

MEMORANDUM



Date: December 4th, 2013
To: Bob Vitas, City Manager
Cc: Key West Bight Management District Board
From: John Paul Castro
Re: November 2013 Monthly Report for Key West Bight/City Marina

I. Key West Bight Operations:

- 6 more sign poles installed
- Holiday Lights Installed (buoy and trap tree)
- Removed shower floor tile and sealed concrete
- Replaced Harborwalk ADA restroom toilets
- Repaired main water line on C-Dock
- Replace main water line coupling to H-2 dock

Key West Bight Marina:

- Transient dockage revenues are down 24% this November compared to last November.
- The Schooner Appledore arrival back to Key West from being up north for the summer
- Florida Department of Agriculture and Consumer Services did our yearly calibrations pump inspection, all pumps pass.
Lubed all pricing gears inside the fuel dispensers and checked all pump out fixtures on main fuel dock.
- 9,395 passengers passed through the ferry terminal this November compared to 7,900 last September.

Key West Bight Leasing:

- Staff is continuing to respond to inquiries for vacant space for the space in the recently completed two story building at Margaret Street. The space is advertised and letters of interest will continue to be accepted during the public notice period.

City Marina:

- 46 vessels in Key West Mooring field
- Wahoo Kingfish sewer system completed and operational DEP MV-078
- One new live aboard transfer, Lauro to Calahan, \$5,000.00 revenue generated in transfer fee.
- New Maintenance Janitor hired Vasyl Germanskyi
- 20 stormsoft mooring down lines received and prepped for December inspection and installation in The Key West Mooring field

- 25 new mooring field pendants ordered
- Wahoo Kingfish electrical design change to meet 2011 building specs in the works Engineer Ohlinger working with Alan Schwabb to update original drawings

II. Priorities for the Upcoming Month

- Survey of utilities for Common Area Project
- Thompson Fish House design estimates being created
- Pole signs being designed for base of each dock
- Identify Grant opportunities
- Revamp perimeter markers in Key West Mooring field
- Fuel Dock Signs
- Wahoo Kingfish Pier electrical replacement project(Garrison)
- Wahoo Kingfish structural revamping(Garrison)
- Dumpster concrete foundation (Garrison)
- Grant Reimbursement for Wahoo ,Kingfish sewer Project
- Key West Mooring field refit 24 inch mooring balls and pendant rigs

III. Capital Project Updates

Project	Status	Comments
Common Area Signage, Landscape, Entries		
Transient Boater Facility	Planning Board Approved	Concept being revised per commission comments
Ferry Terminal Pier Extension	Drawing submitted	Army Corp Review
Thompsons Fish House Structural Repairs	Researching FEMA guidelines for building over water and appraisal	
Turtle Kraals Wall Rebuild	Drawings Received	Bid documents at engineering
Trumbo Dock	Approved by CRA 11/6	Kick Off meeting 11/22

KWB TENANT BALANCES AS OF DECEMBER 5, 2013 (AM)***

Upland Accounts								
Account #	Tenant	Current Monthly	Current Balance *	Payments Made	Date of Last Payment	Late Charges	Final Balance Due Day of BB	Security Deposit/LOC
5823/5823	Sebago Booth	\$ 1,250.96	\$ 2,904.81	\$ -	11/07/13	\$ -	\$ 2,904.81	\$ 767.80
5823/642706	Sebago (Storage) Unit J	\$ 1,758.14	\$ 4,143.72	\$ -	11/18/13	\$ -	\$ 4,143.72	\$ -
5823/6559	Sebago (Office) Unit I	\$ 1,289.54	\$ 3,065.94	\$ -	11/15/13	\$ -	\$ 3,065.94	\$ 966.06
5844/5844	BO's Fishwagon	\$ 6,959.28	\$ 9,709.52	\$ -	11/05/13	\$ -	\$ 9,709.52	\$ 800.00
5902/5839	Appledore Booth	\$ 598.99	\$ 1,477.78	\$ -	11/12/13	\$ -	\$ 1,477.78	\$ -
6914/435213	Key West Artworks	\$ 2,642.94	\$ 3,535.82	\$ -	11/19/13	\$ -	\$ 3,535.82	\$ 13,291.56
8587/736253	Key West Ice Cream Factory	\$ 5,039.27	\$ 6,278.14	\$ -	11/06/13	\$ -	\$ 6,278.14	\$ 4,106.31
Totals:		\$ 19,539.12	\$ 31,115.73	\$ -		\$ -	\$ 31,115.73	

