

Small Craft Harbor and Recreational Marina Loan Programs



Marina Operations,
Maintenance, and Capital
Outlay Loan Requirements

Table of Contents

I. Intent of Loan Requirements	1
II. Definitions and Examples for Loan Requirements	
1. Marina Operation Costs.....	3
2. Marina Maintenance Expenses	3
3. Marina Capital Outlays.....	4
4. Relationship of Operation Costs, Maintenance Expenses, and Capital Outlays (Figure 1).....	6
5. Marina Gross Revenues	6
III. Requirement 1: Marina Operations Report	
1. Marina Operations Report Requirement	7
2. Marina Operations Checklist (Part A on “Master Checklist”).....	7
3. Marina Operations Reporting	7
IV. Requirement 2: Marina Maintenance Budget	
1. Marina Maintenance Budget Requirement	8
2. Marina Maintenance Checklist (Parts B through J on “Master Checklist”).....	9
3. Marina Maintenance Reporting.....	10
V. Requirement 3: Marina Capital Outlay Reserve Account	
1. Marina Capital Outlay Reserve Account Requirement.....	11
2. Marina Capital Outlay Budgetary Plan.....	12
3. Example Capital Outlay Budgetary Plan.....	12
4. Marina Capital Outlay Reserve Account Reporting	12
VI. Summary of Responsibilities and Reporting	
1. Marinas	13
2. DBW	13
3. Remedy for Violation of Requirements.....	14

Appendices

- A. Marina Operations, Maintenance, and Capital Outlay – Master Checklist
- B. Marina Operations Report
- C. Example of Actual Fiscal Year Operation Costs and Maintenance Expenses and Gross Marina Revenues
- D. Marina Maintenance Report
- E. Example of Projected Capital Outlay Projects
- F. Example of Capital Outlay Budgetary Plan
- G. Marina Capital Outlay Reserve Account Report
- H. DBW Site Visit Checklist
- I. DBW Annual Reporting Checklist

I. Intent of Loan Requirements

The California Department of Boating and Waterways (DBW) maintains a large loan portfolio of approximately 200 public and private marina loans. In 2001, the portfolio had a combined total value of approximately \$220 million. Funding for the loan programs comes from the Harbors and Watercraft Revolving Fund.

The public loan program, known as the Small Craft Harbor Loan Program, was authorized in 1957 to make loans to cities, counties, and other government agencies for development, or operation, of small craft harbors and facilities. Most of DBW's portfolio (approximately \$200 million for 40 loans) is for public marina facilities.

The private loan program, initiated in its current form in 1985, provides loans directly to private recreational marina owners for development, expansion, and improvement of boating facilities. In 2001 there were about 30 outstanding private loans, totaling \$22 million. The private loan program is known as the Recreational Marina Loan Program. Both loan programs are managed by the Boating Facilities Program within DBW.

DBW has four key objectives for the marina operations, maintenance, and capital outlay loan requirements that shall apply to all new DBW public and private marina loans:

- To protect its sizable investment in statewide boating infrastructure, DBW must ensure that its borrower's marinas are operated in an efficient and economical manner (Operations Report), are annually repaired and maintained (Maintenance Budget Requirement), and that these marinas have adequate reserves for necessary periodic capital outlay expenditures (Capital Outlay Reserve Account)
- The Operations Report and Maintenance Budget Requirements, in combination with the Capital Outlay Reserve Account Requirement, are tools for DBW, as a major financial marina lender, to essentially promote "good management" on its marina borrowers. The Operations Report, Maintenance Budget, and Capital Outlay Reserve Account Requirements are supported by authority in the State Harbors and Navigation Code, Chapter 2, Article 3, Section 71.4 (for public loans) and Chapter 2, Article 5, Section 76 (for private loans)
- The Operations Report, Maintenance Budget, and Capital Outlay Reserve Account Requirements are consistent with industry best practices of ensuring that marinas operate efficiently and economically (Operations Report Requirement), perform necessary short-term maintenance (Maintenance Budget Requirement) and make necessary long-term improvements (Capital Outlay Reserve Account Requirement) to retain the functionality and investment value, of marina facilities during the life of DBW loans. The Operations Report insures that the marina is operated efficiently and economically. The Maintenance Budget Requirement insures that enough financial resources and staff are devoted to ongoing marina maintenance, in addition to just marina operations. The Capital Outlay Reserve Account will help reduce the negative effects of unpredictable increases in the annual operating and maintenance budgets of marinas by buffering and providing for the relative large and lumpy capital outlays that occur over time. The

capital outlay requirement insures continuing reinvestment by the marina borrower in depreciable marina capital items through requiring formal long-term capital budgeting as part of DBW financial loan covenants

- The Operations Report, Maintenance Budget, and Capital Outlay Reserve Account Requirements are to help assure adequate operation, maintenance, and condition of the marina, and also to ensure DBW that if the marina has to be repossessed in the event of foreclosure, the State's investment value is maintained, and there are funds to help cover deferred maintenance on the marina.

To meet these objectives DBW has developed three requirements: (1) Operations Report, (2) Maintenance Budget, and (3) Capital Outlay Reserve Account. This document describes each requirement and the obligations of the marina borrower and DBW for compliance. DBW recognizes that each marina operates under a unique set of circumstances dictated by a wide range of specific factors, such as: location, age, dock materials, market area, ownership, and customer base. These DBW requirements are intended to provide minimum guidelines or standards, recognizing that a "one-size-fits-all" requirement may not necessarily work for every marina. Thus,

DBW encourages each marina to customize and tailor these minimum requirements to their facility and situation. The reporting and accounting requirements are intended to be the minimum necessary to insure compliance with DBW guidelines – guidelines all marinas should already be following of their own accord. It is not DBW's intent to burden marinas with excessive operating requirements, however some reporting is necessary to insure accountability and to protect the State's significant investment in boating facilities statewide. These guidelines are intended to be compatible with each marina's long-term goals. Three such compatible long-term goals that apply to most marinas, whether publicly or privately owned, are as follows:

- Maintain the marina to a standard that is competitive with other marinas in the area and attracts boaters to the marina
- Meet current and long-range needs of the community, and of boaters, in the region
- Produce revenues sufficient to maintain and improve the marina infrastructure and make full debt service payments on the DBW loan.

Each marina that applies these DBW standards and guidelines may also have additional, more specific, goals for their facility.

II. Definitions and Examples for Loan Requirements

1. Marina Operation Costs

- Marina operation costs provide a benefit in the year that they occur
- Marina operation costs are marina income statement items
- Marina operation costs do not include any marina maintenance expenses, or any marina capital outlays, and neither maintenance expenses nor capital outlays shall be funded out of marina operation costs
- Marina operation costs include those tasks necessary to run the marina on a day-to-day, week-to-week, or month-to-month basis, as well as during emergency situations. Marina operation costs include normal staffing operation personnel costs, operations contracts, and day-to-day supply costs. Marina operation costs include the following marina activities: administration, implementation of rules and regulations, customer service, emergency planning, berth management, general staffing, security, utilities, and routine janitorial and house- or yard-keeping
- Examples of marina operation costs can include, but are not limited to, collecting berthing fees, administering transient boat slips, providing boat tenant customer relations, paying bills, patrolling grounds and parking facilities, cleaning restrooms and buildings, removing trash, pumping-out waste tanks, fueling boat gas tanks, and mowing/pruning facility landscaping.

2. Marina Maintenance Expenses

- Marina maintenance expenses provide a benefit in the year that they occur
- Marina maintenance expenses are marina income statement items
- Marina maintenance expenses do not include any marina operation costs, or any marina capital outlays, and neither operation costs nor capital outlays shall be funded out of the marina maintenance budget
- Marina maintenance expenses include those actions needed to keep the marina capital facility in a condition that will permit functional, convenient, and safe use, and that will allow the marina facility to achieve its expected life. Marina maintenance expenses include activities for the recurring upkeep of operational assets that are necessary to keep the marina assets in their usual condition. Marina maintenance expenses include scheduled, as well as unscheduled, activities. Marina maintenance expenses include normal staffing maintenance personnel expenses, maintenance service contracts, and parts expenses. There are several types of maintenance activities (these definition categories are not exclusive – a task may fit within more than one category) as follows:

Repair maintenance – work conducted to restore a damaged, broken, or worn-out capital facility or component to its normal operating condition. (Selected repair maintenance items that are deferred and involve “major” expenditures could be classified as capital outlays)

Preventative maintenance – maintenance that is scheduled, including servicing, repairing, inspecting, adjusting, and/or replacing parts that result in fewer breakdowns and fewer premature replacements, and help achieve the expected life of the asset and help reduce the need for large capital outlays for deferred maintenance. (Selected preventative maintenance items that are deferred and involve “major” expenditures could be classified as capital outlays)

Cyclic maintenance – maintenance that is regular, but typically larger in scope and less frequent. Cyclic maintenance is conducted to ensure that the marina continues its serviceability. (Selected cyclic maintenance items that are deferred and involve “major” expenditures, could be classified as capital outlays)

Annual maintenance – maintenance that is performed to maintain serviceability, or repair failures, during the year in which they occur. (Selected annual maintenance items that are deferred and involve “major” expenditures, could be classified as capital outlays).

- Most marina maintenance expenses are not capital outlays as they are costs for normal maintenance and upkeep necessary to keep marina assets in their usual condition. Maintenance expenditures are recurring in nature, and involve relatively small amounts at each occurrence. Routine maintenance costs are usually performed on a regular, predetermined schedule (daily, weekly, monthly, or yearly) to ensure the marina is safe, and serviceable, and to reduce or eliminate immediate risk
- Examples of marina maintenance expenses can include, but are not limited to, smoothing uneven dock surfaces, repairing toilets, replacing loose bolts, tightening cleats and other hardware, performing minor re-

graveling or re-grading, replacing selected dock materials, repairing selected walkway surfaces, replacing selected signs, changing light bulbs, repainting selected buildings, removing silt from a launch ramp, and power-washing a concrete dock surface.

3. Marina Capital Outlays

- Marina capital outlays provide benefits that extend beyond the year in which the outlay is made, and provide benefits for more than one accounting period
- Marina capital outlays are credited to the appropriate asset account on the balance sheet, and are depreciated over the useful life of the item. The Capital Outlay Reserve Account is generally for depreciating marina property. Marina capital outlays, however, do not include outlays that would be used for ultimate facility replacement
- Marina capital outlays do not include any marina operation costs, or any marina maintenance expenses, and neither operation costs nor maintenance expenses shall be funded through the Capital Outlay Reserve Account
- There are several different kinds of marina capital outlays, most of which have long life spans. Marina capital outlay items include the major building, facility, and service components, systems, and equipment. Capital outlay items can include major safety features and major regulated changes. Marina capital outlays generally have an expected useful lifespan that will vary according to the item quality and specific marina conditions. The useful life of marina capital outlay items generally comes to an end when the cost of maintenance is no longer worthwhile because it will not extend the asset useful life by a reasonable period of time

- Some marina maintenance type items may be classified as capital outlays that are larger in nature, and less frequent, or less regular in occurrence, conducted to ensure that the marina continues its serviceability. Marina capital outlays can include certain major maintenance items such as repairs or renovations, and major replacements and upgrades (with “major” being defined as more than \$5,000 in cost, per item), which have benefits that extend beyond the current fiscal period, and that cannot be easily paid for out of annual maintenance budgets. Capital outlays, for purposes of the Capital Outlay Reserve Account (not necessarily for purposes of the Internal Revenue Service) thus may include on a case-by-case explained basis, major repair and maintenance, major deferred cyclic, or major deferred annual maintenance expenses that exceed \$5,000 in cost. All major maintenance-type expenses classified as capital outlays, however, shall be especially singled out, and line-item explained, by the borrower
- Examples of marina capital outlays can include, but are not limited to, refurbishing and replacing docks; expanding the number of berths; upgrading lighting, electrical and fire equipment; replacing faulty dock flotation and fuel dispensers; improving parking lots, boat launching, and security systems; adding new dock gangways; performing marina dredging; improving building facilities, restrooms, moorings, and the harbormaster’s office; re-painting the entire marina; adding new dry storage, showers, fuel docks, stores (convenience, bait shop, deli, restaurant, boat service center, and chandlery); expanding landscaping, picnic, and camping facilities; making major rip-rap repairs; and implementing necessary major regulatory

improvements (such as compliance with the Americans with Disabilities Act or the addition of sewage pump-outs). There are several types of capital outlay examples (these example categories are not exclusive – an example may fit within more than one category) as follows:

Major deferred maintenance – Deferred maintenance costs that are classified as capital outlays result from delaying, or putting off, routine repairs or preventative maintenance, leading to the deterioration of performance, increased costs to repair or maintain, and a decrease in asset value. Capital outlays include costs that are major deferred maintenance costs that exceed \$5,000 in value. An example of major deferred maintenance is if a marina had to replace an entire dock section because of a problem with uneven flotation that was not corrected in a timely manner. Other examples of major deferred maintenance include major re-graveling or re-grading a parking lot, major replacing of deck materials, major repairing of walkway surfaces, major replacing of signs, or major repainting of facilities. Major maintenance considered capital outlays also may include major costs to restore a damaged, broken, or worn-out capital facility or component

