

EXECUTIVE SUMMARY - Essentially a flat budget. The Port of Kingston's proposed 2018 Budget of \$1,711,356 represents an overall income decrease of one percent and an overall increase in expenses of .5 percent.

INCOME - *Overall income is expected to decrease from \$1,502,724 to \$1,484,632; or \$18,092.*

Income is projected to decrease from 2017 due mainly to the fact the Hill House property has failed to generate projections and the fuel sales margin will be less than anticipated.

This budget does not include a permanent moorage increase. Historically, the Port has increased permanent moorage rates by the cost per living index. Rates should be reviewed in the first quarter to see if one is warranted. Any increase voted on by the Commission could be implemented in April, just before the season begins, as several marinas do.

The budget reflects a flat transient moorage season with a modest uptick in the seasonal monthly guest moorage.

Development of the Washington Blvd. Park site will have the potential for revenue loss at the end of Diamond Parking's lease on that property. As the passenger ferry comes on line in 2018, a parking discussion will need to take place as to whether we continue with monthly parking or only offer daily parking at an increased rate.

EXPENSES - Expenses are expected to increase from \$1,415,817 to \$1,423,192; a \$7,375 increase.

This is largely due to a cost of living increase, the creation of a merit raise reserve for Port employees and commissioner compensation more in line with what other ports are paying. Medical and business insurance also continue to rise. Our credit card service fees will rise as well, as we encourage our tenants and guests to pay by credit card.

CAPITAL PROJECTS - The Port's financial position continues to be strong, with operations generating enough income to pay for all expenses. This leaves non-operating income — \$226,000 from taxes, interest and service charges — to be used for capital projects and debt service.

The Port is looking to invest another \$1,370,000.00 in capital projects in 2018, with \$1,225,000 funded through other government entities.

2018 capital projects include the development of Washington Park (funded with a grant provided by the State of Washington Recreation & Conservation Office), marina entrance gates, bathroom and laundry improvements and passenger ferry terminal upgrades.

2018 PORT OF KINGSTON DRAFT BUDGET

	2018 Proposed	2017 Budget
MARINA USER CHARGES:		
Moorage - Permanent	\$682,092	\$682,092
Moorage - Transient	\$136,000	\$136,201
Kayak Facility	\$5,500	\$4,645
Winter Moorage	\$13,750	\$11,505
Electricity - Permanent	\$31,855	\$30,976
Electricity - Transient	\$9,100	\$9,375
Laundry Income	\$2,100	\$2,160
Deposits Forfeited	\$535	\$535
Reservation Fees	\$7,200	\$5,960
Total Marina User Charges	\$888,132	\$883,449
PARKING CHARGES		
Parking	\$215,672	\$215,672
Ramp/Parking	\$12,000	\$10,950
Parking Ticket Income	\$5,200	\$4,890
Total Parking Fees	\$232,872	\$231,512
PROPERTY RENTALS - FACILITIES		
Aviator Land Rent	\$3,924	\$3,760
Dept. of Transportation	\$203,850	\$199,77
Diamond Parking	\$2,890	\$2,83
Farmer's Market	\$722	\$70
Hill House	\$21,000	\$31,800
Sail Kingston Cove	\$750**	\$750**
Miscellaneous	\$7,862	\$6,224
Kingston Cove Yacht Club	\$15,480	\$15,036
Total Property Rentals	\$256,478	\$260,87
FUEL SALES		
Gasoline/Diesel Sales	\$465,000	\$422,304
Cost of Fuel	\$359,000	\$319,466
Gasoline/Diesel Sales (net)	\$106,000	\$111,955
Total Fuel Sales (net)	\$106,000	\$111,955
RETAIL SALES		
Retail Sales	\$3,100	\$4,302
Cost of Goods	\$1,950	\$2,572
Total Retail Sales (net)	\$1,150	\$1,733
OPERATING REVENUES		
Marina User Charges	\$888,132	\$896,649
Parking Fees	\$232,872	\$231,512
Property Rentals	\$252,818	\$260,877
Fuel Sales (net)	\$106,000	\$111,95
Retail Sales (net)	\$1,150	\$1,732
Total Operating Revenues	\$1,484,632	\$1,502,724
2,250 In-Kind Advertising	÷-, ·• ·,••=	÷ =,00 = ,, 2

