

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

Conference Room
Beaufort Industrial Park, Building 102
Thursday, December 4, 2014
2:30 PM

Board Members Present : Arthur Middleton, Chairman
Ronald Campbell
Tom Ertter
Christian Kata
Mike Manesiotis
Erac Priester
Bruce Yeager

Board Members Absent: Chuck Culpepper
Gregory McCord

Staff Present: Scott Marshall, PALS Director
Shannon Loper, PALS Deputy Director
Matthew Whitmore, PALS Athletics Program Manager

Guest Present: Alan Eisenman, Finance Department
Frank Soule, Island Recreation Association
David Coleman, Beaufort County Engineering

CALL TO ORDER

Arthur Middleton, Chairman of the Advisory Board, called the meeting to order at 2:32 PM. The pledge of allegiance was said by all present. Introductions were then made.

APPROVAL OF SEPTEMBER 25, 2014 MINUTES

The minutes were unanimously approved.

PUBLIC COMMENT

There were no public comments.

PALS INTERIM FINANCIAL STATEMENT

Alan Eisenman, Finance Department, gave the report for the September financials. He is now including a one page narrative that puts the financials in layman's terms. The General Fund Revenues were \$175k while the Expenditures were at \$1.04M. When we compare that to this time last year our revenues were \$157M and our expenditures were \$1.02M. The Special Revenue Funds (which have restrictions as to how they can be spent) are as follows: PALS Capital Program, PALS Impact Fees, Summer Nutrition Program, Special Events The Special Revenue Funds Impact Fees are as follows: Daufuskie, Bluffton, Port Royal, Lady's Island, and St. Helena. These reports are unaudited and can be located at the following website: http://www.bcgov.net/departments/Finance/finance/financial_reports_fiscal_year_2015_first_quarter_ending_Sept_30_2014_PALS_September_Financials.

UNFINISHED BUSINESS

- A) **Strategic Planning** – There will be a meeting in the near future with County Council to determine what strategic plans Council has in mind for PALS. PALS needs to have some strategic plans in place before they go before County Council. Council is moving some of the Boards around but we won't know until after the first of the year where we stand.
- B) **Community Center Transfers** – There is a move to transfer the Scott and Coosaw Community Centers back to the neighborhoods based on low participation and budget restraints. This was met with opposition from the communities. On October 8th Scott Marshall, County Administrator, and other key personnel met with representatives from the Scott Young Men's Social Club. The Scott center transfer has been extended pending the results from a survey passed out to the community. The Coosaw center is scheduled to be transferred January 1, 2015.
- C) **Pool Hours** - Scott is seeking the Board's support on changing the pool hours. He passed out a handout giving three options. Option "Zero" is what we are doing now. Basically options 1 and 2 are the same for the Bluffton pool to remain the same hours since it is the only pool south of the Broad River. North of the Broad River the plans call for the Beaufort and Battery Creek pools to alternate days and opening hours. The idea is to always have at least one pool open for the early morning swimmers. One of the options allows for one pool to open at 12 and the other to open at 2. Scott would prefer to go with Option #1 as it provides us a savings of \$56,000 a year and also presents less staffing challenges. RECOMMENDATION & MOTION – The recommendation was made by Scott to go with Option 1 to change the pool hours. Ron Campbell made the motion to accept Option #1 to change the pool hours. It was seconded by Tom Ertter and approved unanimously by the Board.
- D) **County Council Resolutions** - Both of the resolutions we presented at the last Board meeting have been approved by County Council. One allowed The Northern Lady's Island Association and Broomfield Center usage to be formally recognized. The other resolution allows the Board to make changes to the fees schedule.
- E) **Hilton Head Recreation Transfer** – There have been several meetings regarding turning the Hilton Head recreation over to the Town of Hilton Head. A proposal is being drawn up and once County Council completes their Board/Committee assignments and they have a chance to meet with us, we will move forward with the transfer.
- F) **Online Registration Update** – Shannon gave an update on the online registration. We completed the first round and it was challenging. There were some miscommunications and some thought once they completed their profile that the kids were registered. We currently have over 900 people into the system. We had one huge bump in the road with TPAR. It was the way in which they sorted or grouped their reports. The reports were useless and we ended up sorting/entering in the information ourselves. We've since talked with them and hopefully have things worked out. The ultimate goal is for all consumers to be able to register from the convenience of their home. Summer camp will probably be the one program we cannot register online due to the fact that we do not have any to verify the paperwork needed for parents to get the reduced rate.

