City and Borough of Sitka

HARBOR FUND

FISCAL YEAR 2013

Operating Budget

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HARBOR FUND
SUMMARY OF CASH INFLOWS/OUTLAYS

CASH INFLOWS / REVENUES

Source	FY 2013 Budget	FY 2012 Budget	FY 2012 Projections	Change From FY 2012 Budget	% Change From FY 2012 Budget
State Revenue	$ 1,200,000	$ 800,000	$ 1,200,000	$ 400,000	50%
Federal Revenue	$ -	$ -	$ 47,754	$ -	0%
Operating Revenue	$ 1,360,000	$ 1,407,960	$ 1,345,577	$ (47,960)	-3%
Non-Operating Revenue	$ 115,000	$ 107,900	$ 113,813	$ 7,100	7%
Property Investments	$ 98,000	$ 101,300	$ 114,330	$ (3,300)	-3%
Interfund Billing	$ 85,000	$ -	$ -	$ 85,000	n/a
Miscellaneous	$ 32,000	$ 10,500	$ 11,028	$ 21,500	205%
Cash Basis	$ 33,600	$ 73,659	$ 115,865	$ (40,059)	-54%
TOTAL CASH INFLOWS / REVENUES:	**$ 2,923,600**	**$ 2,501,319**	**$ 2,948,367**	**$ 422,281**	**17%**

CASH OUTLAYS

	FY 2013 Budget	FY 2012 Operations Budget	FY 2012 Operations Projections	Change From FY 2012 Operations Budget	% Change From FY 2012 Operations Budget
Operating Outlays					
Cash Outlays for Salaries and Benefits	$ 773,351	$ 804,101	$ 716,902	$ (30,750)	-4%
Non-personnel Operating Outlays	$ 1,223,356	$ 1,285,380	$ 1,309,755	$ (62,024)	-5%
Total Operating Outlays:	**$ 1,996,707**	**$ 2,089,481**	**$ 2,026,657**	**$ (92,774)**	**-4%**
Capital Outlays					
Fixed Asset Acquisition	$ 10,000	$ -	$ -	$ 10,000	0%
Transfers to Capital Projects	$ 50,000	$ 375,000	$ 325,000	$ (325,000)	-87%
Total Capital Outlays:	**$ 60,000**	**$ 375,000**	**$ 325,000**	**$ (315,000)**	**-84%**
TOTAL CASH OUTLAYS:	**$ 2,056,707**	**$ 2,464,481**	**$ 2,351,657**	**$ (407,774)**	**-17%**
INCREASE IN UNRESTRICTED WORKING CAPITAL	**$ 866,893**	**$ 36,838**	**$ 596,710**	**$ 830,055**	**2253%**

