



VILLAGE OF PALMETTO BAY
Minutes of the Village Service Committee Meeting of
February 3, 2016 at 7:00pm
Village Hall- 9705 East Hibiscus Street
Palmetto Bay, FL 33157

Agenda Item No. 1- Call to Order

7:05PM- Meeting called to order by Chairman Rex Lehmann

In attendance:

Committee Members:

Rex Lehmann, Chairman

Jon Beisenherz

Roger Snyder

Robert Buzzelli

Eric Eikenberg

Larissa Siegel-Lara, Councilwoman and Committee Liaison

Karen Cunningham, Councilwoman

Edward Silva, Village Manager

Fanny Carmona, Director Parks & Rec. Dept.

Corrice Patterson, Director of Public Services Dept.

Agenda Item No. 2- Approval of January 6, 2015 Minutes

_____ asked that he be removed from list of attendees, since he wasn't present at that meeting. Minutes were not approved at this time.

Agenda Item No. 3- Public Comments

No members of the public present, therefore no public comments made.

Councilwoman Larissa Siegel-Lara mentioned that there is a change on the way they set up the structure which ensures that Council liaison is not subject to the sunshine requirements of the committee. To be clear she is not an official or ex official member of the committee. As a liaison, I don't vote and are called upon as a reference only.

Chairman then proceeded to take roll call (Eric running 15 minutes late). To confirm, Chairman reiterated that as a liaison of the committee, Councilwoman Siegel-Lara, can speak to committee without having to make a public hearing, but is not a member of the committee. However, board members are all still subject to sunshine laws and may not speak outside of public meetings.

Chairman asked if anyone had anything else to address before proceeding with any business. It was mentioned that Eric did an excellent job the other night addressing council regarding the fee structure.

Agenda Item No. 5 (taken out of order)

Chairman asked if anyone knows what's happening with the calendars.

CP- Asked if an item can be taking out of order since the Parks Director, Fanny Carmona is here to speak on behalf of the park fees. Chairman agreed.

Fanny Carmona, Director of Parks & Rec. introduced herself to board and passed out to each board member, a summary, including all salaries and total operating expenses by park. Ms. Siegel Lara asked if we have dedicated staff per park, and Ms. Carmona replied that some are shared and some are dedicated. In my department there are 39 part time and full time employees and there are some vacancies at the time.

Siegel Lara- Asked whether the basis of the salaries where annual? Fanny explained the summary presented gives the annual salary for this fiscal year 15-16, does not include actuals, but does include the vacancy rate. Her salary is also included in the summary and is based on a percentage by park.

Board members proceeded to review summary individually.

Board member asked which account would have the most expense, and Fanny replied that would probably be General Operating and second to that it would be Landscaping Maintenance. We do have a combination of outside contractor (Tip-Top) that mows some of the facilities and we also have in-house crew that mows other park. General operating would include janitorial supplies, and things that are purchased and needed for the parks, from Home Depot orders to other supplies.

CP- Palmetto Bay Park and Coral Reef Park are both outsourced as far as landscape of the common areas. Fanny confirmed the sports fields are done in-house. The high schools do pay for using the field.

Siegel-Lara asked- Where are the salaries for those park operations that are in-house landscaping maintenance? How much money do we spend on landscaping?

Fanny- When we contracted with Tip-Top the amount was \$70,000, however since we've done a split within our departments and some staff have gone over to public services, they have taken on some additional in-house mowing and therefore Tip-top's contract has been reduced.

Fanny- this budget shown here has both budgets for in-house and contracted services. That part of the budget is still separated by park. Salaries are based on amount of time spent at each park and size of park.

Siegel-Lara- The intention of the discussion here is to understand the park fee structure and the course of actions, which is that there were several proposals, and we put a budget together that had a rate increase, based on bench marks and prevailing rates. Then we had complaints, particularly about the tennis rates. There was an ordinance for a roll back of the fees and it was passed on the first reading. Subsequently another ordinance was introduced to roll back all changes, and that one passed first reading. So the question to the committee is what should the rate structures look like? What are the guidelines and position that you recommend? The recommendation was for all the committee members to review what the fees are for, and what the cuts represent. In a

nutshell, the tennis roll back has a budget implication of I believe about 47K. Is that correct? (Fanny confirmed it's about 45K.) The remaining roll back had an impact of about 12K. What we are asking for is a guideline of what the recommendation is to give to council to give directions to staff on rates. By the way the rates were reviewed once before, so those rates have held steady for about the last 12 years. The utilization and utilization per service is another thing to look at.

Board Member provided a copy of the Ordinance showing the roll back suggestions.

Siegel-Lara- The rate increase rollback for the tennis already passed at 3-2. Thalatta rate increase was rolled back. Thalatta, because of the low prices, is very busy every weekend. If we wanted to modulate that, the natural thing to do is raise the price. We want to keep it utilized and recovering the expense, and setting the right rate.

Mr. Silva- If you want to give me a recommendation on how to put an RFP together for a tennis provider we can do that, because more than likely, that's where we are heading. The impact on tennis roll-back is actually \$51,031.18 and a proposed roll back on the rest is \$60,733.95. Some rate changes were left in.

Siegel-Lara- The tennis roll-back was cut in half from \$10.00 to \$5.00 for people to play. Another recommendation the board needs to consider is data collection because there has been very little data collected. For example, the only data we have on utilization is for 2015, Coral Reef Park-19% of users are residents at Palmetto Bay Park-11% of users area residents.

