.

Commissioner Johnson made a motion to form an ADHOC Committee to assist in the Executive Director hire, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Cotten, Lapin, Johnson, and Lindsay.

Commissioner Shepard made the motion to go back into Executive Session to discuss personal matters. Motion approved unanimously by all members present; Clark, Shepard, Lapin, Cotten, Venugopal, Johnson, and Lindsay.

Commissioner Johnson made the motion to vote on the grievance heard in Executive Session, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Cotten, Lapin, Johnson, and Lindsay.

Commissioner Venugopal made the motion to uphold termination, second by Commissioner Lapin. The vote was 5 to 2, motion passed. Commissioner Lindsay abstained and Commissioner Johnson voted nay.

Commissioner Lapin made the motion to go back into Executive Session to discuss a personnel matter, second by Commissioner Shepard. Motion approved

unanimously by all present; Clark, Johnson, Lapin, Shepard, Lindsay, Cotten, and Venugopal.

5. Draft Compliance Officer Job Description Review

Commissioners Clark, Lindsay, and Johnson will be on the Ad Hoc Committee for the Executive Director hire.

Commissioner Cotten made the motion to post the position for Agency Compliance Officer for 30 days, second by Commissioner Shepard. Motion approved unanimously by all present; Clark, Johnson, Lapin, Shepard, Lindsay, Cotten, and Venugopal.

Motion to adjourn meeting made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Venugopal, Lindsay, Cotten, Lapin, and Johnson.

6. Adjournment

Meeting adjourned at approximately 8:00p.m.

Thomas Clark, Chair

Minutes approved on this _____ day of _____ 2017.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

FROM: Kasey Wilson, Director of Finance

DATE: 9/13/17

RE: Monthly Updates July 2017 and August 2017

1. Department: Finance

- a. July 2017 RCRC Revenue is up 23% compared to July of 2016.
- b. July 2017 RCRC Expenditures are up 50% compared to July of 2016.
- c. August 2017 RCRC Revenue is down 15% compared to August of 2016, *but the cash in the bank is up 28% from last year.*
- d. August 2017 RCRC Expenditures are down 59% compared to August of 2016.
- e. July 2017 LinRick Revenue is up 3% compared to July of 2016.
- f. July 2017 LinRick Expenditures are up 41% compared to July of 2016
- g. August 2017 LinRick Revenue is down 16 % compared to August of 2016
- h. August 2017 LinRick Expenditures are up 9% compared to August of 2016, LinRick cash balance compared to last year is down 38%, but at this time last year LinRick also owed RCRC around 60,000 of OPEB money from the past 3 fiscal years. Now LinRick is paid up and the only debt they have is the current payroll.
- i. Some of the differences in expenditures are because September 1st payroll actually posted on August 31st, so it was counted in the expenditures and cash of August.
- j. The new auditors (The Hobbs Group) met with the Chief of Staff and the finance department in August and our current financial audit is underway.
- k. We began new accounting software beginning September 1st called Acumatica and there have been challenges, but in the future I believe it will be great investment to the agency.

Attached:

- (A): Cash Flow for RCRC (July and August)
- (B): Budget to Actual compared to prior year w/Budget RCRC - July
- (C): Cash Flow for LinRick (July and August)
- (D): Budget to Actual compared to prior year w/Budget LinRick - July

B

RCRC JULY 17 REV VS EXP
07/01/2017 To 07/31/2017

RICHLAND COUNTY RECREATION COMMISSION
FY 2017-2018

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
Revenue							
5000-01-000-000 Taxes Apportioned	14,352,887.00	252,817.52	252,817.52	14,100,069.48	2	205,988.86	205,988.86
5200-01-004-000 Rev - Senior Programs	2,500.00	0.00	0.00	2,500.00	0	0.00	0.00
5200-01-005-000 Rev - Admin-Main Office	14,500.00	1,408.47	1,408.47	13,091.53	10	1,786.07	1,786.07
5200-01-006-000 Rev - Adaptive Recreation	18,500.00	0.00	0.00	18,500.00	0	0.00	0.00
5200-01-007-000 Rev - Adult Activity Center	150,000.00	12,658.50	12,658.50	137,341.50	8	11,499.67	11,499.67
5200-01-008-000 Rev - Camp Sunshine	18,500.00	9,523.00	9,523.00	8,977.00	51	7,082.00	7,082.00
5200-01-011-000 Recreation Special Events	8,500.00	230.00	230.00	8,270.00	3	338.00	338.00
5200-01-013-000 Athletic League Fees	50,000.00	1,240.00	1,240.00	48,760.00	2	190.00	190.00
5200-01-013-001 Rev - Sc Midlands Pop Warner	3,500.00	0.00	0.00	3,500.00	0	0.00	0.00
5200-01-013-002 Rev - Blythehood Baseball League	5,200.00	0.00	0.00	5,200.00	0	0.00	0.00
5200-01-013-003 Rev - Trenholm Little League	7,500.00	0.00	0.00	7,500.00	0	0.00	0.00
5200-01-013-004 Rev - Irmo Little League	4,500.00	0.00	0.00	4,500.00	0	0.00	0.00
5200-01-013-005 Rev - Columbia United	26,000.00	0.00	0.00	26,000.00	0	0.00	0.00
5200-01-013-007 Rev - Dentsville League Fees	2,500.00	0.00	0.00	2,500.00	0	0.00	0.00
5200-01-013-008 Rev - Ne Football Assoc. Fees	900.00	0.00	0.00	900.00	0	0.00	0.00
5200-01-015-000 Rev - Day Camps	165,000.00	124,606.00	124,606.00	40,394.00	76	67,727.00	67,727.00
5200-01-015-001 Usc Grant Money	0.00	8,000.00	8,000.00	-8,000.00	0	0.00	0.00
5200-01-020-000 Rev - After School Camp	255,000.00	184.00	184.00	254,816.00	0	488.00	488.00
5200-01-030-000 Rev - Summer Afternoon Program	48,827.00	125.00	125.00	48,702.00	0	33,236.00	33,236.00
5200-01-031-000 Rev - Adult Basketball	1,700.00	0.00	0.00	1,700.00	0	1,000.00	1,000.00
5200-01-032-000 Rev - Softball	7,014.00	0.00	0.00	7,014.00	0	0.00	0.00
5200-01-032-001 Rev - Softball/Baseball Tournaments	15,000.00	0.00	0.00	15,000.00	0	631.00	631.00
5200-01-033-000 Rev - Athletic Programs	5,000.00	40.00	40.00	4,960.00	1	105.00	105.00
5200-01-033-001 Rev - Athletic Sponsorships	25,000.00	852.00	852.00	24,148.00	3	0.00	0.00
5200-01-033-002 Rev - Youth Basketball	65,000.00	0.00	0.00	65,000.00	0	205.00	205.00
5200-01-033-003 Rev - Flag Football	13,500.00	0.00	0.00	13,500.00	0	-130.00	-130.00
5200-01-033-004 Rev - Youth Softball/Baseball	1,500.00	0.00	0.00	1,500.00	0	120.00	120.00
5200-01-033-005 Rev - Kickball	10,500.00	40.00	40.00	10,460.00	0	475.00	475.00
5200-01-033-006 Rev - T-Ball	7,000.00	0.00	0.00	7,000.00	0	255.00	255.00
5200-01-033-007 Rev - Shirkickers/Soccer	30,000.00	285.00	285.00	29,715.00	1	755.00	755.00

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
5200-01-045-000 Rev - Ballentine Park	25,000.00	1,395.00	1,395.00	23,605.00	6	858.00	858.00
5200-01-060-000 Rev - Bluff Road Park	18,500.00	720.29	720.29	17,779.71	4	849.56	849.56
5200-01-065-000 Rev - Blythewood Park	45,000.00	1,954.92	1,954.92	43,045.08	4	1,621.64	1,621.64
5200-01-070-000 Rev - Caughman Road Park	25,000.00	2,114.58	2,114.58	22,885.42	8	1,596.71	1,596.71
5200-01-074-003 Rev - Crane Creek Gym	27,500.00	93.80	93.80	27,406.20	0	2,683.59	2,683.59
5200-01-080-000 Rev - Cross Roads Community Center	5,500.00	0.00	0.00	5,500.00	0	550.00	550.00
5200-01-082-000 Rev - Denny Terrace	0.00	34.09	34.09	-34.09	0	55.13	55.13
5200-01-084-000 Rev - Denny Terrace Gym	20,500.00	215.00	215.00	20,285.00	1	585.00	585.00
5200-01-085-000 Rev - Eastover Park	5,500.00	309.24	309.24	5,190.76	6	114.21	114.21
5200-01-086-000 Rev - Eastover Pool	1,800.00	396.00	396.00	1,404.00	22	1,143.00	1,143.00
5200-01-090-000 Rev - Forest Lake Park	25,000.00	1,845.83	1,845.83	23,154.17	7	1,036.50	1,036.50
5200-01-095-000 Rev - Friarsgate Park	18,500.00	865.01	865.01	17,634.99	5	576.89	576.89
5200-01-100-000 Rev - Gadsden Park	8,500.00	1,427.00	1,427.00	7,073.00	17	643.00	643.00
5200-01-103-000 Rev - Gf Adult Activity Center	55,000.00	7,266.00	7,266.00	47,734.00	13	3,244.00	3,244.00
5200-01-104-000 Rev - Gf Technology Center	3,000.00	146.70	146.70	2,853.30	5	20.75	20.75
5200-01-110-000 Rev - Hopkins Park Senior Center	13,000.00	727.00	727.00	12,273.00	6	599.00	599.00
5200-01-115-000 Rev - Hopkins Park	6,000.00	1,078.67	1,078.67	4,921.33	18	124.78	124.78
5200-01-120-000 Rev - Hopkins Pool	1,500.00	823.81	823.81	676.19	55	904.00	904.00
5200-01-128-000 Rev - Kelly Mill	0.00	4,475.00	4,475.00	-4,475.00	0	750.00	750.00
5200-01-128-001 Rev - Kelly Mill Concessions	90,000.00	2,720.20	2,720.20	87,279.80	3	1,912.86	1,912.86
5200-01-130-000 Rev - Killian Park	22,000.00	2,390.55	2,390.55	19,609.45	11	735.81	735.81
5200-01-140-000 Rev - Meadowlake Park	35,000.00	1,286.59	1,286.59	33,713.41	4	1,102.74	1,102.74
5200-01-143-000 Rev - New Castle	22,000.00	1,160.00	1,160.00	20,840.00	5	902.00	902.00
5200-01-145-000 Rev - North Springs Park	65,000.00	2,081.66	2,081.66	62,918.34	3	3,101.30	3,101.30
5200-01-147-000 Rev - North Springs Comm Ctr	30,000.00	1,551.00	1,551.00	28,449.00	5	2,115.00	2,115.00
5200-01-152-000 Rev - Perrin Thomas	15,000.00	1,720.00	1,720.00	13,280.00	11	910.00	910.00
5200-01-152-001 Rev - Perrin Thomas Parking	80,000.00	0.00	0.00	80,000.00	0	0.00	0.00
5200-01-153-000 Rev - Pine Grove Community Center	15,058.00	1,035.00	1,035.00	14,023.00	7	618.00	618.00
5200-01-155-000 Rev - Polo Road Park	60,000.00	3,572.16	3,572.16	56,427.84	6	3,052.57	3,052.57
5200-01-159-000 Rev - Ridgewood Park	8,000.00	254.00	254.00	7,746.00	3	314.00	314.00
5200-01-170-000 Rev - St. Andrews Park	35,000.00	5,430.11	5,430.11	29,569.89	16	3,830.77	3,830.77

RICHLAND COUNTY RECREATION COMMISSION
FY 2017-2018

RRCG JULY 17 REV VS EXP
07/01/2017 To 07/31/2017

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
5200-01-171-000 Rev - St. Andrews Pool	15,500.00	1,611.00	1,611.00	13,889.00	10	1,473.00	1,473.00
5200-01-178-000 Rev - Technology Center	10,500.00	631.20	631.20	9,868.80	6	517.35	517.35
5200-01-180-000 Rev - Trenholm Park	45,000.00	2,009.40	2,009.40	42,990.60	4	4,933.00	4,933.00
5200-01-185-000 Rev - Trenholm Pool	4,500.00	2,276.00	2,276.00	2,224.00	51	2,219.00	2,219.00
5200-01-187-000 Rev - Upper Richland Community Cent	15,000.00	1,027.50	1,027.50	13,972.50	7	945.00	945.00
5200-01-300-000 Rev - Richland County Tennis Center	45,000.00	746.19	746.19	44,253.81	2	3,356.45	3,356.45
5200-01-300-170 Rev - Sap Tennis	0.00	12.00	12.00	-12.00	0	0.00	0.00
5200-01-300-180 Rev - Tp Tennis	0.00	9.00	9.00	-9.00	0	18.00	18.00
5205-01-000-000 Returned Checks	0.00	-25.00	-25.00	25.00	0	224.00	224.00
5900-01-000-001 Goodwill Partnership	0.00	3,000.00	3,000.00	-3,000.00	0	3,000.00	3,000.00
Revenue Subtotal	\$16,232,886.00	\$472,395.99	\$472,395.99	\$15,760,490.01	3	\$384,968.21	\$384,968.21
Expenditure							
6100-01-005-000 Full-Time Salaries - Admn - Main Of	1,359,810.00	112,668.72	112,668.72	1,247,141.28	8	60,752.94	60,752.94
6110-01-035-000 Full-Time Salaries - Property Manag	2,471,239.00	199,654.95	199,654.95	2,271,584.05	8	71,263.36	71,263.36
6120-01-000-000 Full-Time Salaries - Facility/Commu	2,983,383.00	251,749.40	251,749.40	2,731,633.60	8	144,099.10	144,099.10
6140-01-000-000 Social Security	598,252.00	55,127.58	55,127.58	543,124.42	9	33,607.53	33,607.53
6142-01-000-000 Workers' Compensation	137,472.00	0.00	0.00	137,472.00	0	0.00	0.00
6144-01-000-000 State Retirement	1,359,946.00	0.00	0.00	1,359,946.00	0	68,324.92	68,324.92
6146-01-000-000 Peba Medical Insurance	1,086,800.00	83,532.88	83,532.88	1,003,267.12	8	-2,609.38	-2,609.38
6148-01-000-000 Unemployment Insurance	26,000.00	610.18	610.18	25,389.82	2	7,168.32	7,168.32
6149-01-000-000 Opeb Funding	499,891.00	0.00	0.00	499,891.00	0	0.00	0.00
6200-01-001-000 Part Time Salaries Facility Operati	55,640.00	4,859.75	4,859.75	50,780.25	9	0.00	0.00
6200-01-006-000 Part Time Salaries Adaptive Rec	3,240.00	0.00	0.00	3,240.00	0	0.00	0.00
6200-01-007-000 Part-Time Salaries - Adult Activity	9,360.00	1,044.00	1,044.00	8,316.00	11	789.16	789.16
6200-01-008-000 Part-Time Salaries - Camp Sunshine	44,928.00	18,443.64	18,443.64	26,484.36	41	12,048.78	12,048.78
6200-01-015-000 Part-Time Salaries - Day Camps	198,450.00	106,774.13	106,774.13	91,675.87	54	31,756.10	31,756.10
6200-01-020-000 Part-Time Salaries - After School C	95,400.00	0.00	0.00	95,400.00	0	0.00	0.00
6200-01-030-000 Part-Time Salaries - Playground	9,150.00	0.00	0.00	9,150.00	0	35,628.55	35,628.55
6200-01-035-000 Part-Time Salaries - Property Manag	122,880.00	13,441.50	13,441.50	109,438.50	11	3,883.68	3,883.68
6200-01-037-000 Part-Time Salaries - Custodians	30,958.00	2,549.28	2,549.28	28,408.72	8	3,133.48	3,133.48
6200-01-060-000 Part-Time Salaries - Bluff Road Par	11,440.00	930.00	930.00	10,510.00	8	471.57	471.57

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6200-01-065-000 Part-Time Salaries - Blythewood Par	11,440.00	914.00	914.00	10,526.00	8	483.30	483.30
6200-01-070-000 Part-Time Salaries - Caughman Road	12,561.00	1,083.99	1,083.99	11,477.01	9	402.22	402.22
6200-01-074-003 Part-Time Salaries - Crane Creek Gy	17,160.00	680.00	680.00	16,480.00	4	404.40	404.40
6200-01-084-000 Part-Time Salaries - Denny Terrace	17,160.00	628.00	628.00	16,532.00	4	367.60	367.60
6200-01-085-000 Part-Time Salaries - Eastover Park	17,160.00	1,027.63	1,027.63	16,132.37	6	767.44	767.44
6200-01-086-000 Part-Time Salaries - Eastover Pool	19,008.00	4,043.00	4,043.00	14,965.00	21	1,643.69	1,643.69
6200-01-090-000 Part-Time Salaries - Forest Lake Pa	11,440.00	680.00	680.00	10,760.00	6	482.30	482.30
6200-01-095-000 Part-Time Salaries - Friarsgate Par	11,440.00	810.00	810.00	10,630.00	7	799.00	799.00
6200-01-100-000 Part-Time Salaries - Gadsden Park	17,160.00	786.00	786.00	16,374.00	5	626.75	626.75
6200-01-103-000 Part-Time Salaries - Gf Adult Activ	7,956.00	1,188.00	1,188.00	6,768.00	15	721.07	721.07
6200-01-104-000 Part-Time Salaries - Gf Technology	3,120.00	230.00	230.00	2,890.00	7	255.15	255.15
6200-01-115-000 Part-Time Salaries - Hopkins Park	11,440.00	380.00	380.00	11,060.00	3	443.35	443.35
6200-01-120-000 Part-Time Salaries - Hopkins Pool	11,440.00	3,192.50	3,192.50	8,247.50	28	1,951.98	1,951.98
6200-01-128-000 Part-Time Salaries - Kelly Mill	11,960.00	453.75	453.75	11,506.25	4	214.58	214.58
6200-01-128-001 Part-Time Salaries - Kelly Mill Con	40,300.00	1,202.51	1,202.51	39,097.49	3	697.79	697.79
6200-01-130-000 Part-Time Salaries - Killian Park	11,440.00	832.00	832.00	10,608.00	7	468.80	468.80
6200-01-140-000 Part-Time Salaries - Meadowlake Par	12,012.00	849.00	849.00	11,163.00	7	444.20	444.20
6200-01-145-000 Part-Time Salaries - North Springs	12,870.00	1,203.75	1,203.75	11,666.25	9	725.60	725.60
6200-01-153-000 Part-Time Salaries - Pine Grove Com	7,800.00	1,088.50	1,088.50	6,711.50	14	487.54	487.54
6200-01-155-000 Part-Time Salaries - Polo Road Park	11,440.00	907.00	907.00	10,533.00	8	585.91	585.91
6200-01-170-000 Part-Time Salaries - St. Andrews Pa	11,440.00	445.50	445.50	10,994.50	4	361.51	361.51
6200-01-171-000 Part-Time Salaries - St. Andrews Po	26,103.00	7,148.50	7,148.50	18,954.50	27	0.00	0.00
6200-01-178-000 Part-Time Salaries - Technology Cen	3,120.00	312.00	312.00	2,808.00	10	224.70	224.70
6200-01-180-000 Part-Time Salaries - Trenholm Park	11,440.00	1,600.00	1,600.00	9,840.00	14	476.00	476.00
6200-01-185-000 Part-Time Salaries - Trenholm Pool	23,947.00	7,436.50	7,436.50	16,510.50	31	3,536.21	3,536.21
6200-01-300-000 Part-Time Salaries - Rctc	10,296.00	642.00	642.00	9,654.00	6	837.78	837.78
6201-01-000-000 Part-Time Salaries - Ambassadors	61,750.00	3,938.00	3,938.00	57,812.00	6	1,477.31	1,477.31
6302-01-005-000 Electric - Administrative - Main Of	52,440.00	3,387.91	3,387.91	49,052.09	6	0.00	0.00
6302-01-007-000 Electric - Adult Activity Center	35,880.00	3,205.80	3,205.80	32,674.20	9	0.00	0.00
6302-01-045-000 Electric - Ballentine Park	38,400.00	2,142.58	2,142.58	36,257.42	6	0.00	0.00
6302-01-060-000 Electric - Bluff Road Park	50,400.00	3,638.06	3,638.06	46,761.94	7	0.00	0.00

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6302-01-065-000 Electric - Blythewood Park	52,800.00	5,849.90	5,849.90	46,950.10	11	0.00	0.00
6302-01-070-000 Electric - Caughman Road Park	57,600.00	4,486.58	4,486.58	53,113.42	8	0.00	0.00
6302-01-074-000 Electric - Crane Creek	0.00	257.80	257.80	-257.80	0	0.00	0.00
6302-01-074-003 Electric - Crane Creek Gym	39,000.00	2,638.77	2,638.77	36,361.23	7	0.00	0.00
6302-01-080-000 Electric - Cross Road Park	22,800.00	1,760.00	1,760.00	21,040.00	8	1,837.00	1,837.00
6302-01-082-000 Electric - Denny Terrace	0.00	5,811.75	5,811.75	-5,811.75	0	1,220.10	1,220.10
6302-01-084-000 Electric - Dt Gym	74,400.00	0.00	0.00	74,400.00	0	0.00	0.00
6302-01-085-000 Electric - Eastover Park	42,960.00	3,445.31	3,445.31	39,514.69	8	0.00	0.00
6302-01-086-000 Electric - Eastover Pool	15,360.00	1,403.44	1,403.44	13,956.56	9	0.00	0.00
6302-01-090-000 Electric - Forest Lake Park	30,600.00	3,597.01	3,597.01	27,002.99	12	0.00	0.00
6302-01-095-000 Electric - Friarsgate Park	48,000.00	0.00	0.00	48,000.00	0	0.00	0.00
6302-01-100-000 Electric - Gadsden Park	5,448.00	0.00	0.00	5,448.00	0	312.00	312.00
6302-01-102-000 Electric - Gamers Ferry Sports Com	7,080.00	398.33	398.33	6,681.67	6	0.00	0.00
6302-01-103-000 Electric - Gf Adult Activity Center	22,800.00	1,686.38	1,686.38	21,113.62	7	0.00	0.00
6302-01-104-000 Electric - Gf Technology Center	4,680.00	345.40	345.40	4,334.60	7	0.00	0.00
6302-01-115-000 Electric - Hopkins Park	57,600.00	4,536.65	4,536.65	53,063.35	8	0.00	0.00
6302-01-128-000 Electric - Kelly Mill	36,300.00	1,689.26	1,689.26	34,610.74	5	3,400.61	3,400.61
6302-01-130-000 Electric - Killian Park	32,400.00	3,203.69	3,203.69	29,196.31	10	0.00	0.00
6302-01-140-000 Electric - Meadowlake Park	43,800.00	4,381.06	4,381.06	39,418.94	10	0.00	0.00
6302-01-143-000 Electric - New Castle	4,320.00	412.01	412.01	3,907.99	10	0.00	0.00
6302-01-145-000 Electric - North Springs Park	50,400.00	4,460.49	4,460.49	45,939.51	9	0.00	0.00
6302-01-152-000 Electric - Perrin Thomas Community	16,200.00	295.61	295.61	15,904.39	2	0.00	0.00
6302-01-153-000 Electric - Pine Grove Community Cen	7,800.00	421.41	421.41	7,378.59	5	0.00	0.00
6302-01-155-000 Electric - Polo Road Park	74,400.00	4,561.89	4,561.89	69,838.11	6	0.00	0.00
6302-01-159-000 Electric - Ridgewood Park	4,200.00	346.93	346.93	3,853.07	8	0.00	0.00
6302-01-162-000 Electric - Serenity Park	1,020.00	91.89	91.89	928.11	9	0.00	0.00
6302-01-168-000 Electric - Starlite Floodlighting	420.00	22.23	22.23	397.77	5	0.00	0.00
6302-01-170-000 Electric - St. Andrews Park	72,000.00	5,393.05	5,393.05	66,606.95	7	0.00	0.00
6302-01-175-000 Electric - Summerhill Park	660.00	59.25	59.25	600.75	9	0.00	0.00
6302-01-178-000 Electric - Technology Center	6,600.00	562.24	562.24	6,037.76	9	0.00	0.00
6302-01-180-000 Electric - Trenholm Park	48,000.00	3,533.04	3,533.04	44,466.96	7	0.00	0.00

