MEMORANDUM

Date: September 3, 2026

To: Bahama Village and Caroline Street Corridor Community Redevelopment Agency

Via: Brian L. Barroso, City Manager

Cc: Steve McAlearney, Director of Port and Marine Services

From: David Marsicano, Marinas Manager

Subject: **Key West Bight Marina Fees and Collection Manual (File 26-5728)**

Introduction

The Port and Marine Services Department recommends approval of the Fiscal Year 2027 Key West Bight Marina Fees and Collection Manual.

Background

The proposed manual consolidates all marina fees and collection policies into a single document. The schedule sets FY2027 rates for transient dockage, commercial and recreational monthly slip rentals, courtesy dock usage, special events, dinghy dock services, and ancillary marina services while maintaining fair, transparent and consistent billing and collection procedures. Adoption of the manual provides a consistent framework for customers and staff, and supports sustainable operations.

Procurement

The adoption of a fee schedule and collections manual does not involve the procurement of goods or services. Revenue generated through the adopted fees will support marina operations, maintenance, utilities, customer services, and future capital improvements. Rates to be effective October 1, 2026.

Recommendation

The Port and Marine Services Department recommends that the Bahama Village and Caroline Street Corridor Community Redevelopment Agency approve the FY 2027 West Bight Marina Fees and Collection Manual.

Adoption of the updated fee schedule addresses the City's strategic priorities of Infrastructure and Financial Stability.