

## RESOLUTION NO. 588-12

### A Resolution of the Commission of the Port of Port Townsend

#### RESOLUTION ESTABLISHING THE YEAR 2013 OPERATING / CAPITAL BUDGET, AND AUTHORIZING CERTAIN DISBURSEMENTS TO MEET EXPENSES OF THE PORT OF PORT TOWNSEND FOR THE YEAR 2013.


**WHEREAS:** under the provisions of RCW 53.35.030 the Port Commission of the Port of Port Townsend is authorized to adopt final operating and capital budgets for the year 2013, and;


**WHEREAS:** the required filing, notice and public hearing on the preliminary operating/capital budget, as provided in RCW 53.35.020 have been met;

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend, that receipts and disbursements for the Port of Port Townsend operations and capital activities, for the year 2013 shall be as per the attached marked "Exhibit A", Port of Port Townsend Year 2013 Operating / Capital Budget.

**ADOPTED this 13<sup>th</sup> day of November 2012, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

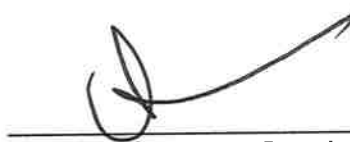
**ATTEST:**

  
David H. Thompson, Secretary

  
Leif W. Erickson, President

**APPROVED AS TO FORM:**

  
Steven R. Tucker, Vice President

  
Carolyn A. Lake, Goodstein Law Group  
Port Attorney





# **2013 Operating/Capital Budget**

**Adopted:  
November 13, 2012  
Resolution No. 588-12**

# **Port of Port Townsend**

## **2013 Operating/Capital Budget**

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Date: November 14, 2012  
To: Our Jefferson County Community  
Subject: Port of Port Townsend 2013 Operating Budget

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The Port of Port Townsend Commission and staff started the 2013 budget process in July of this year. We have discussed the 2013 budget at each of our regular meetings, taking public comments and suggestions throughout the process. Formal public hearings were held on October 24 and November 13, 2012, with public comments received mainly on the capital budget. The 2013 budget was adopted on November 13, 2012, with very few public comments.

Early on, the Port Commission gave guidance to staff to bring them a budget that was balanced, but still allowed for moving forward with priority maintenance projects including the commercial basin. This budget does that. It is a very conservative budget taking into account the local impacts resulting from the nationwide recession.

We've made several modifications to the budget format to make it more readable but still staying within required accounting guidelines. Again for 2013, as we did in the 2012 Budget, our Operating and Capital Budgets are combined into this one document. Our Finance Director has a "Financial Overview" on pages 2 - 3 that explains in more detail how the budget is presented and the changes from last year. Please take the time to read this. This adopted budget is available at the Port's Administration Office and is posted on our web site: [www.portoftpt.com](http://www.portoftpt.com). If you have any questions - please do not hesitate to contact us. You can call me directly at 385-0656.

Sincerely,

Larry Crockett  
Executive Director

## **Financial Overview**

### **Operating Revenues**

The 2013 budget reflects total operating revenues of \$4.609 million, which is up \$118,310 (2.6%) from the 2012 budget. While the Port continues to deal with the economic downturn, as most all other organizations are, and which has had a direct impact on the Port and its tenants, there are some positive signs that the areas most affected, such as our yard operations, have continued to show some signs of improvement.

The Port continues to take what it believes to be a conservative approach to forecasting all revenues for 2013, especially in those areas that have been most subject to the economic downturn, and other fluctuations, including guest moorage, RV's, and work yard and ship yard activity, basically assuming that the modest growth experienced so far in 2012 will continue, and that we will see some additional amount of growth through 2013.

The Commission approved a moorage rate adjustment for 2013, which is included in this budget.

### **Operating Expenses**

Port wide operating expenses are forecast to be \$3.624 million, before depreciation expense of \$1.3 million, which is an increase of \$121,637 (3.5%) from the 2012 budget. Staffing levels remain fairly constant going into 2013, with the budget reflecting 28 FTE's, up from 26.9 in 2012. This is the result of adding two additional summer help. Even with these proposed changes, staffing levels are still lower than the years previous to 2012, going back to 2008, when the budget was based on 32.4 FTE's.

Staff has taken a hard look at all operating expenses, and is proposing the majority of expenses remain constant. However, some increases have been calculated into this budget, such as increases in health care premiums, L & I rates, and employee pension rates.

### **Income from Operations**

The 2013 budget forecasts an Income from Operations, without Depreciation Expense, of \$985,218, which is down \$3,327 from the 2012 budget.

### **Non-Operating Revenues & Expenses**

The 2013 budget includes an \$885,750 tax levy, which is an increase of approximately \$2,950 from the 2012 budget amount, and represents the value of new construction, but

without the 1% increase allowed for 2013 under State Statute. In 2012 the Port expects to collect \$876,778 and has a millage rate of \$.178 per thousand, which means that an owner of a home and property valued at \$250,000 will expect to pay \$44.50 in property taxes to the Port in 2012. Based on the preliminary County A. V. for 2013, which shows a decrease of approximately 6% county-wide, the anticipated impact to the same taxpayer, assuming their property value did not change, would be an increase of \$4.25 for the year, based on the \$885,750 levy request, with a millage rate of \$.190.

Total debt service, which includes principal reduction payments and interest expense, has been increased from the 2012 budget by \$16,669 for 2013, to a total of \$1,463,681. This includes General Obligation Bond debt service of \$963,904 (see page 12 for details) and Revenue Bond debt service of \$499,777.

### Net Income

Net Income for 2013 is budgeted to be \$39,517, down slightly from the 2012 Net Income budget forecast of \$41,297, but still considerably improved when compared to the 2010 actual Net Income (Loss) of (\$161,615).

On a cash basis this budget forecasts \$456,042 to be available for equipment purchases, capital construction projects, and/or for reserves, after principal debt reduction payments of \$909,905 in 2013.

### Contact Info

For additional information or questions regarding the Port's 2013 Operating/Capital Budget, please contact the Port at 360-385-0656, or email [info@portofpt.com](mailto:info@portofpt.com). The budget can also be found on the Port web site @ [www.portofpt.com](http://www.portofpt.com). The Port Administration Office is located at 375 Hudson Street, Port Townsend, WA 98368.

**Port of Port Townsend  
2013 Consolidated Operating Budget  
Adopted November 13, 2012**

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Revenues:				
PTBH - Perm Moorage	\$793,793	\$797,141	\$925,000	\$935,000
PTBH - Ship Moorage	21,274	27,815	30,000	30,000
PTBH - Environmental Fee	17,366	19,656	26,000	
PTBH - Liveaboard Fee	13,681	18,575	17,000	19,000
PTBH - Electric	74,475	79,420	80,000	90,000
PTBH - Monthly Guest	91,896	80,212	80,000	85,000
PTBH - Nightly Guest	146,741	161,089	175,000	170,000
PTBH - Showers	17,981	19,627	20,000	20,000
PTBH - Laundry	5,275	6,266	7,000	6,000
PTBH - Reservation Fee			5,000	2,000
Work Float/Lift Pier Usage	3,323	2,021	5,000	3,500
PTBH - Miscellaneous	6,447	7,855	10,000	10,000
Total Moorage Revenue	1,192,252	1,219,677	1,380,000	1,370,500
Work Yard - Hoist Revenue	201,434	203,918	210,000	220,000
Work Yard - Washdown Revenue	34,081	36,105	40,000	40,000
Work Yard - Yard Revenue	466,967	475,152	550,000	500,000
Work Yard - Credit From Moorage	6,470			
Work Yard - Environmental Fee	22,203	22,585	38,000	
Work Yard - Electric	2,110	402	400	400
Work Yard - Liveaboard Fee	1,224	1,571	1,000	1,000
Work Yard - Tarp Pool Fee	15,113	15,975	18,000	20,000
Work Yard - L/T Storage	68,981	64,990	75,000	65,000
Work Yard - Blocking Rent	9,130	8,339	10,000	10,000
Work Yard - Miscellaneous Revenue	11,774	6,380	5,000	5,000
Total Work Yard Revenue	839,487	835,417	947,400	861,400
Ship Yard - Hoist Revenue	79,898	97,946	80,000	85,000
Ship Yard - Washdown Revenue	13,688	18,950	18,000	18,000
Ship Yard - Yard Revenue	167,350	241,213	225,000	285,000
Ship Yard - Environmental Fee	7,494	11,077	13,500	
Ship Yard - Electric	12,660	21,069	15,000	15,000
Ship Yard - Tarp Pool Fee	6,450	10,025	8,000	10,000
Ship Yard - Blocking Rent		1,183	1,500	1,500
Ship Yard - Miscellaneous Revenue	250	1,059	1,500	1,800
Ship Yard - Bilge Water Revenue	1,498	1,796	1,500	1,800
Marine Trades 3% Revenue	22,728	52,507	50,000	55,000
Total Ship Yard Revenue	312,016	456,825	414,000	473,100
PTBH Prop - Lease Revenue	287,221	294,104	305,000	510,000
PTBH Prop - Fuel Dock Lease	20,895	20,214	25,000	25,000
PTBH Prop - Electric	2,104	2,429	2,000	2,400
PTBH Prop - Ind Park Bldg Lease	201,167	201,887	204,000	
PTBH Prop - Storage Unit Revenue	7,755	8,663	10,000	10,000
PTBH Prop - Indus Park Utility Reimb	12,327	12,409	12,000	12,000
PTBH Prop - Miscellaneous Revenue		50		
Total PTBH Property Revenue	531,469	539,756	558,000	559,400

