

**Richland County Recreation Commission
Regular Board Meeting Agenda
January 22, 2018
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 December 18, 2017 Regular Board meeting.

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. (Attachments)

6. New Business:

Tara Dickerson and Attorney Frannie Heizer will present Resolution for Equipment Lease Purchase. (Attachment) (Action)

7. Other Business: (Attachments)

A. David Stringer, Human Resources, will present policy updates for Policy No. 087 Fraternization and Policy No. 050 Dress Code and Personal Appearance (Action)

B. Tara Dickerson, Chief of Staff, will present Agency Updates

8. Executive Session:

1. Personnel Matter – Compliance Officer

9. Adjournment

**Richland County Recreation Commission
Regular Board Meeting Minutes
December 18, 2017
6:00PM**

Commissioners in Attendance:

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

RCRC Staff in Attendance:

Tara Dickerson
Robert Hickman
Kasey Wilson
Tiyana Henley
Michael Marshall
Cornelia Watts

Others in Attendance

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Chair Clark called the meeting to order at 6:01p.m.

2. Adoption of Agenda: (Action)

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

3. Minutes: (Information)

Motion to accept the minutes from the November 20, 2017 Regular Board meeting and minutes from November 20, 2017, November 28, 2017 and December 5, 2017 Special Call Board meetings made by Commissioner Shepard, second by Commissioner Cotten. Motion approved unanimously by all members present: Clark, Johnson, Lindsay, Shepard and Cotten.

4. Public Input:

Ms. Gloria Brown requested 4 additional handicapped parking spaces at the Adult Activity Center, and for future plans an indoor pool for kids and teens in this area. Ms. Brown referred to land on the other side of the Tennis Center as an option.

Ms. D'Andre Outten-Brown, Parklane Enrichment Committee, echoed Ms. Gloria Brown's request for future plans for an indoor pool and also more handicapped parking spaces. Ms. Outten-Brown also questioned refunds for senior trips and spoke for a patron not receiving a refund because she was sick and could not participate.

Ms. Tara Dickerson advised that she would research and handle the issue.

5. Financial Report: (Information)

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

Kasey and staff entertained questions regarding Perrin Thomas parking, automobile lease purchases and Lowe's purchases.

6. Other Business:

Ms. Tara Dickerson requested action on a budget amendment required to pay recruiting firm hired for Executive Director search. Ms. Dickerson reported that she has identified \$40,000 which may be moved from the salary budget to the recruitment budget. Ms. Dickerson stated that this is her recommendation and she would like to ask for a motion to amend the budget to pay for the cost associated with the hire of the search firm, Coleman Lew & Associates.

Motion made by Commissioner Johnson to amend the budget and move the \$40,000 to the recruitment budget to pay Coleman Lew & Associates, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Shepard, Cotten and Lindsay.

Ms. Dickerson gave an update on the Richland County Sheriff's Department Lease and advised that she is working with them to update the lease.

Ms. Dickerson reported Agency Updates.

Motion made by Commissioner Lindsay to go into Executive Session for receipt of legal advice in reference to constitutional issues in pending litigation and a personnel matter, second by Commissioner Shepard. Motion approved unanimously by all members present: Clark, Lindsay, Shepard, Cotten and Johnson.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

CC: Cornelia Watts, Executive Assistant

FROM: Kasey Wilson, Director of Finance

DATE: 1/18/2018

RE: Monthly Financial Updates for December 2017

1. Finance

- a. **RCRC Revenue** is down 42% compared to December of 2016, but year to date revenue is down 23%.
- b. **RCRC Expenditures** are down 11% compared to December of 2016, but year to date expenditures are down 9%.
- c. **LinRick Revenue** is up 1% compared to December of 2016, but year to date revenue is down 8%.
- d. **LinRick Expenditures** are down 17% compared to December of 2016, but year to date expenditures are down 23%.
- e. **RCRC ending cash for December** was up 32% than December of 2016.

2. Payroll

- a. Payroll is setting up a meeting with our current software for time and attendance. This will eliminate any errors with time and do away with paper time cards. We hope to be using time and attendance by July 2018.

3. Online Registration

- a. In the process of ordering scanners, membership cards, and cameras for the online system to be able to track anyone regardless of a paid activity.

Attached:

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

A

ESTIMATED RCRC CASH FLOW 17-18

July 2017 - June 2018 Cash Balances

EXPENSES				REVENUES			
MONTH	NET PAYROLL & PR TAXES	WH & OTHER CASH DISBURSEMENTS	TAX REVENUE	OTHER PROCEEDS	CASH BALANCE	Actual Numbers from FY 16-17	Cash Bal Diff fr current to LY
					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	\$ 635,106.98	\$ 430,206.33	\$181,066.73	\$ 169,298.57	\$5,684,768.81	\$4,433,649.08	1,251,120
OCT	\$ 683,764.08	\$ 632,642.46	\$154,168.72	\$ 180,875.48	\$4,969,820.80	\$3,517,014.40	1,452,806
NOV	\$ 469,257.01	\$ 477,394.32	\$185,234.42	\$ 144,658.99	\$3,988,458.46	\$2,739,513.21	1,248,945
DEC					\$3,371,700.54	\$2,057,519.78	1,314,181
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	
	3,462,800	614,275	918,477.28	187,952	5,553,598	4,775,305	
	Averages	Averages	Totals	Averages	Averages	Averages	
Notes:	Indicates Longevity Pay						
	Indicates 3 payrolls in a month						
	Indicates actual numbers						

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
1 of 13

B

REVENUE:

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
TAXES APPORTIONED	14,352,887	878,729	1,797,141	12,555,746	13%	1,561,371	2,519,081
SENIOR PROGRAMS	2,500	90	850	1,650	34%	1,116	1,554
ADMIN-MAIN OFFICE	14,500	606	6,743	7,757	47%	943	8,319
ADAPTIVE RECREATION	7,500	1,429	3,823	3,677	51%	554	3,236
ADULT ACTIVITY CENTER	150,000	6,128	57,323	92,677	38%	12,056	65,614
CAMP SUNSHINE	18,500	0	8,774	9,726	47%	0	11,768
RECREATION SPECIAL EVENTS	8,500	500	3,322	5,178	39%	0	2,476
ATHLETIC LEAGUE FEES	50,000	600	18,885	31,115	38%	78	18,880
SC MIDLANDS POP WARNER	3,500	0	2,422	1,078	69%	0	2,876
BLYTHEWOOD BASEBALL LEAGUE	5,200	0	0	5,200	%	0	1,382
TRENHOLM LITTLE LEAGUE	7,500	0	2,104	5,396	28%	0	2,162
IRMO LITTLE LEAGUE	4,500	0	687	3,813	15%	0	1,165
COLUMBIA UNITED	26,000	0	9,780	16,220	38%	0	13,408
DENTSVILLE LEAGUE FEES	2,500	0	1,306	1,194	52%	0	0
NE FOOTBALL ASSOC. FEES	900	0	490	410	54%	0	726
DAY CAMPS	165,000	0	153,965	11,035	93%	60	98,571
AFTER SCHOOL CAMP	255,000	20,272	128,724	126,277	50%	10,207	102,104
DAY CAMP GRANTS	0	0	8,000	(8,000)	0	0	0
AFTER SCHOOL GRANTS	0	0	0	0	0	0	13,429
SUMMER AFTERNOON PROGRAM	48,827	0	185	48,642	%	15	40,429
ADULT BASKETBALL	1,700	0	1,900	(200)	112%	0	1,000
EAST COLUMBIA LEAGUE	0	0	1,625	(1,625)	0	0	0
FRIARSGATE LEAGUE	0	350	350	(350)	0	0	0
NORTH COLUMBIA LEAGUE	0	1,039	1,039	(1,039)	0	0	0
ADULT SOFTBALL/SOFTBALL ADMISSIONS	22,014	0	1,950	20,064	9%	0	15,114
ATHLETIC PROGRAMS	5,000	0	1,715	3,285	34%	0	1,880
ATHLETIC SPONSORSHIPS	25,000	0	2,032	22,968	8%	(3,000)	1,216
YOUTH BASKETBALL	65,000	59	26,441	38,559	41%	(53)	21,788
FLAG FOOTBALL	13,500	0	(590)	14,090	(4%)	0	(130)
YOUTH SOFTBALL/BASEBALL	1,500	0	0	1,500	%	0	40
KICKBALL	10,500	0	3,800	6,700	36%	0	3,330
T-BALL	7,000	0	60	6,940	1%	3	1,552
SHINKICKERS/SOCCER	30,000	0	3,828	26,173	13%	10	9,058

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017

2 of 13

B

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
PROPERTY MANAGEMENT	0	0	474	(474)		0	200
BALLENTINE PARK	25,000	415	8,833	16,167	35%	184	9,100
BLUFF ROAD PARK	18,500	278	9,714	8,786	53%	97	5,550
BLYTHEWOOD PARK	45,000	1,675	19,273	25,727	43%	1,787	20,877
CAUGHMAN ROAD PARK	25,000	844	8,422	16,578	34%	549	8,793
CRANE CREEK GYM	27,500	372	6,327	21,173	23%	42	7,082
CROSS ROADS COMMUNITY CENTER	5,500	210	2,385	3,115	43%	278	1,439
DENNY TERRACE GYM	20,500	190	11,046	9,454	54%	5,406	15,282
EASTOVER PARK	5,500	86	2,185	3,315	40%	20	1,473
EASTOVER POOL	1,800	0	2,396	(596)	133%	0	1,288
FOREST LAKE PARK	25,000	1,792	9,649	15,351	39%	951	6,722
FRIARSGATE PARK	18,500	336	8,682	9,818	47%	1,057	5,026
GADSDEN PARK	8,500	314	4,518	3,982	53%	1,330	4,123
GARNERS FERRY ADULT ACTIVITY CENTER	55,000	4,031	29,027	25,974	53%	4,692	20,240
GARNERS FERRY TECHNOLOGY CENTER	3,000	0	460	2,540	15%	60	645
HOPKINS PARK SENIOR CENTER	13,000	656	8,396	4,604	65%	254	6,446
HOPKINS PARK	6,000	846	2,983	3,017	50%	166	2,332
HOPKINS POOL	1,500	0	834	666	56%	0	934
KELLY MILL CONCESSIONS	90,000	0	11,092	78,908	12%	0	21,438
KILLIAN PARK	22,000	675	13,140	8,860	60%	402	7,754
MEADOWLAKE PARK	35,000	1,424	10,008	24,992	29%	3,235	14,718
NEW CASTLE	22,000	490	6,663	15,338	30%	892	7,296
NORTH SPRINGS PARK	65,000	2,340	15,511	49,489	24%	4,726	23,945
NORTH SPRINGS COMM CTR	30,000	2,598	12,388	17,612	41%	277	10,455
PERRIN THOMAS	15,000	1,635	9,826	5,174	66%	125	6,269
PERRIN THOMAS PARKING	80,000	0	10,000	70,000	13%	0	62,297
PINE GROVE COMMUNITY CENTER	15,058	752	6,108	8,950	41%	255	4,527
POLO ROAD PARK	60,000	2,416	24,353	35,647	41%	2,071	20,209
RIDGEWOOD PARK	8,000	117	1,486	6,514	19%	109	1,541
ST. ANDREWS PARK	35,000	1,451	25,754	9,246	74%	901	16,427
ST. ANDREWS POOL	15,500	0	12,564	2,936	81%	0	12,518
JAMES CLYBURN TECHNOLOGY CENTER	10,500	347	3,106	7,394	30%	711	3,593
TRENHOLM PARK	45,000	2,546	17,178	27,822	38%	1,061	20,596
TRENHOLM POOL	4,500	0	4,267	233	95%	0	3,581

