



# CITY AND BOROUGH OF SITKA

*A COAST GUARD CITY*

## **HARBOR DEPARTMENT**

617 Katlian Street | Sitka, Alaska 99835

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## SITKA PORT AND HARBORS DEPARTMENTS QUARTERLY REPORT

Thru: John Leach, Administrator

From: Stan Eliason, Harbormaster

To: CBS Assembly Members

Date: May 7th, 2025

### Department Overview:

Task I. Vessel insurance requirements and passenger for hire fees recommendations from the rate/governance study were presented to the Harbor Commission in January and is with legal for review.

Task II. State of Alaska 50/50 matching grant for Fishermen's Work Float Major Repairs Project. RFP is being created and will be on the street soon. This supports Goal 4.1 of the strategic plan.

Task III. Eliason Harbor electrical-floatation upgrades. Application submitted. The committee has reviewed and scored the applications. CBS is in 2<sup>nd</sup> place for potential funding. This supports Goal 4.1 of the strategic plan.

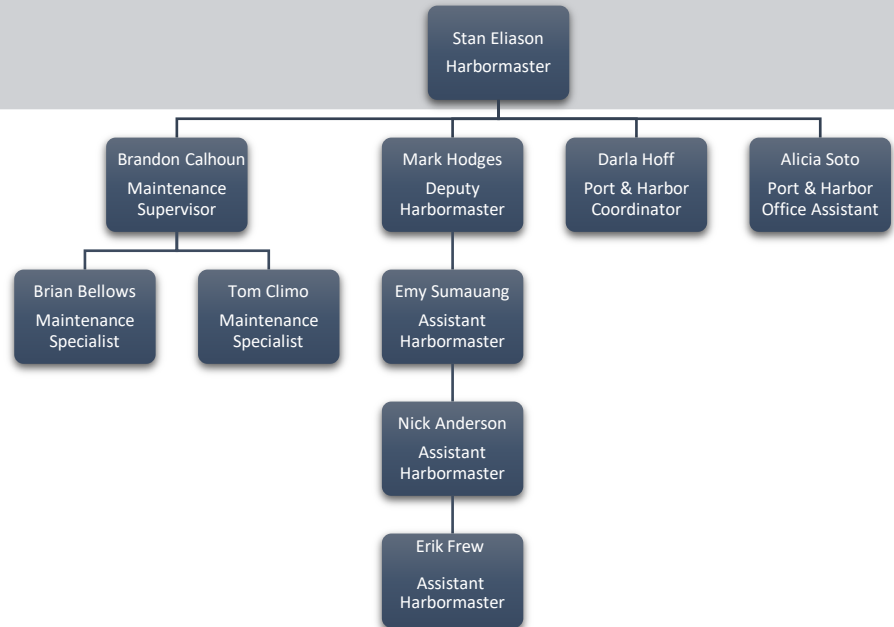
Task IV. Dispose of several unseaworthy vessels throughout the harbor system ranging from 28' to 57'. This will allow us to assign stalls from the wait list. This task has no specific goal.

### Staffing Levels:

The Harbor Department is fully staffed.

I have included the FY25 budget through May 1st, 2025. 75% of the budget is expended.

