TOWN OF PALM BEACH

Office of The Town Clerk

MINUTES OF THE SPECIAL TOWN COUNCIL MEETING HELD ON MAY 13, 2004 - PRESENTATIONS REGARDING THE ORGANIZATION AND OPERATIONS OF TOWN DEPARTMENTS

I. CALL TO ORDER AND ROLL CALL

The Special Town Council Meeting of May 13, 2004, was called to order by Town Council President Allen Wyett at 9:30 a.m. in the Town Council Chambers. On roll call the following Elected Officials were found to be in attendance: President Allen Wyett, Councilman William Brooks, Councilman Norman Goldblum, and Councilman Jack McDonald. Mayor Lesly Smith and President Pro-Tem Samuel McLendon were absent from the meeting. Town Staff present: Town Manager Peter Elwell, Assistant Town Manager Thomas Bradford, Assistant to the Town Manager Sarah Hannah; also the following staff members:

Paul Brazil - Assistant Public Works Director
Paul Castro - Zoning Administrator
Veronica Close - Assistant Director of Planning, Zoning & Building
Andrew Cox - Assistant Fire-Rescue Chief
Linda Corbett - Administrative Aide to Director of Planning, Zoning & Building.
John Deorio - Acting Fire-Rescue Chief
William Crouse - Human Resources Director
Tim Frank - Planning Administrator
Carla Kneipp - Assistant Human Resources Director,,
Michael Reiter - Police Chief
Robert Moore - Director of Planning, Zoning & Building
Mary Pollitt - Town Clerk
Jane Skittone - Finance Director
Cheryl Somers - Assistant Finance Director
Spencer Wilson - Information Systems Manager
Amy Wood - Accounting Supervisor

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RECYCLED PAPER

II. INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Deputy Town Clerk Eichhorn. The Pledge of Allegiance was led by President Wyett.

III. APPROVAL OF AGENDA

The Agenda was approved through motion of Councilman Brooks, seconded by Councilman Goldblum. On roll call the motion carried 4/0, as President Pro-Tem McLendon was not present.

IV. PRESENTATIONS REGARDING THE ORGANIZATION AND OPERATIONS OF TOWN DEPARTMENTS

A. Finance Department

Presentation given by Jane Skittone, Finance Director:

Ms. Skittone reviewed the credentials and duties of the employees of the Finance Department, including the Purchasing Division. She detailed the duties of the Finance Department, which included:

- Financial Guidance
- Fiscal Management
- Budget Oversignt
- Revenue Collection
- Payment of Expenses
- Accurate Record Keeping
- Compliance With Laws
- Financial Reporting

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B. Leisure Services Enterprise Fund

Presentation give by Allan Brown and Rod Gardiner, Recreation Department:

1. The Town Recreation Department provides outstanding programs and facilities for it's residents. Some of these facilities include the Recreation Center, Par 3 Golf Course, Phipps Ocean Park Tennis Center, Seaview Tennis Center and the highly utilized Seaview Playground.

2. Our mission is to provide outstanding recreation programs, facilities and services that enhance the quality of life of our residents and visitors.

3. Our organizational commitment is:
   - to provide outstanding customer service in a helpful and courteous manner.
   - to offer fun filled and enriching programs and activities that reflect both the uniqueness and interest of our community, and
   - to provide facilities that are safe and well maintained.

4. Before giving you a brief overview of our department I thought it would be interesting to give you a little history about the Town's Recreation Department.

   Prior to 1975 the Town offered what could be considered a passive seasonal program operating first out of a small two story house which was located in what is now the Royal Palm Parking Lot and later out of the old wood shack on the slide that had been moved from the Breakers Hotel to Seaview Park.

   In 1975 the Town hired a full time Recreation Director and began offering an active year round program, operating out of these old buildings.

   In 1982 and 1984 Town residents came together with the assistance of staff to put on the now famous Palm Beach Follies in which more than half of the funds necessary to build the new Recreation Center were raised. In late December 1984, we opened the doors and

our programs and events became an instant success. The popularity of our programs continue to this day.