Partial replacement – Partial replacement is a capital outlay, such as substitution or exchange of an existing marina facility component with one having essentially the same capacity and purpose, for example, replacing a dock section that has failed

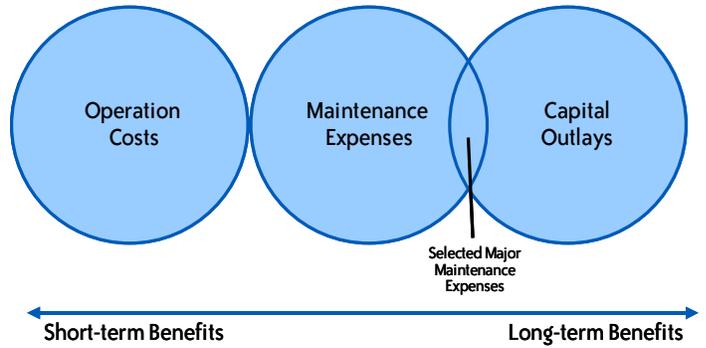
Partial reconstruction – Partial reconstruction is a capital outlay, which includes renovation of the marina to the original condition, capacity, and function, or improvement of the marina to provide additional service, for example replacing dock systems or bulkheads, adding launch lanes, additional berths, installing rest rooms, or installing a new pumpout station

Rehabilitation – Rehabilitation is a capital outlay such as renovation or restoration of a facility or component in order to restore functionality or extend the life of the marina. Rehabilitation may be primarily done to address deferred maintenance, for example, major repainting and re-roofing a building

New marina component – Construction, installation, or assembly of a new major marina component, or a significant alteration, expansion, or extension of the marina to accommodate a change of purpose is a capital outlay. A project that enhances or restores the value of the marina is a capital outlay. For example, adding a new launch ramp, a new lighting system, or security system, are capital outlays.

4. Relationship of Operation Costs, Maintenance Expenses, and Capital Outlays

Figure 1



5. Marina Gross Revenues

Gross marina revenues are defined as either actual gross marina operating revenues, or gross marina total revenues necessary for the marina to break-even on an income statement basis, whatever is greater.

III. Requirement 1: Marina Operations Report

1. Marina Operations Report Requirement

The loan contract standard agreement requires the marina borrower to operate the marina in an efficient and economical manner. To ensure that the marina is being operated accordingly, the marina borrower shall complete and submit to DBW a signed copy of the Marina Operations Report.

The Marina Operations Report prompts the marina borrower to ascertain whether they are meeting a series of operational performance requirements. In addition, the borrower shall provide their occupancy and berth rental rates, and the competitive berth rental rates for the six nearest facilities.

If the borrower is not in compliance with items in the Operations Report, the borrower shall explain the reasons, and any corrective actions that are, or will, be taken. There is space provided for these explanations on the Marina Operations Report, and additional sheets of paper may be used.

2. Marina Operations Checklist (Part A on “Master Checklist”)

In addition to the Marina Operations Report, the borrower shall complete the operations items in Part A of the Marina Operations, Maintenance, and Capital Outlay Master Checklist (see **Appendix A**). The marina features listed in Part A shall be inspected regularly.

To “meet standard” for these features, they shall be, (1) conducted regularly and properly, and (2) kept in a clean and sanitary condition. For example, litter shall be regularly collected, restrooms shall be kept clean and stocked, windows shall be cleaned, buildings shall be kept clean (inside and outside), and the waste pumpout system shall be serviced regularly.

3. Marina Operations Reporting

The marina borrower shall complete, sign, and submit the Marina Operations Report (see **Appendix B**) to DBW. Public marinas shall submit the report by August 1st each year with the annual loan payment, and private marinas shall submit the form by April 1st of each year, at the same time as the required Maintenance Budget and Capital Outlay Reserve Account Reports.

IV. Requirement 2: Marina Maintenance Budget

The marina maintenance budget requirement includes two components, (1) a budget component, and (2) a performance standard component. Procedures and requirements for each of these components are described below. The two components are necessary to ensure that the marina is maintained in an acceptable condition. Meeting only the budget requirement does not necessarily insure that the marina is kept to a reasonable maintenance performance standard, particularly if the marina is old and requires significant repairs each year. By meeting the planning, inspection, and reporting requirements, in addition to the budget requirements, DBW can be reasonably assured that the borrower's marina is performing at an acceptable maintenance level.

1. Marina Maintenance Budget Requirement

Annual maintenance expenses shall normally fall within a range of between six percent and ten percent of annual gross revenues, or the borrower shall explain why this percentage is either high or low. Annual maintenance expenses shall include the following:

1. Payroll, including benefits and employer taxes, for the share of staff time spent conducting maintenance, as previously defined in Section II. For example, if the harbor master spends ten percent of his/her time on maintenance, and a staff person spends fifty percent of his/her time on maintenance, the relative shares of those salaries and benefits shall be included in the maintenance expense line item
2. Equipment and material or supplies for maintenance use – either rental or purchase of tools, paint, wood, nuts, bolts, pipes, fittings, parts, etc.

3. Contract costs for maintenance and repair services – for example, payment to an electrician for repairs. Does not include contract costs for operational expenses – janitorial services or routine landscape care (such as mowing and pruning).

The marina borrower shall provide an actual fiscal year operations and maintenance (O&M) budget. This budget shall reflect the six percent to ten percent maintenance guidelines (with an explanation for any exceptions). The borrower shall identify discreet operations versus maintenance budget line items, as shown in the example of actual fiscal year operation costs and maintenance expenses (see [Appendix C-1](#)).

The marina borrower shall determine the percent of time spent on operation costs, maintenance and repair expenses, and capital outlays for each staff person in order to allocate personnel expenses to the maintenance budget. To support the allocation, the marina borrower shall provide job descriptions for all marina staff, with the percent of staff time allocated to marina operations, maintenance, and capital outlay line items. These job descriptions shall reflect the staff allocation in the actual fiscal year O&M budget.

The marina maintenance performance standards require the borrower to develop and follow a maintenance plan and schedule, conduct a full marina inspection, and report to DBW annually on the marina's condition. The marina borrower shall be responsible for the following:

1. Developing and following a maintenance plan and schedule. The maintenance plan shall include:
 - A checklist (using the Marina Operations, Maintenance, and Capital Outlay Master Checklist, modified if necessary), with all items to be inspected
 - Maintenance staff responsibilities
 - Response time and procedures for unscheduled maintenance problems
 - Procedures for maintenance records including records of inspections and repairs
 - Maintenance staff training procedures
2. Conducting marina inspections – items may be inspected daily, weekly, monthly, seasonally, or annually
3. Completing maintenance in a timely fashion
4. Maintaining records of inspections and maintenance
5. Handling unscheduled maintenance problems and complaints in a timely fashion
6. Training marina maintenance employees.