SITKA PORT & HARBORS  
DEPARTMENT





# Expense Budget Performance Report

Fiscal Year to Date 04/30/25

Exclude Rollup Account

| Account                | Account Description          | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|------------------------|------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 240 - Harbor Fund |                              |                |                   |                |                            |                  |                  |                           |               |                  |
|                        | EXPENSE                      |                |                   |                |                            |                  |                  |                           |               |                  |
| 5110.001               | Regular Salaries/Wages       | 707,243.60     | .00               | 707,243.60     | 49,157.81                  | .00              | 449,843.12       | 257,400.48                | 64            | 555,662.31       |
| 5110.002               | Holidays                     | .00            | .00               | .00            | 372.33                     | .00              | 26,374.62        | (26,374.62)               | +++           | 29,439.09        |
| 5110.003               | Sick Leave                   | .00            | .00               | .00            | 3,056.84                   | .00              | 25,873.28        | (25,873.28)               | +++           | 85,807.24        |
| 5110.004               | Overtime                     | 15,000.00      | .00               | 15,000.00      | 337.89                     | .00              | 5,541.83         | 9,458.17                  | 37            | 15,228.23        |
| 5110.010               | Temp Wages                   | 164,000.00     | .00               | 164,000.00     | 1,930.00                   | .00              | 33,213.00        | 130,787.00                | 20            | 77,268.25        |
| 5120.001               | Annual Leave                 | 26,712.00      | .00               | 26,712.00      | 3,506.88                   | .00              | 37,955.68        | (11,243.68)               | 142           | 61,306.56        |
| 5120.002               | SBS                          | 55,731.42      | .00               | 55,731.42      | 3,580.63                   | .00              | 35,520.36        | 20,211.06                 | 64            | 46,322.39        |
| 5120.003               | Medicare                     | 13,237.86      | .00               | 13,237.86      | 846.97                     | .00              | 8,402.01         | 4,835.85                  | 63            | 10,947.42        |
| 5120.004               | PERS                         | 158,893.60     | .00               | 158,893.60     | 12,414.95                  | .00              | 119,368.03       | 39,525.57                 | 75            | 140,657.24       |
| 5120.005               | Health Insurance             | 252,018.48     | .00               | 252,018.48     | 19,330.12                  | .00              | 156,844.22       | 95,174.26                 | 62            | 153,305.51       |
| 5120.006               | Life Insurance               | 129.36         | .00               | 129.36         | 10.47                      | .00              | 98.67            | 30.69                     | 76            | 112.65           |
| 5120.007               | Workmen's Compensation       | 26,660.40      | .00               | 26,660.40      | 1,712.74                   | .00              | 16,720.24        | 9,940.16                  | 63            | 25,645.07        |
| 5120.008               | Unemployment                 | .00            | .00               | .00            | .00                        | .00              | 182.41           | (182.41)                  | +++           | .00              |
| 5120.011               | PERS on Behalf               | 46,348.25      | .00               | 46,348.25      | .00                        | .00              | 9,333.00         | 37,015.25                 | 20            | 87,784.00        |
| 5201.000               | Training and Travel          | 11,170.00      | .00               | 11,170.00      | .00                        | .00              | 5,445.29         | 5,724.71                  | 49            | 11,211.10        |
| 5202.000               | Uniforms                     | 2,900.00       | .00               | 2,900.00       | .00                        | .00              | 2,782.79         | 117.21                    | 96            | 2,763.84         |
| 5203.001               | Utilities                    | 680,000.00     | .00               | 680,000.00     | 47,052.76                  | .00              | 549,319.36       | 130,680.64                | 81            | 687,023.91       |
| 5204.001               | Cell Phone Stipend           | 900.00         | .00               | 900.00         | 50.00                      | .00              | 650.00           | 250.00                    | 72            | 675.00           |
| 5205.000               | Insurance                    | 152,800.00     | .00               | 152,800.00     | 10,097.57                  | .00              | 100,853.48       | 51,946.52                 | 66            | 135,854.53       |
| 5206.000               | Supplies                     | 20,500.00      | .00               | 20,500.00      | 291.58                     | 185.16           | 10,684.45        | 9,630.39                  | 53            | 14,419.87        |
| 5207.000               | Repairs and Maintenance      | 50,000.00      | .00               | 50,000.00      | 730.84                     | .00              | 30,782.11        | 19,217.89                 | 62            | 79,273.44        |
| 5207.001               | Boat Repair and Maintenance  | 6,000.00       | .00               | 6,000.00       | .00                        | .00              | 3,422.32         | 2,577.68                  | 57            | 734.94           |
| 5207.002               | Disposal of derelict vessels | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             | 31,200.00        |
| 5208.000               | Bldg Repair & Maint          | 16,166.00      | .00               | 16,166.00      | 1,347.17                   | .00              | 13,471.70        | 2,694.30                  | 83            | 12,521.04        |
| 5211.000               | IT Fees                      | 107,621.00     | .00               | 107,621.00     | 8,968.42                   | .00              | 89,684.20        | 17,936.80                 | 83            | 93,186.00        |
| 5212.000               | Contracted Services          | 319,800.00     | .00               | 319,800.00     | 2,764.01                   | 1,604.77         | 96,810.26        | 221,384.97                | 31            | 108,341.72       |
| 5214.000               | Interdepartment Services     | 343,512.00     | .00               | 343,512.00     | 28,626.00                  | .00              | 290,739.27       | 52,772.73                 | 85            | 326,360.39       |
| 5221.000               | Transportation/Vehicles      | 97,300.00      | .00               | 97,300.00      | 5,900.00                   | .00              | 64,933.19        | 32,366.81                 | 67            | 70,644.51        |
| 5222.000               | Postage                      | 6,000.00       | .00               | 6,000.00       | 500.00                     | 500.00           | 5,513.14         | (13.14)                   | 100           | 6,000.00         |
| 5223.000               | Tools & Small Equipment      | 15,326.00      | (5,800.00)        | 9,526.00       | 358.91                     | .00              | 1,238.19         | 8,287.81                  | 13            | 6,938.22         |
| 5224.000               | Dues and Publications        | 800.00         | .00               | 800.00         | .00                        | .00              | 225.00           | 575.00                    | 28            | 626.79           |
| 5226.000               | Advertising                  | 5,500.00       | .00               | 5,500.00       | .00                        | .00              | 553.50           | 4,946.50                  | 10            | 2,410.30         |
| 5227.002               | Rent-Equipment               | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 160.00           |
| 5227.003               | Rent-Other                   | 1,800.00       | .00               | 1,800.00       | .00                        | .00              | 960.00           | 840.00                    | 53            | .00              |
| 5230.000               | Bad Debts                    | 150,000.00     | .00               | 150,000.00     | .00                        | .00              | 96,002.11        | 53,997.89                 | 64            | 25,628.84        |
| 5231.000               | Credit Card Expense          | 88,000.00      | .00               | 88,000.00      | 1,273.78                   | .00              | 58,146.77        | 29,853.23                 | 66            | 74,708.16        |
| 5290.000               | Other Expenses               | 1,595.00       | .00               | 1,595.00       | 174.00                     | .00              | 2,265.73         | (670.73)                  | 142           | 2,795.37         |
| 5295.000               | Interest Expense             | 338,401.00     | .00               | 338,401.00     | .00                        | .00              | 277,095.63       | 61,305.37                 | 82            | 330,340.76       |
| 5297.000               | Debt Admin Expense           | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 500.00           |



