

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

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

Board Members Present: Arthur Middleton, Chairman
Al Stern, Vice Chairman
Ronald Campbell
Terry Dingle
Tom Ertter
Mike Manesiotis
Norman Varnes

Board Members Absent: Robert Anderson
Chuck Culpepper

Staff Present: Joseph Penale, PALS Co-Director
Amy Matthews, PALS Office & Marketing Manager
Denise Hamrick, PALS Administrative Assistant

Guest Present: Morris Campbell, Community Services Director
Alan Eisenman, Finance Department
Shannon Loper, Finance Department

CALL TO ORDER

The meeting was called to order by Arthur Middleton, Chairman of the Advisory Board, at 2:30 PM.

APPROVAL OF APRIL 7, 2011 MINUTES

The minutes from the April 7, 2011 Advisory Board meeting were not available at this time. They will be available at the next Board meeting.

PUBLIC COMMENT

There were no public comments.

PALS INTERIM FINANCIAL STATEMENT AS OF APRIL 30, 2011

Alan Eisenman, Beaufort County Finance Department, presented the PALS Interim Financial Statement as of April 30, 2011. Alan reminded everyone that these unaudited PALS numbers. These financials are posted on the internet under the Finance Department's web site and are available for viewing at any time. He went over some of the highlights of report and will take questions at the end of the presentation. First off is the PALS General Funds revenue is over \$551,000 which is about \$75,000 higher than we originally expended in the original budget. There are still a couple of more months in the fiscal year so May and June would be anything above and beyond what we projected budget wise. The Expenditures are around \$2.93million which is right around 85% for budget. With April being the tenth month of the fiscal year, it should be around 82%. We are just slightly over in that but it is nothing too concerning as long as we keep in focus our expenditures for the last few months. We should fall right at that budget for the expenses as well. A good way to compare this year to last year is to look at FY10 as of April and so our revenues are up \$81,000 compared to last year and expenses are down about \$494,000 compared to last year

as well. That is a good trend to have—revenues up and expenses down. Next is the Special Revenue Funds which are funds allocated for certain purposes and that fund balance is an important number. The PALS Capital Program has about \$68k fund balance, PALS Impact Fees has about \$2,88M fund balance, State PARD Grants (reimbursable grants) has a zero fund balance (we will get reimbursed for whatever we spend), and Summer Nutrition Program has a \$19k fund balance. The next few pages detail a little bit more the Special Revenue Funds – Impact Fees by location. Daufuskie has \$483 fund balance, Bluffton has \$1.25M fund balance, Port Royal has \$181k fund balance, Lady's Island has \$641k fund balance, and St. Helena has \$800k fund balance. This time I have provided a roadmap on how to get to the web site. Follow each link to where the financials are: [bcgov.net/departments/administration/finance/financial reports/fiscal year 2011/fourth quarter/PALS financials](http://bcgov.net/departments/administration/finance/financial%20reports/fiscal%20year%202011/fourth%20quarter/PALS%20financials). Alan asked if there were any questions. Tom asked what happened to the fund balances at the end of the fiscal year. Alan said it rolls over to the next year as this is pretty much how money in that fund each year is set up and how much we have to spend. It's not a "if you don't use it, you lose it". We keep on adding to those fund balances every year. There were no further questions.

DIRECTOR'S REPORT - RECREATION CENTERS, PROGRAM UPDATES, SUMMER CAMP

Morris Campbell, Community Services Director, spoke briefly. He said that Joe was going to give the reports as far as operations in the department. Morris said he wanted to discuss three subjects to bring the Board up to date as to where we are. 1) Cris Roberson is no longer with us as she has been transferred to another position within the organization. So henceforth moving forward, we will operate basically with what we have. Joe Penale will be the Point of Contact person until Administration decides what will be our best direction to take as far as the department is concerned. You all will be kept informed and a part of that process as we move forward. 2) The progression of the budget at this point is that it has passed the first reading at the County Council level. The second reading is due the second Monday of June. What you all approved at the last meeting is basically what we are working from. There will be some tweaking that will take place over the process. I know that Joe has shared and been working with Mr. Stern on the budget. Please be a little patient as this is a challenge we are taking seriously. Before we present anything final to you we want to be sure that this is what we intend to be working with next year. During the last meeting we presented a number of issues that we wanted to share with you as far programs and some of the things we had suggest needed to happen to change or meet our budget for the coming year. Those items are still being considered. We have not finalized them—those include the closing of the pool, the closing of centers, and changing the fee structure that we had in place. All of those are still under consideration and please understand that nothing will be done we have shared those final changes with you. 3) The final point I've already touched base on is that if there are questions or issues that directly deal with PALS or issues in Parks and Leisure Services that Joe will be the point of contact. You can always contact me, of course, because that's a responsibility that I still have. I just wanted to bring you up to status to where we were as far as Administration and where we hope to go as far as the whole operation of the department. We hope the operation will continue to be seamless, powerful, and progressive as it has been over the last few months. He then asked if there were any questions. There were none.

DIRECTOR'S REPORT – JOE PENALE

Aquatics: The Lind Brown (Green Street) pool will be opening on June 4th and run through Labor Day. All of our swimming lessons are winding down with the ending of school and we will start our group summer lessons. We will be training 16 staff in CPR. At the Beaufort pool we have scheduled a lifeguarding class to begin June 17th.

Athletics: The baseball All Star selections are in progress. Spring soccer is winding down. There is no All Star selection for Spring soccer. Adult church league in Beaufort starts June 14th. Adult Softball in Bluffton and Hilton Head started last month and will run through July. We are having a British Soccer Camp June 20-24 in Bluffton and Beaufort. We have the Tennis Kids Camp scheduled for June 20-24 in Bluffton. We are all looking forward to the World Series July 30th – August 3rd at Burton Wells. We started our Fall Sports registration yesterday and will run through mid July. Some of the changes we made in the process are: we have restructured the dates and ended them earlier to give us a six week window to order uniforms and do our schedules. We should have everything out in plenty of time and won't run into the problems we've had in the past. We're also asking for a size on the registration

form which the parents will initial when they give us the proper size. If they have to reorder because they gave us the wrong size, there will be a \$5.00 per item exchange—pants or shirts whichever it might be.

Recreation Centers: Our After School program ends June 8th. Summer Camp starts on the 13th with 254 registered north of the Broad and 200 south of the Broad. We've added Buckwalter as another site in Bluffton to accommodate the extra kids. Summer Nutrition starts on the 13th with 48 sites this year.

Project Updates: *Buckwalter Regional Park* - The land disturbance permit should arrive the third week in June and that's the last hurdle we have. We expect to see some activity on the new soccer field beginning July. *Lady's Island Park* - We have approval for a second multipurpose field, restrooms, and related infrastructure. The project is a designed build so the contractor is responsible for amending the land disturbance permits. We expect those permits to be completed by the end of June. Field #1 is coming along as the grass and infield dirt is put in place. *Burton Wells Phase II* - was approved by Public Facilities on May 16th and will be on the Council agenda for the June 13th. Included in that are picnic shelters, a terrace lawn amphitheater, trails, restroom facilities, development of the existing pond, construction of a pond pavilion, dock installation for canoes and kayaks, internal roads, a dog park, landscaping, irrigation, parking and signage. Also included is an alternate 1 and 2 for additional pond extraction for depth and removal of soil and materials. Alternate #3 is the construction of a picnic pavilion. Alternate #5 is additional landscaping and irrigation. *CIP Projects:* We gave you a list of projects a couple of meetings ago that we were moving forward with. I met with David Coleman and we did on site visits and discussed in full the projects.

Joe asked if there were any questions. Tom asked about the letter the Board received regarding the Port Royal Sound Fund and the efforts and the meeting coming up next week regarding Crystal Lake on Lady's Island. Obviously there is a different initiative but are we sharing information based on what we are doing on Lady's Island so they are fully up to speed? Apparently they are going to present a couple of alternatives to get feedback from the community. That meeting is scheduled for June 7th. Joe said he would be attending that meeting. Tom said he just wanted to make sure we are all are not duplicating plans. Arthur asked if we had any plans at all. Joe said yes we did have plans. Arthur said maybe we could see if there is an alternative or reason behind all this. He also plans on attending this meeting. Ron said that at the last meeting we discussed the St. Helena ballpark practice field not having any police patrol out there. Did anyone ever address that issue because they have not seen anyone out there yet? Terry said he made a call and was promised that there would be additional cruisers going through there during that time period. Now if they haven't, he would follow up on it. Ron said the parent he talked to said they had not seen anyone out there and the problem was getting worse. Terry said he would follow up again.

STANDING COMMITTEE REPORTS

Program / Finance Committee - Tom Ertter mentioned that we've already covered a couple of the Program Committee items as Morris covered the FY2012 Fees Updates and FY12 Closures. Shannon Loper gave an update on the upcoming World Series. A 2011 Dixie Boys World Series Sponsorship package was handed out. We are trying to collect money for different levels of sponsorships. These are a Grand Slam Corporate Sponsorship for \$10,000, Homerun Sponsorship for \$5,000; Triple Sponsorship for \$1,000, Double Sponsorship for \$500, and Single Sponsorship for \$300. These sponsorship packages can be passed to anyone as we will take in as much money as we can possibly get. The Official Twelve Team Tournament Bracket was also passed out and is posted on the PALS web site. At the bottom is the dates of the tournament with the only date not listed being the Opening Ceremony. There is a rough draft of what we are working toward with the Opening Ceremony. She has been working with the City of Beaufort about this. We want to have the kids on PALS buses and a police escort to the waterfront park for a 5:00 arrival. Once they get there the Golden Corral will host the Opening Ceremony dinner for \$3.00 per child. They will bring everything out and set it up. The kids will eat which will give the parents an opportunity to stroll along the waterfront and have dinner along the waterfront. We are getting with the retail shops to see if they want to hand out coupons or vouchers to the parents. After dinner we'll have a speaker, the introductions and then having a water balloon toss and maybe an egg relay in the park. We will bus them back to Burton Wells and finish the event with a Home Run Derby. In the past we have done the fireworks display for around \$5,000 and with the budget the way it is, we are going to skip that part. I don't think at 14 they will cry too hard if they miss a few fireworks. The City of Beaufort has been great in working with us. They are giving us the pavilion at no charge and working with us with

the police escort. Of course, the closer time gets, things come together a little better. She asked for any questions. Arthur asked if the packets had been sent out. Shannon said she has compiled an e-mail list of all the county vendors and this is going out to just about everyone in Beaufort County via e-mail. She is waiting for approval for the cover letter to go with it and should have it tomorrow or Monday. Shannon also mentioned that on page 3 of the packet was a volunteer sheet done by Amy and would be handed out to all the coaches and parents at the field to allow them the opportunity to volunteer as a Gate Keeper, Concession Stand, Announcer, Score Clock, Food Server, and Set-Up/Break Down. They will be put on a call list.

Arthur asked if there were any more questions. Al asked about the fees update. He said that in the past two meetings we've gone through a bunch of fees—after school, sports, PALS employees—all of which we passed in one form or another. Could we get an update on where we stand, what's been put into effect, what hasn't been put into effect, and who's going to approve it? I know we have a bunch of things out there. Tom said (and asked Morris to correct him if he is wrong) that pending the outcome of the final budget, the changes that we propose for next fiscal are basically holding in place. We are still using the same fees that we used in the current fiscal year for the Fall Sports registration which began yesterday. So there are no changes for our proposed changes yet pending the final budget acceptance. Morris said this is all being driven by the budget and the whole process of evaluating exactly what we will be able to gain by changing the fees, etc. Based on the recommendations coming from the Board, our intent is to try to have something in place by January 2012 which is our target date at this point as far as implementing those fees. We know that there are a couple of events that are coming prior to 21012 like the Christmas Tree and one other thing. We will try to address those on an individual basis at that time. But as far as overall fees are concerned it was the decision of the administration to just wait and see how we can muddle through this budget process. A couple of things went into the thought process—one was that we certainly don't want to deny or hamper a parent or family the opportunity to participate in our programs if we are going to change the fee structure drastically. We also wanted to take some time to really look at the whole budget process to see if we really need to do some of the things we are talking about. Al asked if it included not just athletics but also summer camp, after school, PALS, employees, everything. Morris said that PALS employees are not included in that process. If anything, the waiver of the fees is not going to be considered at this time. There is not going to be a waiver for any employee. We've talked about it but don't think that it is fair to the remainder of the thousands employees that we have as PALS employees are no different from the rest of us in that none of us qualify for a discount as far as our programs are concerned. The question was asked about who was going to run the concessions at the park during the World Series. There was some talk about the parents trying to do it. Some of the parents said they went to a game and none of the concessions were open. Joe said we have discontinued our contract with vendor we had and have been working with some parents. We hope to form a volunteer organization and they are in the process of looking into a 5013C and are waiting to hear back from them. Shannon said one thing she forgot to mention was she had spoken to the City of Beaufort about the A-Tax and we are going after some A-Tax. The application is not available at this time; however, should be available sometime this month. I will make the presentation and they will issue the money which will be the last week of July or the first week of August. Unfortunately with the County A-Tax that money doesn't come out until the end of August. We missed out on that one but we can still get it on the City of Beaufort because it will impact them. The question was asked about what the A-Tax money could be used for. Shannon said when we applied for it through the Town of Bluffton we got some \$38,000 they allowed us to use it for the opening ceremonies, pay for the meals, tips, hotels, all of the above. There were no limitations. She is hoping the same will hold true for the City of Beaufort.

QUESTIONS /CONCERNS

There were no further questions or concerns.

MEETING/ADJOURNMENT

Vice Chairman Stern thanked everyone for attending the meeting. The next Board meeting will be held on September 1, 2011 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC.

The meeting was adjourned at 2:59 PM.