TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE SEAVIEW PARK COMMISSION MEETING HELD

APRIL 22, 1992

I. CALL TO ORDER: A meeting of the Seaview Park Commission was called to order by the Chairman, Mr. Broberg at 1:00 PM on April 22, 1992, in the Recreation Center. Commission members in attendance were; Mr. Broberg, Mr. Ochstein, Mrs. Clarke-Royal, Mrs. McIntyre, Mr. Lebow and Mrs. Leidy. Staff members in attendance were; Mr. Bitzer, Mrs. Walkowich and Ms. Reedy. Mr. Myers did not attend the meeting.

II. APPROVAL OF AGENDA: Mr. Broberg asked if there were any additions or deletions to the agenda. Mr. Lebow said he would like to add an item under "Any Other Matters" which would be a discussion of the Tennis Pro's job description. Motion was made by Mr. Ochstein to approve the agenda as amended. Seconded by Mr. Lebow, motion carried unanimously.

III. APPROVAL OF MARCH 25, 1992 MINUTES: Motion was made by Mr. Ochstein to approve the March 25, 1992 minutes. Seconded by Mrs. McIntyre, motion carried.

IV. OLD BUSINESS:

1. Tennis Shop Fundraising Status Report.

Mr. Broberg said the amount of funds yet to be raised by the Seaview Park Commission is $6,291.17 and those funds are due to be repaid in August. Mr. Broberg reminded the members of the Commission that anyone who donates $1,000 will have their name put on the plaque, and donations are tax deductible.

Mrs. Leidy asked if someone wished to make a donation, could they make the payment in two payments. Mr. Broberg answered affirmatively.

2. Status Report - Tennis Pro Shop Donors Plaque.

Mr. Broberg said the Commission had agreed to add the cost of the plaque to the cost of the Tennis Pro Shop so that amount would be added to the $6,291. Mr. Lebow asked if there would be additional cost for each name. Mr. Bitzer said he thought the estimate he received included up to 18 names. Mr. Lebow said that couples who donate funds are now listed as Mr. & Mrs. He suggested that they should be listed by their first names, because there might be two couples with the same last names.

3. Status Report - FY-92 Capital Project - Proposed Lighting of Tennis Courts No 3 and 4.

Mr. Bitzer said the Commission had recommended that the Staff request authorization for completing the engineering plans for the lighting of Tennis Courts 3 and 4, which is an FY-92 conditionally approved Capital project. He said he did request that at the April 14th Town Council meeting, and the Council authorized them to proceed with the engineering plans at a cost of $1,000. Mr. Bitzer said the Council also suggested that they file an application for a variance to install the lighting, and the application for the variance has been filed. That variance will be heard at the May 12th Town Council meeting.

Mrs. Leidy asked how many tennis courts does the Recreation Center have now? Mr. Bitzer said there are eight. He said four of the courts are presently lighted, but the lights on courts 1 and 2 will replace the old lighting on courts 5 and 6 so that would bring them back to two lighted courts.

Mr. Broberg said in order to obtain a variance you must show a hardship, and he encouraged the members of the Commission and anyone else who supports the lighting of additional tennis courts to attend the Town Council meeting. Mr. Broberg said he hoped the Council would allow nonglare lighting even though the Recreation Center is in a residential area.

Mr. Bitzer said that from a strictly zoning perspective, there may not be a hardship, but he has listed on the variance application that the hardship is really that a segment of the public is unable to use the tennis courts because after dark is the only time that most working adults are able to play, and that two courts are not sufficient to facilitate the demand, particularly during early evening hours.

4. Ribbon Cutting Ceremony for New Tennis Court Lighting.

Mr. Broberg said the ribbon cutting ceremony was proposed by Mrs. Clarke-Royal to garner support for the installation of additional lights on the tennis courts.

Mr. Broberg asked the members of the Commission when the ceremony should take place?

Mr. Bitzer said an inspection of the work on the tennis courts by himself and other people involved in the installation of the lights showed that courts 1 and 2 are not fully operational for the public as yet. One item which is not functioning is the time clock, but according to correspondence from the Public Works Department the replacement clock should be received and installed by the end of the week.

Mr. Broberg said they couldn't ask for a variance until the courts are in use. Mr. Bitzer agreed. Mr. Broberg suggested that someone turn the lights on and off manually until the clock is installed so people can use the courts, because they need information to support the fact that the lights do not disturb any residents before they can present the request for a variance to the Town Council.