NEW BUSINESS

- A) **Late Pickup Policy** – Scott presented the Revenue Policy Directive which addresses fees for children that are picked up late from the After School and Summer Camp programs. This is a big problem with these programs. There was much discussion and the following was made: RECOMMENDATION AND MOTION – The recommendation and motion was made by Bruce Yeager to approve the Revenue Policy Directive regarding Fees Applicable to Occurrences of Late Pickup From After School and Summer Camp Activities as amended from the draft (see changes below) and seconded by Ronald Campbell. It was approved unanimously by the Board and a copy of the full policy directive is attached. The effective date will be January 2, 2015.

Time Elapsed Since End of Day	Applicable Fee (per child)
0 – 10 minutes	\$5 <i>* Free grace period not to exceed three occurrences during school year or summer camp, whichever is applicable. No grace period shall be applied in any case where the child is picked up over 10 minutes late.</i>
11 – 15 minutes	\$10
16 – 20 minutes	\$15
21 – 25 minutes	\$20
21 – 25 minutes	\$25
26 – 30 minutes	\$25
Over 30 minutes	\$30 Additionally, staff will follow established protocol for contacting parents, or law enforcement if no one authorized to pick up the child can be reached.

All late fees incurred in a given month must be paid in full concurrent with payment for next service interval. Failure to satisfy outstanding charges in a timely manner may result in suspension or forfeiture of registration in all PALS activities, to be determined at the discretion of the Parks and Services Director.

- B) **Redesignating Registration Periods** – Discussion was held regarding the recreational athletic program registration periods. We would start with the upcoming spring sports registration. Basically there will be a 7-day “earlybird registration” with a discount of not more than 10% of the normal program registration fee. Following the 7-day “earlybird registration” period, registration will be open for 30 days at the normal rate. There will be no late registration period. There will be an aggressive promotion of the registration dates through newspapers, social networking sites, radio, TV, and public announcements. RECOMMENDATION AND MOTION: The recommendation and motion was made by Mike Manesiotis to accept the Revenue Policy Directive regarding the Policy for Establishment and Management of Registration Periods as written. The Board passed the policy directive (see attachment). Bruce Yeager and Erac Priester did not approve this policy directive. Tom Ertter also suggested that since this policy has passed that before the next fiscal year begins that we revisit our fee structure.

PROGRAM REPORTS

- A) **Island Recreation Update** - Frank Soule gave an update on the Island Recreation Center. Their fall activities include ballerina, lacrosse, soccer, softball, roller hockey, and youth football. They host all three high schools in the Hilton Head areas at the pools. The preschool and youth programs are growing with the after school program showing great increases. The Adult/Senior program include line dancing, fall pickle ball, and open gym. The Senior program now has over 600 members. We have exercise programs and schedule various trips. We just celebrated our 25th anniversary. Our community events include the Beer Garden event in which we partner with USBC hospitality department, our pumpkin patch, tennis tournament, oyster festival, and our Thanksgiving Day run with over 1,700 runners this year. We will transition to our new Shelter Cover Community Park sometime in March 2015. We held the ribbon cutting for our Rowing and Sailing Center at Squire Pope Community Park on December 1st. We are in the process of selecting an architect to assist us in updating the Island Recreation Center.
- B) **Athletics** - Matt Whitmore gave an update the athletics programs. There will be a fall state soccer tournament at Buckwalter on December 6th with PALS having five teams representing Beaufort County. This event will be televised and streamlined by the County Channel. For our 2014-15 basketball season we have 862 registered (Beaufort - 230 and Bluffton – 632). For the 2013-14 basketball season we had 890 registered (240 in Beaufort and 650 in Bluffton). Our basketball season starts January 3, 2015. We are talking with the high school staff about doing coaches clinics.
- C) **Aquatics** – Scott reported that we are having heater issues at the Battery Creek and Beaufort pools. The heater malfunctions and causes fluctuations with the water temperatures. The Bluffton pool has been closed this past week due

to a bad impeller. We are assisting the YMCA with their member swim team while their pool is undergoing renovations. We are billing them at the "camp" rate.

