

**BEAUFORT COUNTY PARKS & LEISURE SERVICES
ADVISORY BOARD MINUTES**

Conference Room
Beaufort Industrial Park, Building 102
Thursday, February 3, 2011
2:30 PM

Board Members Present: Arthur Middleton, Chairman
Robert Anderson
Ronald Campbell
Chuck Culpepper
Terry Dingle
Tom Ertter
Michael Manesiotis
Norman Varnes

Board Members Absent: Al Stern, Vice Chairman

Staff Present: Morris Campbell, Community Services Director
Cris Roberson, PALS Co-Director
Joseph Penale, PALS Co-Director
Denise Hamrick, Administrative Assistant to PALS Directors

Guest Present: William McBride, Beaufort County Council
Sandy Dimke, Beaufort Art Association
Lynne Morgan, Beaufort Art Association
Kyle Peterson, *The Island Packet & The Beaufort Gazette*

CALL TO ORDER

The meeting was called to order by Arthur Middleton at 2:30 PM. The Chairman had everyone go around the room and introduce him or herself.

APPROVAL OF DECEMBER 2, 2010 MINUTES

It was motioned by Arthur Middleton to approve the December 2, 2010 minutes. The motion was seconded and passed unanimously.

PUBLIC COMMENT

Mr. Middleton explained the procedure to Ms. Dimke in that she would give her presentation today and the Board would discuss it at a later time and give their resolution or an answer to their concerns. Ms. Dimke on behalf of the Beaufort Art Association (BAA) petitioned the PALS Advisory Board to grant a reduction of about \$1,000 rental fee for the use of the Charles Lind Brown Activity Center. The BAA promotes the arts by having a Spring Show each year at the Greene Street Gym for a period of two weeks. Admission to the exhibit and Gala are free to the public. (A copy of Beaufort Art Association's official request /letter is attached a part of the minutes for February 3, 2011).

PALS INTERIM FINANCIAL STATEMENT AS OF DECEMBER 31, 2010

Alan Eisenman, Beaufort County Finance Department, presented the PALS Interim Financial Statement as of December 31, 2010. Alan gave a brief background statement of the Finance Department's role in interim financial

statements and said these statements would be provided to all County Boards on a quarterly basis. These financials are unaudited but still give a pretty good indication of where PALS stands from a financial point as of December 31, 2010. Page 1 is the General Funds or Income Statement. Page 2 is PALS Special Revenues that includes PALS Capital Program, PALS Impact Fees, State PARD Grants, and Summer Nutrition Program Grants. Pages 3-6 are an income statement of each of these funds while page 7 is an overall view of these funds. Page 8 is PALS Impact Fees breakdown by locations. (A copy of his report is attached and can also be located at <http://www.bcgov.net/about-beaufort-county/administration/finance/documents/Funds%20100,%20230,232,%20234,%20902-907%20FY202011%20Q2%20PALS%20Financials.pdf>). Mike Manesiostis asked if another page could be added to this report to cover where the tax revenues are coming from? Alan said the Finance Department would check into seeing if this would be possible. Al Stern asked for an explanation of how to figure out specifically on pages 3-7 what the revenues are and Alan explained how this was done. Morris thanked Finance for giving everyone this report.

STANDING COMMITTEE REPORTS

Program / Finance Committee – Chairman Tom Ertter reported on behalf of the Program Committee.

Proposed FY2012 Fee Changes: (A copy of the proposed FY2012 Fee Changes is attached). Tom thanked those on the Finance and Program Committees for attending all the various meetings to help us get to this point in the proposed fee structure. In many areas there are no changes at all. The primary changes are in Athletics and After School areas. In the past there has been a tiered approach for those with multiple children in the family participating in an activity at the same time. The way we do it today is quite unmanageable. Our current registration process for the most part is done manually off a hard copy. We have limited resources from a personnel standpoint to do this and quite frankly their efforts, albeit great, to manage a multi tiered structure is just not manageable going forward. With that in mind we have come up with a single fee arrangement. This proposed way is manageable in the department and we can easily embrace a system that improves the efficiency and implementation not just from the staff but all concerned. The current arrangement is \$55 for a single child, a \$10 discount for the second child, a \$20 discount for the third child, a \$30 discount for the fourth child, and the fifth child or more are free. The impact is that with our economy what it is today everyone is challenged to meet the necessities of life. We, as the Board and community, are faced with the challenge to improve the quality of our programs while at the same time increasing participation. The proposed fee would be a flat \$50 and would be a \$5 saving for those with one child. Under the existing structure it would be the same for those with two children - \$100. Obviously from a demographics or population standpoint those with families with three, four, and five children are smaller in percentages as it related to the total percentage—those with three children would go from \$135 to \$150, four would go from \$160 to \$200. Realizing that, we are not going to address it this time; but we also recognize the need outside of just what we are talking about here as far as fee changes to really address proactively a need in the community to find funding for those that cannot afford the fees. One of our committees spent a lot of time talking about it realizing that something is desperately needed. We are hoping to use this as a tool to bring the community into what we are doing so we can proactively go out and solicit those that may want to sponsor our programs and by offering scholarships. This is one way that we plan to address that need which has already started with the registration of spring sports. Tom also said he has spoken with one organization which he was previously involved in with and they are ready to vote to make a donation to the scholarship fund.

Moving on down the page we are proposing to eliminate the Athletic Youth Sliding Scale, changing football fee from \$75 to \$55 for Flag and \$65 for Tackle, continue with \$10 award for our coaches and discussions of adding an Annual Coaches Appreciation Banquet, and various line items removed and/or combined. The second page (Pools) remains the same. On the After School Program we are taking the same

approach as we did for the sports by eliminating the sliding scale. Our biggest challenge with the After School program is that there is more demand than we have the ability to serve at the present time. Our biggest need right now is to expand that program. For those that are participating we have about a third of the total on a waiting list. The bottom line is what is the impact as it relates to revenues. When we took the same number of participants that we had in calendar year 2010 and applied this new fee scale to it just for Athletics we would see a decline in revenue of about \$7,000. We saw a 6% increase in total participants from 2009 to 2010 so we are in growth mode. Just for basketball alone in 2009 we had 570 participants and this year we currently have 904 participants playing. The actual impact for the After School and Summer Camp fees changes are negligible. We propose to cut the After School fees from \$50 to \$45. From a parent's perspective 10% of the households with a third child will pay \$15 more in FY12. We have no households with four or more children. When using an enrollment average of 150 per month at the fixed rate of \$45, the revenue decrease is about \$6,000. Without sibling discounts and administrative costs, this amount should balance out. Summer Camp will see no significant change. With no change to the current fee for FY12 15% of households with a second child will pay \$10 more and those with a third child will pay \$30 more in FY12. Without the sibling discount the impact is about a \$1,500 increase.

There were no further comments or questions. Arthur made the motion to accept the proposed FY12 fee changes and move forward with the changes as proposed. Motion was seconded by Al Stern and unanimously approved by all.

\$5.00 Special Funding Fee/Photography Commission:

Al Stern presented this section. He indicated that the \$5 capital improvement special funding fee from athletics has not been approved by County Council previously so we need to go through the formal process now. Since we reduced the fee by \$5, we now have to make a decision as to whether we still want to take the \$5 for the reserve fund. In the past we only used athletic money for this; however, now photography commission money is being added to the equation. The scholarship money should come from the photography money and use athletic money collected only for athletics.

Al motioned that two separate funds be established: We are requesting that \$5.00 of each \$50.00 athletic registration fee be set aside in a separate fund to be known as the PALS Athletic Reserve Fund. Money in the PALS Athletic Reserve Fund will be used only for athletics in order to replace worn out or broken equipment and to effect repairs to athletic equipment. This is basically what was passed several years ago but will make it a little more formal and clearer as to what the money will be spent on. Currently this is about \$15,000 annually and we have about \$46,000 in the fund. The motion was seconded and then unanimously approved.

Joe addressed the photography money issue. He said that initially it was arranged to be a part of the \$5 athletic fund. However, we now want to separate the money received from the photography fee and include it with the scholarship program. Mike agreed with this. Al made the following motion regarding the photography money: For each athletic who buys a photograph package \$2 of that fee be set aside from that fee to a separate fund to be established in support of the PALS Scholarship Fund. The motion was seconded and then unanimously approved.

Hours of Operation:

Buckwalter Recreations Center change hours from 9:00 am – 8:00 pm to 11:00 am – 6:00 pm.

Lind Brown Recreation Center change hours from 8:00 am – 7:00 pm to 9:00 am – 7:00 pm Monday thru Thursday and 9:00 am to 6:00 pm on Friday.

Morris Campbell mentioned that County Council is still looking at what we will be able to do once the new fiscal year starts and ways of making our resources match our needs. With that in mind he is requesting that we pull this item for the time being. Mike asked if Council was looking at increasing the summer programming view of the tremendous need. Morris replied that they would look into that.

Festival of Trees Request:

Cris Roberson indicated that Carolina Hospice (Festival of Trees) be allowed to use the Charles Lind Brown Recreation Center for a period of two years (calendar years 2011 and 2012). The Advisory Board cannot lock in a price as that has to go through County Council. Tom said that we needed to let Carolina Hospice know that we will let them know something by the start of the new fiscal year of July 1, 2011 and also what that fee would be. Tom motioned that Carolina Hospice Festival of Trees be allowed to use the Charles Brown Lind Center for up to two years with the fee to be communicated no later than July 1, 2011 for those two years. Motion was seconded and unanimously approved by all.

Facilities Committee:

The following Capital Improvement Projects (CIP) were recommended by the PALS Advisory Board for presentation to the Council Council for their approval. Arthur reminded everyone that we are trying to get capital improvement funds and there is no guarantee that we will get these funds. We are competing with the rest of the county for these funds.