**+ \$2,250 In-Kind Advertising

	2018 Proposed	2017 Budget
OPERATING EXPENSES	· · ·	<u> </u>
Accounting	\$25,850	\$25,750
Advertising & Promotion	\$24,000	\$24,000
Audit	-	\$18,000
B&O/Excise/SSWM (less 50%) ferry property	\$15,105	\$11,525
Commissioner Medical	\$15,000	\$4,244
Commissioner Salary	\$9,144	\$7,200
Commissioner Travel/Training & Education	\$8,100	\$8,100
Commissioners Compensation	\$21,888	\$5,400
Computer Supplies/Expenses	\$10,220	\$15,025
Consulting	\$10,000	\$35,000
Credit Card Fees	\$18,440	\$26,010
Dues & Subscriptions	\$6,640	\$10,106
Electricity	\$42,870	\$40,240
Employee Medical	\$162,120	\$172,985
Environmental Inspections	\$1,275	\$1,275
Equipment Rental	\$5,050	\$3,880
In-Kind Advertising (KCS)	\$2,250	\$2,250
Insurance	\$66,000	\$63,250
Landscaping	\$10,000	\$8,805
Legal	\$85,000	\$100,000
Miscellaneous	\$2,300	\$1,500
Office Supplies	\$10,100	\$12,000
Operating Supplies	\$19,080	\$19,080
Parking Expenses	\$14,250	\$11,520
Payroll Taxes	\$79,615	\$74,340
Pension Expense	\$63,156	\$53,484
Repair & Maintenance	\$60,000	\$60,000
Salaries & Wages	\$555,261	\$519,160
Soundrunner Expenses (Insurance)	\$8,700	\$12,000
Storage Rent	\$1,348	\$1,235
Telephone/Internet	\$8,400	\$7,825
Training/Education	\$10,000	\$10,000
Travel	\$6,000	\$6,000
Water, Sewer, Garbage	\$46,030	\$44,628
- Total Operating Expense	\$1,423,192	\$1,415,817
NON-OPERATING REV/EXP		
Interest Income	\$19,500	\$15,601
Property Tax Receipts	\$200,000	\$194,868
Service Charges	\$7,224	\$7,224
Total Non-Operating Rev	\$226,724	\$217,692
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DRAFT 2018 Capital Budget

2018 Capital Budget			
Description	Amount		
Passenger Ferry Terminal Upgrades ¹	\$ 800,000.00		
Gates & Dock Entrances	\$ 70,000.00		
Washington Blvd. Park ²	\$ 425,000.00		
Restroom & Laundry Facility Renovations	\$ 75,000.00		
Pre-reimbursement Total:	\$ 1,370,000.00		
Total:	\$ 145,000.00		

¹ Passenger Ferry Terminal Upgrades to be reimbursed by Kitsap Transit.

² Washington Blvd. Park to be reimbursed by RCO Grant monies.

Port of Kingston

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DRAFT 2018 Rate Schedule

Rates Effective January 1st, 2018

Nightly Moorage Nightly Moorage Rate is based on vessel length overall or slip minimum, whichever is greater			
\$1.10 ft/night			
\$1.10 ft/night, \$49.50 slip minimum			
\$1.10 ft/night, \$49.50 slip minimum			
\$1.10 ft/night, \$38.50 slip minimum			
\$1.10 ft/night, \$27.50 slip minimum			
\$1.10 ft/night			
\$2.20 ft/night, slip minimums apply			
\$5.00 Vessels up to 25'/\$10.00 over 25'			
\$5.00 per day			
n-refundable/non-applicable Reservation Fee payable upon booking			
\$7.00 per slip			
\$7.00 per slip			
Guest Monthly Moorage			
Seasonal Guest Monthly Monthly Moorage Rate is based on vessel length overall or slip minimum, whichever is greater			
\$6.25 ft/month, slip minimums apply*			
Monthly Moorage Rate is based on vessel length overall			
\$4.67 ft/month*			
Applies to Seasonal Monthly Moorage Guests October 1 st - June 30 th			
\$25.00 per month			
\$ 30.00 per month			
\$35.00 per month			
\$40.00 per month			
\$100.00 per month			
based on vessel length overall or slip minimum, whichever is greater			
based on vessel length overall or slip minimum, whichever is greater \$5.67 ft/month, \$136.08/month minimum*			
\$5.67 ft/month, \$136.08/month minimum*			
\$5.67 ft/month, \$136.08/month minimum*			
\$5.67 ft/month, \$136.08/month minimum* based on vessel length overall or slip minimum, whichever is greater \$5.67 ft/month, \$158.76/month minimum*			