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6302-01-185-000 Electric - Trenholm Pool	9,840.00	1,051.11	1,051.11	8,788.89	11	0.00	0.00
6302-01-187-000 Electric - Upper Richland Community	6,120.00	986.74	986.74	5,133.26	16	386.08	386.08
6302-01-300-000 Electric - Richland County Tennis C	9,000.00	634.01	634.01	8,365.99	7	0.00	0.00
6302-01-400-000 Electric - Caughman Road Tennis Cen	9,360.00	616.69	616.69	8,743.31	7	0.00	0.00
6302-01-500-000 Electric - Dutch Fork Tennis Center	660.00	51.12	51.12	608.88	8	0.00	0.00
6304-01-005-000 Telephone - Administrative - Main O	67,740.00	4,626.79	4,626.79	63,113.21	7	1,736.14	1,736.14
6304-01-007-000 Telephone - Adult Activity Center	6,600.00	396.28	396.28	6,203.72	6	0.00	0.00
6304-01-035-000 Telephone - Property Management	20,000.00	0.00	0.00	20,000.00	0	0.00	0.00
6304-01-045-000 Telephone - Ballentine Park	2,760.00	119.10	119.10	2,640.90	4	0.00	0.00
6304-01-060-000 Telephone - Bluff Road Park	4,620.00	255.12	255.12	4,364.88	6	89.95	89.95
6304-01-065-000 Telephone - Blythewood Park	2,100.00	120.29	120.29	1,979.71	6	50.80	50.80
6304-01-070-000 Telephone - Caughman Road Park	2,400.00	171.10	171.10	2,228.90	7	50.80	50.80
6304-01-074-000 Telephone - Crane Creek	0.00	81.69	81.69	-81.69	0	0.00	0.00
6304-01-074-003 Telephone - Crane Creek Gym	1,200.00	464.92	464.92	735.08	39	184.89	184.89
6304-01-080-000 Telephone - Cross Road Park	2,040.00	119.10	119.10	1,920.90	6	0.00	0.00
6304-01-082-000 Telephone - Denny Terrace	0.00	448.26	448.26	-448.26	0	180.85	180.85
6304-01-084-000 Telephone - Dt Gym	6,240.00	0.00	0.00	6,240.00	0	0.00	0.00
6304-01-085-000 Telephone - Eastover Park	3,840.00	242.39	242.39	3,597.61	6	0.00	0.00
6304-01-086-000 Telephone - Eastover Pool	600.00	40.10	40.10	559.90	7	0.00	0.00
6304-01-090-000 Telephone - Forest Lake Park	1,620.00	80.18	80.18	1,539.82	5	0.00	0.00
6304-01-095-000 Telephone - Friarsgate Park	2,280.00	160.39	160.39	2,119.61	7	0.00	0.00
6304-01-100-000 Telephone - Gadsden Park	3,360.00	119.10	119.10	3,240.90	4	0.00	0.00
6304-01-103-000 Telephone - Gf Adult Activity Cente	3,900.00	198.50	198.50	3,701.50	5	0.00	0.00
6304-01-104-000 Telephone - Gf Technology Center	3,000.00	243.08	243.08	2,756.92	8	0.00	0.00
6304-01-110-000 Telephone - Hopkins Park Senior Cen	2,220.00	119.10	119.10	2,100.90	5	0.00	0.00
6304-01-115-000 Telephone - Hopkins Park	4,320.00	248.80	248.80	4,071.20	6	0.00	0.00
6304-01-128-000 Telephone - Kelly Mill	420.00	0.00	0.00	420.00	0	0.00	0.00
6304-01-130-000 Telephone - Killian Park	2,280.00	119.10	119.10	2,160.90	5	40.00	40.00
6304-01-140-000 Telephone - Meadowlake Park	2,760.00	327.44	327.44	2,432.56	12	0.00	0.00
6304-01-143-000 Telephone - New Castle	2,040.00	119.10	119.10	1,920.90	6	0.00	0.00
6304-01-145-000 Telephone - North Springs Park	3,000.00	174.39	174.39	2,825.61	6	0.00	0.00

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6304-01-147-000 Telephone - North Springs Com Ctr	1,680.00	119.10	119.10	1,560.90	7	0.00	0.00
6304-01-152-000 Telephone - Perrin Thomas	2,280.00	119.10	119.10	2,160.90	5	0.00	0.00
6304-01-153-000 Telephone - Pine Grove Community Ce	3,360.00	158.80	158.80	3,201.20	5	0.00	0.00
6304-01-155-000 Telephone - Polo Road Park	2,400.00	119.10	119.10	2,280.90	5	0.00	0.00
6304-01-159-000 Telephone - Ridgewood Park	2,400.00	121.24	121.24	2,278.76	5	0.00	0.00
6304-01-170-000 Telephone - St. Andrews Park	4,080.00	288.50	288.50	3,791.50	7	0.00	0.00
6304-01-171-000 Telephone - St. Andrews Pool	1,320.00	90.00	90.00	1,230.00	7	0.00	0.00
6304-01-178-000 Telephone - Technology Center	5,160.00	373.32	373.32	4,786.68	7	0.00	0.00
6304-01-180-000 Telephone - Trenholm Park	3,900.00	200.48	200.48	3,699.52	5	0.00	0.00
6304-01-187-000 Telephone - Upper Richland Communit	2,760.00	158.80	158.80	2,601.20	6	0.00	0.00
6304-01-300-000 Telephone - Richland County Tennis	3,480.00	249.84	249.84	3,230.16	7	209.96	209.96
6304-01-400-000 Telephone - Caughman Road Tennis Ce	1,680.00	79.39	79.39	1,600.61	5	0.00	0.00
6306-01-005-000 Water - Administrative - Main Office	7,320.00	582.63	582.63	6,737.37	8	985.34	985.34
6306-01-007-000 Water - Adult Activity Center	2,040.00	132.56	132.56	1,907.44	6	182.38	182.38
6306-01-045-000 Water - Ballentine Park	960.00	54.38	54.38	905.62	6	58.21	58.21
6306-01-060-000 Water - Bluff Road Park	6,120.00	694.21	694.21	5,425.79	11	0.00	0.00
6306-01-065-000 Water - Blythewood Park	3,120.00	179.52	179.52	2,940.48	6	339.71	339.71
6306-01-070-000 Water - Caughman Road Park	18,360.00	1,755.24	1,755.24	16,604.76	10	0.00	0.00
6306-01-074-003 Water - Crane Creek Gym	7,500.00	819.83	819.83	6,680.17	11	0.00	0.00
6306-01-084-000 Water - Dt Gym	2,400.00	0.00	0.00	2,400.00	0	0.00	0.00
6306-01-085-000 Water - Eastover Park	4,800.00	0.00	0.00	4,800.00	0	0.00	0.00
6306-01-090-000 Water - Forest Lake Park	2,640.00	232.78	232.78	2,407.22	9	0.00	0.00
6306-01-095-000 Water - Friarsgate Park	2,160.00	250.06	250.06	1,909.94	12	0.00	0.00
6306-01-102-000 Water - Gamers Ferry Sports Comple	9,720.00	95.43	95.43	9,624.57	1	1,547.59	1,547.59
6306-01-103-000 Water - Gf Adult Activity Center	3,720.00	0.00	0.00	3,720.00	0	0.00	0.00
6306-01-104-000 Water - Gf Technology Center	780.00	0.00	0.00	780.00	0	0.00	0.00
6306-01-115-000 Water - Hopkins Park	360.00	718.22	718.22	-358.22	200	20.00	20.00
6306-01-128-000 Water - Kelly Mill	840.00	55.30	55.30	784.70	7	52.80	52.80
6306-01-130-000 Water - Killian Park	2,400.00	178.02	178.02	2,221.98	7	286.80	286.80
6306-01-140-000 Water - Meadowlake Park	6,900.00	889.82	889.82	6,010.18	13	677.56	677.56
6306-01-143-000 Water - New Castle	6,900.00	386.85	386.85	6,513.15	6	616.07	616.07

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6306-01-145-000 Water - North Springs Park	32,700.00	0.00	0.00	32,700.00	0	0.00	0.00
6306-01-152-000 Water - Perrin Thomas	6,960.00	660.83	660.83	6,299.17	9	0.00	0.00
6306-01-153-000 Water - Pine Grove Community Center	840.00	71.50	71.50	768.50	9	41.23	41.23
6306-01-155-000 Water - Polo Road Park	4,620.00	261.99	261.99	4,358.01	6	443.43	443.43
6306-01-159-000 Water - Ridgewood Park	6,120.00	103.42	103.42	6,016.58	2	205.79	205.79
6306-01-170-000 Water - St. Andrews Park	10,080.00	724.91	724.91	9,355.09	7	0.00	0.00
6306-01-178-000 Water - Technology Center	600.00	42.12	42.12	557.88	7	52.72	52.72
6306-01-180-000 Water - Trenholm Park	15,780.00	1,038.33	1,038.33	14,741.67	7	0.00	0.00
6306-01-187-000 Water - Upper Richland Community Ce	780.00	0.00	0.00	780.00	0	0.00	0.00
6306-01-300-000 Water - Richland County Tennis Cent	1,860.00	101.59	101.59	1,758.41	5	155.47	155.47
6308-01-005-000 Sewer - Main Office	840.00	0.00	0.00	840.00	0	0.00	0.00
6308-01-007-000 Sewer - Adult Activity Center	840.00	0.00	0.00	840.00	0	0.00	0.00
6308-01-045-000 Sewer - Ballentine Park	1,080.00	400.86	400.86	679.14	37	0.00	0.00
6308-01-085-000 Sewer - Eastover	816.00	0.00	0.00	816.00	0	0.00	0.00
6308-01-095-000 Sewer - Friarsgate Park	3,480.00	0.00	0.00	3,480.00	0	0.00	0.00
6308-01-143-000 Sewer - New Castle	540.00	0.00	0.00	540.00	0	0.00	0.00
6308-01-145-000 Sewer - North Springs Park	600.00	65.62	65.62	534.38	11	0.00	0.00
6308-01-170-000 Sewer - St. Andrews Park	18,240.00	1,178.87	1,178.87	17,061.13	6	1,178.87	1,178.87
6308-01-180-000 Sewer - Trenholm	2,700.00	0.00	0.00	2,700.00	0	0.00	0.00
6310-01-000-000 Printing And Publicity	33,800.00	-4.50	-4.50	33,804.50	0	0.00	0.00
6315-01-000-000 Advertisements	7,000.00	0.00	0.00	7,000.00	0	0.00	0.00
6320-01-000-000 Insurance	218,979.00	0.00	0.00	218,979.00	0	0.00	0.00
6330-01-000-000 Conferences & Memberships	40,752.00	3,370.00	3,370.00	37,382.00	8	3,500.00	3,500.00
6335-01-000-000 On Line Registration	2,000.00	0.00	0.00	2,000.00	0	0.00	0.00
6340-01-000-000 Board Training And Expenses	16,500.00	3,745.00	3,745.00	12,755.00	23	500.00	500.00
6346-01-000-000 Bus Lease Purchase	60,000.00	0.00	0.00	60,000.00	0	0.00	0.00
6347-01-000-000 Automobile Lease Purchase	104,692.00	0.00	0.00	104,692.00	0	0.00	0.00
6350-01-000-000 Audit And Consulting Fees	22,000.00	0.00	0.00	22,000.00	0	0.00	0.00
6351-01-000-000 Finance Software Lease Fees	17,500.00	541.90	541.90	16,958.10	3	0.00	0.00
6360-01-000-000 Legal Fees	70,000.00	7,241.74	7,241.74	62,758.26	10	5,275.50	5,275.50
6364-01-000-000 Payroll Processing Charges	44,610.00	4,246.68	4,246.68	40,363.32	10	6,801.89	6,801.89

RICHLAND COUNTY RECREATION COMMISSION
FY 2017-2018

RCRC JULY 17 REV VS EXP
07/01/2017 To 07/31/2017

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6370-01-000-000 Trash Service	41,000.00	3,604.67	3,604.67	37,395.33	9	2,382.49	2,382.49
6372-01-000-000 Security Monitoring	24,500.00	1,842.89	1,842.89	22,657.11	8	1,345.69	1,345.69
6374-01-000-000 Ranger Security	1,000.00	72.00	72.00	928.00	7	0.00	0.00
6375-01-000-000 Records Retention	7,625.00	0.00	0.00	7,625.00	0	0.00	0.00
6380-01-000-000 Bank Charges	24,486.00	1,510.70	1,510.70	22,975.30	6	1,403.76	1,403.76
6383-01-000-000 Occupational Health	12,958.00	0.00	0.00	12,958.00	0	0.00	0.00
6385-01-000-000 Employee Background Investigation	4,070.00	-166.50	-166.50	4,236.50	-4	935.50	935.50
6400-01-005-000 Supplies - Administrative - Main Of	34,072.00	497.07	497.07	33,574.93	1	0.00	0.00
6400-01-006-000 Supplies - Arts And Adapted	4,575.00	0.00	0.00	4,575.00	0	0.00	0.00
6400-01-007-000 Supplies - Adult Activity Center	13,990.00	0.00	0.00	13,990.00	0	0.00	0.00
6400-01-008-000 Supplies - Camp Sunshine	6,050.00	250.00	250.00	5,800.00	4	571.32	571.32
6400-01-015-000 Supplies - Day Camps	39,024.00	0.00	0.00	39,024.00	0	0.00	0.00
6400-01-020-000 Supplies - After School Camp	21,790.00	0.00	0.00	21,790.00	0	0.00	0.00
6400-01-030-000 Supplies - Playground	4,024.00	0.00	0.00	4,024.00	0	0.00	0.00
6400-01-033-000 Supplies - Athletic Programs	5,850.00	0.00	0.00	5,850.00	0	0.00	0.00
6400-01-045-000 Supplies - Ballentine Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-060-000 Supplies - Bluff Road Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-065-000 Supplies - Blythewood Park	15,290.00	0.00	0.00	15,290.00	0	0.00	0.00
6400-01-070-000 Supplies - Caughman Road Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-074-003 Supplies - Crane Creek Gym	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-080-000 Supplies - Cross Road Park	750.00	0.00	0.00	750.00	0	0.00	0.00
6400-01-084-000 Supplies - Denny Terrace Gym	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-085-000 Supplies - Eastover Park	950.00	166.16	166.16	783.84	17	0.00	0.00
6400-01-086-000 Supplies - Eastover Pool	11,900.00	0.00	0.00	11,900.00	0	1,600.00	1,600.00
6400-01-090-000 Supplies - Forest Lake Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-095-000 Supplies - Friarsgate Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-100-000 Supplies - Gadsden Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-103-000 Supplies - Gf Adult Activity Center	4,120.00	0.00	0.00	4,120.00	0	0.00	0.00
6400-01-104-000 Supplies - Gf Technology Center	750.00	0.00	0.00	750.00	0	0.00	0.00
6400-01-110-000 Supplies - Hopkins Park Senior Cent	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-115-000 Supplies - Hopkins Park	950.00	0.00	0.00	950.00	0	0.00	0.00

