



TOWN OF PALM BEACH

Recreation Department

RECREATION ADVISORY COMMISSION MEETING

September 12, 2007 Minutes

- I. **CALL TO ORDER** - A meeting of the Town of Palm Beach Recreation Advisory Commission was held on September 12, 2007, at the Recreation Center. The meeting was called to order by Mr. Michael Spaziani, Chairman, at 9:00 a.m. Commission members in attendance were Mr. Spaziani, Mrs. Milissa Agnello, Mr. Michael Andrews, Dr. Timothy Coffield, Mr. Kenneth Schechet and Mr. Stuart Shulman. Alternate members in attendance were Mr. Joseph Della Giustina and Mr. Henry Jamison. Absent from the meeting were Ms. Danielle Hickox and Mrs. Rita Taca. Staff members in attendance were Director Mr. Jay Boodheshwar, Assistant Directors Mr. Alan Brown and Mr. Rod Gardiner, and Office Manager Mrs. Lisa Walkowich. Head Pro/Manager, Jim Hay, joined the meeting at 10:00AM.
- II. **APPROVAL OF THE AGENDA** – Mr. Spaziani asked for a motion to approve the agenda. Mrs. Agnello made the motion to approve the agenda, seconded by Mr. Jamison, all were in favor.
- III. **APPROVAL OF THE MAY 9, 2007, MINUTES** – Mr. Spaziani asked for a motion to approve the May 9, 2007, Recreation Advisory Commission Minutes. Mr. Shulman made the motion to approve the minutes, seconded by Mr. Della Giustina, all were in favor.
- IV. **OLD BUSINESS**
 - A. **Seaview Field Use Policy** – Mr. Boodheshwar said that at the May Recreation Advisory Commission meeting a motion was unanimously approved to discontinue the rental of the athletic field. He said that he wanted to reintroduce this issue and offer another alternative for the Commission to give some final advice. Mr. Boodheshwar said that staff was proposing rental of the athletic field for children's organizations and activities only. He said that this would prohibit organized adult groups. Mr. Boodheshwar said that staff's focus is in preserving and maintaining the field in as safe a condition as possible for the kids.

Mrs. Agnello asked if a children's organized group would be able to rent the field for an entire season. Mr. Boodheshwar said that the Town's programs and the school's programs come first, so to commit to a long term rental is not possible and it would have to be a case by case basis. He said that we don't want the recreation center field to become the home field for some other organization. He said that this change in rental policy would not affect the relationship that the department has with the Palm Beach Day Academy or the Palm Beach Public school, since we have a facilities use agreement with both schools. Mr.

Boodheshwar said that it helps provide some control, but takes it a step further than what we did in May, allowing us to work with groups here in Palm Beach that may want to utilize the field, specifically soccer birthday parties that have been requested.

Mr. Andrews made the motion to limit the organized rental of the athletic field for children's activities. Seconded by Mr. Della Guistina all were in favor.

V. NEW BUSINESS

- A. 2008 Meeting Schedule** – Mr. Spaziani asked for motion to approve the 2008 Meeting Schedule. Mr. Della Giustina made the motion to approve the meeting schedule, seconded by Mrs. Agnello, all were in favor. The meeting schedule is attached.

- B. Annual Commission Re-Orientation** – Mr. Boodheshwar said that in accordance with policies and procedures for Town Boards and Commissions we are required to conduct an orientation or re-orientation at the start of each season. He said that what he wanted to do was focus on a couple of items. First was the Florida State Sunshine Laws. He said that the law requires that meetings of boards and commissions must be open to the public, reasonable notice of such meetings must be given and minutes of the meeting must be taken. He said the commission is in compliance. Next was what qualifies as a meeting. He said that the sunshine law applies to all discussions, deliberations as well as a formal action taken by any board or commission. The law in essence is applicable to any gathering whether formal or casual of two or more members of the same board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law. The last thing that he wanted to highlight is a section of the public records law. He said that the Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate or communicate or formalize knowledge. Mr. Boodheshwar said, "Simply put, anything that you send us, such as e-mails, notes, etc. all becomes public record."