**Port of Port Townsend  
2013 Consolidated Operating Budget  
Adopted November 13, 2012**

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Revenues: con't				
Quilcene - Permanent Moorage	\$38,957	\$45,234	\$50,000	\$45,000
Quilcene - Liveaboard Fee	165	315	390	
Quilcene - Environmental Fee	1,171	1,432	1,500	
Quilcene - Nightly Moorage	1,639	1,361	1,600	1,600
Quilcene - Nightly R.V.	897	802	1,000	500
Quilcene - Fuel Sales	15,843	37,938	20,000	20,000
Quilcene - Electric	2,830	3,520	3,000	3,000
Quilcene - Rental Property Revenue	6,000	6,000	6,000	6,000
Quilcene - Showers	1,710	1,950	1,800	1,800
Quilcene - Lease Revenue	42,693	44,924	45,000	56,000
Quilcene - Water	6,986	8,461	7,500	8,000
Quilcene - Miscellaneous Revenue	149	25	500	200
Total Quilcene Revenue	119,040	151,962	138,290	142,100
Ramps - Ramp/Parking Fee	19,706	30,371	30,000	30,000
Dinghy Float Revenue		1,462	1,800	1,800
Total Boat Ramp Revenue	19,706	31,833	31,800	31,800
Pt Hudson - Perm Moorage	85,681	109,850	90,000	93,000
Pt Hudson - Environmental Fee	1,963	2,553	3,500	
Pt Hudson - Liveaboard Fee	2,695	2,850	3,000	3,400
Pt Hudson - Monthly Guest	31,672	16,928	40,000	40,000
Pt Hudson - Nightly Guest	199,073	190,836	200,000	200,000
Pt Hudson - Monthly R.V.	30,600	31,610	30,000	30,000
Pt Hudson - Nightly R.V.	202,785	216,104	210,000	210,000
Pt Hudson - Reservation Fee	23,660	24,164	23,000	23,000
Pt Hudson - Kayak Racks	2,974	3,589	3,000	3,000
Pt Hudson - Electric	20,110	20,994	20,000	20,000
Pt Hudson - Showers	7,445	6,757	8,000	8,000
Pt Hudson - Laundry	6,796	6,047	7,000	7,000
Pt Hudson - Passenger Fee	1,091	3,848	2,000	3,000
Pt Hudson - Miscellaneous Revenue	1,827	1,995	4,000	2,500
Total Pt Hudson Marina & RV Revenue	618,372	638,125	643,500	642,900
Pt Hudson - Bldg Lease Revenue	235,628	227,633	255,000	255,000
Pt Hudson - Event Facility Revenue	825	632	1,000	1,200
Pt Hudson - Utility Reimbursement	2,601	1,120		
Total Pt Hudson Property Revenue	239,054	229,385	256,000	256,200
JCIA - Lease Revenue	92,317	92,967	94,000	104,000
JCIA - Hangar Revenue	18,475	19,468	20,000	23,000
JCIA - Vehicle Parking Revenue	720	790	750	750
JCIA - Aircraft Parking	2,361	2,186	3,200	2,000
JCIA - Landing Fee	90		100	100
JCIA - Miscellaneous Revenue	50	25	100	100
JCIA - Fuel Lease Revenue	3,370	3,805	4,000	4,000
Total JCIA Revenues	117,383	119,241	122,150	133,950
Environmental - Moorage				40,000
Environmental - Work Yard				43,000
Environmental - Ship Yard				35,000
Environmental - Quilcene				1,600
Environmental - Pt Hudson				3,500
Environmental - Stormwater				15,000
Total Environmental Revenues				138,100
Total Operating Revenue	3,988,779	4,222,221	4,491,140	4,609,450



**Port of Port Townsend  
2013 Consolidated Operating Budget  
Adopted November 13, 2012**

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Operating Expenses:				
Salaries & Wages	\$1,308,529	\$1,393,301	\$1,421,150	\$1,488,960
Payroll Taxes	151,440	161,529	182,290	204,652
Employee Benefits	356,760	377,866	410,360	425,420
Uniform Expense	6,865	7,839	8,000	8,000
Contract Services	159,481	128,279	137,000	137,000
Legal & Auditing	61,723	57,731	55,000	75,000
Operating Supplies	125,810	128,243	131,875	131,875
Cost of Fuel Sold - Quilcene	14,105	33,800	17,250	17,000
Moorage Credit System - PTBH	35,400	36,551	35,000	35,000
Travel	19,243	20,601	16,000	16,000
Training	8,030	7,346	8,700	8,000
Insurance	161,458	162,240	166,500	166,500
Claims & Damages	5,277	2,011	5,000	5,000
Advertising	45,591	37,638	30,000	30,000
Promotion	2,702	4,878	5,000	5,000
Membership & Dues	14,435	16,712	20,120	20,000
Community Relations	11,810	10,482	12,000	10,000
Bank Charges	54,560	37,008	39,100	39,000
Utilities	461,225	473,884	460,000	460,000
Excise Tax	17,144	19,015	17,825	17,825
Bad Debt	16,869	25,283	20,000	20,000
Miscellaneous Expense	9,365	3,921	4,425	4,000
Repair & Maintenance	256,727	218,826	275,000	275,000
Economic Development	15,840	22,467	25,000	25,000
Operating Expense w/o Depreciation	3,320,389	3,387,451	3,502,595	3,624,232
Income from Operations w/o Depreciation	668,390	834,770	988,545	985,218
Depreciation Expense	1,188,165	1,287,240	1,318,600	1,326,430
Income from Operations with Depreciation	(519,775)	(452,470)	(330,055)	(341,212)
Non-Operating Revenues:				
Investment Interest	30,064	20,169	15,000	15,000
Operating Tax Levy	852,617	870,581	882,800	885,750
State Forest Revenues	26,869	59,751	15,000	20,000
State Timber Excise Tax	16,153	35,919	17,500	20,000
Leasehold Excise Tax	6,434	7,027	6,500	7,000
Grant - FAA	843	105,018		
Grant - WA State Parks - Pump-outs		13,167		
Late Fees	18,408	19,400	20,000	20,000
Total Non-Operating Revenue	951,388	1,131,032	956,800	967,750
Non-Operating Expenses:				
Interest Exp - 2005 LTGO Bond	198,659	195,959	193,060	189,560
Interest Exp - 2006 LTGO Ref Bond	66,125	59,180	51,924	44,456
Interest Exp - 2010 LTGO Bond	114,168	203,332	202,427	201,088
Interest Exp - 2005 Revenue Ref Bond	147,891	133,674	118,234	101,820
Interest Exp - LOCAL Fund	3,834	3,072	2,278	1,522
Interest Exp - CERB Loan	20,625	17,875	15,125	12,375
Interest Exp - WA State - DFW	10,939			
Interest Exp - Frontier Bank	29,043			
Bond Management Fees	1,200	2,116	1,200	1,200
Investment Fees	744	479	1,200	1,000
Election Expense		6,987		34,000
Total Non-Operating Expense	593,228	622,674	585,448	587,021
Net Non-Op Income (Expense)	358,160	508,358	371,352	380,729
Net Income	(161,615)	55,888	41,297	39,517

**PORT OF PORT TOWNSEND**  
**2013 Operating / Capital Budget - Cash Flow Projections**

**Estimated Beginning Cash/Investment Balance** **\$1,800,000**

**INCOME**

Property Tax Levy	\$885,750
Facility Revenues	\$4,609,450
Interest Income	\$15,000
Non-Operating Income	\$67,000
Grants (#1)	\$1,404,000

**Total Income** **\$6,981,200**

**EXPENSES**

	Operations	Capital (#2)	Total
PTBH Marina	\$592,588	\$500,000	\$1,092,588
Work/Ship Yard	\$842,732	\$150,000	\$992,732
Environmental	\$132,967		\$132,967
PTBH Property	\$183,441		\$183,441
Point Hudson	\$597,197	\$200,000	\$797,197
Quilcene	\$103,830		\$103,830
Boat Ramps	\$35,456		\$35,456
Airport	\$132,070		\$132,070
General	\$1,003,951	\$1,544,000	\$2,547,951
Non-Operating			\$36,200
Funds Transfers to Reserves			TBD
Bond Interest			\$550,821
Bond Principal			\$909,906
<b>Total Expenses</b>	<b>\$3,624,232</b>	<b>\$2,394,000</b>	<b>\$7,515,159</b>

**Estimated Ending Cash/Investment Balance** **\$1,266,041**

#1 See detail of grant sources on next page.

