

Recreation Committee
4:00 p.m., Monday, April 1, 2013

The regular meeting of the Recreation Committee was held at 4:00 p.m. on Monday, April 1, 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, Administrator Tucker, Recreation Director Page 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 March 4, 2013 as submitted; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.

3. **Citizen's Comments – None**

4. Departmental Report for March 2013 – Director Page

Director Page reported that the Co-ed Volleyball league is in the midst of its double elimination tournament. Adult softball, basketball, soccer and table tennis leagues have registered and are in full-swing. The First Pitch Half Rubber Tournament, held March 23rd, drew thirteen teams, and, in spite of the weather, play was completed on Saturday. The 15th Annual Half Rubber Tournament will be held on Saturday, August 17th; information is available on the City's website. Baseball games are played on Tuesdays, Thursdays and Saturdays. Tots lacrosse is getting positive response, a testament to its growing popularity in the area. Spike Nights got good participation; volleyball is a "hot" sport for girls. The IOP Beach Run is scheduled for Saturday, June 29th, and again this year there will be both 5K and 10K runs starting behind *The Windjammer*. Many programs and classes are beginning to wind down making room for the summer camps, but the Yoga and exercise classes will continue through the summer months. Fifty (50) Keenagers attended the March meeting; in addition, fifteen (15) Keenagers made the Lunch Bunch trip to Bricco Bracco. The popularity of the Middle School Dance is not in question when three hundred fifty-four (354) youths danced and enjoyed the jump castle. With spring break for Charleston County schools, School's Out Activities will be happening every day this week. Participants in the "Writing from Memory" class will hold a public reading of their works at 6:00 p.m. on Friday, April 12th. At the Easter Egg Hunt on Saturday, March 30th, between eight hundred fifty and nine hundred (850-900) children collected eggs and got bags of candy for their efforts. The annual Yard Sale will be Saturday, April 20th with fifty (50) booths set up along Hartnett Boulevard; Goodwill will be on-hand to take the items not sold. This year will be the 25th Annual Piccolo Spoleto Sand Sculpting contest; the event will have a full-page ad in the Piccolo Spoleto Program Book. All but two (2) weeks of Camp Summershine are full; a couple of spaces are open for the week of July 4th and the first week of camp.

5. Old Business

A. Review of FY14 Recreation Department Budget

Starting with the operating budgets, Administrator Tucker stated that there are few changes, and the six percent (6%) increase can be attributed primarily to the increase in line for *Part-time Wages*. This line item increase is a function of the demand for and offerings of programs and activities – the Recreation Department is receiving demands for programs and is filling those demands with good participation. With an increased number of offerings, there is offsetting revenue in program and instructor income.

In the Recreation operating budget, at least seventeen (17) line items have not change from the FY13 budget and three (3) are reductions from FY13 based on controlling expenses.

Among the uncontrolled expense increases for all departments are the health insurance, property and liability insurance, as well as workers compensation. Additionally, FY14 contains a full twelve (12) months of the radio user fee charged by Charleston County.

The Administrator reiterated that a part-time employee in the Recreation Department regularly works enough hours, thirty (30) hours, to be eligible for fringe benefits including both health insurance and the State Retirement System.

Councilmember Carroll asked whether the employee working thirty (30) hours was included in *Part-time Wages* or in *Wages and Salaries*. His actual wages are included in *Part-time Wages*, according to Administrator Tucker; she directed his attention to the *Group Health Insurance* line that increases both from the rate increase and the addition of this employee.

Councilmember Carroll suggested increasing the rates for off-island participants in activities at the Recreation Center in-line with those charged by the Mount Pleasant Recreation Department for non-residents as a way of offsetting the increases.

Director Page explained that Mount Pleasant doubles the charge for participation in their youth athletic programs. She related that she had made the same recommendation some years back and that Council had rejected it primarily because of Sullivan’s Island residents. Currently off-island children pay a five dollar (\$5) differential to participate in IOP sports activities.

Chair Bergwerf recalled a previous discussion that Sullivan’s Island children were needed to fill out teams at the Recreation Center; they do not need to be discouraged from participating.

Director Page explained that, per her calculations, the increase in *Part-time Wages* is attributed more to instructors than part-time employees; twenty-six to thirty percent (26-30%) of *Part-time Wages* is for part-time employees, who supervise the building, keep scores, assist with grounds keeping, etc. The balance of the expense is for instructors, and their wages are off-set by the revenue they bring in.

Other City Budgets with Recreation Department Lines:

<u>Capital Projects Revenues</u>	3,000
Donation by resident for installation of automatic door at Recreation Center	

Capital Projects Expenditures

Non-capital tools	5,700
2 desktop computers and field sprayer	
Maintenance	12,500
Automatic door, batting cage nets, exterior ceiling fans, trees along new fence	
Capital outlay	97,000
Basketball scoreboard (if fails), vehicle, HVAC (if fails), softball field fencing (\$92,000 unspent from Ballfield Light Reserve)	

Administrator Tucker noted that portions of the softball field fencing had been installed in 1989 and other portions in 1999 that has been deemed a safety hazard for both players and people walking along the street. The departmental vehicle to be replaced has more than ninety thousand miles (90,000 mi.) and has been deferred for four (4) years; the Administrator explained that it is used to transport employees to meetings, to transport materials to various department events held off site and to run a multitude of errands.