Once each year, August 1st for public loans, and April 1st for private loans, the borrower shall submit the completed and signed Marina Operations, Maintenance, and Capital Outlay Master Checklist (customized to the marina, if appropriate) and the Marina Maintenance Report (see **Appendix D**). These forms require the borrower to provide the following:

- Gross revenues for the previous fiscal, or calendar, year (see **Appendix C-2**)
- Annual fiscal year actual operations and maintenance expenses, including allocation of staff to maintenance
- Total maintenance expenses for the same fiscal year. Maintenance expenses shall include all items as described previously

- Maintenance expenses as a percent of gross revenues
- If maintenance expenses as a percent of gross revenues are below six percent, or above ten percent, the borrower shall provide a written explanation of why this line item is either high or low, particularly in relation to the previous and expected future year’s maintenance line items, and the age and condition of the marina
- Job descriptions of all marina staff, including allocation of time for each staff person to operations, maintenance, and capital outlay tasks.

2. Marina Maintenance Checklist

The three-page master checklist, to be customized, as appropriate, and used for marina inspections, is included in Appendix A. Instructions are provided below.

Master Checklist Instructions

The marina supervisor shall conduct regular inspections of the marina using the Master Checklist. Inspections shall be conducted on a weekly, monthly, or seasonal basis by the marina staff. (Note: all items will not require inspection each time. The marina supervisor shall determine the appropriate inspection interval for their facility features). Once a year, the marina supervisor will report inspection results to DBW by submitting one completed Master Checklist for a full-facility inspection. The instructions for using the Master Checklist are as follows:

1. Note the inspection date and inspector(s)
2. For each item on the checklist, mark “Yes” if the item is in good or average condition (meeting standard), and “No” if it is not

3. It is the responsibility of the inspector to determine if the item “meets standard” – meaning the item is in good to average condition, there are no safety hazards, no loose parts, it is functioning properly, it is not broken, it does not have stains, cracks, or uneven surfaces, and it is not warping, sinking, leaking, or chipping, and does not have other problematic features
4. If the item does not meet standard, identify needed maintenance or repairs
5. When the maintenance is completed, note the maintenance date in the appropriate column on the checklist
6. Make any clarifying notes at either the time of inspection, or time of maintenance in the column provided
7. If the item is of a sufficient concern to require a larger capital outlay in the immediate, or near-term (current or next year), make a note in the capital outlay column
8. For any items that do not apply to the facility, place a “NA” in the “Yes” column
9. For any items that are relevant to the marina but are not on the checklist, include them in additional rows in the “Other” section of the checklist
10. For docks, as well as buildings, where there may be multiple structures in differing conditions, complete a checklist for each building or dock, or complete the checklist once for all features. Include descriptions in the notes column to identify which features have unique characteristics or problems
11. For the “Operations” items in Part A, note whether these features “meet standards”, particularly whether they are clean and being conducted regularly.

3. Marina Maintenance Reporting

The marina borrower shall complete, sign, and submit a Marina Maintenance Report (see Appendix D) to DBW each year. Public marinas shall submit the form by August 1st each year, and private marinas shall submit the form by April 1st of each year.

V. Requirement 3: Marina Capital Outlay Reserve Account

1. Marina Capital Outlay Reserve Account Requirement

The marina capital outlay reserve account requirement is intended to insure that the marina borrower sets aside a minimal amount for future capital outlay needs at the marina. The borrower shall ensure that at a **minimum**, a two (2) percent of annual gross marina revenues capital outlay reserve is deposited annually.

The borrower reserve account requirement is set at a minimum of two percent of annual gross marina revenues, but all marina borrowers are encouraged to set aside a higher percentage of annual gross marina revenues, as required, to meet actual specific marina needs. In general, aging marinas may require much more than the minimum two percent annual requirement. Also, there is a direct correlation between maintenance functions and resulting costs of capital outlay needs, so that the capital outlay reserve account may be inadequate at the two percent level if marina maintenance is inadequate.

The marina borrower shall establish a separate, interest earning, bank savings account specifically earmarked for the marina capital outlay reserve. The Capital Outlay Reserve Account is escrowed in a segregated and discrete account, but with administration and approval process for funding and withdrawal kept as straight forward as possible.

The marina borrower shall establish the capital outlay reserve account at marina operations start-up, or for existing marinas, after signing the loan contract. The marina borrower shall deposit funds monthly to the reserve account. The borrower shall deposit the two percent of annual gross marina revenues reserve account requirement by the end of each fiscal year.

The borrower may withdraw funds at anytime during the year for demonstrated capital outlay items that are in the Capital Outlay Budgetary Plan, or are specially explained and/or justified to DBW on an exception basis.

Capital Outlay Reserve Account Procedures

The borrower shall report once each year, by August 1st with the loan payment for public marinas, and by April 1st for private marinas on (1) the amount of monies deposited into the Capital Outlay Reserve Account as of the last day of the most recent fiscal year period, (2) the amount of funds withdrawn during the most recent fiscal year period, (3) total gross revenues for the fiscal year time period, (4) use of the funds for the fiscal year period by depreciable property items, as tied to the Capital Outlay Budgetary Plan, (5) a brief assessment describing the long-term condition and overall status of the marina, and (6) the projected marina capital outlays and marina cash flows over the next ten fiscal years.

Capital Outlay Reserve Account Process

The borrower shall spend capital outlay funds during the year in accordance with the individual marina reported Capital Outlay Budgetary Plan. Withdrawal of funds from the Reserve Account for capital improvement projects is subject to DBW approval. All capital outlays, by definition, shall be included in the marina's Ten-Year Capital Outlay Budgetary Plan. Withdrawals from the Reserve Account shall follow the plan, or the Borrower shall obtain special DBW approval for a capital item expenditure from the Reserve Account.

2. Marina Capital Outlay Budgetary Plan

The Marina Capital Outlay Budgetary Plan is a pro forma, ten-year marina cash flow analysis that incorporates planned capital outlay expenditure items. The Capital Outlay Budgetary Plan shall be updated by the borrower each year so that it provides an on-going, and updated ten-year capital outlay budget. The Capital Outlay Budgetary Plan is strictly tied to the capital outlay reserve requirement whereby long-term cash flow projections are tied to planned-for, or expected, marina capital outlays. The capital outlay reserve requirement is to provide for matching funds accumulation to the timing of the capital item needs. This entire capital outlay planning process (Capital Outlay Reserve Account and Capital Outlay Budgetary Plan) provides the borrower with an understanding of the future impact on marina cash flows of long-term capital replacements and improvements.

