

Richland County Recreation Commission
Regular Board Meeting Agenda
Webinar ID: 852 1334 5658

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November 16, 2020

6:00 PM

1. Call to Order:

Chair Lapin is scheduled to call the meeting to order.

2. Adoption of Agenda: (Action)

3. Minutes: (Attachments) (Action)

Chair Lapin will request the Board to approve minutes from the October 19, 2020 Regular Webinar Board meeting.

4. Public Input:

Required sign up by 3:00 PM 11/16/20 via email with name and contact number: cornelia@rcrc.state.sc.us

5. Financial Report: (Attachments)

Executive Director, Cicily Shaull-Procurement Manager and Lawrence Flynn-Attorney will present a **Resolution to enter into a lease purchase (Attachments) (Action)**

Executive Director will present Resolution transferring Upper Richland Community Center to LinRick Golf Course Enterprise Fund (**Attachment) (Action)**

Brandy James, CFO, will present to Board:

- Statement of Revenue and Expenditures (**Attachment**)
- LinRick Enterprise Fund Revisit (**Attachment) (Action)**

6. New Business:

- Lawrence Flynn, Attorney will present a **Temporary Resolution to Permit and allow for Electronic Meetings (Attachment) (Action)**
- Executive Director will present revised Policy No. 050 Dress Code and Uniform Policy for Review (**Attachments**)



RICHLAND COUNTY

BOARD OF COMMISSIONERS

Lakita Watson, Executive Director

**RECREATION
COMMISSION**

Robert Lapin, Chair
Thomas Clark
Lisa Cotten

Jermaine Johnson
Donzetta Lindsay
Stephen Venugopal

7473 Parklane Road, Columbia, SC 29223
Phone: 803.741.7272

*****NOTE Policy No. 050 Dress Code and Personal Appearance & Policy No. 215
Uniforms combined, deleting Policy No. 215 (Old Polices Attached)**

- Executive Director will present revised Policy No. 105 Holiday Pay for Review
(Attachments)

7. Other Business:

- Executive Director Report:
 - Public Input Follow Up Action (Attachment)

8. Executive Session:

- Contractual Matter Denny Terrace Lease (**Action in Open Session**)
- Contractual Matter Intergovernmental Agreement with Town of Irmo (**Action in Open Session**)

9. Adjournment



Richland County Recreation Commission
Regular Board Meeting Minutes
Zoom Webinar
October 19, 2020
6:00 PM

Commissioners Participating:

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

1. Call to Order:

Commissioner Lapin called the meeting to order at 6:03 PM.

2. Adoption of Agenda:

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

3. Minutes:

Motion to approve minutes from September 21, 2020, Regular Board meeting made by Commissioner Cotten and second by Commissioner Lindsay. The motion was approved unanimously by all members present; Lapin, Cotten, Lindsay, Venugopal, Johnson, and Clark.

4. Public Input:

Request for public input required to sign up by 3:00 pm on Monday, September 21, 2020, via email.

No Public Input

5. Financial Report:

Brandy James, CFO, presented financial reports included in the Board's packet. Ms. James presented LinRick Enterprise Fund included in the Board's packet for Action.

LinRick Enterprise Fund deferred until the November Board meeting.

6. New Business:

- Executive Director and Darien Alston, Parks Superintendent presented a powerpoint on Rimer Pond included in the Board's packet for information and discussion.

7. Other Business:

- Executive Director presented Richland County Recreation Commission Strategic Plan included in the Board's packet for Action.

Motion made by Commissioner Venugopal and second by Commissioner Cotten to accept the Richland County Recreation Commission Strategic Plan. The motion was approved unanimously by all members present; Lapin, Lindsay, Cotten, Clark, Venugopal, and Johnson.

Motion made by Commissioner Venugopal and second by Commissioner Lindsay to move into Executive Session to discuss contractual matters regarding Denny Terrace Lease, Town of Irmo, Richland County, and Personnel matters administrative and the Executive Director Evaluation Process. The motion was approved unanimously by all members present; Lapin, Lindsay, Venugopal, Clark, Johnson, and Cotten.

8. Executive Session

9. Adjournment

Robert Lapin, Chair

Minutes approved on this _____ day of _____ 2020.

A RESOLUTION

AUTHORIZING THE RECREATION DISTRICT OF RICHLAND COUNTY, SOUTH CAROLINA, TO ENTER INTO A LEASE PURCHASE FINANCING ARRANGEMENT WITH FIRST-CITIZENS BANK & TRUST COMPANY FOR CERTAIN EQUIPMENT; AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS LAWFULLY AUTHORIZED DESIGNEE TO DETERMINE CERTAIN MATTERS RELATING THERETO; AND OTHER MATTERS RELATING THERETO.

BE IT RESOLVED BY THE RECREATION COMMISSION OF RICHLAND COUNTY, AS FOLLOWS:

SECTION 1. *Findings and Determinations.* The Recreation Commission of Richland County (the "*Commission*"), 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 and established as a body politic and corporate pursuant to Act No. 873 of the Acts and Joint Resolutions for the General Assembly of the State of South Carolina for the year 1960, as amended (the "*Enabling Act*") for the purpose of providing recreation services within unincorporated Richland County, South Carolina (the "*County*").

(b) Pursuant to the Enabling Act and the bylaws of the District, the District may contract for the purchase, lease, rental or other acquisition of equipment to be used for recreational purposes.

(c) It is in the best interests of the District to acquire certain personal property pursuant to a lease purchase financing arrangement and the entering into by the District of a lease purchase contract with a financial institution (the "*Contract*").

