



**City and Borough of Sitka**

**HARBOR FUND**

**FISCAL YEAR 2016**

**Operating Budget**

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## HARBOR FUND - SUMMARY BY EXPENDITURE TYPE

### Summary

|                                | 2012 Actual Amount | 2013 Actual Amount | 2014 Actual Amount | 2015 Amended Budget | 2016              |
|--------------------------------|--------------------|--------------------|--------------------|---------------------|-------------------|
| <b>Revenue</b>                 |                    |                    |                    |                     |                   |
| State Revenue                  | 1,287,746          | 1,246,148          | 1,193,428          | 3,600,000           | 957,000           |
| Federal Revenue                | 82,665             | 1,250              | 3,446              | -                   | -                 |
| Operating Revenue              | 1,373,332          | 1,743,096          | 2,036,480          | 2,165,746           | 2,105,500         |
| Other Operating Revenue        | 137,369            | 127,396            | 76,837             | 57,590              | 86,500            |
| Uses of Property & Investments | 118,261            | 123,282            | 104,363            | 110,340             | 75,000            |
| Interfund Billings             | 113,209            | 32,569             | 1                  | 41,051              | 30,600            |
| Miscellaneous Revenue          | 14,446             | 41,971             | 33,522             | 10,380              | 13,000            |
| Cash Basis Receipts            | 34,015             | 57,859             | 337,211            | 33,600              | 9,040,000         |
| <b>Revenue Totals</b>          | <b>3,161,044</b>   | <b>3,373,571</b>   | <b>3,785,290</b>   | <b>6,018,707</b>    | <b>12,307,600</b> |
| <b>Expenditures</b>            |                    |                    |                    |                     |                   |
| Salaries and Wages             | 433,101            | 437,220            | 450,786            | 523,761             | 522,301           |
| Fringe Benefits                | 332,172            | 381,007            | 413,821            | 370,543             | 362,073           |
| Operating Expenses             | 1,100,880          | 944,242            | 1,746,754          | 1,389,924           | 1,209,841         |
| Other Financing Uses           | -                  | (23,829)           | -                  | -                   | -                 |
| Cash Basis Expenditures        | 425,223            | 280,000            | 4,389,069          | 3,511,402           | 9,460,349         |
| <b>Expenditure Totals</b>      | <b>2,291,377</b>   | <b>2,018,640</b>   | <b>7,000,428</b>   | <b>5,795,630</b>    | <b>11,554,564</b> |
| <b>Fund Total: Harbor Fund</b> | <b>869,667</b>     | <b>1,354,931</b>   | <b>(3,215,139)</b> | <b>223,077</b>      | <b>753,036</b>    |

## HARBOR FUND - SUMMARY BY DEPARTMENT

## Summary

|   | 2012 Actual Amount | 2013 Actual Amount | 2014 Actual Amount | 2015 Amended Budget | 2016 Budget       |
|---|--------------------|--------------------|--------------------|---------------------|-------------------|
| <u>Revenue</u>                                |                    |                    |                    |                     |                   |
| State Revenue                                 | 1,287,746          | 1,246,148          | 1,193,429          | 3,600,000           | 957,000           |
| Federal Revenue                               | 82,665             | 1,250              | 3,446              | -                   | -                 |
| Operating Revenue                             | 1,373,332          | 1,743,096          | 2,036,480          | 2,165,746           | 2,105,500         |
| Other Operating Revenue                       | 137,369            | 127,396            | 76,837             | 57,590              | 86,500            |
| Uses of Prop & Investment                     | 118,261            | 123,282            | 104,363            | 110,340             | 75,000            |
| Interfund Billings                            | 113,209            | 32,569             | 1                  | 41,051              | 30,600            |
| Miscellaneous                                 | 14,446             | 41,971             | 33,522             | 10,380              | 13,000            |
| Cash Basis Receipts                           | 34,015             | 57,859             | 337,211            | 33,600              | 9,040,000         |
| <b>Revenue Totals</b>                         | <b>3,161,044</b>   | <b>3,373,571</b>   | <b>3,785,291</b>   | <b>6,018,707</b>    | <b>12,307,600</b> |
| <u>Expenditures</u>                           |                    |                    |                    |                     |                   |
| Administration                                | 539,090            | 652,500            | 755,383            | 887,586             | 843,082           |
| Operations                                    | 1,299,065          | 1,039,711          | 1,698,777          | 1,177,050           | 1,071,309         |
| Jobbing Expenses                              | 6,455              | -                  | -                  | -                   | -                 |
| Debt Payments                                 | 21,544             | 70,258             | 157,200            | 399,941             | 365,173           |
| Fixed Asset Acquisition                       | -                  | -                  | -                  | -                   | -                 |
| Transfers to Capital Projects and Other Funds | 425,223            | 280,000            | 4,389,069          | 3,331,053           | 9,275,000         |
| Other   | -                  | (23,829)           | -                  | -                   | -                 |
| <b>Expenditure Totals</b>                     | <b>2,291,377</b>   | <b>2,018,640</b>   | <b>7,000,428</b>   | <b>5,795,630</b>    | <b>11,554,564</b> |
| <b>Fund Total: Harbor Fund</b>                | <b>869,667</b>     | <b>1,354,931</b>   | <b>(3,215,138)</b> | <b>223,077</b>      | <b>753,036</b>    |

City of Sitka  
**HARBOR FUND**

**Account Number Description**      **2012 Actual Amount**      **2013 Actual Amount**      **2014 Actual Amount**      **2015 Amended Budget**      **2016 Budget**

Fund: 240 - Harbor Fund

|   |                        |                     |                     |                     |                     |                     |
|---|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Expenditures</b>   |                        |                     |                     |                     |                     |                     |
| 400 - Salaries and Wages                                      |                        |                     |                     |                     |                     |                     |
| 5110.001  | Regular Salaries/Wages | 363,024.37          | 363,825.68          | 376,538.45          | 469,261.45          | 467,801.00          |
| 5110.002  | Holidays               | 17,258.97           | 14,078.80           | 16,320.83           | 0.00                | 0.00                |
| 5110.003  | Sick Leave             | 13,966.45           | 19,710.78           | 16,009.88           | 0.00                | 0.00                |
| 5110.004  | Overtime               | 13,961.90           | 10,308.03           | 8,570.99            | 9,500.00            | 9,500.00            |
| 5110.010  | Temp Wages             | 24,889.80           | 29,296.25           | 33,345.50           | 45,000.00           | 45,000.00           |
| <b>Account Classification Total: 400 - Salaries and Wages</b> |                        | <b>\$433,101.49</b> | <b>\$437,219.54</b> | <b>\$450,785.65</b> | <b>\$523,761.45</b> | <b>\$522,301.00</b> |

|  |                        |                     |                     |                     |                     |                     |
|--|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 450 - Fringe Benefits                                      |                        |                     |                     |                     |                     |                     |
| 5120.001   | Annual Leave           | 33,379.97           | 30,086.35           | 40,549.23           | 19,355.00           | 19,355.00           |
| 5120.002   | SBS                    | 29,268.11           | 28,506.87           | 30,151.91           | 32,310.65           | 33,203.73           |
| 5120.003   | Medicare               | 6,605.36            | 6,767.45            | 7,213.04            | 12,355.77           | 7,854.01            |
| 5120.004   | PERS                   | 122,275.08          | 156,377.29          | 163,528.55          | 101,798.85          | 105,006.21          |
| 5120.005   | Health Insurance       | 129,758.55          | 139,280.08          | 144,634.17          | 174,819.48          | 166,946.40          |
| 5120.006   | Life Insurance         | 113.28              | 118.64              | 121.03              | 123.00              | 113.28              |
| 5120.007   | Workmen's Compensation | 10,772.01           | 19,870.31           | 27,160.72           | 29,779.83           | 29,594.69           |
| 5120.008   | Unemployment           | 0.00                | 0.00                | 462.00              | 0.00                | 0.00                |
| <b>Account Classification Total: 450 - Fringe Benefits</b> |                        | <b>\$332,172.36</b> | <b>\$381,006.99</b> | <b>\$413,820.65</b> | <b>\$370,542.58</b> | <b>\$362,073.32</b> |

