

MEMORANDUM

Date: March 23, 2016
To: Commissioners, Directors, and Managers
From: Abigail Berg
Subject: February 2016 Statement of Activity analysis

Attached is the Consolidated Statement of Revenue & Expense report and the Four Year Trend of YTD Revenue and Expense comparison graphs YTD February 2013 – YTD February 2016.

YTD results reveal the following:

Total gross operating revenues:

2016: \$730,219
2015: \$759,474
2014: \$736,015
2013: \$664,963

YTD Operating Revenues are down 4%, or \$29,255, compared to 2015, and is short of budgeted amounts by 3.2%.

All departments exceeded 2015 Operating Revenues except for Quilcene (a nominal reduction of \$764) and the Yard. The Yard was hit the hardest by being down from 2015 Revenues by \$31,869, or 14%, as well as only reaching 11.37% of budget YTD when we are at 16.7% of budget.

Total operating expenses without depreciation:

2016: \$629,841
2015: \$542,276
2014: \$548,171
2013: \$563,033

YTD 2016 Operating expenses are \$87,565 more than 2015, though 16.7% through the year, expenses are 14.09% of budget (without depreciation).

The most significant YTD increases over 2015 are employee pay (up \$31,788), employee benefits (up \$30,444), Repair & Maintenance (up \$13,533), Advertising (up \$10,054), and Utilities (up \$8,189).

We have a net loss from operations of \$(151,675) after depreciation and the overall net loss is \$(25,055) after non-operating revenues and expenses are included. *It is still early in the year, however, this is a significant variance from YTD 2015 when our overall net income was \$55,091, which is a \$80,146 swing (reduction) in comparison.*

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended February 29, 2016

	Actual thru Feb. 29, 2015	Actual thru Feb. 29, 2016	Annual Budget	% Budget Received or Spent 16.7% thru year	Budget Remaining	Remarks
Revenues						
PTBH - Permanent Moorage	153,551	164,235	1,032,000	15.91%	867,765	
PTBH - Liveaboard Fee	2,580	2,940	18,000	16.33%	15,060	
Work Float/Lift Pier Usage	200	1,866	18,000	10.37%	16,134	
PTBH - Monthly Guest	24,261	28,432	159,500	17.83%	131,068	
PTBH - Nightly Guest	10,367	18,467	231,600	7.97%	213,134	
PTBH - Electric	16,762	19,483	80,000	24.35%	60,517	
PTBH - Miscellaneous Revenue	1,105	1,207	10,000	12.07%	8,793	
PTBH - Showers	2,456	2,354	20,000	11.77%	17,646	
PTBH - Laundry	460	623	6,000	10.38%	5,377	
Total Moorage Revenue	211,742	239,606	1,575,100	15.21%	1,335,494	
Yard - Liveaboard Fee	35	0	500	0.00%	500	
Yard - Miscellaneous Revenue	898	576	15,000	3.84%	14,424	
Yard - Environmental Clean-up	0	417	0	#DIV/0!	(417)	
Yard - 70/75 Ton Hoist Revenue	25,920	29,404	270,639	10.86%	241,235	
Yard - 300 Ton Hoist Revenue	13,071	14,178	186,735	7.59%	172,557	
Yard - Washdown Revenue	6,904	6,670	75,000	8.89%	68,330	
Yard - Bilge Water Revenue	1,235	296	12,000	2.47%	11,704	
Yard - Work Yard Revenue	73,949	63,861	600,000	10.64%	536,139	
Yard - Ship Yard Revenue	58,174	58,902	360,080	16.36%	301,178	
Yard - L/T Storage	11,007	12,687	70,322	18.04%	57,635	
h	4,525	4,554	25,000	18.21%	20,446	
Yard - Blocking Rent	2,442	3,249	16,000	20.31%	12,751	
Yard - Tarp Pool Fee	265	0	0	#DIV/0!	0	
Marine Trades 3% Revenue	28,302	64	81,800	0.08%	81,736	
Total Work Yard Revenue	226,726	194,857	1,713,076	11.37%	1,518,219	
PTBH Prop - Lease Revenue	81,326	83,520	509,600	16.39%	426,080	
PTBH Prop - Storage Unit Revenue	868	792	5,000	15.85%	4,208	
PTBH Prop - Fuel Dock Lease	2,431	2,075	20,400	10.17%	18,325	
PTBH Prop - Electric	2,382	3,114	22,200	14.03%	19,086	
Total PTBH Property Revenue	87,007	89,502	557,200	16.06%	467,698	
Quilcene - Permanent Moorage	2,713	2,968	33,150	8.95%	30,182	
Quilcene - Nightly Moorage	0	30	2,600	1.15%	2,570	
Quilcene - Nightly R.V.	0	0	1,200	0.00%	1,200	
Quilcene - Electric	314	209	2,000	10.44%	1,791	
Quilcene - Showers	250	260	2,500	10.40%	2,240	
Quilcene - Fuel Sales	2,706	1,654	28,000	5.91%	26,346	
Quilcene - Lease Revenue	9,482	9,657	59,160	16.32%	49,503	
Quilcene - Rental Property Revenue	1,000	1,000	6,000	16.67%	5,000	
Quilcene - Water	1,064	986	7,000	14.09%	6,014	
Quilcene - Miscellaneous Revenue	0	0	200	0.00%	200	
Total Quilcene Revenue	17,528	16,764	141,810	11.82%	125,046	