(d) The District is desiring to lease purchase certain golf course equipment as described on Exhibit A hereto (the "*Equipment*") to be utilized by the District in providing recreational services in the County.

(e) The Contract will not constitute a "financing agreement" and the Equipment will not constitute an "asset" as such terms are defined in Section 11-27-110 of the Code of Laws of South Carolina 1976, as amended. Thus, the amount of the Contract will not be included when calculating the District's constitutional debt limit.

(f) The Equipment is essential to the operations of the District and all of the Equipment shall be acquired for and titled (as applicable) in the name of the District.

SECTION 2. *Authorization for the Financing and Contract.*

(a) The District hereby: (i) determines to finance the acquisition of the Equipment (the "*Financing*"); and (ii) authorizes the Executive Director of the District (the "*Executive Director*") to finalize the terms of the Contract and associated documents with the financial

institution prior to execution and closing of the Financing.

(b) Prior to the adoption of this resolution (this "**Resolution**"), the Executive Director has solicited bids from qualified financial institutions for the purchase of the Financing. All such actions by the Executive Director, or her assigns, associated with the bid solicitation are ratified, approved and confirmed in their entirety. On the basis of the bids received, the Executive Director determined to award the Financing to First-Citizens Bank & Trust Company (the "**Bank**"), the financial institution offering the terms deemed most advantageous to the District. A copy of the proposal from the Bank is attached hereto as Exhibit B (the "**Proposal**"), and the terms thereof are ratified, approved and accepted under the terms of this Resolution.

(c) The Financing may be separated into multiple series of obligations, which may be issued on tax-exempt and/or taxable basis as determined by counsel to the District. Consistent with the Proposal, the amount of the Financing, including any costs of issuance associated therewith, shall not exceed \$390,000 (the "**Financing Amount**") and the final Financing Amount, term, closing date, and other material terms for the Financing is set forth in the Proposal. The Proposal provides that the payments under the Contract shall bear interest at a rate of 1.51% per annum.

(d) In finalizing the terms of the Financing and negotiating the documents related to the Financing with the Bank, if it is later determined by the Executive Director that the Bank cannot fulfill its obligations under the Proposal for any reason, the Executive Director shall be permitted to withdraw the award of the Financing from the Bank and reauthorize such award to another qualifying financing institution offering terms deemed most advantageous to the District; if such determination is made by the Executive Director and the award to the Bank is withdrawn, the following restrictions shall apply: (i) the term of the Financing shall not exceed 5 years; (ii) the rate of interest charged on the Financing shall not exceed 5.0% per annum; and (iii) the par amount of the Financing shall not exceed \$390,000.

(e) The Contract and all related documents for the closing of the Financing (collectively, the "**Financing Documents**") shall be consistent with the foregoing terms. The Commission hereby authorizes the Chairman or Vice-Chairman, Secretary or Assistant Secretary of the Commission, Chief Financial Officer of the District, and/or the Executive Director (collectively, the "**Authorized Officers**") to execute and attest such documents and instruments as may be necessary in connection with the execution and delivery of the Financing Documents. Each Authorized Officer is authorized to take all such further action as they may consider necessary or desirable to carry out the Financing as contemplated by the provisions of this Resolution.

(f) The Executive Director is hereby directed and authorized to hold executed copies of the Financing Documents until the conditions for delivery of the Financing Documents have been completed to her satisfaction. The Financing Documents, consistent with the provisions of the Proposal or other award under Section 2(c) above, shall be in such final forms as the Executive Director shall approve, with the Executive Director's release of any Financing Document for delivery constituting conclusive evidence of such her final approval of the final form of any of the Financing Documents.

SECTION 3. *Vacancy.* In case any of such offices for any Authorized Officer shall be vacant or the holder thereof shall be unable to serve at any particular time, then the authorization contained herein shall extend to any person serving in such capacity as an interim or acting holder of such office.

SECTION 4. *Security for Contract.* The financial obligations of the District under the Contract do not constitute general obligations of the District to which its faith and credit or taxing power are pledged, but are subject to and dependent upon lawful appropriations of funds being made by the Commission to pay payments due in each fiscal year under the Contract. The District's obligations under the Contract are from year to year only and do not constitute a mandatory payment obligation of the District in any fiscal year in which funds are not appropriated by the District to pay the lease payments due in such fiscal year. The District has no continuing obligation to appropriate funds to pay rental payments due under the Contract and may terminate its obligations under the Contract on an annual basis without any penalty.

SECTION 5. *Reimbursement of Certain Expenditures.* The Commission 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 Contract, if any, for expenditures with respect to the capital improvements (the "*Expenditures*"). The District anticipates incurring Expenditures with respect to the Equipment prior to the execution of the Financing Documents. 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 years after the original Expenditures.

SECTION 6. *Miscellaneous.*

(a) The Commission hereby authorizes the Executive Director to retain (i) Pope Flynn, LLC, as its bond counsel ("Bond Counsel"), and (ii) all other necessary professionals in connection with the Financing. Bond Counsel is hereby authorized to contract with such advisors as it deems necessary or desirable to provide for the details of the Financing and to assist in the conduct of the sale of the Financing.

(b) The District understands that certain costs of issuance are associated with the Financing and the District covenants and agrees that all such costs will be timely paid upon the closing of the Financing Documents and may be included in the Financing Amount.

(c) All rules, regulations, resolutions and parts thereof, procedural or otherwise, in conflict herewith or the proceedings authorizing the issuance of the Financing 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.