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6400-01-120-000 Supplies - Hopkins Pool	10,300.00	0.00	0.00	10,300.00	0	1,300.00	1,300.00
6400-01-128-000 Supplies - Kelly Mill	2,400.00	0.00	0.00	2,400.00	0	0.00	0.00
6400-01-130-000 Supplies - Killian Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-140-000 Supplies - Meadowlake Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-143-000 Supplies - New Castle	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-145-000 Supplies - North Springs Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-147-000 Supplies - North Springs Comm Ctr	950.00	0.00	0.00	950.00	0	-500.00	-500.00
6400-01-152-000 Supplies - Perrin Thomas	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-153-000 Supplies - Pine Grove Community Cen	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-155-000 Supplies - Polo Road Park	15,290.00	0.00	0.00	15,290.00	0	0.00	0.00
6400-01-159-000 Supplies - Ridgewood	750.00	0.00	0.00	750.00	0	0.00	0.00
6400-01-167-000 Supplies - Senior Programs	5,000.00	123.51	123.51	4,876.49	2	0.00	0.00
6400-01-170-000 Supplies - St. Andrews Park	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-171-000 Supplies - St. Andrews Pool	11,975.00	9.07	9.07	11,965.93	0	0.00	0.00
6400-01-178-000 Supplies - Technology Center	1,500.00	0.00	0.00	1,500.00	0	0.00	0.00
6400-01-180-000 Supplies - Trenholm Park	1,450.00	0.00	0.00	1,450.00	0	0.00	0.00
6400-01-185-000 Supplies - Trenholm Pool	11,900.00	0.00	0.00	11,900.00	0	1,600.00	1,600.00
6400-01-187-000 Supplies - Upper Richland Community	950.00	0.00	0.00	950.00	0	0.00	0.00
6400-01-300-000 Supplies - Richland County Tennis C	3,300.00	0.00	0.00	3,300.00	0	0.00	0.00
6401-01-000-000 Postage	5,450.00	0.00	0.00	5,450.00	0	-77.50	-77.50
6401-01-008-000 Transportation Services	26,000.00	0.00	0.00	26,000.00	0	0.00	0.00
6402-01-000-000 Computer Software / Supplies	35,558.00	829.74	829.74	34,728.26	2	358.00	358.00
6458-01-000-000 Supplies - Special Activities	23,900.00	1,171.99	1,171.99	22,728.01	5	750.00	750.00
6460-01-000-000 Shirts For Center Staff	4,944.00	0.00	0.00	4,944.00	0	0.00	0.00
6460-01-000-001 Uniforms - Safety & Security	3,800.00	0.00	0.00	3,800.00	0	0.00	0.00
6460-01-035-000 Uniforms - Property Management	24,000.00	606.96	606.96	23,393.04	3	0.00	0.00
6465-01-005-000 Awards & Recognition	6,800.00	0.00	0.00	6,800.00	0	0.00	0.00
6470-01-000-000 Safety And Training	19,775.00	0.00	0.00	19,775.00	0	0.00	0.00
6600-01-000-000 Cost Of Inventory	0.00	19,804.44	19,804.44	-19,804.44	0	23,202.34	23,202.34
6650-01-035-000 Prop Mngt - Construction	117,000.00	2,008.34	2,008.34	114,991.66	2	-8,417.87	-8,417.87
6660-01-035-000 Prop Mngt - Vehicles	219,500.00	2,364.58	2,364.58	217,135.42	1	-5,315.36	-5,315.36

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6661-01-035-000 Prop Mngt - Mileage Reimbursements	6,420.00	299.75	299.75	6,120.25	5	201.07	201.07
6664-01-035-000 Prop Mngt - Turf	50,000.00	18.00	18.00	49,982.00	0	0.00	0.00
6665-01-035-000 Prop Mngt - Grounds	120,000.00	1,971.28	1,971.28	118,028.72	2	-22,950.10	-22,950.10
6670-01-035-000 Prop Mngt - Program	120,000.00	799.26	799.26	119,200.74	1	424.96	424.96
6675-01-035-000 Prop Mngt - Buildings	150,000.00	3,878.73	3,878.73	146,121.27	3	-13,640.31	-13,640.31
6680-01-035-000 Facilities - Janitorial	81,000.00	5,674.66	5,674.66	75,325.34	7	227.66	227.66
6700-01-005-000 Repair & Rep - Admin - Main Office	19,762.00	1,465.16	1,465.16	18,296.84	7	1,768.94	1,768.94
6700-01-035-000 Repair & Replacement - Property Man	231,000.00	0.00	0.00	231,000.00	0	14,201.27	14,201.27
6710-01-005-000 Repair & Replacement - Admin - Main Office	21,079.00	0.00	0.00	21,079.00	0	0.00	0.00
6710-01-005-000 New Equipment - Admin - Main Office	60,000.00	0.00	0.00	60,000.00	0	0.00	0.00
6710-01-035-000 New Equipment - Property Management	4,000.00	0.00	0.00	4,000.00	0	0.00	0.00
6711-01-035-000 New Equipment - Construction	8,600.00	0.00	0.00	8,600.00	0	0.00	0.00
6712-01-035-000 New Equipment - Custodial	11,000.00	2,779.60	2,779.60	8,220.40	25	0.00	0.00
6713-01-035-000 New Equipment - Facility Repair	829,830.00	0.00	0.00	829,830.00	0	0.00	0.00
6800-01-000-000 Park Improvements	19,200.00	0.00	0.00	19,200.00	0	520.02	520.02
7640-01-128-000 Sales Tax Kelly Mill Concessions	0.00	545.30	545.30	-545.30	0	352.70	352.70
7700-01-007-000 Operational Costs - Adult Activity	0.00	3,783.25	3,783.25	-3,783.25	0	0.00	0.00
7700-01-015-000 Operational Costs - Day Camp	0.00	192.46	192.46	-192.46	0	274.38	274.38
7700-01-032-000 Operational Costs - Softball	0.00	1,000.00	1,000.00	-1,000.00	0	0.00	0.00
7700-01-033-001 Operational Costs - Athletic Sponso	0.00	10,211.87	10,211.87	-10,211.87	0	12,165.16	12,165.16
7700-01-033-002 Operational Costs - Youth Basketball	0.00	240.00	240.00	-240.00	0	295.00	295.00
7700-01-033-005 Operational Costs - Kickball	0.00	168.00	168.00	-168.00	0	68.40	68.40
7700-01-065-000 Operational Costs - Blythewood Park	0.00	799.48	799.48	-799.48	0	1,139.59	1,139.59
7700-01-070-000 Operational Costs - Caughman Road P	0.00	200.00	200.00	-200.00	0	0.00	0.00
7700-01-074-003 Operational Costs - Crane Creek Gym	0.00	297.67	297.67	-297.67	0	238.59	238.59
7700-01-103-000 Operational Costs - Gf Adult Activi	0.00	153.00	153.00	-153.00	0	0.00	0.00
7700-01-110-000 Operational Costs - Hp Senior Cente	0.00	119.74	119.74	-119.74	0	0.00	0.00
7700-01-128-000 Operational Costs - Kelly Mill	0.00	567.38	567.38	-567.38	0	220.00	220.00
7700-01-130-000 Operational Costs - Killian Park	0.00	168.00	168.00	-168.00	0	0.00	0.00
7700-01-140-000 Operational Costs - Meadowlake Park	0.00	72.00	72.00	-72.00	0	72.00	72.00
7700-01-143-000 Operational Costs - New Castle	0.00	74.50	74.50	-74.50	0	320.62	320.62
7700-01-145-000 Operational Costs - North Springs P	0.00						

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
7700-01-153-000 Operational Costs - Pine Grove	0.00	90.00	90.00	-90.00	0	0.00	0.00
7700-01-155-000 Operational Costs - Polo Road Park	0.00	124.00	124.00	-124.00	0	67.00	67.00
7700-01-170-000 Operational Costs - St. Andrews Par	0.00	60.00	60.00	-60.00	0	0.00	0.00
7700-01-187-000 Operational Costs - Upper Richland	0.00	126.00	126.00	-126.00	0	216.00	216.00
7915-01-000-000 Foundation Services	0.00	488.63	488.63	-488.63	0	200.75	200.75
Expenditure Subtotal	\$16,221,886.00	\$1,089,404.57	\$1,089,404.57	\$15,132,481.43	7	\$541,946.90	\$541,946.90
Before Transfers	\$11,000.00	-\$617,008.58	-\$617,008.58		-5,609	-\$156,978.69	-\$156,978.69
After Transfers	\$11,000.00	-\$617,008.58	-\$617,008.58		-5,609	-\$156,978.69	-\$156,978.69

ESTIMATED RCRC CASH FLOW 17-18

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July 2017 - June 2018 Cash Balances

MONTH	EXPENSES			REVENUES				Cash Bal Diff fr current to LY
	NET PAYROLL & PR TAXES	WH & OTHER CASH DISBURSEMENTS		TAX REVENUE	OTHER PROCEEDS	CASH BALANCE	Actual Numbers from FY 16-17	
				BEGINNING BALANCE				
JUL	\$ 741,259.35	\$ 563,383.48		\$252,817.52	\$ 263,399.55	\$ 8,047,633.69	\$ 5,883,914.30	2,163,719
AUG	\$ 933,412.08	\$ 967,745.97		\$145,189.89	\$ 181,529.04	\$7,259,207.93	\$5,236,964.88	2,022,243
SEP						\$5,684,768.81	\$4,433,649.08	1,251,120
OCT							\$3,517,014.40	
NOV							\$2,739,513.21	
DEC							\$2,057,519.78	
JAN							\$2,695,257.63	
FEB							\$4,330,129.00	
MAR							\$3,160,166.00	
APR							\$2,112,493.95	
MAY							\$8,967,228.18	
JUN							\$8,897,485.10	
							\$8,047,633.69	
	1,674,671	765,565		398,007.41	222,464	6,997,203	4,775,305	
	Averages	Averages		Totals	Averages	Averages	Averages	
Notes:	Indicates Longevity Pay							
	Indicates 3 payrolls in a month							
	Indicates actual numbers							

ESTIMATED LINRICK CASH FLOW 17-18

July 2017 - June 2018 Actual Cash Balances

EXPENSES		REVENUES			COMPARE TO PRIOR FY	
		GOLF REVENUE	CASH BALANCE	FY 16-17 ACTUAL CASH BALANCE	CASH BALANCE DIFF FROM CURRENT FY	
	PAYROLL PAID TO RCRC	BEGINNING BALANCE	\$ 31,126.96	\$ 7,316.62	23,810	
	WH & OTHER CASH DISBURSEMENTS					
JUL	\$ 29,214.34	\$ 74,831.12	\$ 39,252.60	\$ 32,594.40	6,658	
AUG	\$ 40,925.35	\$ 59,680.83	\$ 27,765.16	\$ 38,334.65	-10,569	
SEP				\$ 12,282.28		
OCT				\$ 16,336.43		
NOV				\$ 24,980.00		
DEC				\$ 30,275.80		
JAN				\$ 14,217.31		
FEB				\$ 15,904.99		
MAR				\$ 5,808.63		
APR				\$ 14,869.04		
MAY				\$ 18,958.79		
JUN				\$ 31,126.96		
Averages	35,070	67,256	32,715	20,231	6,633	
	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	
Notes:	* 3 Payrolls in a month					
	Longevity Pay					