|                          |                             |            |            |            |            |            |
|--------------------------|-----------------------------|------------|------------|------------|------------|------------|
| 500 - Operating Expenses |                             |            |            |            |            |            |
| 5201.000                 | Training and Travel         | 3,613.15   | 1,744.12   | 5,714.43   | 6,000.00   | 6,000.00   |
| 5202.000                 | Uniforms                    | 2,377.08   | 2,862.08   | 2,815.69   | 2,750.00   | 2,750.00   |
| 5203.001                 | Electric                    | 92,005.87  | 99,953.83  | 101,844.10 | 99,000.00  | 99,000.00  |
| 5203.002                 | Water                       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| 5203.003                 | Wastewater                  | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| 5203.004                 | Solid Waste                 | 34,934.90  | 25,356.69  | 29,028.76  | 27,000.00  | 27,000.00  |
| 5203.005                 | Heating Fuel                | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| 5204.000                 | Telephone                   | 5,974.86   | 5,349.58   | 5,782.15   | 6,000.00   | 6,000.00   |
| 5204.001                 | Cell Phone Stipend          | 0.00       | 0.00       | 0.00       | 0.00       | 900.00     |
| 5205.000                 | Insurance                   | 65,237.27  | 69,231.99  | 74,286.02  | 77,114.00  | 79,875.00  |
| 5206.000                 | Supplies                    | 16,716.82  | 18,750.22  | 19,050.83  | 20,000.00  | 21,000.00  |
| 5207.000                 | Repairs & Maintenance       | 152,345.39 | 63,917.39  | 91,471.14  | 124,320.00 | 124,000.00 |
| 5207.001                 | Boat Repair and Maintenance | 0.00       | 0.00       | 0.00       | 4,000.00   | 4,000.00   |
| 5207.002                 | Crush derelict boats        | 0.00       | 0.00       | 0.00       | 20,000.00  | 20,000.00  |
| 5208.000                 | Bldg Repair & Maint         | 1,721.20   | 100.00     | 621.91     | 2,104.00   | 1,420.00   |
| 5211.000                 | Data Processing Fees        | 33,842.00  | 33,841.56  | 33,981.00  | 34,400.00  | 55,140.00  |
| 5212.000                 | Contracted/Purchased Serv   | 307,637.18 | 142,788.53 | 167,910.32 | 219,391.00 | 68,500.00  |
| 5214.000                 | Interdepartment Services    | 299,732.88 | 314,999.82 | 916,439.29 | 380,980.00 | 381,462.00 |
| 5221.000                 | Transportation/Vehicles     | 20,650.41  | 35,550.86  | 35,570.18  | 41,591.00  | 79,670.00  |
| 5222.000                 | Postage                     | 5,200.00   | 4,842.67   | 4,811.25   | 4,165.00   | 5,000.00   |
| 5223.000                 | Tools & Small Equipment     | 8,237.09   | 4,250.52   | 7,022.19   | 10,000.00  | 10,000.00  |
| 5224.000                 | Dues & Publications         | 720.00     | 1,230.00   | 1,050.00   | 1,755.00   | 1,800.00   |

City of Sidka  
**HARBOR FUND**

| Account Number Description                                    | 2012 Actual Amount    | 2013 Actual Amount  | 2014 Actual Amount    | 2015 Amended Budget   | 2016 Budget           |
|---|-----------------------|---------------------|-----------------------|-----------------------|-----------------------|
| 5226.000 Advertising  | 783.10                | 1,460.90            | 1,174.00              | 3,000.00              | 3,500.00              |
| 5227.002 Rent-Equipment                                       | 527.36                | 3,552.89            | 2,281.53              | 1,714.00              | 1,000.00              |
| 5227.003 Rent-Other   | 0.00                  | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 5230.000 Bad Debts  | 15,660.67             | 28,473.80           | 56,300.17             | 59,148.00             | 0.00                  |
| 5231.000 Credit Card Expense                                  | 10,908.79             | 15,416.76           | 32,396.49             | 24,000.00             | 32,000.00             |
| 5290.000 Other Expenses                                       | 509.75                | 310.00              | 1.90                  | 1,900.00              | 0.00                  |
| 5295.000 Interest Expense                                     | 21,544.00             | 70,258.23           | 157,200.22            | 219,592.00            | 179,824.00            |
| 5297.000 Debt Admin Expense                                   | 0.00                  | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| <b>Account Classification Total: 500 - Operating Expenses</b> | <b>\$1,100,879.77</b> | <b>\$944,242.44</b> | <b>\$1,746,753.57</b> | <b>\$1,389,924.00</b> | <b>\$1,209,841.00</b> |

|   |               |                      |               |               |               |
|---|---------------|----------------------|---------------|---------------|---------------|
| <b>691 - Other Financing Uses</b>                               |               |                      |               |               |               |
| 7740.000 Bonds issuance costs                                   | 0.00          | (23,829.29)          | 0.00          | 0.00          | 0.00          |
| 7760.000 Amount Placed in Escrow                                | 0.00          | 0.00                 | 0.00          | 0.00          | 0.00          |
| <b>Account Classification Total: 691 - Other Financing Uses</b> | <b>\$0.00</b> | <b>(\$23,829.29)</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

