TOWN OF PALM BEACH

Recreation Department

RECREATION ADVISORY COMMISSION
MEETING AGENDA
September 6, 2017, 9:00 a.m.
Town Hall - Council Chambers

I. CALL TO ORDER & ROLL CALL

Nicholas Coniglio	Matt Smith
Amy Bahl	Carla Termini Cove
John Hartz	Alexandra Woodfield
G. Ellen Howe	Leslie Wytrzes
Grier Pressly	

II. PLEDGE OF ALLEGIANCE

III. COMMENTS OF RECREATION ADVISORY COMMISSIONERS

IV. COMMUNICATIONS FROM CITIZENS

V. APPROVAL OF AGENDA

VI. APPROVAL OF MAY 1, 2017, MEETING MINUTES

VII. OLD BUSINESS

A. Recreation Center and Seaview Park Update
B. FY2018 Budget Development
   Fee Recommendations
   Expenditure Projections
   Revenue Projections
C. Dock Master Plan Update
D. Program Development

VIII. NEW BUSINESS - None

IX. STAFF REPORT

X. ANY OTHER MATTERS

XI. ADJOURNMENT

Note: Disabled persons who need an accommodation in order to participate in this meeting are requested to contact the Recreation Department at 838-5485 or through the Florida Relay Service by dialing 1-800-955-8770 for voice callers or 1-800-855-8771 for TDD callers, at least (5) working days before this meeting.

If a person decides to appeal any decision made by this (Board, Council, Committee, Commission) with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

TOWN OF PALM BEACH

RECREATION DEPARTMENT

MINUTES OF THE RECREATION ADVISORY COMMISSION HELD ON WEDNESDAY, MAY 1, 2017

I. CALL TO ORDER & ROLL CALL

A regular Recreation Advisory Commission meeting was called to order on Wednesday, May 1 2017, at 9:05 a.m. in the Town Council Chambers. On roll call, all of the appointed officials were found to be present.

II. PLEDGE OF ALLEGIANCE - Vice Chairman Matt Smith led the Pledge of Allegiance.

III. ORGANIZATIONAL ITEMS

A. Election of Commission Chairperson – Commissioner Nicholas Coniglio made a motion, to nominate Matt Smith Chairman of the Recreation Advisory Commission. Seconded by Commissioner Ellen Howe. There were no other nominations and Mr. Smith was unanimously elected Chairman of the Recreation Advisory Commission.

B. Election of Vice Chairperson – Chairman Smith made a motion to nominate Commissioner Coniglio as Vice Chairman. Seconded by Commissioner Alexandra Woodfield. There were no other nominations and Mr. Coniglio was unanimously elected Vice Chairman of the Recreation Advisory Commission.

Chairman Smith thanked the commission and then said that he wanted to recognize and thank Pamela McIver for the great job that she did the six years she was chairwoman of the commission.

IV. ANNUAL COMMISSION ORIENTATION - Mrs. Beth Zickar began by apologizing to the commission for the confusion at the April Town Council Meeting regarding the appointments. She stated that steps have been taken to correct the situation that will be addressed at the May 9, 2017 Town Council Meeting. She then explained what had happened. She then congratulated Mr. Coniglio and Mrs. Cove on their appointment to the commission.

Mrs. Zickar then spoke briefly regarding the Sunshine Laws the responsibility and role of the commission and the email policy. Mrs. Zickar said that she is looking forward to working with each of the commissioners this coming year.

V. COMMENTS OF RECREATION ADVISORY COMMISSIONERS - Commissioner Woodfield stated that she wanted to commend Mr. Rod Gardiner, Assistant Director on the recent egg hunt. She had attended the event with her grandchildren and stated that everyone there had a good time.

VI. COMMUNICATIONS FROM CITIZENS – None

VII. APPROVAL OF THE AGENDA – Chairman Smith made a motion to approve the agenda, seconded by Commissioner Howe, all were in favor.

VIII. APPROVAL OF MARCH 1, 2017, MEETING MINUTES – Chairman Smith made the motion to approve the March 1, 2017, meeting minutes. Commissioner Woodfield seconded the motion. Motion carried unanimously.