Marina Accounts								
Account #	Tenant	Current Monthly	Current Balance *	Payments Made	Date of Last Payment	Late Charges	Final Balance Due Day of BB	Security Deposit/LOC
5823/5909	Sebago Cubed	\$ 1,883.62	\$ 4,332.32	\$ -	11/18/13	\$ -	\$ 4,332.32	\$ 1,883.62
5823/5910	Sebago M	\$ 2,209.72	\$ 5,082.36	\$ -	11/15/13	\$ -	\$ 5,082.36	\$ 2,159.72
5823/601136	Sebago Pelican	\$ 1,276.00	\$ 2,934.80	\$ -	11/14/13	\$ -	\$ 2,934.80	\$ -
5823/609941	Sebago Barge & Jet Skis	\$ 997.56	\$ 2,144.75	\$ -	11/05/13	\$ -	\$ 2,144.75	\$ 1,276.00
5823/694850	Sebago X (Parasail)	\$ 852.86	\$ 1,962.90	\$ -	11/14/13	\$ -	\$ 1,962.90	\$ 852.86
5823/714576	Sebago Appledore V	\$ 1,078.49	\$ 2,468.78	\$ -	11/12/13	\$ -	\$ 2,468.78	\$ 1,101.98
5902/5902	Schooner Appledore	\$ 1,239.39	\$ 3,663.58	\$ -	11/12/13	\$ -	\$ 3,663.58	\$ 674.10
6392/23457	KW Sailing Adv. (Wild Thing)	\$ 1,473.56	\$ 3,004.07	\$ -	10/07/13	\$ -	\$ 3,004.07	\$ 931.44
6392/158026	KW Sailing Adv. (Obsession)	\$ 1,228.91	\$ 2,521.94	\$ -	10/07/13	\$ -	\$ 2,521.94	\$ 1,039.01
6392/68414	KW Sailing Adv. (Moon Dance)	\$ 1,412.68	\$ 2,891.59	\$ -	10/07/13	\$ -	\$ 2,891.59	
8222/689276	Roby Peaty Gypsy	\$ 674.10	\$ 1,171.52	\$ -	11/05/13	\$ -	\$ 1,171.52	\$ 1,212.56
Totals:		\$ 14,326.89	\$ 32,178.61	\$ -		\$ -	\$ 32,178.61	

Ferry Terminal Accounts								
Account #	Tenant	Current Monthly	Current Balance *	Payments Made	Date of Last Payment	Late Charges	Final Balance Due Day of BB	Security Deposit/LOC
6990/491804	Anderson Outdoor Advertising	\$ 2,500.00	\$ 12,500.00	\$ -	07/18/13	NA	\$ 12,500.00	NA
Totals:		\$ 2,500.00	\$ 12,500.00	\$ -		\$ -	\$ 12,500.00	

LATE CHARGES:

Upland Tenants: 15% of Current Monthly plus a \$50 Administrative Fee or interest charged at the highest rate permitted by law from the first day payment was due until the date received plus a \$50 Administrative Fee (depends on the terms of the lease).

