



TOWN OF PALM BEACH

Recreation Department

RECREATION ADVISORY COMMISSION MEETING

May 8, 2006

- I. **CALL TO ORDER AND WELCOME NEW MEMBER** – A meeting of the Town of Palm Beach Recreation Advisory Commission was held on May 8, 2006, at the Recreation Center. The meeting was called to order by Mr. Michael Spaziani, Chairman at 9:00 a.m. Mr. Spaziani welcomed new Commission member Mr. Kenneth Schechet. Mr. Schechet thanked Mr. Spaziani and the commission, stating he was excited and looking forward to serving on the commission.
- II. **ROLL CALL** – Mrs. Lisa Walkowich called the roll, the members in attendance were Mr. Spaziani, Mr. Michael Andrews, Mr. Timothy Coffield, Ms. Danielle Hickox, Mr. Schechet, Mr. Stuart Shulman and Mrs. Rita Taca. Absent from the meeting was Mr. Jamison and Mr. Della-Guistina. Staff members in attendance were Director Mr. Jay Boodheshwar, Recreation Supervisor II Mr. Alan Brown and Office Manager Mrs. Walkowich.
- III. **APPROVAL OF THE AGENDA** - Mr. Spaziani asked for motion to approve the agenda. Ms. Hickox made the motion to approve the agenda. Seconded by Mr. Andrews all were in favor.
- IV. **APPROVAL OF THE MARCH 8, 2006 MINUTES** – Mr. Spaziani asked for a motion to approve the March 8 2006, minutes. Mr. Andrews made the motion to approve the minutes. Seconded by Ms. Hickox, all were in favor.
- V. **OLD BUSINESS** -
 - A. **Department Assessment Report** – Mr. Boodheshwar reviewed the assessment report with the Commission. Mr. Schechet asked if the staff was going to have focus groups made up of the Recreation Department users to get their input for changes to the department. Mr. Boodheshwar said, yes. He said that one thing that staff was doing now was an assessment survey that was sent out in the Town's Annual Calendar to try to evaluate how we do things now and offer residents the opportunity to tell us what they are interested in, what programs they would like to see offered and also the reasons why they don't participate. The second step will be to hire a consultant to do an operational and facilities master plan for our department for the next five or ten years.

- B. FY-07 Proposed Budget** - Mr. Boodheshwar said that FY-07 Recreation Department budget showed a 6 ½ percent increase from 2006 to 2007. He said that a big part of the increase was due to an increase in contributions to the pension fund for general employees within our department which had jumped a couple of thousand dollars per person and that there were a few one time projects that had to be done such as a fire suppression range hood, the replacement of some air-conditioning units and money budgeted for the master plan. Mr. Boodheshwar said that if you subtract those one time projects and then the budget actually only increases 2 ½ percent which is very conservative in staff's opinion. Mr. Boodheshwar asked the commissioners if they had any questions regarding the budget information they received. Mr. Andrews asked how staff prepared the budget. Mr. Boodheshwar said that the Recreation Department's budget which is part of the Leisure Services Enterprise Fund is all user fee funded is separate than the general fund. Mr. Brown said that this is a bottom up budget, a budget that our staff in collaboration put together and we submit that to the Town for approval.

Mr. Coffield asked if there was going to be any attempt for the Recreation Department to join with the Parks Division of Public Works. Mr. Boodheshwar said that he was aware of previous recommendations by the Commission to the Town Council to join the Parks Division with the Recreation Department. He said that the norm in a municipality is to have parks and recreation as a single department but there are some unique situations where parks maintenance falls under a service department or public works for a variety of different reasons. Mr. Boodheshwar said that the Town doesn't have a very big parks system, that it is mostly maintaining medians and some open green spaces. He said that he understands the Town's reason for structuring the departments the way they are. Mr. Coffield asked if there was any chance in the future to look at municipalities that are similar to ours and see how they are structured and then maybe make a case for why we need to have some input in at least an advisory capacity to advise parks in terms of utilization.

Mrs. Agnello said that we had in the past talked about getting a list of parks in the Town and possibly just throwing up some little neighborhood playgrounds. Mr. Spaziani said that we have discussed this topic several times but nothing happens. Mr. Andrews said my suggestion is that staff research it again and tell us as a committee what you really think and then if you believe it is something that you want to go after then we support you.

Mr. Schechet asked, "Who administers Phipps Ocean Park? Because there is a case of a park where you have a world class tennis facility, a beautiful beach and a horrible park. What is the overall plan for that park because that could be built up into something incredible. Sometimes it looks like a

garbage dump because I think public works uses it as a staging area for debris. That is a great example as why you would want to have Recreation advising the parks division because that's a facility where you could really do something." Mr. Boodheshwar said that as we move forward with our request for a master plan, I will be getting direction from the Town as to the scope of what level of service they are looking to get, do we include open space, do we include parks as part of the analysis, but that is something that we can make sure is included in that request and who ever comes in to do our study will review those types of things. He said that the Commissioners should also feel free to communicate to him any ideas or comments they have on parks and he would forward that information to Paul Brazil, Director of Public Works.

