



## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: October 5, 2022

Agenda Item No.

### Agenda Title: Next Steps for Tennis and Pickleball Programs

☐ SPECIAL PRESENTATION/REPORTS    ☐ CONSENT AGENDA  
☐ BOARD APPOINTMENT    ☐ OLD BUSINESS  
☐ PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING  
☒ **NEW BUSINESS**  
☐ OTHER: \_\_\_\_\_

Approved by Town Manager Bambi McKibbon-Turner Date: 12-01-22

Name/Title

<b>Originating Department:</b>  <b>Special Events</b>	Costs: <b>\$ 0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  • 2020 RFP for Tennis Center Management and Maintenance Service
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone____ OR Not applicable in this case <u>RCF</u> <b>Please initial one.</b>

### Summary Explanation/Background:

At the September 21, 2022 Commission Meeting, the Town Commission voted to terminate the Agreement for Tennis Center Management and Maintenance Service with Elite Sports and Recreation Management and move forward with a new Request for Proposal (RFP).

The previous RFP in 2020 (see attachment) was for a tennis program only. However, the bidders were also given the option to provide an alternate proposal identifying a secondary proposed sport as well as the number of courts that will be used. The secondary proposed sport requirements included the use of at least one tennis court and had to be played using a racquet and/or paddle, including, but not limited to: Badminton, Pickleball and Soft

Tennis. As a requirement of the previous agreement with Elite Sports and Recreation Management, the Town resurfaced and restriped the courts located in Kelsey and Lake Shore Park. Currently we have two (2) tennis courts located in Kelsey Park (for the general public) as well as two (2) tennis courts and eight (8) pickleball courts located in Lake Shore Park.

At this time, staff would like direction from the Town Commission on the structure of the new RFP. All courts can be restriped to either tennis and/or pickleball courts for a nominal fee.

**RFP Options:**

1. Leave the tennis and pickleball courts in their current condition and find a provider that can offer both a tennis and pickleball program. This would leave us with two (2) tennis courts in Kelsey Park (for the general public) as well as two (2) tennis courts and eight (8) pickleball courts in Lake Shore Park.
2. Restripe one (1) of the pickleball courts in Lake Shore Park, revert it to a tennis court and find a provider that can offer both a tennis and pickleball program. This would leave us with two (2) tennis courts in Kelsey Park (for the general public) as well as three (3) tennis courts and four (4) pickleball courts in Lake Shore Park.
3. Restripe all of the pickleball courts in Lake Shore Park and revert them to tennis courts and find a provider that can offer a tennis program only. This would leave us with two (2) tennis courts in Kelsey Park (for the general public) as well as four (4) tennis courts in Lake Shore Park. No pickleball courts will remain with this option.

**Recommended Motion:** At the Town Commissions discretion based on the information provided.



## **NEXT STEPS: TENNIS AND PICKLEBALL PROGRAM**

- 1. Restripe the 2 tennis courts located in Kelsey Park and turn them into 8 pickleball courts.**
  - All pickleball courts will be located in Kelsey Park.
  - This will assist with the noise complaints from the 801 building and limit play to daylight hours.
- 2. Restripe the 8 pickleball courts located in Lake Shore Park and turn them into tennis courts.**
  - This will give us a total of 4 tennis courts. All of which, will be located in Lake Shore Park.
  - We will not have enough tennis courts for tournament play. However, staff has discussed the possibility of partnering with the County and City of Palm Beach Gardens to host tennis and pickleball tournaments at the Tennis and Pickleball Center located at The Gardens North District Park.
- 3. The Town will publish a Request for Qualifications (RFQ) for qualified tennis and pickleball instructors to provide individual and group lessons.**
  - The Town will choose which instructors will be allowed to provide lessons on the courts.
  - Each instructor will have to pay a fee to the Town to use the courts. We will have to determine if this will be a monthly fee or an hourly rate based on their usage.
  - Only those instructors that have been pre-qualified by the Town, will have the ability to teach tennis and pickleball lessons.
  - The contact information for each instructor will be provided on the Town's website and posted at the tennis and pickleball courts along with instructions.
  - A customer satisfaction survey will be created by staff and provided to participants after each session. Town staff will use the survey to determine whether or not the instructors are providing adequate instruction.
- 4. We will not lock the gates to any Tennis or Pickleball Facility.**
  - PBSO and staff will help patrol the area to make sure no damage occurs to the courts.
  - Staff has obtained a proposal to add additional surveillance cameras to all courts. The proposal includes the electrical work to power the cameras.
  - The Town will need to eventually hire a Parks Ranger to monitor both parks during normal operating hours.
- 5. The operating hours for the tennis courts will be from 6:30 am – 10:00 pm and the pickleball courts will be open from 6:30 am – 8:00 pm.**
- 6. The operating hours for Kelsey Park and Lake Shore Park will remain open from 6:30 am – 10:00 pm.**
- 7. We will set up an online system for players to reserve 50% of the available tennis courts (2 of 4) and 50% of the available pickleball courts (4 of 8) during specific dates/time periods.**
  - We will send out a survey to all residents to determine what hours will be reserved for open play.
  - This is to be self-managed by the players with minimal intervention from Town Staff.
  - When a court is not reserved, the court remains available for open play until the date/time of the next reservation.
  - We should be able to do this with the recreation function of the software from Tyler Technologies. However, we may have to find a temporary solution first.
  - Reservations will be required two hours in advance.
  - PBSO will need access to account to verify the reservations.