

AGENDA
Lake Park Harbor Marina Advisory Board
Town of Lake Park, Florida
BOARD MEETING
October 6, 2005 7:30 pm
Lake Park Town Hall
535 Park Ave.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

James DuBois	(Chairman)
Ronnie Lee Cohen	(Secretary)
Joseph Sibley	(Member)
Janice Branyan	(Member)

Jim Knox	(Member)
Kelleen Allen	(First Alternate)
James Lloyd	(Second Alternate)

Commissioner Jeff Carey	(Liaison)
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D. Approval of Agenda – Additions/Deletions –

E. Approval of Minutes

- I. Meeting minutes September 1, 2005
- II. Plan of action for missing and overdue minutes from May 5, June 2 & July 7, 2005
- III. Consider secretary reassignment – nominations and voting

F. Public Comment - Members of the public wishing to address the Board shall, for the record, please approach the podium; and state their name and address into the microphone. Although no formal time limit has been declared, the Board requests in the interest of time that comments be held to approximately three minutes.

G. Presentations

Marina Manager, Patience Cohn - Progress Report

H. Old Business

New rate established at September 7 th Commission meeting

I. New Business

J. Member Comments

K. Adjournment

Minutes
Lake Park Harbor Marina Advisory Board
September 1, 2005
7:30 P.M.
Lake Park Town Hall
535 Park Avenue
Lake Park, Fl 33403

A. Call to Order:

James DuBois, Chairman, called the meeting to order at 7:30 PM

B. Pledge of Allegiance

Led by: James DuBois

C. Roll Call:

James DuBois:	(Chairman)	
Ronnie Lee Cohen:	(Secretary)	Absent
Jim Knox:	(Member)	
Joe Sibley:	(Member)	
Janice Branyan:	(Member)	Absence Excused
Kelleen Allen	(First Alternate)	Absence Excused
James Lloyd	(Second Alternate)	

Also present were:

Commissioner Jeff Carey (Liaison)
Patience Cohn (Marina Manager)

D. Approval of Agenda - Additions/Deletions

Motion by: James Lloyd
Seconded by: Joe Sibley
Amendments (additions / deletions):
Passed/Failed: Passed 4 - 0

E. Approval of Minutes:

Motion by: Motion to table by James Knox
Seconded by: Jim Lloyd
Discussion included the concern that the budget recommendations could not be presented to Council without approval. James Knox thought the minutes should be approved in order, which meant approval of the previous 4 months first.
Passed/Failed: Passed 3 - 1

F. Public Comment:

Bob McConnell asked about the parking spaces reserved for Lake Park residents and wanted to know if the time limit could be extended to noon from ten a.m.

Commissioner Ed Daily wanted to know our input on security, suggesting that maybe we need to change firms.

Jim DuBois voiced his opinion that perhaps a change is needed.

Jim Knox thought the Director should pursue a camera system.

Jim Lloyd reported on his visit to Marine Max, which recently suffered break-ins to several of their boats costing many thousands of dollars. He also thought a change of security firms was much needed.

Bob Ferguson who has had a boat in the marina for three months, voiced his concerns over security and broken promises regarding services at the marina. He had his car stolen July 23, 2005, and in talking with other patrons indicated he thought there was a widespread problem with security, lack of lighting, and limited or no services available at other marinas.

G. Presentations:

Patience Cohn addressed the Board saying she met with the Supervisor of the security firm and will meet with him each Friday. Further, she was told the guard was pulled the weekend of the Marine Max break-ins due to weather. Jim Lloyd indicated that the Town's web site weather station is on the roof of his condo across the street from the marina and that the maximum wind gust that weekend was 32.9 mph. Also:

- >She is considering a fence as part of a plan to help with security

- >She will begin writing contracts September 8

- >Fuel freshness was discussed, Jim Knox voiced concerns

- >The landscaping contract was awarded and work should begin in about thirty days

- >Lighting was discussed, Jim Knox indicated several lights aren't working

- >Jim Knox asked for a security report on the weekend break-ins

- >Jim Knox also voiced concerns over the Director's order that dock hands are not permitted to help tie up boats

- >The Board was shown an ad for the marina in WaterFront News.

James DuBois moved to include the ad in the meeting's paperwork. Motion Passed 3 - 1

Greg Dowling appeared and presented his plans for a charity fishing tournament and the need for a tent as the staging area for same. A discussion of fishing tournaments followed and there was general agreement that much help in the way of volunteers and support from the community was needed. Jim Lloyd moved to approve and support the tournament. Joe Sibley seconded. The motion passed 4 - 0.

H. Old Business:

There was no old business.

I. New Business:

Furniture for the events room was discussed. There was a general discussion of what kinds of functions might be held and what would be needed. A general suggestion was made for twelve tables and fifty chairs, and perhaps a comfortable chair or two and a sofa.

J. Member Comments

Joe Sibley said we had all said enough.

James DuBois mentioned he was in receipt of two sheets from James Knox. James Lloyd moved they be included in the minutes. Seconded by James Knox. Motion passed 4 - 0. James DuBois moved to reconsider approval of the August minutes. Joe Sibley seconded. The motion passed 4 - 0. James DuBois then asked that the suggestions for improving security be included in the minutes. These included:

- >Dismiss the current firm and hire another
- >Consider a camera system
- >Consider a locking fence for the south docks.

James Knox said he was embarrassed and disappointed the the marina was currently only twenty-six percent occupied. After having visited eight surrounding marinas, all but one had waiting lists, and the current lack of use he felt was due to the Director's ineffectiveness, including having been directed to advertise in May by the Mayor and acting Town Manager..and not doing it until September. He indicated that her salary is higher than those of three out of six managers at surrounding marinas and based on her performance, completely inappropriate. He then said he felt she should resign immediately. Additionally, he felt a general lack of friendliness to prospective customers, not returning phone calls in a timely manner, not being at the marina very often (never on weekends and not with approaching bad weather) and directing dock hands to not assist in tying up boats all were contibuting factors in what he termed the "utter failure" of the marina thus far.

James Lloyd concurred

James BuBois then added that two budgetary items called for several months back (adequate funding for safety and advertising) were included in the budget and called for adjournment at 9:12 pm.

K. Motion to adjourn:

Motion by:

Time Out:

Minutes Approved by The Harbor Marina Development and Control Board

James DuBois
Chairman

Date

Minutes prepared by Jim Lloyd (Secretary) Date: 9/30/05

Lake Park Harbor Marina

103 Wet Slips
28 Transient Wet Slips

131 TOTAL WET SLIPS

34 Total Wet Slips Leased

26%
Occupancy

As of August 31, 2005

CRIME: 12% of the vessels in the marina have been burglarized within the past two weeks. Four (4) boats of the thirty-four (34) boats in the basin.

Annual Rate	30'	40'	45'	50'	60'	Foot Notes	# on Waiting List
Loggerhead (Soverel)	n/a	\$ 17.31	\$ 18.70	\$ 22.90	\$ 24.67		
New Port Cove	\$ 14.36	\$ 14.45	\$ 14.60	n/a	\$ 14.80	(2) (3)	0
Riviera Beach Marina	\$ 16.63	\$ 16.63	\$ 16.63	\$ 16.63	\$ 16.63	(1) (5)	26
Sailfish Marina	\$ 20.28	n/a	\$ 17.96	\$ 21.50	\$ 23.33	(1) (3) (5)	25
Old Port Cove	\$ 16.75	\$ 19.88	n/a	\$ 17.80	\$ 20.33	(1) (3)	41
North Palm Beach Marina	n/a	n/a	\$ 21.33	\$ 21.20	\$ 21.09	(3) (4) (5)	37
AVERAGE RATE	\$ 17.01	\$ 17.07	\$ 17.84	\$ 20.01	\$ 20.14	(3) (4)	14
LAKE PARK	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00		23.83
						0	0

Seasonal Rate *	30'	40'	45'	50'	60'	Foot Notes	Minimum Slip Size
Loggerhead (Soverel)	n/a	\$ 24.76	\$ 25.80	\$ 34.00	\$ 36.92	(2) (3)	40'
New Port Cove	\$ 17.66	\$ 17.82	\$ 18.11	n/a	\$ 18.25	(1) (5)	30'
Riviera Beach Marina	\$ 16.81	\$ 16.81	\$ 16.81	\$ 16.81	\$ 16.81	(1) (3) (5)	32'
Sailfish Marina	\$ 20.28	n/a	\$ 17.96	\$ 21.50	\$ 23.33	(1) (3)	30'
Old Port Cove	\$ 20.50	\$ 31.25	n/a	\$ 29.50	\$ 33.17	(3) (4) (5)	35'
North Palm Beach Marina	n/a	n/a	n/a	\$ 31.80	\$ 35.17	(3) (4)	45'
AVERAGE RATE	\$ 18.81	\$ 21.77	\$ 19.67	\$ 26.72	\$ 27.28		35.33'
LAKE PARK	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	0	30'

Monthly Rate - In season *	30'	40'	45'	50'	60'	Foot Notes	# of Slips Available
Loggerhead (Soverel)	n/a	\$ 24.76	\$ 25.80	\$ 34.00	\$ 36.92	(2) (3)	160
New Port Cove	\$ 21.00	\$ 21.15	\$ 21.48	n/a	\$ 21.70	(1) (5)	43
Riviera Beach Marina	\$ 16.81	\$ 16.81	\$ 16.81	\$ 16.81	\$ 16.81	(1) (3) (5)	220
Sailfish Marina	\$ 20.28	n/a	\$ 17.96	\$ 21.50	\$ 23.33	(1) (3)	94
Old Port Cove	\$ 20.50	\$ 31.25	n/a	\$ 29.50	\$ 33.17	(3) (4) (5)	300
North Palm Beach Marina	n/a	n/a	n/a	\$ 31.80	\$ 35.17	(3) (4)	175
AVERAGE RATE	\$ 19.65	\$ 23.49	\$ 20.51	\$ 26.72	\$ 27.85		165.3
LAKE PARK	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	0	103

Monthly Rate - Off Season **	30'	40'	45'	50'	60'	Foot Notes	Allows Charters
Loggerhead (Soverel)	n/a	\$ 17.31	\$ 18.70	\$ 22.90	\$ 24.67	(2) (3)	Yes
New Port Cove	\$ 16.00	\$ 16.12	\$ 16.35	n/a	\$ 16.56	(1) (5)	Yes
Riviera Beach Marina	\$ 16.81	\$ 16.81	\$ 16.81	\$ 16.81	\$ 16.81	(1) (3) (5)	Yes
Sailfish Marina	\$ 20.28	n/a	\$ 17.96	\$ 21.50	\$ 23.33	(1) (3)	Yes
Old Port Cove	\$ 22.50	\$ 33.38	n/a	\$ 32.50	\$ 36.42	(3) (4) (5)	Yes
North Palm Beach Marina	n/a	n/a	\$ 21.33	\$ 21.20	\$ 21.09	(3) (4)	Yes
AVERAGE RATE	\$ 18.90	\$ 20.91	\$ 18.23	\$ 23.00	\$ 23.15		
LAKE PARK	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	0	No

* = 11/1 to 4/30

** = 5/1 to 10/31

(1)	Includes Cable TV; does not include 6-1/2% sales tax
(2)	Only 42% Occupied.
(3)	Amenities include but not limited to restaurant(s), etc.
(4)	Seasonal & Monthly rates are artificially high.
	Because they want mostly 'annual' leases. Nearly all slips rent by-the-year.
(5)	Allow or encourage liveboards

Proposed Cuts in the 2005-6 Harbor Marina Budget

Proposed Rate increases only extend gross revenue by:	\$ 190,420.00
Alterations Suggested Below will Save :	<u>\$ (188,007.06)</u>
Only Need to Increase Revenue or Decrease Expenses by:	<u>\$ 2,412.94</u>

Line Item to Eliminate or Increase	Annual Change	Additional Explanation
Increase Monthly \$10.00 Utility Slip Charge to \$15.00 At 75% occupancy (103 x 75% = 77 x 12 = 924 924 x \$10.00 vs \$15.00 = \$9,240 vs \$13,860	\$ 4,620.00	Would hasten the reserve collection for repair/replacement of facilities.
Increase KWH Electric Charge from .11 to .18 cents. Proposed Budget KWH = \$41,040/.11 cents = 373,091 Hrs. x .18 cents = \$67,156.38	\$ 26,116.38	Would reduce consumption & save energy.
Eliminate Policy of Staff Furnished Uniforms Staff buys marina shirts at cost	\$ 6,000.00	Saves management time in collecting & cleaning uniforms.
Follow town code of hours of operation of ramp Would increase usage by estimated 10%	\$ 7,280.00	Increase ramp revenue by 10%
Reduce anticipated "Bad Debt" expectations to only \$1.00 Post heavy fine for bad checks Offer 1% discount for "cash" payments	\$ 4,999.00	Reduces risk of bad debt Reduces credit card charges
SUB-TOTAL	<u>\$ 49,015.38</u>	
Construct Oct. 1 Slip Contracts @ \$14.00 p/ft with a provision to increase that rate by 10% on April 1st if management deems necessary.	\$ 50,542.00	"If" the rate is increased after 6-months, rate would increase to \$15.40 per foot. \$1,010,917/2 = \$505,450 for 1st half of year \$505,450 X 10% = \$555,995
SUB-TOTAL	<u>\$ 99,557.38</u>	
Eliminate Salary Position		Eliminate Dept. Head for Town. Have Dock Master report to Town Manager or Dept. Head for Public Utilities.
Manager's Salary	\$ 62,420.00	
Travel Per Diem ? How many days/trips?	\$ 600.00	
Conferences & Seminars	\$ 1,000.00	
Membership in Associations, Clubs, etc. ?		
Automobile reimbursement/expense/milage ?		
FICA, Ins., Workers Comp., etc.	\$ 24,429.68	
	\$ 88,449.68	22% of total of \$111,044
TOTAL SAVINGS FROM ABOVE RECOMMENDATIONS	<u>\$ 188,007.06</u>	