#2 See detail of capital budget items on next page.

**PORT OF PORT TOWNSEND**  
**2013 Proposed Capital Budget**

<b>Project Description</b>	<b>Total Project Budget</b>	<b>Funding Source</b>
<b><u>PTBH:</u></b>		
Commercial Basin	\$500,000	Boat Haven Reserve
Regravel Yard	\$100,000	Grant funds
Tidal Gate - Stormwater	\$50,000	Port reserves
<b><u>Point Hudson:</u></b>		
Painting	\$100,000	Port reserves
Jib arm	\$100,000	Port reserves
<b><u>General:</u></b>		
Passenger Ferry design/construction **	\$1,304,000	Federal DOT Grant
	\$200,000	Port reserves
	\$0	Port (in-kind)
Removal of transfer span @ Quincy dock	\$40,000	Port reserves
<hr/>		
<b>Total 2013 Capital Budget</b>	<b>\$2,394,000</b>	
<b>Bond Funds</b>	<b>\$0</b>	
<b>Grant Funds</b>	<b>\$1,404,000</b>	
<b>Port Reserves</b>	<b>\$990,000</b>	
<b>Port (in-kind service)</b>	<b>\$0</b>	
<b>Total Sources</b>	<b>\$2,394,000</b>	

\*\* Dependent on whether or not the Port enters into a purchase agreement on a boat.

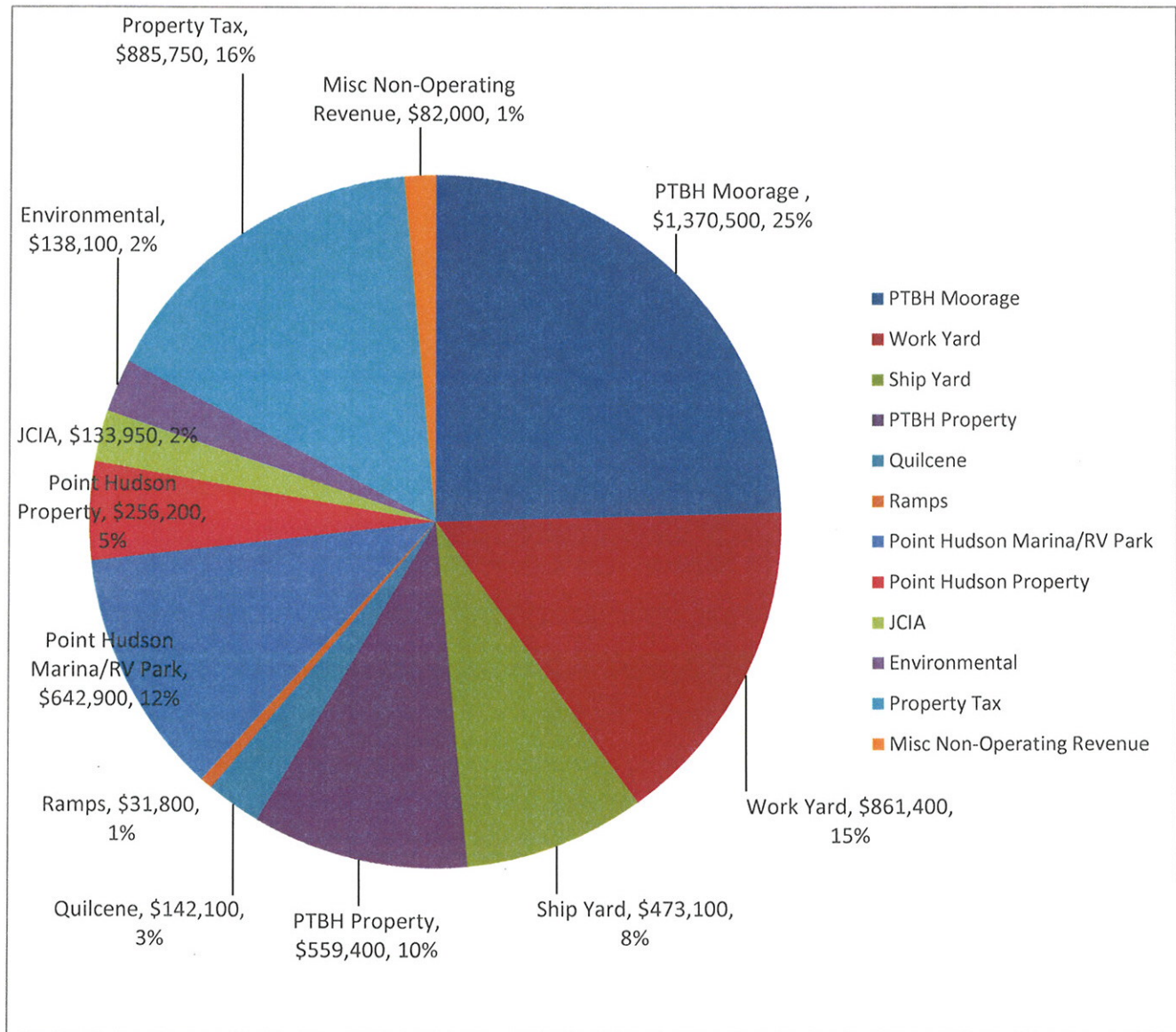
**PORT OF PORT TOWNSEND**  
**2013 Consolidated Operating Budget - By Cost Center**

	PTBH MOORAGE	WORK YARD / 75 T. HOIST	SHIP YARD / 300 T. HOIST	ENVIRON.	PTBH PROP	PT HUDSON PROP	PT HUDSON MARINA & RV	QUILCENE	RAMPS	J.C.I.A.	MAINT SHOP	A & G	NON-OP	TOTAL 2013 BUDGET
Operating Revenues														
User Charges	1,370,500	861,400	473,100	138,100	14,400	0	642,900	80,100	31,800	2,950				3,615,250
Real Property Rentals	0	0	0		545,000	256,200	0	62,000	0	131,000				994,200
Total Operating Revenue	1,370,500	861,400	473,100	138,100	559,400	256,200	642,900	142,100	31,800	133,950				4,609,450
Operating Expenses	592,587	568,414	274,317	132,967	183,441	149,464	447,733	103,830	35,456	132,070	186,781	817,172		3,624,232
Operating Income Before A & G	777,913	292,986	198,783	5,133	375,959	106,736	195,167	38,270	(3,656)	1,880	(186,781)	(817,172)		985,218
A & G Expense Allocation (#1)	242,965	152,711	83,872	21,823	101,831	45,420	113,975	25,192	5,638	23,747				
Operating Income after A & G	534,948	140,275	114,911	(16,690)	274,128	61,316	81,192	13,078	(9,294)	(21,867)	(186,781)			985,218
Non-Operating Revenues (Net)														
Property Tax Levy (#2)													45,800	45,800
Interest Expense - LTGO Debt													885,750	885,750
Interest Expense - Revenue Debt													(449,001)	(449,001)
													(101,820)	(101,820)
Net Income w/o Depreciation	534,948	140,275	114,911	(16,690)	274,128	61,316	81,192	13,078	(9,294)	(21,867)	(186,781)		380,729	1,365,947
Depreciation Expense	253,458	132,426	141,014	31,833	148,955	95,967	174,940	81,026	14,266	234,368	18,177			1,326,430
Net Income	281,490	7,849	(26,103)	(48,523)	125,173	(34,651)	(93,748)	(67,948)	(23,560)	(256,235)	(204,958)		380,729	39,517