5. Our organizational model was established in 1975. It calls for a small full time staff to provide administrative management and supervision while the majority of our employees (88%) are either part time or contractual. This way were able to get experts in the field when we need them at a lower cost by not having to pay benefits. This model worked in 1975 and continues to work well for our operations in 2004. In the future, we will be able to add as many new programs as are desired by the community without any increased cost to the Town as each program is designed to cover its own costs including instructors and supplies. The Recreation department is comprised of 5 divisions, Youth, Adult, Tennis, Golf and Facility Maintenance and Management. If you add the Town Docks you have the Leisure Services Enterprise fund. As you are aware, this fund is 100% self supporting. Dockmaster John Luscomb will be giving you information about the Town Docks following my presentation.

6. Our two tennis facilities offer a comprehensive program including clinics, private lessons, leagues and tournaments. The Town's Phipps Ocean Park Tennis Center was recently named by the USTA as one of the top new small facilities in the United States. With the addition of a 4th court this past year we're able to host three senior teams one of which won the Palm Beach County Championships this past season.

7. Our golf course has 18 beautiful and challenging holes on the inter-coastal waterway and the ocean. In addition to some great golf, the Par 3 offers private lessons, group clinics, tournaments, leagues and a variety of golf outings. Our golf course also has a driving range, putting green and a full service golf shop.

   The Town acquired the Par 3 in 1973. Since that time over on million dollars in infrastructure improvements were made including new greens and tees, irrigation and pump station and a modern maintenance building. These improvements were all made at no cost to the tax payer through golf course revenues. In the early 90's the Town's golf course was named as the second best Par 3 in the United States by Golf Digest Magazine. In addition to an award winning facility, the design and convenient location of the Par 3

lends itself to our resident seniors and families. More information is available at the Par 3 web site, Golf On the Ocean .com

8. Our Adult programs include a variety of classes ranging from the Arts to exercise and many interesting classes in between. We have a full listing of classes in our program brochure which was mailed to all residents this year. Our adult programs cover 100% of their costs.

9. Our Youth division offers a wide variety of program opportunities. Special interest classes range from nationally recognized pre-school programs such as Kindermusik and Gymboree to youth programs that provide outlets for interests such as art, gymnastics, dance and karate. .

   Our winter, spring and summer camps in addition to our after school program are very popular and usually have waiting lists to get in.

   Our sports leagues and instructional programs such as baseball, basketball, football, soccer and lacrosse provide youngsters an ideal atmosphere to develop their athletic skills in addition to the other related benefits derived from participating in team sports.

   Not only has Seaview Park and the Recreation Center become the hub for youth activities in Palm Beach, I'm proud to say it's a safe and nurturing environment for our youngest residents.

10. Family Events - In addition to our youth and adult programs, we offer a variety of family oriented special events including Daddy Daughter Date Night, Mommy and Me Tea, and our annual Halloween, Spring and 4th of July celebrations, just to name a few. All of these events have become a Palm Beach tradition.

11. In closing, one of the things that all of our programs have in common are the benefits that our participants receive.

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Presentation given by Jonathan Luscomb, Dock Master:

Introduction – Aerial Photo in Advertisement

- Introduction
- How long in business
- How long with Town

Brief History of Docks - GIS photo of Docks circa 1935

- 12-26-29. First mention of dock in a letter addressed to Mayor and Town Council from D.L. Southard wanting to construct a dock for the use of locals in winter. Did not want to use West Palm Docks.
- 1 dock and a seaplane ramp.
- Land assembly of Lakeside Park took place from 1930-1940 $10.00 to $50.00 per lot.
- And again from 1954-1955 $125,000
- Docks started sometime in the 1940's - Brazilian built first
- Then Australian

20 year Bond $125,000. For public Park walls and fill and the addition wharves

- Brazilian Dock 1945 , 1969,
- Australian Dock re-built 1945, 1976,
- Peruvian Dock re-built? 1961- $99,000 - 1971,

First Dockmaster hired 1946

Docks Now - GIS photo of Docks 2001 phased rehab $4.5 M

- 96-97 Brazilian
- 97-98 Australian
- 98-99 Peruvian

Expanded over the years to 87 slips. 100'+ Mega Yacht

- 39 -100'vessels or larger. Largest "the Other Woman @192'
- we were largest assembly of mega-yacht slips until last year.
- Bahia-Mar now with 46 100+ out 250 slips
- Total annual Revenues for the Town Docks is $2.5M
  1950's was about $25,000

Intent Photo

Town Docks have evolved to become a Waterfront Gateway to the Town.

- Service 800 Transient Boaters per year - 20% of total marina revenues.
- About 40 of our 84 long-term tenants are Town residents.
- The Yachts and Worth Avenue Shopping and the area restaurants are the big attraction

MISSION: "prompt Courteous Service"

- Staff of two full-time and two part time.

Slides shown of:

Dock Attendant
U.S. Mail, Fed –Ex, U.P.S.
Security
Docklines
Sewage Pump-out
Dock Carts
Work Floats
Used oil collection
Local Knowledge
Showers/restrooms, Ice, Internet Access, Basic CATV
Beauty

The Future:

Phased Master plan: to enhance value and amenities for tenants, crews and visitors.

Conceptual Master Plan is underway now to incorporate:

- Office Center - fax/copy machines
- Small Chandlery – leased to Vendor
- New Heads and Showers
- New Offices
- Improved Parking
- Improved Security
- Coin Laundry
- Landscaping

Peruvian Construction to start April of 2005
Brazilian Construction to start May 2006
Australian Construction to start April 2007

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C. Planning, Zoning, and Building Department

Presentation given by Robert Moore, Director of Planning, Zoning & Building:

Highlights:

- The Department works with elected and appointed officials, residents, and businesses in preserving and improving the aesthetic, historical and economic values of the Town, through comprehensive planning and code application and interpretation.

- Aesthetic Review - Architectural Commission (ARCOM)
  In 2003:
  Provided staff support to ARCOM.
  Processed 158 ARCOM applications for major and minor projects
  Of these, 35 required prior zoning approval (22%)
  Processed 300 staff approvals (windows, walls, other)

- Historic Preservation:
  145 landmarked properties
  5 historic districts
  2 scenic vistas
  Town became a certified local government in 1989
  Landmark Preservation Commission considers annually:
  25-30 applications for Certificates of Appropriateness

3-4 landmark designations
1-2 landmark undesignations
Historic Preservation Grant - currently updating 1,243 master site files

- Plan Review
  - 4,300 plan reviews performed in 2003
  - 10 days average turn-around in permit issuance
  - Permits with no plans are issued the same day
  - New special plan review program - averaged 60 special plan reviews monthly for the first six months of 2004

- Construction Permit Activity
  - 6,527 construction permits issued
  - 1,111 right-of-way permits issued
  - $186,270,000 in construction value in 2003
  - 21,109 inspections performed
  - With six regular, and two contract inspectors, an average of 10 inspections per day per inspector
  - The average number of inspections per employee affects Insurance Services Office, Inc. (ISO) rating.

- Code Compliance Program
  - Provides staff support for Code Enforcement board
  - Two code compliance officers
  - 800+ reports annually of possible violations
  - 146 violations set for hearing in 2003
  - 45 unresolved cases heard by Code Enforcement Board
  - 6 cases with outstanding liens

- Occupational Licensing

1,785 business renewals in 2003
238 new licenses issued in 2003
443 license changes in 2003
2,551 contractors maintained in VRU accounts

- Records Division
  - 3,300 total parcels
  - 2,575 parcels digitally scanned to date
  - 120,000 images processed per year
  - Current records scanned within 10 days
  - 400+ microfilm inquiries per year
  - 1,450 phone inquiries per year

- Zoning Season
  - Provides staff support to Planning and Zoning Commission
  - Number of zoning items studied:
    - 2001 - 25
    - 2002 - 14
    - 2003 - 33
  - 2 re-zoning applications
  - 4 comprehensive plan amendments

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D. Town Clerk's Office

Mary Pollitt, Town Clerk, presented the information on the Office of the Town Clerk, including:

- Council Minutes
- Public Access

- Record Keeping
- Records Storage
- Historic Preservation
- Charitable Solicitation Permits
- Other Permits Handled by Town Clerk's Office
- Town Elections

V. ANY OTHER MATTERS

There were none.

VI. ADJOURNMENT

There being no further business, the Special Town Council Meeting of May 13, 2004, was adjourned at 11:02 a.m.

Allen S. Wyett
Town Council President

Mary A. Pollitt
Town Clerk