3. Example Capital Outlay Budgetary Plan

The borrower shall take an inventory of all depreciating marina property that will need to be replaced in the long-term. In the case of public marinas the borrower shall project out a maximum of 30 years, and for private marinas, the borrower shall project out a maximum of 20 years, or the life of the respective loans. The borrower shall determine for the next ten years the present condition, or state of the depreciating marina property, and shall estimate

as to when each component of the depreciating property will need to be replaced. The borrower shall then estimate costs of replacement for the capital item in the year of projected replacement. Finally, the Capital Outlay Budgetary Plan is to include expected funding sources for each capital outlay item (i.e., the Capital Outlay Reserve Account or alternative sources). If the future needed estimated capital outlay costs exceed the two percent minimum reserve requirement, the needed amount of extra funds shall be accumulated in the reserve fund.

It is the responsibility of the borrower to maintain sufficient funding in the Capital Outlay Reserve Account to meet the projected capital outlay requirements in the Capital Outlay Budgetary Plan, regardless of the two percent minimum requirement. Capital Outlay Reserve Account funds shall never be commingled with the operating or maintenance marina funds. **Appendix E** provides an example of projected capital outlay projects and **Appendix F** provides a ten-year projected marina cash flow that incorporates long-term capital outlay projections.

4. Marina Capital Outlay Reserve Account Reporting

The marina borrower shall complete, sign, and submit a Capital Outlay Reserve Account Report (see **Appendix G**) to DBW each year. Public marinas should submit the form by August 1st each year, and private marinas should submit the form by April 1st of each year.

VI. Summary of Responsibilities and Reporting

1. Marinas

Borrowers are responsible for a number of reports and information as a result of the Marina Operations, Maintenance, and Capital Outlay Requirements. These reports are summarized below:

- Completed and signed Marina Operations, Maintenance, and Capital Outlay Master Checklist (Appendix A)
- Completed and signed Marina Operations Report (Appendix B)
- Annual actual fiscal year operation costs and maintenance expenses (Appendix C)
- Completed and signed Marina Maintenance Report (Appendix D)
- Job descriptions for marina staff
- Projected Capital Outlay Projects (Appendix E)
- Ten Year Capital Outlay Budgetary Plan (Appendix F), and
- Completed and signed Capital Outlay Reserve Account Report (Appendix G)
- Response to the DBW site visit inspection Master Checklist (after DBW site visit only).

2. DBW

The Marina Operations, Maintenance, and Capital Outlay Requirements require oversight of borrowers by DBW Boating Facilities staff:

- DBW staff will periodically conduct a site visit and inspection of the borrower's facility. At the site visit, the DBW staff person will use the Operations, Maintenance, and Capital Outlay Master Checklist, and/or the marina's customized version of the checklist, to conduct the site inspection. At, or before, the site visit DBW staff will review the marina's Maintenance Budget and Capital Outlay Budgetary Plan for completeness. DBW staff will provide the borrower with a copy of the completed DBW inspection checklist, and the borrower shall submit the final checklist, with action dates, when all necessary deficiencies have been corrected, but at least within three months
- DBW staff will prepare and complete the Site Visit Checklist (see [Appendix H](#)) for each marina inspection completed
- Upon receipt of the marina borrower reports, DBW staff will review all reports and attachments and complete the Annual Reporting Checklist (see [Appendix I](#)). DBW staff will follow-up with the borrower on any items that are not submitted, are incomplete, or indicate that the marina is not operating or maintaining the facility adequately or fulfilling their capital outlay obligations.

3. Remedy for Violation of Requirements

The Marina Operations, Maintenance, and Capital Outlay Requirements are incorporated into the loan contracts. Non-compliance with the requirements in this document may result in a technical loan default. A borrower found to be in noncompliance of these requirements shall be given 180 days to remedy the problem(s). An occurrence of default shall exist if the borrower is not in compliance

within 180 days, and DBW may exercise all rights and remedies accorded to them by law. However, DBW also may choose to hire a contractor to remedy the deficiencies and to charge the borrower for such efforts. The borrower shall submit payment for the remedies work with the next loan payment following receipt of the invoice for correcting the deficiencies. Failure of borrower to submit payment shall also be an occurrence of default.

Appendix A

Marina Operations, Maintenance, and Capital Outlay — Master Checklist

Inspection Date: _____ Inspector: _____

Marina Feature	Meets Standards		Potential Next-Year Capital Outlay Item	Repairs Needed Now	Repair Completion Date	Notes
	Yes	No				
A Operation Issues For Operations						
1 Litter collection						
2 Trash/recycling collection						
3 Restrooms						
4 Shower facilities						
5 Laundry facility						
6 Mowing/pruning						
7 Buildings						
8 Windows						
9 Waste pumpout service						
B Waterside Conditions For Maintenance						
10 Breakwater						
11 Shoreline						
12 Rip rap						
13 Marina depth						
14 Channels						
15 Plumbing/water lines						
16 Hazard removal						
17 Fire suppression system						
18 Underwater dock conditions						
19 Buoys/navigation aids						
20 Fuel dispensing unit						
21 Fuel storage system						
22 Pumpout unit						
23 Pilings						
C Docks For Maintenance						
24 Decking/surface						
25 Dock framework						
26 Freeboard height						
27 Flotation						
28 Walkers						
29 Tensioning rods						
30 Rub strips						
31 End pilings						
32 Metal fittings						
33 Power pedestals						
34 Transformers						
35 Switch gears						
36 Water system						
37 Storage lockers						
38 Gates/security system						
39 Handrails						
40 Lighting						

Appendix A

Marina Feature	Meets Standards		Potential Next-Year Capital Outlay Item	Repairs Needed Now	Repair Completion Date	Notes
	Yes	No				
D Gangways						
For Maintenance						
41	Decking/surface					
42	Hinges					
43	Slides					
44	Rollers					
E Walkways and Boardwalks						
45	Decking/surface					
46	Metal fittings					
47	Lighting					
48	Handrails					
49	Pilings/support					
50	Fishing piers					
F Boat Launch Ramps						
51	Ramp surface					
52	Ramp slope					
53	Debris/sediment					
54	Drop-offs/erosion					
55	Boarding floats					
56	Boat washdown area					
57	Signs					
58	Lighting					
G Marina Buildings						
59	Structural condition					
60	Paint					
61	Siding					
62	Insulation					
63	Windows					
64	Roof					
65	Doors					
66	Eaves/drainage pipes					
67	Walls/flooring					
68	Lighting					
69	HVAC systems					
70	Restroom fixtures/facility					
71	Shower fixtures/facility					
72	Laundry facility					
73	Vending machines					
H Parking/Access Roads						
74	Surfaces					
75	Paving/gravel					
76	Striping					
77	Curbs					
78	Wheel stops					
79	Drainage					
80	Signs					
81	Lighting					
82	Hazard removal					