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended February 29, 2016

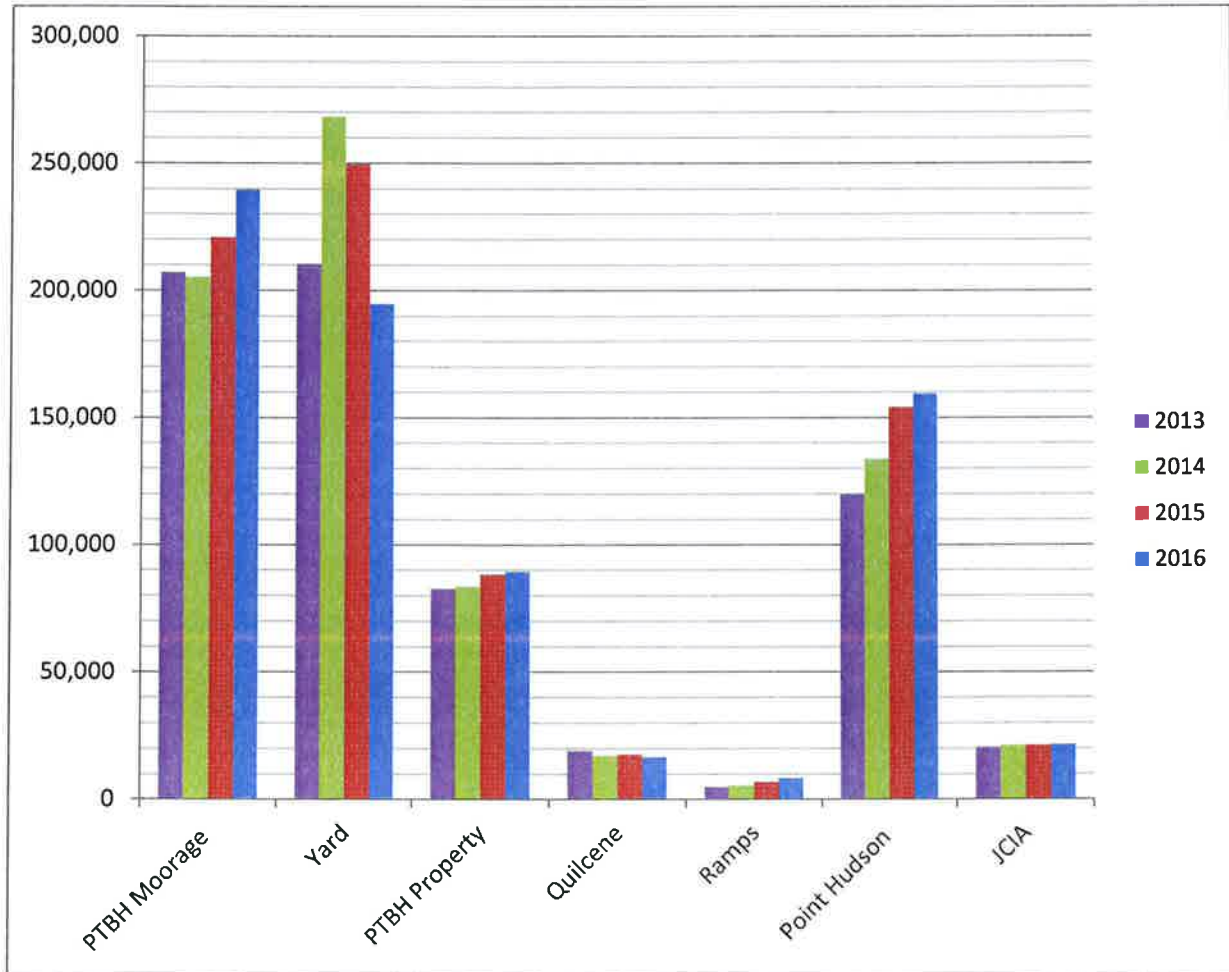
	Actual thru Feb. 29, 2015	Actual thru Feb. 29, 2016	Annual Budget	% Budget Received or Spent 16.7% thru year	Budget Remaining	Remarks
Ramp Fees	6,200	7,830	53,899	14.53%	46,069	
Dinghy Float Revenue	700	625	1,350	46.30%	725	
Total Ramp Revenue	6,900	8,455	55,249	15.30%	46,794	
Pt Hudson - Building Lease Revenue	62,134	62,373	400,000	15.59%	337,627	
Pt Hudson - Permanent Moorage	19,028	18,608	124,277	14.97%	105,669	
Pt Hudson - Liveaboard Fee	1,190	840	4,300	19.53%	3,460	
Pt Hudson - Monthly Guest	22,881	27,874	70,000	39.82%	42,126	
Pt Hudson - Nightly Guest	8,948	9,533	235,350	4.05%	225,818	
Pt Hudson - Wharf Usage	0	0	10,000	0.00%	10,000	
Pt Hudson - Monthly R.V.	6,750	7,425	27,100	27.40%	19,675	
Pt Hudson - Nightly R.V.	20,549	20,746	290,126	7.15%	269,380	
Pt Hudson - Kayak Racks	1,330	1,584	6,000	26.40%	4,416	
Pt Hudson - Reservation Fee	4,172	3,171	26,000	12.20%	22,829	
Pt Hudson - Showers	896	1,244	8,000	15.54%	6,757	
Pt Hudson - Laundry	503	1,143	7,500	15.24%	6,357	
Pt Hudson - Passenger Fee	0	0	4,000	0.00%	4,000	
Pt Hudson - Electric	4,433	4,131	22,000	18.78%	17,869	