(d) If any section, paragraph, clause or provision of this Resolution shall for any reason be

held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

DONE, RATIFIED AND ADOPTED BY THE COMMISSION AT ITS MEETING,
this 16th day of November 2020.

**RECREATION DISTRICT OF RICHLAND
COUNTY, SOUTH CAROLINA**

(SEAL)

By: _____
Chairman
Recreation Commission of Richland County

Attest:

Secretary
Recreation Commission of Richland County

EXHIBIT A

Description of Equipment

68 Club Car Precedent Golf Carts

EXHIBIT B

Copy of Proposal



October 21, 2020

To: Brandy James, Chief Financial Officer and Cicily Shaul, Procurement Manager
To: Lawrence Flynn, Bond Counsel, Pope Flynn, LLC

Re: Proposal for 2020 Lease Purchase, Richland County Recreation Commission, South Carolina

Following is our offer for the financing requested in the amount of \$375,000:

Interest Rate	Final Maturity	Proposed Payment Structure
1.51% BQ	4 years	Monthly principal and interest payments via auto-draft

This transaction can be closed using documents provided by Bond Counsel. There will be no closing costs or ongoing fees due to the Bank. In addition to executed transaction documents in form satisfactory to the Bank, you must provide an opinion of your attorney addressing certain matters, including, but not limited to:

1. The Borrowing Structure is valid, legal, binding, and enforceable;
2. The tax status of the interest component of payments due under the financing. The attorney's opinion must state that the borrowing is designated as a "qualified tax-exempt obligation" under Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

The borrowing entity must also designate the obligation as a "qualified tax-exempt obligation" prior to closing. It is recommended that this designation be included or recited in the borrowing ordinance/resolution. You or your advisors will be responsible for preparing and filing any IRS required documents.

The rate contained in this proposal is subject to change unless the loan is closed within 45 days of the date hereof. If you have any questions, please contact Courtney Dunlap at 803-931-1721 or me at 803-931-1723.

Thank you for the opportunity to submit this proposal.

First-Citizens Bank & Trust Company

By: Steve Groth
Director of Government Lending

The foregoing proposal is
accepted and approval of
rate and funding is requested:

Richland County Recreation Commission, SC

By: _____

Title: _____

Date: _____

A RESOLUTION AUTHORIZING THE TRANSFER OF A CAPITAL ASSET FROM THE GENERAL FUND TO THE ENTERPRISE FUND; AND OTHER MATTERS RELATING THERETO.

WHEREAS, the Recreation District of Richland County, South Carolina (the "**RCRC**"), acting through Recreation Commission of Richland County (the "**Commission**"), as its governing body, is a South Carolina special purpose district created pursuant to Act No. 873 of the Acts and Joint Resolutions of the General Assembly of the State of South Carolina for the year 1960, as amended; and

WHEREAS, the activities of RCRC are reported, for accounting purposes, as either governmental activities or business activities;

WHEREAS, governmental activities (i.e. administration, recreation programs and maintenance) are reported within RCRC's governmental fund (the "**General Fund**") and business activities (i.e. LinRick Golf Course ("**LinRick**")) are reported within RCRC's proprietary fund (the "**Enterprise Fund**"); and

WHEREAS, the Upper Richland Community Center ("**Upper Richland Building**"), located at 280 Camp Ground Road, is owned by RCRC and is currently reported by RCRC as a General Fund asset; and

WHEREAS, LinRick, located at 356 Camp Ground Road, is also owned by RCRC and is reported by RCRC as an Enterprise Fund asset; and

WHEREAS, due to the close geographic proximity the Upper Richland Building and LinRick, RCRC plans to generate income from the Upper Richland Building by renting it out for events at LinRick and potentially using the facility as the clubhouse for LinRick; and

WHEREAS, the income generated from rentals of the Upper Richland Building will be connected to the business operations of LinRick, so the Commission desires to transfer the Upper Richland Building from the General Fund to the Enterprise Fund under the terms of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Commission, in a meeting duly assembled, as follows:

1. Each finding or statement of fact set forth in the recitals hereto has been examined and has been found to be in all respects true and correct.
2. For the reasons recited in the findings above, the Commission formally authorizes and approves the transfer of the Upper Richland Building from the General Fund to the Enterprise Fund (the "**Transfer**").
3. Subject to confirmation and approval by RCRC's external accountants (the "**Accountants**"), it is expected that the Transfer shall be reported as a capital contribution from the General Fund to the Enterprise Fund within RCRC's year-end audited financial statement for the

fiscal year ending June 30, 2021. In the event the Accountants request a different reporting methodology for the Transfer, the Transfer shall be appropriately reported within RCRC's audited financial statements in the manner determined by the Accountants as necessary to properly reflect the transfer of the Upper Richland Building from the General Fund to the Enterprise Fund for accounting purposes.

4. All resolutions and other provisions in conflict with this resolution are hereby repealed to the extent of the conflict or inconsistency.

5. If any one or more of the provisions this Resolution should be contrary to law, then such provision shall be deemed severable from the remaining provisions, and shall in no way affect the validity of the other provisions of this Resolution.

6. This Resolution shall be in full force and effect upon due adoption by the Commission.

DONE AND ADOPTED this 16th day of November, 2020.