Marina Tenants: 15% of Current Monthly

* CURRENT BALANCE INCLUDES CURRENT MONTHLY CURRENT BALANCE - PAYMENT + PENALTY = FINAL BALANCE

*** TENANTS HAVE UNTIL THE END OF THE DAY THURSDAY, DECEMBER 5TH TO MAKE PAYMENTS BEFORE THEY ARE CONSIDERED LATE. TENANTS LISTED ARE THOSE WITH A CURRENT BALANCE. TENANTS WHO HAVE NOT PAID BY THE END OF THE DAY DECEMBER 5TH WILL BE ADDED TO THE REVISED LIST PROVIDED AT THE BIGHT BOARD MEETING ON DECEMBER 11, 2013. THIS LIST WAS CREATED PRIOR TO THE END OF THE DAY ON DECEMBER 5TH.

**Key West Bight, Ferry Terminal
Year to Year Revenue Comparison
Monthly – November 2012/2013**

	November '12	November '13
KW Bight	\$ 499,335	\$ 500,064
Ferry Terminal	<u>\$ 15,036</u>	<u>\$ 44,545</u>
Grand Total	<u>\$ 514,371</u>	<u>\$ 544,609</u>

Revenue Detail

Key West Bight:

Transient dockage	-24%
Dinghy	+17%
Retail sales	+26%
Parking	+38%
Fuel	-07%

**2014 Annual Budget Comparison to
October Actual Year to Date Revenue**

<u>Key West Bight</u>	Annual Budget	Year-to-Date Actual	8% Lapsed % Achieved
Inter-Government	\$ 617,390	\$ 0	0%
Charges for Services	\$4,719,400	\$ 343,843	7%
Fines & Forfeits	\$ 66,100	\$ 3,690	6%
Misc. Revenue	\$3,030,400	\$ 183,951	6%

* Detailed financial report follows on succeeding pages

FISCAL YEAR 2013/2014
OCTOBER REVENUE REPORT
8 % OF FISCAL YEAR LAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING BALANCE	% OF REVENUE BUDGET
Key West Bight					
Intergovernmental Revenue					
405-0000-334-9000	Other State Grants	617,390	0	617,390	0
*	State Grants	617,390	0	617,390	0
**	Intergovernmental Revenue	617,390	0	617,390	0
Charges For Services					
405-0000-341-9500	Returned Check Charges	0	377	377-	0
*	General Government	0	377	377-	0
405-0000-344-2802	Ferry Terminal	160,000	9,413	150,587	6
405-0000-344-2803	Port Security Surcharge	21,900	0	21,900	0
405-0000-344-5000	Parking	741,300	66,067	675,233	9
405-0000-344-5002	KW Bight Ferry Terminal	0	587	587-	0
*	Transportation	923,200	76,068	847,132	8
405-0000-347-5100	Dockage-Transient	702,500	68,370	634,130	10
405-0000-347-5208	Upland Electric & Sewer	8,900	752	8,148	8
405-0000-347-5209	Common Area Charges	350,000	22,430	327,570	6
405-0000-347-5210	Ferry Terminal CAM	7,800	643	7,157	8
405-0000-347-5211	Marina Tenant Utilities	62,000	5,904	56,096	10
405-0000-347-5291	FT Advertising	24,000	2,500	21,500	10
405-0000-347-5303	Ferry Boats	117,300	5,316	111,984	5
405-0000-347-5500	Dockage-Recreational	96,300	8,118	88,182	8
405-0000-347-5600	Dockage-Liveaboard	113,100	8,536	104,564	8
405-0000-347-5700	Dockage-Commercial	876,000	74,561	801,439	9
405-0000-347-5800	Penalties	9,500	4,157	5,343	44
405-0000-347-6100	Dinghy Dockage	91,300	7,064	84,236	8
405-0000-347-6200	Key West Bight - Gas	499,500	31,679	467,821	6
405-0000-347-6300	Diesel	716,000	27,367	688,633	4
405-0000-347-6302	Ferry Terminal Taxable	122,000	0	122,000	0
405-0000-347-6400	Miscellaneous Non-Taxable	0	2	2-	0
*	Culture/Recreation	3,796,200	267,399	3,528,801	7
**	Charges For Services	4,719,400	343,843	4,375,557	7
Fines & Forfeits					
405-0000-351-0300	Parking Fine	66,100	3,690	62,410	6
*	Judgment & Fines	66,100	3,690	62,410	6
**	Fines & Forfeits	66,100	3,690	62,410	6
Miscellaneous Revenues					
405-0000-361-0000	Interest Earnings	60,000	0	60,000	0
*	Interest Earnings	60,000	0	60,000	0
405-0000-362-5400	Upland Leases	2,755,400	173,537	2,581,863	6
405-0000-362-5500	KW Bight Ferry Terminal	66,400	5,469	60,931	8
405-0000-362-9000	Misc Yearly Leases	100,500	0	100,500	0
*	Rents & Royalties	2,922,300	179,006	2,743,294	6
405-0000-369-0000	Other Misc Revenues	0	597	597-	0
405-0000-369-9100	Sales Tax Commission	0	13	13-	0
405-0000-369-9700	Misc Sales Taxable	38,500	3,721	34,779	10
405-0000-369-9800	Non-Taxable	9,600	614	8,986	6
*	Other Misc Revenues	48,100	4,945	43,155	10