Appendix A

Marina Feature	Meets Standards		Potential Next-Year Capital Outlay Item	Repairs Needed Now	Repair Completion Date	Notes
	Yes	No				
I Grounds						
For Maintenance						
83	Plantings					
84	Trees					
85	Lawns					
86	Sprinkler systems					
87	Lighting					
88	Signs					
89	Pay telephones					
90	Culverts/drainage					
91	Benches					
92	Planters					
93	Trash receptacles					
94	Recycling receptacles					
95	Fish cleaning station					
96	Hazard removal					
97	Equipment/tools					
98	Sidewalks/walkways					
99	Fencing/gates					
J Other						
100						
101						
102						
103						
104						
105						
106						
107						
108						
109						
110						
111						
112						
113						
114						
115						
116						
117						
118						
119						
120						

I certify that the inspection was conducted on the date specified above by qualified marina staff, and that all information on the marina condition and maintenance in this checklist is accurate, and complete and reflects the true condition of the marina.

Name: _____ Date: _____

Title: _____ Telephone: _____



Marina Operations Report

Small Craft Harbor and Recreational Marina Loan Programs

Facility Name:	
Facility Location:	Date of Report:
Contract No.:	Project Completion Date:
Amount Funded:	Loan Payoff Date:

Operations Report Requirements

For any items that are not checked, provide a brief explanation in the space provided at the end of this form, or on a separate piece of paper.

- The marina occupancy level for the last year was adequate to maintain positive cash flow. The average marina occupancy level was: _____
- The marina has a marketing or business plan to increase occupancy levels if it falls below a threshold needed to maintain adequate cash flow (and is implementing the plan(s) if occupancy is below that level)
- Berth rental rates provide an adequate marina financial return, reflect the value of the facility, and are near the current market rate for similar marinas in the region. Average monthly per linear foot berth rental rates* for this facility, and the six nearest competitive marinas in the region, are as follows:

- a) This marina: _____
- b) Facility: _____ Rate: _____ e) Facility: _____ Rate: _____
- c) Facility: _____ Rate: _____ f) Facility: _____ Rate: _____
- d) Facility: _____ Rate: _____ g) Facility: _____ Rate: _____

* The average monthly per linear foot rental rate can be calculated from berth rental rates. For example, for a marina with the following configuration the calculation is as follows:

		Total Feet	Total Cost
25 foot berths	50 @ \$125/mo.	25 x 50 = 1,250	50 x 125 = 6,250
35 foot berths	100 @ \$165/mo.	35 x 100 = 3,500	100 x 165 = 16,500
50 foot berths	20 @ \$200/mo.	50 x 20 = 1,000	20 x 200 = 4,000
TOTAL		5,750 feet	\$26,750

Average per linear foot = $\$26,750 / 5,750 \text{ ft} = \$4.65/\text{foot}$

- Registers and accurate records are maintained for berth renters, including billing, payment, and insurance information for each vessel
- Marina hours of operation are prominently displayed. Marina staff are available daily, including peak season holidays. Marina staff, or emergency personnel, can be easily contacted on off-hours in case of emergency
- Marina staff are competent, trained, knowledgeable about boats and boating, and professional in appearance
- Marina staff are responsive to customers, and customer complaints are handled within a reasonable time frame
- The marina and tenants are in compliance with standards, as outlined in applicable federal, state, and local laws, rules, regulations, contracts, and restrictions
- Marina security is maintained to appropriate standards for the region. The marina security system is in place and operational, and police incidents at the marina are at levels similar to other marinas in the region
- The marina has a current hazardous materials management plan, and procedures outlined in the plan are followed
- The marina has, is developing, or has plans for ADA compliance (for publicly-owned facilities only)

Explanation of any operations issues:

I certify that the information provided in this report, and all supporting materials, are accurate and complete. I understand that false reporting or non-compliance could result in default of our DBW loan.

Name: _____ Date: _____

Title: _____ Telephone: _____

Appendix C-1

Example of Actual Fiscal Year Operation Costs and Maintenance Expenses

Annual Operation Costs and Maintenance Expenses 2002 Calendar Year (Fiscal Year)

Personnel	Total
Regular Salaries, Harbor Master	\$ 80,000
Overtime, Payroll Taxes, and Benefits, Harbor Master	10,000
Regular Salaries, Maintenance Personnel	30,000
Overtime, Payroll Taxes, and Benefits, Maintenance Personnel	6,500
Regular Salaries, Administrative Assistant	25,000
Overtime, Payroll Taxes, and Benefits, Administrative Assistant	4,000
	\$ 155,500

	Maintenance Share ^a	Maintenance Amount
Harbor Master	10%	\$ 8,000
	10%	1,000
Maintenance Personnel	60%	18,000
	60%	3,900
Total Maintenance Personnel		\$ 30,900

Operation Costs — Non-Personnel	
Office Supplies	\$ 1,400
Operating Supplies	2,700
Cost of Fuel Sold	50,000
Printing and Copying	1,200
Insurance (Property, Liability)	6,000
Accounting Services	12,000
Telephone	2,000
Fuel	500
Gas and Electricity	9,000
Sewers	1,200
Conferences and Seminars	1,000
Clothing Expenses	300
Association Memberships	700
Advertising	12,000
Janitorial Contracts	22,000
	\$ 122,000

Maintenance Expenses — Non-Personnel	
Tools	\$ 300
Service Contracts	4,000
Parts	100
Pipes and Fittings	150
Parking Lot Repairs	750
Key/Lock Repair	1,800
Boardwalk Maintenance	400
Misc. Repairs and Maintenance	2,000
	\$ 9,500

Total Operations and Maintenance	\$ 287,000
Total Maintenance Expenses (\$30,900 + \$9,500)	\$ 40,400
Percent of Gross Revenues	8.98%

Gross Marina Revenues	\$ 450,000
-----------------------	------------

(see Exhibit C-2 for example calculation)

a/ Allocation should be supported by job descriptions. The harbor master spends approximately ten percent of his/her time on maintenance duties. The maintenance worker spends approximately sixty percent of his/her time on routine operations (i.e. janitorial and housekeeping) and sixty percent of his/her time on maintenance as defined. The administrative assistant spends no time on maintenance.