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
3 of 13

B

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
UPPER RICHLAND COMMUNITY CENTER	15,000	885	7,034	7,966	47%	(195)	5,818
RICHLAND COUNTY TENNIS CENTER	45,000	539	6,286	38,714	14%	1,819	17,517
MEADOWLAKE TENNIS	0	0	9	(9)		0	0
NORTH SPRINGS TENNIS	0	0	0	0		0	(22)
POLO TENNIS	0	0	51	(51)		21	7
ST. ANDREWS TENNIS	0	15	177	(177)		279	461
TRENHOLM TENNIS	0	0	30	(30)		31	184
RETURNED CHECK DEPOSITS	0	0	0	0		0	(100)
CHALLENGER FOOTBALL	0	0	2,500	(2,500)		0	5,000
GOODWILL PARTNERSHIP	0	0	6,000	(6,000)		0	0
ELECTRIC CO OP	0	9	9	(9)		15	15
TOTAL REVENUE	16,221,886	940,082	2,589,814	13,632,072	16%	1,616,969	3,345,622

EXPENDITURES:

FULL-TIME SALARIES - ADMIN-MAIN OFFICE	1,359,810	89,760	621,755	738,055	46%	92,215	639,850
FULL-TIME SALARIES - PROPERTY MANAGEMENT	2,471,239	159,031	1,078,095	1,393,144	44%	118,050	738,660
FULL-TIME SALARIES - FACILITY/COMMUNITY	2,983,383	191,252	1,305,314	1,678,069	44%	246,777	1,506,625
SOCIAL SECURITY	598,252	35,687	258,385	339,867	43%	37,850	251,215
WORKERS' COMPENSATION	137,472	0	87,048	50,424	63%	43,794	80,958
EMPLOYER PAID STATE RETIREMENT	1,359,946	62,150	237,124	1,122,822	17%	60,478	428,618
EMPLOYER PAID PEBA MEDICAL INSURANCE	1,086,800	(6,798)	496,316	590,484	46%	82,228	431,715
UNEMPLOYMENT INSURANCE	26,000	0	610	25,390	2%	0	16,296
OPEB FUNDING	499,891	0	0	499,891	%	0	0
PART-TIME SALARIES FLOATERS	55,640	2,946	24,029	31,611	43%	0	0
PART-TIME SALARIES - ADULT ACTIVITY	9,360	1,248	7,363	1,997	79%	1,195	6,558
PART-TIME SALARIES - ADAPTIVE REC	3,240	0	0	3,240	%	0	0
PART-TIME SALARIES - CAMP SUNSHINE	44,928	0	28,043	16,885	62%	0	22,922
PART-TIME SALARIES - DAY CAMPS	198,450	0	211,838	(13,388)	107%	0	86,109
PART-TIME SALARIES - AFTER SCHOOL CAMP	95,400	14,747	75,986	19,414	80%	12,549	48,762
PART-TIME SALARIES - PLAYGROUND	9,150	0	0	9,150	%	0	81,411
PART-TIME SALARIES - PROPERTY MANAGEMENT	122,880	19,217	113,077	9,803	92%	10,680	68,039
PART-TIME SALARIES - CUSTODIANS	30,958	584	9,269	21,689	30%	2,130	28,117
PART-TIME SALARIES - BALLETINE PARK	0	0	0	0		534	3,949
PART-TIME SALARIES - BLUFF ROAD PARK	11,440	905	5,913	5,527	52%	828	4,210

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
4 of 13

B

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR TO DATE</u>
PART-TIME SALARIES - BLYTHEWOOD PARK	11,440	830	5,458	5,982	48%	874	4,825
PART-TIME SALARIES - CAUGHMAN ROAD	12,561	985	6,486	6,075	52%	915	5,760
PART-TIME SALARIES - CRANE CREEK GYM	17,160	1,030	5,215	11,945	30%	1,025	4,983
PART-TIME SALARIES - CROSS ROADS CC	0	0	0	0		50	1,583
PART-TIME SALARIES - DENNY TERRACE GYM	17,160	662	5,144	12,016	30%	829	4,468
PART-TIME SALARIES - EASTOVER PARK	17,160	1,306	8,797	8,363	51%	1,271	7,126
PART-TIME SALARIES - EASTOVER POOL	19,008	0	8,235	10,773	43%	0	4,714
PART-TIME SALARIES - FOREST LAKE PARK	11,440	1,360	6,250	5,190	55%	773	4,797
PART-TIME SALARIES - FRIARSGATE PARK	11,440	860	5,280	6,160	46%	1,310	7,529
PART-TIME SALARIES - GADSDEN PARK	17,160	1,116	7,056	10,104	41%	1,397	7,708
PART-TIME SALARIES - GF ADULT ACTIVITY CTR	7,956	1,211	8,075	(119)	101%	1,094	6,996
PART-TIME SALARIES - GF TECHNOLOGY	3,120	360	3,349	(229)	107%	452	3,049
PART-TIME SALARIES - HP SENIOR CENTER	0	0	0	0		116	1,300
PART-TIME SALARIES - HOPKINS PARK	11,440	1,032	4,304	7,136	38%	840	4,623
PART-TIME SALARIES - HOPKINS POOL	11,440	0	4,822	6,618	42%	0	4,284
PART-TIME SALARIES - KELLY MILL	11,960	0	1,284	10,676	11%	186	8,942
PART-TIME SALARIES - KELLY MILL CONCESSIONS	40,300	0	4,294	36,006	11%	0	9,190
PART-TIME SALARIES - KILLIAN PARK	11,440	860	5,455	5,985	48%	778	4,637
PART-TIME SALARIES - MEADOWLAKE PARK	12,012	925	6,058	5,954	50%	748	4,809
PART-TIME SALARIES - NEW CASTLE	0	0	126	(126)		289	2,717
PART-TIME SALARIES - NORTH SPRINGS PARK	12,870	1,391	8,008	4,862	62%	1,339	7,276
PART-TIME SALARIES - NORTH SPRINGS COMM CTR	0	0	159	(159)		751	4,508
PART-TIME SALARIES - PERRIN THOMAS	0	0	0	0		683	4,211
PART-TIME SALARIES - PINE GROVE COMM CENTER	7,800	913	6,659	1,142	85%	723	5,742
PART-TIME SALARIES - POLO ROAD PARK	11,440	1,096	7,130	4,310	62%	1,108	6,540
PART-TIME SALARIES - RIDGEWOOD PARK	0	0	80	(80)		365	1,014
PART-TIME SALARIES - ST. ANDREWS PARK	11,440	878	3,454	7,986	30%	616	4,012
PART-TIME SALARIES - ST. ANDREWS POOL	26,103	0	15,367	10,736	59%	0	0
PART-TIME SALARIES - TECHNOLOGY CENTER	3,120	725	2,448	673	78%	490	2,607
PART-TIME SALARIES - TRENHOLM PARK	11,440	790	6,430	5,011	56%	590	4,576
PART-TIME SALARIES - TRENHOLM POOL	23,947	0	14,705	9,242	61%	0	10,675
PART-TIME SALARIES - UPPER RICHLAND	0	0	0	0		200	2,488
PART-TIME SALARIES - RCTC	10,296	624	5,307	4,989	52%	1,365	8,708
PART-TIME SALARIES - AMBASSADORS	61,750	4,030	26,071	35,679	42%	4,066	18,914

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
5 of 13

B

	BUDGETED	CURRENT	YEAR	REMAINING	PCT	PRIOR	PRIOR
		PERIOD	ACTUAL	BALANCE	USED	YEAR	TO DATE
ELECTRIC - ADMIN-MAIN OFFICE	52,440	2,063	18,249	34,191	35%	2,372	17,090
ELECTRIC - ADULT ACTIVITY CENTER	35,880	1,597	16,755	19,125	47%	2,120	15,372
ELECTRIC - BALLENTINE PARK	38,400	2,581	14,592	23,808	38%	3,322	14,946
ELECTRIC - BLUFF ROAD PARK	50,400	2,845	24,017	26,383	48%	2,018	22,349
ELECTRIC - BLYTHEWOOD PARK	52,800	4,406	28,204	24,596	53%	4,220	21,275
ELECTRIC - CAUGHMAN ROAD PARK	57,600	3,098	26,161	31,439	45%	3,790	25,114
ELECTRIC - CRANE CREEK	0	241	1,475	(1,475)		238	1,265
ELECTRIC - CRANE CREEK GYM	39,000	2,408	15,841	23,159	41%	1,825	13,215
ELECTRIC - CROSS ROAD PARK	22,800	898	6,850	15,950	30%	3,390	10,334
ELECTRIC - DENNY TERRACE AND GYM	74,400	3,199	34,645	39,755	47%	3,292	26,920
ELECTRIC - EASTOVER PARK	42,960	2,630	19,577	23,383	46%	2,538	16,643
ELECTRIC - EASTOVER POOL	15,360	981	7,949	7,411	52%	817	6,525
ELECTRIC - FOREST LAKE PARK	30,600	1,525	18,387	12,213	60%	1,402	14,327
ELECTRIC - FRIARSGATE PARK	48,000	1,957	22,750	25,250	47%	3,389	22,881
ELECTRIC - GADSDEN PARK	5,448	529	1,376	4,072	25%	323	2,157
ELECTRIC - GARNERS FERRY SPORTS COMPLEX	7,080	624	2,901	4,179	41%	1,111	2,787
ELECTRIC - GF ADULT ACTIVITY CENTER	22,800	1,232	10,381	12,419	46%	1,191	9,337
ELECTRIC - GF TECHNOLOGY CENTER	4,680	252	2,126	2,554	45%	244	1,912
ELECTRIC - HOPKINS PARK	57,600	3,619	27,945	29,655	49%	2,792	22,363
ELECTRIC - KELLY MILL	36,300	796	8,119	28,181	22%	4,813	18,765
ELECTRIC - KILLIAN PARK	32,400	1,835	16,191	16,209	50%	1,855	13,968
ELECTRIC - MEADOWLAKE PARK	43,800	2,756	24,147	19,653	55%	2,121	18,831
ELECTRIC - NEW CASTLE	4,320	330	3,142	1,178	73%	224	1,821
ELECTRIC - NORTH SPRINGS PARK	50,400	2,862	24,758	25,642	49%	3,505	22,672
ELECTRIC - PERRIN THOMAS COMMUNITY	16,200	349	2,050	14,150	13%	1,167	6,609
ELECTRIC - PINE GROVE COMMUNITY CENTER	7,800	368	3,248	4,552	42%	397	3,091
ELECTRIC - POLO ROAD PARK	74,400	5,424	32,362	42,038	43%	6,318	31,441
ELECTRIC - RIDGEWOOD PARK	4,200	280	2,074	2,126	49%	255	1,640
ELECTRIC - SERENITY PARK	1,020	92	551	469	54%	92	461
ELECTRIC - STARLITE FLOODLIGHTING	420	22	133	287	32%	22	112
ELECTRIC - ST. ANDREWS PARK	72,000	3,990	33,893	38,107	47%	3,880	30,926
ELECTRIC - SUMMERHILL PARK	660	59	356	305	54%	59	297
ELECTRIC - TECHNOLOGY CENTER	6,600	362	3,076	3,524	47%	408	2,782
ELECTRIC - TRENHOLM PARK	48,000	3,100	21,647	26,353	45%	3,075	19,695

