

RECREATION COMMITTEE
4:00 p.m., Monday, March 4, 2013

The regular meeting of the Recreation Committee was held at 4:00 p.m., Monday, March 4, 2013 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Carroll and Thomas, Chair Bergwerf, City Administrator Tucker, Recreation Director Page, Assistant to the Administrator Dziuban, Assistant Recreation Director Ferrell and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Bergwerf called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of Previous Meeting's Minutes**

MOTION: Councilmember Carroll moved to approve the minutes of the regular meeting of February 11, 2013 as written; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Department Report for February 2013 – Director Page**

According to Director Page, "We have got a lot going on! It's all good!" In athletics, volleyball ends in March with double elimination tournaments; despite several phone calls, co-ed volleyball did not garner enough interest, but it will be offered again in the near future. Adult softball, basketball, soccer and the table tennis leagues began in March, and captains' meetings are occurring this evening. The First Pitch Half Rubber Tournament is scheduled for Saturday, March 23rd, and the 15th Annual Half Rubber Tournament is scheduled for Saturday, August 17th. From the many basketball teams, ranging in age from five to fourteen (5 to 14) years, three (3) all-star teams were formed; they played Friday, March 1 and were eliminated in the first round, but everyone seemed to have had a good time. Baseball also starts in March, with parent/player meetings scheduled for Wednesday, where they will get their team assignments, rules and regulations and meeting their coaches. As a service to parents, New York Life has agreed to come to the baseball parent/player meeting tonight to create identification cards for each child; the ID cards will include the child's fingerprints, a photo, contact information and any other pertinent information the police might need in an emergency. New York Life has guaranteed that all data will automatically be erased upon printing; the only information they will retain is a parent's or guardian's contact information and only if permission has been granted for an agent to contact them. The staff would like to repeat this activity with another sport to protect as many island families as possible. Director Page said that lacrosse appears to be a big sport in the area; she believes that the baseball numbers are down because youths are participating in lacrosse with Mount Pleasant or through the schools. Due to the attention it is drawing, the Recreation Department may look into having a program, but it will be difficult because the teams are composed of ten of eleven (10-11) players. The Isle of Palms Beach Run is scheduled for Saturday, June 29th; with the addition of the 10K last year, the number of participants was higher than ever. Ten (10) young people attended the Red Cross' babysitting course on February 16th; the Red Cross teaches them not only baby care, but CPR, first aid and nutrition – they become certified in babysitting and are much sought after. BOSU training is "going great,"

the time of one (1) class was not attractive, but all other classes have very good participation. As always the dog obedience classes are very popular, as is gymnastics/tumbling, which now requires two (2) classes. Jump Start and Tiny Tots are registering for the next school year. Fifty-six (56) Keenagers attended the February meeting; the March meeting is Wednesday. Kid's Night Out provides a night when parents can go out and have their children safely spend an evening watching movies, eating pizza and/or playing games at the Recreation Center; the next Kids Night Out is scheduled for Friday, April 26th. The next Middle School Dance will be Friday, March 15th, and another big crowd is expected; the children that attend the dances primarily attend Moultrie and Laing Middle Schools. Mommy and Me/Daddy and Me affords parents and children under three (3) a period of socialization each month. The senior exercise classes continue to have great participation as do the Yoga classes. Tennis is on hold for the month of March since the instructor is expecting a new baby at any time. Despite the wet weather, Doggie Day at the Rec was another successful event; a picture of Clover, owned by Shelly Booher, the winner of "Best in Show" is attached to the historical record of this meeting.

As a side note, Director Page stated that, from a resident's suggestion, Chief Buckhannon is coordinating IOP dog licenses with Doggie Day at the Rec. Chair Bergwerf noted that the City Administrator has suggested that the dog licenses renewal coincide with the date that the hours change for dogs on the beach, April 1.

Chair Bergwerf asked if Dr. Biascoechrea was sent a special thank you for attending Doggie Day and giving inoculations at a reduced rate. The Director said that a thank you letter was normally sent, but that she would confirm that to the Chair.

Upcoming events include St. Patty's Craft at 4:00 p.m. on Thursday, March 14th, Egg-cellent Craft at 1:00 p.m. on Friday, March 29th and the Easter Egg Hunt beginning at 10:00 a.m. on Saturday, March 30th. Time has come to reserve spaces for the Annual Yard Sale scheduled to begin at 8:00 a.m. on Saturday, April 20th. Guests continue to comment on how clean the Recreation Center is, which is a testament to Shelia Redmon's work, and Nick Bako stays busy maintaining the grounds and setting up fields for the various sport's activities.

Director Page announced that the Air Force Heritage Brass Band will be giving a free concert at the Recreation Center at 7:00 p.m., Wednesday, March 20, 2013.

As a parent, Councilmember Carroll praised Director Page and her staff for the welcoming feel that they provide for everyone who comes to the Recreation Center.

5. Old Business

A. Review of FY14 Capital Budget and Long-range Capital Plan

The FY Capital Budget was reviewed by funding source as follows:

Capital Projects Fund

Replace 2 desktop computers and a field sprayer	\$ 5,700
Auto front door opener (offset by donation), replace batting cage nets, replace exterior ceiling fans	8,000
Basketball scoreboard, replace Explorer, HVAC (only if failure), Softball field fencing (\$92,000 unspent from ball field lighting reserve)	97,000

Chair Bergwerf asked if the ceiling fans were outside on the porch; Director Page stated that was correct and that many several of them are no longer functional. The Chair stated that her personal experience had been that such fans were ineffective and that, due to the salty air, they have to be replaced every couple of years. The Director indicated that these fans were original to that section of the building and date to 2004. Administrator Tucker added that, on days when there is little to no breeze, the fans do keep the bugs away. Director Page noted that the porch is used quite a bit by parents while their children are on the playground; she also questioned that current fans were weather-proof, which the new ones will be. There are ten (10) fans to be replaced.

Since there was discussion about the replacement of the Recreation Department's SUV, Administrator Tucker recounted that, in the past, discussion had taken place about reimbursing the Recreation Director for his/her mileage, rather than having two (2) vehicles in the fleet, i.e. a truck and a SUV; it was determined that two (2) vehicles are needed in the Recreation Department for it to function efficiently. The Administrator then listed the many ways that the vehicle is used, other than transporting the Director to and from work:

- Event prep and setup for the Beach and Connector Run, sand sculpting, tree lighting, ghostly tide tales, Keenagers trips
- To make supply runs to Costco, Michael's, Sam's, Office Depot, All American Awards, Hobby Lobby, Walmart, Target, East Cooper Sporting Goods, Sign Design, Hughes, Advanced Auto Parts, Low Country Hardware, Lowe's, Mahoney's
- To make bank deposits;
- To attend meetings, both in Charleston and in other locations; and
- To pick up and distribute the Activities Guides.

The Administrator summarized that sometimes there is a need for a covered vehicle with cargo capacity rather than a pickup truck. Administrator Tucker stated that this vehicle has been deferred at two or three (2-3) times; it has approximately ninety thousand (90,000) miles.

Since the vehicle has been well cared for, there will be a resale value pointed out Chair Bergwerf.

Councilmember Carroll asked whether the vehicle has had any major mechanical issues; the Director stated that there have not been. He indicated that he had looked at the vehicle after the February Recreation meeting, and he agreed that the vehicle has been well taken care of; he stated that he preferred to "hang onto things until they break."

The question was then raised about how often the purchase gets delayed before the vehicle has a major, expensive mechanical issue or until it has lost all resale value. Based on the look of the vehicle, this may be a vehicle that would be sold directly, rather than at auction.

In addition, Chair Bergwerf remarked that FY14 looked to be a relatively light capital budget year for the Recreation Department.

