




MIAMIBEACH

OFFICE OF THE CITY MANAGER
NO. LTC # 015-2008

RECEIVED
2008 JAN 17 AM 9:03
CITY CLERK TO CITY COMMISSION

TO: Mayor Matti H. Bower and Members of the City Commission
FROM: Jorge M. Gonzalez, City Manager 
DATE: January 16, 2008
SUBJECT: Parks and Recreation Athletic Registration Process

A question has been raised about the possible impacts of the City's current Recreation Athletic Program registration procedures. This LTC will provide an overview of the current practice, as well as an added procedure that is being implemented to address any potential issues which may arise if program registration capacity is reached in an athletic program.

The current registration practice for athletic programs is in large part carried out as a part of a free afternoon event held bi-annually on a Saturday from 1:00 p.m. to 4:00 p.m. The event, now called the Recreation Expo, alternates between the North Shore Youth Center and Flamingo Park as host sites.

Saturday was chosen as the most widely convenient day for our residents, and has been shown through event participation to be well received.

At the Expo, residents may register for all athletic programs and coincidentally enjoy other activities. Typically, a high percentage of registrations are done at the Expo, but the registration period extends into the following week.

The question posed, which has not yet materialized, is what happens to those persons who may not be able to attend the Expo and any one of athletic programs reaches capacity. Even though registration at the Expo has not exceeded capacity, it is a legitimate concern that could occur.

In order to address the potential occurrence, the following procedure will be implemented to ensure a fair and equal opportunity for any person in our community to have a chance to participate in the City's athletic programs.

- An initial registration period will be defined that runs from the Friday preceding the Expo to the following Tuesday.
- Any person making application for an athletic program in the initial registration period will be placed into a program eligibility pool.
- In the event a program exceeds capacity from applications received during this enrollment period (Friday to Tuesday), a lottery will be held to select program participants, and to populate a waiting list.
- Any applications received after the end of the enrollment period (Tuesday) will be accepted and enrollment will be permitted if there is capacity. However, if there is no program capacity the applicant will be added to any existing waiting list in the order it was received.

- Applications will be received by the City from any party, not just the specific participant.

This procedure will allow all applicants to be processed and treated equally. Every effort is made by the Recreation Division to find a means to include all who would like to participate in our very successful programs. These efforts will continue and the new procedure only used as absolutely necessary.


RCM/sam

F:\cmgr\ALL\BOB\ LTC- Recreation Programs Registration.doc