Mr. Boodheshwar said that the second item he wanted to cover with the Commission was the application process. He said that there were a couple of members who's terms will be expiring this coming year and as you may remember, part of the Boards and Commission's changes in policies and procedures that took place last year require that a new application be filled out for those of you who wish to be reappointed or want to move up from an alternate position. He said that Mrs. Walkowich has the applications and will be contacting those commissioners who are affected in the coming months.

- C. Review of Draft Report to Town Council** – Mr. Boodheshwar said that the Recreation Advisory Commission is slated to make its annual presentation to the

Town Council. He said that the purpose of these presentations was for Council to stay engaged with the Commissions, allowing set opportunities for us to come and talk and share what's been happening and answer questions that they might have. Mr. Boodheshwar said that he met with Mr. Spaziani a couple of weeks ago to try to put together an outline of the presentation and they decided that it would be appropriate to highlight some of the major items that the Commission dealt with this past year. He said that today they wanted the Commission to review the draft report and the items that were going to be presented and have the Commission give feedback and suggestions.

After a lengthy discussion, minor suggestions to verbiage were made as well as additional dates of meetings and recommendations, under each item to help create a better time line. They also wanted the addition of establishing a more active relationship with the parks department to include input into the improvement and development of Town owned green spaces under the section entitled Fiscal Year 2008 Outlook. Mr. Boodheshwar said that he would work on the changes suggested and would e-mail the report to the commissioners for final review prior to submittal.

VI ANY OTHER MATTERS

A. Staff Report – (This report is attached) - Mr. Boodheshwar reviewed the report for the Commission.

Mr. Della Guistina asked what the pay structure was for the Head Tennis Pro. Mr. Brown explained that the head pro was a contractual employee who received a 100% of the monies collected for private lessons, group lessons, pro shop merchandise and services such as racket stringing. The head pro then pays the Town a \$1,000 per month administrative fee as well as a \$7.00 per court/hour court fee. All the assistant pros are contractual to the Head Pro.

Mr. Schechet said he wanted to bring something to the Commission that did not have anything to do with the staff report. He said that before each of these meetings he tends to wander over to the tennis courts both at Seaview and Phipps to talk with the residents and members. He said that yesterday he went to Phipps and he was approached by a group that is very upset, about an idea that he had not heard of, charging the tennis teams a usage fee for the courts. He wanted to know where this idea had come from and discuss it because he felt that there was great opposition to this idea and was afraid that it may backfire on the department.

Mr. Boodheshwar said that the issue of charging a team fee to the tennis teams is relative to our goal for recovering direct programming costs. He said that a couple of weeks ago he had a meeting with Mr. Elwell and the Mayor regarding a proposed new team, a senior men's 4.0 team, and the idea of implementing this new fee was discussed. Mr. Boodheshwar said that any time you host a league team you are setting aside a block of time for a specific use that could have

otherwise been sold and there is the potential of losing revenue. He said that teams pay a variety of fees, but that the department does not receive most of this money other than if a member holds an annual pass or pays a daily court fee for matches. He said that the idea was to charge a fee that was basically charging the team a court fee for the visiting team's members. Mr. Boodheshwar said that as we move forward staff continues to seek out new efficiencies and opportunities to pass on appropriate costs to our users, with this being one of them.

Mr. Della Guistina asked how much money the department would make charging this men's league a team fee. Mr. Boodheshwar said that it would cost this particular team approximately \$200 for the year. Mr. Schechet said "But there are people so upset about this. One of the reasons a lot of the out-of-towners belong to Phipps, is to play on these teams and all you need is one of them to say I'm not doing this; you'll lose more money than you're going to collect. I think if we need to raise money, instead of piling it on one specific group of people who are already in many cases paying an additional fee for a permit and parking and a league fee and so on, just spread this out. If we need to raise the permit fee for everyone five or ten dollars, and no one will care, but the level of upset about this is hard to swallow. I think the people who play down there have frankly recruited some pretty good players who have kind of made Phipps their home court now and that is a good thing for the residents. It gives you a lively tennis facility, I've seen the reverse happen back in New York, where people tried to limit the tennis court and not attract other people in and we had a dead tennis facility. This is a good thing and we are going to start driving these people away over nothing and this does not seem to be a wise move to me either in its philosophy or even fiscally. The odds of losing more money than you are going to get seems to me to be very real."

