



2018 Budget Narrative

Adopted on October 24, 2017 by Resolution No. 10-02-2017

EXECUTIVE SUMMARY - *Essentially a flat budget. The Port of Kingston's proposed 2018 Budget represents an overall income increase of four and one-half percent, and an overall increase in operating expenses of twelve percent due to the projected disposition of the vessel "Kingston Express".*

INCOME - *Overall income is expected to increase from \$1,479,657 to \$1,547,433; or \$67,776.*

Income is projected to increase from 2017 due mainly to rate increases for nightly guest moorage and permanent moorage. The proposed increase for nightly guest moorage reflects an increase from \$1/ft. to \$1.10/ft. The proposed increase for permanent moorage reflects a three percent increase for B, C, D and E docks; with open moorage rates rising from \$5.67/ft. to \$5.84/ft. and covered moorage rates increasing from \$9.26/ft. to \$9.43/ft. This will generate an additional \$32,247 in overall income. Additionally, restructuring the base rate for monthly guest moorage to ten percent above the open permanent moorage rate is projected to contribute an additional \$2,658 to the revenue stream.

In addition to moorage increases, we will be increasing the current \$5 parking rate to \$6 per 12-hour period — an \$.08 an hour increase — which will generate an additional \$42,452.

Projections for potential revenue loss from 2017 include lower than anticipated income from the Hill House property and a decreased fuel sales margin.

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.

EXPENSES - *Expenses are expected to increase from \$1,413,567 to \$1,581,242; a \$167,675 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 actual expenditures. Medical and business insurance also continue to rise.

Additional expenses anticipated for 2018 include both the disposition of vessel "Kingston Express" at an estimated cost \$165,000, and noted litigation costs, which will be determined during the 1st Quarter of 2018.

CAPITAL PROJECTS - *The Port's financial position continues to be strong, with operations generating enough income to pay for expenses. This leaves non-operating income — \$226,724 from taxes, interest and service charges — to be used for capital projects and debt service.*

The Port is looking to invest another \$1,385,000 in capital projects in 2018, with \$1,225,000 of that funded through other government entities, making the Port's share \$160,000.

2018 capital projects include the development of Washington Park (funded largely by a grant provided by the State of Washington Recreation & Conservation Office) and passenger ferry terminal upgrades (paid for by Kitsap Transit). Capital projects funded solely by the Port include new marina entrance gates, an additional Ventek payment machine for the parking lot, and bathroom and laundry improvements.

2018 PORT OF KINGSTON BUDGET

	<u>2018 Proposed</u>
MARINA USER CHARGES:	
Moorage - Permanent	\$700,940
Moorage - Transient	\$149,600
Kayak Facility	\$5,500
Winter Moorage	\$14,163
Electricity - Permanent	\$31,855
Electricity - Transient	-
Laundry Income	\$2,100
Deposits Forfeited	\$535
Reservation Fees	\$7,200
Total Marina User Charges	<u>\$911,893</u>
PARKING CHARGES	
Parking	\$254,712
Ramp/Parking	\$12,000
Parking Ticket Income	\$5,200
Total Parking Fees	<u>\$271,912</u>
PROPERTY RENTALS - FACILITIES	
Aviator Land Rent	\$3,924
Dept. of Transportation	\$203,850
Diamond Parking	\$2,890
Farmer's Market	\$722
Hill House	\$21,000
Sail Kingston Cove	\$750 **
Miscellaneous	\$7,862
Kingston Cove Yacht Club	\$15,480
Total Property Rentals	<u>\$256,478</u>
FUEL SALES	
Gasoline/Diesel Sales	\$465,000
Cost of Fuel	\$359,000
Gasoline/Diesel Sales (net)	\$106,000
Total Fuel Sales (net)	<u>\$106,000</u>
RETAIL SALES	
Retail Sales	\$3,100
Cost of Goods	\$1,950
Total Retail Sales (net)	<u>\$1,150</u>
OPERATING REVENUES	
Marina User Charges	\$911,893
Parking Fees	\$271,912
Property Rentals	\$256,478
Fuel Sales (net)	\$106,000
Retail Sales (net)	\$1,150
Total Operating Revenues	<u>\$1,547,433</u>

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

2018 Proposed**OPERATING EXPENSES**

Accounting	\$25,850
Advertising & Promotion	\$28,000
Audit	-
B&O/Excise/SSWM (less 50%) ferry property	\$15,105
Commissioner Medical	\$15,000
Commissioner Salary	\$9,144
Commissioner Travel/Training & Education	\$8,100
Commissioners Compensation	\$21,888
Computer Supplies/Expenses	\$10,220
Consulting	\$10,000
Credit Card Fees	\$18,440
Dues & Subscriptions	\$6,640
Electricity	\$42,870
Employee Medical	\$162,120
Environmental Inspections	\$1,275
Equipment Rental	\$5,050
In-Kind Advertising (SKC)	\$2,250**
Insurance	\$66,000
Landscaping	\$10,000
Legal	\$85,000
Litigation	-
Miscellaneous	\$2,300
Office Supplies	\$10,100
Operating Supplies	\$19,080
Parking Expenses	\$14,250
Payroll Taxes	\$79,615
Pension Expense	\$63,156
Repair & Maintenance	\$60,000
Salaries & Wages	\$555,261
Soundrunner Expenses (Including Possible Disposition)	\$165,000
Storage Rent	\$1,348
Telephone/Internet	\$8,400
Training/Education	\$10,000
Travel	\$6,000
Water, Sewer, Garbage	\$46,030

Total Operating Expense\$1,581,242***** Total Operating Expense does not include In-Kind Advertising***NON-OPERATING REV/EXP**

Interest Income	\$19,500
Property Tax Receipts	\$200,000
Service Charges	\$7,224

Total Non-Operating Rev\$226,724



2018 Capital Budget

Adopted on October 24, 2017 by Resolution No. 10-03-2017

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
Additional Ventek Machine	\$15,000.00
Pre-reimbursement Total:	\$ 1,385,000.00
Total:	\$ 160,000.00

¹ Passenger Ferry Terminal Upgrades to be reimbursed by Kitsap Transit. Estimated costs will be reimbursed by Kitsap Transit, although final figures have not yet been established.

² Washington Blvd. Park to be reimbursed by RCO Grant monies. This estimate based on current designs. Commission may wish to revisit if additional features are required.



Port of Kingston

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2018 Rate Schedule

Adopted on October 24, 2017 by Resolution No. 10-04-2017

Rates Effective January 1st, 2018

Transient Moorage	
Nightly Moorage <small>Nightly Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</small>	
Guest Slips 1-4 (20')	\$1.10 ft/night
Guest Slip 7 (45')	\$1.10 ft/night, \$49.50 slip minimum
Guest Slips 8-10 (50')	\$1.10 ft/night, \$49.50 slip minimum
Guest Slips 11-20 (40')	\$1.10 ft/night, \$38.50 slip minimum
Guest Slips 21-45 (30')	\$1.10 ft/night, \$27.50 slip minimum
Linear Guest Dock Slips 46-49 (Max 84')	\$1.10 ft/night
Multi-Hull Vessels (Over 18' Wide)	\$2.20 ft/night, slip minimums apply
Temporary Tie Up (Up to 4 Hours)	\$5.00 Vessels up to 25'/\$10.00 over 25'
Dinghy/Skiff Tie Up (Maximum LOA 12')	\$5.00 per day
Reservations <small>Non-refundable/non-applicable Reservation Fee payable upon booking</small>	
Guest Moorage Reservation Fee	\$7.00 per slip
Yacht Clubs/Group Reservation Fee	\$7.00 per slip
Guest Monthly Moorage	
Seasonal Guest Monthly <small>Monthly Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</small>	
October 1 st through June 30 th	\$6.42 ft/month, slip minimums apply*
Limited Access Guest Monthly <small>Monthly Moorage Rate is based on vessel length overall</small>	
Maximum LOA 18'	\$4.67 ft/month*
Non-Metered Electric	
Non-Metered Electric Flat Rates <small>Only Applies to Seasonal Monthly Moorage Guests October 1st - June 30th</small>	
Vessels 20' - 29' Overall	\$25.00 per month
Vessels 30' - 40' Overall	\$ 30.00 per month
Vessels 41' - 50' Overall	\$35.00 per month
Vessels Over 50' Overall	\$40.00 per month
Liveboards	\$100.00 per month
Permanent Moorage	
A Dock <small>Permanent Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</small>	
Open Moorage (24' Slip)	\$5.67 ft/month, \$136.08/month minimum*
B Dock <small>Permanent Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</small>	
Open Moorage (28' Slip)	\$5.84 ft/month, \$163.52/month minimum*
C Dock <small>Permanent Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</small>	
Open Moorage (32' Slip)	\$5.84 ft/month, \$186.88/month minimum*
Covered Moorage (32' Slip)	\$9.43 ft/month, \$301.76/month minimum*
Open Moorage (Over 60' LOA)	\$8.00 ft/month, \$480.00/month minimum*

Permanent Moorage (continued)	
D Dock	
<i>Permanent Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</i>	
Open Moorage (36' Slip)	\$5.84 ft/month, \$210.24/month minimum*
Covered Moorage (36' Slip)	\$9.43 ft/month, \$339.48/month minimum*
E Dock	
<i>Permanent Moorage Rate is based on vessel length overall or slip minimum, whichever is greater</i>	
Open Moorage (40' Slip)	\$5.84 ft/month, \$233.60/month minimum*
Open Moorage (45' Slip)	\$5.84 ft/month, \$262.80/month minimum*
Open Moorage (50' Slip)	\$5.84 ft/month, \$292.00/month minimum*
Open Moorage (56' Slip)	\$5.84 ft/month, \$327.04/month minimum*
Open Moorage (60' Slip)	\$5.84 ft/month, \$350.40/month minimum*
Covered Moorage (40' Slip)	\$9.43 ft/month, \$377.20/month minimum*
Covered Moorage (50' Slip)	\$9.43 ft/month, \$471.50/month minimum*
Liveboards	
Liveboard Fee	\$50.00 per month*
Liveboard 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	
Tenant Gate Key Cards	
<i>Tenants are provided with a total of two (2) Gate Key Cards per slip with a refundable deposit</i>	
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	\$36.00 per year
Parking Facilities and Permits	
Hourly Parking - Passenger Vehicles	
<i>**Hourly Parking Rates include all applicable taxes</i>	
0-12 Hours	\$6.00**
12-24 Hours	\$12.00**
24-36 Hours	\$18.00**
36-48 Hours	\$24.00**
48+ Hours (Maximum of 14 Days)	\$6.00 each additional 12-Hour increment**
Hourly Parking - Truck & Trailer	
<i>**Hourly Truck & Trailer Parking Rates include all applicable taxes</i>	
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	
<i>One (1) Parking Permit is included with lease of permanent slip</i>	
Tenant Parking Permit Deposit	\$20.00 per permit
Additional Parking Permit (Limit 2 per Slip)	\$20.00
Replacement Tenant Parking Permit	\$20.00

Parking Facilities and Permits (continued)	
Monthly Commuter Parking Permit	
Monthly Commuter Parking Permit	\$85.00 per month*
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 <small>**Parking Penalty Fees include all applicable taxes</small>	
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 <small>Security Deposit is non-refundable if cancelled within 30 Days of Event</small>	
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*

Recreational Facilities Special Use Fees (continued)	
Cancellation Fee (up to 30 days prior to event)	\$20.00
Electronic Reader Board Use Fee	
Individual Organization	\$25.00 week/per message
Bulk Rate for Qualified Organizations	\$350.00 per year

* 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%