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
6 of 13

	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>PRIOR</u>
		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
B ELECTRIC - TRENHOLM POOL	9,840	923	6,708	3,132	68%	201	5,256
ELECTRIC - UPPER RICHLAND COMM CENTER	6,120	593	5,520	600	90%	589	2,461
ELECTRIC - RICHLAND COUNTY TENNIS CENTER	9,000	566	3,759	5,241	42%	662	3,615
ELECTRIC - CAUGHMAN ROAD TENNIS CENTER	9,360	432	3,646	5,714	39%	524	3,499
ELECTRIC - DUTCH FORK TENNIS CENTER	660	61	329	331	50%	57	230
TELEPHONE - ADMIN-MAIN OFFICE	67,740	4,704	26,769	40,971	40%	5,721	25,169
TELEPHONE - ADULT ACTIVITY CENTER	6,600	500	2,880	3,720	44%	484	2,374
TELEPHONE - PROPERTY MANAGEMENT	20,000	1,533	7,293	12,707	36%	1,716	7,198
TELEPHONE - BALLENTINE PARK	2,760	200	1,121	1,639	41%	113	992
TELEPHONE - BLUFF ROAD PARK	4,620	259	1,545	3,075	33%	346	1,993
TELEPHONE - BLYTHEWOOD PARK	2,100	180	1,085	1,015	52%	121	780
TELEPHONE - CAUGHMAN ROAD PARK	2,400	179	1,068	1,332	44%	272	905
TELEPHONE - CRANE CREEK	0	83	499	(499)		82	412
TELEPHONE - CRANE CREEK GYM	1,200	547	3,188	(1,988)	266%	27	2,719
TELEPHONE - CROSS ROAD PARK	2,040	200	1,122	918	55%	186.	912
TELEPHONE - DENNY TERRACE AND GYM	6,240	454	2,817	3,423	45%	630	2,437
TELEPHONE - EASTOVER PARK	3,840	246	1,473	2,367	38%	243	1,219
TELEPHONE - EASTOVER POOL	600	41	245	355	41%	40	202
TELEPHONE - FOREST LAKE PARK	1,620	128	732	888	45%	(58)	564
TELEPHONE - FRIARSGATE PARK	2,280	203	1,082	1,198	47%	161	809
TELEPHONE - GADSDEN PARK	3,360	240	1,319	2,041	39%	236	1,186
TELEPHONE - GF ADULT ACTIVITY CENTER	3,900	284	1,622	2,278	42%	269	1,393
TELEPHONE - GF TECHNOLOGY CENTER	3,000	164	1,109	1,891	37%	206	1,081
TELEPHONE - HOPKINS PARK SENIOR CENTER	2,220	161	925	1,295	42%	159	798
TELEPHONE - HOPKINS PARK	4,320	252	1,511	2,809	35%	364	1,755
TELEPHONE - KELLY MILL	420	39	196	224	47%	28	114
TELEPHONE - KILLIAN PARK	2,280	122	956	1,324	42%	120	859
TELEPHONE - MEADOWLAKE PARK	2,760	202	1,337	1,423	48%	200	998
TELEPHONE - NEW CASTLE	2,040	161	925	1,115	45%	159	793
TELEPHONE - NORTH SPRINGS PARK	3,000	215	1,253	1,747	42%	214	1,070
TELEPHONE - NORTH SPRINGS COMM CTR	1,680	124	734	946	44%	120	604
TELEPHONE - PERRIN THOMAS	2,280	164	931	1,350	41%	160	798
TELEPHONE - PINE GROVE COMMUNITY CENTER	3,360	241	1,366	1,994	41%	237	1,192
TELEPHONE - POLO ROAD PARK	2,400	168	966	1,434	40%	120	877

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017

7 of 13

B

	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>TO DATE</u>
		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>PERIOD</u>
TELEPHONE - RIDGEWOOD PARK	2,400	161	942	1,458	39%	161	840
TELEPHONE - ST. ANDREWS PARK	4,080	293	1,754	2,326	43%	(684)	1,451
TELEPHONE - ST. ANDREWS POOL	1,320	90	540	780	41%	90	450
TELEPHONE - TECHNOLOGY CENTER	5,160	381	2,270	2,890	44%	374	1,880
TELEPHONE - TRENHOLM PARK	3,900	244	1,356	2,545	35%	279	1,402
TELEPHONE - UPPER RICHLAND COMMUNITY CTR	2,760	202	1,167	1,593	42%	198	995
TELEPHONE - RICHLAND COUNTY TENNIS	3,480	254	1,302	2,178	37%	252	1,463
TELEPHONE - CAUGHMAN ROAD TENNIS CENTER	1,680	120	682	998	41%	119	599
WATER - ADMIN-MAIN OFFICE	7,320	521	3,021	4,299	41%	702	3,225
WATER - ADULT ACTIVITY CENTER	2,040	133	815	1,225	40%	124	839
WATER - BALLENTINE PARK	960	72	410	550	43%	162	411
WATER - BLUFF ROAD PARK	6,120	436	4,284	1,836	70%	918	2,693
WATER - BLYTHEWOOD PARK	3,120	89	1,044	2,076	33%	248	1,424
WATER - CAUGHMAN ROAD PARK	18,360	253	8,220	10,140	45%	610	6,447
WATER - CRANE CREEK GYM	7,500	641	4,386	3,114	58%	966	2,433
WATER - CRANE FOREST PARK	0	52	259	(259)		51	253
WATER - DENNY TERRACE AND GYM	2,400	0	755	1,645	31%	0	216
WATER - EASTOVER PARK	4,800	57	475	4,325	10%	293	2,293
WATER - FOREST LAKE PARK	2,640	167	1,149	1,491	44%	377	1,084
WATER - FRIARSGATE PARK	2,160	119	1,270	890	59%	164	880
WATER - GARNERS FERRY SPORTS COMPLEX	9,720	123	847	8,873	9%	107	5,327
WATER - GF ADULT ACTIVITY CENTER	3,720	273	1,381	2,339	37%	271	1,338
WATER - GF TECHNOLOGY CENTER	780	56	283	497	36%	55	274
WATER - HOPKINS PARK AND HOP AAC	360	20	2,714	(2,354)	754%	40	120
WATER - KELLY MILL	840	55	344	496	41%	106	357
WATER - KILLIAN PARK	2,400	58	691	1,709	29%	138	1,170
WATER - MEADOWLAKE PARK	6,900	321	3,100	3,800	45%	382	3,269
WATER - NEW CASTLE	6,900	81	1,919	4,981	28%	821	3,991
WATER - NORTH SPRINGS PARK	32,700	394	12,191	20,509	37%	1,730	13,826
WATER - PERRIN THOMAS	6,960	256	3,458	3,502	50%	795	2,575
WATER - PINE GROVE COMMUNITY CENTER	840	42	341	499	41%	69	346
WATER - POLO ROAD PARK	4,620	102	2,118	2,502	46%	646	2,170
WATER - RIDGEWOOD PARK	6,120	114	903	5,217	15%	110	3,308
WATER - ST. ANDREWS PARK	10,080	498	4,467	5,613	44%	1,668	4,042

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
8 of 13

B

	<u>BUDGETED</u>	<u>CURRENT</u> <u>PERIOD</u>	<u>YEAR</u> <u>ACTUAL</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u> <u>USED</u>	<u>PRIOR</u> <u>YEAR</u> <u>PERIOD</u>	<u>PRIOR</u> <u>YEAR</u> <u>TO DATE</u>
WATER - TECHNOLOGY CENTER	600	58	269	331	45%	41	259
WATER - TRENHOLM PARK	15,780	321	6,911	8,869	44%	685	7,437
WATER - UPPER RICHLAND COMMUNITY CENTER	780	42	211	569	27%	41	306
WATER - RICHLAND COUNTY TENNIS CENTER	1,860	70	461	1,399	25%	136	860
SEWER - ADMIN-MAIN OFFICE	840	67	324	516	39%	57	285
SEWER - ADULT ACTIVITY CENTER	840	71	345	495	41%	61	303
SEWER - BALLENTINE PARK	1,080	0	802	278	74%	401	802
SEWER - EASTOVER	816	75	664	152	81%	0	0
SEWER - FRIARSGATE PARK	3,480	288	1,152	2,328	33%	288	1,440
SEWER - KELLY MILL	0	89	732	(732)	0	0	0
SEWER - NEW CASTLE	540	44	213	327	39%	37	187
SEWER - NORTH SPRINGS PARK	600	80	349	251	58%	41	136
SEWER - ST. ANDREWS PARK	18,240	1,179	5,894	12,346	32%	1,179	7,073
SEWER - TRENHOLM	2,700	230	1,114	1,587	41%	196	978
PRINTING AND PUBLICITY	33,800	570	5,754	28,046	17%	128	3,273
ADVERTISEMENTS	7,000	269	2,810	4,190	40%	0	0
INSURANCE	218,979	0	932	218,047	%	0	94
CONFERENCES & MEMBERSHIPS	40,752	2,210	23,955	16,797	59%	375	2,902
WEBSITE MAINTENANCE	2,000	0	0	2,000	%	65	325
BOARD TRAINING AND EXPENSES	16,500	304	19,494	(2,994)	118%	154	2,456
BUS LEASE PURCHASE	60,000	0	0	60,000	%	0	0
AUTOMOBILE LEASE PURCHASE	104,692	0	0	104,692	%	0	170,728
AUDIT AND CONSULTING FEES	22,000	0	10,920	11,080	50%	0	9,000
FINANCE SOFTWARE MAINTENANCE FEES	0	0	0	0	0	0	573
FINANCE SOFTWARE LEASING FEES	17,500	542	13,451	4,049	77%	0	0
LEGAL FEES	70,000	(5,116)	59,447	10,553	85%	30,251	64,355
PAYROLL PROCESSING CHARGES	44,610	3,973	20,661	23,949	46%	2,705	23,463
TRASH SERVICE	41,000	3,342	19,932	21,068	49%	2,904	24,655
SECURITY MONITORING	24,500	1,206	6,948	17,552	28%	762	6,722
RANGER SECURITY	1,000	0	144	856	14%	80	80
RECORDS RETENTION	7,625	0	1,650	5,975	22%	579	1,896
BANK CHARGES/CREDIT CARD FEES	24,486	1,580	9,340	15,146	38%	1,553	8,165
OCCUPATIONAL HEALTH	12,958	0	6,465	6,493	50%	0	0
EMPLOYEE BACKGROUND INVESTIGATION	4,070	(37)	(480)	4,550	(12%)	1,308	3,758

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017

9 of 13

B

	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>PRIOR</u>
		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
SUPPLIES - SENIOR PRGRAMS	5,000	66	2,736	2,264	55%	336	647
SUPPLIES - ADMIN-MAIN OFFICE	34,072	599	5,444	28,628	16%	1,128	3,883
SUPPLIES - ADAPTIVE REC	4,575	508	1,813	2,762	40%	285	1,692
SUPPLIES - ADULT ACTIVITY CENTER	13,990	168	379	13,611	3%	289	986
SUPPLIES - CAMP SUNSHINE	6,050	0	1,455	4,595	24%	0	1,500
SUPPLIES - DAY CAMPS	39,024	0	707	38,317	2%	0	848
SUPPLIES - AFTER SCHOOL CAMP	21,790	0	720	21,070	3%	15	223
SUPPLIES - PLAYGROUND	4,024	0	0	4,024	%	0	1,396
SUPPLIES - ATHLETIC PROGRAMS	5,850	0	0	5,850	%	0	0
SUPPLIES - PROPERTY MANAGEMENT	0	0	108	(108)		0	0
SUPPLIES - BALLENTINE PARK	950	15	110	840	12%	0	379
SUPPLIES - BLUFF ROAD PARK	950	0	290	660	30%	92	105
SUPPLIES - BLYTHEWOOD PARK	15,290	0	69	15,221	%	103	188
SUPPLIES - CAUGHMAN ROAD PARK	950	152	221	729	23%	101	181
SUPPLIES - CRANE CREEK GYM	950	0	101	849	11%	83	161
SUPPLIES - CROSS ROAD PARK	750	0	196	554	26%	0	50
SUPPLIES - DENNY TERRACE GYM	950	0	133	817	14%	83	83
SUPPLIES - EASTOVER PARK	950	0	283	667	30%	86	143
SUPPLIES - EASTOVER POOL	11,900	0	3,400	8,500	29%	0	4,600
SUPPLIES - FOREST LAKE PARK	950	0	105	845	11%	83	391
SUPPLIES - FRIARSGATE PARK	950	0	69	881	7%	83	125
SUPPLIES - GADSDEN PARK	950	94	170	780	18%	0	789
SUPPLIES - GF ADULT ACTIVITY CENTER	4,120	0	592	3,528	14%	139	434
SUPPLIES - GF TECHNOLOGY CENTER	750	0	0	750	%	0	0
SUPPLIES - HOPKINS PARK SENIOR CENTER	950	0	40	910	4%	0	205
SUPPLIES - HOPKINS PARK	950	0	106	844	11%	295	309
SUPPLIES - HOPKINS POOL	10,300	0	2,600	7,700	25%	0	4,000
SUPPLIES - KELLY MILL	2,400	0	0	2,400	%	0	0
SUPPLIES - KILLIAN PARK	950	0	298	652	31%	87	344
SUPPLIES - MEADOWLAKE PARK	950	0	161	789	17%	83	83
SUPPLIES - NEW CASTLE	950	21	21	929	2%	0	268
SUPPLIES - NORTH SPRINGS PARK	950	0	69	881	7%	280	(197)
SUPPLIES - NORTH SPRINGS COMM CTR	950	0	291	659	31%	0	179
SUPPLIES - PERRIN THOMAS	950	0	0	950	%	0	163

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
10 of 13

B

	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
SUPPLIES - PINE GROVE COMMUNITY CENTER	950	0	818	132	86%	0	302
SUPPLIES - POLO ROAD PARK	15,290	0	168	15,122	1%	101	137
SUPPLIES - RIDGEWOOD PARK	750	0	254	496	34%	0	533
SUPPLIES - ST. ANDREWS PARK	950	0	231	719	24%	135	158
SUPPLIES - ST. ANDREWS POOL	11,975	0	3,409	8,566	28%	0	4,730
SUPPLIES - TECHNOLOGY CENTER	1,500	0	198	1,302	13%	0	83
SUPPLIES - TRENHOLM PARK	1,450	0	123	1,327	8%	83	105
SUPPLIES - TRENHOLM POOL	11,900	0	3,400	8,500	29%	0	4,600
SUPPLIES - UPPER RICHLAND COMMUNITY CTR	950	0	304	646	32%	0	266
SUPPLIES - RCTC	3,300	0	0	3,300	%	0	0
POSTAGE	5,450	0	1,881	3,570	35%	0	2,530
TRANSPORTATION SERVICES - CAMP SUNSHINE	26,000	0	27,056	(1,056)	104%	0	0
COMPUTER SOFTWARE / SUPPLIES	35,558	1,785	19,870	15,688	56%	836	6,697
CHALLENGER FOOTBALL	0	0	0	0		291	2,380
GRANT GARDENING	0	0	0	0		0	573
SUPPLIES - SPECIAL ACTIVITIES	23,900	430	12,374	11,526	52%	2,134	8,221
SHIRTS FOR CENTER STAFF	4,944	39	727	4,217	15%	(1,170)	(3,630)
UNIFORMS - SAFETY & SECURITY	3,800	94	94	3,706	2%	0	0
UNIFORMS - PROPERTY MANAGEMENT	24,000	556	20,045	3,955	84%	1,712	5,780
AWARDS & RECOGNITION	6,800	0	1,459	5,341	21%	0	139
SAFETY AND TRAINING	19,775	298	2,325	17,450	12%	238	1,637
COST OF INVENTORY RCRC	0	0	19,804	(19,804)		(88,142)	(30,146)
COST OF INVENTORY KELLY MILL CONCESSIONS	0	0	0	0		(30,888)	(4,036)
PROP MNGT - CONSTRUCTION	117,000	10,868	44,005	72,995	38%	4,904	5,988
PROP MNGT - VEHICLES	219,500	7,512	54,762	164,738	25%	10,701	38,960
PROP MNGT - MILEAGE REIMBURSEMENTS	6,420	474	3,313	3,107	52%	290	1,165
PROP MNGT - TURF	50,000	25	10,989	39,011	22%	1,170	15,310
PROP MNGT - GROUNDS	120,000	1,713	21,928	98,072	18%	1,705	(2,510)
PROP MNGT - PROGRAM	120,000	794	37,297	82,703	31%	(639)	15,483
PROP MNGT - BUILDINGS	150,000	7,400	64,658	85,342	43%	8,603	26,142
FACILITIES - JANITORIAL	81,000	530	36,511	44,489	45%	3,886	27,615
REPAIR & REP - ADMIN-MAIN OFFICE	19,762	1,346	8,788	10,974	44%	1,496	10,391
REPAIR & REPLACEMENT - PROPERTY MAN	231,000	440	118,019	112,981	51%	0	18,491
NEW EQUIPMENT - ADMIN - MAIN OFFICE	21,079	0	11,268	9,811	53%	0	0

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017

11 of 13

B

	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>PRIOR</u>
		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
NEW EQUIPMENT - PROPERTY MANAGEMENT	60,000	0	107,523	(47,523)	179%	0	0
NEW EQUIPMENT - CONSTRUCTION	4,000	0	0	4,000	%	0	0
NEW EQUIPMENT - CUSTODIAL	8,600	0	0	8,600	%	0	0
NEW EQUIPMENT - FACILITY REPAIR	11,000	0	3,391	7,609	31%	1,991	1,991
PARK IMPROVEMENTS	829,830	0	92,653	737,177	11%	0	0
OPERATIONAL COSTS - SENIOR PROGRAMS	0	0	296	(296)		0	0
OPERATIONAL COSTS - ADAPTIVE REC	0	332	2,876	(2,876)		181	223
OPERATIONAL COSTS - ADULT ACTIVITY	0	4,238	37,377	(37,377)		4,981	29,925
OPERATIONAL COSTS - CAMP SUNSHINE	0	0	249	(249)		0	24,354
OPERATIONAL COSTS - ATHLETIC LEAGUE FEES	0	0	5	(5)		0	0
OPERATIONAL COSTS - SC MIDLANDS	0	843	843	(843)		0	0
OPERATIONAL COSTS - TRENHOLM LITTLE LEAGUE	0	0	65	(65)		0	0
OPERATIONAL COSTS - COLUMBIA UNITED	0	0	1,500	(1,500)		0	1,620
OPERATIONAL COSTS - DAY CAMP	0	0	14,708	(14,708)		0	0
OPERATIONAL COSTS - PLAYGROUND	0	0	117	(117)		0	80
OPERATIONAL COSTS - ADULT BASKETBALL	0	0	1,452	(1,452)		0	2,974
OPERATIONAL COSTS - ADULT SOFTBALL	0	232	1,455	(1,455)		972	3,727
OPERATIONAL COSTS - SOFTBALL TOURNAMENT	0	0	0	0		0	1,391
OPERATIONAL COSTS - ATHLETIC PROGRAMS	0	38	38	(38)		0	0
OPERATIONAL COSTS - ATHLETIC SPONSORSHIPS	0	40	1,040	(1,040)		1,320	1,320
OPERATIONAL COSTS - YOUTH BASKETBALL	0	8,161	29,720	(29,720)		6,793	25,451
OPERATIONAL COSTS - FLAG FOOTBALL	0	0	29	(29)		0	0
OPERATIONAL COSTS - KICKBALL	0	0	2,230	(2,230)		0	1,831
OPERATIONAL COSTS - T-BALL	0	0	0	0		100	799
OPERATIONAL COSTS - SHINKICKERS/SOCCER	0	0	1,775	(1,775)		173	2,651
OPERATIONAL COSTS - SENIOR PROGRAMS	0	0	296	(296)		0	0
OPERATIONAL COSTS - BALLENTINE PARK	0	240	967	(967)		74	847
OPERATIONAL COSTS - BLUFF ROAD PARK	0	176	654	(654)		707	2,052
OPERATIONAL COSTS - BLYTHEWOOD PARK	0	1,601	8,527	(8,527)		2,215	10,484
OPERATIONAL COSTS - CAUGHMAN ROAD PARK	0	870	4,354	(4,354)		1,013	4,927
OPERATIONAL COSTS - CRANE CREEK GYM	0	280	900	(900)		41	1,133
OPERATIONAL COSTS - CROSS ROADS CC	0	249	281	(281)		300	648
OPERATIONAL COSTS - DENNY TERRACE GYM	0	55	275	(275)		2,463	2,665
OPERATIONAL COSTS - EASTOVER POOL	0	0	(6)	6		0	42