# Expense Budget Performance Report

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|--|---------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 240 - Harbor Fund                   |                           |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE                                  |                           |                |                   |                |                            |                  |                  |                           |               |                  |
| 5400.000                                 | OPEB Expense              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | (120,085.00)     |
| 6201.000                                 | Depreciation-Land Improve | 4,920.00       | .00               | 4,920.00       | .00                        | .00              | .00              | 4,920.00                  | 0             | .00              |
| 6203.000                                 | Depreciation-Harbors      | 1,728,386.00   | .00               | 1,728,386.00   | 144,442.13                 | .00              | 1,444,421.30     | 283,964.70                | 84            | 1,693,166.17     |
| 6205.000                                 | Depreciation-Buildings    | 1,195.00       | .00               | 1,195.00       | 99.56                      | .00              | 995.60           | 199.40                    | 83            | 1,194.72         |
| 6206.000                                 | Depreciation-Machinery    | 32,893.00      | .00               | 32,893.00      | 2,741.02                   | .00              | 27,410.20        | 5,482.80                  | 83            | 36,381.12        |
| 7106.000                                 | Fixed Assets-Machinery    | .00            | 40,125.00         | 40,125.00      | .00                        | .00              | 40,038.57        | 86.43                     | 100           | .00              |
| 7200.000                                 | Interfund Transfers Out   | 92,500.00      | .00               | 92,500.00      | .00                        | .00              | 92,500.00        | .00                       | 100           | 1,113,104.00     |
| 7301.000                                 | Note Principal Payments   | 45,348.00      | .00               | 45,348.00      | .00                        | .00              | .00              | 45,348.00                 | 0             | .00              |
| 7302.000                                 | Bond Principal Payments   | 500,000.00     | .00               | 500,000.00     | .00                        | .00              | 500,000.00       | .00                       | 100           | .00              |
| EXPENSE TOTALS                           |                           | \$6,299,307.97 | \$34,325.00       | \$6,333,632.97 | \$351,675.38               | \$2,289.93       | \$4,732,214.63   | \$1,599,128.41            | 75%           | \$6,037,565.70   |
| Fund 240 - Harbor Fund Totals            |                           | \$6,299,307.97 | \$34,325.00       | \$6,333,632.97 | \$351,675.38               | \$2,289.93       | \$4,732,214.63   | \$1,599,128.41            |               | \$6,037,565.70   |
| Fund 750 - Capital Project-Harbor        |                           |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE                                  |                           |                |                   |                |                            |                  |                  |                           |               |                  |
| 5212.000                                 | Contracted Services       | 92,500.00      | 118,618.70        | 211,118.70     | 4,356.50                   | 394,263.70       | 82,175.06        | (265,320.06)              | 226           | 303,512.60       |
| 5214.000                                 | Interdepartment Services  | .00            | .00               | .00            | .00                        | .00              | 32,880.11        | (32,880.11)               | +++           | 51,670.31        |
| 5226.000                                 | Advertising               | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 747.35           |
| 5290.000                                 | Other Expenses            | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 212.10           |
| 7150.000                                 | Capitalized Cont/Services | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | (356,142.36)     |
| 7200.000                                 | Interfund Transfers Out   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 5,313,511.89     |
| EXPENSE TOTALS                           |                           | \$92,500.00    | \$118,618.70      | \$211,118.70   | \$4,356.50                 | \$394,263.70     | \$115,055.17     | (\$298,200.17)            | 241%          | \$5,313,511.89   |
| Fund 750 - Capital Project-Harbor Totals |                           | \$92,500.00    | \$118,618.70      | \$211,118.70   | \$4,356.50                 | \$394,263.70     | \$115,055.17     | (\$298,200.17)            |               | \$5,313,511.89   |
| Grand Totals                             |                           | \$6,391,807.97 | \$152,943.70      | \$6,544,751.67 | \$356,031.88               | \$396,553.63     | \$4,847,269.80   | \$1,300,928.24            |               | \$11,351,077.59  |