Mr. Coffield said that maybe the commission could invite a council person to the meeting and we could address these issues with them, they could take it back to the council and then we could finally get an opinion from them. Mr. Spaziani said we are spending a lot of time at these meetings all focused on one point that we need parks. All we are asking for is something in writing or some sort of feedback from the Council. Mr. Schechet said that the commission did get feed back, it was addressed in the March 9, 2005, Commission minutes. He read, " Mrs. Coniglio stated the Town Council was not receptive to the idea of putting the parks division under the auspices of the Recreation Advisory Commission, she stated that the council did instruct the public works department to include the recreation advisory commission on any projects at parks that had a recreation component." Mrs. Agnello said the problem is that none of the parks except Seaview have a recreational component and we want to create these neighborhood parks. Mr. Boodheshwar said, "Just to clarify what the commission is interested in, is submitting proposals for development initiative versus public works initiating projects and then bringing the commission into the loop." Mr. Boodheshwar asked Mr. Spaziani if he was looking for written reports as to why we can or cannot develop neighborhood parks with playground equipment. Mr. Spaziani said that is exactly what we want. Mr. Boodheshwar said that he would communicate with public works and get this information to them at a future meeting.

- C. Report on Pro-Am Tournament** - Mr. Boodheshwar said that he had met with Mr. Shulman and Rick Dytrych discussing the pro's and con's of trying to reinstate this tournament using the same approach that we did years ago. He said it was obvious that the consensus of the group was that we are not prepared and don't have the resources to reinstate the tournament using the same approach today because as a department we are getting into so many new things with accreditation trying to evolve our department. The staff time that was involved in preparing for this tournament was very, very intense. There was a lot of time involved and it

became a questions of how much staff time can we afford to allocate to an event that really doesn't make any money. Mr. Shulman said that even with all the problems that were discussed, he felt that the tournament could still be held if the commissioners were willing to work hard at it. Ms. Hickox said that wasn't a matter of working the tournament but that it was also almost impossible to get the lady pros to participate. With the money that is out there that is available to the pros they are just not interested in doing charity tournaments. After a lengthy discussion Mrs. Agnello suggested that instead of running a pro-am why not just run a tournament like we do in tennis.

Mrs. Taca said that we might want to consider approaching The Citizen's Association since just last week they talked about sponsoring a golf tournament. It might be worthwhile to contact Mr. Brian Reeves. She said it's not going to be a pro-am type of event it is just a standard golf tournament that they feel is easier to put together. Mr. Spaziani said he liked Mrs. Agnello's idea of making it as simple as possible without taking a lot of the Town's manpower away and making some kind of contribution out of the money that is made on the tournament might just work. Mr. Boodheshwar said that we have to decide if we want to be in the business of raising funds for some other organization or do we want to be in the business of trying to make our department and our services the best that it can be. Mr. Boodheshwar said that if we take Mrs. Agnello's idea of doing an activity that anyone can sign up for it because a program and staff has control over it, we just do it as part of our every day work. I think if we go back to the basics, then it can evolve into something else. He said that he felt a series of tournaments and different activities over the course of a year was probably better. Mr. Shulman said then why don't we leave it open and see what staff comes up with and see if we agree with what you want to do and then we can go from there. He said that he didn't feel that now was the time to make a decision. The Commission agreed.

VI. NEW BUSINESS

- A. **Civic Association** – Mr. Boodheshwar said that the Civic Association recently submitted a list of recommendations to the Town Council regarding boards and commissions. He said that he and Mr. Spaziani and would be representing the Recreation Commission at a meeting Wednesday morning. Mr. Boodheshwar said that it seems that most of the focus of the report is centered on the Planning Zoning and Building Commissions but there are some recommendations that do affect the Recreation Commission. He asked the commissioners if they had anything that they wanted to comment on regarding the list. There were no comments.

- B. Fiscal Year 2005 Department Presentation** – Mr. Boodheshwar presented to the Commission the Power Point presentation that was going to be shown to the Town Council. He asked if they had any suggestions, there were none.

ANY OTHER MATTERS - none

- VII. ADJOURNMENT** - The meeting was adjourned at 10:30 a.m.

