

# MEMORANDUM



**Date:** May 8, 2014  
**To:** Bob Vitas, City Manager  
**Cc:** Key West Bight Management District Board  
**From:** Doug Bradshaw  
**Re:** April 2014 Monthly Report for Key West Bight

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## I. Key West Bight Operations:

- Replaced Ferry Terminal hose reel
- Repaired Ferry Terminal railings
- Repaired Harborwalk pumpout motor
- A-dock main water line repaired
- Removed Ferry Terminal parking lot fence

### Key West Bight Marina:

- We replaced control boards on gas pumps 1 & 3 and also replaced the pulser on gas pump #1.
- Cleaned and polished fuel pumps 5, 6, 7, and 8.
- Ordered a new fuel hose reel for Ferry Terminal.
- Order 2 new floor cord covers for shore power.
- Upgrade reservation software for marina reservation program.
- Received drawings for new fuel sign.

## II. Priorities for the Upcoming Month

- Identify Grant opportunities
- Fuel dock sign
- Training for marina reservation program
- Submit Trumbo Rd. riprap permit
- Bid Lazy Way Lane landscape plan

## III. Capital Project Updates

Project	Status	Comments
Common Area Signage, Landscape, Entries	Roundabout design complete, Lazy Way Landscape complete	
Ferry Terminal Pier Extension	Drawing submitted	Army Corp Review

Thompsons Fish House Structural Repairs	Foundation support being designed, HVAC/MEP task upcoming	
Turtle Kraals Wall Rebuild	Drawings Received	Bid in May
Trumbo Dock	30% drawings approved	Riprap permit being submitted, 60% drawings due 3 <sup>rd</sup> week of May

**Key West Bight, Ferry Terminal  
Year to Year Revenue Comparison  
Monthly – April 2013/2014**

	<u>April '13</u>	<u>April '14</u>
<b>KW Bight</b>	\$ 569,810	\$ 588,742
<b>Ferry Terminal</b>	<u>\$ 39,415</u>	<u>\$ 45,651</u>
<b>Grand Total</b>	\$ 609,225	\$ 634,393

**Revenue Detail**

**Key West Bight:**

Transient Dockage	-25%
Dinghy	-01%
Retail sales	+43%
Parking	+09%
Fuel	+25%

**2014 Annual Budget Comparison to  
March Actual Year-to-Date Revenue**

<u>Key West Bight</u>	<u>Annual Budget</u>	<u>Year-to-Date Actual</u>	<u>50% Lapsed % Achieved</u>
<b>Intergovernmental</b>	\$ 617,390	\$ 0	0%
<b>Charges for Services</b>	\$ 4,719,400	\$ 2,384,009	51%
<b>Fines &amp; Forfeits</b>	\$ 66,100	\$ 27,063	41%
<b>Misc. Revenue</b>	\$ 3,030,400	\$ 1,144,885	38%

