

BEAUFORT COUNTY PARKS & LEISURE SERVICES ADVISORY BOARD MINUTES

Conference Room
Beaufort Industrial Park, Building 102
Thursday, March 4th, 2010
2:30 PM

Board Members Present: Arthur Middleton, Chairman
Allan Stern, Vice Chairman
Ronald Campbell
Michael Manesiotis
Norman Varnes

Board Members Absent: Robert Anderson
Terry Dingle
William Brown

Staff Present: Bryan Hill, Deputy County Administrator
Cristina Roberson, Director of PALS
Joseph Penale, Deputy Director of PALS
Cory Smith, Temporary Assistant to Directors

Guest Present: Billie Lindsay, Beaufort County

CALL TO ORDER

The meeting was called to order by Arthur Middleton at 2:37 PM.

APPROVAL OF FEBRUARY 4th, 2010 MINUTES

It was motioned by William Brown and seconded by Michael Manesiotis to approve the August 6, 2009 minutes. The motion was moved and passed unanimously.

PUBLIC COMMENT

There was no public comment.

DIRECTOR'S REPORT

Cristina Roberson acknowledged the Black History Month Celebration at the Lind Brown Center on February 25. She also presented some new programs including Eastern Dance classes which start on March 4th at the Lind Brown Recreation Center. Finally Ms. Roberson discussed the progress that the Friends of Fort Fremont and the community are making with their recent plantings at the historic park.

PROGRAM AND PARTICIPATION NUMBERS

For youth baseball and soccer, the participation numbers are on the rise and girls youth softball has declined slightly. The decline is a result of addition of girls' soccer being available in the spring.

Additional Updates:

- A Strategic Parks, Recreation and Open Space RFQ is being coordinated with the Planning Department
- Personnel – hiring administrative staff to fill vacancies

- Request for Bid on concessions for Districts 1-3 to be awarded by end of March
- 11-12 year old All-Star Beaufort Boys Basketball Team and 10-12 Girls Basketball Team competed for State
- Summer Youth Camps and Nutritional Program on track

Project Updates:

Burton Wells Phase II: is currently on track. A design meeting on the park structures is scheduled for April 6, 2010.

Lady's Island Park: Engineering and Planning Departments working on road geometry, drainage plans, soils, and archeological determination. A presentation will be given to the board in the next 2 months.

Buckwalter Skate Park is almost completed with a turnover scheduled for March 10th, 2010 and a ribbon cutting tentatively scheduled for March 13, 2010.

FY2010 ACCOMPLISHMENTS

- Buckwalter Recreation Center, Skateboard Park and 2 lighted soccer fields.
- Reorganization, restructuring and consolidation of PALS South and North.
- Fees and Charges review and revision.
- Cash, check, credit card handling and deposit procedures established and training provided.
- Request for Bid for Districts 1-3 concessions in final stage of award.
- Staff training on team building and Myers Briggs started.
- Conceptual design for Burton Wells Passive Park, Phase 2.
- Draft of PALS and Open Space Strategic Plan RFQ in process.
- PARC Projects to be completed by FY end include resurfacing countywide tennis courts and new playground at the Bluffton Recreation Center.

FY2011 BUDGET

MISSION AND GOALS

- The mission of the PALS Department is to develop, operate, and promote leisure services, recreation programs, parks and facilities/fields for the citizens of Beaufort County.
- FY2011 Goals
 1. Develop and enhance marketing, advertising and promotional opportunities to improve public relations.
 2. Begin process for strategic planning to determine the future direction of PALS.
 3. Evaluate and develop more diverse programs that begin to target key populations.
 4. Work to complete CIP projects and other projects.
 5. Evaluate and monitor the financial process of the department.

BUDGET FORMS

MS Excel Spreadsheet titled Description of Services was included on PowerPoint Presentation identifying FTE's for the department. No new personnel requests for next year.

Summary of Equipment Request details: Ms. Roberson requested two replacement trucks and a web based software program for scheduling, facility rentals and registrations.

PALS Budget Analysis of Expenditures:

PALS Budget Analysis					
Expenditures					
PALS Departments	FY10 Budget	Actual YTD 2/25/10	%	FY11 Recommended Budget	%
Central Administration	361,931	261,013	72.12%	505,592	39.69%
Summer Programs	212,172	93,195	43.92%	217,872	2.69%
Aquatics Programs	1,108,581	772,320	69.67%	1,250,795	12.83%
HH Programs	80,000	80,000	100.00%	80,000	0.00%
Bluffton/Buckwalter	876,425	533,946	60.92%	963,250	9.91%
Athletic Programs	670,260	323,878	48.32%	787,368	17.47%
Recreation Centers	1,056,565	571,503	54.09%	1,108,478	4.91%
Total Budget	4,365,934	2,635,855	60.37%	4,913,355	12.54%
Explanations:					
*Central Administration, Aquatics, Athletic Programs, and Rec. Centers: Salary and benefit changes due to restructuring					
*Aquatics: increase in capital equipment and repairs					
*Buckwalter: increase in utilities for new fields and center (Buckwalter)					
*Athletic Programs: Increase due to purchase of two trucks, 4 backboards for Lind Brown, programs and uniforms					
*Recreation Centers: Increase due to capital equipment					

Projecting a 9.3% increase in revenues from 2010 – \$491,848

Questions Asked at End of Meeting

Baseball/Softball: Ron Campbell asked if there be scorekeepers for baseball this year? Joe Penale answered that this year the home team will keep the official book and that PALS will have a volunteer operate the scoreboard.

Budget- Mr. Stern motioned approval and Mr. Manesiotis seconded. All were in favor.

Mr. Middleton brought up changing the monthly meeting to a quarterly meeting and increase standing committee meetings. Mr. Hill suggested the PALS Director research County ordinance before making any changes.

MEETING/ADJOURNMENT

Chairman Middleton and Mr. Manesiotis congratulated staff on an excellent budget presentation. Chairman Middleton thanked everyone for attending the meeting. The next meeting will be on Thursday, April 1, 2010 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC.

The meeting was adjourned at 3:17 PM.