- Priority 1 of 5 - Beaufort Tennis Courts – Estimated Cost is \$100,00
Joe explained that the perimeter of the courts would be enclosed by additional fencing as to allow one way in and one way out through the Boundary St. entrance and control the crowd that come in. This will enable renovation of the existing bathroom building and seating area into a small office/tennis store and storage area. A RFP could then be offered to a tennis operations contractor (Tennis Pro) to run and continue to modernize the facility. They could provide tennis court rentals, tennis instruction at all levels of participation, junior programs, tennis leagues, and tournaments. In addition to enclosing the facility, existing fencing would be improved or replaced. In areas where the fencing would be kept, a sleeved screen might be added to improve the ascetics of the facility. The existing backboard would be removed and replaced with something more functional. Amenities such as crushed stone walkway, improved landscaping and parking areas, drinking fountains, and a seating area would be added.
- Priority 2 of 5 – Burton Wells Storage Facility – Estimated Cost - \$300,000
Joe explained that this would provide a centralized equipment storage facility for all of PALS Department. It will be a 3,000 square foot prefabricated, steel roof structure with HVAC.
- Priority 3 of 5 – Lady's Island Park Phase II – Estimated Cost \$700,000
Joe explained that Phase I is underway with completion scheduled for next spring. Phase II is needed and gives Lady's Island a local park to be used for baseball, softball, soccer, and football. Also trails, picnic areas and playgrounds will fill a void. There will be a second multipurpose field, playground and basketball courts, infrastructure and support.
- Priority 4 of 5 – Buckwalter Baseball Complex – Estimated Cost - \$3.5 million
Joe explained that it is adjacent to the current Buckwalter baseball complex and is continued development of sports facilities. We would be able to add tournament venue for increased County revenues as it would include four (4) baseball/softball diamonds with concession and restrooms.

Priority 5 of 5 – Burton Wells Regional Park – Estimated Cost - \$2,533,268

- Cris explained that \$1,455,554 is currently earmarked for the 1st phase of this 69-acre passive park from a "GO" bond, 2007. Phase I is currently at the 60% design stage. To fully complete this phased project (see phased breakdown) an additional \$2,533,268 is requested. Phase 1 – Passive Park Improvements (Probable Cost Estimate \$1,455,554) includes lake improvements, Lake Pavilion/Dock w/associated parking, Multi-use trails around lake connecting Lake Pavilion to Dog Park, Dog Park/associated fencing and parking, (2) Picnic shelters w/restrooms, Terraced amphitheater-Lawn, Clearing/establishing open space fields, Fencing/Park Signage along Burton Wells Road, and Maintenance shed. Phase 2 – Passive Park Improvements (Probable Cost Estimate \$1814,482) includes additional road and parking associated with Amphitheater, the remaining multi-use trails throughout Phase II Passive Park, and (4) Picnic shelters, additional road and parking at the south end of the park, primitive camping, playground, and Splash Zone. Phase 3 – Passive Park Improvements (Probable Cost Estimate \$718,786) includes basketball court with covered shelter (located adjacent to existing recreation center), and a skateboard park (located adjacent to existing recreation center) Note: Phasing for all phases is proposed and may change depending on priority and budget for Beaufort County.

Impact Fees:

Cris presented the following explanation for the impact fees that are currently available:

Locality/District	Impact Fees	Project Amount	Description
Port Royal	\$179,000	\$100,000	Playground
St Helena Island	\$786,066		
St Helena Park		\$100,000	Playground
Scott Center Park		\$170,000	Lighting for Soccer Field
Scott Center Park		\$150,000	Concession/restroom
Scott Center Park		\$100,000	Playground
TOTAL ST. HELENA & SCOTT PARKS		\$520,000	

Mike made the motion to accept the Impact Fees as presented. Motion was seconded and unanimously approved by all.

Riverview Charter School Request:

Joe explained that there was a request by Riverview Charter School to use 150' x 100' area of Bob Jones Park adjacent to their existing school. They want to put two mobile classrooms out there. We use that area for youth soccer practice and we could adjust our field size accordingly and the effects on our program would be minimal. The request is for a two-year period. (A copy of the conceptual site plan is attached). Terry made the motion to accept the request from River Charter School as presented. Motion was seconded and unanimously approved by all.

QUESTIONS /CONCERNS

There were no further questions or concerns.

MEETING/ADJOURNMENT

Chairman Middleton thanked everyone for attending the meeting. The next Board meeting will be held on March 3, 2011 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC.

The meeting was adjourned at 3:35 PM.

ATTACHMENTS: Beaufort Art Association Petition Letter
PALS Interim Financial Statement – December 31, 2010
Proposed FY2012 Fee Changes
Capital Improvement Projects (5)
Riverview Charter School Conceptual Plan