**RECREATION DISTRICT OF RICHLAND
COUNTY, SOUTH CAROLINA**

(SEAL)

Chair, Board of Commissioners

WITNESS

Secretary, Board of Commissioners

**Richland County Recreation Commission
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2020**

General Fund

	<u>FY 2021 Actual</u>	<u>FY 2021 Budget</u>	<u>Remaining Available</u>	<u>FY 2020 Actual</u>
Revenue				
Administrative Revenue	\$ 1,179,685	\$ 15,660,048	\$ 14,480,363	\$ 1,053,468
Program Revenue	74,183	2,432,202	2,358,019	513,903
Total Revenue	<u>1,253,869</u>	<u>18,092,250</u>	<u>16,838,382</u>	<u>1,567,371</u>
Expenditures				
Salaries	2,470,706	7,948,356	5,477,650	2,583,576
Pension, benefits and taxes	1,032,095	4,302,492	3,270,397	1,091,340
Operating expenses	414,365	1,932,364	1,517,999	537,400
Personnel Expenses	36,305	163,256	126,951	15,387
Training and development	5,885	98,000	92,115	47,672
Supplies expense	79,825	366,950	287,125	106,082
Professional Services	192,398	869,400	677,002	156,169
Information technology	64,978	255,263	190,285	78,966
Marketing expenses	21,938	153,735	131,797	31,973
Program expenses	38,763	833,427	794,664	267,653
Fleet expenses	69,938	304,750	234,812	59,923
Repairs and maintenance expense	43,086	160,713	117,627	96,834
Safety and security expense	14,458	53,160	38,702	16,008
Capital outlay expense	61,156	300,384	239,228	30,190
Capital improvement expense	1,108	350,000	348,892	99,637
Miscellaneous expenses	-	-	-	(2,432)
Total Expenditures	<u>4,547,006</u>	<u>18,092,250</u>	<u>13,545,244</u>	<u>5,216,377</u>
Net Revenue	<u>\$ (3,293,137)</u>	<u>\$ -</u>	<u>\$ 3,293,137</u>	<u>\$ (3,649,006)</u>

**Richland County Recreation Commission
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2020**

Enterprise Fund

	<u>FY 2021 Actual</u>	<u>FY 2021 Budget</u>	<u>Remaining Available</u>	<u>FY 2020 Actual</u>
Revenue				
Administrative Revenue	\$ 658	\$ -	\$ 658	\$ 1,304
Enterprise Revenue	351,910	-	351,910	243,241
Total Revenue	<u>352,568</u>	<u>-</u>	<u>352,568</u>	<u>244,544</u>
Expenditures				
Salaries	125,580	-	(125,580)	104,684
Pension, benefits and taxes	49,954	-	(49,954)	46,068
Operating expenses	52,737	-	(52,737)	34,307
Golf operating expenses	46,150	-	(46,150)	36,488
Personnel Expenses	72	-	(72)	72
Training and development	100	-	(100)	-
Supplies expense	8,619	-	(8,619)	12,508
Professional Services	1,392	-	(1,392)	-
Information technology	-	-	-	443
Fleet expenses	6,650	-	(6,650)	6,678
Repairs and maintenance expense	2,999	-	(2,999)	1,205
Capital outlay expense	-	-	-	2,554
Miscellaneous expenses	426	-	(426)	(766)
Nonoperational expenses	9,072	-	(9,072)	3,819
Depreciation expense	-	-	-	2,938
Total Expenditures	<u>303,750</u>	<u>-</u>	<u>(303,750)</u>	<u>250,999</u>
Net Revenue	<u>\$ 48,817</u>	<u>\$ -</u>	<u>\$ 48,817</u>	<u>\$ (6,455)</u>



Richland County Recreation Commission
Proposed Budget- FY 2020-2021
Enterprise Fund

Projected Revenue

Enterprise Revenue	
Parks and rental income	\$ 10,056
Other revenue	49,200
Proshop revenue	88,003
Golf course revenue	848,426
Total Projected Revenue	\$ 995,684

Projected Expenses

Training and development expenses	\$ 1,000
Professional services expenses	2,500
Information technology expenses	4,554
Capital outlay expense	11,000
Repairs and maintenance expenses	32,270
Supplies expense	43,000
Operating expenses	92,503
Pension, benefits and taxes	192,632
Golf course operating expenses	207,221
Salaries expenses	409,003
Total Projected Expenses	\$ 995,684



Richland County Recreation Commission
Proposed Operating Budget- FY 2020 - 2021
Enterprise Fund

Projected Revenue	
Pro shop rents	\$ 3,960
Parks and rental income	10,056
Pro shop sales- food	15,322
Range fees	29,736
Pro shop sales-merchandise	31,541
Pro-shop sales-beer	41,140
Other revenue	49,200
Golf cart rentals	275,850
Green fees	538,880
Total Projected Revenue	\$ 995,684

Projected Expenses	
Salaries expense	
FT- salaries	\$ 316,970
PT-salaries	92,033
Total salaries expense	\$ 409,003

Pension, benefits and taxes	
Worker's compensation	\$ 3,933
Unemployment insurance	4,296
OPEB funding	30,484
Employer FICA	31,289
Health insurance- employer	54,899
Pension contribution- employer	67,731
Total pension benefits and taxes	\$ 192,632

Training and development	
Conferences and training	\$ 1,000
Total training and development expense	\$ 1,000

Information technology expenses	
Finance software licensing fee	\$ 4,554
Total information technology expenses	\$ 4,554

Professional services	
Audit and consulting fees	\$ 2,500
Total professional expenses	\$ 2,500



Richland County Recreation Commission
Proposed Operating Budget- FY 2020 - 2021
Enterprise Fund

Operating expenses	\$	843
LinRick uniforms		
Propane		1,500
Trash service		2,000
Office supplies		2,000
Water		2,500
Telephone & internet		10,500
Professional and liability insurance		12,360
Fuel expense		13,800
Bank charges		20,000
Electric		27,000
Total operating expenses	\$	92,503

