

BOARD OF COMMISSIONERS

Lisa Cotten, Chair
Robert Lapin, Vice-Chair
Donzetta Lindsay, Secretary
Thomas Clark
Jermaine L. Johnson, Sr.
Stephen Venugopal



ADMINISTRATIVE OFFICE
Lakita Watson, Executive Director
7473 Parklane Road
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Richland County Recreation Commission
Regular Board Meeting Agenda
October 21, 2019
6:00PM

1. Call to Order:

Chair Cotten is scheduled to call the meeting to order.

2. Adoption of Agenda: (Action)

3. Minutes: (Action)

Chair Cotten will request the Board to approve minutes from the September 9, 2019 Special Call 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: (Attachment)

Brandy James, Chief Financial Officer, will present to Board.

6. New Business:

None

7. Other Business:

- Executive Director Report – Ms. Lakita Watson

8. Executive Session

- Legal Updates - Longevity
- Personnel Matters:
 - Administrative
 - RCRC Foundation
 - Executive Director Evaluation
- Contractual Matters:
 - Request from Carolina School For Inquiry

9. Adjournment

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Richland County Recreation Commission
Special Call Board Meeting Minutes
September 9, 2019
6:30PM

Commissioners in Attendance:

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

Others in Attendance:

Bob Coble, Parliamentarian
Joseph Dickey, Attorney

1. Call to Order:

Commissioner Cotten called the meeting to order at 6:33 p.m.

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, Lapin, Lindsay, Johnson, Venugopal and Cotten.

3. Minutes:

Motion to approve minutes from July 15, 2019 Regular Board meeting, made by Commissioner Lindsay and second by Commissioner Clark. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Johnson, Venugopal and Cotten.

4. Other Business:

- Presentation of update to Policy No. 9005 Cash Handling Policy made by Executive Director for action.

Motion made by Commissioner Venugopal to accept update to Policy No. 9005, second by Commissioner Johnson. Motion approved unanimously by all members present; Cotten, Clark, Venugopal, Johnson, Lindsay and Lapin.

- Presentation of Policy No. 1055 Smoke-Free and Tobacco-Free Facilities for action.

Motion made by Commissioner Venugopal to approve Policy No. 1055 effective January 1, 2020 after an educational campaign for citizens, second by Commissioner Johnson. Motion approved unanimously by all members present; Cotten, Venugopal, Johnson, Lapin, Clark and Clark.

- Presentation of Policy No. 1060(A) Travel Reimbursement for action.

Motion made by Commissioner Venugopal to approve Policy No. 1060(A) Travel Reimbursement, second by Commissioner Lapin. Motion approved unanimously by all members present; Cotten, Venugopal, Lapin, Lindsay, Johnson and Clark.

- Presentation of Proposed Fee Revisions for action.

Motion made by Commissioner Venugopal to approve Proposed Fee Revisions, second by Commissioner Lindsay. Motion approved unanimously by all members present; Cotten, Venugopal, Lindsay, Lapin, Clark and Johnson.

- Executive Director presented tennis updates.

Motion to move into Executive Session to discuss personnel and contractual matters made by Commissioner Lapin, second by Commissioner Johnson.

Motion approved unanimously by all members present; Cotten, Johnson, Lapin, Lindsay, Clark and Venugopal.

5. Executive Session

Entered Executive Session at 7:00p.m.

Commissioner Lapin exit at 7:22p.m.

Executive Session ended at 8:14p.m.

Chair Cotten stated that no actions were taken in Executive Session.

Motion made by Commissioner Venugopal to accept the thirty (30) acres of land from Richland School District Two, second by Commissioner Clark. Motion approved unanimously by all members present; Cotten, Johnson, Clark, Lindsay and Venugopal.

Motion made by Commissioner Clark to approve the easement for COMET Bus Shelter at Parklane and Springtree, second by Commissioner Lindsay. Motion approved unanimously by all members present; Cotten, Clark, Lindsay, Johnson and Venugopal.

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

6. Adjournment

Meeting adjourned at 8:15 p.m.

Lisa Cotten, Chair

Minutes approved on this _____ day of _____ 2019.

Richland County Recreation Commission
Statement of Revenues and Expenditures- General Fund
For the Three Months Ended September 30

Administrative

	<u>FY 2020 Actual</u>	<u>FY 2020 Budget</u>	<u>Remaining Budget</u>	<u>FY 2019 Actual</u>
Revenue				
Administrative Revenue	\$ 665,769.79	\$ 17,167,559.00	\$ 16,501,789.21	\$ 490,083.07
Total Administrative Revenue	<u>665,769.79</u>	<u>17,167,559.00</u>	<u>16,501,789.21</u>	<u>490,083.07</u>
Expenditures				
Salaries	269,814.72	1,106,841.73	837,027.01	341,784.28
Pension, benefits and taxes	135,904.58	1,583,345.97	1,447,441.39	491,618.50
Operating expenses	34,903.31	398,887.00	363,983.69	29,218.37
Personnel Expenses	4,541.95	108,699.00	104,157.05	3,068.79
Training and development	38,251.88	103,000.00	64,748.12	24,301.78
Supplies expense	10,649.77	25,700.00	15,050.23	3,530.90
Professional Services	53,292.39	389,000.00	335,707.61	19,966.90
Information technology	33,373.13	39,935.00	6,561.87	39,631.73
Miscellaneous expenses	0.00	0.00	0.00	2,260.00
Nonoperational expenses	0.00	0.00	0.00	18,319.41
Total Expenditures	<u>580,731.73</u>	<u>3,755,408.70</u>	<u>3,174,676.97</u>	<u>973,700.66</u>

