



The Town of Hilton Head Island Regular Parks & Recreation Commission Meeting

Thursday, April 9, 2015

3:30 p.m. – Benjamin M. Racusin Council Chambers

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
4. **Approval of Minutes**
 - a. Parks & Recreation Commission Meeting of January 8, 2015
5. **Appearance by Citizens on Items Unrelated to Today's Agenda**
6. **Reports**
 - a. Update from Island Recreation Association – Frank Soule
 - b. Update from Bicycle Advisory Committee - Frank Babel, Co-Chair
 - c. Report from Sand Volleyball Organization
 - d. Report from Pickleball Organization
 - e. Shelter Cove Community Park transition process/remaining park elements
7. **Unfinished Business**
 - a. Action on a park user survey
 - b. Update on Beaufort County plan to turnover maintenance to the Town of HHI
 - c. Update on Tennis Court Sale to HOA
8. **New Business**
 - a. Island Recreation Association's funding request for FY16
9. **Park Updates**
10. **Park Commissioner Comments**
 - a. Sports Council conversation
11. **Adjournment**

Please note that a quorum of Town Council may result if four (4) or more Town Council members attend this meeting.

**The Town of Hilton Head Island
Parks & Recreation Commission
Thursday, January 8, 2015
3:30 p.m.**

Members Present: Theresa Bennett, Peter Keber, Fred Lowery, Janet Noonan, Heather Rath, Andrew Schumacher, Michael Weaver

Members Absent: none

Town Council: Mayor Bennett, Bill Harkins, Mayor Pro-Tem

Town Staff: Charles Cousins, Scott Liggett, Marcy Benson, Jennifer Ray, Shawn Colin, Heather Colin, Susan Simmons

Other: Frank Soule, *Executive Director for Island Recreation Association*;
Frank Babel, *Cycling Advocate*

I. Call to Order

Chairman Rath called the meeting to order at 3:30 p.m.

II. Pledge of Allegiance to the Flag

III. Freedom of Information Compliance

Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

IV. Approval of Minutes

The minutes of the Parks & Recreation Commission meeting of October 9, 2014 were approved as presented.

V. Appearance by Citizens - none

VI. Reports

a. **Update from Island Recreation Association.** Mr. Frank Soule reported on the following:

- Fall sports, soccer, girls' softball, roller hockey, boys' lacrosse all doing very well. Gator football won the championship.
- The Recreation Center hosts all three swim teams: Hilton Head high school, Christian Academy and Hilton Head Prep. The dome has been put up.
- Over 25 kids from middle school coming to the recreation center on a daily basis. A leader's club has been created and they participate in community service.
- Recently celebrated the 25th anniversary of the Senior Center. Senior Programs are doing very well; membership is over 600.
- The Island Recreation Center will be partnering with the Special Olympics. Kathy Cramer, the Co-Director of the Special Olympics and partner Julie Harris is starting a group called "Special Olympics Activities and Recreation", or S.O.A.R., to help serve everyone with special needs in the Lowcountry.

Mr. Soule listed four challenges for 2015:

- Develop and design Island Recreation Center enhancements and expansion. Mr. Liggett reported that Town staff has solicited responses from qualified professional design firms and has narrowed the list down to one firm and will begin negotiations. Mr. Liggett stated that the first phase may be underway in the next 12 months; it is a very challenging and aggressive schedule.
 - Develop programs for sailing and rowing center. Mr. Soule stated that he has met with several groups and organizations to promote programs. He has ongoing conversations with the rowing group.
 - Develop operations for Shelter Cove Community Park. Mr. Soule stated that the community events are moving from a location that is wide open and easily accessible to a new location that is not easily accessible for setting up and there will be new partners and new neighbors therefore they will be having ongoing communications to make the transition go smoothly.
 - Work with Beaufort County to reinstate \$75,000 in funding for pool operations.
- b. **Update from Bicycle Advisory Committee.** Mr. Frank Babel reported that the Town staff does a great job maintaining the condition of the pathways – very responsive. Sea Pines has invested \$225,000 in fixing up their pathways. Mr. Babel stated that the BAC is focusing on reapplying for the Bicycle Friendly Community designation.
- c. **Summary from Town Council Workshop.** This item has been postponed until the Town Council officially adopts their goals for the year.