Golf operating expenses	\$	400
Special events		18,391
Sales and use tax		20,000
Proshop merchandise costs		25,000
Food operating costs		25,000
Beverage operating costs		28,431
Admissions tax		90,000
Golf cart operating expenses		
Total golf operating expenses	\$	207,221

Supplies expense	\$	2,000
Golf course supplies		5,000
Fleet supplies		5,000
Grounds maintenance supplies		31,000
Horticulture supplies		
Total supplies expenses	\$	43,000

Repairs and maintenance	\$	-
Maintenance shed		1,500
Cart shed		2,500
Pumps		5,000
Fleet		10,000
Facility		13,270
Proshop		
Total repairs and maintenance expenses	\$	32,270

Capital outlay expense	\$	11,000
Capital equipment-maintenance		
Capital equipment-proshop		
Total capital outlay expense	\$	11,000



LINRICK GOLF COURSE FEE COMPARISON

ENTERPRISE FUND PROPOSED FY 2021 BUDGET

LINRICK FEE OVERVIEW

Current Fees

Fee Type	Fee Amount
Weekday	\$33.00
Weekend	\$40.00
Senior	\$24.00

Note: Fees presented above include both green fees and cart fees.

Proposed Fees

Fee Type	Fee Amount
Weekday	\$34.00
Weekend	\$41.00
Senior	\$25.00

Note: Fees presented above include a \$1 increase in fees. The combined fee includes both green fees and cart fees.

LINRICK FEE COMPARISON OAKHILLS GOLF CLUB

Golf Course Details

- 160-acre golf course located near Fairfield Road
- Championship Course
- Offers special events and other services
- Banquet Facility (clubhouse)

Golf Course Rates

Fee Type	Fee Amount
Weekday	\$32
Weekend	\$42
Senior	\$26

Note: Fees presented above includes both green fees and cart fees

Linrick Fee Comparison

Northwoods Golf Club

Golf Course Details

- Public Golf Course
- Specializes in group outings
- Stretches 6,800 yards
- Sponsors golf tournaments and events
- Membership capped at 125

Golf Course Rates

Fee Type	Fee Amount
Weekday	\$32
Weekend	\$42
Seniors	\$25

Note: Fees presented above include both green fees and cart fees

Linrick Fee Comparison Timberlake Golf Club

Golf Course Details

- Located in Timberlake Plantation Community (Lake Murray)
- Private Course- Approximately 6,579 yards
- Offers Special Events
- Hosts Golf Tournaments
- Offers Golf Lessons

Golf Course Rates

Fee Type	Fee Amount
Weekday	\$46.75
Weekend	\$52.00
Seniors	\$41.50

Note: Fees presented above include both green fees and cart fees

Linrick Fee Comparison

Charwood Golf Club

Golf Course Details

- Private Course (Local Family Owned)
- Located in West Columbia
- Hosts Tournaments and special events
- First nine holes-3,189 yards
- Bank nine holes- 3,176 yards

Golf Course Rates

Fee Type	Fee Amount
Weekday	\$33.00
Weekend	\$41.00
Seniors	\$25.00

Note: Fees presented above include both green fees and cart fees.

TEMPORARY RESOLUTION TO PERMIT AND ALLOW FOR ELECTRONIC MEETINGS; AND OTHER MATTERS RELATED THERETO

WHEREAS, on March 13, 2020, Governor Henry McMaster issued Executive Order No. 2020-08 as extended by Executive Order Nos. 2020-15, 2020-23, 2020-29, 2020-35, 2020-40, 2020-42, 2020-44, 2020-48, 2020-50, 2020-53, 2020-56, 2020-59, 2020-62, 2020-65 and most recently by Executive Order 2020-67 dated October 24, 2020 (the “*Emergency Orders*”), related to 2019 Novel Coronavirus (“*COVID-19*”) and declared that a state of emergency exists in the State of South Carolina (the “*State*”); and

WHEREAS, Governor McMaster has stated in the Emergency Orders that congregated settings in restaurants, bars, and other establishments, as well as indoor and outdoor public gatherings, have been identified as sources of, or contributing factors to, substantial community spread and transmission of COVID-19; and

WHEREAS, while it is imperative for local government to continue to operate during States of Emergency, it is equally imperative for local governments to take steps to minimize the need for large gatherings in order to protect public health and safety and the health and safety of local government officials and staff; and

WHEREAS, the South Carolina Freedom of Information Act, which is codified at Title 30, Chapter 4 of the Code of Laws of South Carolina 1976, as amended, (the “*Act*”) defines a “Meeting” as “the convening of a quorum of the constituent membership of a public body, whether corporal *or by means of electronic equipment*, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power” (emphasis added); and

WHEREAS, due to the State of Emergency related to COVID-19, it is advisable to grant temporary authorization for the holding of electronic public meetings or electronic attendance by certain members of the governing body, while otherwise ensuring each meeting fully complies with the open meeting requirements of the Act; and

WHEREAS, it is hereby determined that a public emergency affecting life, health, and safety does exist, and therefore, it is appropriate and necessary to adopt this Resolution.

NOW THEREFORE, be it hereby resolved in this meeting of the Recreation Commission of Richland County (the “*Commission*”), as follows:

Section 1. Standards for Electronic Meetings. The Commission is hereby authorized to conduct public meetings via electronic means or in hybrid-form wherein some members of the Commission attend electronically while others attend in-person, provided the medium for such meeting, whether telephonic, broadcast video, computer-based, or other electronic media, or any combination of these, and the conduct of the electronic meeting, allows for the following standards and practices to be met:

(a) At the beginning of any meeting, the Chair shall poll the members of the Commission to confirm attendance, and any member of the Commission attending by way of electronic media shall be considered present for the purposes of constituting a quorum.