\* Detailed financial report follows on succeeding pages

FISCAL YEAR 2013/2014  
MARCH REVENUE REPORT  
50 % 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
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**	Intergovernmental Revenue	617,390	0	617,390	0
Charges For Services					
405-0000-341-9500	Returned Check Charges	0	582	582-	0
*	General Government	0	582	582-	0
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405-0000-344-2802	Ferry Terminal	160,000	88,473	71,527	55
405-0000-344-2803	Port Security Surcharge	21,900	20,105	1,795	92
405-0000-344-5000	Parking	741,300	476,803	264,497	64
405-0000-344-5002	KW Bight Ferry Terminal	0	2,923	2,923-	0
*	Transportation	923,200	588,304	334,896	64
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405-0000-347-5100	Dockage-Transient	702,500	434,886	267,614	62
405-0000-347-5208	Upland Electric & Sewer	8,900	1,875	7,025	21
405-0000-347-5209	Common Area Charges	350,000	117,306	232,694	34
405-0000-347-5210	Ferry Terminal CAM	7,800	3,858	3,942	49
405-0000-347-5211	Marina Tenant Utilities	62,000	41,112	20,888	66
405-0000-347-5291	FT Advertising	24,000	7,642	16,358	32
405-0000-347-5303	Ferry Boats	117,300	52,052	65,248	44
405-0000-347-5500	Dockage-Recreational	96,300	46,447	49,853	48
405-0000-347-5600	Dockage-Liveaboard	113,100	58,056	55,044	51
405-0000-347-5700	Dockage-Commercial	876,000	449,941	426,059	51
405-0000-347-5800	Penalties	9,500	23,570	14,070-	248
405-0000-347-6100	Dinghy Dockage	91,300	51,420	39,880	56
405-0000-347-6200	Key West Bight - Gas	499,500	239,209	260,291	48
405-0000-347-6300	Diesel	716,000	242,886	473,114	34
405-0000-347-6302	Ferry Terminal Taxable	122,000	24,861	97,139	20
405-0000-347-6400	Miscellaneous Non-Taxable	0	5	5-	0
*	Culture/Recreation	3,796,200	1,795,123	2,001,077	47
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**	Charges For Services	4,719,400	2,384,009	2,335,391	51
Fines & Forfeits					
405-0000-351-0300	Parking Fine	66,100	27,063	39,037	41
*	Judgment & Fines	66,100	27,063	39,037	41
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**	Fines & Forfeits	66,100	27,063	39,037	41
Miscellaneous Revenues					
405-0000-361-0000	Interest Earnings	60,000	23,597	36,403	39
*	Interest Earnings	60,000	23,597	36,403	39
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405-0000-362-5400	Upland Leases	2,755,400	1,054,466	1,700,934	38
405-0000-362-5500	KW Bight Ferry Terminal	66,400	33,040	33,360	50
405-0000-362-9000	Misc Yearly Leases	100,500	0	100,500	0
*	Rents & Royalties	2,922,300	1,087,506	1,834,794	37
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405-0000-369-0000	Other Misc Revenues	0	1,895	1,895-	0
405-0000-369-9100	Sales Tax Commission	0	80	80-	0
405-0000-369-9700	Misc Sales Taxable	38,500	27,008	11,492	70
405-0000-369-9800	Non-Taxable	9,600	4,799	4,801	50
*	Other Misc Revenues	48,100	33,781	14,319	70

FISCAL YEAR 2013/2014  
MARCH REVENUE REPORT  
50 % OF FISCAL YEAR LAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING BALANCE	% OF REVENUE BUDGET
Key West Eight					
Miscellaneous Revenues					
**	Miscellaneous Revenues	3,030,400	1,144,885	1,885,515	38
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 Eight	17,554,185	3,555,957	13,998,228	20

FISCAL YEAR 2013/2014  
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50 % OF FISCAL YEAR LAPSED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING BALANCE	% OF REVENUE BUDGET
Key West Bight Other Sources		17,554,185	3,555,957	13,998,228	20

FISCAL YEAR 2013/2014  
MARCH EXPENDITURE REPORT  
50 % 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	25,208	31,699	44
405-7501-575-1500	Special Pay	48	0	83	35-	173
405-7501-575-2100	FICA Taxes	4,395	0	1,913	2,482	44
405-7501-575-2200	Retirement Contributions	5,167	0	1,999	3,168	39
405-7501-575-2300	Life & Health Insurance	5,903	0	4,426	1,477	75
405-7501-575-2400	Workers' Compensation	4,680	0	2,340	2,340	50
405-7501-575-3100	Professional Services	10,000	7,800	0	2,200	78
405-7501-575-3200	Accounting & Auditing	24,400	8,671	14,000	1,729	93
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	62	638	9
405-7501-575-4301	Cable and Satellite TV	0	0	295	295-	0
405-7501-575-4302	Electricity	5,100	0	7,545	2,445-	148
405-7501-575-4303	Wastewater	1,200	0	720	480	60
405-7501-575-4304	Water	1,100	0	466	634	42
405-7501-575-4400	Rentals & Leases	1,200	439	732	29	98
405-7501-575-4500	Insurance	124,500	0	62,250	62,250	50
405-7501-575-4600	Repairs and Maintenance	3,500	2,406	2,024	930-	127
405-7501-575-4700	Printing & Binding	500	117	0	383	23
405-7501-575-4900	Other Current Charges	228,000	303	218,726	8,971	96
405-7501-575-5100	Office Supplies	3,100	305	513	2,282	26
405-7501-575-5200	Operating Supplies	500	0	108	392	22
405-7501-575-5400	Books, Subscrp, Membership	2,400	181	2,065	154	94
405-7501-575-5500	Training	1,500	0	0	1,500	0
405-7501-575-6200	Buildings	91,389	23,500	0	67,889	26
405-7501-575-7100	Debt Service-Principal	1,240,300	0	1,240,273	27	100
405-7501-575-7200	Debt Service-Interest	202,900	0	111,839	91,061	55
405-7501-575-9100	Transfers	809,081	0	404,541	404,540	50
405-7501-575-9803	Operating	1,521,624	0	0	1,521,624	0
405-7501-575-9900	Other Uses	4,311,045	0	0	4,311,045	0
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*		8,665,239	44,362	2,102,127	6,518,750	25
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****	General Administration	8,665,239	44,362	2,102,127	6,518,750	25

