

# MEMORANDUM



**Date:** January 31, 2016  
**To:** Jim Scholl, City Manager  
**Cc:** Key West Bight Management District Board  
**From:** Karen Olson  
**Re:** January 2016 Monthly Report for Key West Bight

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## **Key West Bight Operations:**

- Working on additional scooter and bicycle parking throughout the seaport. Purchased
- Lazy Way Lane striping complete.
- KWHS Common Area Phase I Project construction complete.
- Purchase order request submitted for sealing and restriping employee parking lot (\$3,970 – Affordable Asphalt).
- Purchase order request submitted for 2-way handheld radios (\$7,494 – Highland Communications).
- Fish Market Renovation ITB advertised. Bids due March 2, 2016.
- Purchase order request submitted for Turtle Kraals Exterior Repairs (\$12,650 – Shaw Construction).
- Preparing Environmental Resource Permit application for the installation of 3 new floating Dinghy Docks.
- Issued ITB for Construction Services Contract. Pricing due February 5, 2016.
- Preparing ITB for Brick Replacement at the Elizabeth Street Plaza. Documents routing through City management for review and approval.
- Preparing ITB for Fuel Dispenser Replacement. Documents routing through City management for review and approval.
- Developing standard aluminum informational signage for Seaport property.

## **Key West Bight Marina:**

- Transient Dockage for January was up 12% from last January.
- Checked and lubed all pricing gears on diesel pumps and gas pumps.
- Checked all hoses and fittings on all pumps.
- The marina checked all sumps and clean out the sumps
- Check and tested emergency shut off switch for fuel pumps.
- Having continuing problems with the fuel dispensers.
- Dedicated dinghy slips have been added to the dinghy dock.
- Tony Connor was hired as the new Dockmaster.
- A piling assessment was done of all the pilings in the marina by Keys Harbor Service.

## **Priorities for the Upcoming Month**

- Identify Grant opportunities
- Install fuel dock sign