Councilmember Carroll stated that the vehicle appears to be in perfect "aged" condition, and he reported that he had gotten a tour of the fencing to see the reasons why it is a safety hazard.

Director Page related having taken the vehicle to the repair shop when the heater stopped working, and the repair was eight hundred sixty dollars (\$860). At that time, the mechanic found that the ball joints need to be replaced at a cost of six hundred dollars (\$600); since the Director has not driven a vehicle with this many miles in the past, she does not know what type of repair to expect next. The Director has checked the vehicle's value in the "Blue Book," and if the City were to sell it, the asking price could be twenty-seven hundred dollars (\$2,700).

Administrator Tucker explained that the City has liability issues whenever department members take the vehicle to meetings, both locally and out of town, and to have a vehicle breakdown in route creates significant expenses in towing and repairs, as well as arranging transportation for stranded employees.

Councilmember Carroll indicated that these repair issues influence his opinion about replacing this vehicle.

Municipal Accommodations Fee Expenditures

Recreation – Capital Outlay	23,000
Playground or exterior scoreboard (as needed), cardio equipment	

State Accommodations Tax Expenditures

Special Activities	48,000
Holiday street festival, music and cultural arts events, Easter egg hunt, sand sculpting contest, beach run and IOP Connector Run	

Recreation Building Fund

Revenue:	
Miscellaneous	10,500
Registration fees for IOP Beach Run and donation from State ATAX	

Expenditures:	
Expenses related to IOP Beach Run	7,000

For the Ways and Means Committee meeting, Councilmember Carroll suggested that talking about the maintenance history of the vehicle and the conditions of the fencing will be vital to keeping them in the budget. Administrator Tucker enhanced his suggestion to include an aerial photograph of the area of the fencing, some close-up photographs of problems with the fencing and a sketch indicating where the new fence would be located and the position of the trees to be planted. The Administrator added that, if time allows, a mechanic could do an inspection of the vehicle with an assessment of future maintenance requirements.

Councilmember Thomas voiced his struggle with supporting the vehicle purchase saying that he is driving a car with over one hundred thousand miles (100,000 mi.) on it, and he is not considering a replacement in the near future.

Chair Bergwerf stated that Councilmember Thomas was making a personal decision to continue driving his car, but the situation here is that this Committee and ultimately City Council are making the decision to put other people in the vehicle.

Referring back to the fencing, Chair Bergwerf advised Director Page to remind Council of the lady who had been hit by a ball and the number of windshields that have been broken by stray balls.

Responding to Councilmember Thomas' question about how the City would dispose of the vehicle, Administrator Tucker said that the City either advertises the asset for sale and takes bids or the vehicle is taken to the Summerville Auto Auction, whichever appears to be the best option for the asset.

Administrator Tucker then drew attention to the fund balance schedules that are in the beginning of this version of the FY14 budget. For these schedules, one looks to the most recent year-end audited balances, i.e. FY12; the following year's budget projections of revenues, expenditures and transfers in/out are dropped in to arrive at a projected year-end FY13 balance for each of the many funds the City has. At this point in the budget year, the coming year's budget estimates are laid in to get a reasonable idea of how the next fiscal year will end. The Administrator reiterated that FY14 presents a different picture of fund balances because it is the first year that the City begins to save money for future asset purchases; she also reminded Committee members that the money is not gone, but is held in savings for the future.

B. Consideration of Award of a Contract for HVAC

Administrator Tucker noted that the City had received three (3) bids as listed on the bid tabulations that were included in meeting packets, and Berkeley Heating and Air was the apparent low bidder.

Director Page commented that the HVAC being replaced is in the gymnasium, and the units are elevated on concrete poles. The base bid is to install the new units by retrofitting the poles with a bracketing system to support them; the alternate bid is to build new pilings with brackets to

suit the new HVAC units. The Director indicated that she prefers the alternate bid; she noted that cracks in the concrete of the existing pilings cause her to question their reliability.

Administrator Tucker stated that the low bid is thirty-nine thousand three hundred three dollars (\$39,303), including the alternate for new pilings. Director Page explained that the new pilings were bid as an alternate to stay within the amount budgeted, which was forty thousand dollars (\$40,000).

MOTION: Councilmember Carroll moved to award a contract in the amount of \$39,303 to Berkeley Heating and Air for new HVAC for the Recreation Center gym; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.

6. **New Business** – None

7. **Miscellaneous Business**

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

8. **Adjourn**

MOTION: Councilmember Carroll moved to adjourn the meeting at 4:50 p.m.; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk