



**City of Key West**  
**Budget Preparation Worksheets**  
**Fiscal Year 2017/2018**

Fund: 001 General Fund  
 Department: 4302 Port Operations

Key	Object	Account Description	Category	FY 2014/2015 Actuals	FY 2015/2016 Actuals	FY 2016/2017 Adopted	FY 2016/2017 6 Mth Amnd	FY 2016/2017 6 Mth Actuals	FY 2017/2018 Dept Req	FY 2017/2018 CM Review
0014302	5434100	Communications/Postage		\$0	\$0	\$100	\$100	\$0	\$100	\$100
		FEDEX								\$100
0014302	5434300	Utility Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0014302	5434400	Rentals & Leases		\$13,546	\$7,452	\$8,335	\$8,335	\$3,862	\$8,993	\$8,993
		COPIER 12 X \$280								\$3,360
		P.O. BOX 6434 CRUISE SHIP PAYMENTS								\$185
		PORT-A-POTTY 2 REG. PORT SECURITY 12 X \$454								\$5,448
0014302	5434401	Outer Mole Lease		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0014302	5434500	Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0014302	5434600	Repairs and Maintenance		\$9,158	\$20,758	\$28,940	\$26,440	\$8,405	\$14,780	\$14,780
		ANNUAL X-RAY MAINTENANCE & CERTIFICATION								\$6,780
		PORT MINOR REPAIR/MAINTENANCE								\$8,000
0014302	5434700	Printing & Binding		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0014302	5434800	Promotional Expenses		\$0	\$0	\$0	\$0	\$0	\$80	\$80
		PROMOTIONAL EXPENSE CRUISE SHIP INAUGURAL PLAQUE 2 @ 40								\$80
0014302	5434900	Other Current Charges		\$619	\$89	\$410	\$410	\$0	\$410	\$410
		BID ADVERTISEMENTS 3 X \$90								\$270
		TWIC RENEWAL BADGE								\$140
0014302	5435100	Office Supplies		\$1,721	\$727	\$5,500	\$5,500	\$268	\$5,500	\$5,500
		ACCESS BADGE SUPPLIES REIMBURSED BY APPLICANT								\$4,500
		WATER & MARINE UNIT SUPPLIES								\$1,000
0014302	5435200	Operating Supplies		\$0	\$0	\$0	\$2,500	\$2,423	\$0	\$0
0014302	5435300	Road Materials		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0014302	5435400	Books-Subscrip-Membership		\$20,500	\$21,384	\$22,500	\$22,500	\$0	\$22,600	\$22,600

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		FL CARIBBEAN CRUISE ASSOCIATION YEARLY DUES								\$600
		FL PORTS COUNCIL DUES								\$22,000
0014302	5435500	Training		\$0	\$3,616	\$3,000	\$3,000	\$0	\$3,000	\$4,000
		FL CARIBBEAN CRUISE ASSOC REGISTRATION FEE 4 @ 1000								\$4,000
<b>Operating Expenditures</b>				<b>\$553,746</b>	<b>\$667,468</b>	<b>\$682,948</b>	<b>\$682,948</b>	<b>\$383,891</b>	<b>\$1,213,473</b>	<b>\$1,118,473</b>
0014302	5436400	Machinery & Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
		CAMERAS FOR OUTER MOLE AND MALLORY SQUARE								\$30,000
<b>Capital Outlay</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>
<b>Port Operations - Totals</b>				<b>\$849,617</b>	<b>\$972,614</b>	<b>\$996,166</b>	<b>\$996,166</b>	<b>\$533,658</b>	<b>\$1,532,899</b>	<b>\$1,467,899</b>



**SALARY BUDGET  
FY 17/18 POSITION CONTROL**

SS Cap (does not incl Med)  
127,200 CY 2017

7.65%

\$12,642 PY \$12,342

COST CENTER/ POSITION TITLE	GRD/ STEP	EMPLOYEE NAME	FY16/17	FY17/18	Health	PART	CTRCT	TEMP	Change	Annual	12	12	14	15	21	22	23	TOTAL
			Apprvd	Proposed	Insurance						in	Longevity	Over	Special	FICA	Retire	Health	
			FTEs	FTEs	FTEs	TIME	COUNT	COUNT	ote FTEs	Salary	Salary		time	Pay	Medicare	Contrib	Life Ins	
<b>4302 PORT OPERATIONS</b>																		
DEPARTMENT AUDITOR-CONTRACT ADMIN	N 22N		0.25	0.25	0.25				50% 40	12,228	12,717						763	
DEPUTY DIRECTOR OF MARINE SERVICES	U UDP		1.00	1.00	1.00					81,808	84,262			900		5,056		
DIRECTOR OF MARINE SERVICES	U UPD		1.00	1.00	1.00					96,445	98,374			900		5,902		
PORT OPERATIONS COORD	N 20N		1.00	1.00	1.00					45,201	47,009			360		2,821		
<b>TOTAL</b>			<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>###</b>	<b>235,682</b>	<b>242,363</b>	<b>0</b>	<b>500</b>	<b>2,160</b>	<b>18,744</b>	<b>14,572</b>	<b>41,087</b>	<b>319,425</b>

**CITY OF KEY WEST  
 FY 17-18 BUDGET  
 CRUISESHIP Base BUDGET SUMMARY**

	<u>Mallory</u>	<u>Pier B</u>	<u>Mole</u>	<u>Anchorage</u>	<u>Total</u>
<b>Revenues</b>					
<b>Disembarkation Fees</b>					
Passengers @ 98% arrival rate	62,833	505,311	241,572	-	809,716
Disembarkation Rate / Pass.	\$ 10.00	\$ 2.50	\$ 10.00		
<b>Subtotal</b>	<b>628,330</b>	<b>1,263,278</b>	<b>2,415,720</b>		<b>4,307,328</b>
<b>Security Surcharge</b>					
Passengers @ 98% arrival rate	62,833	505,311	241,572		809,716
Port Security Rate / Pass.	\$0.63	\$0.00	\$0.63		
<b>Subtotal</b>	<b>39,585</b>	<b>-</b>	<b>152,190</b>		<b>191,775</b>
<b>Disembarkation Fees Total</b>	<b>\$ 667,915</b>	<b>\$ 1,263,278</b>	<b>\$ 2,567,910</b>		<b>\$ 4,499,103</b>
<b>Cruiseship Utilities</b>					
001-0000-344.21 (Mallory)	10,000	0	0		10,000
<b>Dockage Fees</b>					
Based on tonnage rates	21,252		73,920		\$ 95,172
<b>Revenue Subtotal</b>	<b>\$ 699,167</b>	<b>\$ 1,263,278</b>	<b>\$ 2,641,830</b>		<b>\$ 4,604,275</b>
<b>Revenue Offset:</b>					
Outer Mole Navy Lease					
Gross Revenue Total (calculated above)	N/A	N/A	\$ 241,572		\$ 241,572
Rate	N/A	N/A	\$3.75		375%
<b>Revenue Offset Subtotal</b>	<b>0</b>	<b>0</b>	<b>\$ (905,895)</b>		<b>\$ (905,895)</b>
<b>Revenue Total</b>	<b>\$ 699,167</b>	<b>\$ 1,263,278</b>	<b>\$ 1,735,935</b>	<b>\$ -</b>	<b>\$ 3,698,380</b>

**CITY OF KEY WEST  
FY 17-18 BUDGET  
CRUISESHIP Base BUDGET SUMMARY**

	<u>Mallory</u>	<u>Pier B</u>	<u>Mole</u>	<u>Anchorage</u>	<u>Total</u>
<b>Direct Expenses</b>					
<b>Contract Security</b>					
Budgeted Calls @ 100%	53	230	138		421
Hours Per Call	9.0	0.0	9.0		
Guards Per Call	2.0	0.0	5.0		
Total Hours	954	-	6,210		7,164
Final Cost per Hour FY 10-11 new contract (assu	\$18.91	\$0.00	\$18.91		\$18.91
<b>Contract Security Expenses</b>	<b>\$18,040</b>	<b>\$0</b>	<b>\$117,431</b>		<b>\$135,471</b>
<b>Outer Mole Transportation</b>					
Passengers @ 98% arrival rate			241,572		241,572
Billing % per contract			80%		80%
Adjusted Passenger count for billing			193,258		193,258
Transportation fee per passenger (contract)			\$ 3.66		\$ 3.66
<b>Transportation Fee (passenger) Subtotal</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 707,323</b>	<b>N/A</b>	<b>\$ 707,323</b>
Crew at 100%			82,957		82,957
Arrival Rate			98%		98%
Crew at Arrival %			81,298		81,298
Billing % per contract			50%		50%
Adjusted Crew Count for billing			40,649		40,649
Transportation fee per crew employee (contract)			\$ 3.66		\$ 3.66
<b>Transportation Fee (crew) Subtotal</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 148,775</b>	<b>N/A</b>	<b>\$ 148,775</b>
<b>Transportation Fee Total</b>	<b>0</b>	<b>0</b>	<b>\$ 856,098</b>	<b>\$0</b>	<b>\$ 856,098</b>
<b>Expense Total</b>	<b>\$ 18,040</b>	<b>\$ -</b>	<b>\$ 973,529</b>	<b>\$ -</b>	<b>\$ 991,569</b>
<b>Net Income/(Loss)</b>	<b>681,127</b>	<b>1,263,278</b>	<b>762,406</b>	<b>0</b>	<b>2,706,811</b>
					0
<b>Net Revenues per Passenger</b>	<b>\$ 10.34</b>	<b>\$ 2.50</b>	<b>\$ 2.85</b>		<b>\$ 3.21</b>
<b>Net Revenues as a % of Gross Revenue</b>	<b>97%</b>	<b>100%</b>	<b>29%</b>		<b>59%</b>