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
As of December 31, 2017
12 of 13

B

	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>PRIOR</u>
		<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
OPERATIONAL COSTS - FOREST LAKE PARK	0	206	1,676	(1,676)		304	2,463
OPERATIONAL COSTS - FRIARSGATE PARK	0	135	884	(884)		506	1,812
OPERATIONAL COSTS - GADSDEN	0	235	601	(601)		797	1,227
OPERATIONAL COSTS - GF ADULT ACTIVITY	0	986	5,173	(5,173)		561	4,064
OPERATIONAL COSTS - HP SENIOR CENTER	0	1,091	1,590	(1,590)		0	1,022
OPERATIONAL COSTS - HOPKINS PARK	0	26	63	(63)		0	301
OPERATIONAL COSTS - HOPKINS POOL	0	0	5	(5)		0	27
OPERATIONAL COSTS - KELLY MILL	0	0	1,706	(1,706)		0	108
OPERATIONAL COSTS - KELLY MILL CONCESSION	0	0	5,061	(5,061)		867	12,785
OPERATIONAL COSTS - KILLIAN PARK	0	848	4,296	(4,296)		289	1,500
OPERATIONAL COSTS - MEADOWLAKE PARK	0	348	1,793	(1,793)		1,511	4,091
OPERATIONAL COSTS - NEW CASTLE	0	137	430	(430)		0	399
OPERATIONAL COSTS - NORTH SPRINGS PARK	0	1,459	7,983	(7,983)		1,568	10,658
OPERATIONAL COSTS - NS COMM CTR	0	193	579	(579)		198	1,031
OPERATIONAL COSTS - PERRIN THOMAS	0	130	227	(227)		0	0
OPERATIONAL COSTS - P THOMAS PARKING	0	0	108	(108)		4,083	9,488
OPERATIONAL COSTS - PINE GROVE	0	402	2,700	(2,700)		52	461
OPERATIONAL COSTS - POLO ROAD PARK	0	1,550	10,526	(10,526)		1,843	8,593
OPERATIONAL COSTS - RIDGEWOOD	0	33	130	(130)		34	201
OPERATIONAL COSTS - ST. ANDREWS PARK	0	1,643	6,157	(6,157)		2,956	5,456
OPERATIONAL COSTS - ST. ANDREWS POOL	0	0	(75)	75		0	9,709
OPERATIONAL COSTS - TRENHOLM PARK	0	1,080	6,673	(6,673)		975	5,136
OPERATIONAL COSTS - TRENHOLM POOL	0	0	78	(78)		0	134
OPERATIONAL COSTS - UPPER RICHLAND	0	19	599	(599)		0	288
OPERATIONAL COSTS - RCTC	0	448	526	(526)		301	1,832
OPERATIONAL COSTS - POLO TENNIS	0	0	0	0		0	306
GOODWILL PARTNERSHIP EXPENSES	0	0	0	0		180	360
SALES TAX KELLY MILL CONCESSIONS	19,200	0	828	18,372	4%	0	0
USE TAX	0	85	8,371	(8,371)		51	641
FOUNDATION SERVICES	0	70	841	(841)		3,477	4,123
<u>TOTAL EXPENDITURE</u>	16,221,886	750,128	6,541,226	9,680,660	40%	839,177	5,954,008

Richland County Recreation Commission
REVENUE & EXPENDITURE STATEMENT
 As of December 31, 2017
 13 of 13

B

DEFICIENCY OF REVENUE

BEFORE TRANSFERS

DEFICIENCY OF REVENUE

AFTER TRANSFERS

<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR</u>	<u>REMAINING</u>	<u>PCT</u>	<u>PRIOR</u>	<u>PRIOR</u>
	<u>PERIOD</u>	<u>ACTUAL</u>	<u>BALANCE</u>	<u>USED</u>	<u>YEAR</u>	<u>TO DATE</u>
0	189,954	(3,951,412)	3,951,412		777,792	(2,608,386)
0	189,954	(3,951,412)	3,951,412		777,792	(2,608,386)



ESTIMATED LINRICK CASH FLOW 17-18

July 2017 - June 2018 Actual Cash Balances

EXPENSES			REVENUES		COMPARE TO PRIOR FY	
MONTH	PAYROLL PAID TO RCRC	WH & OTHER CASH DISBURSEMENTS	GOLF REVENUE	CASH BALANCE	FY 16-17 ACTUAL CASH BALANCE	CASH BALANCE DIFF FROM CURRENT FY
JUL	\$ 29,214.34	\$ 37,491.14	BEGINNING BALANCE	\$ 31,126.96	\$ 7,316.62	\$ 23,810.34
AUG	\$ 40,925.35	\$ 30,242.92	\$ 74,831.12	\$ 39,252.60	\$ 32,594.40	\$ 6,658.20
SEP	\$ 19,735.07	\$ 22,924.70	\$ 59,680.83	\$ 27,765.16	\$ 38,334.65	\$ (10,569.49)
OCT	\$ 42,595.14	\$ 31,063.58	\$ 63,166.69	\$ 48,272.08	\$ 12,282.28	\$ 35,989.80
NOV	\$ 25,414.89	\$ 17,421.87	\$ 52,610.96	\$ 27,224.32	\$ 16,336.43	\$ 10,887.89
DEC	\$ 17,024.41	\$ 17,143.35	\$ 47,699.28	\$ 32,086.84	\$ 24,980.00	\$ 7,106.84
JAN			\$ 40,650.24	\$ 38,569.32	\$ 30,275.80	\$ 8,293.52
FEB					\$ 14,217.31	
MAR					\$ 15,904.99	
APR					\$ 5,808.63	
MAY					\$ 14,869.04	
JUN					\$ 18,958.79	
					\$ 31,126.96	
Averages	29,152	26,048	56,440	34,900	20,231	11,740
	Average	Average	Average	Average	Average	Average
Notes:	* 3 Payrolls in a month					
	Longevity Pay					

LinRick Golf Course
REVENUE & EXPENDITURE STATEMENT-LINRICK
As of December 31, 2017



REVENUE:

	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
GREEN FEES	369,000	20,316	131,630	237,370	36%	16,261	138,141
GOLF CART RENTALS	345,000	14,626	143,266	201,734	42%	15,158	150,107
RANGE	24,000	952	8,773	15,227	37%	833	9,006
PRO SHOP RENTALS	0	11	568	(568)		52	982
FOOD SALES	55,000	2,079	18,075	36,925	33%	2,193	24,868
BEER SALES	25,000	954	12,234	12,766	49%	1,014	11,676
PRO SHOP MERCHANDISE	30,000	876	10,566	19,434	35%	3,561	16,801
OTHER REVENUE	0	0	0	0		0	0
OVERS/SHORTAGES/ERRORS	0	(432)	(390)	390		24	(440)
TOTAL REVENUE	848,000	39,382	324,721	523,279	38%	39,096	351,142

EXPENDITURES:

FULL-TIME SALARIES PRO SHOP	164,335	19,058	86,423	77,912	53%	12,335	74,875
FULL-TIME SALARIES PROPERTY MANAGEMENT	140,365	13,063	60,044	80,321	43%	10,444	63,397
SOCIAL SECURITY	25,987	2,655	2,655	23,332	10%	3,709	10,531
WORKERS' COMPENSATION	13,596	0	4,123	9,473	30%	0	3,676
EMPLOYER PAID STATE RETIREMENT	53,749	0	8,400	45,349	16%	0	11,279
EMPLOYER PAID PEBA MEDICAL INSURANCE	52,760	(82)	29,288	23,472	56%	5,453	27,199
UNEMPLOYMENT INSURANCE	1,000	0	0	1,000	%	0	0
OPEB FUNDING	15,461	0	0	15,461	%	5,464	21,856
COST REIMBURSEMENTS	0	0	0	0		0	0
PART-TIME SALARIES PRO SHOP	10,000	2,040	10,750	(750)	108%	1,855	16,369
PART-TIME SALARIES PROPERTY MANAGEMENT	25,000	1,902	7,765	17,235	31%	148	2,232
ELECTRIC PRO SHOP	3,215	0	0	3,215	%	0	0
ELECTRIC MAINTENANCE	3,800	171	1,392	2,408	37%	140	1,395
ELECTRIC CART SHED	7,500	336	3,729	3,771	50%	374	4,045
ELECTRIC PUMPS	7,985	816	5,296	2,689	66%	969	7,863
PROPANE PROSHOP	1,500	0	0	1,500	%	0	488
TELEPHONE PROSHOP	4,000	278	1,584	2,416	40%	313	1,664
WATER	2,000	110	641	1,359	32%	149	980
PRINTING AND PUBLICITY	0	0	0	0		0	0
ADVERTISEMENTS	0	0	0	0		0	0
INSURANCE	12,000	0	0	12,000	%	0	0
CONFERENCES & MEMBERSHIPS	1,000	292	484	516	48%	340	539
AUDIT AND CONSULTING FEES	2,000	(1,080)	0	2,000	%	0	0
LEGAL FEES	0	0	0	0		0	0
PAYROLL PROCESSING CHARGES	3,500	0	873	2,627	25%	210	1,000
TRASH SERVICE	1,500	119	714	786	48%	119	669
SECURITY MONITORING	0	0	0	0		0	0
BANK CHARGES/CREDIT CARD FEES	18,000	672	6,080	11,920	34%	638	7,165
SUPPLIES PROSHOP	3,500	18	773	2,727	22%	65	1,676
GAS AND OIL MAINTENANCE	16,000	1,921	5,929	10,071	37%	0	10,430

LinRick Golf Course
REVENUE & EXPENDITURE STATEMENT-LINRICK
As of December 31, 2017