Mr. Coffield said that fiscally it makes a lot of sense but that we needed to look at how other clubs handle team fees. Mr. Schechet said, "I am aware that other clubs charge something but people understand what they are getting for that. They are getting lunch they are getting shirts it's not for the privilege of walking on the courts. Mr. Boodheshwar said that he was confused why this group of people would be so upset when all staff had communicated to this one new team is the possibility of a new registration fee for the Town to provide this service.

Mr. Spaziani asked Mr. Schechet what he was suggesting. Mr. Schechet said that if we need to raise additional funds for tennis then add it to the annual permits. Mr. Jamison said, "I'm very sensitive to your point and I appreciate that, but on the other hand I am a member and I would be resentful of the fact that I'm going to have to pay ten dollars to subsidize a league. And I don't think that I am the only one who would feel that way." Mr. Boodheshwar said, "It's all in the way you present it and it sounds like there is a misperception of what this fee is for before we have had the chance to make a presentation to the affected teams. Mr. Brown said that he had meetings scheduled with the league captains this week.

Mr. Boodheshwar said the reality is that as we go through a comprehensive review of this department and the different functions of the department, we are going to be challenged to reduce the subsidy of tennis. During the last couple of years we have only been able to recover 28% of our costs.

Mr. Della Guistina asked how many leagues there were. Mr. Brown said that there were a total of 9 teams this past season. Mr. Della Guistina asked if each league would pay \$200. Mr. Boodheshwar said that there are variables, adding that the fee will be based on per match, per court and it will vary from team to team depending on how many home matches a team has. Mrs. Agnello said that in a season, a ladies team could have 12 to 15 home matches. Mr. Della Guistina asked how did you come up with \$200 dollars? Mr. Boodheshwar said the new men's team plans to use 3 courts over an eight week period and we estimate that it will cost \$200 for their guests for the whole team. Mr. Della Guistina said that's \$20 a person, why even bother collecting the money if you are going to lose money in memberships. Mr. Hay said that before you discount this as being a small fee you need to look at what you're going to collect over all from all the teams. Mr. Boodheshwar said that it all adds up. He said that even though it did not sound like a lot of money, but when you are a talking about a program that generates about \$125,000 a year, every couple of thousand of dollars is a couple more percentage points towards our cost recovery goal and it's a fee that's directly related to that use and not spreading it across the board for everyone to absorb. Mr. Coffield said, "I think your discussion with the captains needs to include the information you have gotten about other facilities and how they handle leagues, that this fee is customary."

Mr. Boodheshwar concluded the discussion by adding, "We want to be sensitive to the customers but in the end we have to do what is appropriate and fiscally responsible. Tennis operations cost more year after year and we have to meet certain recovery goals and this is just a small part of the bigger effort."

- B. Recognition of Jim Hay, Head Tennis Pro** – Mr. Spaziani thanked Mr. Hay for his hard work and dedication over the years. All the opportunities he had given to the residents of the Town. Mr. Boodheshwar presented Mr. Hay with a certificate of appreciation and also thanked Mr. Hay for all his hard work, stating that there had been a lot of changes over the years and he felt that Mr. Hay was leaving the tennis program bigger and better than he had found it.

VII. ADJOURNMENT – Meeting was adjourned at 10:30 a.m.

RECREATION ADVISORY COMMISSION
Record of Attendance 2007

<u>Regular Members</u>	1/10/07	3/14/07	4/26/07	5/9/07	9/12/07	11/14/07
Mr. Spaziani	P	P	P	P	P	
Mrs. Agnello	P	U	P	P	P	
Mr. Andrews	U	E	P	P	P	
Dr. Coffield	P	P	P	P	P	
Ms. Hickox	P	P	P	P	U	
Mr. Schechet	P	P	P	P	P	
Mr. Shulman	E	P	P	P	P	
<u>Alternate Members</u>						
Mr. Della-Giustina	P	P	P	P	P	
Mr. Jamison	P	E	U	E	P	
Mrs. Taca	P	P	U	P	E	

