

MEMORANDUM



Date: January 15th, 2014
To: Bob Vitas, City Manager
Cc: Key West Bight Management District Board
From: John Paul Castro
Re: December 2013 Monthly Report for Key West Bight/City Marina

I. Key West Bight Operations:

- Holiday Decorations taken down
- Replaced front doors at Piano Shop
- Surveyed Trumbo dock/road
- Started survey of roundabout at William St. and KW Bight utilities

Key West Bight Marina:

- Transient dockage revenues are up 2% this December compared to last December.
- The Marina is working with Viking motor yacht company and we are doing a fishing tournament on April 2 through April 6 2014
- Key West race week is coming up. As of 1-2-2014 we have 7 committee boats 12 sailing race vessels and we have 2 slips open
The Marina had a great Christmas / New Year week with very little problems and the Marina was full
- Starting February all commercial slips are getting billed for water usage.
- The 2014 Classic Regatta is from January 31 through February 2 2014. There are 5 vessels with advance reservations.

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.
- Lease renewal discussions underway with the Half Shell Raw Bar to include addressing the roof replacement requirement.

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

- Identify Grant opportunities
- Start design of Trumbo Dock
- Remove fence from Ferry Terminal Parking
- Advertise bid for Turtle Kraals wall replacement
- Install commercial dock directory sign at base of each pier.
- Hire new admin assistant for Key West Bight
- 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	Proposal for name survey recieved	
Transient Boater Facility	Planning Board Approved	cost estimates underway
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	Survey received	design of dock to begin 2 nd week of Jan.

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

	<u>December '12</u>	<u>December '13</u>
KW Bight	\$ 490,225	\$ 580,368
Ferry Terminal	<u>\$ 23,837</u>	<u>\$ 29,688</u>
Grand Total	\$ 514,062	\$ 610,056

Revenue Detail

Key West Bight:

Transient Dockage	+ 2%
Dinghy	+ 45%
Retail sales	+ 73%
Parking	+101%
Fuel	+ 46%

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

<u>Key West Bight</u>	<u>Annual Budget</u>	<u>Year-to-Date Actual</u>	<u>17% Lapsed % Achieved</u>
Intergovernmental	\$ 617,390	\$ 0	0%
Charges for Services	\$4,719,400	\$ 704,311	15%
Fines & Forfeits	\$ 66,100	\$ 3,865	6%
Misc. Revenue	\$3,030,400	\$ 369,065	12%

** Detailed financial report follows on succeeding pages*

FISCAL YEAR 2013/2014
 NOVEMBER REVENUE REPORT
 17 % 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
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*	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	377	377-	0
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*	General Government	0	377	377-	0
405-0000-344-2802	Ferry Terminal	160,000	22,176	137,824	14
405-0000-344-2803	Port Security Surcharge	21,900	0	21,900	0
405-0000-344-5000	Parking	741,300	128,472	612,828	17
405-0000-344-5002	KW Bight Ferry Terminal	0	1,100	1,100-	0
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*	Transportation	923,200	151,748	771,452	16
405-0000-347-5100	Dockage-Transient	702,500	124,327	578,173	18
405-0000-347-5208	Upland Electric & Sewer	8,900	852	8,048	10
405-0000-347-5209	Common Area Charges	350,000	44,861	305,139	13
405-0000-347-5210	Ferry Terminal CAM	7,800	1,286	6,514	16
405-0000-347-5211	Marina Tenant Utilities	62,000	12,104	49,896	20
405-0000-347-5291	FT Advertising	24,000	5,000	19,000	21
405-0000-347-5303	Ferry Boats	117,300	10,632	106,668	9
405-0000-347-5500	Dockage-Recreational	96,300	16,590	79,710	17
405-0000-347-5600	Dockage-Liveaboard	113,100	18,498	94,602	16
405-0000-347-5700	Dockage-Commercial	876,000	149,699	726,301	17
405-0000-347-5800	Penalties	9,500	8,001	1,499	84
405-0000-347-6100	Dinghy Dockage	91,300	15,071	76,229	17
405-0000-347-6200	Key West Bight - Gas	499,500	75,893	423,607	15
405-0000-347-6300	Diesel	716,000	50,837	665,163	7
405-0000-347-6302	Ferry Terminal Taxable	122,000	18,533	103,467	15
405-0000-347-6400	Miscellaneous Non-Taxable	0	3	3-	0
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*	Culture/Recreation	3,796,200	552,187	3,244,013	15
**	Charges For Services	4,719,400	704,311	4,015,089	15
Fines & Forfeits					
405-0000-351-0300	Parking Fine	66,100	3,865	62,235	6
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*	Judgment & Fines	66,100	3,865	62,235	6
**	Fines & Forfeits	66,100	3,865	62,235	6
Miscellaneous Revenues					
405-0000-361-0000	Interest Earnings	60,000	0	60,000	0
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*	Interest Earnings	60,000	0	60,000	0
405-0000-362-5400	Upland Leases	2,755,400	348,135	2,407,265	13
405-0000-362-5500	KW Bight Ferry Terminal	66,400	10,938	55,462	16
405-0000-362-9000	Misc Yearly Leases	100,500	0	100,500	0
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*	Rents & Royalties	2,922,300	359,073	2,563,227	12
405-0000-369-0000	Other Misc Revenues	0	850	850-	0
405-0000-369-9100	Sales Tax Commission	0	27	27-	0
405-0000-369-9700	Misc Sales Taxable	38,500	7,675	30,825	20
405-0000-369-9800	Non-Taxable	9,600	1,440	8,160	15
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*	Other Misc Revenues	48,100	9,991	38,109	21

