

## AGENDA ITEM SUMMARY

**Meeting Date:**

**October 1, 2013**

**[X] Consent**

☐ Regular

**[ ] Ordinance**

**[ ] Public Hearing**

**Department:** \_\_\_\_\_

## Facilities Development & Operations

## **I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to receive and file:** a notice of exercise of the third option to extend the term of the Concessionaire Service Agreement (R2008-1867) with Tennis Insights, Inc., for the continued use of the concession building at the South County Regional Tennis and Racquetball Center in Burt Aaronson South County Regional Park for \$16,059.84/year.

**Summary:** Tennis Insights has operated under the current Concessionaire Service Agreement (Agreement) for use of the concession building at the tennis and racquetball center in Burt Aaronson South County Regional Park since November 2008. Tennis Insights is now exercising the third of three (3) one (1) year term extension options for the period of November 1, 2013, to October 31, 2014. The guaranteed annual rent will be increased by four percent (4%) from \$15,442.13 (\$1,286.84/month) to \$16,059.84 (\$1,338.32/month) effective November 1, 2013. The Parks and Recreation Department is satisfied with Tennis Insights' performance. The Board has no discretionary authority to deny the exercise of the option; however, the County may terminate this Agreement upon ninety (90) days written notice to Tennis Insights. **(PREM) District 5 (HJF)**

**Background and Justification:** The Agreement was approved on October 21, 2008 (R2008-1867). On July 21, 2009 (R2009-1199), the Parks and Recreation Department submitted a Receive and File agenda referencing various Agreement changes, including hours of operation and signage, which were permitted under the Agreement without formal Board approval. The first option was exercised on October 28, 2011 (R2011-1596), extending the term to October 31, 2012. The second option was exercised on October 2, 2012 (R2012-1338), extending the term to October 31, 2013. Exercise of this third option will extend the term to October 31, 2014. State Statutes do not require a Disclosure of Beneficial Interest to be obtained when the County leases property to a tenant. Since the Statute does not require the Disclosure and as this is an exercise of an option to extend a previously approved agreement for which a Disclosure was obtained, Staff did not request a new Disclosure. Peter Davis is the owner and President of Tennis Insights. Parks and Recreation will continue to administer this Agreement.

**Attachments:**

1. Location Map
2. Letter dated June 3, 2013, from Tennis Insights
3. Budget Availability Statement

**Recommended By:**

Department Director

9/6/12  
Date

**Approved By:**

County Administrator

9/19/13  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	(\$14,721.52)	(\$1,338.32)	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	(\$14,721.52)	(\$1,338.32)	\$-0-	\$-0-	\$-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes   X   No \_\_\_\_\_

Budget Account No: Fund 0001 Dept 580 Unit 5250 Object 4726  
Program \_\_\_\_\_

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

Current guaranteed annual rent of \$15,442.13 (\$1,286.84/month) will increase 4% to \$16,059.84 (\$1,338.32/month) for the 11/1/2013 – 10/31/2014 third option period.

### C. Departmental Fiscal Review: \_\_\_\_\_

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Development Comments:

[Signature] 9/12/2013  
OFMB NU 9/11 San  
\* 9/11/13

[Signature] 9/16/13  
Contract Development and Control  
9-16-13 Buchholz

### B. Legal Sufficiency:

[Signature] 9/17/13  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

**This summary is not to be used as a basis for payment.**





LOCATION MAP

RNG 41

See pg 127

RNG 41



**The Tennis Learning Center  
Burt Aaronson South County Regional Park  
19760 Striker Circle  
Boca Raton, Florida 33498  
Ph: 561-271-1693**

**From:** Peter Davis  
President, Tennis Insights, Inc.  
6723 Via Regina  
Boca Raton, FL 33433

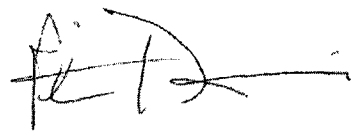
**To:** Cliff Battles  
Projects Coordinator  
Palm Beach County Parks and Recreation  
2700 6<sup>th</sup> Avenue South  
Lake Worth, FL 33461

**Date:** June 3, 2013

**Re:** Contract Status (R2008-1867)

Dear Cliff,

This letter is to inform you that Tennis Insights wishes to exercise its one-year renewal option effective October 31, 2013. All of my contact and other information remains the same except my email address has changed to [tennisinsights@comcast.net](mailto:tennisinsights@comcast.net). Thank you.





## BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 8/6/2013

REQUESTED BY: Steven K. Schlamp  
Property Spec./PREM

PHONE: 233-0239  
FAX: 233-0210

PROJECT TITLE: South County Regional Park Concession Option 3 of 3

PROJECT NO.: 2013-5.018

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	(\$14,721.52)	(\$1,338.32)	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	(\$14,721.52)	(\$1,338.32)	\$-0-	\$-0-	\$-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

**\*\* By signing this BAS your department agrees to these staff costs and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed.**

### BUDGET ACCOUNT NUMBER

FUND: 0001

DEPT: 580

UNIT: 5250

OBJ: 4726  
SUB OBJ:

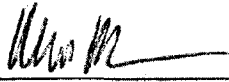
IS ITEM INCLUDED IN CURRENT BUDGET: YES \_\_\_\_\_ NO \_\_\_\_\_

### IDENTIFY FUNDING SOURCE FOR EACH ACCOUNT: (check all that apply)

- ☐ Ad Valorem (source/type: \_\_\_\_\_)  
☐ Non-Ad Valorem (source/type: \_\_\_\_\_)  
☐ Grant (source/type: \_\_\_\_\_)  
☐ Park Improvement Fund (source/type: \_\_\_\_\_)  
☐ General Fund ☐ Operating Budget ☐ Federal/Davis Bacon  
☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

SUBJECT TO IG FEE? ☐ YES ☐ NO

Department: Parks & Recreation Department

BAS APPROVED BY: 

DATE: 8/6/13

ENCUMBRANCE NUMBER: