

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 8/15/07

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton  
Phone: 292-3518

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AGENDA ITEM WORDING: Approval of revised budget for Republic Parking, for the period of November 1, 2006 – October 31, 2007, for parking lot management at the Key West International Airport.

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ITEM BACKGROUND: Republic has requested an increase in the budget for travel, due to manager and staff recruitment, hiring, and training. In order to support staff retention, they have also added a benefit package for the manager only, and an increase in hourly rate for cashiers. Projected revenue for the Parking Lot is \$219,325.00.

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PREVIOUS RELEVANT BOCC ACTION: Approval of Republic Operating budget, 11/15/06, and revised operating budget (due to increase in State minimum wage), 1/17/07.

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CONTRACT/AGREEMENT CHANGES: Increase in the operating budget, in the amount of \$14,455.00.

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STAFF RECOMMENDATION: Approval

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TOTAL COST: \$14,455.00 additional

BUDGETED: Yes

COST TO AIRPORT: \$14,455.00

SOURCE OF FUNDS: Airport Operating Budget

COST TO PFC: none

COST TO COUNTY: none

REVENUE PRODUCING: Yes

AMOUNT PER YEAR: \$219,325.00, projected

APPROVED BY: County Attorney n/a

OMB/Purchasing n/a

Risk Management n/a

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/bev  
AO  
11/06

**OPERATING BUDGET (Revised 7/23/2007)**  
**KEY WEST INTERNATIONAL AIRPORT**  
November 1, 2006 - October 31, 2007

	<u>Current Budget</u>	<u>Proposed Budget</u>
<b><u>Projected Revenue</u></b>	<b>\$219,325.00</b>	<b>\$219,325.00</b>
<b><u>Operator's Fee</u></b>		
Management Fee @ \$1,250.00 per month	\$15,000.00	\$15,000.00
Data Processing Fee @ \$400.00 per month	\$4,800.00	\$4,800.00
Incentive Fee @ 2.5% of projected gross	\$5,483.00	\$5,483.00
<b>SUB-TOTAL</b>	<b>\$25,283.00</b>	<b>\$25,283.00</b>
<b><u>OPERATING EXPENSES</u></b>		
<b>Payroll Expenses:</b>		
Salary and Wages	\$81,320.00	\$81,320.00
Payroll Tax @ 8.5%	\$7,414.00	\$7,414.00
Worker's Comp. @ 7.12%	\$6,011.00	\$6,011.00
Overtime and Training	\$2,389.00	\$2,389.00
Recruiting Expense	\$500.00	\$500.00
Health Insurance (Mgr. only)		\$2,975.00
<b>SUB-TOTAL</b>	<b>\$97,634.00</b>	<b>\$104,089.00</b>
<b>General Expenses:</b>		
Telephone	\$1,350.00	\$1,350.00
Postage	\$600.00	\$600.00
Equipment Repairs	\$2,800.00	\$2,800.00
Uniforms	\$900.00	\$900.00
Travel	\$1,500.00	\$10,000.00
Tickets/Supplies - General	\$4,100.00	\$4,100.00
Insurance-Liability	\$2,711.00	\$2,711.00
Cell Phone	\$175.00	\$175.00
Off-Site Storage	\$925.00	\$925.00
Non-Budgeted Expenses	\$1,750.00	\$1,750.00
<b>SUB-TOTAL</b>	<b>\$16,811.00</b>	<b>\$24,811.00</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$139,728.00</b>	<b>\$154,183.00</b>



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July 24, 2007

Ms. Bevette Moore  
Business Administrator  
Airports Business Office  
Key West International Airport  
3491 S. Roosevelt Boulevard  
Key West, FL 33040

Dear Bevette:

As we discussed this morning, I have prepared a revised budget for fiscal year 2007 to address the increase in payroll and travel costs that we have experienced associated with the recruiting, hiring and training of a replacement facility manager and staff. In response to the unexpected resignation of our facility manager, our Regional Manager, Linda Kelleher has spent several weeks managing the daily operation of the parking facility and recruiting and training new managers and cashiers. As you are aware, the cost of travel and accommodations in Key West is quite high. Our budget anticipated routine travel expenses normally incurred with periodic site visits. To date, we have incurred over \$8,400 in travel expense related to the recruiting and training of managers and staff. The travel expense budget has been increased to \$10,000 to fund travel expenses already incurred and anticipated costs through the end of the fiscal year for additional and recurring training.

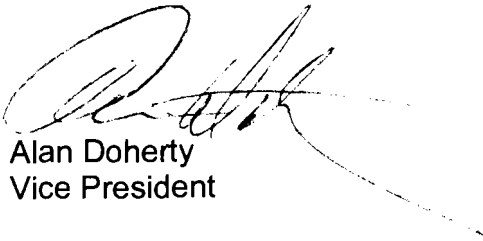
The high level of competition in the labor market in Key West has resulted in two of the newly hired managers and several cashiers tendering their resignation for higher paying opportunities with other Key West employers. In an effort to retain the newly hired manager and cashier staff, I have added \$2,975.00 for a benefit package (for the manager only) and will increase the hourly rate paid to cashiers to allow us to be competitive in the Key West labor market. The increase in the cashier's hourly rate can be funded without change to the Salary & Wages line item in the current budget.

Please contact me if you have any questions regarding the revised budget or the operation of the parking facility. We are committed to the efficient operation of the parking facility and will continue to minimize expenses in our effort to provide the

Ms. Bevette Moore  
July 24, 2007  
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County and the citizens of Key West with professional and courteous parking facility management.

Best Regards,



Alan Doherty  
Vice President

c: Peter Horton, Director of Airports

James C. Berry, Chairman & CEO  
Republic Parking System

Enclosure