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
Revenue							
5010-02-210-000 Sales-Greens Fees	369,000.00	27,469.06	27,469.06	341,530.94	7	25,081.50	25,081.50
5015-02-210-000 Sales-Range	24,000.00	1,907.00	1,907.00	22,093.00	8	1,831.00	1,831.00
5020-02-210-000 Sales-Golf Car Rentals	345,000.00	29,594.44	29,594.44	315,405.56	9	27,856.00	27,856.00
5030-02-210-000 Sales-Pro Shop Rentals	0.00	123.00	123.00	-123.00	0	192.00	192.00
5040-02-210-000 Sales-Food	55,000.00	2,003.50	2,003.50	52,996.50	4	4,912.25	4,912.25
5050-02-210-000 Sales-Beer	25,000.00	4,749.30	4,749.30	20,250.70	19	2,419.75	2,419.75
5055-02-210-000 Sales-Pro Shop Merchandise	30,000.00	2,163.02	2,163.02	27,836.98	7	3,288.53	3,288.53
Revenue Subtotal	\$848,000.00	\$68,009.32	\$68,009.32	\$779,990.68	8	\$65,581.03	\$65,581.03
Expenditure							
6100-02-210-000 Full-Time Salaries-Pro Shop	164,335.00	16,543.75	16,543.75	147,791.25	10	7,031.12	7,031.12
6110-02-205-000 Full-Time Salaries-Maintenance	140,365.00	12,145.58	12,145.58	128,219.42	9	5,953.27	5,953.27
6140-02-000-000 Social Security	25,987.00	2,254.27	2,254.27	23,732.73	9	0.00	0.00
6142-02-000-000 Workers' Compensation	13,596.00	0.00	0.00	13,596.00	0	0.00	0.00
6144-02-000-000 State Retirement	53,749.00	0.00	0.00	53,749.00	0	0.00	0.00
6146-02-000-000 Peba Medical Insurance	52,760.00	4,881.30	4,881.30	47,878.70	9	-63.80	-63.80
6148-02-000-000 Unemployment Insurance	1,000.00	0.00	0.00	1,000.00	0	0.00	0.00
6149-02-000-000 Opeb Funding	15,461.00	0.00	0.00	15,461.00	0	0.00	0.00
6200-02-205-000 Part-Time Salaries-Maintenance	25,000.00	222.00	222.00	24,778.00	1	244.46	244.46
6200-02-210-000 Part-Time Salaries-Pro Shop	10,000.00	1,775.00	1,775.00	8,225.00	18	2,083.85	2,083.85
6302-02-205-000 Electric-Maintenance	3,800.00	245.00	245.00	3,555.00	6	253.00	253.00
6302-02-210-000 Electric-Pro Shop	3,215.00	0.00	0.00	3,215.00	0	0.00	0.00
6302-02-215-000 Electric-Cart Shed	7,500.00	758.11	758.11	6,741.89	10	775.94	775.94
6302-02-220-000 Electric-Pumps	7,985.00	870.21	870.21	7,114.79	11	1,685.24	1,685.24
6303-02-210-000 Propane-Pro Shop	1,500.00	0.00	0.00	1,500.00	0	0.00	0.00
6304-02-210-000 Telephone-Pro Shop	4,000.00	194.40	194.40	3,805.60	5	100.59	100.59
6306-02-000-000 Water	2,000.00	0.00	0.00	2,000.00	0	0.00	0.00
6320-02-000-000 Insurance	12,000.00	0.00	0.00	12,000.00	0	0.00	0.00
6330-02-000-000 Conferences & Memberships	1,000.00	0.00	0.00	1,000.00	0	0.00	0.00
6350-02-000-000 Audit And Consulting Fees	2,000.00	0.00	0.00	2,000.00	0	0.00	0.00

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Remaining Balance (\$)	% Used	Prior Year Period (\$)	Prior Year YTD (\$)
6364-02-000-000 Payroll Processing Charges	3,500.00	148.23	148.23	3,351.77	4	12.05	12.05
6370-02-000-000 Trash Service	1,500.00	119.00	119.00	1,381.00	8	110.00	110.00
6380-02-000-000 Bank Charges	18,000.00	1,194.19	1,194.19	16,805.81	7	1,126.77	1,126.77
6400-02-210-000 Supplies - Pro Shop	3,500.00	37.04	37.04	3,462.96	1	122.25	122.25
6500-02-205-000 Gas & Oil - Maintenance	16,000.00	200.29	200.29	15,799.71	1	0.00	0.00
6510-02-205-000 Vehicles & Mowers - Maintenance	8,000.00	0.00	0.00	8,000.00	0	0.00	0.00
6520-02-205-000 Fertilizer - Maintenance	15,000.00	0.00	0.00	15,000.00	0	0.00	0.00
6540-02-205-000 Grass Seed - Maintenance	2,500.00	0.00	0.00	2,500.00	0	0.00	0.00
6550-02-000-000 Golf Course Supplies	2,500.00	0.00	0.00	2,500.00	0	0.00	0.00
6600-02-000-000 Cost Of Inventory	0.00	-2,739.96	-2,739.96	2,739.96	0	3,367.28	3,367.28
6700-02-205-000 Repair & Rep - Maintenance	10,000.00	0.00	0.00	10,000.00	0	0.00	0.00
6710-02-205-000 New Equipment - Maintenance	50,997.00	0.00	0.00	50,997.00	0	0.00	0.00
6730-02-000-000 Irrigation Systems Installation & R	0.00	850.00	850.00	-850.00	0	-6,604.37	-6,604.37
6740-02-000-000 Cart Path Improvements	25,000.00	0.00	0.00	25,000.00	0	0.00	0.00
7600-02-210-000 Golf Cars Oper Costs	56,000.00	4,564.21	4,564.21	51,435.79	8	4,464.69	4,464.69
7620-02-210-000 Food Oper Costs	24,000.00	73.90	73.90	23,926.10	0	109.94	109.94
7630-02-210-000 Beer Oper Cost	9,000.00	0.00	0.00	9,000.00	0	0.00	0.00
7635-02-210-000 Pro Shop Merchandise Oper Costs	15,000.00	0.00	0.00	15,000.00	0	0.00	0.00
7640-02-210-000 Sales Tax	22,500.00	-149.96	-149.96	22,649.96	-1	-263.70	-263.70
7650-02-210-000 Admissions Tax	17,500.00	0.00	0.00	17,500.00	0	0.00	0.00
7906-02-000-000 Use Tax	250.00	0.00	0.00	250.00	0	0.00	0.00
9991-02-000-000 Overages/Shortages/Errors	0.00	-140.87	-140.87	140.87	0	-420.94	-420.94
Expenditure Subtotal	\$848,000.00	\$44,045.69	\$44,045.69	\$803,954.31	5	\$20,087.64	\$20,087.64
Before Transfers	\$0.00	\$23,963.63	\$23,963.63	\$0.00	0	\$45,493.39	\$45,493.39
After Transfers	\$0.00	\$23,963.63	\$23,963.63	\$0.00	0	\$45,493.39	\$45,493.39

IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



Retirement Program

Human Resources
Policy No. 170

Review Date: September 18, 2017
Last Revised: September 19, 2016

Policy Statement

The Richland County Recreation Commission currently participates in the South Carolina Retirement System (SCRS).

1. Participation:

Participation in the South Carolina Retirement System (SCRS) for most employees is mandatory and employee contributions are deducted through payroll deduction.

2. Employee Contribution Rates:

Effective July 1, 2017 active employees and working retirees in SCRS contribute 9% of gross pay and active employees and working retirees in PORS (Police Officers Retirement System) contribute 9.75%.

3. Employer Contribution Rates:

RCRC contributes an amount that is established by the State of South Carolina Legislature. Legislation requires that the employer contribution to be 2.9% more than the employee rate for SCRS (Currently 11.56%) and 5.00% more than the employee rate for PORS (Currently 14.04%).

4. TERI Participation and Re-hire Procedures:

(Note: New employees hired after July 1, 2012 are not eligible to participate in TERI. The TERI plan will phase out and be terminated June 30, 2018).

- A. In accordance with state law, employees must separate from employment no later than 60 months following entry into the TERI program.
- B. Employees who wish to return to work with the Richland County Recreation Commission after their TERI period ends must re-apply as a new employee.
- C. Employees are not guaranteed employment after their TERI period ends.
- D. Employees rehired after TERI participation will start at a rate which is the minimum of the pay band for the position. Deviations from this policy will be approved by the Executive Director only when in the best interest of the Richland County Recreation Commission.
- E. If re-hired, the employee will have a new hire date which will generally be the first day of the next pay period. This new hire date will be the employee's date of hire for purposes of paid time off and similar benefits and for fringe benefits such as insurance to the extent consistent with the terms of such benefits plans.

Note: This Retirement policy addresses contribution rates and special RCRC TERI provisions. Employees with questions about South Carolina Retirement System benefits should refer to the SCRS Member Handbook or contact RCRC Human Resources or the South Carolina Retirement System.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: September 18, 2017
(Date Approved)

APPROVED: _____
Thomas Clark, Chair

For more information about this policy, contact Human Resources



Enriching Lives & Connecting Communities

Disbursements – General

Finance
Policy No. 9020

Revision Date: September 18, 2017
Last Revised: December 16, 2013

Policy Statement

Richland County Recreation Commission issues ~~accounts payable disbursement (non-payroll)~~ checks for the purposes of making payments, reimbursements and refunds to vendors and employees.

Guidelines:

1. ~~Checks for general disbursements (balances RCRC owes to other companies or employees for supplies, inventory and services) are generated weekly according to the accounts payable aging report.~~
2. In order to have a check processed (payable to a vendor or employee), the employee must:
 - a. ~~Complete a Check Request Form or an electronic requisition;~~
 - b. ~~Insure the correct general ledger account and sub-account is inserted into the electronic requisition system or typed on the check request form. No payments will be made if procedures are not followed. (See Policy No. 9045b)~~
 - c. ~~Have the Check Request Form approved by his/her supervisor and Division Head;~~
 - d. ~~Requisitions must be complete and received before being paid. Finance will match up the electronic purchase order with the invoice in the accounting system.~~
 - e. ~~Check Requests need to be given to finance with all supporting documents (Registration forms, invoice, receipt, and/or subscription form)~~
 - f. ~~Daily disbursements' approval deadline will be established by the Executive Director.~~
3. ~~The Division Head for each division will review and approve/disapprove all check requests and/or Electronics Requisitions for items within the approved budget (as listed on their division's current fiscal year approved budget sheets). Items exceeding the approved budget sheet amount or critical purchases not in the current budget must be approved in advance by the Executive Director or designee (any approved designees must be documented and electronically signed by the Executive Director).~~

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: September 18, 2017
(Date Approved)

APPROVED: _____
Thomas Clark, Chair

For more information about this policy, contact the Executive Department.



Supply Inventory

Finance
Policy No. 9050

Revision Date: September 18, 2017
Last Revised: December 16, 2013

Policy Statement

All parks staff responsible for ordering and managing supplies for the Richland County Recreation Commission must provide the Division Head with a complete list of supplies on hand as of June 30 each year – those with a value of \$500.00 or more. The Supply Inventory Form must be completed and forwarded to the Division Head of Finance no later than July 5th for supplies on hand at the end of the previous fiscal year (July 1 – June 30).

Guidelines:

1. Examples of Supplies to be Inventoried:

- | | |
|----------------------|------------------------------|
| * PPE | * Janitorial Supplies |
| * Trash Bags | * Plus Five Marking Compound |
| * Fuel & Oil Filters | * Office Supplies |
| * Marking Paint | * Tennis Court Supplies |
| * Diesel Fuel | * Motor Oil |
| * Various Chemicals | * Mower Blades |
| * Trash Bags | * Chlorine Powder |
| * Chlorine Sticks | * Algacide |
| * Tires | |

Note: This list provides samples of supplies to be inventoried but is not an exhaustive list. Other items should be inventoried as appropriate.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: September 18, 2017
(Date Approved)

APPROVED: _____
Thomas Clark, Chair

For more information about this policy, contact the Finance Division



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- Local Public School District
- Local Government
- Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- Other (specify) Hobby Club

ORGANIZATION NAME: Southern Pride Rabbit and Cavy Club

501 c 3 Organization - Yes No

CONTACT INFORMATION:

Contact Person: Kristina Louvier

Phone: 803-730-1499 Alternate Phone (Cell): _____

Address 232 De Trail Drive Lexington, SC 29073

Reason (justification) for waiver of fee request (or attach statement):

please see attached statement

Southern Pride Rabbit and Cavy Club is requesting a reduction in the facility rental fee. We ask for this reduction as we are a non profit hobby club and cannot afford the facility at it's full rate. All of the money we receive at our shows goes towards paying for the shows. Our club consists of volunteers that work together to set up and run the shows.

We have been having shows in the Richland county area for over 20 years and for more than the last 10 years we have used the RCRC facilities. We have used several of the parks over the years but have recently decided to stay with the Bluff Road Park location.

SPRCC also provides a community service for RCRC events such as The Cottontail Festival. At these events we bring rabbits for the kids and adults to learn about and pet them. The rabbits are usually a huge hit for these events.

We enjoy using the gym and would like to continue using the Bluff Road Park Facility for our future shows. We appreciate your time and consideration for this matter. Thank you.

Sincerely,



Kristina Louvier, SPRCC Secretary/Treasurer

Enriching Lives &
Connecting Communities

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 12/2/17

Location: Bluff Road Park

Time: 7:00 AM - 7:00 PM

Number of Attendees: _____

Detailed description of event (or attach statement):

(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):

Rabbits and Cavies are shown. The animals compete for awards in a friendly environment. Children and adults both enter their animals for the competition. We have judges come to the show from all over the U.S. to choose the winners.

Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.

For office use only

Executive Director or Designee Signature: _____

Date: _____

Approved

Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: _____

Approved

Disapproved



Richland County Recreation Commission
 7473 Parklane Road, Columbia, SC 29223
RECREATION CENTER FACILITY USE AGREEMENT



Licensee(s): Southern Pride Rabbit & Cavy Club Park: Bluff Road Park

Licensee Address: 832 Doe Trail Drive City: Lexington State: SC Zip Code: 29073

Daytime phone: 803-730-1499 Evening phone: _____ Email: sp pride rabbit and cavy kristina @uphac.com

Alternate Contact Person: Kristina Louvier Phone: 803-730-1499

Date of Function: 12/1-12/2/17 Time of Function: 5:00-7:00 PM Number of Guests Invited: _____ Date of Birth: 03/19/82

Description of function: rabbit show Setup Time: _____ Cleanup Time: _____

SPACE REQUESTED:

Space	# of chairs	# of tables	Staff Fee	Security Fee	Facility Usage Fee	Total Fee	Rental Deposit	Balance
Multi-Purpose Room 1								
Multi-Purpose Room 2								
Multi-Purpose Room 3								
Activity Room 1								
Activity Room 2								
Gymnasium								
Gymnastic Room								
Athletic Field								
Picnic Shelter								
Total:								

- **Normal Hours:** Monday-Friday, 2:00-9:00 pm; Saturday, 9:00 am-8:00 pm; Sunday, 1:00-6:00 pm
- **After Hours:** Any time prior to the park's opening or after the park's closing; additional charges will apply.
- **Table and chairs are limited and are not guaranteed. Please check with park staff.**
- **Licensee will receive one hour setup and one hour cleanup**
- **No Teen parties allowed during regular or after hours. (Initial: _____)**

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by licensee on that property.

Licensee Signature: *Kristina Louvier*

Date: 7/20/17

Print Name: Kristina Louvier

Administrative Coordinator

Date: _____

Executive Director or Designee

Date: _____

OFFICE USE ONLY:

Deposit: Check # _____ Cash _____ Credit Card _____ Amount _____ Date _____ Receipt # _____ Bal. _____

Balance Due: Check _____ Cash _____ Credit Card _____ Amount _____ Date _____ Receipt # _____ Bal. _____

Richland County Recreation Commission

Procedures Governing Recreation Center Facility Usage

1. An approved agreement is required for the use of space in a RCRC facility. The Administrative Coordinator or designee is responsible for taking applications for the use of all facilities and for formulating an agreement of use for the requested space. ****All residents outside Richland County will pay a regular rental fee plus 20%.**
2. **All Recreation Centers require a two (2) hour minimum rental.**
3. Organized Homeowner's Associations and Neighborhood Associations may use space at the parks during normal operating hours, on a space-available basis at no cost. Required expenses will include:
 - \$20 per hour security fee may be required if the event exceeds 100 in attendance
 - \$20 after hours fee
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use a RCRC facility space, on a space available basis, for cost stipulated in RCRC's Recreation Center Facility Usage Fees on page 4.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of **\$20 per hour** will be assessed at all events held during non-operational hours. Keys to the Recreation Center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff maybe required for groups of 100 or more. A charge of **\$20 per hour** for security may be assessed for these events. A charge for the minimum of four (4) hours must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If RCRC property loss is incurred as a result of the use of the facility by the Licensee, the amount of damage shall be determined by the Park Manager or designee, in consultation with the Division Head of Property Management, and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using RCRC space that it should (in its own interest) secure appropriate insurance coverage for the period of time the facility is being used. Insurance may be required in some circumstances. (Initial: *ML*)
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the facility staff.
 - Kitchen appliances and counters must be cleaned.
 - RCRC grounds must be cleared of litter. (Initial: *ML*)

12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: KL)
14. The use of any open flames is prohibited inside RCRC facilities.
15. Lobby furniture shall not be rearranged or removed.
16. Licensee will pay 100% of the total rental fee due upon making a reservation. (Initial: KL)
17. **Cancellation/Refund Policy:** A **10% processing fee will be charged for all cancellations** made at least (14) days prior to the scheduled rental date. **50%** of the total rental fee will be charged for all cancellations made (13) days or less to the scheduled rental date. (Initial: KL)
18. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
19. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission.
20. Children must be supervised and accompanied by an adult at all times while on the premises.
21. Licensee will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: Kristina Louvier)
 - a. The designated person(s) will be notified by the facility staff of the time one (1) hour prior to the end of the event. It is the responsibility of the Licensee to complete the function by the time (including cleanup time) specified on the contract, however if the function time should **EXCEED** the regularly scheduled function time by **15 minutes or more** the Licensee must pay for an **additional hour**. (Initial: KL)
22. All events must be complete and the facility closed no later than **10:00 pm from Monday through Saturday and 8:00 pm on Sundays. Note: The earliest a recreation center can be rented Monday through Friday is 9:00 am and 8:00 pm on Saturdays.**
23. The park must be contacted at least **7 business days** prior to the function, of any changes of the time, room, number of attendees and need of tables and chairs. The changes must be approved by the Executive Director or Designee.
24. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.
25. **No alcoholic beverages allowed on Recreation Center premises.**

*** Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.*

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Recreation Center Facility Usage.

Kristina Louvier
Licensee Signature

7/20/17
Date

Richland County Recreation Commission Recreation Center Facility Usage Fees (Hours of Operation)

Monday-Friday, 2:00-9:00 pm; Saturday, 9:00 am-8:00 pm; Sunday, 1:00-6:00 pm

Recreation Centers	100% of FEE		50% of FEE	
	Reg. Hrs.	After Hrs.	Reg. Hrs.	After Hrs.
Killian				
Activity Room 1	\$25.00	\$45.00	\$12.50	\$32.50
Activity Room 2	\$25.00	\$45.00	\$12.50	\$32.50
Gymnasium	\$65.00	\$85.00	\$32.50	\$52.50
Bluff, Blythewood, Caughman Road, Crane Creek (<i>gymnasium only</i>), Denny Terrace (<i>gymnasium only</i>), Eastover, Forest Lake, Friarsgate, Hopkins, Meadowlake, North Springs, Polo Road, St. Andrews and Trenholm				
Gymnastics Room (<i>Forest Lake and Friarsgate only</i>)	\$30.00	\$50.00	\$15.00	\$35.00
Multi-Purpose Room 1	\$30.00	\$50.00	\$15.00	\$35.00
Multi-Purpose Room 2	\$30.00	\$50.00	\$15.00	\$35.00
Multi-Purpose Room 3 (<i>Hopkins, Meadowlake, North Springs and Polo</i>)	\$30.00	\$50.00	\$15.00	\$35.00
Gymnasium	\$65.00	\$85.00	\$32.50	\$52.50
Outdoor Rentals				
Medium Picnic Shelters:	resident: \$15.00/non-county resident: \$18.00			
Large Picnic Shelters:	resident: \$25.00/non-county resident: \$30.00			

PAYMENT CRITERIA:

(EFFECTIVE JULY 1, 2010)

- Rentals (residents outside Richland County) will pay regular rental fee plus 20%.
- Rentals (outside operating hours) will be assessed an additional \$20/hour fee.
- Rentals (government agencies, eligible non-profits, Home Owner Associations and Neighborhood Associations) will pay 50% of regular rental fee.
- Rentals (residents, local corporations and churches) will pay regular rental fee.

REFUNDS:

(EFFECTIVE JULY 1, 2010)

- 10% of the total rental fee will be charged for all cancellations made at least (14) days to the scheduled rental date.
- 50% of the total rental fee will be charged for all cancellations made (13) days or less to the scheduled rental date.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- Local Public School District
- Local Government
- Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- Other (specify) _____

ORGANIZATION NAME: Ballentine Civic Association

501 c 3 Organization – Yes No

CONTACT INFORMATION:

Contact Person: Joan Tweed

Phone: 781-2995 Alternate Phone (Cell): 360-2995

Address 111 Saratoga Road IRmo, SC 29063

Reason (justification) for waiver of fee request (or attach statement):

39th Annual Community Christmas
Party By the Ballentine Civic Assoc.

Enriching Lives &
Connecting Communities

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): 12/9/17
Location: Ballentine
Time: 10-2:00
Number of Attendees: 90

Detailed description of event (or attach statement):

(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):

Annual Christmas Party for
Ballentine Community - Free Event

Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.

For office use only

Executive Director or Designee Signature: _____

Date: _____

Approved

Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: _____

Approved

Disapproved



Richland County Recreation Commission
 7473 Parklane Road, Columbia, SC 29223
COMMUNITY CENTER FACILITY USE AGREEMENT



Licensee(s): Ballentine Civic Assoc Community Center: Ballentine

Licensee Address: PO Box 270 City: Ballentine State: SC Zip Code: 29002

Daytime phone: 781-2995 Evening phone: 781-2995 Email: TWEEDJL@SC.PR.COM

Alternate Contact Person: Les Tweed Phone: 354-3091

Date of Function: 12/9/17 Time of Function: 1-2:00pm Number of Guests Invited: 90 Date of Birth: 6/15/50

Description of function: Christmas Party Setup Time: 10:00am Cleanup Time: 1-2:00

Community
SPACE REQUESTED:

*1:00 - 2:00
 We leave by 2:00pm*

Space	Setup* (circle one for each room used)			# of chairs	# of tables	Staff Fee	Security Fee*	Setup Fee	Facility Usage Fee	Total	Rental Deposit	Balance
	Classroom	Theater	Banquet									
Room #1												
Room #2												
Banquet Hall				<u>All</u>	<u>All</u>							
Side #1												
Side #2												
*2 Hour Minimum												
				Total:								

- Normal Hours: Monday-Friday, 10:00 am-6:00 pm
- Licensee will receive one hour setup and one hour cleanup
- No Teen parties allowed during regular or after hours. (Initial: JST)

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.

Joan Tweed
 Licensee Signature

Date: 6/30/17

Print Name: Joan Tweed

Administrative Coordinator

Date: _____

Executive Director or Designee

Date: _____

OFFICE USE ONLY:

Deposit: Check #: _____ Cash: _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Balance Due: Check _____ Cash _____ Credit Card _____ Amount: _____ Date: _____ Receipt # _____ Bal. _____

Richland County Recreation Commission

Procedures Governing Community Center Facility Usage

1. An approved agreement is required for the use of space in a RCRC facility. The Administrative Coordinator or designee is responsible for taking applications for use of all facilities and for formulating an agreement of use of requested space. ****All residents outside Richland County will pay a regular rental fee plus 20%.**
2. All Community Center facilities require a two (2) hour minimum rental.
3. Organized Homeowner's Associations and Neighborhood Associations may use space at the parks during normal operating hours, on a space-available basis at no cost. Required expenses will include:
 - \$20 per hour security fee if the event serves alcohol.
 - \$20 per hour security fee for 100 or more attendees. *(minimum of four (4) hours)*
 - \$20 after hours fee.
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use a RCRC facility space, on a space available basis, for cost stipulated in RCRC's Recreation Center Facility Usage Fees on page 4.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of \$20 per hour will be assessed at all events held during non-operational hours. Keys to the center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff will be required for all events serving alcoholic beverages and for groups of 100 or more. A charge of **\$20 per hour** for security may be assessed for these events. A charge for the minimum of four (4) hours must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If RCRC property loss is incurred as a result of the use of the facility by the Licensee, the amount of damage shall be determined by the Facility Manager or designee, in consultation with the Division Head of Property Management, and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using RCRC space that it should (in its own interest) secure appropriate insurance coverage for the period of time the facility is being used. Insurance may be required in some circumstances. *(Initial JCT)*
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
 - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the facility staff.
 - Kitchen appliances and counters must be cleaned.
 - Bathrooms must be left in a presentable manner.
 - RCRC grounds must be cleared of litter. *(Initial JCT)*

12. Tablecloths and table skirts will not be provided.
13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: JCT)
14. The use of any open flames is **prohibited** inside RCRC facilities.
15. Lobby furniture shall not be rearranged or removed.
16. **Deposits Policy:** A deposit of 50% of the total rental fee must be paid upon making a reservation. Balance must be paid no later than 7 days prior to the event. (Initial: JCT)
17. **Cancellation/Refund Policy:** **10% processing fee will be charged for all cancellations made at least (14) days prior to the scheduled rental date. 50% of the total rental fee will be charged for all cancellations made (13) days or less to the scheduled rental date.** (Initial: JCT)
18. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
19. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission.
20. Children must be supervised and accompanied by an adult at all times while on the premises.
21. Licensee will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: Joan Tweed)
 - a. The designated person(s) will be notified by the facility staff of the time **one (1) hour prior to the end of the event**. It is the responsibility of the Licensee to complete the function by the time **(including cleanup time)** specified on the contract, however if the function time should **EXCEED** the regularly scheduled function time by **15 minutes or more** the Licensee must pay for an **additional hour**. (Initial: JCT)
22. All events must be complete and the facility closed no later than **11:00 pm** for Ballentine, Crossroads, the Hopkins Park Adult Activity Center, Gadsden, New Castle/Trenholm Acres, North Springs, Perrin-Thomas, Pine Grove, Ridgewood and Upper Richland.
23. The community center must be contacted at least **7 business days** prior to the function, of **ANY** changes in the contract and must be approved by the Executive Director or Designee.
24. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.

** Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Community Center Facility Usage.

Joan Tweed
Licensee Signature

6/30/17
Date

**BY-LAWS OF
RICHLAND COUNTY RECREATION COMMISSION**

**ARTICLE I
THE COMMISSION**

The name of the organization is the Richland County Recreation Commission (“Commission”).
The Commission was created by statute and is the Richland County Recreation District (“District”).

Section 1. Office of the Commission. The main offices of the Commission are located at 7473 Parklane Road, Columbia, SC. The Commission may have offices at such other places as it may designate.

Section 2. Seal of the Commission. The seal of the Commission is in the shape of a circle and bears the name of the Commission and the year in which it was established.

**ARTICLE II
PURPOSE**

The purpose of the Commission is to serve as a special purpose district established to provide physical education and recreational programs and facilities to the residents of the District, comprised of the entire area of Richland County not embraced within the city limits of Columbia.

**ARTICLE III
THE COMMISSIONERS**

The Board of Commissioners (“Board”) shall be the governing body of the Commission and shall be composed of seven resident electors of the District appointed by the Governor upon the recommendation of a majority of the Richland County Legislative Delegation. Each Commissioner shall serve for a term of five (5) years and until their successor is appointed and qualified. (1976 Acts, No. 581) The Board sets policy for the Executive Director to implement in accord with Board resolutions.

Section 1. Filing names of appointees. Immediately upon appointment of the Commissioners, the Commission shall record the names and terms of the appointees in the Clerk of Court office in Richland County. (1976 Acts, No. 581)

Section 2. Compensation. No member of the Board shall receive any compensation for services rendered as a member of the Board.

Section 3. Commissioners Code of Conduct. Each Commissioner shall sign the Code of Ethics for Park and Recreation Board members promulgated by the National Recreation and Park Association, which the Commission has adopted as its own. (A copy of this Code of Ethics is attached as Exhibit A to these Bylaws).

Section 4. Oath of Office. Each Commissioner shall take and subscribe to the following oath prior to beginning the duty of the office as required by the S.C. Constitution, Article IV, Section 5.

“I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been appointed, and will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitutions of this State and the United States. So help us (me) God.” (A copy of this oath is attached as Exhibit B to these Bylaws.)

ARTICLE IV COMMISSION OFFICIALS

Section 1. Officers. The officers of the Commission are a Chairperson, Vice Chairperson and a Secretary.

- A. **Election of officers.** The officers shall be elected at the Annual Meeting of the Commission. The election and the swearing in of newly elected officers will be the last item on the agenda. New officers will assume their duties at the first meeting of the new fiscal year in July.

- B. **Term of officers.** The officers shall hold office for one year and until their successors are elected and qualified.
- C. **Vacancies.** Should any office become vacant, the Commission shall elect a successor officer for the unexpired term at the next regular meeting.

Section 2. Other Officials. An Executive Director shall be appointed by the Commission. The Executive Director may be terminated at will.

ARTICLE V DUTIES OF OFFICIALS

Section 1. Chairperson. The Chairperson's duties shall include but are not necessary limited to:

- A. Presiding at all regular and special meetings of the Commission.
- B. Sign all contracts, deeds, checks and other instruments made by the Commission; however, and in the absence of the Chairperson and Vice Chairperson any member of the Commission may sign any of these instruments if authorized by a Resolution of the Commission Board.
- C. Prepare, in consultation with the Executive Director an agenda outlining the proposed order of business for each regular meeting. The agenda shall include such recommendations and information considered proper concerning the affairs and policies of the Commission.
- D. Attest to official minutes of each meeting after approval by the Commission.
- E. Be the representative for the Board's policies and actions to the public, to the news media, and to the Executive Director.
- F. In conjunction with the full Board, conduct an annual review of the performance of the Executive Director.

G. Appoint Ad Hoc and Special Committees as necessary to carry out the purposes of the Commission subject to the approval of the Board.

Section 2. The Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. In the case of the resignation, incapacitation or death of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson until the Commission elects a new chairperson.

Section 3. The Secretary. The Secretary is the recording officer of the Commission and the custodian of its records. The duties of the Secretary shall include, but not limited to the following:

- A. Supervises the keeping of the records of the Commission.
- B. Acts as secretary of meetings of the Commission.
- C. Supervises the recording of the procedures of the Commission except during executive sessions.
- D. Insure that official minutes of meetings are properly filed.
- E. Assure that the Seal of the Commission is kept in safe custody.
- F. Affix the Seal to all contracts and instruments authorized by the Commission.
- G. Record attendance at all regular and special called meetings of the Board.

Section 4. Other Duties. The officers of the Commission shall perform other duties and functions, as the Commission requires by a Resolution of the Commission.

ARTICLE VI

Section 1. Personnel. The Board shall develop or cause the development of appropriate policies and RCRC Bylaws as reviewed and approved.

Section 2. Compliance Officer. The Board may employ a Compliance Officer who will oversee the District's compliance with all policies and procedures authorized by the Board. The Compliance Officer shall report directly to the Board and shall serve at the Boards will. The

employment or dismissal of the Compliance Officer shall require an affirmative vote of a simple majority of the total voting membership of the Board.

Section 2. Executive Director. The Board shall employ an Executive Director who will be the chief operating officer and be responsible for the administration of the Commission under the approved budget and all resolutions of the Board.

Section 3. Attorneys. The Board may employ attorneys to represent the Commission.

ARTICLE VII MEETINGS

Section 1. Regular Meetings. Regular meetings are to be held on the third Monday of each month, except August, commencing at 6:00 p.m. at the Board Room of the Adult Activity Center; however, upon approval of a majority of the Commissioners the time and location of a monthly meeting may be changed. Should any monthly meeting conflict with the annual meeting of the National Recreation and Parks Association, the South Carolina Recreation and Parks Association, or the Southern Regional Council of the National Recreation and Park Association, that meeting is held on the following Monday.

Section 2. Annual Meeting. The June meeting of the Commission will be the Annual Meeting.

Section 3. Special Meetings. The Chairperson of the Commission, when he/she considers it necessary, may call a special meeting. Special meetings may also be called upon written request of two or more members to the Chairperson. All notices, agendas and actions at special meetings shall comply with the South Carolina Freedom of Information Act ("FOIA") and all relevant state laws.

Section 4. Executive Sessions. An executive session may be called for by a motion by any member of the Commission during any regular, annual or special meeting subject to the requirements of the FOIA and other relevant state laws.

Section 5. Quorum. At all meetings of the Commission, a majority of all members of the Commission constitute a quorum for the purpose of transacting business. A smaller number may meet and adjourn to some other time until and when a quorum is obtained.

Section 6. Order of Business. At regular meetings of the Commission, the following will be the order of business.

1. Call or order
2. Adoption of Agenda
3. Approval of Minutes of previous meeting
4. Public Input
5. Financial Report
6. New business
7. Other business
8. Adjournment

Section 7. Authority of Commission. Any action required of the Commission may be taken at any meeting of the Board, including adopting a resolution making provision for the issuance of bonds pursuant to state law; awarding the sale of such bonds; or taking any other action permitted or required of the Commission under state law. (1960 Acts, No. 873)

Section 8. Manner of Voting. The voting on all questions coming before the Board must be by a show of hands. Two or more members may request a roll call when the yeas and nays must be taken and entered upon the minutes of the meeting.

Section 9. Attendance. The unexcused absence of any Commissioner for three (3) consecutive regular meetings or one-half of the regular meetings over a two-year period shall constitute grounds for requesting new appointment to replace the absent member. The Secretary, upon

direction of the Chairperson, shall notify the absent member at least six (6) days prior to the meeting in which his/her attendance will be evaluated for new appointment. Upon notification, such member may contest a request for new appointment by appearing before the Board at such meeting. A simple majority vote by the Board will be sufficient to submit a request for new appointment.

Section 10. Freedom of Information Act (“FOIA”)/Other State Laws Compliance. As a “public body” under the FOIA, the Board shall comply with the FOIA and all other applicable state laws.

As “public members” Commissioners are not required to file a “statement of economic interests” under Section 8-13-1110(A), as they are not elected nor do they receive any compensation for their services, and each is not a “public member who serves on a State Board, Commission or Council” under subsection (B).

ARTICLE VII DISSOLUTION

Upon dissolution of the Commission for any reason, the assets will be distributed in accordance with laws of the State of South Carolina in existence at the time of dissolution. If no such laws exist, the Commission will turn the assets over to the government of Richland County for disposal as approved by a Court of Competent Jurisdiction.

ARTICLE IX AMENDMENT TO BYLAWS

The By-laws of the Commission may be amended with approval of a majority of all members of the Commission at a regular or special meeting, but no amendment may be adopted unless at least a seven days written notice has been previously given to all members of the Commission, along with a copy of the proposed amendment.

**ARTICLE X
FISCAL YEAR**

The Fiscal Year of the Commission shall be July 1 – June 30.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

The rules contained in **Robert's Rules of Order, Newly Revised** shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules which the Commission may adopt.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

FROM: Felicia Venable, Community Relations Manager

DATE: September 7, 2017

RE: Monthly Updates

1. Department: Graphics Design/Webmaster

a. Advertising and Website

- Completed and corrected all graphic request and published all database activities
- Multiple updates to the webpage of events
- Completed request for new business cards for several departments

b. Fall Game Plan

- As of September 5, issued Game Plan Fall Edition (September-December) to all departments and divisions.

2. Department: Senior Games

a. 30th Annual Midlands Area Senior Games will be held September 11-15, 2017.