City and Borough of Sitka
Sitka, Alaska

FY 2013 Budget

Fund: 240 - Harbor Fund

Cash Inflows / Revenues

Account Number	Revenue Description	2011 Actual	2012 Budget	2012 Projections	2013 Budget
	State Revenue				
300-310-3101.004	Raw Fish Tax	$ 1,195,000	$ 800,000	$ 1,200,000	$ 1,200,000
300-310-3101.006	Misc.	$ -	$ -	$ -	$ -
300-310-3101.017	PERS Relief	$ 26,135	$ -	$ -	$ -
	Subtotal:	**$ 1,221,135**	**$ 800,000**	**$ 1,200,000**	**$ 1,200,000**
	Federal Revenue				
300-315-3151.003	Grant Revenue	$ 75,440	$ -	$ 47,754	$ -
	Subtotal:	**$ 75,440**	**$ -**	**$ 47,754**	**$ -**
	Operating Revenue				
300-340-3441.000	Moorage - Permanent	$ 1,070,125	$ 1,080,000	$ 1,068,355	$ 1,080,000
300-340-3442.000	Moorage - Transient	$ 226,772	$ 200,000	$ 163,682	$ 192,000
300-340-3444.000	Airplane Fees	$ 3,640	$ 3,760	$ 1,426	$ 4,000
300-340-3445.000	Lightering Fees	$ 76,255	$ 94,000	$ 67,650	$ 52,000
300-340-3446.000	Recreational Vehicle Fees	$ 8,950	$ 8,200	$ 9,628	$ 9,000
300-340-3447.000	Harbor Assessment Fees	$ 22,020	$ 22,000	$ 22,000	$ 22,000
300-340-3491.000	Jobbing - Labor	$ 2,177	$ -	$ 12,836	$ 1,000
	Subtotal:	**$ 1,409,938**	**$ 1,407,960**	**$ 1,345,577**	**$ 1,360,000**
	Non-Operating Revenue				
300-350-3501.003	Other Revenue	$ 80,406	$ 64,100	$ 69,311	$ 72,000
300-350-3501.004	Electric Billing	$ 35,067	$ 30,000	$ 31,572	$ 35,000
300-350-3501.005	Hoist Revenue	$ 2,322	$ 1,400	$ 1,464	$ 2,000
300-350-3501.006	Launch Fee	$ 19,143	$ 12,400	$ 11,466	$ 6,000
	Subtotal:	**$ 136,938**	**$ 107,900**	**$ 113,813**	**$ 115,000**
	Property Investments				
300-360-3610.000	Interest Income	$ 105,744	$ 101,300	$ 114,330	$ 98,000
300-360-3620.000	Sale of Fixed Assets	$ -	$ -	$ -	$ -
	Subtotal:	**$ 105,744**	**$ 101,300**	**$ 114,330**	**$ 98,000**
	Interfund Billings				
300-370-3701.194	CPET Fund	$ 67,755	$ -	$ -	$ 85,000
300-370-3701.200	Electric Billing	$ -	$ -	$ -	$ -
	Subtotal:	**$ 67,755**	**$ -**	**$ -**	**$ 85,000**
	Miscellaneous				
300-380-3801.000	Fines/Forfeitures	$ -	$ -	$ -	$ -
300-380-3807-000	Miscellaneous Revenue	$ 3,448	$ 5,000	$ 5,000	$ 26,000
300-380-3808.000	Wage Reimbursement	$ -	$ -	$ -	$ -
300-380-3812.000	Capital Contribution - Local	$ -	$ -	$ -	$ -
300-380-3820-000	Bad Debts Collected	$ 6,291	$ 5,500	$ 6,028	$ 6,000
	Subtotal:	**$ 9,738**	**$ 10,500**	**$ 11,028**	**$ 32,000**
	Cash Basis				
300-390-3950.100	Transfer In - General Fund	$ 33,311	$ 30,000	$ 30,000	$ 33,600
300-390-3950.194	CPET	$ -	$ 43,659	$ 85,865	$ -
	Subtotal:	**$ 33,311**	**73,659**	**115,865**	**33,600**
	Total Harbor Fund Revenue:	**$ 3,059,998**	**$ 2,501,319**	**$ 2,948,367**	**$ 2,923,600**

CITY AND BOROUGH OF SITKA
HARBOR FUND
ITEMIZED REVENUES

ACCOUNT #	DESCRIPTION		AMOUNT
	STATE REVENUE		
300-310-3101.004	Raw Fish Tax		$ 1,200,000
		Subtotal:	**$ 1,200,000**
	FEDERAL REVENUE		
300-315-3151.003	Grant Revenue - FAA		$ -
		Subtotal:	**$ -**
	OPERATING REVENUE		
300-340-3441.000	Moorage - Permanent Fees for Harbor Slip Rental		$ 1,080,000
300-340-3442.000	Moorage - Transient Fees for Harbor Use for Vessels Not on Permanent Moorage		$ 192,000
300-340-3444.000	Airplane Fees		$ 4,000
300-340-3445.000	Lightering Fees Cruise Ship Lightering Fees		$ 52,000
300-340-3446.000	Recreational Vehicle Fees Sealing Cove RV Parking		$ 9,000
300-340-3447.000	Harbor Assessment Fees Fee per Boat = $10		$ 22,000
300-340-3491.000	Jobbing - Labor		$ 1,000
		Subtotal:	**$ 1,360,000**
	NON-OPERATING REVENUE		
300-350-3501.003	Harbor Miscellaneous Other		$ 72,000
300-350-3501.004	Daily electrical billing		$ 35,000
300-350-3501.005	Hoist Revenue		$ 2,000
300-350-3501.006	Launch ramp fees		$ 6,000
		Subtotal:	**$ 115,000**
	PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income		$ 98,000
		Subtotal:	**$ 98,000**
	INTERFUND BILLINGS		
300-370-3701.194	CPET Fund		$ 85,000
		Subtotal:	**$ 85,000**

