

Minutes
Town of Lake Park, Florida
Budget Workshop Meeting
Wednesday August 24, 2005, 9:44 p.m.
Town Commission Chambers, 535 Park Avenue

The Town Commission met for the purpose of a Budget Workshop Meeting on Wednesday, August 24, 2005 at 9:44 PM. Present were Mayor Castro, Vice Mayor Garretson, Commissioners Balius, Carey, and Daly, Town Manager Paul Carlisle, and Town Clerk Stephanie Thomas.

This workshop immediately followed the Special Call Commission Meeting, which is why the Pledge of Allegiance was not conducted.

Town Clerk Stephanie Thomas performed the Roll Call.

DISCUSSION AND POSSIBLE ACTION:

Public Works: Administration, Grounds Maintenance, Facility Maintenance, Vehicle Maintenance.

Town Manager Paul Carlisle brought up two (2) items regarding the budget workshop. The first item was regarding the Palm Beach Boat Parade. A member of the Palm Beach Boat Parade asked the Town Manager for a \$250.00 donation from the Town to sponsor the Boat Parade. The Finance director can add these funds to the promotion section of the Commission budget for this event. Mayor Castro indicated that he would be a judge at this year Boat Parade. The Commission came to consensus to make the donation of \$250.00 to the Palm Beach Boat Parade. The second item is a presentation from Calvin Giordano on the software for the Code Compliance department to use. The Commission was under the impression that the software was already in the budget and had been approved for the Code Compliance software.

John Downs and David Pineda from Calvin Giordano & Associates gave a brief presentation explained the functions of the software and its benefits.

Public Works Administration:

Town Manager Paul Carlisle explained some of the changes to this budget. Commissioner Carey wanted to know what the salary range was for the Public Works Director position. Town Manager Paul Carlisle stated that the range was \$62,000.00 to \$85,000.00.

Grounds Maintenance:

Town Manager Paul Carlisle explained the largest increase was the Kelsey Park fertilization program, Town Hall and the Palms on Park Avenue. Vice-Mayor Garretson asked about the ball fields. Town Manager Paul Carlisle stated that the ball fields was part of this budget. The monies for Blakely Park are going to be used at Lake Shore Park for the landscaping.

Town Manager Paul Carlisle indicated that a combination of the departments and the property taxes contributed to the lowering the Towns mileage rate.

Facility Maintenance:

Town Manager Paul Carlisle indicated that the one increase in this section was for Holiday lighting. Town Manager Paul Carlisle stated that a proposal for installation, removal, storage and

repair of the Holiday lighting is being proposed in this budget. It will allow the Town to change the type of lighting and design each year. One year it can be snow flakes another year it can be candy canes.

Commissioner Carey asked if the dumpster enclosure is concrete block? Town Manager Paul Carlisle indicated that it is concrete block to cover the dumpster at the back of Town Hall.

Vehicle Maintenance:

Town Manager Paul Carlisle indicated that some tools were added to this budget, which was the only change.

Community Redevelopment:

Town Manager Paul Carlisle indicated that the CRA has \$186,000.00 to begin the wall and other projects.

Streets and Roads:

Town Manager Paul Carlisle stated that the paving of Park Avenue. The contractor is not willing to honor the prices originally proposed. Town Manager Paul Carlisle has received another proposal from Ranger, who has a County contract, to bring before the Commission for approval. The work can be completed in November.

Mayor Castro wanted to know if any plans have been started on a five (5) and ten (10) year Capital Improvement Plan. Town Manager Paul Carlisle stated that a five (5) year Capital Improvement plan and a ten (10) year Capital Improvement plan are being worked on.

Sanitation:

Town Manager Paul Carlisle indicated that there are two (2) changes to this budget line item. The commercial cost was reduced by 5% for collection. There is currently \$750,000.00 reserved in Sanitation and also \$75,000.00 will be returned to the Town General fund. Town Manager Paul Carlisle indicated that a requirement will be coming up for each vehicle of \$10,000.00 for an emission change to chassis. The vehicles will be evaluated and the information will be brought back to the Commission. Town Manager Paul Carlisle stated that he wanted to make the Commission aware of this situation.