- September 11; Opening Ceremony will be held at AAC on Parklane Road.
- Tuesday, September 12; Bowling & Billiards at Royal Z
- Wednesday, September 13; Golf at LinRick; Archery, Pickle ball & Badminton at Trenholm Park
- Thursday, September 14; Track and Field at Meadowlake Park
- Friday, September 15; Closing Ceremony at St. Andrews Park

b. PTI Report

	PTI	JR PTI	Youth Arbitration	College Intern	Volunteer	Other	Total
District 1	II						2
District 2	II						2
District 3	IIII						4
District 4							
						Total	8

This is the total for complete and incomplete hours for CSW volunteers from 7/06/2017 until today which 9/7/2017.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

3. Department: Community Relations

a. Agency Communications

- Continuing to send out employee recognition emails weekly
- Uploaded to Social Media Twitter & Facebook accounts promoting upcoming events & agency updates.

b. REC Connect

- Featured the Swim Safe Day at St. Andrews Park. Columbia and Richland leaders joined forces to promote Swim Safe Safety Day. Special thanks to the Columbia Fire Department, Richland County Sheriff's Department and the Richland County Coroner.

c. Press Release

- Back to School Celebrations for Bluff Road, Crane Creek, Forest Lake, and Polo Road Parks.
- Solar Eclipse Event; Total Eclipse in the Park for August 21, 2017.

d. Meetings

- Tuesday, August 8th at 11:00 am meet at Baskin-Robbins on Forest Drive concerning Dare Event on October 5. Meet with the owner, Richland School District One, Richland County Sheriff's Department and WACH-Fox57 to discuss logistics of the day.
- Monday, August 14 assisted Programming Division with the decorations and logistics of the End of the Year Summer Camp celebration at the AAC on Parklane Road.
- Attended the SCRPA Fall Central District Workshop on August 22 at Benedict College. A very big thank you to Commissioner Thomas Clark, Michael Marshall, Derrek Pugh and Kar'Nesha Davis for serving as panelist and representing the agency so well.
- On Tuesday, September 5 attended Service-Learning Community Partners Orientation at Benedict College with Program Manager Katrina Pitts.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission (Board Members)

FROM: David Stringer, Division Head of Human Resources

DATE: September 18, 2017

RE: Monthly Updates for

1. Human Resources:

- a. Benefits - Annual open enrollment for employee benefits will be held in the month of October 2017. A meeting with all benefit;
- b. State Retirement - Human Resources will present a revision to the Retirement policy. There was an increase to the State Retirement employee contribution from 8.66% to 9.0% effective July 1, 2017. All employees were notified regarding the increase PEBA Retirement indicated that this was the last scheduled increase for employees. The RCRC share (the percentage that RCRC contributes) also increased effective July 1, 2017. RCRC contributes 13.56% of employee's salaries;
- c. Recruitment - Human Resources is assisting with filling various full-time positions within the agency: Building and Grounds Worker, Adult Activity Manager, Electrician, Superintendent of Repair and Construction, Agency Compliance Officer and Executive Director.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Cornelia Watts

FROM: William Daugherty

DATE: 9/13/17

RE: Monthly Updates for

1. Department: IT Department

a. Currently imaging new computers for HQ building to have ready for roll out.

b. Assisted Marta with our new copier lease and waiting for bids from other vendors. Will be monitoring current copier vendor to see if service improves.

c. We've completed internet upgrades at HQ building, Garners Ferry and Parklane Technology Center. We upgraded from Metro E service to the new ASE service which gives us greater broadband and quicker speeds.

d. Assisting with Property Management with park renovations. We've been relocating park IT equipment so staff can continue to work while locations are being upgraded. Have done this for North Springs and Denny Terrace so far.

e. Assisting Marta and Kasey with the new purchase order software. We've been working with the vendor on the email side of the software. We've also been gathering needed information for all IT items that will need input into the system.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission
FROM: Connie Reaves, Director of Parks
DATE: September 8, 2017
RE: Monthly Updates

1. Department: Park Operations

- a. Blythewood Park - Blythewood Park Manager and Benedict College Alumna Kar'Nesha Davis was a guest speaker and panelist at a recent South Carolina Parks and Recreation event held at Benedict College. Ms. Davis did a tremendous job of granting "future recreation professionals" insight to a career in recreation. She joined on the panel by RCRC Chairman, Thomas Clark, Mr. Derek Pugh, and Mr. Michael Marshall. This group of recreation professionals did an excellent job representing RCRC.
- b. Killian Park -- Killian Park recently held an Extended Summer Camp. This camp provided a safe, fun, and affordable option to bridge the gap between the conclusion of Summer Camp and the beginning of the school year. Richland County School District One and Two parents took advantage of this wonderful opportunity provided by the Killian Park Staff with the assistance of the Summer Camp Staff members. Arts-crafts, games, and sports activities were key components of this week long camp.
- c. The Parks Department held four Back 2 School Events in the month of August. These district wide events featured food, fun, and free school supplies for patrons in attendance. Approximately 600 school aged children received supplies for the upcoming school year. Bluff Road Park, Forest Lake Park, Polo Road Park, and Crane Creek Gym hosted these wonderful family friendly events.

2. Department: Programming Division

- a. In 2017 the Programming Department has received over \$30,000.00 in grant monies from outside partnerships. We received \$14,548.00 from the Department of Social Services (DSS) in order to purchase materials for our summer camp sites. Richland County Summer Camps met all standards and guidelines set by DSS, averaging 96% out of 100%.
- b. Our department is also in partnership with the University Of South Carolina School Of Health. Our partnership is designed to help improve the overall health and nutrition of our campers. Our partnership with the University Of South Carolina has generated \$15,000.00 in the last 3 years. They have committed to offering 250 scholarships for Summer Camp.
- c. The After School program is off to a good start. We are looking forward to a successful school year

- d. Summer Camp is running smoothly and we are preparing for After School for the upcoming school year. We're excited about Blythewood Park opening up again for After School.

3. Department: Adaptive Recreation

- a. Camp Sunshine enjoyed some new activities this year such as a reader from the library, Pound Exercise, wear your favorite jersey/socks days, and face painting day. Other traditional activities included our "Camp Sunshine's Got Talent", carnival day, getting wet on the tennis court, and movie and popcorn days. We are also celebrating 40 years of service. We decorated bulletin boards, filled the hallways with connecting hearts, and ended the year with an end of the year celebration that recognized staff, volunteers and supporters. It has been a great 40th year!
- b. We have begun work on Walk-A-Mile in My Shoes. The date, location, time and starting point have been secured. Vendors are being contacted and we have started making calls for donations.

4. Department: Adult Services and Community Center

- a. Ballentine Community Center – Hosted a Shag Dance Party on August, 18th. This is the second Shag Dance Party that has been hosted at the center. This event drew new members and was enjoyed by all. A new Shag Dance Class session is scheduled to start on September 12th. Five new members joined the Arthritis Exercise class in August. The class has a current registration of 60 members; generally 23-30 attend the class each week.
- b. Crossroads Community Center – During the month of August, we had several new faces in our facility requesting rental information and requesting to sign up for new classes and activities. We had two new members join the Seniors Group. Crossroads Community hosted a Back 2 School bash that went really well. Many students benefited from the free school supplies, enjoyed games, bounce house and refreshments.
- c. Garners Ferry Adult Activity Center - The new Zumba Gold class that started in July has picked up in participation numbers. The first class is free. Ticket sales for the ALL WHITE AFFAIR were through the roof. We averaged around \$800.00 in revenue from ticket sales. Everyone had a great time! To help offset the costs for the ALL WHITE AFFAIR, I reached out to the following stores for donations: Food Lion on Garner's Ferry and Sam's Club on Forest Drive. They were very generous to give us gift cards for \$25.00 & \$50.00.
- d. Pine Grove Community Center – Held their annual Back to School Bash on Saturday, August 26, 2017. There were approximately 165 patrons on hand for this fun filled event. Free book bags with school supplies and lunch which consisted of hot dogs, chips, cookies and drinks were provided to the patrons in attendance. A good time was had by all!



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission, Board Members

FROM: Bryan Crider, Division Head of Property Management

DATE: 9-12-17

RE: Monthly Department Updates

1. Administrative (Parklane Office)

- a. Bid out for 56 sets of bleachers to be used countywide.
- b. Assisting with Bid write ups and Bid process for all departments agency wide
- c. Assisting finance with implementation of new accounting software.
- d. Bid for HVAC filters countywide
- e. Bid for HVAC unit at Forrest Lake and Denny Terrance

2. District 1 Maintenance (Shop at Saint Andrews Park)

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Ballentine-Layout and mark 10 soccer fields for upcoming season
- c. Olympia Park-installed construction fence around playground mulch continuously being washed away.

District 2 Maintenance (Shop is at Crane Creek Facility)

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district
- b. Normal ballfield maintenance for off season, removing grass off infield and dragging
- c. Assisted with laying sod at Trenholm Park baseball field drainage project
- d. Installed new gate post at Killian Park.

3. District 3 Maintenance (Shop is at Crane Creek Facility) Kelly Mill Sports Complex

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts,



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.

- b. Field markings- 8 baseball, marked 1 flag football
- c. Set up for weekend tournaments at Kelly Mills Sports Complex
- d. Multiple table and chair request for Blythewood, Polo, North Springs, and Crane Creek
- e. Layout and Paint 16 fields at Polo Soccer for upcoming season.
- f. Layout and Paint 6 kickball fields at NSP
- g. Cleaned couches, mattress, chairs, and debris that were dumped at Blythewood.

4. District 4 Maintenance (Shop is at Hopkins Park).

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Marked 20 football fields and 12 soccer fields
- c. Installed new football goal on Caughman Road Park
- d. Table and chair request for Blythewood and Polo
- e. Bleacher repair at Garners Ferry Sports
- f. Completed storm preparations, secured trash cans, tie up windscreens and block water from entering access gate at Eastover Park.
- g. Pressure wash outside walls and sidewalks at Hopkins Park.

5. Construction and Facility Repair (Shop at Parklane)

- a. Gadsden Park: Completed asbestos survey for old Community Center Building. Non was found.
- b. Completed sod replacement at Polo Football and North Springs multipurpose field,
- c. Completed asbestos survey at Denny Terrace. Demolition is scheduled for 9-25 thru 9-29 for asbestos removal, then painting and flooring replacement for Camp Sunshine area and offices.
- d. Repaired various plumbing, HVAC and Electrical issues county wide and continued daily work orders and maintenance for all trades.
- e. Various HVAC, Plumbing, Electrical and miscellaneous repairs were made throughout the county.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

- f. Completed field drainage repairs at Trenholm Park baseball field, irrigations, and sump pump installation.
- g. Hopkins Senior Center: Flooring was removed, installed moisture barrier and new vct installed.
- h. North Springs: removed lobby desk, vct, jack hammered old clay tile in lobby, poured concrete in lobby, installing new vct and re-installing cabinet.
- i. Rimer Pond: pumped pond for contractor to install sewer line on adjacent property. Installed emergency overflow piping
- j. 56 sets of bleacher were delivered. Starting process to assemble.

6. Custodial

- a. Assisting in weekend rentals
- b. Set up training classes with Buckeye and Waper.
- c. Follow up on outside restroom cleaning
- d. Follow up on custodians that scored low on inspections
- e. Continue day to day cleaning and issues.

7. Turf Management (Shop is at Crane Creek facility)

- a. Completed ant treatments to all soccer/football fields
- b. Repaired 2 wire system at KM
- c. Completed field restoration projects at Polo Field 6, North Spring multipurpose, and Trenholm Park Field 2
- d. Installed additional irrigation at Polo Field 6 and TP to get complete coverage.
- e. Shut down all irrigation systems/pump houses ahead of hurricane Irma.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

FROM: Bob Hickman, Division Head, Safety, Security, Risk Management & Recreation

DATE: September 12, 2017

RE: Monthly Updates

1. Department: Security

- a. Continuing to coordinate with Sheriff's Department, Forest Acres, Irmo, and with Columbia Police Department to maintain Property Protection status.
- b. Maintaining coordination with Guard One security to facilitate officers at designated events.
- c. Visiting parks to discuss current issues surrounding Safety/Security.
- d. Coordinating to provide traffic control at Kelly Mills for baseball and softball tournaments.
- e. Providing traffic control at Garners Ferry and Meadowlake Park for Pop Warner on Saturdays.

2. Department: Safety

- a. Coordinated and conducted two First Aid, CPR and AED classes to specified RCRC staff.
- b. Coordinated and conducted AAA Defensive Drivers Class
- c. Chris and Bob inspect Adult Leisure Bus, safety & security vehicles on a bi-weekly schedule to improve their safety performance
- d. Continuous and on-going inspections of all playgrounds, grounds, signage, buildings, including bleachers, AED, First Aid Kits, SDS, Exit Lights, Emergency lighting, Video Surveillance system, Fire extinguishers/ alarms for safety issues
- e. Had to close playground at Olympia Park. Rains wash out playground surface. Communicating with Neighborhood Organization about Playground status.
- f. Changed out play surface at North Springs Park Playground.
- g. North Springs Multipurpose field has been closed, graded and sodded, will open by end of October.
- h. Polo Road football field was re-sodded and opened on 1 September.

3. Department: Risk Management

- a. Sabrina continues updating and analyzing the following reports and databases: Incident/Accident, Safety Department Site Visits, Monthly emergency Drill Checklists, and AED Inspections Logs.
- b. Assisting Division Head with Security scheduling.
- c. Updates Training Database for First Aid Training & Defensive Drivers training taught to RCRC Staff.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

- d. Assist Safety Committee Chair with information pertaining to items or incidents of concern.
- e. Coordinates with Special Programs & Guard One Security to facilitate Security at rentals.
- f. Maintains Key Registry forms and inputs data to the Master Key Registry electronic file.
- g. Coordinates and schedules training provided by the Safety and Security Department.
- h. Assisting Division Head with Alarm Company memos identifying points of contact.

4. Department: Aquatics

- a. Swim Season ended on 18 August, 2017.
- b. Closed all pools and stored equipment.

5. Department: Recreation

- a. LinRick- Business has been good. Grounds are looking awesome!
- b. Kelly Mill- Holding weekly weekend tournaments.
- c. Athletics- Summer basketball concluded in August.
- d. Have opened Polo Road Soccer after planting new grass.
- e. Had to close two more fields, North Springs #5 and Polo #6 (Multi-purpose) Polo was opened on 1 September, and North Springs will be open by the end of October.
- f. Registration for fall sports (Shin-Kickers, Flag Football, Youth winter basketball has started).