

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
February 8, 2021

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, February 8, 2021 at 5:30 PM at the Fair Street Neighborhood Center located at 715 Fair Street, Gainesville, GA with Chair Kingsley Peeples presiding:

Members Present

Jerry Castleberry
Susan Daniell
Cooper Embry
Alex Murray
Kingsley Peeples
Chris Romberg
John Simpson
Robert Washington
Juli Clay (Ex-Officio Member)

Staff & Guest Present

Kate Mattison, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Coordinator
Julie Butler – Marketing/Communications Mgr.
Brian Peters – Parks & Facility Services
Missy Bailey – Recreation Division Manager
Zandrea Stephens – FMACC Division Manager

Absent:

Kristin Daniel

CALL TO ORDER

Chair Kingsley Peeples called the meeting to order at 5:30 PM and welcomed everyone. She introduced Alex Murray, our newest Board member to the Board and welcomed him.

FY20 AUDIT PRESENTATION

Chair Peeples recognized Jeremy Perry, City of Gainesville Chief Financial Officer, and welcomed him to the meeting. Mr. Perry stated staff was a pleasure to work with and that they had done a great job in FY2020, the agency had been able to build a great fund balance, and thanked the Board for working with the City. He then turned the presentation over to Chris Hollifield, CPA, Rushton & Company. Mr. Hollifield presented the FY2020 Audit Report stating that there were no comments to report and the agency's financials for FY2020 looked good. The best opinion that anyone can receive is one with no comments. Mr. Hollifield stated that the City had received a clean opinion as a whole.

Revenues increased by \$1,792,294, 29.20% (*Property Taxes increased \$260,566, 7.26%, Frances Meadows Community Center decreased by \$361,020, 35.90%, Gainesville Civic Center decreased by \$131,256, 34.31%, and Transfers from City's Impact Fee Fund increased \$2,123,880, 339.21% for a one-time transfer for construction of new skate park*).

Expenses increased \$2,453,097, 47.86% (*Administrative Division decreased by \$164,764, 16.81%, Parks Division increased \$336,164, 39.28%, Frances Meadows Center decreased \$127,994, 8.26%, and Capital outlay increased \$2,561,791, 466.09%*).

All in all the Agency had a great audit report. Mr. Hollifield reviewed the annual audit numbers and referred to the Independent Auditor's Report indicating the evaluation standards used and the auditor's approval of the financial statements. The reports show good indicators that the Agency has been able to maintain its reserve account. The unmodified opinion of the auditors reported that financial statements were reported fairly and everything was in order. Total unreserved, undesignated fund balance available for Operating and Management Reserve totals \$3,247,979,

41.34% of expenditures (4.9 months reserve). It was noted that in the past few years, fund balance was no longer available for capital projects as has been budgeted in the past due to conforming with noncurrent liabilities such as Compensated absences, Net pension liability, and OPEB obligation, however, due to the large amount of fund balance on hand, part of those funds can now be used for capital projects. Mr. Hollifield stated that staff is always a pleasure to work with and everything is always in order. Director Mattison confirmed with Jeremy Perry that a portion of Fund Balance can now be used for capital projects. Director Mattison and Chair Peeples thanked both for coming and presenting the report.

SPECIAL RECOGNITION

Chair Peeples recognized the following employees on their years of service with the Agency: Chris Bruce – 2 years, February 23; and Staci Butts – 21 years, March 6.

PUBLIC COMMENTS

None

MINUTES

Consider approval of minutes of Regular Board Meeting held January 11, 2021. **Motion made by Cooper Embry and seconded by Jerry Castleberry to approve the minutes from January 11, 2021. MOTION APPROVED UNANIMOUSLY.**

FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Report ending December 31, 2020 of fiscal year 2021. The December report showed monthly income of \$734,431.42 for a total yearly income of \$4,730,833.64 or 80.52%. The Agency should have received 50.00% of the yearly income at this time; therefore, income to date is above projections by 30.52%.