Chair Bergwerf questioned that the budget was to replace an Explorer with an Explorer or to purchase a SUV for the department. Director Page stated that the City would purchase whichever SUV was on state contract, and Administrator Tucker added that the City could price shop before making the actual purchase.

Councilmember Carroll stated that he still has an issue with replacing the fencing; he thought that it looked pretty good. Director Page offered to give the Councilmember a personal tour to see the how the outfield fence is rusted and bowed out; she voiced concern that, (1) if someone is cut or scratched on the fence, he/she could be looking at tetanus, and (2) being bowed out means that the fence is not attached good creating the possibility for someone to slide under and get injured. The Director continued saying that most of the fencing on the third base side is falling apart, and the neighbors have built a fence. In addition, Director Page stated that the back stop is not positioned according to regulations; it is at the wrong angle to prevent foul balls from leaving that area; the back stop fencing is also bowed out. Another point was that the City cannot wait until someone is injured to correct a problem or wait until it fails; other areas of fencing need to be replaced and to replace it all at once is cost prohibitive.

Councilmember Carroll stated that he would defer to the experts, i.e. Director Page, and agreed that the fencing had to be replaced if it is creating safety issues.

Chair Bergwerf reiterated the fact that ninety-two thousand dollars (\$92,000) remains in the fund for lights and noted that the savings for ball field lights that has been a part of the budget for several years will no longer be necessary. The Chair also stated that the Recreation Center is a showplace for the City and to have it become rundown in any way is a disservice for the citizens.

If the fencing is approved, it will be moved in on 27th Avenue off the edge of the road and, if tree money is available, oak trees will be planted along 27th Avenue to match the ones at the baseball field.

Municipal Accommodation Fee

Playground or exterior scoreboard equipment as needed and cardio equipment	\$ 23,000
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The cardio equipment must be kept up and operational; according to the Director, the pieces to be replace have gone beyond their useful life.

State Accommodations Tax

Special activities – IOP Beach Run, IOP Connector Run & Walk, \$ 48,000
Holiday street festival, music event, Easter Egg Hunt, sand sculpting, cultural arts event

This amount has increased by three hundred dollars (\$300) for the Easter Egg Hunt; some events have been renamed and are less specific than in previous budgets, i.e. musical event was the Low Country Blues Bash previously.

Recreation Building Fund - Revenue

Miscellaneous - Registration fees for IOP Beach Run and State ATAX sponsorship 10,500

Recreation Building Fund – Expenditures

Special Activities – related to IOP Beach Run 7,000

Administrator Tucker explained that the last couple of pages show the scheduled capital expenditures anticipated for the next ten (10) years, including the pool and gymnasium in FY19 from the Master Plan.

B. Discussion of Estimated Reserve Requirements

This large schedule has nothing to do with the Recreation Department, but the Administrator noted that she has been anxious to make sure that Councilmembers know what staff did with the change in policy to save funds for the purchase of large capital assets and to avoid future indebtedness. The schedule addresses large fire apparatus for the Fire Department and garbage packers in the Public Works Department and the savings needed to be budgeted each year to purchase these pieces of equipment when the time comes.

Administrator Tucker explained that Option 1, the lines highlighted in yellow, represents the pure method that is spreading the replacement cost of each vehicle equally over the year remaining until the scheduled purchase; this method results in huge peaks and valleys in cash on-hand. In Option 2, the lines highlighted in peach, the amount of annual savings is more level year-to-year, eliminating the extreme peaks and valleys. The numbers in blue represent the annual reserve to be budgeted each year for each department and combined; for FY14 for the Fire Department, the budgeted reserve needs to be three hundred fifty thousand dollars (\$350,000). The red numbers represent the years when money needs to be spent on those assets.

Factors not considered in the schedule are the interest earned on money held, the proceeds from the sale of assets as they are replaced and the savings in interest paid on equipment leases. The schedule does include a two percent (2%) annual inflation rate on replacement costs.

Councilmember Carroll opined that, if the useful life of an asset could be extended for a year or two (2), the City would have saved that much money in the reserve account. Administrator

Tucker added that the reverse could also occur; a piece of equipment could have to be purchased earlier than planned creating a shortfall in the reserve.

Administrator Tucker explained that these assets are purchased from the Capital Projects Fund, the Municipal Accommodations Taxes and State Accommodations Taxes.

Councilmember Carroll asked whether other municipal governments were also trying to save to purchase capital assets rather than lease; the Administrator responded that the Isle of Palms is very lucky to be in the position it is in. She added that the City has historically saved money over long periods of time to pay for specific projects, i.e. the 53rd to 57th Avenue drainage project and the construction of the Recreation Center. The tourism industry on the island has helped the City to be fiscally healthy, and the City operates very efficiently. Administrator Tucker was of the opinion that most local governments continue to finance cumulative, long range projects through the bond process.

C. Status of RFB on HVAC

Assistant Dziuban stated that the RFB has been advertised and is “on the street;” the bid opening is March 21st; therefore, a recommendation for award should be made at the April meeting.

6. New Business

Review of FY14 Operating Budget

Administrator Tucker announced that sixteen (16) of thirty-four (34) line items remain the same as the FY13 budget, and two (2) line items are reduced for FY14. As in prior years, wages and salaries have a three percent (3%) merit pool and that increase affects all wage-related line items through Workers Compensation.

Operating Budget Highlights

Part-time wages	\$170,000
Due to the large number of programs being offered; has an off-setting revenue component.	
Health insurance	46,375
Anticipated 6% increase in January 2014	

Administrator Tucker explained that the Recreation Department has one (1) employee who has been with the City for several years and consistently works enough hours, i.e. thirty (30) hours per week, to receive health benefits. The budget has added that employee’s coverage plus the anticipated rate increase for FY14 budgeted amount.

Vehicle fuel and oil	6,715
Budgeted at \$4.25/gas, unleaded & diesel; same as FY13	

Councilmember Carroll questioned that the line for *electricity and gas* could be reduced as a result to the installation of the new, more efficient ball field lights. Director Page indicated that

she has seen a forty plus percent (40+%) decrease in the tennis and basketball courts lights; Administrator Tucker said that, going forward, that number may need to be re-evaluated.

The radios/walkie-talkies are included in the *telephone and cable* line, the note on the schedule is last year's note; the FY14 budget includes twelve (12) months of the radio user fee increase, so the budgeted amount should be twelve thousand three hundred thirty-six (\$12,336).

The line for *water and sewer* has been reduced by three hundred dollars (\$300) to four thousand dollars (\$4,000).

Maintenance & service contracts	30,000
Increased based on actual	
Medical and lab supplies	800
Reduced based on actual	
Insurance – property, liability & flood	36,806
Anticipates a 5% rate increase	
Rents & Leases	4,400
Increased based on actual	
Employee training	2,300
Reduced based on actual	
Youth Sports	30,000
Increased based on actual & increased participation	

Overall, the Recreation Department's FY14 operating budget has an increase of seven percent (7%) over FY13.

Councilmember Carroll expressed concern about a seven percent (7%) increase, and Chair Bergwerf countered that revenues could have increased by ten percent (10%). The Administrator commented that, on instructor income, the Recreation Department is running four percent (4%) ahead of budget for FY13. Administrator Tucker noted that the Recreation programs have offsetting revenues; therefore, where there are increases in expense, there will be an associated increase in revenue. Director Page said that several of the increases are in categories over which the City has no control, i.e. payroll taxes, workers compensation, health insurance, property and liability insurance, fuel costs, etc.

7. Miscellaneous Business

Next Meeting Date: 4:00 p.m., Monday, April 1, 2013 in the Conference Room.

8. Adjourn

MOTION: Councilmember Carroll moved to adjourn the meeting at 5:20 p.m.; Councilmember Thomas seconded, and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland, City Clerk