

Jefferson County Parks & Recreation Commission

Finance Committee Meeting – October 6, 2008 7:00 PM Activity Room, Jefferson County Community Center

In Attendance: JCOR Commissioners Lou Tiano and Paul Marshall, JCPRC Staff Director Tim Barr and Asst. Director Jennifer Myers

Minutes

1. CTRLLL report on project expenditures

Robert Richard of CTRLLL presented invoices and estimates of in-kind donations for construction of the lighting and other items related to the capital improvement project partially financed by JCPRC. Mr. Richards noted that the exact language of the motion which was made to obtain the JCPRC funding was not available in the meeting minutes.

According to the CTRLLL submittal a total of \$103,092.38 has been expended/received as donation for the lighting portion of the work. Cash outlay has been \$50,484.96; documented donations of materials/services has been \$6,092.38; and good will and donation of time has been \$47,265.04. A large part of the latter is Rob Richards time billed at a rate of \$75 per hour. Commissioner Marshall informed Mr. Richards that this amount, and all amounts provided are subject to audit and review and must be approved by the full commission before they can be considered against future lease arrangements between the CTRLLL and the JCPRC.

Finance is grateful to Mr. Richards and the CTRLLL for taking on this project and getting such good value for the capital improvements. A public relations effort is needed to detail the project to the wider community. This will occur in conjunction with the "opening" of the new concession facility.

A partial summary is presented in the table below. A full summary will be prepared for the next regular meeting.

CTRL - JCPRC Sam Michael's Park Concession Stand/ Field Lighting Project Cost Tracking

CTRL

| Item | Cash | Donation | Good Will | Total Value |
|---|-------------|-------------|-------------|--------------|
| Lighting Materials | \$37,500.00 | | \$4,500.00 | \$42,000.00 |
| Electric Install | \$10,000.00 | \$8,000.00 | | \$18,000.00 |
| Rock Breaking | | \$7,015.04 | | \$7,015.04 |
| Additional Concrete | \$2,984.96 | | | \$2,984.96 |
| Rebar | | \$499.38 | | \$499.38 |
| Architect Drawing (Concession) | | \$2,953.00 | | \$2,953.00 |
| Tables/Trees | | \$2,640.00 | | \$2,640.00 |
| Project Management (Rob Richards Time) | | | \$27,750.00 | \$27,750.00 |
| | \$50,484.96 | \$21,107.42 | \$32,250.00 | \$103,842.38 |

Mr. Richards requested the JCPRC provide clarification of how water and electric utility bills will be handled in relation to the CTRL/JCPRC Sam Michael's Park baseball facilities partnership.

Mr. Richards noted that CTRL is contemplating another project and expects to lay it out to the JCPRC in early 2009.

Commissioner Tiano noted the need for Finance to review existing lease agreements. Both Commissioner Tiano and Mr. Richards noted the need to establish standard terms and conditions for public/private development of JCPRC and Jefferson County lands to guide future projects of this nature.

2. Review of Minutes and Action Items from June Finance Committee meeting.

Asst Director Myers to check with Tom Diehl about granting access to Quickbooks reports for interested commissioners.

Commissioner Marshall to determine remaining milestones and dates for audit bid solicitation. Leslie Smith (Jefferson County Administrator) feels JCPRC cannot participate in Jeff Cty audit. Director Barr feels there is not enough funds available to contract an audit.

Finance is waiting on Facilities to produce list of development and maintenance needs that can then be estimated and put into long term budgets.

Director Barr to set up a time to meet with MBCPR to review internet based registration software application.

2. Capital Project Expenditures Report

- Current Projects

- CTRL see above, Director will perform final inspection of construction
- No others discussed
- Planned Projects – None discussed
- Discussed Commission oversight role in approving quotes and bids. Director Barr noted that we often only receive one bid on projects. Director Barr has sole authority to enter into contracts up to \$15,000 in value. Commissioner Marshall observed that Finance should get involved in bid review for <\$15K expenditures only when the Director feels assistance is required in soliciting bids or making award decisions. Full JCPRC involvement is also up to Director's discretion. Commissioner Tiano specified that all bid/quote award decisions should be noted in Director's monthly report.

3. Schedule of Submittal Deadlines

- Capital Improvement Project (CIP) budget is due to impact fee office in January and will require JCPRC approval in November. This is the budget addressing the use of impact fees.
- Operating Budget is due to County Commission in mid-February and will require JCPRC approval in January. A December Finance meeting may be required to help meet this deadline.

4. New Business

- Review of FY2007-2008 Reports for submittal to County. Discussion here centered around the need to review List of Accounts and methods for assigning accounts and classifications to transactions. Assistant Director Myers is requesting JCPRC input in determining appropriate designations for transactions such that meaningful and useful information will be produced with the Quickbooks reporting function. For example, grant income has been coded into various program accounts. It would be better to show this as income on its own account line so that external parties will see we are raising funds in this manner. Commissioner Marshall expressed desire to establish a Grant committee to get JCPRC members to assist with fundraising. Overall the JCPRC was revenue neutral for the year.

Asst. Director Myers to provide Commissioner Marshall with a copy of what was submitted to the County as the JCPRC annual financial report. This will be reviewed at the next regular meeting. A motion will be requested to officially approve the report. Once approved a letter of approval will be drafted and submitted to the county with a cc to the JCPRC file. In the future this submittal should be reviewed and approved by the full commission.

- Salary equity study – Director Barr reported that JCPRC staff is included in County sponsored review. Initial discussions with consultant indicate JCPRC staff are underpaid in comparison to other county departments. Finance recommends not reporting to full JCPRC until final report is issued by consultant. Commissioner Marshall requested Director Barr get input on possible solutions to salary issue and how it is likely to be addressed by the County Commission.

- Mention was made of the need for JCPRC to be more proactive with the Jefferson County Commission in bringing resource needs to light along with routine updates on services provided and the benefits to the county residents thereof.

Meeting was adjourned at 9 PM.