(b) Throughout the duration of the meeting, all members of the Commission, as well as any officials or staff required to speak at such meeting, must have the capability to be heard at all times by any other member of the Commission and by the general public.

(c) Any vote of the Commission must be conducted by individual voice vote of the members of the Commission, who shall verbally indicate their vote on any matter by stating “yay” or “nay” or any similar determination. All individual votes shall be recorded by the Secretary of the Commission, or other designated staff member, as appropriate. Where appropriate, roll-call voting may be utilized.

(d) Meetings shall be recorded or minutes kept in the same manner as regular in-person meeting as required by the Act.

(e) To the extent they are participating in the meeting electronically, each member of the Commission as well as other officials, staff, and presenters should identify themselves and be recognized prior to speaking. Excepting the items expressly affected by this Resolution, members of the Commission shall strictly comply with the rules of the Commission as they relate to procedural matters in order to preserve order and allow for the effectiveness of electronic meetings.

(f) Executive sessions shall be permitted in accordance with the provisions of the Act and the Commission shall properly announce its reason for going into any executive session in conformance with Section 30-4-70 of the Act. Upon the entry into any executive session, meeting minutes need not be kept and the meeting utilized for such executive session may be held by (i) a separate telephonic, broadcast video, computer-based, or other electronic media, or any combination of these wherein the public shall not be permitted to participate, or (ii) on the initial telephonic, broadcast video, computer-based, or other electronic media, or any combination of these, with the implementation of necessary participation or listening restrictions, provided that in either instance all members of the Commission must have the capability to be heard at all times.

(g) With respect to any meeting, any public comment periods provided for by local resolution, policy, or bylaws are hereby suspended. However, members of the public may either (i) submit written public comments which shall be distributed to the members of the Commission prior to the meeting and to be read aloud during the meeting, or (ii) make a written request to the moderator (as provided in the agenda materials) of the meeting (at any time after the agenda for such meeting is posted until one hour in advance of the start of such meeting) to make a presentation during a public comment period or public hearing.

(h) With respect to any public hearing that is required by law to be held in connection with any proposed action of the Commission, electronic public hearings shall

be permitted. Individuals wishing to provide written comments for any such public hearing may email comments to the Secretary of the Commission or other designated staff member no later than one hour prior to the scheduled time for such public hearing, and the comments shall be read aloud during the public hearing. Individuals wishing to speak at the public hearing shall sign up with the Secretary of the Commission or other designated staff member no later than one hour prior to the scheduled time for the public hearing. The Secretary of the Commission or other designated staff member shall contact those who wish to speak at the public hearing by phone, in the order the requests were received, to admit them to the public hearing. Public hearings shall otherwise be conducted in accordance with all other rules and procedures of the Commission. Notices of public hearings shall include detailed instructions regarding the manner in which the public hearing shall be held.

(i) Additionally, the Commission, acting through staff, may establish separate rules and procedures for public hearings, if any, so long as the public is able to effectively participate in the public hearing with the Commission such that the spirit and purpose of the public hearing is fulfilled.

Section 2. Suspension of Local Provisions. During the period of effectiveness of this Resolution, any resolution, policy, or bylaw of the Commission conflicts with the provisions hereof is suspended and shall be superseded hereby. This suspension of local provisions section is express applicable to any procedural rules required by the Bylaws of the District.

Section 3. Effective Date; Expiration. The provisions hereof shall be effective upon a single hearing and shall expire contemporaneously with the expiration of the final state of emergency declared by the Emergency Orders (including all subsequent Emergency Orders) related to COVID-19.

DONE AND RESOLVED, this 16th day of November 2020.

**RECREATION DISTRICT OF RICHLAND
COUNTY, SOUTH CAROLINA**

(SEAL)

Chair, Board of Commissioners

WITNESS

Secretary, Board of Commissioners



POLICY TITLE Dress Code and Uniform Policy	POLICY NUMBER 050	DATE OF REVISION November 2020
ADMINISTRATIVE DIVISION Human Resources		PREVIOUS REVISIONS February 26, 2018 June 15, 2015

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COMMISSION. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE COMMISSION HAS THE AUTHORITY TO INTERPRET ALL POLICIES.

I. PURPOSE

- A. To establish guidelines for appropriate attire and a minimum dress standard for full-time, part-time, seasonal employees, and volunteers. The objective is to project a positive professional and friendly image to the public as well as to our own fellow employees.

II. POLICY

- A. All employees should follow the guidelines set forth. Exceptions must be approved in advance and will be considered on an individual case by case basis. Employees not in compliance with the policy will be subject to disciplinary action and may be required to return home to change into appropriate attire.
- B. In addition, appearance, clothing and shoes must be neat, clean, pressed and appropriate at all times. RCRC issued name badges should be worn while at work. It may be necessary to change attire if at any time clothing becomes damaged, soiled or torn.

III. EMPLOYEE GUIDELINES

- A. **Administrative:** Staff at the Administrative Office are to dress professionally as outlined in this dress code policy. RCRC logo apparel is optional.