Expenses for December total \$389,333.30 for total yearly expenses of \$2,511,395.82 or 42.34%. Currently year-to-date expenditures (\$2,511,395.82) are below revenues (\$4,730,834) in the amount of \$2,219,438.00. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

A Revenue Comparison and Income Statement was presented along with a Summary Financial Statement on each of the cost centers for review by the Board. **Motion made by Susan Daniell and seconded by Robert Washington, to accept the December Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

BOARD ACTION ITEMS

None

MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 7th month of fiscal year 2021 (January) were \$25,200.00. The total amount collected for FY2021 through January is \$513,800.00. The current account balance is \$694,281.83.

Director Mattison reported on our partnership updates and stated that Friends of the Parks had cancelled their February Board meeting, and there were no other updates on partnerships.

Capital Projects Update

Deputy Graham updated the Board on the approved FY21 Capital Projects which is also shown on the Operating and Major Capital Expenditures spreadsheets in the Board packets. This includes some FY19 and FY20 Capital Projects that rolled over to FY21.

FY21 Major Capital Projects include the following.

Park Development – Youth Sports Complex was carried over from previous fiscal years. A new site for this project was acquired, which has led to property and attorney fees being incurred. Board approved new contract for architectural and design with Foresite Group, Inc. The kick-off meeting was held January 30, 2020. Even though concepts proposed for new site have high costs due to site issues, we are moving forward with construction documents and bidding the project. Staff is working with Foresite Group and Rochester & Associates on design and construction plans. Rochester and Associates is working on the entry road and infrastructure for the private development. Construction documents to be completed by March 2021. Construction should begin in July 1, 2021.

Skate Park Planning/Construction – Board approved agreement with Lose Design for A&E. A Public Design Meeting was held on October 3. The Concept design was approved December 17, 2018. Construction contract awarded to Tri-Scapes, Inc. for \$1,766,357. Construction started in July 2019. Construction is 99% complete. Opened on June 18. However, still need to account for some punch list items and add network security cameras. Art was unveiled during the October 18 Ribbon-cutting. Network cameras are currently being bid.

Midland Greenway Improvements – Train Park – Board approved agreement with Foresite Group for A&E. Contracts signed and project started. Geotech reports issued. Concept complete. Construction documents in process. Construction is currently proposed to begin in March 2021 with a 6 month timeframe.

Civic Center Renovations – Based on a concept plan, Board approved design of construction documents. Nine (9) proposals were received: Parks and Recreation Board approved construction contract with Scott Contracting for \$498,160 and Audio/Visual Contract is set with TSAV (State Contract) at 376,799. Construction began January 4, 2021 and is set to be completed by end of March.

FY21 Major Capital Projects have an estimated total cost of \$11,968,744.00; \$4,728,901.00 has been encumbered or expended to date.

Staff attending gave reports on their respective divisions. Staff reports were also provided in the Board Digital Packets.

BOARD MEMBER COMMENTS

John Simpson inquired regarding the number of gyms the Gainesville City School System has at all their sites and then asked about what has been made available to parks and recreation for use. Susan Daniell added that she wanted to know about use of school facilities for summer day camps. Director Mattison stated that we have a good relationship with the school system but priority use of their facilities goes to their needs, which is growing. She stated with day camp programming,

this year the Agency was offered 4 weeks of use; therefore the Recreation Division intends to split up the sites as they did last year, not utilizing the school system at all.

OLD BUSINESS

None

NEW BUSINESS

None

GENERAL INFORMATION OF INTEREST

The following information was provided to the Board for review at their leisure via their iPads and through the City's website:

- In the News Articles from January

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business Chair Peebles entertained a motion to adjourn. Motion made by Cooper Embry and seconded by John Simpson to adjourn. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 6:20 PM.

Respectfully Submitted,
Judy Williams
Administrative Coordinator

*All documentation referred to in the above minutes were provided to attendees by electronic means as well as for future reference at www.gainesville.org/board and the Agency's permanent Board File.