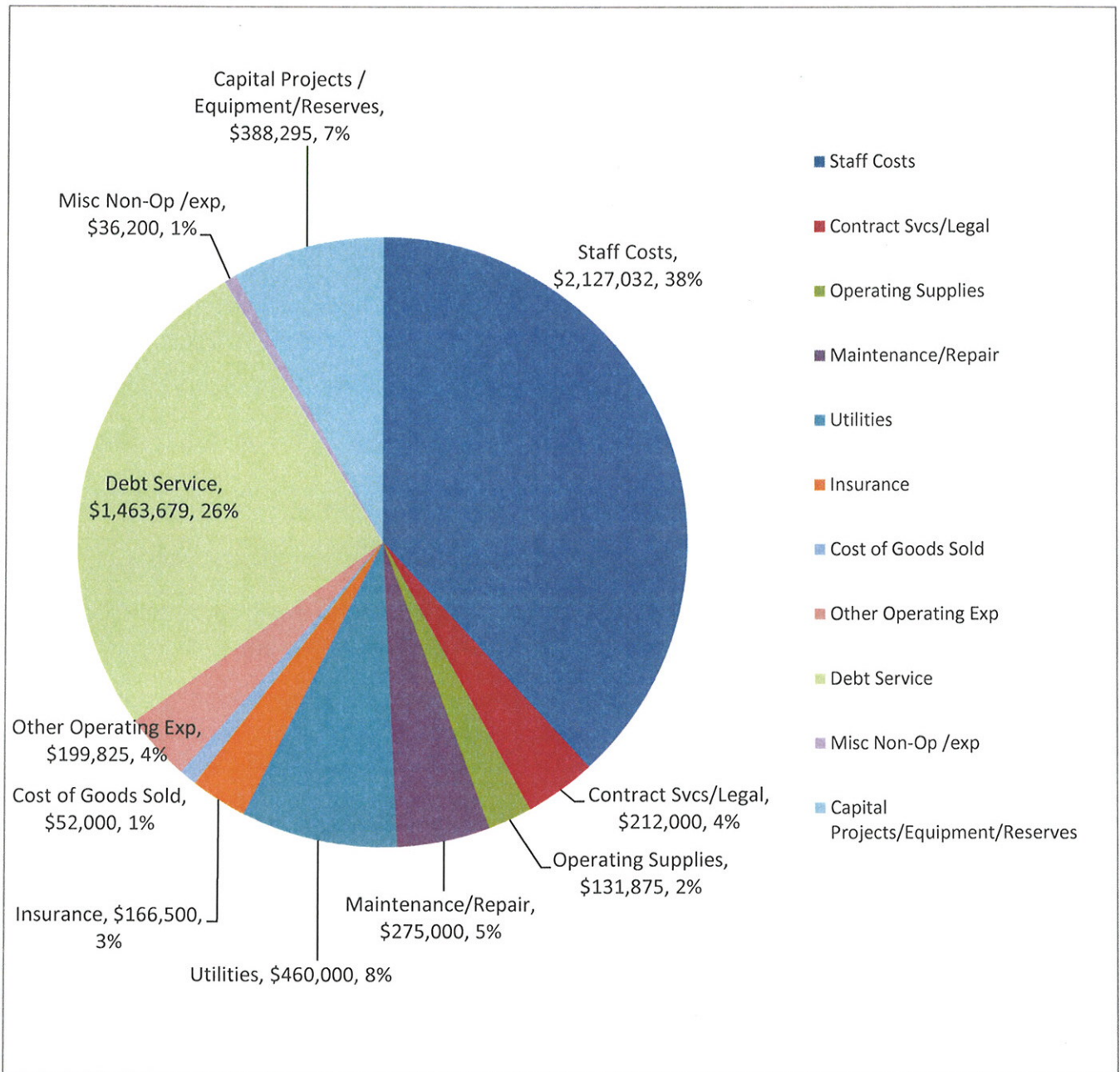
#1 A & G allocation is based on percentage of gross revenue.

#2 Balance of property taxes after LTGO Bond Interest will be used toward principal reduction payments of \$436,749 on LTGO debt in 2013.

# Port of Port Townsend 2013 Sources of Funds Total = \$5,577,200

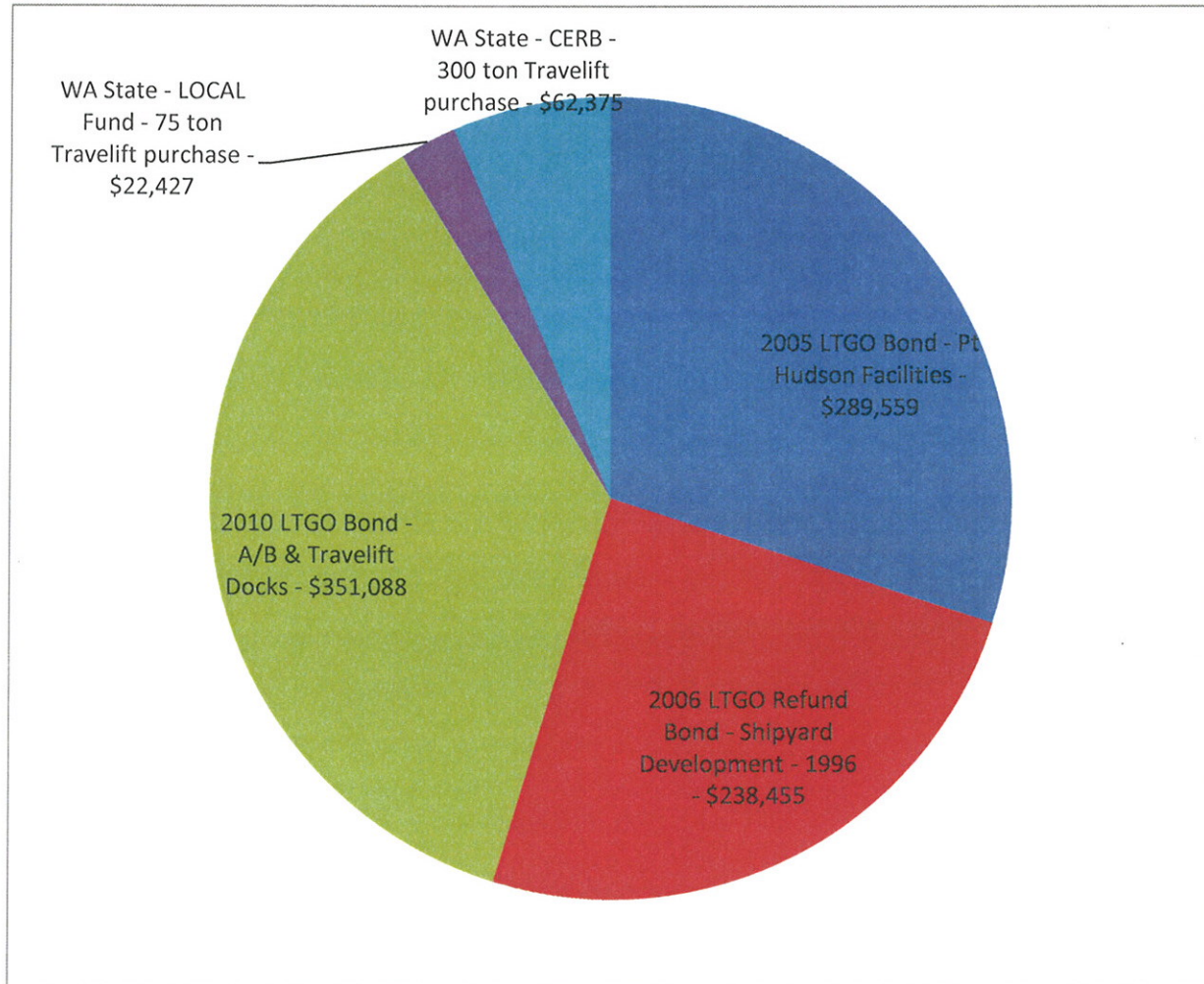


# Port of Port Townsend 2013 Uses of Funds Total = \$5,577,200





Port of Port Townsend  
2013 Use of Property Tax Levy  
Total Tax = \$885,750  
Total G.O. Debt Service = \$963,904