Pt Hudson - Miscellaneous Revenue	138	47	2,500	1.88%	2,453	
Pt Hudson - Event Facility Revenue	150	630	5,000	12.60%	4,370	
Total Pt Hudson	153,101	159,348	1,242,153	12.83%	1,082,805	
JCIA - Miscellaneous Revenue	0	0	100	0.00%	100	
JCIA - Lease Revenue	17,107	17,386	105,264	16.52%	87,878	
JCIA - Hangar Revenue	3,882	3,973	22,404	17.73%	18,431	
JCIA - Vehicle Parking Revenue	0	0	750	0.00%	750	
JCIA - Aircraft Parking	54	15	1,000	1.50%	985	
JCIA - Commercial Landing Fee	0	0	0	#DIV/0!	0	
JCIA - Fuel Lease Revenue	340	313	3,500	8.95%	3,187	
Total JCIA Revenue	21,384	21,687	133,018	16.30%	111,331	
Total Operating Revenue	724,388	730,219	5,417,606	13.48%	4,687,387	
Operating Expenses						
Salaries & Wages	262,973	294,761	1,877,504	15.70%	1,582,743	
Payroll Taxes	30,236	29,694	221,100	13.43%	191,406	
Employee Benefits	78,479	108,923	670,101	16.25%	561,178	
Uniform Expense	500	1,443	9,908	14.57%	8,465	
Contract Services	28,443	24,385	201,310	12.11%	176,925	
Legal & Auditing	4,589	2,400	81,600	2.94%	79,200	
Operating Supplies	17,312	13,572	154,854	8.76%	141,282	
Cost of Fuel Sold - Quilcene	2,437	1,637	20,000	8.18%	18,363	
Moorage Credit System - PTBH	5,713	8,018	40,000	20.04%	31,982	<i>expected to vary</i>
Travel	2,293	1,584	17,100	9.26%	15,516	

