



TOWN OF PALM BEACH

Recreation Department

RECREATION ADVISORY COMMISSION MEETING

March 8, 2006

- I. **CALL TO ORDER AND ROLL CALL** – A meeting of the Town of Palm Beach Recreation Advisory Commission was held on March 8, 2006, at the Recreation Center. The meeting was called to order by Mr. Spaziani, Chairman at 9:00 a.m. Commission members in attendance were Mrs. Agnello, Mr. Andrews, Dr. Coffield, Ms. Hickox and Mr. Shulman. Alternate members in attendance were Mr. Della-Guistina, Mr. Jamison and Mrs. Taca. Absent from the meeting was Mr. Bone. Staff members in attendance were Mr. Boodheshwar, Mr. Brown and Mrs. Walkowich.
- II. **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. Spaziani, all were in favor.
- III. **APPROVAL OF THE JANUARY 11, 2006 MINUTES** – Mr. Spaziani asked for a motion to approve the January 11, 2006, minutes. Mrs. Taca made the motion to approve the minutes. Seconded by Ms. Hickox, all were in favor.
- IV. **OLD BUSINESS** -
 - A. **Update on Seaview Tennis Renovation Project** – Mr. Boodheshwar stated that the Town Council had approved the design phase to move forward for the Seaview Tennis Center renovation. The design process will take place this summer and the construction would begin in late Spring of 2007. He said that construction was expected to take 6 to 7 months. Mrs. Agnello asked if there would be a building for storage of tennis equipment. Mr. Brown said that there are options for a storage building on the plan and when they fully develop the design, we will see if a storage building will fit.
 - B. **Court Availability Analysis** - Mr. Boodheshwar stated that at the last meeting it was suggested that staff conduct an analysis of court usage at the Seaview Tennis facility. He said that, after speaking with Jim Hay, Tennis Manager it was decided to review both facilities. However, it would be better to wait until the end of season. Mr. Boodheshwar said that the analysis would give the Commission an idea of how courts are being used and would also be an important factor in making short term decisions of how we are going to be utilizing Phipps during the

construction phase at Seaview. He said that the analysis would be completed for the Commission's September meeting.

Mr. Jamison suggested that the court usage study be used to evaluate the court booking rules. He said that a group has figured out a way to work within the system and monopolize the courts and we need to look at the rules and figure out a way to make it fair for everybody to get equal access to the courts at Seaview. After a lengthy discussion, Mr. Boodheshwar said that staff recognizes the Commission's concerns and appreciated their comments and would report back to the Commission on this subject in September.

C. Update on Recreation Center Improvements - Mr. Brown gave a brief report on projects that were in progress and those that were about to begin:

1. Roof tiles are in the process of being installed and the project should be completed in about 6 weeks.
2. Replacement of ceiling tiles through out the building will begin within the next two months. The existing tiles are the original ones installed when the building was built and many are discolored and damaged.
3. Annual sod replacement and repairs to the athletic field are underway and should be completed this week.
4. Hurricane shutters are scheduled to be replaced this year. The bid has been awarded and should be installed sometime in March or April but will be completed in time for the upcoming hurricane season. \$60,000 has been budgeted for this project.
5. The new courts at the Phipps Tennis Center are completed and landscaping is being installed this week.

V. NEW BUSINESS

A. Department Assessment Report – Mr. Boodheshwar said that the Recreation Department staff had completed a self assessment process, analyzing how we do business and brainstorming collectively for our future. He said that the process started off with one on one meetings with all of the full time staff. This gave him an opportunity to learn a little bit about their backgrounds, how they felt within their positions and what kind of ideas they had for improving our department. Mr. Boodheshwar said that this also gave him an opportunity to communicate to everyone, in a more personal setting, his background, what he had observed in that first couple of weeks and to try to start forming some bonds. He said that he felt the initial process was very successful not only for him but that the staff appreciated it too. Mr. Boodheshwar said that the next phase of the

assessment involved meeting with the management team, Alan Brown, Rod Gardiner, Jim Hay, Rick Dytrych and Lisa Walkowich. He said that the management team went through a three day process looking at everything from paying bills to updating our website. He said that he has taken all this information as well as his observations and was in the process of putting it into a report. Mr. Boodheshwar said that he would get a copy of this report to the Commission and looked forward to any comments that they might have.

- B. FY-07 Budget Development** – Mr. Brown passed out copies of the proposed budget calendar. He said that in the next month staff would be compiling figures from the various divisions which will be submitted to the Town on April 21st. Mr. Brown said that if there was anything the Commission would like staff to consider for the upcoming budget to please get that information to staff within the next two weeks. He said that the proposed budget would be presented to the Commission at their May meeting.

- C. Director's Report** - (This report is attached)

VI. ANY OTHER MATTERS

Mrs. Taca suggested that staff consider and look into a movie program for children at the recreation center.

Mrs. Agnello said she wanted to thank Mr. Jamison who goes above and beyond his duties as a Commissioner and successfully coached five soccer teams this past year. Mr. Brown said that the department really appreciated Mr. Jamison's dedication to the department and to the teams he coached this past year. He then presented Mr. Jamison with a plaque. The inscription read "For Coach Budge, In sincere appreciation for your time and dedication during the 2006 Youth Soccer League Program" Mr. Jamison thanked everyone stating that it was his pleasure to have been involved in the program.