**Port of Port Townsend  
PTBH / SHIP MOORAGE  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Moorage - Permanent	\$793,793	\$797,141	\$925,000	\$935,000
Moorage - Ship	21,274	27,815	30,000	30,000
Environmental Fee - Moorage	17,366	19,656	26,000	0
Liveaboard Fee	13,681	18,575	17,000	19,000
Work Float Usage	980	296	2,500	1,750
Lift Pier Usage	2,343	1,725	2,500	1,750
Monthly Guest Moorage	91,896	80,212	80,000	85,000
Nightly Guest Moorage	146,741	161,089	175,000	170,000
Electric	74,475	79,420	80,000	90,000
Miscellaneous Revenue	6,447	7,855	10,000	10,000
Showers	17,981	19,627	20,000	20,000
Laundry	5,275	6,266	7,000	6,000
Reservation Fee	0	0	5,000	2,000
<b>Total Revenues</b>	<b>1,192,252</b>	<b>1,219,677</b>	<b>1,380,000</b>	<b>1,370,500</b>
<b>Operating Expenses</b>				
Salaries & Wages	186,869	202,159	173,520	159,992
Payroll Taxes	27,570	27,602	25,235	25,254
Employee Benefits	50,113	54,773	48,615	44,392
Uniform Expense	629	460	600	600
Contract Services	39,806	33,601	29,100	29,100
Operating Supplies	5,562	3,622	8,000	6,500
Postage	2,848	2,827	3,000	3,000
Janitorial Supplies	12,938	13,375	13,000	13,000
Fuels & Lubricants	722	767	900	900
Travel	388	535	500	500
Training	523	400	1,000	600
Insurance	31,780	36,725	36,500	36,500
Claims & Damages	0	0	500	500
Advertising	8,776	6,624	4,600	4,600
Promotion	192	90	250	250
Bank Charges	11,090	7,325	7,000	6,900
Utilities - Water	10,376	9,494	12,000	12,000
Utilities - Electricity	57,913	68,758	62,000	62,000
Utilities - Sewer	9,360	11,011	10,500	10,500
Utilities - Garbage	35,764	37,157	36,000	36,000
Utilities - Fuels	5,352	7,064	5,000	5,000
Utilities - Telephone	11,781	12,585	12,000	12,000
Utilities - Cable/I.T. Service	1,347	1,508	1,400	1,400
Excise Tax	4,317	4,678	4,000	4,000
Bad Debt Expense	2,149	1,044	2,000	2,000
Miscellaneous Expense	13	(80)	100	100
Cost of Moorage Credit System	35,400	36,551	35,000	35,000
Repair & Maintenance	11,514	45,046	70,000	80,000
Allocated A & G Expense	155,320	207,655	243,885	242,965
<b>Direct Operating Expenses</b>	<b>720,412</b>	<b>833,356</b>	<b>846,205</b>	<b>835,553</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>471,840</b>	<b>386,321</b>	<b>533,795</b>	<b>534,947</b>
 <b>Depreciation Expense</b>	 <b>117,598</b>	 <b>219,658</b>	 <b>260,310</b>	 <b>253,458</b>
<b>Net Income</b>	<b>354,242</b>	<b>166,663</b>	<b>273,485</b>	<b>281,489</b>



**Port of Port Townsend  
WORK YARD  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Work Yard Credit From Moorage	\$6,470	\$0	\$0	\$0
Environmental Fee - Work Yard	22,203	22,585	38,000	0
Electric	2,110	402	400	400
Liveaboard Fee	1,224	1,571	1,000	1,000
Miscellaneous Revenue	11,774	6,380	5,000	5,000
Hoist Revenue	201,434	203,918	210,000	220,000
Washdown Revenue	34,081	36,105	40,000	40,000
Yard Revenue	391,306	404,392	550,000	500,000
Yard Revenue - Non LET	75,661	70,759	0	0
Long-Term Storage Yard	68,981	64,990	75,000	65,000
Blocking Rent	8,265	7,767	10,000	10,000
Blocking Rent - Non LET	865	573	0	0
Tarp Pool Revenue	15,113	15,975	18,000	20,000
<b>Total Revenues</b>	<b>839,487</b>	<b>835,417</b>	<b>947,400</b>	<b>861,400</b>
<b>Operating Expenses</b>				
Salaries & Wages	274,663	289,388	275,960	251,439
Payroll Taxes	35,745	36,540	40,140	39,692
Employee Benefits	74,070	78,835	77,315	69,764
Uniform Expense	2,377	2,614	2,420	2,270
Contract Services	16,182	7,408	19,550	2,400
Operating Supplies	11,690	8,639	11,500	10,000
Tarp Pool Expense	8,017	9,510	8,000	7,500
Postage	795	761	800	800
Janitorial Supplies	2,021	1,674	1,700	1,700
Fuels & Lubricants	11,098	15,023	11,000	11,000
Travel	1,545	1,649	500	500
Training	665	670	1,000	700
Insurance	19,276	20,076	21,000	21,000
Claims & Damages	5,030	308	1,500	1,500
Advertising	8,553	7,617	4,600	4,600
Promotion	725	153	1,000	1,000
Bank Charges	18,197	10,956	12,000	12,000
Utilities - Water	1,477	1,567	1,500	1,500
Utilities - Electricity	30,289	33,183	30,000	30,000
Utilities - Sewer	10,965	10,999	10,000	10,000
Utilities - Garbage	23,617	22,694	24,000	24,000
Utilities - Telephone	7,991	8,729	6,000	6,000
Utilities - Cable/I.T. Service	241	248	250	250
Excise Tax	3,754	3,867	4,000	4,000
Bad Debt Expense	6,862	23,548	13,700	13,700
Miscellaneous Expense	0	0	100	100
Repair & Maint - 70-Ton	35,526	4,408	8,000	7,000
Repair & Maint - 75-Ton	4,162	11,398	10,000	9,000
Repair & Maintenance	13,229	11,010	25,000	25,000
Allocated A & G Expense	228,295	140,127	167,430	152,711
<b>Direct Operating Expenses</b>	<b>857,057</b>	<b>763,599</b>	<b>789,965</b>	<b>721,126</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>(17,570)</b>	<b>71,818</b>	<b>157,435</b>	<b>140,274</b>
 Depreciation Expense	 81,590	 95,620	 130,905	 132,426
<b>Net Income</b>	<b>(99,160)</b>	<b>(23,802)</b>	<b>26,530</b>	<b>7,848</b>

**Port of Port Townsend  
SHIP YARD  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Environmental Fee - Ship Yard	\$7,494	\$11,077	\$13,500	\$0
Electric	12,660	21,069	15,000	15,000
Miscellaneous Revenue	250	1,059	1,500	1,800
Hoist Revenue	79,898	97,946	80,000	85,000
Washdown Revenue	13,688	18,950	18,000	18,000
Bilge Water Revenue	1,498	1,796	1,500	1,800
Yard Revenue	121,007	196,569	225,000	285,000
Yard Revenue - Non LET	46,342	44,644	0	0
Blocking Rent	0	1,073	1,500	1,500
Blocking Rent - Non LET	0	110	0	0
Tarp Pool Revenue	6,450	10,025	8,000	10,000
Marine Trades 3% Revenue	22,728	52,507	50,000	55,000
<b>Total Revenues</b>	<b>312,015</b>	<b>456,825</b>	<b>414,000</b>	<b>473,100</b>
<b>Operating Expenses</b>				
Salaries & Wages	107,024	118,069	117,715	111,036
Payroll Taxes	12,210	14,607	17,120	17,528
Employee Benefits	28,474	32,171	32,980	30,808
Uniform Expense	695	985	870	870
Contract Services	5,646	1,774	8,300	8,300
Operating Supplies	6,174	5,233	7,500	6,500
Tarp Pool Expense	5,278	6,189	5,000	4,500
Postage	214	156	225	225
Janitorial Supplies	831	837	900	900
Fuels & Lubricants	3,960	6,083	5,000	5,000
Ship Yard Permit	646	675	700	700
Travel	395	420	300	300
Training	316	383	300	300
Insurance	13,400	13,800	14,000	14,000
Claims & Damages	0	0	1,500	1,500
Advertising	8,674	6,799	4,600	4,600
Promotion	1,232	2,070	1,500	1,500
Bank Charges	5,958	4,143	5,000	5,000
Utilities - Water	502	583	600	600
Utilities - Electricity	19,565	24,642	18,000	18,000
Utilities - Sewer	826	893	950	950
Utilities - Garbage	6,987	7,634	7,000	7,000
Utilities - Telephone	0	235	1,500	1,500
Utilities - Cable/I.T. Service	100	98	100	100
Excise Tax	2,161	2,881	2,500	2,500
Bad Bebt Expense	0	0	2,000	2,000
Miscellaneous Expense	0	0	100	100
Repair & Maint - 300-Ton	10,638	5,753	15,000	14,000
Repair & Maintenance	4,800	2,413	15,000	14,000
Allocated A & G Expense	89,373	79,873	73,165	83,872
<b>Direct Operating Expenses</b>	<b>336,079</b>	<b>339,399</b>	<b>359,425</b>	<b>358,189</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>(24,064)</b>	<b>117,426</b>	<b>54,575</b>	<b>114,911</b>
 <b>Depreciation Expense</b>	 <b>141,094</b>	 <b>155,798</b>	 <b>155,635</b>	 <b>141,014</b>
<b>Net Income</b>	<b>(165,158)</b>	<b>(38,372)</b>	<b>(101,060)</b>	<b>(26,103)</b>