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING BALANCE	% OF REVENUE BUDGET
Key West Bight					
Miscellaneous Revenues					
**	Miscellaneous Revenues	3,030,400	183,951	2,846,449	6
Other Sources					
	405-0000-389-9006 Retained Earnings	6,100,000	0	6,100,000	0
	405-0000-389-9110 Project Cryfwrđ Reserve	3,017,946	0	3,017,946	0
	405-0000-389-9112 Prior Yr Budget-Prior POs	2,949	0	2,949	0
*	Nonoperations Sources	9,120,895	0	9,120,895	0
**	Other Sources	9,120,895	0	9,120,895	0
***	Key West Bight	17,554,185	531,484	17,022,701	3

FISCAL YEAR 2013/2014
 OCTOBER EXPENDITURE REPORT
 8 % OF FISCAL YEAR LAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	ENCUMBRANCE	YEAR-TO-DATE ACTUAL	UNENCUMBERED BALANCE	% of EXPENDED BUDGET
Key West Bight						
General Administration						
405-7501-575-1200	Regular Salaries & Wages	56,907	0	2,454	54,453	4
405-7501-575-1500	Special Pay	48	0	13	35	27
405-7501-575-2100	FICA Taxes	4,395	0	187	4,208	4
405-7501-575-2200	Retirement Contributions	5,167	0	196	4,971	4
405-7501-575-2300	Life & Health Insurance	5,903	0	336	5,567	6
405-7501-575-2400	Workers' Compensation	4,680	0	1,170	3,510	25
405-7501-575-3100	Professional Services	10,000	0	0	10,000	0
405-7501-575-3200	Accounting & Auditing	24,400	0	0	24,400	0
405-7501-575-3400	Other Contractual Service	600	440	0	160	73
405-7501-575-4000	Travel & Per Diem	3,000	0	0	3,000	0
405-7501-575-4100	Communications/Postage	500	200	0	300	40
405-7501-575-4300	Utility Services	700	0	0	700	0
405-7501-575-4302	Electricity	5,100	0	0	5,100	0
405-7501-575-4303	Wastewater	1,200	0	0	1,200	0
405-7501-575-4304	Water	1,100	0	0	1,100	0
405-7501-575-4400	Rentals & Leases	1,200	1,171	0	29	98
405-7501-575-4500	Insurance	124,500	0	31,125	93,375	25
405-7501-575-4600	Repairs and Maintenance	3,500	1,900	0	1,600	54
405-7501-575-4700	Printing & Binding	500	0	0	500	0
405-7501-575-4900	Other Current Charges	228,000	500	0	227,500	0
405-7501-575-5100	Office Supplies	3,100	300	0	2,800	10
405-7501-575-5200	Operating Supplies	500	2	39	459	8
405-7501-575-5400	Books, Subscrp, Membership	2,400	104	1,039	1,257	48
405-7501-575-5500	Training	1,500	0	0	1,500	0
405-7501-575-6200	Buildings	91,389	0	0	91,389	0
405-7501-575-7100	Debt Service-Principal	1,240,300	0	0	1,240,300	0
405-7501-575-7200	Debt Service-Interest	202,900	0	0	202,900	0
405-7501-575-9100	Transfers	809,081	0	202,270	606,811	25
405-7501-575-9803	Operating	1,521,624	0	0	1,521,624	0
405-7501-575-9900	Other Uses	6,311,045	0	0	6,311,045	0
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*		10,665,239	4,617	238,828	10,421,794	2
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****	General Administration	10,665,239	4,617	238,828	10,421,794	2