IX. OLD BUSINESS

A. **Recreation Center and Seaview Park Update** – Chairman Smith recused himself from the meeting for this item, so as not to appear to have a conflict of interest since he is also the Chairman of The Friends of Recreation. Vice Chairmen Coniglio took over the meeting and spoke briefly about the project, which included the budget for the new center with a financially, strong business plan. Commissioner Leslie Wytrzes shared a fund raising brochure she had received from The Friends of Recreation with the commission.

Mrs. Zickar then gave a report updating the commission on the project and answered questions. Mrs. Cove asked how binding was the business plan. Mrs. Zickar stated that it was intended for us to use as guide. Mrs. Wytrzes asked, when the current building would be demolished. Mrs. Zickar stated that currently the building was scheduled to be demolished late August or early September.

There being no further discussion. Chairman Smith returned and took control of the meeting.

B. **FY2018 Budget Development** – Mrs. Zickar updated the commissioners on the FY2018 budget an answered questions regarding revenue/fees and expenditures which included piling replacement at the docks.

C. **Dock Mater Plan Update -** Mrs. Zickar stated that the RFP process had begun with proposals due May 17th. She then reviewed the scope of services in the RFP.

D. **Program Development** – Mr. Gardiner explained the process staff goes through regarding the development of adult and youth programs and answered questions. Vice Chairperson Coniglio suggested staff look into an app, which can easily and quickly relay department program information. Chairman Smith made a motion to create a subcommittee to focus on programming and coaching at the Recreation Center. Seconded by Mrs. Cove, all were in favor.

X. NEW BUSINESS - None

XI. STAFF REPORT – In addition to the written report provided by staff, Assistant Director Rod Gardiner, Golf Manager Tony Chateauvert and Dockmaster Mike Horn provided highlights of the report to the commissioners and answered various questions.

XII. ANY OTHER MATTERS – None.

XIII. ADJOURNMENT - Chairman Smith adjourned the meeting at 10:15 a.m.

Town of Palm Beach Recreation Department

STAFF REPORT
Recreation Advisory Commission Meeting
September 6, 2017

RECREATION CENTER

Seaview Park
A modified turf management program was implemented for the multi-purpose field and front lawn for the summer. This included the application of herbicides and insecticides, pre-emergent, and fertilizer.

Adult and Youth Programs
The fall session is set to begin on Monday, September 11, registration is now open to all, and most adult programs will kick off the week of November 6. Several new programs will be offered – Kids Create Workshops (where participants create special snacks and crafts based on a holiday or theme), our new Yoga instructor will be teaching several classes. A traditional Yoga class, Sit-2-B-Fit (improves strength, flexibility and posture while reducing stress and enhancing mental clarity) and "Yogilaties" a yoga and Pilates program integrating core strengthening and breathe work. A Mom and Me yoga class offering a chance to bond with children up to age 5 as together they work on balance, coordination, breathing and coordination development, will also be offered. For the youth, we will also be offering Kindermusik, Karate, Ballet, Fun Chefs Cooking, Story Time Soccer, and Fall Soccer, each with multiple age group offerings, among other programs. Adult classes include Digital Photography, Ballroom Dance, Painting/Drawing, Toning, and Stretching.

After School Program and Camps
Camp Palm Beach, which wrapped up a 10-week program August 11, again finished very strong, with many weeks having been full in at least one or all age groups. A preliminary review of revenues and expenditures for this program indicate a net of approximately $72,000. The After School Program started with the new school year. Registration for this program has been strong. Many of the participants register for additional enrichment programs, athletics and/or tennis.

Community Special Events
The annual Halloween Happenings event is scheduled for Friday, October 27. The event, from 6:30-8:30 p.m. at the Recreation Center, will feature carnival games, a hayride, entertainers, food, and a haunted house. Following the success of last year, there will again be a small fee charged for some of the activities (such as the pumpkin patch and hay ride). It is great event for the entire family.

TENNIS PROGRAMS/CENTERS

Court Usage

Overall, participation remains up just a bit compared with last fiscal year. The sale of 12 Play Passes remains strong, up over 12% in an October-July comparison from last year.

