

August BFT MEETING AGENDA

Meeting: Business Functional Team Meeting (Cassy, Becky, Betsy, Danielle, Ryan)

DATE: 08/13/2019 2:30 PM – 3 PM

Topics:

- 1) Go over action items from last meeting
- 2) External Customer Service
 - a. AR: update
 - b. Rec Trac: Updates
 - c. SCBP
 - d. Staffing
- 3) Rec Admin Support
 - a. HR update
 - b. Reports
 - c. Leaf – A - Legacy
 - d. Special Events – Close outs and next upcoming
- 4) Ops Support
 - a. Porta jon and Garbage ordering
 - b. SCBP
- 5) Internal Customer Service
 - a. Records and Retention: update
 - b. SIRE (Escribe 1st meeting notes)
 - c. 1216 tracking
- 6) Marketing updates
 - a. Upcoming events
 - b. winter Rec Guide – timelines
 - c. Updating Currents Foyer
 - d. Populating Marketing Calendar
- 7) Work plan development
- 8) Holiday Vacations:

Projects:

- 1) 1216 Balances: (Ryan): Need to address forwarding of old balances to new account scheme
- 2) Impact Fee Study/committee: (RA)
- 3) Bike Park, Duncan Field, KaBoom grant follow up (RA)
- 4) File Restructuring (Ryan, Cassy and Betsy)
- 5) FMRP County negotiations (RA)
- 6) New Staff Parks and Recreation Accounting Technician – Job accepted Jolanda Cummings start date 8/20
- 7) Emergency Action Plan Development – on hold need to pick back up in fall
- 8) Aquatics new feature development

Agenda:

- 1) **Ongoing Round Table sharing Updates and potential agenda items**
 - a. Other topics not on agenda?
- 2) **Go over action items from last meeting:**
 - a. Escribe roll out (BW)
 - b. Shredding date? (BW)
 - c. Updating Currents Foyer – PIP 2018 complete will be able to update Foyer (BG)
 - d. FMRP BFT support (DB)
 - e. AR meetings with Rec DB and CG and RA and meet with Shirley consider including Donna for plan
 - f. Zeroing out credits (First Round) (DB and RA)
 - g. HR follow up from initial meeting (see notes and make next steps RA, CG, BW)
- 3) **External Customer Service- DB**
 - a. Topic: AR Update

- i. AR: Aging as Aug. 1 Current: \$~\$43K, over 30: \$~32K, Over 60:\$~6K, Over 90:~\$6K Over 120: \$~1.7K
 - 1. Need to do first round of zeroing out credits over 1 year old
- b. Rec Trac Updates:
 - i. Review revenue codes and ent set ups
 - 1. Consider how set ups effect AR?
 - ii. Scholarship revenue codes and balances
 - 1. Working with SP to get JRP Football scholarship code
 - 2. Scholarship codes are not working in Rec Trac as of 7/02/2019 Kiley working on fix
- c. SCBP: Start Process for Paula, Lori and Kiley
- d. Staffing: Updates
- e. Rec Trac Training plan.
 - i. Fall plan for improvements
 - ii. Use of Wdesk with Rec Trac? (Low Priority)

4) **Rec Admin Support: CG**

- a. HR updates
 - i. Need to ensure all classified non-exempt nonunion employees understand policy
 - 1. How is compliance?
 - ii. Q4 JVS for S&W, Camps and AQ
- b. Reporting
 - i. end of FY19 reporting
 - 1. Special Events 1219 and 1216)
 - ii. Round up total participant numbers in the same units
- c. Leaf – a – Legacy – **Update**
 - i. Targeting a fall VIP date
- d. Special Events close out meetings –
 - i. Fall Family Fest
 - ii. Frost Fever
 - 1. Need to JV revenue from Folf to Outdoor 1216
 - iii. Senior Olympics
- e. FY20 tracking updates and use of Wdesk
 - i. 1216 and 1219 special events
 - ii. 410 and 411 tracking of expenses
- f. Work Comp administration follow up

5) **Ops Support BW**

- a. FEMA support
 - i. Ongoing
 - ii. First project approved (need to get hours from David, Gerald etc regarding Admin)
- b. Bond updates
 - i. Ongoing
 - ii. Review OS Bond budgets with Betsy
- c. Service items for creating invoices out of Rec Trac
 - i. Are we going to invoice or complete via a JV?
 - ii. Need to JV per Megs Email for CLM permits
 - iii. Review the use of Contract and Agreement codes
- d. FMRP Utility meeting
 - i. DS Shirley BW and RA
 - ii. What was decided? Update of chart and what will 50/50 split be
- e. VM breakdown
 - i. FMRP and Rec (asked Meg to send BW rec fleet unit numbers)
- f. FY20 tracking updates and use of WDESK
 - i. 1216 tracking
 - ii. OS bond tracking

iii. Spend down updating

iv. Managers training

6) **Internal Customer Service BW**

a. Committee support

i. Escribe update

b. File structuring

i. Next steps?

c. List of Current logo wear requirements with budgeted amounts

i. By position

7) **Marketing Updates**

a. Upcoming events and marketing needs

b. Engage Consulting to firm to look at comprehensive branding as it relates to Parks

i. **Next Steps?**

c. Rec marketing

d. Park openings

e. Project updates

8) **Topic: Work Plan Development**

a. RA needs to review tasks lists and look for areas of efficiency or if BFT is missing areas etc. – **No Movement here**

9) **Topic: Vacations–**

a. Look at Calendar

b. Ryan vaca – July 9 – 17 , August 19 - 23

c. Paula Vaca –July 21 - 26 , August 28 – Sept 3, Oct 24 – Nov 1

d. Cassy Vaca – July 25 and 26

e. Lori Vac –

f. Betsy Vaca –

g. Corena Vaca –

h. Becky Vaca –

i. Danielle Vaca – July 2 – July 5

j. Kiley Vaca –