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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	2,239,877	557,382	1,442,618	239,877	89
*		2,239,877	557,382	1,442,618	239,877	89
****	Upland Leases Maintenance	2,239,877	557,382	1,442,618	239,877	89

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Key West Bight						
Marina Operations						
405-7503-575-1200	Regular Salaries & Wages	248,786	0	135,370	113,416	54
405-7503-575-1400	Overtime	13,500	0	8,355	5,145	62
405-7503-575-1500	Special Pay	420	0	266	154	63
405-7503-575-2100	FICA Taxes	20,097	0	10,386	9,711	52
405-7503-575-2200	Retirement Contributions	23,606	0	10,727	12,879	45
405-7503-575-2300	Life & Health Insurance	79,163	0	36,430	42,733	46
405-7503-575-2400	Workers' Compensation	14,040	0	7,020	7,020	50
405-7503-575-3100	Professional Services	30,000	23,093	4,940	1,967	93
405-7503-575-3400	Other Contractual Service	44,780	32,195	3,106	9,479	79
405-7503-575-4300	Utility Services	12,000	7,084	4,916	0	100
405-7503-575-4302	Electricity	90,600	0	52,368	38,232	58
405-7503-575-4303	Wastewater	12,600	0	9,908	2,692	79
405-7503-575-4304	Water	34,000	0	19,697	14,303	58
405-7503-575-4400	Rentals & Leases	80,000	2,009	430	77,561	3
405-7503-575-4600	Repairs and Maintenance	51,949	17,108	16,495	18,346	65
405-7503-575-4700	Printing & Binding	1,000	0	37	963	4
405-7503-575-4800	Promotional Expenses	6,000	856	144	5,000	17
405-7503-575-4900	Other Current Charges	95,600	0	44,545	51,055	47
405-7503-575-5100	Office Supplies	2,100	152	555	1,393	34
405-7503-575-5200	Operating Supplies	28,700	12,472	12,642	3,586	88
405-7503-575-5201	Fuel	1,030,100	691,347	339,491	738-	100
405-7503-575-6200	Buildings	783,132	110,176	20,622	652,334	17
405-7503-575-6300	Infrastructure	823,033	113,208	18,348	691,477	16
405-7503-575-6400	Machinery & Equipment	36,700	5,196	0	31,504	14
*		3,561,906	1,014,896	756,796	1,790,214	50
****	Marina Operations	3,561,906	1,014,896	756,796	1,790,214	50