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended February 29, 2016

	Actual thru Feb. 29, 2015	Actual thru Feb. 29, 2016	Annual Budget	% Budget Received or Spent 16.7% thru year	Budget Remaining	Remarks
Training	595	893	8,000	11.16%	7,107	
Insurance	31,277	32,606	189,175	17.24%	156,569	
Claims & Damages	0	0	7,000	0.00%	7,000	
Advertising	5,455	15,509	48,050	32.28%	32,541	<i>Sam's Club RV publication & Boat Show</i>
Promotion	215	560	5,000	11.20%	4,440	
Membership & Dues	9,865	10,062	14,670	68.59%	4,608	<i>WPPA dues pd in Jan.</i>
Community Relations	0	0	4,000	0.00%	4,000	
Bank Charges	5,605	6,408	53,320	12.02%	46,912	
Utilities	48,746	56,935	531,180	10.72%	474,245	
Excise Tax	1,980	1,813	23,125	7.84%	21,312	
Bad Debt	457	0	19,200	0.00%	19,200	
Miscellaneous Expense	0	0	4,200	0.00%	4,200	
Repair & Maintenance	5,106	18,639	245,520	7.59%	226,881	
Economic Development	0	0	25,000	0.00%	25,000	
Operating Expenses w/o Depr	542,276	629,841	4,470,917	14.09%	3,841,076	
Income from Operations w/o Depr	182,112	100,377	946,689	10.60%	846,312	
Depreciation Expense	(250,240)	(252,053)	(1,548,147)	-16.28%	(1,296,094)	
Income (Loss) from Oper w/Depr	(68,129)	(151,675)	(601,458)	25.22%	2,142,406	
Non-Operating Revenue						
Grants - WA State	0	0	223,740	0.00%	223,740	
ARRA Bond Interest Subsidy Pmt	0	0	0	#DIV/0!	0	
Investment Interest	1,908	874	4,200	20.80%	3,326	
Operating Tax Levy	154,854	157,179	948,000	16.58%	790,821	
State Forest Revenues	8,820	15,937	25,000	63.75%	9,063	<i>expected to vary</i>
State Timber Excise Tax	15,882	7,978	39,000	20.46%	31,022	<i>expected to vary</i>
Leasehold Excise Tax	1,779	1,892	7,000	27.03%	5,108	
Finance Charges	2,171	4,676	14,000	33.40%	9,324	
Other Non-Operating Revenues	1	28	0			
Total Non-Operating Revenue	203,798	188,565	1,260,940	14.95%	1,072,402	
Non-Operating Expenses						
Interest Exp - CERB Loan	1,375	916	5,500	16.65%	4,584	
Interest Exp - 2005 Rev Ref Bond	9,971	0	0	#DIV/0!	0	
Interest Exp - 2005 LTGO Bond	29,541	0	0	#DIV/0!	0	
Interest Exp - 2006 LTGO Ref Bond	4,681	3,298	17,532	18.81%	14,234	
Interest Exp - 2010 LTGO Bond	31,903	36,360	226,836	16.03%	190,476	
Interest Exp - 2013 Revenue Bond	2,959	2,959	17,754	16.67%	14,795	
Interest Exp - 2015 LTGO Ref Bond	0	18,376	130,651	14.06%	112,275	
Bond Management Fees	130	0	1,200	0.00%	1,200	
Investment Fees	18	36	1,000	3.58%	964	
Total Non-Operating Expenses	80,579	61,945	400,473	15.47%	338,529	
Net Non-Operating Income(Expense)	123,219	126,621	860,467	14.72%	733,874	
Net Income(Loss)	55,091	(25,055)	259,009	-9.67%	2,876,280	