FISCAL YEAR 2013/2014
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	ENCUMBRANCE	YEAR-TO-DATE ACTUAL	UNENCUMBERED BALANCE	% of EXPENDED BUDGET
Key West Bight Upland Leases Maintenance 405-7502-575-6200	Buildings	239,877	0	0	239,877	0
*		239,877	0	0	239,877	0
****	Upland Leases Maintenance	239,877	0	0	239,877	0

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Key West Bight						
Marina Operations						
405-7503-575-1200	Regular Salaries & Wages	248,786	0	9,759	239,027	4
405-7503-575-1400	Overtime	13,500	0	89	13,411	1
405-7503-575-1500	Special Pay	420	0	41	379	10
405-7503-575-2100	FICA Taxes	20,097	0	707	19,390	4
405-7503-575-2200	Retirement Contributions	23,606	0	800	22,806	3
405-7503-575-2300	Life & Health Insurance	79,163	0	2,849	76,314	4
405-7503-575-2400	Workers' Compensation	14,040	0	3,510	10,530	25
405-7503-575-3100	Professional Services	30,000	28,033	0	1,967	93
405-7503-575-3400	Other Contractual Service	44,780	440	0	44,340	1
405-7503-575-4300	Utility Services	12,000	11,858	142	0	100
405-7503-575-4302	Electricity	90,600	0	0	90,600	0
405-7503-575-4303	Wastewater	12,600	0	0	12,600	0
405-7503-575-4304	Water	34,000	0	0	34,000	0
405-7503-575-4400	Rentals & Leases	80,000	0	0	80,000	0
405-7503-575-4600	Repairs and Maintenance	51,949	18,341	183	33,425	36
405-7503-575-4700	Printing & Binding	1,000	0	0	1,000	0
405-7503-575-4800	Promotional Expenses	6,000	0	0	6,000	0
405-7503-575-4900	Other Current Charges	95,600	0	6,697	88,903	7
405-7503-575-5100	Office Supplies	2,100	600	0	1,500	29
405-7503-575-5200	Operating Supplies	28,700	20,148	1,720	6,832	76
405-7503-575-5201	Fuel	1,030,100	1,001,105	29,099	107-	100
405-7503-575-6200	Buildings	783,132	0	0	783,132	0
405-7503-575-6300	Infrastructure	823,033	0	0	823,033	0
405-7503-575-6400	Machinery & Equipment	36,700	0	0	36,700	0
*		3,561,906	1,080,528	55,596	2,425,782	32
****	Marina Operations	3,561,906	1,080,528	55,596	2,425,782	32