	BUDGETED	CURRENT PERIOD	YEAR ACTUAL	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR TO DATE
FERTILIZER MAINTENANCE	15,000	(660)	2,907	12,093	19%	153	4,295
VEHICLES AND MOWERS MAINTENANCE	8,000	0	764	7,236	10%	225	4,053
GOLF COURSE SUPPLIES	0	0	301	(301)		0	(197)
COST OF INVENTORY	0	0	(2,740)	2,740		0	42,428
REPAIR AND REPLACEMENT MAINTENANCE	10,000	0	0	10,000	%	0	0
NEW EQUIPMENT MAINTENANCE	50,997	0	0	50,997	%	0	0
IRRIGATION SYSTEMS AND INSTALLATION	0	0	850	(850)		2,166	(3,151)
GOLF COURSE SUPPLIES	2,500	0	301	2,199	12%	0	(197)
GRASS SEED MAINTENANCE	2,500	0	2,812	(312)	112%	0	2,727
CART PATH IMPROVEMENTS	25,000	0	0	25,000	%	0	0
GOLF CART OPERATING COSTS	56,000	0	18,257	37,743	33%	0	20,096
PULL CART OPERATIONAL COSTS	0	0	0	0		0	0
FOOD OPERATING COSTS	24,000	1,252	11,275	12,725	47%	1,283	9,601
BEER OPERATING COSTS	9,000	(1,682)	1,584	7,416	18%	636	4,763
PRO SHOP MERCHANDISE OPERATING COSTS	15,000	(1,486)	3,075	11,925	20%	766	8,409
SALES TAX	22,500	(1,269)	7,239	15,261	32%	(1,368)	9,226
SALES TAX	250	0	0	250	%	0	119
ADMISSIONS TAX	17,500	963	5,673	11,827	32%	1,029	6,193
TOTAL EXPENDITURE	848,000	39,409	289,241	558,759	34%	47,614	377,695
DEFICIENCY OF REVENUE							
BEFORE TRANSFERS	0	(26)	35,481	(35,481)		(8,519)	(26,553)
DEFICIENCY OF REVENUE							
AFTER TRANSFERS	0	(26)	35,481	(35,481)		(8,519)	(26,553)

RESOLUTION

AUTHORIZING THE RECREATION DISTRICT OF RICHLAND COUNTY, SOUTH CAROLINA, TO ENTER INTO AN EQUIPMENT LEASE PURCHASE AGREEMENT IN AN AMOUNT NOT TO EXCEED \$245,000, FOR THE FINANCING OF FOUR (4) STARCRAFT QUEST CHEVY 3500 MINI BUSES FOR USE BY THE DISTRICT; AND OTHER MATTERS RELATING THERETO.

BE IT RESOLVED BY THE RECREATION COMMISSION OF RICHLAND COUNTY, AS THE GOVERNING BODY OF THE RECREATION DISTRICT OF RICHLAND COUNTY, SOUTH CAROLINA (THE "DISTRICT"), AS FOLLOWS:

Section 1. Findings and Determinations. The Recreation Commission of Richland County (the "Commission") as the governing body of the Recreation District of Richland County, South Carolina (the "District") hereby finds and determines:

(a) The District is a special purpose district created pursuant to the provisions of Act No. 873 of the Acts and Joint Resolutions of the General Assembly of the State of South Carolina, Regular Session of 1960, as amended by subsequent acts of the General Assembly (the "Act").

(b) The corporate powers and responsibilities of the District are performed by the Commission and as such the Commission is the governing body of the District. The Act committed to the Commission the power to acquire, by gift, purchase or through the exercise of eminent domain, lands or interest thereon whereon to establish physical education and recreation facilities.

(c) There is a need to acquire four (4) Starcraft Quest Chevy 3500 Mini Buses (the "Equipment").. In order to finance the cost of the Equipment, the District has determined to enter into a lease purchase transaction whereby the District will acquire, pursuant to an equipment lease purchase agreement (the "Agreement") in an amount not to exceed \$245,000.

(d) The Equipment will be delivered to the District, and upon acceptance, title will vest in the District.

(e) It is in the best interest of the District to acquire the Equipment by entering into the Agreement with a bank to be named. The lease purchase transaction will serve a proper purpose of the District and necessary to the proper functioning of the District.

Section 2. Approval of Transaction. The Board of Commissioners (the "Board") does hereby approve the acquisition of the Equipment and the financing of same by entering into the Agreement.

Section 3. Delegation of Authority. The Board hereby delegates to the Chief of Staff of the District the authority to cause the issuance of a request for proposals for a lease purchase financing to provide funds for the acquisition of the Equipment and to accept the bid which is in the best interest of the District. The Chief of Staff, upon advice of the District's Bond Counsel, is authorized to approve the form, terms and provisions of the Agreement. The Chair and Secretary of the Board are hereby authorized, empowered and directed to execute, acknowledge and deliver the Agreement in the name and on behalf of the District, the execution thereof to constitute conclusive evidence of approval of the Agreement.

Section 4. Further Actions. The Chair and Secretary of the Board and the Chief of Staff of the District are fully empowered and authorized to take such further action and to execute and deliver such additional documents including but not limited to a Project Fund Agreement (escrow agreement), if any, as may be reasonably requested by the purchaser of the Agreement to effect the delivery of the Agreement in accordance with the terms and conditions therein set forth, and the transactions contemplated hereby and thereby, and the action of such officers in executing and delivering any of such documents, in such form as the Chief of Staff shall approve, is hereby fully authorized.

Section 5. Federal Tax Covenant. The District agrees and covenants that it will comply with all applicable provisions of Section 103 and Sections 141 through 150 of the Internal Revenue Code of 1986, as amended, and any regulations promulgated thereunder, to maintain the exclusion from gross income for federal income tax purposes of the interest expense of the payments made under the Agreement.

The District will timely file Form 8038-G in accordance with the applicable regulations of the Internal Revenue Service.

Section 6. Reimbursement of Certain Expenditures. The Board hereby declares that this Resolution shall constitute its declaration of official intent pursuant to Treasury Regulation § 1.150-2 to reimburse the District from the proceeds of the Agreement for expenditures with respect to the Equipment (the "Expenditures"). The District anticipates incurring Expenditures with respect to the Equipment prior to the execution and delivery by the District of the Agreement for such purposes. To be eligible for reimbursement of the Expenditures, the reimbursement allocation must be made not later than 18 months after the later of (a) the date on which the Expenditures were paid, or (b) the date the Equipment was placed in service, but in no event more than three (3) years after the original Expenditures. The Expenditures are incurred solely to acquire, construct or rehabilitate property having a reasonably expected economic life of at least one (1) year. The source of funds for the Expenditures with respect to the Equipment will be the District's general reserve funds or other legally-available funds.

Section 7. Miscellaneous. The Board hereby retains McNair Law Firm, P.A. as bond counsel in connection with the execution and delivery of the Equipment Lease Purchase Agreement. The Chief of Staff of the District is authorized to execute such contract, document or engagement letter as may be necessary and appropriate.

All rules, regulations, resolutions and parts thereof, procedural or otherwise, in conflict herewith or the proceedings authorizing the execution and delivery of the Equipment are, to the extent of such conflict, hereby repealed and this Resolution shall take effect and be in full force from and after its adoption.

Adopted this 22nd day of January, 2018.

THE RECREATION DISTRICT OF RICHLAND
COUNTY, SOUTH CAROLINA

By: _____
Chair, Board of Commissioners,
Recreation Commission of Richland County

(SEAL)

ATTEST:

Secretary, Board of Commissioners,
Recreation Commission of Richland County

IMPORTANT NOTICE

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE RICHLAND COUNTY RECREATION COMMISSION. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES OF RICHLAND COUNTY RECREATION COMMISSION ARE "AT WILL". THE RICHLAND COUNTY RECREATION COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART. EXCEPTIONS TO THIS DISCLAIMER MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



Fraternization

Human Resources
Policy No. 087

New Policy Date: January 22, 2018

Policy Statement

The Richland County Recreation Commission's Fraternization policy outlines guidelines on employees forming personal relationships with each other. We don't want to place undue restrictions on employees dating colleagues, as we acknowledge that freedom of choosing one's partner is an individual's right. But, without rules and guidelines, romantic or other close personal relationships between colleagues may negatively impact our workplace. This policy in conjunction with RCRC's policies on Nepotism, EEO, Harassment, and its general Code of Conduct will set guidelines to maintain workplace conduct and order.

Guidance:

This policy applies to all RCRC employees regardless of gender or sexual orientation. For the purposes of this policy, "dating" includes consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual harassment and we prohibit them explicitly.

1. In furtherance of this policy, supervisory employees shall not date or otherwise engage in sexual relations of any kind with employees under their direct or indirect supervision within their own divisions.
2. Supervisory employees shall not allow personal friendship or social relationships, on or off the job, to influence their treatment of subordinate associates or their employment decisions.

3. To avoid accusations of favoritism, abuse of authority and sexual harassment, RCRC prohibits supervisors from dating employees who report to them or are within their department or division.
4. Supervisors are strictly forbidden from dating their direct reports. If this occurs, the supervisor may face disciplinary action up to and including termination.
5. Likewise, employees are strictly forbidden from dating their supervisors. If this occurs, the employee may face disciplinary action up to and including termination. Employees may be subject to demotion and or a transfer to another division.
6. Executive level positions (i.e. Executive Director, Chief of Staff): Employees holding positions on the Executive Level which in effect have managerial responsibility over the entire agency are prohibited from dating other RCRC employees. Division Heads which have managerial responsibility over an entire division may not date other employees within their own division.
7. Human Resources and Finance Division Staff: Due to the nature of work performed within the Human Resources and Finance Divisions, employees in these divisions are prohibited from dating other RCRC employees.

Friendships in the workplace:

Employees who work together may naturally form friendships either in or out of their workplace. RCRC encourages this relationship between peers, as it can help employees communicate, collaborate and preserve harmony while working. However, we must consider the negative consequences of forming this kind of personal relationship.

To mitigate possible issues, we advise our employees to:

- Discuss non-work related issues outside of the workplace.
- Ask for their managers or HR's help when they are unable to resolve an issue or conflict of interest.
- Follow our Code of Conduct and Nepotism policy and act professionally at all times.
- Focus on their work instead of their friendships while at the office.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: January 22, 2018
(Date Approved)

APPROVED: _____
Thomas Clark, Chair

For more information about this policy, contact Human Resources

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.



Dress Code and Personal Appearance

Human Resources
Policy No. 050

Review Date: January 22, 2018
Last Reviewed: January 25, 2016

Policy Statement

The Richland County Recreation Commission recognizes the need for all employees to reflect a neat, clean and professional appearance while on duty. A message of professionalism and competence should be delivered to the citizens at all times through the dress code.

GENERAL GUIDELINES:

Proper etiquette for professional dress is based on the nature of the work being performed or other business related factors.

- 1. Inappropriate Apparel for all Employees:** **TOPS:** any top with offensive images or language, undershirts, tank tops, low cut tops, bare midriffs, muscle shirts, net shirts; **BOTTOMS:** tight-fitting attire, ragged jeans, sweatpants, shorts; **SHOES:** thongs, sandals, house slippers, ragged or dirty sneakers.

Note: Staff may wear collarless t-shirts with RCRC logo on special occasions (ex: employee picnic), for special programs (ex: summer camps, after school, Camp Sunshine) and special events (ex: Disco Dash, Cottontail Festival).