Examples of Actual Fiscal Year Gross Marina Revenues

(Sample Calculation)

Example 1: Annual Gross Marina Revenues – Fiscal Year 2001-2002

(Marina with Transfers for Operating Revenues)

Revenues	2001-2002	
Charges for Services		
Monthly Berth Rents	\$	389,332
Daily Berth Rents		23,743
Fuel and Lubricant Sales		105,600
Building Rents		55,734
Electric Submeter Fee		14,866
Miscellaneous Revenues		7,944
Total Operating Revenues	\$	597,219
Other Revenues		
Discounts Taken	\$	794
FEMA Grant		30,718
Total Other Revenues		31,512
Total Operating and Other Revenues	\$	628,731
Cash Flows from NonCapital Financing Activities		
InterFund Lending Repayment	\$	(7,947)
Operating Transfers In		256,000
Operating Transfers Out		(12,160)
Net Cash Provided by (Used in) NonCapital Financing Activities	\$	235,893
Total Gross Revenues	\$	864,624
Two Percent of Total Gross Revenues	\$	17,292

Example 2: Annual Gross Marina Revenues — Calendar Year 2002

(Marina with No Operating Transfers)

Revenues	2002	
Charges for Services		
Monthly Berth Rents	\$	189,256
Daily Berth Rents		12,455
Fuel and Lubricant Sales		22,988
Building Rents		15,824
Electric Submeter Fee		7,651
Miscellaneous Revenues		3,468
Total Operating Revenues	\$	251,642
Total Gross Revenues	\$	251,642
Two Percent of Total Gross Revenues	\$	5,033



Marina Maintenance Report

Small Craft Harbor and Recreational Marina Loan Programs

Facility Name:	
Facility Location:	Date of Report:
Contract No.:	Project Completion Date:
Amount Funded:	Loan Payoff Date:

Maintenance Report Requirements

- Maintain and follow a maintenance plan and schedule:
 - Completed master checklist
 - Marina inspections are conducted regularly
 - Maintenance staff responsibilities are delineated and followed
 - Maintenance is completed in a timely fashion and unscheduled maintenance problems and complaints are handled responsively
 - Records for maintenance and inspection are maintained
 - Marina maintenance employees are properly trained

The following items are attached:

- Completed Operations, Maintenance, and Capital Outlay Master Checklist from a recent full inspection of the facility
- Actual Annual Fiscal Year Operation Costs and Maintenance Expenses with maintenance expense allocations
- Job descriptions for all marina staff, including allocation of time for each staff person to operations, maintenance, and capital outlay activities
- Marina maintenance expenses (*specify time period:* _____)
 - a) Gross revenues: _____
 - b) Maintenance expenses: _____
 - c) Maintenance percentage (b/a X 100): _____

Appendix E

Example of Projected Capital Outlay Projects

Number of Years	Year	Description	Estimated Amount
1	2003/4		\$0
2	2004/5		—
3	2005/6		—
4	2006/7	Dredging west basin	100,000
5	2007/8	Partial sidewalk replacement	34,000
6	2008/9	Dock vinyl bumper strip replacements	100,000
7	2009/10	Repair floatation on Dock B	125,000
8	2010/11	Wood decking repairs around buildings	75,000
9	2011/12	Painting all marina structures	8,000
10	2012/13	Gangway and gate repairs	35,000
Total projected for next ten years			\$477,000
Long Term Needs			
11		Telephone lines and cable TV connected	\$100,000
12		Plumbing and electrical system replacements	1,000,000
13		Marina basin dredging	400,000
Total long-term beyond ten years			\$1,500,000

Item Description	Funding Sources		
	Year #	Alternate Funding	Capital Outlay Account
Dredging west basin	4	\$—	\$100,000
Partial sidewalk replacement	5		34,000
Dock vinyl bumper strip replacements	6	100,000	
Repair floatation on Dock B	7	125,000	
Wood decking repairs around buildings	8		75,000
Painting all marina structures	9		8,000
Gangway and gate repairs	10	35,000	
Telephone lines and cable TV connected	11	100,000	
Plumbing and electrical system replacements	12	1,000,000	
Marina basin dredging	13		400,000
	Total	\$1,360,000	\$617,000

Appendix F

Example of Capital Outlay Budgetary Plan

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues					
Charges for Services					
Monthly Berth Rents					
Daily Berth Rents					
Fuel and Lubricant Sales					
Building Rents					
Electric Submeter Fee					
Miscellaneous Revenues					
Total Operating Revenues	\$ 621,821	\$ 640,476	\$ 659,690	\$ 679,481	\$ 699,865
Other Revenues					
Discounts Taken	0	0	0	0	0
FEMA Grant	0	0	0	0	0
Total Other Revenues	0	0	0	0	0
Total Revenues	\$ 621,821	\$ 640,476	\$ 659,690	\$ 679,481	\$ 699,865
Expenses					
Wages and Benefits					
Utilities					
Contractual Services					
Tools and Supplies					
Repairs and Maintenance					
Total Operating Expenses	\$ 449,094	\$ 462,813	\$ 476,944	\$ 490,938	\$ 506,189
Operating Income (Loss)	\$ 172,727	\$ 177,663	\$ 182,746	\$ 188,543	\$ 193,676
Adjustments from Operating Activities					
Depreciation (Non-Cash Item)	0	0	0	0	0
Other Adjustments	0	0	0	0	0
Net Cash Provided by (Used in) Operating Activities	\$ 172,727	\$ 177,663	\$ 182,746	\$ 188,543	\$ 193,676
Cash Flows from NonCapital Financing Activities					
InterFund Lending Repayment	0	0	0	0	0
Operating Transfers In	255,035	250,379	245,584	268,645	250,557
Operating Transfers Out	0	0	0	0	0
Net Cash Provided by (Used in) NonCapital Financing Activities	\$ 255,035	\$ 250,379	\$ 245,584	\$ 268,645	\$ 250,557
Total Gross Revenues	\$ 876,856	\$ 890,855	\$ 905,274	\$ 948,126	\$ 950,422
Cash Flows from Capital and Related Financing Activities					
Fixed Asset Additions (Capital Outlay Projects)	\$ -	\$ -	\$ -	\$ (100,000)	\$ (34,000)
Long-Term Principal and Interest Debt Service	(410,225)	(410,225)	(410,225)	(410,225)	(410,225)
Net Cash Used in Capital and Related Financing Activities	(410,225)	(410,225)	(410,225)	(510,225)	(444,225)
Reserve Account Deposits					
Two Percent of Gross Revenues	\$ 17,537	\$ 17,817	\$ 18,105	\$ 18,963	\$ 19,008
Other Deposits to Reserve Account (Optional)				28,000	15,000
Total Deposit to Reserve Account	\$ 17,537	\$ 17,817	\$ 18,105	\$ 46,963	\$ 34,008
Net Increase (Decrease) in Cash and Cash Equivalents	\$ 17,537	\$ 17,817	\$ 18,105	\$ (53,037)	\$ 8
Reserve Account Balance	\$ 17,537	\$ 35,354	\$ 53,459	\$ 422	\$ 430