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Key West Bight						
Common Area Maintenance						
405-7504-575-1200	Regular Salaries & Wages	102,836	0	4,563	98,273	4
405-7504-575-1400	Overtime	4,600	0	62	4,538	1
405-7504-575-1500	Special Pay	180	0	31	149	17
405-7504-575-2100	FICA Taxes	8,233	0	336	7,897	4
405-7504-575-2200	Retirement Contributions	9,669	0	330	9,339	3
405-7504-575-2300	Life & Health Insurance	36,226	0	1,447	34,779	4
405-7504-575-2400	Workers' Compensation	9,360	0	3,308	6,052	35
405-7504-575-3400	Other Contractual Service	134,600	0	0	134,600	0
405-7504-575-4100	Communications/Postage	1,000	0	0	1,000	0
405-7504-575-4300	Utility Services	33,000	29,645	355	3,000	91
405-7504-575-4302	Electricity	15,200	0	0	15,200	0
405-7504-575-4303	Wastewater	5,100	0	0	5,100	0
405-7504-575-4304	Water	6,000	0	0	6,000	0
405-7504-575-4600	Repairs and Maintenance	76,300	12,723	224	63,353	17
405-7504-575-4800	Promotional Expenses	25,600	0	0	25,600	0
405-7504-575-5200	Operating Supplies	20,800	1,097	960	18,743	10
405-7504-575-6200	Buildings	101,202	0	0	101,202	0
405-7504-575-6300	Infrastructure	980,347	172,600	0	807,747	18
405-7504-575-6400	Machinery & Equipment	110,000	0	0	110,000	0
*		1,680,253	216,065	11,616	1,452,572	14
****	Common Area Maintenance	1,680,253	216,065	11,616	1,452,572	14

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Key West Bight						
KWB Parking						
405-7505-575-1200	Regular Salaries & Wages	25,821	0	1,566	24,255	6
405-7505-575-2100	FICA Taxes	1,975	0	120	1,855	6
405-7505-575-2200	Retirement Contributions	2,324	0	80	2,244	3
405-7505-575-2300	Life & Health Insurance	8,524	0	297	8,227	3
405-7505-575-2400	Workers' Compensation	3,870	0	0	3,870	0
405-7505-575-3400	Other Contractual Service	44,890	0	0	44,890	0
405-7505-575-4300	Utility Services	12,000	11,858	142	0	100
405-7505-575-4600	Repairs and Maintenance	15,500	0	0	15,500	0
405-7505-575-4900	Other Current Charges	40,000	0	3,820	36,180	10
405-7505-575-5200	Operating Supplies	5,000	0	0	5,000	0
405-7505-575-6300	Infrastructure	90,000	0	0	90,000	0
405-7505-575-6400	Machinery & Equipment	38,900	0	0	38,900	0
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*		288,804	11,858	6,025	270,921	6
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****	KWB Parking	288,804	11,858	6,025	270,921	6

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Key West Bight						
Ferry Terminal						
405-7506-575-1200	Regular Salaries & Wages	61,394	0	2,077	59,317	3
405-7506-575-1400	Overtime	2,100	0	0	2,100	0
405-7506-575-2100	FICA Taxes	4,857	0	157	4,700	3
405-7506-575-2200	Retirement Contributions	5,714	0	179	5,535	3
405-7506-575-2300	Life & Health Insurance	24,505	0	853	23,652	3
405-7506-575-2400	Workers' Compensation	4,770	0	1,193	3,577	25
405-7506-575-3400	Other Contractual Service	38,960	4,900	520	33,540	14
405-7506-575-4300	Utility Services	6,000	5,929	71	0	100
405-7506-575-4301	Cable and Satellite TV	4,600	0	0	4,600	0
405-7506-575-4302	Electricity	33,000	0	578	33,578	2-
405-7506-575-4303	Wastewater	3,000	0	0	3,000	0
405-7506-575-4304	Water	10,300	0	0	10,300	0
405-7506-575-4600	Repairs and Maintenance	15,500	7,734	16	7,750	50
405-7506-575-4900	Other Current Charges	1,100	450	0	650	41
405-7506-575-5200	Operating Supplies	4,500	194	113	4,193	7
405-7506-575-5201	Fuel	100,000	100,000	0	0	100
405-7506-575-6200	Buildings	96,000	0	0	96,000	0
405-7506-575-6300	Infrastructure	678,606	0	0	678,606	0
405-7506-575-6400	Machinery & Equipment	23,200	0	0	23,200	0
*		1,118,106	119,207	4,600	994,299	11
****	Ferry Terminal	1,118,106	119,207	4,600	994,299	11
*****	Key West Bight	17,554,185	1,432,275	316,665	15,805,245	10