**Port of Port Townsend  
ENVIRONMENTAL  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Environmental Fee - Pt Hudson	\$0	\$0	\$0	\$3,500
Environmental Fee - Moorage	0	0	0	40,000
Environmental Fee - Quilcene	0	0	0	1,600
Environmental Fee - Work Yard	0	0	0	43,000
Environmental Fee - Ship Yard	0	0	0	35,000
Environmental - Stormwater	0	0	0	15,000
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>138,100</b>
<b>Operating Expenses</b>				
Salaries & Wages	0	0	0	77,103
Payroll Taxes	0	0	0	12,171
Employee Benefits	0	0	0	21,393
Uniform Expense	0	0	0	150
Contract Services	0	0	0	17,150
Operating Supplies	0	0	0	5,000
Allocated A & G Expense	0	0	0	21,823
<b>Direct Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>154,790</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(16,690)</b>
<b>Depreciation Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,833</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(48,523)</b>

**Port of Port Townsend  
PTBH PROPERTY RENTAL  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Property Lease Revenue	\$287,221	\$294,104	\$305,000	\$510,000
Ind Park Bldg Lease Revenue	201,167	201,887	204,000	0
Storage Unit Revenue	7,755	8,663	10,000	10,000
Fuel Dock Lease Revenue	20,895	20,214	25,000	25,000
Electric	2,104	2,429	2,000	2,400
Utility Reimbursement	12,327	12,409	12,000	12,000
Miscellaneous Revenue	0	50	0	0
<b>Total Revenues</b>	<b>531,469</b>	<b>539,756</b>	<b>558,000</b>	<b>559,400</b>
<b>Operating Expenses</b>				
Salaries & Wages	60,504	48,260	58,950	55,647
Payroll Taxes	7,000	6,110	8,575	8,784
Employee Benefits	15,945	13,236	16,515	15,440
Uniform Expense	0	37	90	90
Contract Services	2,101	2,972	1,330	1,330
Operating Supplies	244	52	250	250
Postage	733	692	750	750
Fuel & Lubricant	112	0	0	0
Travel	1,324	0	100	100
Training	305	0	0	0
Insurance	18,464	15,584	18,000	18,000
Bank Charges	532	96	250	250
Utilities - Water	4,884	4,987	5,000	5,000
Utilities - Electricity	5,417	5,069	4,500	4,500
Utilities - Sewer	12,697	12,916	12,000	12,000
Utilities - Garbage	9,845	8,891	8,500	8,500
Utilities - Fuels	357	434	300	300
Utilities - Telephone	437	629	700	700
Utilities - Cable/I.T. Service	235	247	0	0
Excise Tax	216	267	200	200
Bad Debt Expense	0	0	500	500
Miscellaneous Expense	29	29	100	100
Repair & Maintenance	79,190	41,232	57,000	51,000
Allocated A & G Expense	50,360	92,815	98,615	101,831
<b>Direct Operating Expenses</b>	<b>270,931</b>	<b>254,555</b>	<b>292,225</b>	<b>285,272</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>260,538</b>	<b>285,201</b>	<b>265,775</b>	<b>274,128</b>
<b>Depreciation Expense</b>	<b>149,933</b>	<b>147,880</b>	<b>147,725</b>	<b>148,955</b>
<b>Net Income</b>	<b>110,605</b>	<b>137,321</b>	<b>118,050</b>	<b>125,173</b>

**Port of Port Townsend  
POINT HUDSON PROPERTY RENTAL  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Utility Reimbursement	\$2,601	\$1,120	\$0	\$0
Property Lease Revenue	229,996	227,633	255,000	255,000
Property Lease Rev - Non LET	5,632	0	0	0
Event Facility Revenue	825	632	1,000	1,200
<b>Total Revenues</b>	<b>239,054</b>	<b>229,385</b>	<b>256,000</b>	<b>256,200</b>
<b>Operating Expenses</b>				
Salaries & Wages	55,405	53,722	68,425	66,915
Payroll Taxes	6,361	6,823	9,950	10,563
Employee Benefits	14,695	14,312	19,170	18,566
Uniform Expense	0	32	90	90
Contract Services	5,032	2,760	1,830	1,830
Operating Supplies	208	233	200	200
Postage	200	221	250	250
Travel	17	0	100	100
Training	2	0	0	0
Insurance	8,640	7,240	8,000	8,000
Advertising	300	0	0	0
Bank Charges	0	0	100	100
Utilities - Water	7,726	6,879	6,000	6,000
Utilities - Electricity	13,011	15,998	12,000	12,000
Utilities - Sewer	541	10,006	5,000	5,000
Utilities - Garbage	2,160	1,413	2,000	2,000
Utilities - Fuels	2,009	3,023	2,000	2,000
Utilities - Telephone	187	397	250	250
Bad Debt Expense	6,223	0	500	500
Miscellaneous Expense	0	0	100	100
Repair & Maintenance	33,892	26,688	15,000	15,000
Allocated A & G Expense	45,821	39,463	45,245	45,420
<b>Direct Operating Expenses</b>	<b>202,430</b>	<b>189,210</b>	<b>196,210</b>	<b>194,884</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>36,624</b>	<b>40,175</b>	<b>59,790</b>	<b>61,316</b>
<b>Depreciation Expense</b>	<b>77,891</b>	<b>93,743</b>	<b>95,175</b>	<b>95,967</b>
<b>Net Income</b>	<b>(41,267)</b>	<b>(53,568)</b>	<b>(35,385)</b>	<b>(34,651)</b>

**Port of Port Townsend  
POINT HUDSON MARINA & RV  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Moorage - Permanent	\$76,626	\$100,816	\$90,000	\$93,000
Liveaboard Fee	2,695	2,850	3,000	3,400
Monthly Guest Moorage	31,672	16,928	40,000	40,000
Nightly Guest Moorage	199,073	190,836	200,000	200,000
Moorage - Non LET	9,055	9,034	0	0
Monthly R.V. Revenue	30,600	31,610	30,000	30,000
Nightly R.V. Revenue	202,785	216,104	210,000	210,000
Kayak Racks	2,974	3,589	3,000	3,000
Miscellaneous Revenue	23,660	24,164	23,000	23,000
Showers	7,445	6,757	8,000	8,000
Laundry	6,796	6,047	7,000	7,000
Passenger Fee	1,091	3,848	2,000	3,000
Fuel Sales - Diesel	0	0	1,500	0
Electric	20,110	20,994	20,000	20,000
Miscellaneous Revenue	1,827	1,995	2,500	2,500
<b>Total Revenues</b>	<b>616,409</b>	<b>635,572</b>	<b>640,000</b>	<b>642,900</b>
<b>Operating Expenses</b>				
Salaries & Wages	119,569	137,689	138,070	160,685
Payroll Taxes	12,691	18,479	20,085	25,365
Employee Benefits	31,794	37,064	38,685	44,583
Uniform Expense	306	501	600	600
Contract Services	28,611	28,048	28,650	28,650
Operating Supplies	4,129	3,538	4,000	4,000
Postage	597	603	600	600
Janitorial Supplies	6,981	6,372	7,000	7,000
Travel	138	67	200	200
Training	167	196	300	300
Insurance	18,084	17,684	18,400	18,400
Claims & Damages	0	0	500	500
Advertising	16,812	15,547	15,000	15,000
Promotion	553	518	250	250
Bank Charges	17,994	13,489	14,000	14,000
Utilities - Water	9,122	4,487	8,000	8,000
Utilities - Electricity	31,752	30,588	32,000	32,000
Utilities - Sewer	10,307	8,767	12,000	12,000
Utilities - Garbage	41,894	17,279	35,000	35,000
Utilities - Fuels	7,325	13,513	10,000	10,000
Utilities - Telephone	9,025	9,539	9,000	9,000
Utilities - Cable/I.T. Service	7,220	7,981	8,000	8,000
Excise Tax	5,724	5,950	6,000	6,000
Bad Debt Expense	118	616	500	500
Miscellaneous Expense	(3)	0	100	100
Repair & Maintenance	3,928	21,697	7,000	7,000
Allocated A & G Expense	99,096	103,367	113,725	113,975
<b>Direct Operating Expenses</b>	<b>483,934</b>	<b>503,579</b>	<b>527,665</b>	<b>561,708</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>132,475</b>	<b>131,993</b>	<b>112,335</b>	<b>81,192</b>
 <b>Depreciation Expense</b>	 <b>180,479</b>	 <b>173,678</b>	 <b>173,500</b>	 <b>174,940</b>
<b>Net Income</b>	<b>(48,004)</b>	<b>(41,685)</b>	<b>(61,165)</b>	<b>(93,748)</b>