Cunningham- I asked for some info on the operations of the park. You can see that the roll-back I was looking at, originally it was about \$13,000. The reason why I asked for the dollar amounts for the parks is that when you look at the number that's associated with maintenance, salaries, it's a huge number. The bottom line is that I'm glad the ordinance has created a conversation, and that this board has had a chance to look at it. I think you are realizing the complexity of creating a fee structure and it definitely falls under your mission for this particular committee. My hope will be that you have an opportunity to start from scratch. For me it's not an issue that we have outside folks using the parks, I know it's been an issue for a few of the council members.

Siegel-Lara- Do we know who is renting the fields? Are they residents?

Fanny- Yes. What I did was a projection based on our current fees and our new fees with an average of what was used last fiscal year times the old rates, and projection of what new rates will look like with new rates.

Siegel-Lara- The issue is we have a lot of frequent users, and one of the things that we talked about was that the league pricing is increased, and then they won't play anymore.

Silva- The intakes for each park last year were (and we are spending \$500,000 more than we are taking in):

CRP-	\$300,601.00
PBP-	\$50,500.00
Thalatta-	\$353,000.00
Ludovici-	\$4,500.00
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	\$708,601.00

We know what the other areas are charging and what their recovery rate is, and that's what we have to come up with. It's going to take someone to go item by item, and ask how does this compare with what the neighboring communities are charging and does this feel reasonable.

Fanny passed out the comparisons with Village of Pinecrest (49% recovery rate), City of South Miami, and Coral Gables.

Board Member Eric _____ arrived and was filled in on discussions so far.

Board member reiterated what board needs to do: Develop a guideline for future rate increases and offer a recommendation.

Part of the problem with the tennis is that it's been so cheap for so long, that people don't want to pay when there is an increase. I don't want to see us get into a situation where if someone complains about pricing we roll back fees.

Silva- It's really a matter of focusing on Pinecrest which is the most similar to our situation. Coral Gables and Miami Lakes are not competition because they are too far from us and Cutler Bay really doesn't offer much. It's going to come down to someone doing a comparison with Pinecrest, and going item by item and determines what reasonable fees for each item are.

Cunningham- My thought process on Thalatta is that it's an event venue and if you are already spending a few thousand dollars to rent a venue another few dollars is not going to put a huge dent in your budget. My focus is on everyday folks using the gazebos, and picnic areas.

Siegel-Lara- The council has voted on the roll back and deferred the second roll-back, so the board has many options on what suggestions can be made.

Silva- There will be an amended budget that will be presented to the council that will accommodate all of this. In response to a board member's suggestion, Mr. Silva explained that we cannot charge non-residents a different fee because we are not allowed to. Because we use some bond money we must charge the same rates.

As the Service Committee think about what's the most important thing to the residents of Palmetto Bay.

Board member mentioned that it's incredible that we've gone 9 years without an increase. I would recommend for us to start putting together the data that we need to make a recommendation and look to make a proposal for next fiscal year. Let's get the proper information so that we can make a reasonable recommendation for the next fiscal year.

Cunningham- Question is that we have to look at it from a roll back perspective because we've only rolled-back tennis. My personal preference is to look at it from where it was rather than where we need to be.

Board member- I would rather look at it not just for an increase for 2017 and then wait another 9 years for another increase, but let's re-evaluate it every 3-4 years based on this data.

Siegel-Lara- We need to look at what's on the books.

Board member- If we start doing a better job of collecting data and tracking results now, within six months to a year we can go from there.

Board member recommended we look at whatever the rates were in the last fiscal year, we spend the next couple of months put our thoughts together.

Chairman- Motioned to recommend roll-back costs of rates to 2015 rates and allow the Village manager and staff to develop guidelines on increase of future rates, and bring back to committee so that they can discuss them.

Fanny- We doesn't have a guideline right now.

Board member second the motion on the floor.

Siegel-Lara- You should probably set a timeframe because budget season is coming and the budget proposal will be by July, if not sooner than that.

CP- Suggested that any information you need to bring back be brought back by May because we need to start gathering information.

Siegel-Lara- If we need to defer, because as a committee we can't handle this, we need to let council know.

Agenda Item No. 4- Old Business

Last meeting we discussed passing out a calendar with Village numbers to new residents. We also all received a list of FAQ for our recommendations. Did everybody send it back?(Yes)

CP- There were only two suggestions sent back.

Eric moved to formally suggest to council that staff prepare a welcome to the Village 5x7 post card to hand out to new residents of the Village, which may also include some of the FAQ provided on the packet as well.

CP- Committee should develop what FAQ to put on cards.

Board member suggested using an outside vendor to prepare the standard welcome packet.

Siegel-Lara- Committee may now call for a vote.

All board members in favor of motion to contact outside vendor for welcome cards.

Siegel-Lara went through some suggestions on upgrades that could be done to website to provide for more information to residents. Maybe implement a section on suggestions and complaints.

Council approved a website upgrade project already.

Board member moves to reconsider the previous motion which was to contact outside vendor, and first review the FAQ's and other information, to get a clear understanding of what we want to have in the packet.

Motion was made to look at either outside vendor and village information officer to get out our welcome packet. Motion approved by all members present.

Agenda Item No. 6- New Business

Review of council's strategic plan outreach.

Siegel-Lara- Council would like the different committees to provide feedback on the outreach plan, but we don't have one. I will bring it back once we have a plan for you to look at it.

The last item is the Ibus report and the presentation, which was provided to all members. It's a very interesting report and actually provides options. It would be great for you to read it and get familiar with it. Also, you are all cordially invited to attend the upcoming presentation (possibly on February 10th).

CP- An e-mail was sent to all the advisory board members about the upcoming presentation. (Mrs. Cunningham confirmed presentation information)

Board member asked date of next meeting. Wed., March 9th.

CP- Reminded that annual picnic is on Saturday, March 5th.

9:15pm- Meeting adjourned.