LEGEND: P = Present
 E = Excused
 U = Unexcused
 A = Absent Pending Classification as "Excused" or "Unexcused"

**RECREATION ADVISORY COMMISSION
Conflict of Interest Record 2007**

<u>Regular Members</u>	1/10/07	3/14/07	4/26/07	5/09/07	9/12/07	11/14/07
Mr. Spaziani						
Mrs. Agnello						
Mr. Andrews						
Dr. Coffield						
Ms. Hickox						
Mr. Schechet						
Mr. Shulman						
<u>Alternate Members</u>						
Mr. Della-Giustina						
Mr. Jamison						
Mrs. Taca						

LEGEND: X = Conflict of Interest

Town of Palm Beach



Recreation Department

STAFF REPORT

September 12, 2007

ADMINISTRATION & GENERAL MAINTENANCE

FY08 REF Budget

Staff work has been completed on the FY-08 Budget. The budget includes new sources of revenue and cost cutting measures including the elimination of two positions (through attrition); Registration Clerk II at the golf course and the Tennis Manager. Public hearings on the complete Town budget are scheduled for Sept. 11th and Sept 19th. Our final numbers are as follows:

FY07 Expenses	FY08 Expenses	Variance
\$4,026,324	\$3,984,387	-1.04%
FY07 Revenue Projection	FY08 Revenue Projection	Variance
\$4,330,885	\$4,548,800	2.79%

Parking/Traffic Update

On Wednesday, August 22nd, new school zone speed limits went into effect near Seaview Park and the adjacent schools. School zone speed limits of 15 mph are now in effect on Cocoanut Row in the vicinity of the Palm Beach Public School and in the 200 block of Seaview Avenue from 7:00 – 8:00 a.m., 2:05 – 2:35 p.m., and 3:00 – 3:30 p.m., Monday - Friday. On Thursday, August 23rd, the 200 block of Seaview Avenue changed to one way eastbound. Seaview Avenue at South County Road is now posted right turn only. Posted parking restrictions in the 200 block of Seaview Avenue are now strictly enforced. No illegal parking, including parking on sidewalks is permitted.

Recreation Center Projects

Ceiling Tile replacement for the kitchen, classrooms and auditorium has been completed. The project also included the installation of ceiling fans in the auditorium. The installation of a code required fire hood suppression system for the kitchen is underway. This project is expected to be completed within the next couple of weeks.

Athletic Field spot re-sodding, as well as aerification and topdressing of the entire field was completed in August. The cost of this project was shared by the Palm Beach Day Academy as part of our joint use agreement. A complete renovation of the athletic field is slated for the summer of 2008 and a financial share partnership is also being pursued with the Day Academy.

Annual Presentation to Town Council

The Recreation Advisory Commission is scheduled to make a presentation at the October 4, 2007, regular Town Council meeting. The presentation will outline the commission's activity in the last year. Chairman Mike Spaziani and Recreation Director Jay Boodheshwar will prepare the presentation materials with input from commission members at the September 12th meeting.

RECREATION PROGRAMS/SPECIAL EVENTS

Youth Programs

The Fall Session began on Monday, September 10th, and will run 12 weeks for most programs. The Fall Session continues a mix of enrichment, pre-school, and youth athletics programs. Registration has been strong for the 20+ programs offered. The new Start Smart program continues to be well received, with Soccer making its debut this session. Start Smart programs, a program of the National Alliance for Youth Sports, has replaced Itty-Bitty pre-school athletic programs and is again expected to be at full capacity with 20 kids registered. This fall program prepares children ages 3-5 for organized soccer in a fun, non-threatening environment. All of the Start Smart programs provide the opportunity to work one-on-one with a parent/guardian, as the program format is parent/child; and includes safe and developmentally appropriate equipment.

Also, we will continue to partner with the Palm Beach Soccer Academy (PBSA) to offer a competitive, traveling soccer league for ages 7 to 16 years old. The first full length season, comprised of two mini-seasons and a regular season, which runs from August through May, offers practices and participation in local tournaments and games. We have also heard from PBSA that they are pleased with the August/September turn-out so far.