VII. Unfinished Business - none

VIII. New Business

- a. **2014 Mid-year Grant Summary.** Ms. Marcy Benson presented a summary of grant activity for the 2014 calendar year. The summary includes grants awarded, grants reimbursed, grants applied for and grant applications that were denied or declined.
- b. **Park Upgrades Recommendations.** Commissioner Keber stated that he and Commissioner Lowery met with Town staff to compile a list of park upgrades and rate the projects from high priority to low priority in a timeframe. Commissioner Keber stated that they came up with a list based on needs, usage and input from the public. Mr. Scott Liggett stated that the Parks & Recreation Commission would help prepare “an annual listing of priority projects for consideration by the Town Council prior to their preparation of the capital budget.”

Commissioner Bennett stated that she did not care for the format of the proposed priority projects; it is confusing when something is a priority 10 years out. Commissioner Bennett stated that the 2012 online survey by the Island Recreation Association was a good exercise to obtain the needs and desires of the community. Commissioner Bennett stated that we need to find out how many actually use a particular park. Commissioner Bennett suggested using volunteers to conduct a point of impact survey for heavily used parks.

Chairman Rath asked about the Parks & Recreation Commission asking the Town Council about a comprehensive recreation study. Commissioner Bennett replied that would certainly lend credibility to what we recommend to Town Council. Commissioner Bennett would like to see availability funds to do a recreation survey.

Commissioner Noonan stated that she agrees with talking to users of the parks and finding out the needs of the community. Commissioner Noonan stated that it is important to establish what has the most economic impact for the Town as well. If Chaplin Park had field lighting, more tournaments could be hosted at that facility bringing in visitors that would also be using restaurants and hotels.

Commissioner Weaver stated that he would like to see Chaplin Park projects moved to the high priority category and move other parks projects to a lower priority.

Commissioner Lowery stated that if some of the parks become over utilized, then maintenance of those parks will be needed at a much faster pace than if usage was spread out to other parks.

Commissioner Keber made a motion to approve the proposed priority projects upgrades as stated in the packet. Commissioner Lowery seconded the motion. The motion failed with a vote of 3 in favor and 3 opposed.

Commissioner Bennett stated she would like to see a project list that contains only high priority projects and a consensus on what we could do in the near term period. Commissioner Bennett stated she did not feel comfortable with not having enough information except for the 400 people that responded to the 2012 survey and would like to have a “ballpark” cost associated with each project.

Commissioner Bennett suggested conducting another survey stating that there is a lot of opportunity to spread the word about parks and what is available at the parks. Commissioner Bennett suggested the survey be at point of views when the parks are being heavily used.

Commissioner Noonan made a motion to remove the Chaplin Park field lighting and the re-conditioning soccer fields from medium priority and place in the high priority category and remove the Old School House Park items from the high priority category. Weaver seconded the motion. The motion passed unanimously.

IX. Park Updates.

- a) **Coligny Plan Update** – Ms. Jennifer Ray stated that this plan was unanimously approved by the Planning Commission and the Town Council and Town staff has been directed that the Phase 1 priority is the park and playground. Town staff is working with the consultants to get that project going.
- b) **Shelter Cove Community Park Project Update** – Ms. Jennifer Ray stated that Town staff was meeting with the contractors regularly to get an estimate of project completion. Ms. Ray stated that the fountain was underway and everything is coming together and will be a fantastic place for festivals as well as day to day activity.

- c) **Update on management & maintenance of Island parks** – Currently, the management and maintenance of the island parks is split among the Town, PALS and the Island Recreation Association. Having one group in charge could streamline operations and cause less confusion for the public. Under a new arrangement the County would have the Town and Island Recreation Association manage parks and programs. County staff is working out details of a financial arrangement which would begin with the start of the next fiscal year this July. The County and Town must determine how much the County would pay the Town to cover maintenance on parks and facilities. Mr. Liggett stated that this issue has many tentacles. Chairman Rath requested that the County come to a special Parks & Recreation Commission meeting here at Town Hall in February to explain their process and what direction they are going in.

X. Park Commissioner Comments

Chairman Rath thanked Commissioner Keber for attending the sailing and rowing center ribbon cutting on December 1, 2014. Chairman Rath stated that there may be a need to call a special meeting of the Parks & Recreation Commission.

XI. Adjournment

There being no further business, the meeting adjourned at 5:45p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
Heather Rath, Chairman

Memorandum

Date: March 23, 2015
TO: Town of Hilton Head Island
FROM: Hilton Head Island Recreation Association Board of Directors
RE: FY 2015-16 Funding Request

The Island Recreation Association presents this funding request with one objective in mind; to provide the highest quality and greatest variety of recreational services to the community. The resources requested from the Town will allow the Association to continue the effective management of recreational facilities, as well as the coordination of recreational programs and community events.

The Association's Board approved an operating budget of \$ 2,079,028 for FY 2016 which is an increase of 4.87% over FY 2015. The general fund support request to the Town is \$657,748, which is an increase of \$28,470 from FY 15. This is first request for an increase in three (3) years.

The Association's budget is built on three years of revenue and expense history. We have taken into account the new opportunities which are in front of us with the new parks. The Association estimates additional increases in revenues from programs and events, which will balance out the FY 16 budget.

Town's General Fund Support:

The Town will fund 32% of the Association's overall revenues for the operations budget in FY 16.

	Proposed FY 15-16	Current Budget FY 14-15
GOVERNMENT		
Town - General Fund	\$ 561,369	\$ 537,889
Town-Senior Programs	\$ 96,379	\$ 91,379
Total	<u>\$ 657,748</u>	<u>\$ 629,278</u>

CIP Funding:

The CIP funding request is \$179,500 which is down from \$231,650. Projects in the CIP request take into account the enhancement and expansion of the Recreation Center. This request is in the Town's CIP budget under parks upgrades and the general fund.

County:

The Association's Board continues to work with Hilton Head Island county representatives to increase the level of support to our community. At this time, there is no clear indication from the County as to what level of support we will receive. We have budgeted \$80,000 for program support and \$60,000 for pool operations for a total of \$140,000. There is always a concern this funding could be reduced. The amount of county support will determine the overall impact on the residents of our community and the Association's general services.

Town Support:

The Town's Finance Department prepares, bi-weekly, the Association's payroll and payable checks. The Town supplies us with a monthly financial statement and general ledger report. The Town and the Association work to produce an annual audit. The Town approves capital expenditures reimbursed to the Association. The Association provides annual review of funding and programs to the Town's Parks and Recreation Commission. All financial records are available to the public.

Island Recreation Association
 FY 15-16 Budget
 Summary Page

REVENUES	PROPOSED 15-16	FY 14-15	Percentage of Increase
Program Revenue	\$ 935,030	\$ 903,150	3.53%
Community Events & Fundraising	\$ 346,250	\$ 310,000	11.69%
	\$ 1,281,280	\$ 1,213,150	5.62%
Town of HHI Support	\$ 657,748	\$ 629,278	4.52%
County Support	\$ 140,000	\$ 140,000	0.00%
	\$ 797,748	\$ 769,278	3.70%
SUB TOTAL INCOME	\$ 2,079,028	\$ 1,982,428	4.87%
FY 15-16 CIP BUDGET-REVENUE TOTAL	\$ 179,500	\$ 240,650	-25.41%
TOTAL INCOME	\$ 2,258,528	\$ 2,223,078	1.59%

EXPENSES	PROPOSED Amended 14-15	FY 14-15	Percentage of Increase
Program Expenses	\$ 378,725	\$ 365,525	3.61%
Community Events & Fundraising	\$ 183,875	\$ 158,708	15.86%
Program and Admin Payroll	\$ 916,991	\$ 878,235	4.41%
Payroll Taxes and Benefits	\$ 187,487	\$ 178,760	4.88%
General Administration	\$ 183,250	\$ 166,750	9.90%
Facilities	\$ 197,950	\$ 203,700	-2.82%
Marketing	\$ 30,750	\$ 30,750	0.00%
SUB TOTAL EXPENSES	\$ 2,079,028	\$ 1,982,428	4.87%
FY 15-16 CIP BUDGET-EXPENSES TOTAL	\$ 179,500	\$ 240,650	-25.41%
TOTAL EXPENSES	\$ 2,258,528	\$ 2,223,078	1.59%

CIP Budget 2015-16**PROJECT**

Program Utility Vehicle (Truck)	\$	24,000
Replace Education Equipment	\$	10,000
Solar Hot Water System (Rec Center)	\$	7,500
Portable Scoreboards	\$	6,500
Dome Equipment Update	\$	18,000
Pool Heater	\$	10,000
UltraMax Auto. Cleaner	\$	5,000
Back Stroke Flags	\$	1,000
Dome Inflation/heater/generator	\$	50,000
Lane Lines	\$	5,500
Windscreens	\$	10,000
Soccer Goals	\$	15,000
Picnic Tables & Trash Cans	\$	10,000
Tennis Nets	\$	2,000
Wind Screens/Chaplin	\$	5,000
Total	\$	179,500