- 2. Park, Community Center, Technology Center, Adult Activity Center, Other RCRC Facility Staff and Administrative Headquarters:** All employees are required to wear approved RCRC logo shirts (exception: RCRC logo shirts are optional, but recommended for Administrative Headquarters Staff). **TOPS:** dress shirts, sports shirts, polo shirts, dress blouses, cotton/knit blouses; **BOTTOMS:** slacks, dress pants, docker-style slacks, jeans –neat – (on Fridays only or for work-related necessity as approved by your supervisor), skirts (must be at or below the knee), dresses (must be at or below the knee), **SHOES:** loafers, flats, heels, boots, oxfords, and sneakers.

Please consider your day's activities when determining what to wear. For example, when you visit or are visited by a person with a more formal company dress code, it is far better to dress according to their standard to make them feel more comfortable.

Clothing should fit properly and be appropriately cleaned, pressed, and maintained. Anything you would wear to the gym, beach, night club, or to clean the garage, probably isn't appropriate.

1. EMPLOYEES REQUIRED TO WEAR UNIFORMS:

All employees who are required to wear uniforms are responsible for the maintenance of such uniforms as a condition of employment. Maintenance staff should also refer to Policy 12105 – Safety Shoe Policy and Policy 12125 – Uniform, Hats and Optional Purchases.

2. RESPONSIBILITIES:

2.1. Directors, Managers and Supervisors: It is the responsibility of directors, department managers and supervisors to enforce the dress code and address concerns with employees who are not in compliance with the dress code.

2.2. Employees: It is the responsibility of all employees to follow the policy as indicated with the understanding that he/she may be counseled or sent home to change into suitable attire. Employees who are uncertain about the appropriateness of their dress should consult their supervisor. Human Resources is also available to answer employee questions regarding the dress code.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: January 22, 2018
(Date Approved)

APPROVED: _____
Thomas Clark, Chair

For more information about this policy, contact Human Resources

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.



Dress Code and Personal Appearance

Human Resources
Policy No. 050

Review Date: January 25, 2016
Last Reviewed: June 15, 2015

Policy Statement

The Richland County Recreation Commission recognizes the need for all employees to reflect a neat, clean and professional appearance while on duty. A message of professionalism and competence should be delivered to the citizens at all times through the dress code.

GENERAL GUIDELINES:

Proper etiquette for professional dress is based on the nature of the work being performed or other business related factors.

- 1. Inappropriate Apparel for all Employees:** **TOPS:** any top with offensive images or language, undershirts, tank tops, low cut tops, bare midriffs, muscle shirts, net shirts; **BOTTOMS:** tight-fitting attire, ragged jeans, sweatpants, shorts; **SHOES:** thongs, sandals, house slippers, ragged or dirty sneakers.

Note: Staff may wear collarless t-shirts with RCRC logo on special occasions (ex: employee picnic), for special programs (ex: summer camps, after school, Camp Sunshine) and special events (ex: Disco Dash, Cottontail Festival).

- 2. Administrative, Park, Community Center, and other RCRC Facility Staff:** All employees are required to wear approved RCRC logo shirts (exception: RCRC logo shirts are optional, but recommended for Administrative, Technology Center and AAC Staff). **TOPS:** dress shirts, sports shirts, polo shirts, dress blouses, cotton/knit blouses; **BOTTOMS:** slacks, dress pants, docker-style slacks, jeans –neat – (on Fridays only or for work-related necessity as approved by your supervisor), skirts (must be at or below the knee), dresses (must be at or below the knee), **SHOES:** loafers, flats, heels, boots, oxfords, and sneakers.

Please consider your day's activities when determining what to wear. For example, when you visit or are visited by a person with a more formal company dress code, it is far better to dress according to their standard to make them feel more comfortable.

Clothing should fit properly and be appropriately cleaned, pressed, and maintained. Anything you would wear to the gym, beach, night club, or to clean the garage, probably isn't appropriate.

1. EMPLOYEES REQUIRED TO WEAR UNIFORMS:

All employees who are required to wear uniforms are responsible for the maintenance of such uniforms as a condition of employment. Maintenance staff should also refer to Policy 12105 – Safety Shoe Policy and Policy 12125 – Uniform, Hats and Optional Purchases.

2. RESPONSIBILITIES:

- 2.1. Directors, Managers and Supervisors: It is the responsibility of directors, department managers and supervisors to enforce the dress code and address concerns with employees who are not in compliance with the dress code.
- 2.2. Employees: It is the responsibility of all employees to follow the policy as indicated with the understanding that he/she may be counseled or sent home to change into suitable attire. Employees who are uncertain about the appropriateness of their dress should consult their supervisor. Human Resources is also available to answer employee questions regarding the dress code.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: January 25, 2015
(Date Approved)

APPROVED: _____
J. Marie Green

For more information about this policy, contact Human Resources

EXECUTIVE SESSION ITEM



RICHLAND COUNTY RECREATION COMMISSION

EXECUTIVE

POSITION SPECIFICATION

AGENCY COMPLIANCE OFFICER

General Nature of Work:

Under the supervision of the Richland County Recreation Commission Board, the Agency Compliance Officer establishes and implements an effective compliance program in order to identify, prevent and correct policy violations, unethical illegal or improper conduct. The Compliance Officer is authorized to educate and implement all necessary actions to ensure that RCRC meets its legal, regulatory and ethical requirements.

Examples of Work: (Note: The examples of work listed in this class specification are not necessarily descriptions of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

- Participates in the development, implementation and evaluation of RCRC Administrative policies, procedures, and standards;
- Initiates, maintains, and revises policies and procedures for the general operation of the agency and its related activities to prevent illegal, unethical, or improper conduct;
- Periodically reviews and provides updated information to management in regard to the State Ethics Act to ensure continuing compliance;
- Provides guidance to management regarding State Ethics requirements and completion and submission of annual Statement of Economic Interests forms;
- Research, analyze and evaluate overall agency performance to include developing an annual compliance report;
- Audits, monitors and investigates internal systems and verify compliance;
- Collaborates with departments to resolve identified issues (i.e. to include background investigation reports, incident/accident reports);
- Remain abreast of the status of all compliance activities and to identify trends;
- Responds to alleged violations of rules, regulations, policies, procedures, and Code of Conduct by evaluating or recommending the initiation of investigative procedures;
- Provides reports on a regular basis, and as directed or requested keeps the Board, Executive Director, Chief of Staff, and Senior Management informed of progress of compliance efforts.

Knowledge, Skills and Abilities:

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

Knowledge of state and federal laws and regulations

Ability to make decisions in accordance with laws, rules and regulations and to interpret these laws to management and employees.

Ability to develop and maintain effective working relationships with employees and the general public.

Ability to work a flexible schedule.

Ability to recognize the needs and deficiencies.

Knowledge of agency policies and procedures.

Ability to make and communicate decisions.

Ability to analyze data and present ideas effectively.

Ability to communicate effectively.

Minimum Requirements:

Bachelor's degree in Parks and Recreation Administration, Accounting, Public or Business Administration or a related field and 3-5 years of compliance or auditing experience is required. Master's degree preferred.

Employee Signature:		Supervisor Signature:	
Date:		Date:	

For Human Resources Use:

Job Code:	187	Pay Band (Grade):	7
Department:	Executive		
Exempt	<input checked="" type="checkbox"/>	Nonexempt	<input type="checkbox"/>



"Enriching Lives, Connecting Communities."

7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-RCRC (7272)
Fax: (803) 741-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

RICHLAND COUNTY RECREATION COMMISSION CAREER OPPORTUNITIES

Vacancy

The Richland County Recreation Commission is an Equal Opportunity Employer with an excellent benefits package that includes: State Group Health and Dental Plans, State Retirement, paid annual leave, paid sick leave and paid holidays in addition to a competitive salary.

Applications are available on our website at www.richlandcountyrecreation.com and at the Richland County Recreation Commission Office, 7473 Parklane Road Columbia, S.C. 29223.

Internal candidates (those currently employed by RCRC), should complete a Transfer Application Form.

Applications will be accepted until the close of business on Friday, September 15, 2017.

Position

Starting Salary

Agency Compliance Officer

\$48,622

Posted: 08/17/2017



Nationally Accredited:
The Richland County Recreation Commission
became South Carolina's first nationally
accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

DIVISION REPORTS FYI



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

FROM: Felicia Venable, Community Relations Manager

DATE: January 10, 2018

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

b. Annual Report & Game Plan

- Annual Report & Game Plan submitted to printers on January 9, 2018.

2. Department: Special Events

a. Breakfast with Santa

- Event was held on December 2, 2017.

b. Showtime Carousel

- Crane Creek Gym has been confirmed as venue.
- Planning stages has begun.

c. 49th Cottontail Festival

- Event is scheduled on March 24, 2018 at NSP from 10:00am-2:00 pm
- Planning stages has begun.

d. PTI Report

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

This is the total for complete and incomplete hours for CSW volunteers from 12/12/2017 until today which 01/10/2018.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

3. Department: Community Relations

a. Agency Communications

- Updates to social media accounts promoting upcoming agency adjustments and events.
- Continuation of weekly employee recognitions via email.

b. REC Connect

- Our next REC Connect will feature the Victory Lacrosse Clinic on January 27

c. Press Release

- Board Meeting on December 18, Special Called Board Meetings December 5
- Holiday Closings- December 21& 22 and January 1
- Mr. Richland County Football Player of the Year on December 7
- Inclement Weather on January 3, 2018

d. Meetings and Events

- Rosenwald Meeting at 2:00 pm with Mrs. Brenda McGriff and Richland District One School.
- Mr. Richland County Football Player of the Year was held on December 7 at 7 pm at the Parklane Adult Activity Center.
- Assisted with the New Castle/Trenholm Community Center Christmas Drop-In on December 13.
- December 14, 2017 Community Relations Department presented Mrs. Linda Reese with a plaque of appreciation of years of service at Gadsden Community Center.
- On December 29, at 3:30 pm meet with Mrs. Cassandra Fralix and Diane Sleight concerning a community gardening idea.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson

FROM: Lisa W. Lewis-Hutcherson

DATE: January, 18, 2018

RE: Monthly Updates

1. Foundation:

- a. The Foundation received a \$2,500 contribution from First Citizens Bank for an Athletic Program scholarship that will award youth athletic scholarships to attend any RCRC Athletic Program. The purpose of the scholarship is to provide financial assistance to assist youth whose family may be dealing with an unexpected hardship. We are excited to work in conjunction with the Commission to provide these scholarships that will enrich the lives of the youth selected and assist parents dealing with hardship.
- b. The Foundation has partnered with the Adaptive Recreation Division to host the "Tee Them Up" golf tournament on March 15, 2018 at Linrick Golf Course. The purpose of this tournament is to raise awareness and funds for Adaptive Recreation to take children to the Charleston Museum. Also to provide scholarships through the Foundation.
- c. The Foundation is currently working on grants for lacrosse equipment for the Athletics Department and a potential sensory room for the Adaptive Recreation Department.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission (Board Members)

FROM: David Stringer, Division Head of Human Resources

DATE: January 22, 2018

RE: Monthly Updates for Human Resources

- a. **End of the Year Reporting and New Deductions** – Human Resources is working with Finance on W2 Benefits Reporting related to the Affordable Care Act, Open Enrollment Benefit Deductions and new 2018 Spending Account Deductions.
- b. **1095-C Reporting** – 1095-C reports related to the 2017 tax year are being distributed to full-time employees as required by the Affordable Care Act.
- c. **Colonial Life Insurance and AFLAC** - Human Resources is working with Colonial Life and AFLAC to implement new benefits for optional employee benefit elections for 2018 for full-time staff such as Short Term Disability, Cancer Coverage, Accident Coverage and Supplemental Life Insurance.
- d. **Workers Compensation** – Human Resources completed the annual workers' compensation audit for 2015. RCRC workers' compensation premiums are based on actual payroll. Total payroll for 2017 was \$7,108,329.10 vs \$7,725,256 for 2016 (8% reduction). Total employees paid during 2017 were 368 vs 413 for 2016 (11% reduction).
- e. **Policies** – Human Resources will present a new policy – Fraternization and a revision to an existing policy – Dress Code and Personal Appearance during the January 2018 Board Meeting.



