



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

**Thursday, April 11, 2019**

**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 March 14, 2019
- 5. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 6. Reports**
  - a. Island Recreation Association's Funding Request for Fiscal Year 2020
  - b. Parks & Recreation Master Plan Update
- 7. Unfinished Business - None**
- 8. New Business - None**
- 9. Park Updates - None**
- 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 Work Session**  
**Thursday, March 14, 2019**  
**3:30 p.m.**

**Members Present:** Ray Kisiah, Jerry Okarma, Jack Daly, Michael Mccullion, Caroline Rinehart, Mike Ray

**Members Absent:** Paul Boes (UE)

**Town Council:** Glenn Stanford, Tamara Becker

**Town Staff:** Marcy Benson, *Sr. Grants Administrator*; Jennifer Ray, *Deputy Director of Community Development*; Scott Liggett, *Director of Public Projects and Facilities/Chief*; Shawn Colin, *Director of Community Development*; Brian Hulbert, *Staff Attorney*

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

---

**1. Call to Order**

Chairman Kisiah 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 Parks & Recreation Commission meeting minutes of February 14, 2019 were approved as amended (Caroline Rinehart was absent at that meeting and was listed as present).

**5. Appearance by Citizens**

Mr. Babel stated when special events take place especially at Shelter Cove, those not attending the event do not have access to get to the public restrooms, bike racks and playgrounds during a special event. Mr. Babel asked the Commission to consider requesting of the organizers setting up for special events do not block access to these public facilities. Mr. Babel and others are coordinating with the Town on William Hilton Parkway and Pope Avenue to install safety enhancements for crosswalks. Mr. Babel complimented Ms. Benson on the work put into the latest The Bicycle Friendly Community application.

**6. Reports**

- a. Island Recreation Association Update** – Mr. Soule presented a video of activities and events from the Island Recreation Center. Mr. Soule stated the Recreation Center has the ability now to track attendance and capture the number of people coming through the door. Data shows the Senior Center has had a large number of participants this year. This renovated facility has become a sense of pride for the community.

7. **Unfinished Business**

Chairman Kisiah asked for an update on the proposed CIP recommendations the Parks & Recreation Commission submitted. Mr. Liggett stated the Planning Commission's CIP Committee met and recommended the four projects submitted by the Parks & Recreation Commission be included for the upcoming fiscal budget year. The Planning Commission will review this recommendation on April 3, 2019.

8. **New Business**

**Draft RFP for Parks & Recreation Master Plan.** Ms. Ray read two comments received from Town Council members. Asked for input from the Commissioners.

The following points were discussed:

- Possible land acquisition;
- The RFP should include the needs of visitors as well as residents;
- Assessment of our structure;
- Comparison of other resort areas, look at other towns or areas that have as much as we have and determine if they have individuals assigned to recreation or not.
- Economic driver: sports tourism;
- Public engagement and surveys should guarantee every effort made to represent all demographics;

Ms. Ray stated the goal of the Recreation Master Plan is not to create our own Parks Department; the funding and impact on maintenance affects staffing level.

Chairman Kisiah stated it should be this Commission's decision if there is a need for a parks department. The Town has a responsibility to operate recreation programs and facilities across the island and the most effective way would be a Parks Department. The whole master plan would be a failure if it didn't look at our structure. Chairman Kisiah stated the Commission would like to see the final RFP product.

Mr. Babel representing Greater Island Committee's Parks & Recreation Committee, suggested asking who is our customer. Ask for alternatives then make a decision. Include a mission statement and suggest an arts and parks funding referendum as part of the study.

9. **Park Updates –**

The Town received four responses to the request for proposal for park construction for the Celebration Park. A budget amendment will be reviewed by Town Council next Tuesday and if accepted we can move forward with the contractual process.

10. **Park Commissioner Comments**

Commissioner Daly stated the question of structure should be addressed in the master plan. After additional discussion, Commissioner Daly made a motion to put the second bullet under **Optional additional services** to be included in the Scope of Work (eliminate the word Optional). Commissioner Okarma seconded the motion.

Commissioner Daly asked to amend his motion. Commissioner Okarma seconded the motion.

Commissioner Daly amended his motion to include both bullets under **Optional additional services** and recommend they be included in the Scope of Work (eliminate the word Optional). Commissioner Okarma seconded the motion. The motion passed unanimously.

**11. Adjournment**

There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Ray Kisiah, Chairman

DRAFT

# Memorandum

Date: February 27, 2019  
TO: Town of Hilton Head Island  
FROM: Hilton Head Island Recreation Association Board of Directors  
RE: FY 20 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. This year's request takes into account the Association's efforts working with our partner the Town to open a new 22,000 square foot Recreation Center expansion, along with the remodeling of current Recreation Center and the updating of the only public pool in our community.

The Association's budget is built upon an operational history, along with the estimation of increased revenues and expenses with the opening of the new Recreation Center.

The Association's Board approved an operating budget of \$2,852,489 for FY 2020. The general fund support request to the Town is \$ 893,889.

## Town's General Fund Support:

**If approved, the Town would fund 32% of the Association's overall revenues for the operations budget in FY 20.**

	Proposed	Current Budget
	FY 20	FY 19
GOVERNMENT-General Fund		
Town – Island Recreation Center	\$ 755,704	\$ 715,852
Town-Senior Programs	\$ 113,185	\$ 103,221
Town-Therapeutic Recreation Leader (PT)	\$ 25,000	\$ 25,000
Total	<u>\$ 893,889</u>	<u>\$ 844,073</u>

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.

**Facilities Improvement Funding:**

The Facilities Improvement funding request for FY 20 addresses the needs of Recreation Center and pool, along with program equipment at the parks.

**County:**

With the completion of the Recreation Center project, the Association's Board of Director's is working with the Hilton Head Island County Council representatives to increase the annual program support of \$80,000 to \$ 140,000, along with maintaining \$135,000 for pool operations funds for a total of \$275,000.

**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 an 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 20  
 Funding Request

REVENUES	FY 20
Program Revenues	\$ 1,170,600
Community Events /Fundraising	\$ 488,000
Total	\$ 1,658,600
Town of HHI Support	\$ 868,889
Therapeutic Rec Staff support	\$ 25,000
Total	\$ 893,889
ATAX Support	\$ 25,000
Total	\$ 918,889
Beaufort County Support	
Pool	\$ 135,000
Programs	\$ 140,000
Total	\$ 275,000
Total	\$ 2,852,489
Facilities Improvement (CIP)	\$ 382,000
Total Revenues	\$ 3,234,489
Expenses	FY 20
Programs Expenses	\$ 405,338
Community Events /Fundraising	\$ 299,800
Program and admin Payroll	\$ 1,330,044
Payroll Taxess / Benefits	\$ 246,407
General Adminstration	\$ 240,950
Facilities	\$ 293,200
Marketing	\$ 36,750
Sub-Totals	\$ 2,852,489
Facilities Improment (CIP)	\$ 382,000
Total Expenses	\$ 3,234,489

Island Recreation Association  
 FY 20  
 Facilities Improvement Request

	FY 20-Town
<b>Rec Center Building</b>	
Replace Education Equipment	\$ 12,000
Program Utility Vehicles/Van/Boxes Truck	\$ 25,000
Rec Center Building	\$ 45,000
Playground	\$ 30,000
Concession area upfitting	\$ 15,000
Building Gutters	\$ 14,500
Gym Floor Cover & Storage Reel	\$ 12,500
Sun Shade-Basketball Courts	\$ 28,000
<b>Total</b>	<b>\$ 182,000</b>
<b>Pool</b>	
Dome Equipment Update	\$ 35,000
Pool Equipment Improvements	\$ 35,000
Windscreens	\$ 5,000
Lighting Deck Pool	\$ 80,000
<b>Total</b>	<b>\$ 155,000</b>
<b>Event and Programs</b>	
Soccer Goals	\$ 10,000
Event Improvements	\$ 35,000
<b>Total</b>	<b>\$ 45,000</b>
<b>FY 20 Total Request</b>	<b>\$ 382,000</b>
<b>Total CIP Funds</b>	<b>\$ 212,500</b>
<b>Total General Fund CIP (Facilities Imp)</b>	<b>\$ 169,500</b>
<b>Total</b>	<b>\$ 382,000</b>