|  |                     |                     |                       |                       |                       |
|--|---------------------|---------------------|-----------------------|-----------------------|-----------------------|
| <b>700 - Cash Basis Expenditures</b>                               |                     |                     |                       |                       |                       |
| 7102.000 Fixed Assets-Land Improv                                  | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7104.000 Fixed Assets-Harbors                                      | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7105.000 Fixed Assets-Buildings                                    | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7106.000 Fixed Assets-Machinery                                    | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7108.000 Fixed Assets-Furniture                                    | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7200.000 Interfund Transfers Out                                   | 425,223.20          | 280,000.00          | 4,389,068.52          | 3,331,053.00          | 9,275,000.00          |
| 7301.000 Note Principal Payments                                   | 0.00                | 0.00                | 0.00                  | 180,349.00            | 185,349.00            |
| 7302.000 Bond Principal Payments                                   | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7400.000 Fiscal Agent Cash Trnfrs                                  | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| 7600.000 Advances to Other Funds                                   | 0.00                | 0.00                | 0.00                  | 0.00                  | 0.00                  |
| <b>Account Classification Total: 700 - Cash Basis Expenditures</b> | <b>\$425,223.20</b> | <b>\$280,000.00</b> | <b>\$4,389,068.52</b> | <b>\$3,511,402.00</b> | <b>\$9,460,349.00</b> |

**Expenditure Grand Totals: \$2,291,876.82 \$2,018,639.68 \$7,000,428.39 \$5,795,630.03 \$11,554,564.52**

City and Borough of Sitka  
 750 / 751 Fund  
 Harbor Capital Expenditure Plan

| Projects  | Grants | Loans/Bonds | Working Capital | Total Authorized Project Budget |
|---|--------|-------------|-----------------|---------------------------------|
| <b>Existing Uncompleted Projects</b>                |        |             |                 |                                 |
| ANB Harbor  | 90674  | 4,250,000   | 500,000         | 9,000,000                       |
| Crescent Harbor Shelter Roof Replacement            | 90769  |             | 95,493          | 95,493                          |
| Crescent Harbor Water Line Replacement              | 90751  |             | 60,000          | 60,000                          |
| Eliason Harbor Float 5 - Floatation Replacement     | 90768  |             | 175,560         | 175,560                         |
| Eliason Floatation Upgrades                         | 90722  |             | 166,500         | 166,500                         |
| Seaplane Base EA/Design                             | 80242  | 300,000     |                 | 300,000                         |
| Sitka Transient Float Replacement                   | 90757  | 2,700,000   | 3,450,000       | 6,150,000                       |
| <b>Totals - Uncompleted Projects:</b>               |        |             |                 | <b>15,947,553</b>               |
| <b>New Projects - FY16</b>                          |        |             |                 |                                 |
| Eliason Harbor Floatation Upgrades - West Transient |        |             | 125,000         | 125,000                         |
| Eliason Harbor Electrical Upgrades                  |        |             | 15,000          | 15,000                          |
| Sealing Cove Harbor Maintenance Repairs             |        |             | 15,000          | 15,000                          |
| Seaplane Base EA                                    | 80242  |             | 20,000          | 20,000                          |
| <b>Totals - Requested Projects:</b>                 |        |             | <b>175,000</b>  | <b>175,000</b>                  |
| <b>Grand Totals:</b>                                |        |             |                 | <b>16,122,553</b>               |

FY16 Cash Budget Reconciliation: - 175,000

City and Borough of Sitka  
 750 / 751 Fund  
 Harbor Capital Expenditure Plan

FY16 Capital Projects Contingently Approved, Subject to Securing Federal and/or State Grant and/or Loan Funding