**Port of Port Townsend**  
**QUILCENE**  
**2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Moorage - Permanent	\$38,957	\$45,234	\$50,000	\$45,000
Environmental Fee - Moorage	1,171	1,432	1,500	0
Liveaboard Fee	165	315	390	0
Nightly Guest Moorage	1,639	1,361	1,600	1,600
Nightly R.V. Revenue	897	802	1,000	500
Electric	2,830	3,520	3,000	3,000
Showers	1,710	1,950	1,800	1,800
Fuel Sales - Diesel	1,632	17,494	5,000	5,000
Fuel Sales - Gas	14,212	20,443	15,000	15,000
Property Lease Revenue	42,693	44,924	45,000	56,000
Rental Property Revenue	6,000	6,000	6,000	6,000
Water	6,986	8,461	7,500	8,000
Miscellaneous Revenue	149	25	500	200
<b>Total Revenues</b>	<b>119,041</b>	<b>151,961</b>	<b>138,290</b>	<b>142,100</b>
<b>Operating Expenses</b>				
Salaries & Wages	11,956	18,803	19,300	17,881
Payroll Taxes	1,371	2,328	2,810	2,823
Employee Benefits	3,192	5,105	5,405	4,961
Uniform Expense	0	21	90	90
Contract Services	20,137	18,587	18,275	18,275
Fire Protection	1,000	1,000	1,000	1,000
Operating Supplies	285	405	500	500
Postage	303	225	300	300
Janitorial Supplies	608	1,237	800	800
Fuel & Lubricant	0	46	0	0
Cost of Fuel Sold	14,105	33,800	17,250	17,000
Travel	170	168	300	300
Training	0	100	200	200
Insurance	6,804	6,804	6,950	6,950
Claims & Damages	247	0	500	500
Advertising	292	120	300	300
Bank Charges	331	403	250	250
Utilities - Electricity	7,458	5,367	5,500	5,500
Utilities - Garbage	1,377	1,491	1,400	1,400
Utilities - Fuels	1,370	1,820	1,500	1,500
Utilities - Telephone	2,159	2,271	2,200	2,200
Excise Tax	522	694	500	500
Bad Debt Expense	1,518	76	500	500
Miscellaneous Expense	18	18	100	100
Repair & Maintenance	8,146	8,718	20,000	20,000
Allocated A & G Expense	9,909	25,657	24,440	25,192
<b>Direct Operating Expenses</b>	<b>93,278</b>	<b>135,264</b>	<b>130,370</b>	<b>129,022</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>25,763</b>	<b>16,697</b>	<b>7,920</b>	<b>13,078</b>
<b>Depreciation Expense</b>	<b>63,417</b>	<b>90,833</b>	<b>81,720</b>	<b>81,026</b>
<b>Net Income</b>	<b>(37,654)</b>	<b>(74,136)</b>	<b>(73,800)</b>	<b>(67,948)</b>

**Port of Port Townsend  
BOAT RAMPS  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Boat Ramp Fees	\$19,706	\$30,371	\$30,000	\$30,000
Dinghy Float Revenue	0	1,462	1,800	1,800
<b>Total Revenues</b>	<b>19,706</b>	<b>31,833</b>	<b>31,800</b>	<b>31,800</b>
<b>Operating Expenses</b>				
Salaries & Wages	10,034	12,963	14,895	15,443
Payroll Taxes	1,150	1,636	2,165	2,438
Employee Benefits	2,683	3,552	4,175	4,285
Uniform Expense	0	6	90	90
Operating Supplies	859	679	800	800
Training	1	0	0	0
Insurance	768	768	800	800
Promotion	0	2,048	1,500	1,500
Bank Charges	244	304	300	300
Utilities - Electricity	644	611	600	600
Utilities - Electricity	168	169	150	150
Utilities - Sewer	939	939	1,000	1,000
Utilities - Sewer	939	939	1,000	1,000
Utilities - Sewer	939	939	1,000	1,000
Utilities - Garbage	373	371	400	400
Excise Tax	337	520	525	525
Bad Debt Expense	0	0	100	100
Miscellaneous Expense	18	18	25	25
Repair & Maintenance - Mats Mats Ramp	0	507	1,500	1,500
Repair & Maintenance - Gardiner Ramp	0	0	1,000	1,000
Repair & Maintenance - Hadlock Ramp	36	396	1,500	1,500
Repair & Maintenance - PTBH Ramp	0	146	1,000	1,000
Allocated A & G Expense	8,312	5,045	5,620	5,638
<b>Direct Operating Expenses</b>	<b>28,444</b>	<b>32,556</b>	<b>40,145</b>	<b>41,094</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>(8,738)</b>	<b>(723)</b>	<b>(8,345)</b>	<b>(9,294)</b>
 Depreciation Expense	 15,910	 15,786	 15,770	 14,266
<b>Net Income</b>	<b>(24,648)</b>	<b>(16,509)</b>	<b>(24,115)</b>	<b>(23,560)</b>



**Port of Port Townsend  
JCIA  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Lease Revenue	\$92,317	\$92,967	\$94,000	\$104,000
Hangar Revenue	18,475	19,468	20,000	23,000
Vehicle Parking Revenue	720	790	750	750
Aircraft Parking	2,361	2,186	3,200	2,000
Landing Fee	90	0	100	100
Miscellaneous Revenue	50	25	100	100
Fuel Lease Revenue	3,370	3,805	4,000	4,000
<b>Total Revenues</b>	<b>117,383</b>	<b>119,241</b>	<b>122,150</b>	<b>133,950</b>
<b>Operating Expenses</b>				
Salaries & Wages	33,097	34,270	51,055	53,434
Payroll Taxes	3,839	5,606	7,425	8,435
Employee Benefits	8,755	9,383	14,305	14,826
Uniform Expense	0	11	90	90
Contract Services	584	4,138	435	435
Fire Protection	4,292	9,261	9,180	9,180
Operating Supplies	410	229	200	200
Postage	293	277	300	300
Fuels & Lubricants	1,612	886	1,200	1,200
Travel	0	102	200	200
Training	4	0	0	0
Insurance	20,204	19,727	18,300	18,300
Claims & Damages	0	0	500	500
Membership & Dues	70	150	70	70
Bank Charges	65	177	100	100
Utilities - Water	489	506	500	500
Utilities - Electricity	4,509	4,752	4,500	4,500
Utilities - Sewer	2,702	2,702	2,500	2,500
Utilities - Garbage	2,762	2,803	2,700	2,700
Utilities - Telephone	321	500	300	300
Excise Tax	113	156	100	100
Bad Debt	0	0	200	200
Miscellaneous Expense	1,364	1,417	1,000	1,000
Repair & Maintenance	41,352	33,331	13,000	13,000
Allocated A & G Expense	27,158	20,546	21,585	23,747
<b>Direct Operating Expenses</b>	<b>153,995</b>	<b>150,930</b>	<b>149,745</b>	<b>155,817</b>
<b>Net Income (Loss) w/o Depreciation</b>	<b>(36,612)</b>	<b>(31,689)</b>	<b>(27,595)</b>	<b>(21,867)</b>
<b>Depreciation Expense</b>	<b>342,066</b>	<b>276,198</b>	<b>239,830</b>	<b>234,368</b>
<b>Net Income</b>	<b>(378,678)</b>	<b>(307,887)</b>	<b>(267,425)</b>	<b>(256,235)</b>

**Port of Port Townsend  
MAINTENANCE SHOP  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
<hr/>				
<b>Operating Expenses</b>				
Salaries & Wages	\$96,314	\$103,211	\$85,895	\$96,562
Payroll Taxes	10,789	12,544	12,495	15,243
Employee Benefits	25,482	27,628	24,065	26,792
Uniform Expense	2,756	2,941	2,610	2,610
Contract Services	109	98	300	300
Operating Supplies	4,674	3,245	4,700	4,700
Janitorial Supplies	831	837	800	800
Fuels & Lubricants	9,964	13,904	12,000	12,000
Repair & Maintenance	9,625	5,996	15,000	15,000
Travel	100	0	100	100
Training	825	626	600	600
Insurance	5,676	5,676	5,775	5,775
Claims & Damages	0	1,703	0	0
Utilities - Water	261	258	300	300
Utilities - Electricity	1,821	1,975	2,000	2,000
Utilities - Sewer	1,681	1,675	1,300	1,300
Utilities - Garbage	48	125	100	100
Utilities - Telephone	1,985	1,891	1,800	1,800
Utilities - Cable/IT Service	889	675	700	700
Miscellaneous Expense	0	0	100	100
Depreciation Expense	18,187	18,046	18,030	18,177
Direct Operating Expenses	<u>192,017</u>	<u>203,054</u>	<u>188,670</u>	<u>204,959</u>