Mrs. McIntyre made a motion that they have the ribbon cutting at 7:00 PM on the 5th of May. Seconded by Mrs. Clarke-Royal.

Mr. Broberg said they had a suggestion for 7:00 PM and one for 8:00 PM. He asked Mrs. McIntyre if she would consider amending her motion to 7:30 PM?

Mrs. McIntyre reminded Mr. Broberg there was a motion on the floor which needed to be voted on.

Mr. Broberg called the vote on holding the ribbon cutting ceremony at 7:00PM. The motion was defeated by a 4 to 2 vote.

Mr. Lebow made a motion that the ribbon cutting ceremony be held at 7:30 PM on the 5th of May. Seconded by Mr. Broberg. On roll call motion was defeated by a 4 to 2 vote.

Mr. Ochstein made a motion to hold the ribbon cutting ceremony at 8:00 PM on May 5th. Seconded by Mr. Lebow, the motion carried by a 4 to 2 vote with Mrs. McIntyre and Mrs. Clarke-Royal casting no votes.

V. <u>NEW BUSINESS:</u>

1. Commission Review of FY-92 Capital Project Preliminary Bid Specifications.

a. Basketball Court Resurfacing.
b. Tennis Court No 7 and 8 Resurfacing Renovation.
c. Tennis Court No 1-4 Resurfacing Renovation.

Mr. Bitzer said he has sent a copy of the the contract to Mr. Broberg with the bid specifications and all of the suggestions which were made by the Seaview Park Commission have been incorporated in the specifications.

Mr. Bitzer said that included in the base bid is resurfacing of courts 7 and 8, resurfacing the basketball court, repitch courts 1 thru 4, and to install a new electronic sprinkler system on courts 1 thru 4.

Alternate bids include replacing 4 net posts and footers on courts 7 and 8, replace the two net anchors on courts 7 and 8, replace the two net posts and footers on courts 3 and 4, replace the two net posts on courts 1 and 2, replace the 4 net anchors on courts 1 thru 4, replace the sprinkler heads on courts 5 and 6, and install a new valve on courts 5 and 6 so that all six courts will be on one system. This will enable us to water two courts at a time.

Mr. Bitzer said that the budget is $60,500, and he estimates they will have sufficient funds to complete all the projects he has mentioned. The bid opening for these projects will be on April 29th.

Mr. Broberg asked if the project to repitch courts 1, 2, 3 and 4 is going to be done in August? Mr. Bitzer said yes, that was part of the resurfacing which will be done in August. Mr. Bitzer said if the Council approves the lighting of courts 3 and 4, that will be done at the same time.

2. Discussion of FY-93 Proposed 5 Year Capital Improvement Program.

A. Proposed construction of a Seaview Park Maintenance Storage building was rescheduled from FY-92 to FY-93. He said the building, if approved, would be located at the end of the playing field in a dead area, and the outside of the building would be finished to match the Recreation Center building. This facility would free up much needed storage space in the Recreation Center building and provide protection for maintenance equipment.

B. Light tennis courts 5 and 6. Mr. Bitzer said that if this project were included in the FY-93 Capital Improvement program, it would not be done until the summer of 1993. Mr. Bitzer said the idea is, if courts 3 and 4 are approved then they would have an entire year to see how well the four courts are doing and could determine if a proposal to light the additional courts would be justified.

C. The FY-94 Capital Improvement program includes a proposal to add more shade trees through out Seaview Park, particularly in the main entry way and around the basketball court and some of the seating areas.

D. The FY-95 Capital Improvement program includes the proposed lighting of tennis courts 7 and 8.

3. Consideration of Special Seaview Park Commission Meeting in May to Review FY-93 Proposed Department Expenditure and Revenue Budgets.

Mr. Bitzer said he would suggest that the Commission set a date early in May to discuss the FY-93 budget and any questions members of the Commission might have concerning the Capital Improvement Programs. He suggested May 6th at 1 PM. The Commission agreed to meet on May 6th at 1 PM.

VI. <u>ANY OTHER MATTERS:</u>

Mr. Broberg said Mr. Lebow has requested a discussion of the job description of the Tennis Pro.

Mr. Lebow said at most of the Municipal and Private Clubs, the person who works on the inside of the Pro Shop is usually in charge of the facility. The Tennis Pro is usually a teaching Pro and does not get involved in the administration of the Tennis Shop and the Town's business. He said we have a Pro who is an independent contractor.

Mr. Lebow said he felt it was wrong for the Tennis Pro to make an evaluation of a Town employee such as Mary, who has been with the Town for seven years. He said he thought this procedure should be reviewed. Mr. Lebow said he had compared some of the evaluations of Mr. Bitzer and Mr. Hay and had found a big contrast between the two. He said he also felt that Mr. Hay had a conflict. Mr. Lebow said a few weeks ago there was a problem with the sprinklers which did not shut off when they should have, and no one could get on the courts. He said they asked Mr. Hay to turn off the sprinklers but, Mr. Hay had not done so.

Mr. Bitzer said there was a malfunction in the sprinklers, and Mr. Hay had turned the system off at the time clock. He said that these problems should be resolved when the new system is installed.

Mr. Broberg said there was a lot of turmoil when Mr. Hay was hired. He said many hours had been spent defining the Tennis Pro's duties and there was some consideration to make Mr. Hay a Town Employee but he thought the Town Council had voted that down.

Mr. Bitzer said the organizational structure at the Tennis Center is the same as at the Par 3 Golf Course. Mr. Bitzer said they had discussed the possibility of having a Manager and a Tennis Pro in the past, but he felt that the Recreation facility was not big enough to warrant the two positions. Mr. Bitzer said the Town Manager would have to authorize any Staff time used to review whether or not a reorganizational study is warranted.

Mrs. Clarke-Royal asked if the job description of "Tennis Pro/Manager" includes any supervision, and authority to make job evaluations? Mr. Bitzer answered affirmatively, and said this is the same structure which has been in place ever since he has been with the Town.

Mr. Bitzer said they try to remove as many subjective decisions by employees as possible. He said department rules, regulations and procedures are established for this purpose.

Mr. Lebow said that when Ann Loving was at Seaview Park, the Tennis Pro never ran the courts. Mr. Bitzer said the same structure is still in place as it was when Ann Loving was here. Mr. Lebow said he does not dispute that, but still felt a Town employee should have control as far as the tennis is concerned.

Mrs. Cass said she disagreed and she felt that the Pro's deserve the courts because that's where they make their money. She said she doesn't see this as a conflict. Mrs. Cass said Mr. Hay should be consulted about this, and if he feels this is an extra burden on him then possibly Mary could take over the tennis courts and relieve Mr. Hay of some of the extra work.

Mr. Broberg asked if this was just a way to get a raise for Mary? Mr. Lebow said that was not the case at all. He said what they were trying to do is achieve a separation of Mary to run the administrative work and Mr. Hay to run the clinics, etc.

Mr. Broberg asked how one would run the Clinics if you don't run the facility? He said the facility and courts are one in the same. Mr. Lebow said you run it in concert with the inside person. Mr. Broberg said he thought they were creating government when it's unnecessary.

Mr. Bitzer said there was no doubt that this year has been an unusually trying year for the Tennis Pro. There were a lot of time consuming things that required his assistance. However, most of these items have been resolved.

Mr. Broberg asked Mr. Bitzer if he could discuss this with Mr. Doney and report back to the Commission. Mr. Bitzer answered affirmatively.

Mrs. Cass asked how the Tennis Pro could evaluate a Town employee as well as Mr. Bitzer evaluating the same employee? Mr. Bitzer said all evaluations must be reviewed by the Department Head, and that he had evaluated Ms. Flynn when the Tennis Pro position was vacant and also when Ms. Flynn was in the position of secretary.

Mr. Broberg said he didn't see a moral problem with this, and certainly not a great distinction between a salaried employee and a contractual employee. He said they all work under the umbrella of the Town.

Mrs. McIntyre asked what was the next step up from Clerk, and is there a difference in salary? Mr. Bitzer said that position was "Account Clerk" and there isn't really a position above that. Mrs. McIntyre said that in other words, to be able to promote Mary, they would have to create a position. Mr. Bitzer said employees have an opportunity to increase their salary through the pay for performance system.

Mr. Bitzer said he was still unclear as to whether they were talking about an employee who they feel is underpaid or whether they are talking about the organizational structure, but he felt it was not appropriate to talk about individuals when discussing organizational structure.

VII. ADJOURNMENT: There being no further business, the meeting was adjourned at 2:25 PM with a special meeting being scheduled for May 6, 1992, at 1:00 PM.

Jacquelyn Reedy