Mr. Shulman said that he felt it was time for the Town to consider holding the LPGA Pro-Am Charity Tournament again. He said that he knew there was a lot of work involved but felt that it was time to re-activate the tournament. Mr. Boodheshwar said that he was aware of the tournament and had discussed it with Mr. Dytrych. He said that Mr. Shulman's idea of a pro-am and/or other types of fun special activities were important and that staff would definitely be looking into conducting some sort of golf event. Mr. Shulman said, "I think with this Commission a Pro-Am tournament could be very successful." Ms. Hickox said that if we are going to bring it back then we want it to be a huge success right off the bat.

Mr. Shulman made a motion that the Commission re-examine the idea of bringing back the Pro-Am Charity Golf Tournament. Mr. Spaziani called for second. Mr. Jamison seconded the motion, all were in favor. Mr. Spaziani asked Mr. Boodheshwar if staff could look into whether or not it was financially feasible to hold the tournament and report back to the Commission at their next meeting. Mr. Boodheshwar said that he would.

Dr. Coffield complimented the staff on the great job they did for the Daddy Daughter Date Night special event. He said it was the best one that he has attended in the past few years.

VII. **ADJOURNMENT** - Meeting was adjourned at 10:00

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			
Mrs. Agnello	P	P			
Mr. Andrews	E	P			
Mr. Bone	P	E			
Dr. Coffield	P	P			
Ms. Hickox	U	P			
Mr. Shulman	P	P			
<u>Alternate Members</u>					
Mr. Della-Giustina	P	P			
Mr. Jamison	P	P			
Mrs. Taca	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
March 8, 2006

Introduction

Beginning at the March 8, 2006 meeting a Director' Report will be submitted with the Recreation Commission's packet as a new tool for providing additional details on Recreation Department projects, programs, and news.

Department-wide Assessment

As you know, the Palm Beach Recreation Department plays a very important role in ensuring that residents and visitors experience first class recreational facilities and programs. Facilities such as the Recreation Center, Palm Beach Golf Course, and the Phipps Ocean Park and Seaview Park Tennis Centers provide the framework for a comprehensive system of recreational offerings. Add dozens of recreational, sport, special events, and enrichment programs to that list and you can see how much the Town has available for its citizens. However, our staff is committed to continuous improvement with the delivery of high quality services, maintenance of facilities, and exceptional customer service. We understand that the dynamics and recreational needs of the Palm Beach community are ever changing. We also understand and embrace our responsibility for meeting these needs.

To effectively react to community needs we feel that it is important for all members of our staff to have a thorough understanding of the Recreation Department's history and current status before developing a vision for the future. To accomplish this, our staff has been actively involved in the completion of an internal department wide assessment. This exercise involves the evaluation of six major areas, including administrative items, programs/services, facilities, finance, communication, and staffing. Many additional subtopics and areas of operations are also being reviewed.

My goal is to accomplish three objectives with the completion of the assessment process; (1) Get a well rounded background for how the Recreation Department currently functions, (2) Initiate thinking among division heads for improvement in their respective areas, (3) Create a final report with conclusions and preliminary recommendations for future actions.

Website Update/Upgrades

Members of our staff and I recently reviewed our Department's pages on the Town's website. A variety of modifications and upgrades were recently approved by the Town Manager's Office. Our goal is to make the site a little more user friendly and informative.

Action Planning

In keeping consistent with our goal for providing more opportunities for employee participation in the decision making process, I would like to introduce a new annual exercise that will involve all members of our staff. Our department has kicked-off a new planning initiative which will run somewhat parallel with the budget development process. I have asked for staff input at all levels in the creation of our first annual department "Action Plan". This plan will help to guide us through each fiscal year by identifying measurable tasks for completion. It will also help greatly in providing additional justification for appropriation requests as we complete the budget development process. A copy of the final Action Plan will be forwarded to the Commission.

Recreation Center Improvements

Storm Shutter Replacements - The final specifications for our storm shutter replacement project has been completed. We are anticipating the installation to be completed this spring, giving us plenty of time before the next storm season begins.

Roof Repairs - New roof tiles were recently delivered and staged at the Recreation Center. We are also anticipating the completion of this long awaited project this spring.

Seaview Park Tennis Center Renovation

At its February 14, 2006 meeting, the Town Council unanimously approved the conceptual plan labeled Option 3A, giving direction to staff for proceeding with the design phase for the Seaview Park Tennis Center renovation project. The previously presented conceptual plans were prepared by Global Sports and Tennis Design Group, Inc. (Global Sports). Option 3A was also supported by staff and received positive input from the public.

Town staff had worked with Global Sports throughout the development of the three alternative site plans. The Town Council, at the December 13, 2005 Town Council meeting, decided not to proceed with a fourth alternative for elevated tennis courts. The Master Plan alternatives were reviewed at a public informational meeting held at the Recreation Center at 6:00 p.m. on January 18, 2006. Those in attendance were favorable of Option 3A.

Starting design work in March 2006, and needing to have construction completed prior to Thanksgiving, pushes our construction activities to 2007. We are anticipating a late April / early May 2007 start for construction, with a tentative six month duration.

There is currently \$883,649.59 earmarked in the Leisure Services Enterprise Fund - Capital Improvement Program for the Seaview Park Tennis Center renovation project.

**Respectfully Submitted,
Jay Boodheshwar
Director of Recreation**