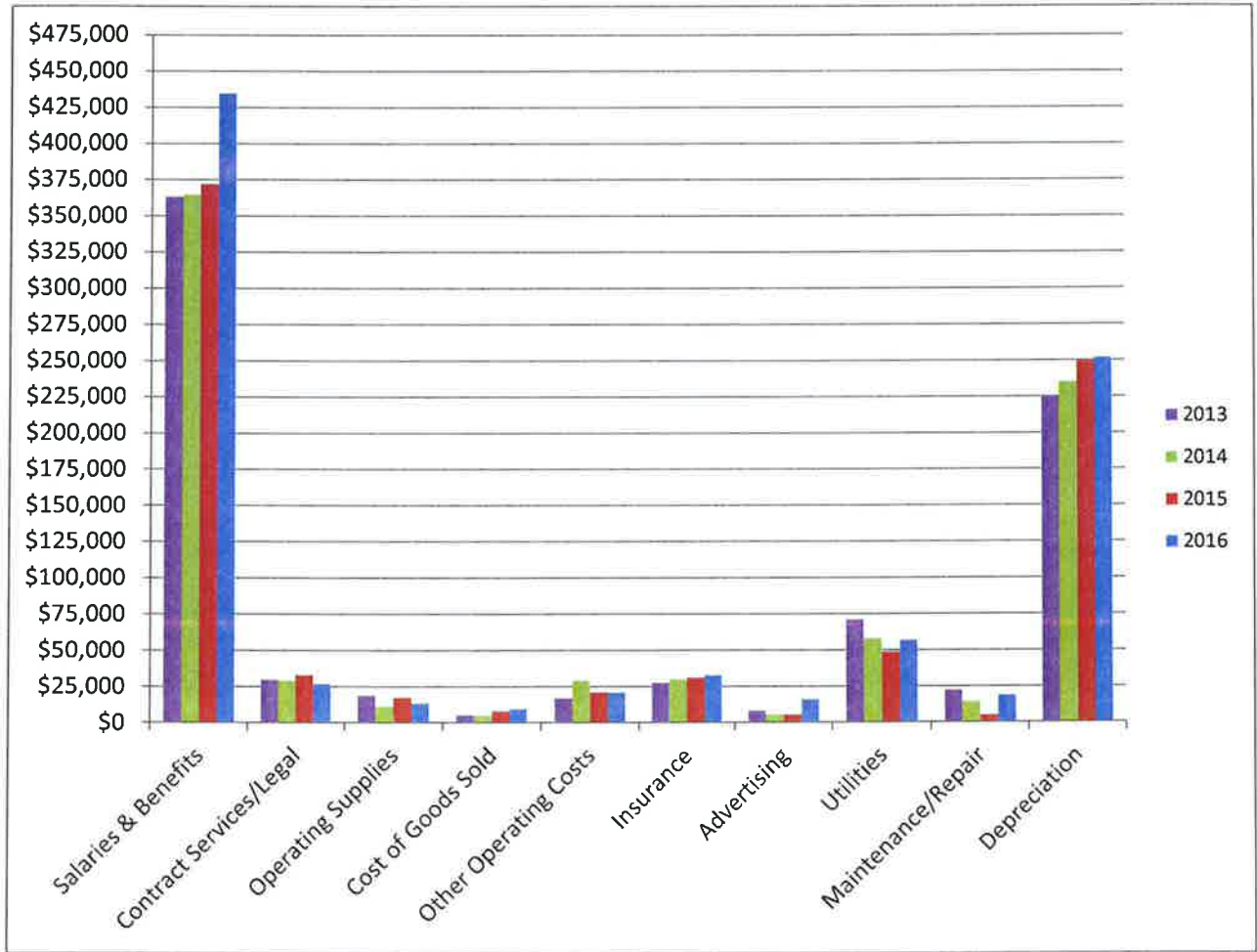
February 2016 Operating Revenues

Total = \$730,219



February 2016 YTD Operating Expenses

Total = \$881,894



Port of Port Townsend
Port Management Report
For the Period Ended February 29, 2016