**RECREATION ADVISORY COMMISSION
Record of Attendance 2006**

<u>Regular Members</u>	1/11/06	3/8/06	5/10/06	9/13/06	11/8/06
Mr. Spaziani	P	P	P		
Mrs. Agnello	P	P	P		
Mr. Andrews	E	P	P		
Mr. Bone	P	E	----	----	-----
Dr. Coffield	P	P	P		
Ms. Hickox	U	P	P		
Mr. Schechet	----	----	P		
Mr. Shulman	P	P	P		
<u>Alternate Members</u>					
Mr. Della-Giustina	P	P	A		
Mr. Jamison	P	P	A		
Mrs. Taca	P	P	P		

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

**RECREATION ADVISORY COMMISSION
Conflict of Interest Record 2006**

<u>Regular Members</u>	1/11/06	3/8/06	5/10/06	9/13/06	11/8/06
Mr. Spaziani					
Mrs. Agnello					
Mr. Andrews					
Mr. Bone					
Dr. Coffield					
Ms. Hickox					
Mr. Shulman					
<u>Alternate Members</u>					
Mr. Della-Giustina					
Mr. Jamison					
Mrs. Taca					

LEGEND: X = Conflict of Interest

Town of Palm Beach



Recreation Department

**Recreation Director's Report
May 8, 2006**

Department-wide Assessment

As previously reported, a collective effort from Recreation Department staff was used to complete a self assessment of our department. This report has been included with the Commission's May 2006 meeting agenda. An opportunity for questions and feedback will be available at this meeting.

FY2007 Budget Development

The budget development process is well underway. The initial proposals for all five (5) operating budgets, as well as the CIP budget have been submitted to the Administration for review. Multiple meetings have been planned for the months of May, June, and July to guide staff towards a finalized proposal in preparation for Town Council consideration. It is important to note that the combined proposed operating budgets reflect a 6.5% increase from FY06. This increase was originally anticipated to be a smaller amount. However, increased pension contributions, as well as the addition of one time large expenses contributed to 6.5% increase.

Palm Beach Civic Association – Boards and Commissions Report

As you are aware, the Palm Beach Civic Association recently completed an analysis of Town Boards and Commissions. A report with recommendations has been submitted to the Town Council for review. All boards and commissions have been asked to review this report and provide comments to the Council. Chairman Spaziani and I will represent the Recreation Advisory Commission at the Special Town Council meeting on May 10, 2006, to communicate any feedback regarding this subject. In preparation for this meeting, an opportunity for discussion and feedback will be available for all Commission members at our May 8th meeting.

Boards/Commissions Orientation

An orientation meeting for all new board/commission members is scheduled for May 17th at 2:00 p.m. in the Town Council Chambers. The purpose of this meeting is to provide new board members, and existing ones if they so choose, information regarding the Sunshine and Ethics laws, as well as Public Records. Town Attorney, John Randolph, will be the presenter. If you are interested in attending this very informative session, please notify Lisa Walkowich by Monday, May 15, 2006, to confirm attendance. I am planning on attending as the staff representative for the Recreation Department.

Palm Beach/Flagler Rotary Club – 2006 Rotakids Project

The Recreation Department was once again approached by the Palm Beach/Flagler Rotary Club to partner for their 2006 Rotakids project. As you may recall, in 2005 a new water fountain was installed in Seaview Park with the assistance of funds raised through Rotary. This year's project will involve the installation of a new climbing structure in the Tot Lot adjacent to the Recreation Center. We anticipate its completion before summer 2006.

Action Planning 2006-2007

As previously reported, our department kicked-off a new planning initiative which will help guide us through each fiscal year by identifying measurable tasks for completion. Recommendations from members of our staff have been received and is currently being reviewed and prioritized by Division heads. Over 150 projects/initiative ideas were generated by all levels of staffing. Although we anticipate the completion of this formal work plan by the end of May, work is well underway with many of the proposed items.

LPGA Pro/Am Exploratory Meeting Report

A meeting with Recreation Department staff representatives and Mr. Stuart Shulman was held on April 19, 2006, to discuss the pros and cons of reinstituting the LPGA Pro/Am tournament at the Par 3 Golf Course. After much discussion, it was the collective opinion of the group that our current staffing resources do not allow for the successful coordination of such a large event. Mr. Shulman and I will provide a more detailed verbal report to the Commission at our May 8, 2006, meeting.

Capital Projects Status Report

Seaview Park Tennis Renovation

- Renovation design will begin soon
- Construction is expected to begin in the spring of 2007

Phipps Ocean Park Tennis Center

- The new Maintenance Storage Building design is being reviewed
- The replacement of the park's public restroom is pending

Recreation Center

- The Roof Replacement Project is nearing completion
- The Shutter Replacement Project has been delayed, but is expected to begin soon
- The Recreation Center Ceiling Tile Replacement Project is expected to begin soon

Citizens Fire Academy

I am proud to report that Alan Brown and I successfully participated in the Fire-Rescue Department's 2006 Citizen's Fire Academy. This experience proved to be very informative, as well as fun. We were able to take away many suggestions and ideas for consideration with Recreation Department operations, including hurricane preparedness and reacting to medical emergencies at our facilities. I would recommend that members of the Recreation Commission participate in an upcoming Academy. You will find it to be very worthwhile.

Respectfully Submitted,



Jay Boodheshwar