As reported earlier, our application with the National Youth Sports Coaches Association to re-activate our Chapter status was approved. This will allow the department to have a staff member, Ed Fiondella, Recreation Supervisor, certified as a Coaching Clinician. Having a certified clinician will enhance the training of our coaches in many different aspects – practice management, discipline, game strategy, interaction with participants and parents, and will also include the implementation of a Code of Conduct for the parents beginning with Flag Football this fall.

Adult Programs

The Fall Session for adults begins in October, with most programs running 8 weeks. Our Fall Session will offer 12 various enrichment and/or fitness programs. The programs expected to be offered include language, fitness/toning, ballroom dancing, visual arts (such as calligraphy, painting/watercolor, and pottery) and Palm Beach history classes.

After School Program and Camps

We continue to offer an after school program on a full time basis to Palm Beach Day Academy & Palm Beach Public School students Monday through Friday. The program is at full capacity, as it was last school year.

Camp Palm Beach was again very popular this past summer, running 9 weeks beginning on Monday, June 11th and finishing on Friday, August 10th. All three age groups, Dolphins (ages 5 – 7), Stingrays (ages 8 – 11), and Club Teen (ages 12 – 15) were full, or at near capacity each week. Our Winter Camp registration will begin in November.

Community Special Events

The 4th of July Celebration event was rain-delayed, but ultimately very successful. Several hundred people ended up attending. The event continues to be a favorite with the residents, as we heard many positive comments regarding the activities.

In October we will offer a Family Golf Outing on Saturday, October 13th, and the Halloween Happenings on Tuesday, October 30th. Both of these events are for the whole family, young and young at heart alike.

TENNIS PROGRAMS/FACILITIES

Court Usage

Overall court usage for Seaview and Phipps combined is up 7.68% over last year's YTD numbers with revenue up 10.58% as well. Phipps continues to show consistent growth in court usage with a year to date increase of 27.28% and Seaview with a 2.2% decrease year to date.

Seaview Park Tennis Center

The courts at Seaview are in their best shape for the season and we look forward to a busy season followed by a summer of chaos and construction as we move forward with the renovation of the Seaview Tennis Facility.

Phipps Ocean Park Tennis Center

The maintenance building has been awarded for bid, and construction has begun, with an anticipated completion in late September 2007. The drainage issue at the entrance to the facility has been addressed with the installation of a grated drain across the entranceway. The drainage/run-off issue at the back of courts 1 and 3 will be addressed shortly with the installation of an extension of the trench drain system which should relieve or eliminate the run-off of material onto the sidewalk area. The canopy that was lost to Tropical Storm Barry has been ordered and should be installed by September 12th. There were some delays due to the processing of the insurance claim.

Youth Programs

Registration for the fall junior clinics has begun with the scheduled start date delayed one week until September 17th to allow for the change over to the new interim pro, Donna DeFrances. Other than clinics, the first scheduled children's event is the Parent vs. Child Round Robin scheduled for January 19, 2008.

Adult Programs

This season we will be hosting (3) Ladies League Teams at Seaview. The A-1 and A-2 team finished in the top quarter of their division and we are hoping for a championship possibility this year. The A-4 team finished in the middle of their divisions. There is renewed interest in play for the upcoming year and we expect to see all three teams compete at a high level. This fall we are hoping to add a Senior Men's 4.0 team to the lineup at the Phipp's Facility. This would be a great addition to the existing senior teams that have been competing so strongly and winning titles over the years.

The first upcoming event for the new season is the Halloween Doubles Round Robin at the Phipp's Facility on October 31st.

Maintenance

All six clay courts at the Seaview complex have been fully reconditioned and are in prime condition for the upcoming season. Four of the six courts at Phipps have been completed as well; with the last two slated for early October. All reconditioning work was completed in-house this year at a considerable savings.

Seaview Tennis Center Renovation

At the August 14, 2007, Town Council meeting, the Council approved a staff recommendation to move forward with the original plan by completing final revisions and seeking bids. The final renovation plan deletes the maintenance storage building and reduces the scope of the landscape and hardscape plans for a savings of approximately \$100,000 in project funds. Construction is expected to begin in late April 2008, with an estimated six months for completion. Alternative play sites will be established well in advance of construction to provide tennis players additional facility options along with the Phipps facility.