- D) **Project Updates** – We have three capital improvement projects: 1) Burton Wells Vestibule contracts have been signed and work is supposed to start sometime in April. 2) Wesley Felix Ball Park renovations on St. Helena Island – playground and concession have been demolished; bids are due December 9th on new concession stand, Muscogee lighting and playground contracts will be awarded Monday during County Council. 3) Buckwalter Center Phase Two Expansion - design build is now under contract; permitting is in progress with the Town of Bluffton; site activity should begin sometime in April. We would like to turf the three existing soccer fields and build three new fields.

MEETING/ADJOURNMENT

There were no further concerns that needed to be addressed at this time. Arthur thanked everyone for attending. The next Board meeting will be held on March 5, 2015 at 2:30 PM at the Beaufort Industrial Village, Bldg. 3 in Beaufort, SC. The meeting was adjourned at 4:59 PM.

Attachments:

- Draft Minutes from September 25, 2014
- September 2014 Parks and Leisure Services Financials Narrative and Analysis prepared by Alan Eisenman, Finance Department
- Pool Hours - Options Chart 120414
- Revenue Policy Directive Dated December 4, 2014 – Establishment and Management of Registration Periods
- Revenue Policy Directive Dated December 4, 2014 – Fees Applicable to Occurrences of Late Pickup From After School and Summer Camp Activities

Typical Pool Staffing	Hrly Wage	Avg of all Rates						
Manager	\$15.53	\$14.12						
WSI	\$14.96							
Head Lifeguard	\$13.36							
Lifeguard PT	\$12.63							
<i>Note: Pools are staffed with 3 - 4 personnel depending on scheduled activities. DHEC guidelines require at least three guards anytime pool is open to the public</i>								
Average Personnel Cost of one Indoor Pool Hour (3.5 x avg rate)	\$49.42							
Current Hours	Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hrs Per Week	Personnel Cost
Bluffton	7 am - 2 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	73	\$3,607.66
Battery Creek	7 am - 2 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	73	\$3,607.66
Beaufort	7 am - 2 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	73	\$3,607.66
						Totals	219	\$10,822.98
Option "Zero"	Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hrs Per Week	Personnel Cost
Bluffton	7 am - 2 pm	6 am - 10 am 3 pm - 8 pm	8 am - 10 am 3 pm - 8 pm	6 am - 10 am 3 pm - 8 pm	8 am - 10 am 3 pm - 8 pm	6 am - 10 am 3 pm - 8 pm	48	\$2,372.16
Battery Creek	7 am - 2 pm	6 am - 10 am 3 pm - 8 pm	8 am - 10 am 3 pm - 8 pm	6 am - 10 am 3 pm - 8 pm	8 am - 10 am 3 pm - 8 pm	6 am - 10 am 3 pm - 8 pm	48	\$2,372.16
Beaufort	7 am - 2 pm	6 am - 10 am 3 pm - 8 pm	8 am - 10 am 3 pm - 8 pm	6 am - 10 am 3 pm - 8 pm	8 am - 10 am 3 pm - 8 pm	6 am - 10 am 3 pm - 8 pm	48	\$2,372.16
						Totals	144	\$7,116.48
Option #1	Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hrs Per Week	Personnel Cost
Bluffton	7 am - 2 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	73	\$3,607.66
Battery Creek	7 am - 2 pm	12 pm - 8 pm	6 am - 8 pm	12 pm - 8 pm	6 am - 8 pm	12 pm - 8 pm	59	\$2,915.78
Beaufort	7 am - 2 pm	6 am - 8 pm	12 pm - 8 pm	6 am - 8 pm	12 pm - 8 pm	6 am - 8 pm	65	\$3,212.30
						Totals	197	\$9,735.74
Option #2	Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hrs Per Week	Personnel Cost
Bluffton	7 am - 2 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	8 am - 8 pm	6 am - 8 pm	73	\$3,607.66
Battery Creek	7 am - 2 pm	2 pm - 8 pm	2 pm - 8 pm	2 pm - 8 pm	2 pm - 8 pm	2 pm - 8 pm	53	\$2,619.26
Beaufort	7 am - 2 pm	6 am - 8 pm	12 pm - 8 pm	6 am - 8 pm	12 pm - 8 pm	6 am - 8 pm	65	\$3,212.30
						Totals	191	\$9,439.22
Personnel Cost Difference	Weekly	Monthly	Annually					
No Change to Hours	\$0.00	\$0.00	\$0.00					
Option "Zero"	(\$3,706.50)	(\$16,104.74)	(\$193,256.91)					
Option #1	(\$1,087.24)	(\$4,724.06)	(\$56,688.69)					
Option #2	(\$1,383.76)	(\$6,012.44)	(\$72,149.25)					