1. Acceptable attire includes:

- Suits
- Shirt and/or tie
- Skirt
- Blouse
- Blazer
- Staff issued work shirt
- Slacks, dress pants, trousers
- Dress
- Sweater
- Shoes that are professional in appearance
- Shorts (where appropriate)
- Caps, hats, and/or head dress (for religious purposes, special events or outdoor recreation only)
- Face Mask/Shield

- B. **Centers: Recreation, Community, Technology, Tennis /Athletics/Special Events:** Employee's spending 50% or more time in any recreation/community center, tennis center, technology center, park, playground, athletics, etc. or any area not designated as "administration"

1. Acceptable Attire includes:

- Staff issued work shirt
- Slacks/dress pants/trousers/shorts in acceptable colors: Khaki, Black or Blue

- Athletic shorts or pants
- Appropriate shoes (include athletic closed-toe shoes, no flip flops or non-skid shoes)
- Staff issued sweat shirt
- Appropriate outerwear (i.e. coat, rain gear, etc.)
- Hats and/or head dress (for religious purposes or outdoor recreation)
- Face Mask/Shield

C. Special Events: Special events are defined as activities, programs or events that are department and/or RCRC events and are not considered "ongoing" on a daily, weekly or monthly basis. Attire for the special events are listed above and will be specified in advance by the Division Head.

D. Custodial/Maintenance/Park Employee: All staff is required to wear uniforms issued based on safety, nature of work and weather.

E. Volunteers: May not wear any garment and/or clothing with any in appropriate language, logo characters, artwork, signs, symbols, etc. that will in any way display or demonstrate negative or derogatory connotations. Attire will be determined based on volunteer assignment and includes but is not limited to:

1. Volunteer issued shirt
2. Slacks and/or Khakis
3. Appropriate shoes
4. Appropriate outer wear (coat, raingear, etc.)
5. Hats and/or head dress (for religious purposes or outdoor recreation)
6. Coaches shirts issued by athletic unit
7. Face Mask/Shield

F. Benchmarks:

- Open shirts, blouses or any upper body wear must be no more than 2 inches below the collarbone
- Shorts and skirts, including slits, must not exceed four (4) inches above knee
- Jeans (no faded, worn, tight, distressed spandex or low riders) when specifically approved (e.g., United Way, Relay for Life, Dress Down Day)
- Athletic staff can wear athletic shirts, and athletic spandex during training and/or instructional sessions. Otherwise, they should be in a staff issued work shirt.

G. Inclement Weather: In the event of inclement weather (snow, hurricane, ice storm, etc), appropriate attire will be acceptable as determined by RCRC or on an individual basis.

H. Non-acceptable attire includes:

1. Any clothing and shoes that is not clean, pressed and neat
2. Attire that is too loose. Pants must be worn over the hips
3. Attire that is too tight
4. Attire that is revealing: reveals an employee's full back, cleavage and/or chest
5. Spandex
6. Mid-drift style tops (to include halter or cropped) that reveal belly button or any portion of abdominal area
7. Clothing that is faded, worn, torn or in a deteriorated condition
8. Undergarments (tank tops, boxers, sport bras, etc.) as primary attire
9. Clothing of transparent nature, or any "see" thru material that reveals inappropriate body parts
10. Casual sandals (flip flops, thongs, sandals without a backstrap, house slippers, water shoes, etc.)
11. Ragged hem line
12. Jewelry that interferes with or creates a potential safety hazard while performing job duties and responsibilities (body jewelry, large, obtrusive, dangling, sharp, etc.).
13. Caps or hats are not to be worn while working in the Administration Building unless for religious purposes only.

I. Non-acceptable Hygiene: Any employee demonstrating a lack of personal hygiene is unacceptable and will be asked to leave and return to your work site with an acceptable level of hygiene.

J. Employees choosing to be non-compliant with any of the above stated policy will be subject to disciplinary action.

- K. If there is a medical issue that must be taken into consideration that requires a specific type of attire (clothing and/or shoes), or any item not clearly stated or mentioned will be under the discretion of the Executive Director for final interpretation.

IV. UNIFORMS

- A. Employees that are provided uniforms will follow the rules of the uniform provider given at the time of issuance. Uniform costs are covered by RCRC. All uniforms are also expected to be maintained in a reasonable matter and returned upon termination.
- B. Maintenance staff should also refer to Policy 12105 -Safety Shoe Policy and Policy 12125 – Uniform, Hats, and Optional Purchases.
- C. Upon receipt of the uniform, the employee will sign the Uniform Agreement Form.
- D. In the event that an employee resigns or is terminated through misconduct or any fault of their own, he/she may be required to pay for their uniforms on a prorated basis which is as follows:
 - 1. 1-3 Months – 100% of Uniform Cost.
 - 2. 4-6 Months – 75% of Uniform Cost.
 - 3. 7-9 Months – 50% of Uniform Cost.
 - 4. 10-12 Months – 25% of Uniform Cost.
 - 5. Over 12 Months – No Charge
- E. Uniforms issued are considered an advance of wages, the value of which may be deducted from the employee's final paycheck(s).

V. RESPONSIBILITIES

- A. **Directors, Managers, and Supervisors:** it is the responsibility of the directors, department managers, and supervisors to enforce the dress code and address concerns with employees who are not in compliance with the dress code.
- B. **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 outfit should consult their supervisor. Human Resources is available to answer employee questions regarding the dress code.

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: February 26, 2018
Last Reviewed: January 22, 2018

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**
All employees are required to wear approved RCRC logo apparel. Administrative staff at Parklane Headquarters is excluded from this requirement provided they are dressing professionally as outlined in this dress code policy, and RCRC logo apparel is optional.
- 3. Appropriate Apparel**
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: February 26, 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.

Richland County



Uniforms

Human Resources
Policy No. 215

Review Date: June 15, 2015
Last Revised: June 21, 2010

Policy Statement

The Richland County Recreation Commission may issue uniforms to all full-time maintenance personnel upon completion of the employees first 90 days and periodically thereafter.