Community Relations

Revenue				
Administrative Revenue	0.00	16,500.00	16,500.00	0.00
Program Revenue	4,588.00	43,600.00	39,012.00	3,375.00
Total Revenue	<u>4,588.00</u>	<u>60,100.00</u>	<u>(55,512.00)</u>	<u>3,375.00</u>
Expenditures				
Salaries	201,458.14	782,469.21	581,011.07	0.00
Pension, benefits and taxes	70,201.74	303,668.48	233,466.74	0.00
Operating expenses	0.00	2,250.00	2,250.00	0.00
Professional Services	12,956.15	10,000.00	(2,956.15)	0.00
Information technology	28,545.37	163,930.00	135,384.63	5,202.63
Marketing expenses	22,971.86	73,776.00	50,804.14	5,515.47
Program expenses	40,426.95	88,955.00	48,528.05	5,683.48
Total Expenditures	<u>376,560.21</u>	<u>1,425,048.69</u>	<u>1,048,488.48</u>	<u>16,401.58</u>

Richland County Recreation Commission
Statement of Revenues and Expenditures- General Fund
For the Three Months Ended September 30

Facility Operations

	<u>FY 2020 Actual</u>	<u>FY 2020 Budget</u>	<u>Remaining Budget</u>	<u>FY 2019 Actual</u>
Revenue				
Administrative Revenue	163,265.39	2,500.00	(160,765.39)	13,937.55
Program Revenue	390,426.01	1,902,143.99	1,511,717.98	465,907.92
Total Revenue	<u>553,691.40</u>	<u>1,904,643.99</u>	<u>1,350,952.59</u>	<u>479,845.47</u>
Expenditures				
Salaries	1,327,871.56	3,842,171.61	2,514,300.05	983,478.98
Pension, benefits and taxes	336,817.55	1,400,373.57	1,063,556.02	0.00
Operating expenses	2,324.40	44,000.00	41,675.60	14,237.72
Professional Services	3,034.01	25,000.00	21,965.99	0.00
Program expenses	199,518.65	520,019.00	320,500.35	21,082.89
Miscellaneous expenses	100.00	0.00	(100.00)	0.00
Nonoperational expenses	0.00	0.00	0.00	87,864.14
Total Expenditures	<u>1,869,666.17</u>	<u>5,831,564.18</u>	<u>3,961,898.01</u>	<u>1,106,663.73</u>

Property Management

Expenditures				
Salaries	583,057.71	2,313,101.00	1,730,043.29	581,534.75
Pension, benefits and taxes	215,458.07	926,129.26	710,671.19	0.00
Operating expenses	367,950.89	1,388,701.17	1,020,750.28	322,924.67
Supplies expense	68,879.85	515,277.00	446,397.15	80,553.76
Professional Services	46,240.49	140,400.00	94,159.51	0.00
Fleet expenses	34,751.17	462,331.00	427,579.83	34,418.16
Repairs and maintenance expense	89,938.17	126,000.00	36,061.83	39,478.81
Safety and security expense	6,316.27	58,200.00	51,883.73	6,014.90
Capital outlay expense	9,468.31	341,548.00	332,079.69	9,679.75
Capital improvement expense	0.00	1,848,594.00	1,848,594.00	21,706.68
Total Expenditures	<u>1,422,060.93</u>	<u>8,120,281.43</u>	<u>6,698,220.50</u>	<u>1,096,311.48</u>
Grand Total Expenditures	<u>4,249,019.04</u>	<u>8,120,281.43</u>	<u>6,698,220.50</u>	<u>3,193,077.45</u>
Net Revenue	<u>\$ (3,024,969.85)</u>	<u>\$ -</u>	<u>\$ 2,913,945.84</u>	<u>\$ (2,219,773.91)</u>

Richland County Recreation Commission
Statement of Revenues and Expenditures- Enterprise Fund
For the Three Months Ended September 30

	<u>FY 2020 Actual</u>	<u>FY 2020 Budget</u>	<u>Remaining Budget</u>	<u>FY 2019 Actual</u>
Revenue				
Administrative Revenue	\$ 1,273.50	\$ -	\$ (1,273.50)	\$ -
Enterprise Revenue	186,124.31	866,403.24	\$ 680,278.93	238,705.17
Total Revenue	<u>187,397.81</u>	<u>866,403.24</u>	<u>679,005.43</u>	<u>238,705.17</u>
Expenditures				
Salaries	91,768.49	354,357.86	262,589.37	83,529.64
Pension, benefits and taxes	23,032.67	176,549.95	153,517.28	18,245.96
Operating expenses	17,359.09	109,287.23	91,928.14	16,512.89
Golf operating expenses	27,853.28	118,245.00	90,391.72	28,396.69
Personnel Expenses	72.00	0.00	(72.00)	0.00
Training and development	0.00	1,000.00	1,000.00	112.00
Supplies expense	7,242.84	41,080.00	33,837.16	19,449.12
Professional Services	0.00	2,060.00	2,060.00	0.00
Information technology	443.33	8,343.20	7,899.87	150.37
Fleet expenses	6,678.05	22,980.00	16,301.95	1,720.27
Repairs and maintenance expense	1,204.82	12,500.00	11,295.18	373.77
Capital outlay expense	0.00	20,000.00	20,000.00	0.00
Capital improvement expense	0.00	0.00	0.00	3,883.81
Miscellaneous expenses	(43.89)	0.00	43.89	(222.39)
Nonoperational expenses	0.00	0.00	0.00	11,117.60
Total Expenditures	<u>175,610.68</u>	<u>866,403.24</u>	<u>690,792.56</u>	<u>183,269.73</u>
Net Revenue	<u>\$ 11,787.13</u>	<u>\$ -</u>	<u>\$ 11,787.13</u>	<u>\$ 55,435.44</u>