FISCAL YEAR 2013/2014
 NOVEMBER REVENUE REPORT
 17 % OF FISCAL YEAR LAPSED

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	369,065	2,661,335	12
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	1,077,241	16,476,944	6

FISCAL YEAR 2013/2014
 NOVEMBER EXPENDITURE REPORT
 17 % 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	10,683	46,224	19
405-7501-575-1500	Special Pay	48	0	27	21	56
405-7501-575-2100	FICA Taxes	4,395	0	812	3,583	18
405-7501-575-2200	Retirement Contributions	5,167	0	850	4,317	16
405-7501-575-2300	Life & Health Insurance	5,903	0	1,455	4,448	25
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	62	638	9
405-7501-575-4302	Electricity	5,100	0	2,985	2,115	59
405-7501-575-4303	Wastewater	1,200	0	188	1,012	16
405-7501-575-4304	Water	1,100	0	114	986	10
405-7501-575-4400	Rentals & Leases	1,200	1,025	146	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	398	218,631	8,971	96
405-7501-575-5100	Office Supplies	3,100	285	15	2,800	10
405-7501-575-5200	Operating Supplies	500	2	39	459	8
405-7501-575-5400	Books, Subscrip, Membership	2,400	0	1,143	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
*		10,665,239	4,250	471,714	10,189,275	4
****	General Administration	10,665,239	4,250	471,714	10,189,275	4

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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	42,771	206,015	17
405-7503-575-1400	Overtime	13,500	0	2,299	11,201	17
405-7503-575-1500	Special Pay	420	0	86	334	20
405-7503-575-2100	FICA Taxes	20,097	0	3,193	16,904	16
405-7503-575-2200	Retirement Contributions	23,606	0	3,524	20,082	15
405-7503-575-2300	Life & Health Insurance	79,163	0	12,344	66,819	16
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	1,834	1,497	41,449	7
405-7503-575-4300	Utility Services	12,000	10,539	1,461	0	100
405-7503-575-4302	Electricity	90,600	0	17,445	73,155	19
405-7503-575-4303	Wastewater	12,600	0	2,335	10,265	19
405-7503-575-4304	Water	34,000	0	4,312	29,688	13
405-7503-575-4400	Rentals & Leases	80,000	2,439	0	77,561	3
405-7503-575-4600	Repairs and Maintenance	51,949	19,048	2,719	30,182	42
405-7503-575-4700	Printing & Binding	1,000	0	0	1,000	0
405-7503-575-4800	Promotional Expenses	6,000	1,000	0	5,000	17
405-7503-575-4900	Other Current Charges	95,600	0	13,875	81,725	15
405-7503-575-5100	Office Supplies	2,100	581	87	1,432	32
405-7503-575-5200	Operating Supplies	28,700	19,891	3,075	5,734	80
405-7503-575-5201	Fuel	1,030,100	943,517	86,887	304-	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	1,026,882	201,420	2,333,604	34