TO: Richland County Recreation Commission
FROM: Connie Reaves, Director of Parks
DATE: January 18, 2018
RE: Monthly Updates

1. Department: Park Operations

- a. Eastover Park – Eastover Parks “Sassy Seniors” filled the park with holiday cheer on December 21st during their inaugural Christmas Brunch event. The “Sassy Seniors of Eastover” enjoyed another fellowship opportunity, with all the sounds, sights, and delicious smells of Christmas.
- b. Killian Park – On December 9th, 2017, Killian Park held Christmas at Killian. The purpose of this event was to provide a festive holiday event and ensure to every child in attendance receive a holiday gift. Over 20 participants came out and took pictures with Old St. Nick and enjoyed games, food and prizes.
- c. Meadowlake Park – Miracle on North Main Event is an annual Holiday Event held at Meadowlake Park. This Christmas event featured a holiday fashion show, photos with Santa, haircuts, manicures, health screenings, performances, class demonstrations, food and gifts. Lines began to form nearly an hour before the event starting time. Over 300 people were a part of this event. Every child received at least two holiday gifts. Gifts were provided by community partners: Blue Cross Blue Shield, Paul Mitchell, Cricket Wireless, and the men of Omega Psi Phi Fraternity Incorporated. Many other organizations, agencies, and corporations played a major part in making this program a success. Richland County Recreation Commission is grateful for the continued community partnerships which enable RCRC to connect communities, provide social equity, and offer these types of wonderful free community events.

2. Department: Programming Division

- a. The Programming Department bought \$12,000.00 in supplies with funds received from ABC Quality Grant. Programming received these funds because we scored a 98 or higher when DSS came out to monitor our programs this summer. We were able to purchase supplies without use of any of our allocated funds. Incident and accident reports are low because we have ended most free play time. We have organized games in a group setting which allows our staff to monitor students more carefully.
- b. We are also getting ready for Summer 2018.

3. Department: Adaptive Recreation

- a.** We had a wonderful time during Camp Winter Wonderland. For five (5) days campers were able to enjoy arts and crafts, movies, gym and story time. Campers were able to remain active during the winter break while parents were offered this time of respite. Parents/guardians were so thankful that we were available during the holiday season.
- b.** Phase 1 of the renovations has been semi-completed. The renovations that have been done allowed us to have Camp Winter Wonderland. Efforts have begun to move equipment and supplies back in place.

4. Department: Adult Services and Community Center

- a.** Ballentine Community Center – Stacie P. Thompson, WellCare Health Plans Marketing Outreach Specialist, visited the BCC to host “Holiday Bingo”. WellCare provided all of the prizes and furnished refreshments. The event has attended by 15 people 8 of whom were visiting the center for the first time! Everyone thoroughly enjoyed themselves and are looking forward to the next Bingo.
- b.** The Dutch Fork Civic Association hosted their annual Community Christmas party at the center. The event was attended by 48 people, each person received a Christmas gift and the children got a chance to meet Santa.
- c.** Gadsden Park Community Center – Our Gadsden Community Center is still striving. We had several speakers out during the month of December. Ms. Jones from Rite Aid came out on December 2nd to talk to the seniors about Wellness 65+ benefits for seniors and many other programs Rite Aid offers. We had a very informative session which included a time for questions and answers. Mrs. Shirley Rivers from Department of Motor Vehicles came out to our facility to give information about the Real ID driver’s license changes. Patrons had many questions and concerns. Ms. Rivers was able to clarify myths and answer all of their questions with accuracy.
- d.** Perrin Thomas Community Center – December was a good month for Perrin Thomas Park Community Center. We had our normal activities at the center, along with our HOA (Home Owner’s Association) monthly meeting and food box. We fixed 30 food boxes to give out. There were no trips for the month of December, but were still very active in our Arthritis Exercise Class and our A.M. Walkers group.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Richland County Recreation Commission, Board Members

FROM: Marta Cleary, Director of Property Management

DATE: 1-22-2018

RE: Monthly Department Updates

1. Administrative and General (Parklane Office)

- a. Assisting with Bid write ups and Bid process for all departments agency wide
- b. Bidding out Polo Rd Park Canteen/Pressbox Project
- c. Working on bid for new buses
- d. Conducting Annual Park Infrastructure Review throughout the county
- e. Completing Annual Employee Evaluations for Property Management Employees
- f. Conducting Annual inventory for Property Management equipment and fleet
- g. Writing bids for several other open projects throughout the county
- h. Completed collection of Christmas Trees for Grinding of the Greens event, partnered with Keep the Midlands Beautiful. A total of 562 Christmas Trees were collected throughout all RCRC sites this year.

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

- a. Normal routine winter grounds clean up and maintenance throughout the county. Trash, leaves and debris removal from park grounds. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Completed collection of Christmas Trees for Grinding of the Greens and dropped off for grinding.
- c. Cut out lips on ballfields at Bluff Rd Park and Friarsgate Park.
- d. Replaced straps on tennis court nets at St. Andrews Park.

3. District 2 Maintenance (Shop is at Crane Creek Facility)

- a. Normal monthly routine winter grounds clean up and maintenance throughout the county. Trash, leaves and debris removal from park grounds. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.

DIVISION REPORT -

"Enriching Lives, Connecting Communities"

- b. Normal ballfield maintenance for off season, removing grass off infield and dragging.
- c. Completed collection of Christmas Trees for Grinding of the Greens and dropped off for grinding.
- d. Assisted with Breakfast with Santa event, delivering and setting up chairs and tables, and assisting with setup and clean up.

4. District 3 Maintenance (Shops at Crane Creek Facility & Kelly Mill Sports Complex)

- a. Normal monthly routine winter grounds clean up and maintenance throughout the county. Trash, leaves and debris removal from park grounds. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Completed collection of Christmas Trees for Grinding of the Greens and dropped off for grinding.
- c. Assisted with pump out at Rimer Pond.
- d. Added mulch to all islands in the parking lot at North Springs Park.
- e. Removed dumpster debris behind the dumpster at Blythewood Park.

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

- a. Normal monthly routine winter grounds clean up and maintenance throughout the county. Trash, leaves and debris removal from park grounds. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district
- b. Repainted parking lines and speed bumps at Caughman Rd Park and Hopkins Park. Repainted Handicap parking spaces at Garners Ferry ballfield parking lot.
- c. Started to trim low hanging tree limbs, underbrush in wooded areas and trimming along fence/property lines.
- d. Continuing to repair ballfield infields as weather permits.
- e. Completed collection of Christmas Trees for Grinding of the Greens and dropped off for grinding.
- f. Assisting with the assembly of new bleachers.

6. Construction and Facility Repair (Shop at Parklane)

- a. Framing bleacher pads to pour pad for new bleacher installation at Blythewood Park.
- b. Completed painting, floor installation, sink installation, hot water heater installation, and cabinet installation at Denny Terrace in Camp Sunshine area.
- c. Repaired various plumbing, HVAC and Electrical issues county wide and continued daily



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

work orders and maintenance for all trades.

- d. Assisted with Breakfast with Santa event.
- e. Repaired water line breaks from frozen pipes at various sites.
- f. Repaired water line break in pump house at Gadsden Park, insulated pump house, and ordered material for heater installation.
- g. Continuing assembly of 56 sets of new bleachers.
- h. Completed installation of new hot water heater at Trenholm Park concession stand.
- i. Assisted with pump out at Rimer Pond.

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

- a. Winterized all irrigation systems and pump houses throughout the county.
- b. Treated sites for ants where needed.
- c. Prepped fields for pre-emerge spraying.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

TO: Tara Dickerson, Chief of Staff

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

DATE: January 16, 2018

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. Continuing to work with staff for camera status and upgrades.
- e. Researching information to establish Sign In procedures in our parks.

2. Department: Safety

- a. Coordinated and conducted one First Aid, CPR and AED classes to specified RCRC staff.
- b. Coordinated and conducted AAA Defensive Drivers Class
- c. 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
- d. Had to close playground at Olympia Park. Rains wash out playground surface. Communicating with Neighborhood Organization about Playground status. Olympia Homeowners would like the playground removed. Still working on obtaining funds to re-locate playground.

3. Department: Risk Management

- a. Our Risk Manager is continuing to update and analyze 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.
- 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.



DIVISION REPORT -

"Enriching Lives, Connecting Communities"

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.
- c. Discontinued contract pool service at Hopkins Pool due to Leaks.
- d. Awaiting bid for Hopkins pool repair.

5. Department: Recreation

- a. LinRick- Business has been a little rough with the fast change in weather. Extreme cold and wet.
- b. Kelly Mill- getting ready to have selection draft for tournaments directors.
- c. Athletics- Winter Basketball games are finishing in the next month. Preparing for SCAP Tournaments.
- d. Coordinating park field rentals when Community Leagues release fields.
- e. Working with Victory LAX SC a lacrosse organization. Have a Lacrosse Clinic scheduled for 27 January. Goal is to introduce Richland County patrons to Lacrosse.
- f. Tennis: At RCTC, court 12 is closed due to a non-playable surface. 9 & 10 need cracks repaired or they in turn will become unplayable. Most of the courts have either cracks or the surface is bubbling up. These are signs that re-surfacing will be required if not repaired.
- g. Tennis: St. Andrews Park, four of the courts have either cracks or the surface is bubbling up. These need immediate attention or re-surfacing will be required.