Permanent Moorage (continued)	
	based on vessel length overall or slip minimum, whichever is greater
Open Moorage (36' Slip)	
Covered Moorage (36' Slip)	\$9.26 ft/month, \$333.36/month minimum*
E Dock Permanent Moorage Rate is	based on vessel length overall or slip minimum, whichever is greater
Open Moorage (40' Slip)	\$5.67 ft/month, \$226.80/month minimum*
Open Moorage (45' Slip)	\$5.67 ft/month, \$255.15/month minimum*
Open Moorage (50' Slip)	\$5.67 ft/month, \$283.50/month minimum*
Open Moorage (56' Slip)	\$5.67 ft/month, \$317.52/month minimum*
Open Moorage (60' Slip)	\$5.67 ft/month, \$340.20/month minimum*
Covered Moorage (40' Slip)	\$9.26 ft/month, \$370.40/month minimum*
Covered Moorage (50' Slip)	\$9.26 ft/month, \$463.00/month minimum*
Liveaboards	
Liveaboard Fee	\$50.00 per month*
Liveaboard Background Check/Screening Fee	\$25.00 per screening
Metered Electric	
KWH's Used	\$.097 per KWH
Small Boat Facilities	
Covered Kayak Rack/Small Boat Storage	\$26.25 per month*
Gate Key Cards	
	h a total of two (2) Gate Key Cards per slip with a refundable deposit
Gate Key Card Deposit (Limit 2 per Slip)	\$10.00 per card
Replacement Gate Key Card	\$10.00 per card
Additional (3 rd) Gate Key Card Fee Annual Fee	\$10.00 per eard
Parking Facilities and Permits	
Hourly Parking - Passenger Vehicles	**Hourly Parking Rates include all applicable taxes
0-12 Hours	\$5.00**
12-24 Hours	\$10.00**
24-36 Hours	\$15.00**
36-48 Hours	\$20.00**
48+ Hours (Maximum of 14 Days)	\$5.00 each additional 12-Hour increment**
Hourly Parking - Truck & Trailer	**Hourly Truck & Trailer Parking Rates include all applicable taxes
0-12 Hours	\$7.00**
12-24 Hours	\$14.00**
24-36 Hours	\$21.00**
36-48 Hours	\$28.00**
48+ Hours (Maximum of 14 Days)	\$7.00 ea. additional 12-Hour increment**
Moorage Tenant Parking Permits	One (1) Parking Permit is included with lease of permanent slip
Tenant Parking Permit Deposit	\$20.00 per permit
Additional Parking Permit (Limit 2 per Slip)	\$20.00
Replacement Tenant Parking Permit	\$20.00
Annual Truck & Trailer Parking Permit	
Annual Truck & Trailer Parking Permit	\$78.75 per year*

Commercial Buyer Operating Fee		
Annual Commercial Buyer Operating Fee	\$200.00 year/per vehicle*	
Parking Penalty Fees	**Parking Penalty Fees include all applicable taxes	
Parking Penalty Fee	\$25.00 per Violation**	
Parking Penalty Fee (Paid after 15 days)	\$50.00 per Violation**	
Permanent Moorage Waiting List		
Waiting List Application Fee	\$25.00	
Waiting List Annual Renewal Fee	\$25.00 per year	
Additional User Fees & Service Rates	, , , , , , , , , , , , , , , , , , ,	
Port Labor Rate	\$50.00 hr/per employee, 2 hour minimum*	
Port Overtime Labor Rate	\$75.00 hr/per employee, 2 hour minimum*	
Add Cleat (Tenant Slips)	\$9.99 each*	
Add Shore Power Security Clips (Tenant Slips)	\$2.99 each*	
Add Power Pedestal Locking Rings (Tenant Slips)	\$5.99 each*	
Install Dock Box (Tenant Slips)	Actual Cost*	
Additional Lines	\$25.00*	
Bail Skiff	\$20.00*	
Emergency Pumps	\$125.00*	
Emergency Towing Services	\$100.00 per hour, 1 hour minimum*	
Relocate Vessel with Port Skiff (Guest)	\$100.00*	
Relocate Vessel with Port Skiff (Tenant)	\$50.00*	
Vessel Impound/Chain Fee	\$100.00	
Second Offense Vessel Impound/Chain Fee	\$200.00	
Violation of Moorage Restrictions on Fuel Dock	\$250.00 per violation	
Illegal Garbage Dumping Fee	\$300.00	
NSF Fee (Insufficient Funds)	\$25.00 per occurrence	
Late Fee	\$10.00 or 5% of total balance owing	
Fax	\$1.00 1 st Page/\$.75 each additional page	
Photocopies/Printed Copies	\$.15 per page	
Oversized Copies	Actual Cost	
Scanning Documents	\$.15 per page	
CD/DVD	\$1.00 each PLUS Scanning Charges	
Removable Storage Device/External Drive	Actual Cost PLUS Scanning Charges	
Recreational Facilities Special Use Fees se	curity Deposit is non-refundable if cancelled within 30 Days of Event	
Security Deposit	\$200.00	
Stage	\$100.00 per four (4) hours*	
Tent	\$100.00 per four (4) hours*	
Stage and Tent Together	\$150.00 per four (4) hours*	
Cancellation Fee (up to 30 days prior to event)	\$20.00	
Electronic Reader Board Use Fee		
Individual Organization	\$25.00 week/per message	

* Rates subject to applicable Sales Tax -or- State Leasehold/Excise Tax of 12.84%

** Rates include applicable Sales Tax -or- State Leasehold/Excise Tax of 12.84%