	MISCELLANEOUS			
300-380-3807.000	Miscellaneous Revenue		$	26,000
300-380-3820.000	Bad Debts Collected		$	6,000
		Subtotal:	**$**	**32,000**
	CASH BASIS			
300-390-3950.100	Fish box tax		$	33,600
300-390-3950.194	Commercial vessel passenger tax		$	-
		Subtotal:	**$**	**33,600**
		Total:	**$**	**2,923,600**

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City and Borough of Sitka
Sitka, Alaska

FY 2013 Budget

Fund: 240 - Harbor Fund

Operations Budget

Cash Outlays for Operations

Account Number	Expense Description	2011 Actual	2012 Budget	2012 Projections	2013 Budget
	Salaries and Benefits				
5110.001	Salaries & Wages	$ 424,529	$ 406,034	$ 382,823	$ 399,675
5110.004	Overtime	$ 4,995	$ 9,500	$ 8,500	$ 9,500
5110.010	Temporary Employees	$ 32,599	$ 55,000	$ 17,943	$ 35,000
5120.000	Benefits	$ 321,123	$ 333,567	$ 307,636	$ 329,176
	Total Salaries & Benefits	**$ 783,245**	**$ 804,101**	**$ 716,902**	**$ 773,351**
	Non-personnel Operation Outlays				
5201.000	Travel and Training	$ 7,017	$ 7,000	$ 7,000	$ 25,000
5202.000	Uniform Allowance	$ 3,798	$ 3,000	$ 2,632	$ 3,000
5203.000	Utilities	$ 85,944	$ 92,000	$ 87,662	$ 92,000
5203.004	Solid Waste	$ 25,187	$ 46,000	$ 7,054	$ 25,000
5203.005	Heating Fuel	$ -	$ -	$ -	$ -
5204.000	Telephone	$ 6,115	$ 7,200	$ 6,661	$ 6,000
5205.000	Insurance	$ 59,498	$ 59,500	$ 42,857	$ 65,237
5206.000	Supplies	$ 17,720	$ 20,000	$ 20,156	$ 20,000
5207.000	Repairs and Maintenance	$ 121,837	$ 190,000	$ 162,186	$ 174,000
5208.000	Building Maintenance Fees	$ 5,115	$ 1,595	$ 1,612	$ 1,722
5211.000	MIS Fees	$ 33,610	$ 33,842	$ 33,825	$ 33,842
5212.000	Contracted/Purchased Services	$ 197,368	$ 221,650	$ 322,261	$ 94,310
5214.000	Interdepartment Services	$ 235,543	$ 228,218	$ 255,159	$ 288,192
5221.000	Transportation/Vehicles	$ 11,154	$ 26,898	$ 13,334	$ 41,591
5222.000	Postage	$ 4,863	$ 5,000	$ 5,000	$ 5,000
5223.000	Tools & Small Equipment	$ 5,936	$ 10,000	$ 11,041	$ 10,000
5224.000	Dues & Publications	$ 920	$ 1,250	$ 1,079	$ 1,250
5226.000	Advertising	$ 1,673	$ 1,500	$ 1,174	$ 1,500
5227.000	Rentals - Building/Equipment	$ 985	$ 1,250	$ 382	$ 900
5231.000	Credit Card Expense	$ 10,625	$ 10,685	$ 11,751	$ 11,200
5290.000	Other Expenses	$ 182	$ 1,900	$ 37	$ 1,900
5295.000	Interest	$ 26,724	$ 21,544	$ 21,544	$ 16,364
5297.000	Debt Administrative Expense	$ -	$ -	$ -	$ -
7301.000	Debt Principal Payment	$ 195,349	$ 195,348	$ 195,348	$ 205,348
7200.000	Transfer to Other Funds	$ 100,000	$ 100,000	$ 100,000	$ 100,000
	Total Non-personnel Operating Outlays:	**$ 1,157,165**	**$ 1,285,380**	**$1,309,755**	**$ 1,223,356**
	Total Operating Outlays:	**$ 1,940,410**	**$ 2,089,481**	**$2,026,657**	**$ 1,996,707**

HARBOR FUND
ITEMIZED EXPENSES

ACCOUNT #	DESCRIPTION		AMOUNT
	TRAVEL AND TRAINING		
600-601-5201.000	Pacific Coast Congress		$ 2,000
	AAHP - Conference - (Sitka Hosting)		$ 23,000
		Subtotal:	**$ 25,000**
	UNIFORM ALLOWANCE		
600-601-5202.000	Work & Safety Clothing		$ 500
600-630-5202.000	Work & Safety Clothing		$ 2,500
		Subtotal:	**$ 3,000**
	SUPPLIES		
600-601-5206.000	Billing supplies		$ 1,000
	Office Supplies		$ 4,000
600-630-5206.000	Janitorial Supplies		$ 6,000
	Fuel for Harbor skiff		$ 2,000
	Misc. supplies		$ 7,000
		Subtotal:	**$ 20,000**
	REPAIRS & MAINTENANCE		
600-630-5207.000	Maintenance Materials		$ 169,000
	Maintenance for Harbor skiffs		$ 1,000
	Electrical breakers/receptacles		$ 4,000
		Subtotal:	**$ 174,000**
	BUILDING MAINTENANCE FEES		
600-601-5208.000	Building Maint. Fund (BMF) - Building Repairs		$ 1,722
		Subtotal:	**$ 1,722**
	CONTRACTED/PURCHASED SERVICES		
600-601-5212.000	Audit Fees		$ 2,350
	Copier/Fax Maintenance fee		$ 200
600-630-5212.000	Janitorial contract for Harbor restrooms (Summer months)		$ 10,000
	Fish Waste Disposal Contract (Summer months)		$ 42,000
	Snow Removal Harbor Parking Lots		$ 8,500
	Misc Contracted Services		$ 22,000
	State of Alaska Boat Launch Fees		$ 9,260
		Subtotal:	**$ 94,310**
	INTERDEPARTMENT SERVICES		
600-601-5214.000	City Engineering Services		$ -
	Admin. services		$ 288,192
600-630-5214.000	Waste oil pick-up		$ -
		Subtotal:	**$ 288,192**

HARBOR FUND
ITEMIZED EXPENSES

ACCOUNT #	DESCRIPTION		AMOUNT
	TOOLS & MISCELLANEOUS EQUIPMENT		
600-630-5223.000	Misc. tools/equipment		$ 8,000
	Harbor cart parts		$ 2,000
		Subtotal:	**$ 10,000**
	DUES & PUBLICATIONS		
600-601-5224.000	AK Assoc. of Harbormasters		$ 250
	Pacific Coast Congress of Harbormasters		$ 250
	AMSEA		$ 250
	Professional Harbor publications		$ 500
		Subtotal:	**$ 1,250**
	ADVERTISING		
600-630-5226.000	Commission meeting notices		$ 500
	Impounded vessel notices		$ 500
	Harbor enforcement notices		$ 500
		Subtotal:	**$ 1,500**
	OTHER EXPENSES		
600-601-5290.000	Employee Wellness Program		$ 900
	Miscellaneous		$ 1,000
		Subtotal:	**$ 1,900**
	INTEREST		
600-650-5295.000	Thomas Harbor Phase 2A Loan		$ 4,800
	Water - Sealing/Thomsen - Loan #783071		$ 11,564
		Subtotal:	**$ 16,364**
	DEBT PRINCIPAL PAYMENT		
600-650-7301.000	Thomsen Harbor Phase 2 loan		$ 160,000
	Water - Sealing/Thomsen - Loan #783071		$ 45,348
		Subtotal:	**$ 205,348**
	INTERFUND TRANSFERS		
600-680-7200.000	General Fund - Admin. Share of Raw Fish Tax		$ 100,000
		Subtotal:	**$ 100,000**

Capital Budget

HARBOR FUND

2013

City and Borough of Sitka
Fund 240 - Harbor Fund
FY 2013 Capital Budget Summary

		New Appropriations for FY 2013	
Capital Projects:		50,000	
Fixed Assets:			
	Machinery/Equipment	10,000	
	Subtotals:	10,000	
	Total Planned Capital Expenditures:		$ 60,000

City and Borough of Sitka
Fund 240 - Harbor Fund
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions
Summary of Direct Transfers of Capital to Capital Projects or Other Funds
Harbor Fund Department #240-600-680

Account Number	Fund/Project Name	New Appropriation for FY 2013 Amount	
	Capital Projects **750-600-630-5212.000**		
7200.000	Floatation Upgrades	$ 50,000	
	Total Direct Capital Transfers:	**$ 50,000**	
	Fixed Asset Acquisition **Harbor Fund Department #240-600-670**		
	Machinery/Equipment		
7106.000	Mercury 250 XL Verado (shared with Electric)	$ 10,000	
	Total Machinery/Equipment:	**$ 10,000**	
	Total Planned Capital Expenditures:		**$ 60,000**

Construction in Progress for Harbor Fund Capital Projects
Fund 750

Project Name	Project Number		Approved Budget		Expenses & Encumbrances as of 12/31/11
ANB - Harbor	90674	$	500,000	$	45
Eliason Flotation Upgrade	90722	$	66,500	$	-
New Thomsen Harbor Breakwater Repairs	90372	$	23,000	$	93

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City and Borough of Sitka
Harbor Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal years Ended June 30, 2011
and as Projected for the Fiscal years Ending June 30, 2012 and 2013

	2011	2012	2013
Operating Revenues:	$ 1,497,000	$ 1,470,418	$ 1,612,000
Operating Expenses:			
Salaries and benefits	$ 783,000	$ 716,902	$ 761,790
Depreciation and amortization	$ 710,000	$ 710,000	$ 710,000
Other operating expenses	$ 800,000	$ 992,863	$ 901,644
Total Operating Expenses:	$ 2,293,000	$ 2,419,765	$ 2,373,434
Operating Income (loss):	$ (796,000)	$ (949,347)	$ (761,434)
Nonoperating Revenues and Expenses:			
Nonoperating revenues	$ 1,418,000	$ 1,447,949	$ 1,383,000
Nonoperating expenses	$ (196,000)	$ (12,000)	$ (12,000)
Total Nonoperating Revenues and Expenses:	$ 1,222,000	$ 1,435,949	$ 1,371,000
Income (Loss) Before Contributions and Transfers:	$ 426,000	$ 486,602	$ 609,566
Capital Contributions	$ -	$ -	$ -
Net Transfers In/(Out)	$ 88,000	$ (70,000)	$ (66,400)
Change in Net Assets:	$ 514,000	$ 416,602	$ 543,166
Net Assets, Beginning of the Year:	$ 18,056,000	$ 18,570,000	$ 18,986,602
Net Assets, End of the Year:	$ 18,570,000	$ 18,986,602	$ 19,529,768

City and Borough of Sitka
Harbor Fund
Statement of Net Assets
As Of June 30, 2011 and as Projected for June 30, 2012 and 2013

Assets	June 30, 2011	As Projected June 30, 2012	As Projected June 30, 2013
Current Assets:			
Equity in Central Treasury	3,727,000	4,165,602	5,063,768
Accounts receivable	72,000	72,000	72,000
Other current assets	1,271,000	1,204,000	804,000
Total Current Assets:	**5,070,000**	**5,441,602**	**5,939,768**
Non-Current Assets			
Property, Plant and Equipment, Net	14,900,000	14,900,000	14,900,000
Other Non-Current Assets	6,000	6,000	6,000
Total Non-Current Assets:	**14,906,000**	**14,906,000**	**14,906,000**
Total Assets:	**19,976,000**	**20,347,602**	**20,845,768**
Total Liabilities and Net Assets:			
Liabilities			
Current Liabilities:			
Accounts payable	133,000	133,000	133,000
Current portion long term debt	45,000	45,000	45,000
Other current liabilities	106,000	106,000	106,000
Total, Current liabilities:	**284,000**	**284,000**	**284,000**
Non-Current Liabilities			
Bonds Payable	-	-	-
Loans Payable	771,000	726,000	681,000
Other Non-Current Liabilities	351,000	351,000	351,000
Total Non-Current Liabilities:	**1,122,000**	**1,077,000**	**1,032,000**
Total Liabilities:	**1,406,000**	**1,361,000**	**1,316,000**
Net Assets:	**18,570,000**	**18,986,602**	**19,529,768**
Total Liabilities and Net Assets:	**19,976,000**	**20,347,602**	**20,845,768**

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