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Key West Bight						
Common Area Maintenance						
405-7504-575-1200	Regular Salaries & Wages	102,836	0	65,477	37,359	64
405-7504-575-1400	Overtime	4,600	0	3,747	853	81
405-7504-575-1500	Special Pay	180	0	206	26-	114
405-7504-575-2100	FICA Taxes	8,233	0	5,081	3,152	62
405-7504-575-2200	Retirement Contributions	9,669	0	4,782	4,887	49
405-7504-575-2300	Life & Health Insurance	36,226	0	17,643	18,583	49
405-7504-575-2400	Workers' Compensation	9,360	0	5,648	3,712	60
405-7504-575-3400	Other Contractual Service	134,600	55,750	0	78,850	41
405-7504-575-4100	Communications/Postage	1,000	0	0	1,000	0
405-7504-575-4300	Utility Services	33,000	17,710	12,532	2,758	92
405-7504-575-4302	Electricity	15,200	0	7,265	7,935	48
405-7504-575-4303	Wastewater	5,100	0	2,489	2,611	49
405-7504-575-4304	Water	6,000	0	3,905	2,095	65
405-7504-575-4600	Repairs and Maintenance	76,300	7,034	7,184	62,082	19
405-7504-575-4800	Promotional Expenses	25,600	7,248	3,907	14,445	44
405-7504-575-5100	Office Supplies	0	0	66	66-	0
405-7504-575-5200	Operating Supplies	20,800	926	2,913	16,961	18
405-7504-575-6200	Buildings	101,202	0	585	100,617	1
405-7504-575-6300	Infrastructure	980,347	183,290	4,500	792,557	19
405-7504-575-6400	Machinery & Equipment	110,000	0	0	110,000	0
*		1,680,253	271,958	147,930	1,260,365	25
****	Common Area Maintenance	1,680,253	271,958	147,930	1,260,365	25

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Key West Bight						
KWB Parking						
405-7505-575-1200	Regular Salaries & Wages	25,821	0	23,553	2,268	91
405-7505-575-1400	Overtime	0	0	2,117	2,117-	0
405-7505-575-2100	FICA Taxes	1,975	0	1,964	11	99
405-7505-575-2200	Retirement Contributions	2,324	0	1,063	1,261	46
405-7505-575-2300	Life & Health Insurance	8,524	0	3,924	4,600	46
405-7505-575-2400	Workers' Compensation	3,870	0	968	2,902	25
405-7505-575-3400	Other Contractual Service	44,890	10,560	4,875	29,455	34
405-7505-575-4300	Utility Services	12,000	7,084	4,916	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	27,662	12,338	69
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	8,900	30,000	23
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*		288,804	17,644	79,942	191,218	34
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****	KWB Parking	288,804	17,644	79,942	191,218	34

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Key West Bight						
Ferry Terminal						
405-7506-575-1200	Regular Salaries & Wages	61,394	0	27,593	33,801	45
405-7506-575-1400	Overtime	2,100	0	1,239	861	59
405-7506-575-2100	FICA Taxes	4,857	0	2,181	2,676	45
405-7506-575-2200	Retirement Contributions	5,714	0	2,528	3,186	44
405-7506-575-2300	Life & Health Insurance	24,505	0	11,281	13,224	46
405-7506-575-2400	Workers' Compensation	4,770	0	2,385	2,385	50
405-7506-575-3400	Other Contractual Service	38,960	12,117	3,279	23,564	40
405-7506-575-4300	Utility Services	6,000	3,542	2,458	0	100
405-7506-575-4301	Cable and Satellite TV	4,600	0	1,636	2,964	36
405-7506-575-4302	Electricity	33,000	0	15,235	17,765	46
405-7506-575-4303	Wastewater	3,000	0	2,870	130	96
405-7506-575-4304	Water	10,300	0	6,157	4,143	60
405-7506-575-4600	Repairs and Maintenance	15,500	6,469	1,448	7,583	51
405-7506-575-4900	Other Current Charges	1,100	369	81	650	41
405-7506-575-5100	Office Supplies	0	0	66	66-	0
405-7506-575-5200	Operating Supplies	4,500	100	1,874	2,526	44
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	122,597	82,311	913,198	18
****	Ferry Terminal	1,118,106	122,597	82,311	913,198	18
*****	Key West Bight	17,554,185	2,028,839	4,611,723	10,913,623	38

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMENDED BUDGET	ENCUMBRANCE	YEAR-TO-DATE ACTUAL	UNENCUMBERED BALANCE	% of EXPENDED BUDGET
	Key West Bight Ferry Terminal	17,554,185	2,028,839	4,611,723	10,913,623	38