Phipps Court #6

After reviewing the options presented by the Public Works Department, relative to playability concerns with Court #6 at the Phipps Ocean Park Tennis Center, staff recommended and received approval at the August 14th Town Council meeting, to not expend any additional Town monies to perform reconstruction work at this time. The results of a legal review by the Town Attorney, along with the high reconstruction estimate of \$50,000 suggest that it would be prudent to take no further action at this time. Staff will continue performing the extra required maintenance to provide the best playing surface possible.

Interim Head Tennis Pro

Due to the uncertainty in early June 2007 with the proposed Seaview renovation project and the impact of tax reform, staff decided to seek an interim Head Pro to serve for a one year period. Following a competitive application process with current assistant tennis pros/instructors, Donna DeFrances was selected to provide teaching services for the upcoming year. A search for a permanent Head Pro will begin in late spring 2008.

PAR 3 GOLF COURSE

Play Information

A total of 5,029 rounds were played during May, June and July 2007. During the same period in 2006, 5,600 rounds were played.

Course Issues

The Golf Course is in as good a condition as it has been in years. This is due to the maintenance practices of Tim Campbell, Golf Course Superintendent and his staff. Tim and his staff trimmed approximately 475 palm trees, which was one of the largest projects previously outsourced. Tim has also been diligent with weed spraying and feels we will be nearly weed-free for the season. And finally, a problem with the weak turf on the greens seemingly has been corrected by injecting the greens with an insecticide which eliminated a pest called Nematodes.

Master Plan

Staff received seven responses to the Par 3 Master Plan RFP. The top 3 firms participated in interviews with the selection committee and at the August 14th meeting Town Council approved the award of a contract with Sanford Golf Design to complete the project. The planning process began on August 31, 2007, during a kick-off meeting with staff, Chairman Spaziani, and members of the Par 3 Citizens Group. The master plan is expected to be completed by late November 2007, with private fundraising to begin shortly thereafter.

TOWN DOCKS

Operations

The summer has raced by so far. We have seen average activity from the tropics; however, hurricanes Dean and Felix have reminded us to stay prepared. Supplies are on hand if needed and preparedness plans are in place.

Necessary piling replacement is complete, as well as “under-dock” inspections and clamp tightening. Plumbing repairs are ongoing. Piling cap repainting is a little more than 30% complete and all power ports have been inspected and repaired as needed. Touch up painting on those will wind up the summers projects.

Transient Dock revenues after last year’s rate increase when factored out are 6% ahead of last year while the number of transients is almost even. Total Town Dock revenues are projected to be up roughly 3% over last year. Dock rate increases are under consideration and will be discussed and finalized at the September 11th regular Town Council meeting.

Lake Drive Park Master Plan

At the July regular Town Council meeting the following actions were taken regarding the Lake Drive Park Master Plan Project:

- Minor improvements include the painting of buildings, new hedges, and a consolidated oil containment system.
- Major improvements approved, include an extension to the Peruvian Dock with 7 slips.

Work is currently underway on several improvements to the Docks and to the park. The exteriors of all of the Dock buildings have been painted. The D-15 pump station will be painted dark green to help blend the building with the surrounding landscape. New bike racks have been ordered and will be placed in a new location. The consolidation of the used oil collection sites is in the design stage, and small hedges and plantings have been completed at the entrances to each of the Town Docks. More potted plants and flowers are planned as the season approaches. Bids for construction of the proposed Public Safety Dock were rejected at the August 14th Town Council meeting. The bids that were received were double the original estimates.

- End of Report -

September 8, 2006

FY-2008

Recreation Advisory Commission Meeting Schedule

(Meetings are held the Recreation Center at 9:00 a.m.)

Wednesday, January 9, 2008

Wednesday, March 12, 2008

Wednesday, May 14, 2008

Wednesday September 10, 2008

Wednesday, November 12, 2008

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 1-800-955-8771 for TDD callers, at least (5) working days before this meeting.