Beaufort County Parks and Leisure Services

REVENUE POLICY DIRECTIVE

Establishment and Management of Registration Periods

Effective January 1, 2015, the following policy shall be in effect with regard to Parks and Leisure Services recreational athletic program registration periods.

Periods of registration will be established by the Parks and Leisure Services Director. Registration periods for recreational athletic programs will begin with an "Earlybird Registration" period of seven days, during which time a discount of not more than 10% shall be applied to normal registration fees. On the day following the "Earlybird Registration" period, registration shall remain open for a period not less than 30 days during which time normal registration fees will apply.

This policy directive was voted upon, and passed favorably, by the Beaufort County Parks and Leisure Services Board at its public meeting on December 4, 2014.



Arthur Middleton, Chairman
Beaufort County Parks and Leisure Services Advisory Board



Date

Beaufort County Parks and Leisure Services

REVENUE POLICY DIRECTIVE

Fees Applicable to Occurrences of late pickup from After School and Summer Camp activities

Effective January 1, 2015, the following fees shall apply to Parks and Leisure Services After School and Summer Camp Activities in instances where children are not picked up following normally scheduled program end of day times:

Time elapsed since end of day	Applicable Fee (per child)
0 – 10 minutes	\$5 <i>*Free grace period not to exceed three occurrences during school year or summer camp, whichever is applicable. No grace period shall be applied in any case where the child is picked up over 10 minutes late.</i>
11 – 15 minutes	\$10
16 – 20 minutes	\$15
21 – 25 minutes	\$20
26 – 30 minutes	\$25
Over 30 minutes	\$30 Additionally, staff will follow established protocol for contacting parents, or law enforcement if no one authorized to pick up the child can be reached


Late fees will be tracked by the After School or Summer Camp head counselor, as applicable and reported to the Recreation Supervisor for accountability and billing purposes.

The Parent, or other formally designated responsible party, will be provided with a notice which will contain the date and time of late pickup and the applicable fee.

All late fees incurred in a given month must be paid in full concurrent with payment for next service interval. Failure to satisfy outstanding charges in a timely manner may result in suspension or forfeiture of registration in all PALS activities, to be determined at the discretion of the Parks and Leisure Services Director.

The Recreation Supervisor in charge of the activity will track all late fees and ensure that parties subject to this policy are invoiced promptly. Further, the Recreation Supervisor will keep track of all late fee activity and associated consequences for participants.

This policy directive was voted upon, and passed favorably, by the Beaufort County Parks and Leisure Services Board at its public meeting on December 4, 2014.



Arthur Middleton, Chairman
Beaufort County Parks and Leisure Services Advisory Board

18 Dec 14
Date