Department:	Revenue	Direct Expenses	Gross Profit	Allocated A&G Expense	Depreciation	Net Income
Moorage						
Actual	239,606	102,217	137,389	0	41,277	96,112
Annual Budget	1,575,100	728,141	846,959	334,856	250,000	262,103
Variance	(1,335,494)	(625,924)	(709,570)	(334,856)	(208,723)	(165,991)
Actual as % of annual budget	15%	14%	16%	0%	17%	37%
% through year	17%	17%	17%	17%	17%	17%
Yard						
Actual	194,857	159,221	35,636	0	56,749	(21,114)
Budget	1,713,076	1,320,590	392,486	360,277	340,116	(307,907)
Variance	(1,518,219)	(1,161,369)	(356,850)	(360,277)	(283,367)	286,793
Actual as % of annual budget	11%	12%	9%	0%	17%	7%
% through year	17%	17%	17%	17%	17%	17%
PTBH Properties						
Actual	89,502	28,972	60,530	0	21,827	38,703
Budget	557,200	124,140	433,060	119,594	125,000	188,466
Variance	(467,698)	(95,168)	(372,530)	(119,594)	(103,173)	(149,763)
Actual as % of annual budget	16%	23%	14%	0%	17%	21%
% through year	17%	17%	17%	17%	17%	17%
Pt Hudson Marina/RV/Proprty						
Actual	159,348	92,514	66,833	0	60,002	6,831
Budget	1,242,153	647,893	594,260	262,999	362,400	(31,139)
Variance	(1,082,805)	(555,379)	(527,427)	(262,999)	(302,398)	37,970
Actual as % of annual budget	13%	14%	11%	0%	17%	-22%
% through year	17%	17%	17%	17%	17%	17%
Quilcene						
Actual	16,764	13,775	2,989	0	11,053	(8,064)
Budget	141,810	86,890	54,920	29,964	66,600	(41,644)
Variance	(125,046)	(73,115)	(51,931)	(29,964)	(55,547)	33,580
Actual as % of annual budget	12%	16%	5%	0%	17%	19%
% through year	17%	17%	17%	17%	17%	17%
Ramps						
Actual	8,455	4,603	3,852	0	3,638	214
Budget	55,249	37,548	17,701	11,674	38,664	(32,637)
Variance	(46,794)	(32,945)	(13,849)	(11,674)	(35,026)	32,851
Actual as % of annual budget	15%	12%	22%	0%	9%	-1%
% through year	17%	17%	17%	17%	17%	17%
JCIA						
Actual	21,687	20,550	1,137	0	46,961	(45,825)
Budget	133,018	129,825	3,193	28,106	264,067	(288,980)
Variance	(111,331)	(109,275)	(2,056)	(28,106)	(217,106)	243,155
Actual as % of annual budget	16%	16%	36%	0%	18%	16%
% through year	17%	17%	17%	17%	17%	17%
Total Profit Centers						
Actual	730,219	421,853	308,366	0	241,508	66,858
Budget	5,417,606	3,075,027	2,342,579	1,147,470	1,446,847	(251,738)
Variance	(4,687,387)	(2,653,174)	(2,034,213)	(1,147,470)	(1,205,339)	318,596
Actual as % of annual budget	13%	14%	13%	0%	17%	-27%

Port of Port Townsend
Port Management Report
For the Period Ended February 29, 2016

Department:	Revenue	Direct Expenses	Gross Profit	Allocated A&G Expense	Depreciation	Net Income
% through year	17%	17%	17%	17%	17%	17%
Maintenance Shop						
Actual to-date		29,748	(29,748)	0	2,012	(31,760)
Annual Budget		227,694	(227,694)	0	13,000	(240,694)
Variance		(197,946)	197,946	0	(10,988)	208,934
Actual as % of annual budget		13%	13%	#DIV/0!	15%	13%
% through year		17%	17%	17%	17%	17%
Environmental						
Actual to-date		15,999	(15,999)	0	0	(15,999)
Annual Budget		77,026	(77,026)	0	32,000	(109,026)
Variance		(61,027)	61,027	0	(32,000)	93,027
Actual as % of annual budget		21%	21%	#DIV/0!	0%	15%
% through year		17%	17%	17%	17%	17%
Administrative & General						
Administration						
Actual		162,241	(162,241)	0	8,532	(170,774)
Budget		1,147,470	(1,147,470)	(1,203,770)	56,300	0
Variance		(985,229)	985,229	1,203,770	(47,768)	(170,774)
Actual as % of annual budget		14%	14%	0%	15%	#DIV/0!
% through year		17%	17%	17%	17%	17%
Total Operating						
Actual	730,219	629,841	100,377	0	252,053	(151,675)
Budget	5,417,606	4,527,217	890,389	(56,300)	1,548,147	(601,458)
Variance	4,687,387	(3,897,376)	(790,012)	56,300	(1,296,094)	449,783
Actual as % of annual budget	13%	14%	11%	0%	16%	25%
% through year	17%	17%	17%	17%	17%	17%
Non-Operating						
Actual	188,565	61,945	126,621			126,621
Budget	1,260,940	400,473	860,467			860,467
Variance	(1,072,375)	(338,529)	(733,846)			(733,846)
Actual as % of annual budget	15%	15%	15%	#DIV/0!	#DIV/0!	15%
% through year	17%	17%	17%	17%	17%	17%
Grand Total						
Actual	918,784	691,786	226,998		252,053	(25,055)
Budget	6,678,546	4,927,690	1,750,856		1,548,147	202,709
Variance	(5,759,762)	(4,235,904)	(1,523,858)		(1,296,094)	(227,764)
Actual as % of annual budget	14%	14%	13%	#DIV/0!	16%	-12%
% through year	17%	17%	17%	17%	17%	17%