FY2016/2017 Comparisons (October 1 – July 31)

Tennis	FY2016	FY2017	Variance
Total Participation	24,149	24,324	.72%

Tournaments, Events and Programs

We are gearing up for another busy season with many events scheduled through the end of April 2018. The first event this fall is new - we will be hosting a free "Palm Beach Tennis Fair" on Saturday, September 16, featuring opportunities to try junior and adult tennis clinics, meet the pros, Wilson racquet demos, indoor Pickleball and refreshments. In October are the Halloween Mixer (at Seaview Park on 10/24 in the evening) and the Parent/Child Round Robin (also at Seaview Park, 10/21), and on November 16, the traditional "Thanksgiving Turkey Squabble" at Phipps Ocean Park, in the morning. December will feature the first Pro Exhibition of the season on Friday evening, December 2 and the Town of Palm Beach Junior Championships for several age divisions the weekend of December 9-10.

We will continue to offer Pickleball indoors at the Recreation Center on Saturdays. Although we can only fit one court, play was quite good, with new players joining regularly last year. The outdoor Pickleball program at Phipps will start later this fall and through the season. The Palm Beach Recreation Tennis League (formerly the tennis ladder program) will be continuing this fall.

Team Tennis

Our tennis centers will once again be hosting several teams for this upcoming fall and season. Additional teams may still form, but scheduled to play so far are:

Seaview Park Teams

- PBC Women's Tennis Association Open Division
- PBC Women's Tennis Association Division 1
- PBC Women's Tennis Association Division 7
- Palm League Queens Team Division 1

Phipps Ocean Park Teams

- PBC Senior Tennis League, Women's Super 1 – anticipated to start January 2018
- PBC Senior Tennis League, Men's White 2 – anticipated to start January 2018

PAR 3 GOLF COURSE

Play Information

Naturally, weather plays an important role in how busy we are and this year we experienced extremely wet weather in June and the hottest July on record. Even with that and after the record-breaking pace set over the winter months, rounds of golf, October through July are up by 370. FY17 is on track to do over 37,000 rounds of golf at the Par 3, making it our busiest year ever.

	FY2016	FY2017	Variance
Total Rounds	33,052	33,422	.01%

Summertime is when we host many local organizations and groups for their outings. The Par 3 continues to attract groups from all over Palm Beach County as well as Martin, Indian River and Broward counties. Tournaments we conducted included the South Florida PGA Pro-Pro, SFPGA Pro- Lady, our own One Club Tournament and Twilight Golf to name but a few. Groupon continues to sell out and keep us busy throughout the summer months and we continue to have over 100 golfers a day on weekends.

Excellent customer service continues to play a key role in attracting many of the private club members who come out for golf and a nice meal.

New marketing efforts have resulted in the launch a new golfontheocean.com website and the creation of a new brochure. The website, while sporting a fresh and easy-to-navigate look now also features an online store, and a "Town Residents" link. The "Town Residents" link allows residents to book a tee time up to 30 days in advance and is password protected. Our new brochure is a color, 4 panel, 8.5"x11" brochure which highlights the Pro-Shop, Al Fresco, instruction and outings, along with a bit of history, some awards and a quote from Raymond Floyd.

Course Conditions

During the summer, staff is still busy maintaining the course and completing projects such as aerification, bunker repair, replacing sprinkler heads, making repairs to the discharge pump in pump station and leveling tees. The golf course continues to get rave reviews from all golfers as well as Trip Advisor. We aerified the greens in July and we will do so again after Labor Day. This is important to keep the grass healthy and prepare for the coming season.

Clubhouse/ Staff

New tile floors replaced the wood flooring in the foyer this summer and tile walls were added to men's room. Painting of interior and exterior of the building was also completed. New windscreens will also be in place on the upstairs veranda.

This summer, Mayor Coniglio graciously had all Town flags lowered for the passing of golf shop associate Mike Beaudoin. Mike had been a fixture at the Par 3 for over 20 years.

TOWN DOCKS

Occupancy

The marina is currently at 99% occupancy with annual and seasonal leaseholders. Approximately 35% of our annual leaseholders either stayed in Town or have already returned for the upcoming season. Some of our customers have informed us that they will be back in Palm Beach starting in October.

The transient business has remained steady and we have already started to receive phone calls requesting transient and monthly dockage for the upcoming season.

The renewal letters for FY18 have been sent out to our current leaseholders. To date we have __ customers return their acknowledgement forms and deposits. The wait list for the upcoming season has 34 boats on it ranging from 50' to 150'.

Maintenance

Staff has been busy with summer maintenance projects such as maintaining the oil containment area, patrolling the dumpster areas for excess debris and the policing of the docks for excess debris, painting and other minor maintenance projects.