Marina:

Town Manager Paul Carlisle indicated that a budget was presented to the Commission and the Commission asked staff to get input from the Harbor Marina Advisory Board. The Board made several suggestions and the new proposed budget was presented to the Commission. Town Manager Paul Carlisle stated that if the Marina slip rate is kept at \$14.00 a foot the Marina would lose \$72,000.00, which would come from the General Fund. If the rates were changed to make them fair in the market and balancing the budget, the Town could possibly make \$100,000.00 into the reverse fund for future repairs of the Marina. Town Manager Paul Carlisle proposed different rates, such as a seasonal rate, winter rate, summer rate and an annual rate. Town Manager Paul Carlisle directed Marina Manager Patience Cohn to come up with a seasonal rate. To determine a seasonal rate, the Marina Manager Patience Cohn, took a yearly rate and divided it into a seven month rate. It becomes beneficial for a renter to pay the annual rate and be guaranteed a slip next year even if they only use the slip for the season. The Commission discusses their concerns with rates as well as grounds maintenance at the Marina. The Commission came to consensus to raise the rates at the Marina. Commissioner Balias did not agree with raising the rates at the Marina.

Position of Planner for the Community Development Department:

Town Manager Paul Carlisle asked for direction from the Commission on how to proceed with this position. The Commission directed the Town Manager to hold the position in the budget, but proof of the necessity of this position is needed.


Mayor Castro had one announcement which was that in the wait for Tropical Storm Katrina Palm Beach County School were on early release on Thursday, August 25, 2005 and no school on Friday, August 26, 2005. Mayor Castro stated that the Town Manager Paul Carlisle needs to keep all member of the Commission aware of how he will be instruction staff for the storm. Town Manager stated that he would have more information on the storm after the conference call scheduled for the next morning.

ADJOURNMENT



There being no further business to come before the Commission, and after a motion to adjourn by Vice-Mayor Garretson, and seconded by Commissioner Balius, by a unanimous vote, the meeting adjourned at 10:35 PM.



Mayor Paul Castro



Town Clerk Stephanie Thomas



Deputy Town Clerk Vivian Mendez

Approved on 9/7/05

Marina Board Budget recommendations

1. Increase utility fee from \$10.00 to \$15.00 – *This will represent an increase to revenue of \$6,120.00 assuming 100% occupancy annually.*
2. Increase KWH electric charge from .11 to .18 cents - *Requires legal opinion- Public Service Commission Chapter 25-6 (b) Any fees or charges collected by a customer of record for electricity billed to the customer's account by the utility, whether based on the use of sub-metering or any other allocation method, shall be determined in a manner which reimburses the customer of record for no more than the customer's actual cost of electricity.*
3. Eliminate marina provided uniforms and require employees to purchase their own at cost. *This will represent a decrease to expenses of \$6,000.00. Staffs opinion is that uniforms provide a professional image to the marina and provides employees with necessary equipment to perform jobs safely. This item includes foul weather gear, non-slip safety shoes, etc.*
4. Add clause to marina contract to provide for 10% rate increase April 1st. *This would represent an increase to revenue of \$38,577.50 provided all slips remained occupied. April is the end of the winter season and the other area marina will begin to offer summer discount rates at this same time.*
5. Reduce budgeted amount of contractual services for landscaping and fertilization- *a reduction of 40% would represent \$18,000.00 savings. While true these services have yet to be bid so costs are only estimate.*

	30'	40'	45'	50'	60'
Seasonal Monthly Rate – Oct 1- May 1					
Loggerhead (Soverel)		21.12	21.84	21.16	23.32
New Port Cove	21.00	21.15	21.49		21.70
Riviera Beach Marina		17.70	17.70	17.70	17.70
Sailfish Marina	50.00	76.50	76.50	76.50	76.50
Old Port Cove * rate increase due in Aug		31.75		30.90	34.67
Palm Harbor Marina	40.50	40.50	40.50	40.50	40.50
AVERAGE RATE	37.16	34.79	35.61	37.35	35.73
LAKE PARK Recommended rate	25.00	27.00	28.00	32.50	31.00 fixed 34.00 floating

	30'	40'	45'	50'	60'
Annual Rate					
Loggerhead (Soverel)	12.00	14.20	15.42	15.38	17.12
New Port Cove	14.37	14.45	14.60		14.80
Riviera Beach Marina		17.70	17.70	17.70	17.70
Sailfish Marina	21.90	18.75	19.40	23.22	26.13
Old Port Cove * rate increase due in Aug		18.38		16.90	19.33
Palm Harbor Marina	21.00	21.00	21.00	21.00	21.00
AVERAGE RATE	17.32	17.41	17.62	18.84	19.34
LAKE PARK Recommended RATE	15.00	16.00	16.50	20.00	18.00 fixed 21.00 floating

To maintain original budget recommendations with a single annual rate = \$17.62

100% occupancy @ \$18.00 per ft per month = \$946,080.00

80% occupancy @ \$18.00 per ft per month = \$756,864.00

Seasonal monthly rate \$31.00

Off Seasonal monthly rate \$15.50 May 1st – Sept. 30th

Transient rate \$1.75 per ft per day plus

Electric charge of \$6.00 per 30 amp cord & \$8.00 per 50 amp cord