1. Upon receipt of the uniform the employee will sign the Uniform Agreement Form.
2. In the event that an employee resigns or is terminated through misconduct or any fault of his own, he/she may be required to pay for his/her uniforms on a prorated basis which is as follows:

1 -- 3 months.....	100% of uniform cost
4 -- 6 months.....	75% of uniform cost
7 -- 9 months.....	50% of uniform cost
10 --12 months.....	25% of uniform cost
Over 12 Months.....	No Charge

3. Uniforms issued are considered an advance of wages, the value of which may be deducted from the employee's final paycheck(s).

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 15, 2015
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact Human Resources



POLICY TITLE Holiday Pay	POLICY NUMBER 105	DATE OF REVISION November 2020
ADMINISTRATIVE DIVISION Human Resources		PREVIOUS REVISIONS June 15, 2015

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COMMISSION. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE COMMISSION HAS THE AUTHORITY TO INTERPRET ALL POLICIES.

I. PURPOSE

- A. The purpose of this policy is to observe the State of South Carolina declared holidays and additional holidays established by the Executive Director. Holiday pay is available to regular, full-time employees.

II. POLICY

- A. All regular full-time employees shall receive time off, holiday pay for recognized holidays. Each year, the Executive Director shall prepare a holiday calendar for observance by staff.
- B. The holiday calendar will be effective January 1st through December 31st of each year. The observance of holidays may vary for departments.
- C. Holidays that fall on a Saturday are generally observed the preceding Friday. Holidays that fall on a Sunday are generally observed the following Monday.
- D. Non-exempt, full-time employees who are scheduled to work on a holiday will be compensated at a pay premium rate of one and one-half their hourly rate for the period worked on a given holiday (Please note: Holiday pay is not to be considered hours worked in the computation of overtime).
- E. Exempt employees who are required to work on a holiday will be paid their regular salary and they will be granted up to 8 hours of Holiday Compensatory time, that may be used during the same pay period.

III. OBSERVED HOLIDAYS

- ❖ New Year's Day
- ❖ Martin Luther King Jr. Day
- ❖ George Washington's Birthday/President's Day
- ❖ Good Friday
- ❖ Confederate Memorial Day
- ❖ National Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veteran's Day
- ❖ Thanksgiving Day
- ❖ Day after Thanksgiving
- ❖ Day Before Christmas
- ❖ Christmas Day
- ❖ Day After Christmas

IV. UNPAID LEAVE OF ABSENCE – HOLIDAY

- A.** An employee who has an unauthorized absence on the day immediately preceding or following a holiday will lose pay for the holiday as well as for the unauthorized absence. Whenever possible, supervisors shall make every effort to arrange working schedules to permit time off for holidays.
- B.** An employee absent without permission when scheduled to work a holiday will not receive holiday pay and is subject to disciplinary action.
- C.** Employees on an extended unpaid leave status (authorized or unauthorized) will not receive holiday pay.

V. HOLIDAY PAY FOR WORKER'S COMPENSATION

- A.** An employee on worker's compensation leave or on an approved off-the-job injury leave will not receive holiday pay.

IMPORTANT NOTICE

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Holiday Pay

Human Resources
Policy No. 105

Revision Date: June 15, 2015
Last Revised: June 21, 2015

Policy Statement

The Richland County Recreation Commission will observe State of South Carolina declared holidays. Holiday pay is available to regular full time employees.

1. Observed Holidays:

- ❖ New Year's Day
- ❖ Martin Luther King, Jr. Day
- ❖ George Washington's Birthday/President's Day
- ❖ Confederate Memorial Day
- ❖ National Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veteran's Day
- ❖ Thanksgiving Day
- ❖ Day after Thanksgiving
- ❖ Day Before Christmas [new State holiday]
- ❖ Christmas Day
- ❖ Day after Christmas

Note: Exception – LinRick Golf Course

2. Full Time Employees Working on Holidays:

Full-time employees, who elect to work a full day on these holidays, may elect to take an alternate day off within 90 days following the holiday when approved in advance by their supervisor.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 15, 2015
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Vice-Chair

For more information about this policy, contact Human Resources

Items Presented During Public Input

RCRC BOARD MEETING WEBINAR		9/21/2020 & 10/19/2020				
NAME	DATE OPENED	REQUEST/DESCRIPTION	PARTY RESPONSIBLE	DATE DUE	DATE OF COMPLETION	MANAGEMENT NOTES
Dale Stigamier	9/21/20	Several maintenance and safety issues at the Jordan Memorial Boat Ramp (Congaree Boat Ramp)	Lakita Watson	Ongoing	In-Progress	9/22/2020: Visited site and County employees paved a portion of the boat ramp. 9/28 Sent an email to the Richland County County Manager regarding lease agreement that specifies maintenance responsibilities to the County. Follow-up Email sent 10/14 to Assistant County Manager for follow-up. 10/15 Email acknowledged. 11/10/2020 Email follow-up sent and acknowledged. 11/10/2020 Scheduled conference call with County Manager for 11/12/2020
Donzetta Lindsay	10/19/2020	Trenholm Tennis Courts: These areas need to be treated as they are a serious hazard when playing. The mold makes the courts very slippery. The courts are cracked and can cause people to trip. At times weeds can be found growing up through the cracks. Nets are often also in bad shape, some facilities have tape holding the nets together.	Lakita Watson/Property Management	Ongoing	In-Progress	Courts sprayed to remove moss- Pressure washing would cause more damage.