



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

Thursday, April 21, 2016  
3:30 p.m. – Conference Room 3

## 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 March 10, 2016
5. **Appearance by Citizens on Items Unrelated to Today's Agenda**
6. **Reports**
7. **Unfinished Business**
8. **New Business**
  - a. Review of the Island Recreation Association's proposed FY17 funding request
9. **Park Updates**
10. **Park Commissioner Comments**
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, March 10, 2016  
3:30 p.m.**

**Members Present:** Paul Boes, Peter Keber, Fred Lowery, Mike Ray  
**Members Absent:** Mario Caballero, Heather Rath, Andrew Schumacher  
**Town Staff:** Scott Liggett, Marcy Benson, Julian Walls, Shawn Colin, Charles Cousins  
**Other:** Frank Soule, *Executive Director for Island Recreation Association*  
Frank Babel, *Bicycle Advisory Committee*

---

**1. Call to Order**

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

**2. Pledge of Allegiance to the Flag**

**3. 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.

**4. Approval of Minutes**

The minutes of the Parks & Recreation Commission meeting of January 14, 2016 were approved as presented.

- 5. Appearance by Citizens** – Mr. George Palleta, a Sea Pines resident and owner of three units at Cordillo apartments stated that the Town is responsible for the Cordillo tennis courts. Mr. Palleta suggested to the Commission that the entrance be paved to present a clean and useable Town facility; signage showing that the courts are a Town park and to clean up the perimeter and enhance the park. Mr. Palleta reiterated that the Cordillo courts are the responsibility of the Town and therefore should fix it and make it a full service park. He said “don’t discriminate because our lower income people live at this location. If Hilton Head Island is to be known as a premier destination, then we must have people to support its infrastructure, beauty and diversity.

Commissioner Lowery replied that no one wants to neglect any part of this community.

Mr. George Casey, president of the Hilton Head Island Pickleball Association, stated that this group is in need of land or a facility to accommodate the resident pickleball members as well as the many visitors that come here and have to wait for a pickleball court to play.

Vice Chairman Keber said that this Commission is in the process of completing an application that would be available online that the various groups can fill out and submit their requests to the Parks & Recreation Commission.

Commissioner Lowery stated that in addition to pickleball, many other sports groups have requested designated space for their particular sport. How we accommodate these many groups will be a challenge.

**6. Reports**

- a. **Update from Island Recreation Association.** Mr. Frank Soule reported on the continuing success of the events and programs at the Island Recreation Center. Such as snow day, daddy & daughter dance, seafood festival; after school programs, water aerobics, basketball, senior programs and athletics to name a few.
- b. **Update from Bicycle Advisory Committee.** Mr. Frank Babel made a presentation on ways to measure success for this bicycle friendly community. Mr. Babel suggested that the Parks & Recreation Commission consider updating their mission statement to include addressing tourism needs.

**7. Unfinished Business**

- a. **Committee volunteers for park user-survey workgroup.** Vice Chairman Keber stated that the surveys have been formulated and during the month of March the Commissioners will be manning certain parks and asking people to take this in-park user survey so it can be determined how often the parks are utilized and what elements the public wants (if anything) that may be lacking within our parks.
- b. **Committee volunteers for Beaufort County Proposal workgroup.** Vice Chairman Keber stated that this committee will meet with Town staff to develop a recommendation to come to the full Parks & Recreation Commission prior to budgets being submitted and reviewed by Town Council. Vice Chairman Keber stated that a Special Parks & Recreation Commission will be scheduled in order to take this committee's recommendation to the full Commission and also to review the proposed budget request from the Island Recreation Association.
- c. **Committee volunteers for citizen recreational wants workgroup.** Vice Chairman Keber stated that this committee is in the process of creating a business plan/application that would be available online for groups to submit and present requests for consideration by the Parks & Recreation Commission. This is expected to be in place by the end of May 2016.
- d. **Committee volunteers for revising the Parks & Recreation Commission Rules of Procedure workgroup.** No update

**8. New Business**

- a. **Establishment of a committee to research neighborhood/recreational parks in the Cordillo area per Public Facilities request.** Vice Chairman Keber stated that this committee will be created to look into present and future sites in that area for a neighborhood or recreation park. Mr. Jack Daly, president of the Forest Beach Association volunteered to help on this committee.

**9. Park Updates.** Mr. Julian Walls, Facilities Manager, gave a brief report on some maintenance and repairs that have been completed at each of the Town parks.

**10. Park Commissioner Comments.** none

**11. Adjournment**

There being no further business, the meeting adjourned at 4:40 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Peter Keber, Vice Chairman

DRAFT

# Memorandum

Date: February 25, 2016  
TO: Town of Hilton Head Island  
FROM: Hilton Head Island Recreation Association Board of Directors  
RE: FY 17 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 \$2,227,032 for FY 2017. The general fund support request to the Town is \$683,052.

The Association's budget is built on three years of revenue and expense history. We have taken into account the expanding opportunities that come with our community events. The Association estimates additional increases in revenues from programs.

## Town's General Fund Support:

The Town will fund 31% of the Association's overall revenues for the operations budget in FY 17.

	Proposed FY 17	Current Budget FY16
GOVERNMENT		
Town - General Fund	\$ 586,673	\$ 561,369
Town-Senior Programs	\$ 96,379	\$ 96,379
Total	<u>\$ 683,052</u>	<u>\$ 657,748</u>

## CIP Funding:

The CIP funding request is \$267,000. 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 in FY 17. 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 reviews 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.

## **Other Support Documents include:**

2015 Scholarship

2015 Program participate visit numbers

Listing of program offered by the Island Recreation Association

Island Recreation Association  
 FY17 Budget  
 Summary Page

REVENUES	FY 17	FY 16
Program Revenue	\$ 985,230	\$ 925,030
Community Events & Fundraising	\$ 411,250	\$ 346,250
	<b>\$ 1,396,480</b>	<b>\$ 1,271,280</b>
Town of HHI Support	\$ 683,052	\$ 657,748
Town of HHI Support-ATAX	\$ 7,500	\$ 7,500
Town of HHI (Fencing)	\$ -	\$ 21,317
Town Funding subtotal	\$ 690,552	\$ 686,565
County Support	\$ 140,000	\$ 140,000
County Funding Subtotal	\$ 140,000	\$ 140,000
<b>SUB TOTAL INCOME</b>	<b>\$ 2,227,032</b>	<b>\$ 2,097,845</b>
<b>FY 15-16 CIP BUDGET-REVENUE TOTAL</b>	<b>\$ 267,000</b>	<b>\$ 255,112</b>
<b>TOTAL INCOME</b>	<b>\$ 2,494,032</b>	<b>\$ 2,352,957</b>

EXPENSES	FY17	FY16
Program Expenses	\$ 350,140	\$ 318,725
Community Events & Fundraising	\$ 282,375	\$ 191,375
Program and Admin Payroll	\$ 957,430	\$ 966,991
Payroll Taxes and Benefits	\$ 210,887	\$ 187,487
General Administration	\$ 203,250	\$ 183,250
Facilities	\$ 192,200	\$ 219,267
Marketing	\$ 30,750	\$ 30,750
<b>SUB TOTAL EXPENSES</b>	<b>\$ 2,227,032</b>	<b>\$ 2,097,845</b>
<b>FY 15-16 CIP BUDGET-EXPENSES TOTAL</b>	<b>\$ 267,000</b>	<b>\$ 255,112</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,494,032</b>	<b>\$ 2,352,957</b>

CIP Budget  
FY 17

**CIP Budget 2017**

PROJECT	
Replace Education Equipment	\$ 12,000
Lighting improvements	\$ 15,000
Rec Center Building	\$ 30,000
Pool Filtering System Equipment	\$ 20,000
Dome Equipment Update	\$ 25,000
Windscreens Pool and Tennis fences	\$ 15,000
Chaplin Tennis Court Lights	\$ 75,000
Special Events Park Improvements	\$ 25,000
Ice Machines for Events	\$ 20,000
Soccer Goals	\$ 15,000
Picnic Tables & Trash Cans	\$ 15,000
Total	\$ 267,000



---

SCHOLARSHIPS 2015

YOUTH SOCCER	\$2,500
SWIMMING LESSONS	\$425
YOUTH BASKETBALL	\$525
DANCE	\$100
KARATE	\$100
ROLLER HOCKEY	\$240
FLAG FOOTBALL	\$240
LACROSSE	\$1,500
SUMMER SPORTS CAMPS	\$500
<b>TOTAL ATHLETIC PROGRAMS</b>	<b>\$6,130</b>
SUMMER CAMP	\$101,890
CHALLENGE CAMP	\$12,425
AFTER SCHOOL RECREATION & VACATION CLUB	\$76,450
DISCOVERY CLUB PRESCHOOL	\$80,080
<b>TOTAL PRESCHOOL &amp; YOUTH</b>	<b>\$270,835</b>

-----

**TOTAL SCHOLARSHIPS FOR 2015      \$276,965**

**TOTAL SCHOLARSHIPS FOR 2014      \$245,321**

**1,120 CHILDREN RECEIVING SCHOLARSHIPS –  
22% OF CHILDREN RECEIVE A SCHOLARSHIP**

# 2015 PARTICIPANT VISIT BREAK-DOWN

Total Number of Participants	
Youth (0-17)	162,878
Adult (18-49)	44,419
Senior (50 & Older)	32,285
Total:	239,582

Total Number of Participants	
Athletics	102,727
Aquatics	58,413
Community Events	25,300
Programs, Classes & Child Care	53,142
Total:	239,582

Park Rentals	
Jarvis Creek	273
Shelter Cove Community Park	34
Rowing and Sailing Center	26
Chaplin Community Park	8
Barker Field	4
Crossings Park	3

## Program List

Preschool & Youth
Youth (0-17)
Before School Care
After School Recreation Club
Middle School After School Rec
Vacation Club
Summer Camp
Teen Camp
Challenge Camp (Special Needs Camp)
Children's Relief Fund Teen Camp
Kids Night Out (10 per year)
Discovery Club Preschool
Hip Hop Dance
Lego Club
Drama Club
Art Freestyle
Preschool Art
15

Youth Athletics Cont.
Youth (0-17)
Roller Hockey Clinic
Roller Hockey League
Sailing Camp
Rowing Camp
Sailing Camp-Sailing and Rowing
Youth Soccer-Spring
Girls Soccer-Spring
3 year old Soccer-Spring
Surf Camp
Tennis Lessons
Volleyball Clinic (spring)
Girls Volleyball League
Volleyball Camp
Winter Basketball League
Girl Basketball Program
6-7 yr old Co-Ed Basketball
Little Hoopsters Basketball
Senior (HS) Bball League
Crossfit Kids
Be An Athlete
Zumbatonic Dance Party
Fastlane Track Club (training)
Fastlane Track Club
Club Volleyball
Free Play/Outdoor Play (Youth)
Karate
Gator Football
3 v. 3 Soccer Tournament
Jr. Academy
Storm Soccer Academy (Spring/Fall)
Storm Soccer Academy (Indoor AM)
Storm Soccer Academy (Futsal)
Host various Tennis Tournament
Paddle Board
Adventure Camp
Storm Soccer Academy (Indoor AM)
Storm Soccer Academy (Futsal)
Team Palmetto
59

Youth Athletics
Youth (0-17)
Ballet
Dance and Tumble
Basketball Clinic (Spring & Fall)
Football Camp
Flag Football
Youth Soccer-Fall
Girls Soccer-Fall
3 year old Soccer-Fall
Half Day All Sports Camp
Jr Golf (Summer Camp)
Jr Golf (After-School)
Cheerleading Camp
Cheerleading Clinic (2 per year)
Baseball Camp
Softball Camp
Softball Program
Lacrosse (Fall)
Lacrosse (Spring)
Lacrosse Camp
War on the Shore Lacrosse
Roller Hockey Camp

## Program List

<b>Adult &amp; Senior Athletics</b>
<b>Adult (18-49)</b>
Free Play/Outdoor Play -5 groups
Kickball
Dodgeball
Kayaking
Sailing
Paddle Board
SWEAT Boot Camp
Rugby
Hispanic Basketball League
USTA Tennis League
Spring Break Tennis
Spring Tennis Fest
Wheelchair Tennis Tournament
Various Tennis Tournament
Rugby Team
Adult free play soccer
6 v 6 Soccer Coed
Women's Soccer
Hispanic Soccer League
<b>Senior (50 &amp; Older)</b>
Pickleball (daily play)
Pickleball Tournament
Senior Softball Team
Morning BB Rental
Sunday BB Rental
USTA Tennis League
Misc. Fitness Classes-SC
Balance Class-SC
Morning Exercise-SC
Chain Gang Bike Group-SC
Bowling-SC
Golf-SC
CrossFit Foundations-SC
Walking Group-SC
Tennis Group-SC
Stretch & Weights-SC
36

<b>Senior Programs</b>
<b>Senior (50 &amp; Older)</b>
Stretch & Weights
Tai Chi
Line Dancing
Scrabble
Mah Jongg
Craft Club
Bridge
Pedicures
Health Screenings
Hand & Card Play
Cribbage
Painting
Book Club
Sunday Brunch Group (1 per month)
Early Bird Dinner Group (1 per month)
Socials (1-2 per month)
Day Trips (12-15 each year)
Seminars (1-2 per month)
Computer Club (4-5 per month)
Power Squadron
Educational Classes (2-3 per month)
Retirement Community Tours
Healthy Cooking Demonstration
24

## Program List

Aquatics
Youth (0-17)
Swim Team - H2A
Swim Team - HH PREP
Swim Team - HH Christian Academy
Swim Team - HH High School
Swim Meets & Events
Private Swim Lessons
Group Swim Lessons
School Swim Lessons
Lap Swim
Rec Swim Club
Summer Camp Swim
Kids Night Out
Discovery Club Preschool Swim
Pool Parties
Summer Group Open Swim
Adult (18-49)
Lap Swim
Lifeguard Classes
Sheriff Dept & Fire Staff Training
Scuba Classes
Masters Swim
Senior (50 & Older)
Water Aerobics
Lap Swim
Masters Swim
23

SOAR
Youth (0-17)
SOAR Equestrian
SOAR-Young Athlete Program
SOAR-Basketball
SOAR-Athletics
SOAR-Bowling
SOAR-Tennis
6
Adult (18-49)
SOAR Equestrian
SOAR-Basketball
SOAR-Athletics
SOAR-Bowling
SOAR-Cheerleading
SOAR-Bocee
SOAR-Tennis
SOAR-Golf
SOAR-Kayaking
10

Community Events
Snow Day
Daddy Daughter Dance
Wingfest
Seafood Festival
Beer Bacon and Music
Summer Jams (10 per year)
Summer Market (10 per year)
Burgers & Brews
Oyster Festival
Turkey Trot
Winter Wonder Festival
Easter Eggstravaganza
Pumpkin Patch
13

Total # of Program - 186