Appendix F

Example of Capital Outlay Budgetary Plan

	Year 6	Year 7	Year 8	Year 9	Year 10
Revenues					
Charges for Services					
Monthly Berth Rents					
Daily Berth Rents					
Fuel and Lubricant Sales					
Building Rents					
Electric Submeter Fee					
Miscellaneous Revenues					
Total Operating Revenues	\$ 720,861	\$ 742,487	\$ 764,762	\$ 787,704	\$ 811,336
Other Revenues					
Discounts Taken	0	0	0	0	0
FEMA Grant	0	0	0	0	0
Total Other Revenues	0	0	0	0	0
Total Revenues	\$ 720,861	\$ 742,487	\$ 764,762	\$ 787,704	\$ 811,336
Expenses					
Wages and Benefits					
Utilities					
Contractual Services					
Tools and Supplies					
Repairs and Maintenance					
Total Operating Expenses	\$ 521,929	\$ 537,834	\$ 553,816	\$ 571,087	\$ 588,467
Operating Income (Loss)	\$ 198,932	\$ 204,653	\$ 210,946	\$ 216,617	\$ 222,869
Adjustments from Operating Activities					
Depreciation (Non-Cash Item)	0	0	0	0	0
Other Adjustments	0	0	0	0	0
Net Cash Provided by (Used in) Operating Activities	\$ 198,932	\$ 204,653	\$ 210,946	\$ 216,617	\$ 222,869
Cash Flows from NonCapital Financing Activities					
InterFund Lending Repayment	0	0	0	0	0
Operating Transfers In	230,317	224,920	239,361	213,635	207,737
Operating Transfers Out	0	0	0	0	0
Net Cash Provided by (Used in) NonCapital Financing Activities	\$ 230,317	\$ 224,920	\$ 239,361	\$ 213,635	\$ 207,737
Total Gross Revenues	\$ 951,178	\$ 967,407	\$ 1,004,123	\$ 1,001,339	\$ 1,019,073
Cash Flows from Capital and Related Financing Activities					
Fixed Asset Additions (Capital Outlay Projects)	\$ -	\$ -	\$ (75,000)	\$ (8,000)	\$ -
Long-Term Principal and Interest Debt Service	(410,225)	(410,225)	(410,225)	(410,225)	(410,225)
Net Cash Used in Capital and Related Financing Activities	(410,225)	(410,225)	(485,225)	(418,225)	(410,225)
Reserve Account Deposits					
Two Percent of Gross Revenues	\$ 19,024	\$ 19,348	\$ 20,082	\$ 20,027	\$ 20,381
Other Deposits to Reserve Account (Optional)			20,000		
Total Deposit to Reserve Account	\$ 19,024	\$ 19,348	\$ 40,082	\$ 20,027	\$ 20,381
Net Increase (Decrease) in Cash and Cash Equivalents	\$ 19,024	\$ 19,348	\$ (34,918)	\$ 12,027	\$ 20,381
Reserve Account Balance	\$ 19,454	\$ 38,802	\$ 3,884	\$ 15,911	\$ 36,292



Marina Capital Outlay Reserve Account Report

Small Craft Harbor and Recreational Marina Loan Programs

Facility Name: _____

Facility Location: _____	Date of Report: _____
Contract No.: _____	Project Completion Date: _____
Amount Funded: _____	Loan Payoff Date: _____

Capital Outlay Reserve Account Report Requirements

- Annual time period: _____
- Amount of funds deposited into Capital Outlay Reserve Account (CORA): _____
- Amount of funds withdrawn from CORA: _____
- Total gross revenues for annual time period: _____
- Minimum two percent requirement: _____
- Name and account number of CORA: _____
- Ten-year Capital Outlay Budgetary Plan is attached
- Capital outlay funds spent during the previous time period are identified in Plan and briefly described on Page 2 of 2



DBW Site Visit Checklist

Small Craft Harbor and Recreational Marina Loan Programs

Facility Name:	
Facility Location:	Date of Report:
Contract No.:	Project Completion Date:
Amount Funded:	Site Visitation By:
Loan Payoff Date:	Most Recent DBW Site Visit:

Marina Inspection Requirements

- Conduct marina walk-through inspection with master checklist
- Provide marina with copy of master checklist and identify any deficiencies
- Follow-up actions by marina conducted within three months (*Date reported:* _____)
- Review marina plan for documentation of:
 - Master checklist for marina inspections
 - Maintenance staff responsibilities and training
 - Maintenance and inspection records
- Review Capital Outlay Budgetary Plan
- Compare marina master checklist self-assessment with DBW inspection results

Overall short- and long-term condition of marina:



DBW Annual Reporting Checklist

Small Craft Harbor and Recreational Marina Loan Programs

Facility Name:

Facility Location:	Date of Report:
Contract No.:	Project Completion Date:
Amount Funded:	Loan Payoff Date:

Operations Requirements

- Reviewed and approved Operations Report
- Operations follow-up completed (*describe in attachment if required*)
- Reviewed and approved operation items on Master Checklist

Maintenance Requirements

- Reviewed and approved Maintenance Report
- Maintenance follow-up completed (*describe in attachment if required*)
- Reviewed and approved maintenance items on Master Checklist
- Maintenance expenses fall between six percent and ten percent of gross revenues

Capital Outlay Requirements

- Reviewed and approve Ten-Year Capital Outlay Budgetary Plan
- Capital outlay follow-up completed (*describe in attachment if required*)
- Reviewed and approved assessment of marina long-term condition and status
- Capital Outlay Reserve Account meets minimum two percent requirement



DBW Annual Reporting Checklist

Small Craft Harbor and Recreational Marina Loan Programs

Facility Name:

Facility Location:	Date of Report:
Contract No.:	Project Completion Date:
Amount Funded:	Loan Payoff Date:

Operations Requirements

- Reviewed and approved Operations Report
- Operations follow-up completed (*describe in attachment if required*)
- Reviewed and approved operation items on Master Checklist

Maintenance Requirements

- Reviewed and approved Maintenance Report
- Maintenance follow-up completed (*describe in attachment if required*)
- Reviewed and approved maintenance items on Master Checklist
- Maintenance expenses fall between six percent and ten percent of gross revenues

Capital Outlay Requirements

- Reviewed and approve Ten-Year Capital Outlay Budgetary Plan
- Capital outlay follow-up completed (*describe in attachment if required*)
- Reviewed and approved assessment of marina long-term condition and status
- Capital Outlay Reserve Account meets minimum two percent requirement