| Projects  | 80305 | FY 16 Funding Requests in Progress / Unsecured |                  |                  | Funding Already Secured | Total Projected Budget |
|---|-------|--|------------------|------------------|-------------------------|------------------------|
|   |       | Grants   | Loans/Bonds      | Working Capital  |                         |                        |
| Crescent Harbor Float Replacement - Phase 1                     |       | 5,000,000                                      | 7,200,000        | 500,000          |                         | 12,700,000             |
| Marine Service Center Bulkhead                                  |       | 7,940,000                                      |                  | 500,000          |                         | 8,440,000              |
| Thomson Harbor Upland Access & Parking                          |       | 680,000  |                  |                  |                         | 680,000                |
| Eliason Harbor Electrical Replacement                           |       | 2,430,000                                      |                  |                  |                         | 2,430,000              |
| Sealing Cove Harbor Maintenance Repairs                         |       | 750,000  |                  |                  |                         | 750,000                |
| Sealing Cove Harbor Upland Access and Parking                   |       | 790,000  |                  |                  |                         | 790,000                |
| Sealing Cove Harbor Boat Launch Upland Access and Parking       |       | 280,000  |                  |                  |                         | 280,000                |
| Crescent Harbor Upland Access and Parking - Lincoln Street Lots |       | 270,000  |                  |                  |                         | 270,000                |
| <b>SUBTOTAL</b>   |       | <b>18,140,000</b>                              | <b>7,200,000</b> | <b>1,000,000</b> | <b>-</b>                | <b>26,340,000</b>      |



City and Borough of Sitka  
Harbor Fund

Pro Forma Financial Projection

FY2014, FY2015 (Projected), and FY2016 Proposed

| <u>Operations</u>   | <u>FY2014</u>      | <u>FY2015<br/>Projected</u> | <u>FY2016<br/>Proposed</u> |
|---|--------------------|-----------------------------|----------------------------|
| Revenues  | 2,246,652          | 2,253,000                   | 2,275,600                  |
| Raw Fish Tax  | 1,127,772          | 900,000                     | 957,000                    |
| Costs of Operations   | <u>(1,814,851)</u> | <u>(1,851,000)</u>          | <u>(1,736,309)</u>         |
| Gross Margin  | 1,559,573          | 1,302,000                   | 1,496,291                  |
| Administrative Expenses   | (755,383)          | (757,000)                   | (943,082)                  |
| Interest Expense  | (187,925)          | (186,000)                   | (179,824)                  |
| Other Income/(Expenses)   | <u>96,317</u>      | <u>152,000</u>              | <u>75,000</u>              |
| Net Operating Income  | 712,582            | 511,000                     | 448,385                    |
| Depreciation  | 666,074            | 665,000                     | 665,000                    |
| Debt Principal Repayment  | <u>(160,348)</u>   | <u>(180,000)</u>            | <u>(185,349)</u>           |
| Operating Cash Flow   | <u>1,218,308</u>   | <u>996,000</u>              | <u>928,036</u>             |
| <br><u>Capital Expenditures</u>                                     |                    |                             |                            |
| Grant Revenue   | 3,462,046          | -                           | -                          |
| Use of Revenue Bond Proceeds  | -                  | -                           | -                          |
| Use of Designated Working Capital                                   | <u>3,861,703</u>   | <u>206,000</u>              | <u>725,000</u>             |
| Total Capital Expenditure Funding                                   | 7,323,749          | 206,000                     | 725,000                    |
| Capital Expenditures  | <u>(7,323,749)</u> | <u>(206,000)</u>            | <u>(725,000)</u>           |
| <br><u>Working Capital</u>  |                    |                             |                            |
| Beginning Total Working Capital                                     | 10,612,209         | 7,683,042                   | 8,473,042                  |
| Operating Cash Flow   | 1,218,308          | 996,000                     | 928,036                    |
| Capital Expenditures and Other Balance Sheet Changes                | <u>(4,147,475)</u> | <u>(206,000)</u>            | <u>8,275,000</u>           |
| Ending Working Total Working Capital                                | <u>7,683,042</u>   | <u>8,473,042</u>            | <u>17,676,078</u>          |
| Beginning Working Capital Designated for Capital Expenditures       | 4,387,367          | 1,075,664                   | 4,090,717                  |
| New Designations Of Working Capital For Capital Expenditures        | 550,000            | 3,221,053                   | 175,000                    |
| New Revenue Bond Proceeds   | 0                  | 0                           | 9,000,000                  |
| Expenditures of Designated Working Capital For Capital expenditures | <u>(3,861,703)</u> | <u>(206,000)</u>            | <u>(725,000)</u>           |
| Ending Working Capital Designated for Capital Expenditures          | <u>1,075,664</u>   | <u>4,090,717</u>            | <u>12,540,717</u>          |
| Beginning Undesignated Working Capital                              | 6,224,842          | 6,607,378                   | 4,382,325                  |
| Increases/(Decreases)   | <u>382,536</u>     | <u>(2,225,053)</u>          | <u>753,036</u>             |
| Ending Unesignated Working Capital                                  | <u>6,607,378</u>   | <u>4,382,325</u>            | <u>5,135,361</u>           |

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