**Port of Port Townsend  
COMMISSION  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Revenues				
Operating Expenses				
Salaries & Wages	\$55,988	\$61,077	\$80,660	\$82,024
Payroll Taxes	4,351	4,784	6,835	6,874
Employee Benefits	14,985	16,736	34,795	35,053
Uniform Expense	0	43	150	150
Contract Services	1,343	1,411	1,350	1,350
Legal Expense	43,184	57,731	35,000	60,000
Audit Expense	18,539	0	20,000	15,000
Operating Supplies	2,387	1,604	1,500	1,500
Postage	410	367	400	400
Repair & Maintenance	196	0	0	0
Promotional Hosting	0	0	250	250
Travel	6,288	5,971	5,500	5,500
Training	2,731	2,267	2,500	2,500
Insurance	15,410	15,205	15,775	15,775
Advertising	512	222	500	500
Membership & Dues	11,453	13,208	16,000	16,000
Community Relations	5,905	5,241	6,000	5,000
Economic Development	15,840	22,467	25,000	25,000
Utilities - Water	67	100	100	100
Utilities - Electricity	143	146	200	200
Utilities - Sewer	134	200	200	200
Utilities - Fuels	476	578	500	500
Utilities - Telephone	666	640	300	300
Miscellaneous Expense	3,000	0	100	100
Allocated A & G Expense	(204,007)	(209,997)	(253,615)	(274,276)
Direct Operating Expenses	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>

**Port of Port Townsend  
EXECUTIVE  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Revenues				
Operating Expenses				
Salaries & Wages	\$141,108	\$180,306	\$176,915	\$177,512
Payroll Taxes	11,446	13,733	15,345	15,233
Employee Benefits	39,373	48,505	49,565	49,252
Uniform Expense	101	106	150	150
Contract Services	28,025	13,658	12,700	12,700
Operating Supplies	11,245	11,381	10,000	10,000
Publications	174	174	200	200
Postage	637	598	600	600
Repair & Maintenance	299	31	0	0
Promotional Hosting	0	0	250	250
Travel	7,731	10,828	7,000	7,000
Training	2,256	2,579	1,800	1,800
Insurance	1,476	1,476	1,500	1,500
Advertising	431	710	400	400
Membership & Dues	2,863	3,304	4,000	3,880
Community Relations	5,905	5,241	6,000	5,000
Utilities - Water	200	300	300	300
Utilities - Electricity	788	803	800	800
Utilities - Sewer	400	600	600	600
Utilities - Fuels	2,618	3,179	2,500	2,500
Utilities - Telephone	7,762	8,536	8,000	8,000
Utilities - Cable/IT Service	430	457	500	500
Miscellaneous Expense	4,926	2,519	2,500	2,075
Allocated A & G Expense	(270,192)	(309,027)	(301,625)	(300,252)
Direct Operating Expenses	<u>2</u>	<u>(3)</u>	<u>0</u>	<u>0</u>

**Port of Port Townsend  
ACCOUNTING  
2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Revenues				
Operating Expenses				
Salaries & Wages	\$155,997	\$133,384	\$159,790	\$163,288
Payroll Taxes	16,918	10,737	14,110	14,250
Employee Benefits	47,200	36,566	44,770	45,306
Uniform Expense	0	82	150	150
Contract Services	6,612	3,564	5,000	5,000
Operating Supplies	4,358	4,375	6,500	6,500
Postage	762	693	800	800
Repair & Maintenance	196	56	0	0
Travel	1,147	862	1,200	1,200
Training	236	125	1,000	1,000
Insurance	1,476	1,476	1,500	1,500
Advertising	1,240	0	0	0
Membership & Dues	50	50	50	50
Bank Charges	148	116	100	100
Utilities - Water	200	300	300	300
Utilities - Electricity	215	219	300	300
Utilities - Sewer	400	600	600	600
Utilities - Fuels	714	867	700	700
Utilities - Telephone	1,575	1,455	1,600	1,600
Allocated A & G Expense	(239,444)	(195,524)	(238,470)	(242,644)
Direct Operating Expenses	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>

**Port of Port Townsend**  
**NON-OPERATING**  
**2013 Budget - Adopted November 13, 2012**

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
<b>Revenues</b>				
Investment Interest	\$30,064	\$20,169	\$15,000	\$15,000
Operating Tax Levy	852,617	870,581	882,800	885,750
State Forest Revenues	26,869	59,751	15,000	20,000
State Timber Excise Tax	16,153	35,919	17,500	20,000
Leasehold Excise Tax	6,434	7,027	6,500	7,000
Late Fees	18,408	19,400	20,000	20,000
<b>Total Non-Operating Revenue</b>	<b>950,545</b>	<b>1,012,847</b>	<b>956,800</b>	<b>967,750</b>
<b>Expenses</b>				
Interest Expense - 2005 LTGO Bond	198,659	195,959	193,060	189,560
Interest Expense - 2006 LTGO Ref Bond	66,125	59,180	51,924	44,456
Interest Expense - 2010 LTGO Bond	114,168	203,332	202,427	201,088
Interest Expense - 2005 Revenue Ref Bo	147,891	133,674	118,234	101,820
Interest Expense - LOCAL Fund	3,834	3,072	2,278	1,522
Interest Expense - CERB Loan	20,625	17,875	15,125	12,375
Interest Expense - WA State - DFW	10,939	0	0	0
Interest Expense - Frontier Bank	29,043	0	0	0
Bond Management Fees	1,200	2,116	1,200	1,200
Investment Fees	744	479	1,200	1,000
Election Expense	0	6,987	0	34,000
<b>Total Non-Operating Expense</b>	<b>593,228</b>	<b>622,674</b>	<b>585,448</b>	<b>587,021</b>
<b>Net Non-Operating</b>	<b>357,317</b>	<b>390,173</b>	<b>371,352</b>	<b>380,729</b>

Port of Port Townsend  
2013 Budgeted Salary Distribution

Position	PTBH/Ship Moorage	PTBH Yd/Hoist	Ship Yd/Hoist	PTBH Prop.	P. H. Prop.	P. H. Marina/RV	Environ.	Quilcene	Ramps	JCIA	Maint.	Comm.	Exec.	Acctg.	Operating Distribution	Cap. Proj.	Total Position Distribution
Commissioner												100%			100%		1.00
Commissioner												100%			100%		1.00
Commissioner												100%			100%		1.00
Cust Service Rep - PH	17%	5%				75%			3%						100%		1.00
Deputy Director	10%	5%	5%	13%	12%	5%	5%			5%	15%		15%		90%	10%	1.00
Director of Finance & Admin												15%	15%	65%	95%	5%	1.00
Environmental Compliance	10%					10%	60%	5%	5%	10%					100%		1.00
Executive Assistant												10%	90%		100%		1.00
Executive Director							5%					10%	80%		95%	5%	1.00
Harbor Master	60%	5%				25%		5%	2%	3%					100%		1.00
Hoist Operator I		75%	25%												100%		1.00
Hoist Operator I		75%	25%												100%		1.00
Hoist Operator II		50%	50%												100%		1.00
Hoist/Yard Manager		65%	35%												100%		1.00
Maintenance - Carpenter	5%			15%	30%	15%					20%				85%	15%	1.00
Maintenance - Fac/Grounds	10%			5%	15%	15%			5%	40%	10%				100%		1.00
Maintenance - Facilities	10%	5%	5%	5%	5%	10%	30%	5%	5%	5%	15%				100%		1.00
Maintenance - Facilities	20%	5%		10%	15%	10%		5%		20%	15%				100%		1.00
Maintenance - Facilities	15%			15%	15%	15%				10%	15%				85%	15%	1.00
Maintenance - Mechanic	5%	5%	10%	10%	5%	5%	20%	5%	5%	5%	25%				100%		1.00
Maintenance Manager	5%			10%	10%	10%	5%	5%		5%	25%				75%	25%	1.00
Moorage Clerk - PH	57%	5%				35%			3%						100%		1.00
Moorage Clerk - PTBH	62%	5%				30%			3%						100%		1.00
Planning Analyst												50%	50%		100%		1.00
Seasonal Moorage Clerk	50%					50%									100%		1.00
Seasonal Moorage Clerk	50%					50%									100%		1.00
Seasonal Maint/Yard		25%	25%								50%				100%		1.00
Security	25%	25%	15%	10%	10%	10%				5%					100%		1.00
Senior Accountant														100%	100%		1.00
Staff Accountant														100%	100%		1.00
Yard Laborer		80%	20%												100%		1.00
Yard Laborer		80%	20%												100%		1.00
Yard Office Manager	5%	75%	20%												100%		1.00
Over Time	45%	20%	5%			25%					5%				100%		1.00
% of Actual Positions	4.61	6.10	2.60	0.93	1.17	3.95	1.25	0.30	0.31	1.08	1.95	3.85	2.50	2.65		0.75	34.00
2013 Budgeted FTE's	3.66	5.78	2.43	0.93	1.17	3.20	1.25	0.30	0.31	1.08	1.65	0.60	2.25	2.65		0.75	28.00
2012 Budgeted FTE's	3.60	6.25	2.50	1.03	1.27	2.95	0.00	0.35	0.31	1.08	1.46	0.50	2.20	2.65		0.75	26.90