****	Marina Operations	3,561,906	1,026,882	201,420	2,333,604	34

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Key West Bight						
Common Area Maintenance						
405-7504-575-1200	Regular Salaries & Wages	102,836	0	20,747	82,089	20
405-7504-575-1400	Overtime	4,600	0	620	3,980	13
405-7504-575-1500	Special Pay	180	0	66	114	37
405-7504-575-2100	FICA Taxes	8,233	0	1,509	6,724	18
405-7504-575-2200	Retirement Contributions	9,669	0	1,473	8,196	15
405-7504-575-2300	Life & Health Insurance	36,226	0	6,268	29,958	17
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	26,348	3,894	2,758	92
405-7504-575-4302	Electricity	15,200	0	2,182	13,018	14
405-7504-575-4303	Wastewater	5,100	0	756	4,344	15
405-7504-575-4304	Water	6,000	0	1,192	4,808	20
405-7504-575-4600	Repairs and Maintenance	76,300	11,933	1,946	62,421	18
405-7504-575-4800	Promotional Expenses	25,600	7,248	3,748	14,604	43
405-7504-575-5100	Office Supplies	0	66	0	66-	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	219,292	48,669	1,412,292	16
****	Common Area Maintenance	1,680,253	219,292	48,669	1,412,292	16

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		BUDGET	ENCUMBRANCE	ACTUAL	BALANCE	EXPENDED BUDGET
Key West Bight						
KWB Parking						
405-7505-575-1200	Regular Salaries & Wages	25,821	0	7,430	18,391	29
405-7505-575-1400	Overtime	0	0	199	199-	0
405-7505-575-2100	FICA Taxes	1,975	0	584	1,391	30
405-7505-575-2200	Retirement Contributions	2,324	0	348	1,976	15
405-7505-575-2300	Life & Health Insurance	8,524	0	1,286	7,238	15
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	10,539	1,461	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	7,577	32,423	19
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	10,539	27,785	250,480	13
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****	KWB Parking	288,804	10,539	27,785	250,480	13

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		BUDGET	ENCUMBRANCE	ACTUAL	BALANCE	EXPENDED BUDGET
Key West Bight						
Ferry Terminal						
405-7506-575-1200	Regular Salaries & Wages	61,394	0	9,028	52,366	15
405-7506-575-1400	Overtime	2,100	0	392	1,708	19
405-7506-575-2100	FICA Taxes	4,857	0	712	4,145	15
405-7506-575-2200	Retirement Contributions	5,714	0	811	4,903	14
405-7506-575-2300	Life & Health Insurance	24,505	0	3,697	20,808	15
405-7506-575-2400	Workers' Compensation	4,770	0	1,193	3,577	25
405-7506-575-3400	Other Contractual Service	38,960	1,803	520	36,637	6
405-7506-575-4300	Utility Services	6,000	5,270	730	0	100
405-7506-575-4301	Cable and Satellite TV	4,600	0	295	4,305	6
405-7506-575-4302	Electricity	33,000	0	6,254	26,746	19
405-7506-575-4303	Wastewater	3,000	0	724	2,276	24
405-7506-575-4304	Water	10,300	0	1,501	8,799	15
405-7506-575-4600	Repairs and Maintenance	15,500	7,715	35	7,750	50
405-7506-575-4900	Other Current Charges	1,100	450	0	650	41
405-7506-575-5100	Office Supplies	0	66	0	66-	0
405-7506-575-5200	Operating Supplies	4,500	855	113	3,532	22
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	116,159	26,005	975,942	13

****	Ferry Terminal	1,118,106	116,159	26,005	975,942	13

*****	Key West Bight	17,554,185	1,377,122	775,594	15,401,469	12