

City and Borough of Sitka

BUILDING MAINTENANCE FUND

FISCAL YEAR 2010

Operating Budget

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**BUILDING MAINTENANCE FUND
SUMMARY OF CASH INFLOWS/OUTLAYS**

CASH INFLOWS / REVENUES

<u>Source</u>	<u>FY 2010 Budget</u>	<u>FY 2009 Budget</u>	<u>FY 2009 Projections</u>	<u>Change From FY 2009 Budget</u>	<u>% Change From FY 2009 Budget</u>
Grant Revenue	\$ 1,075,000	\$ -	\$ -	\$ -	0%
Operating Revenue	\$ 657,106	\$ 700,429	\$ 574,334	\$ (43,323)	-6%
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0%
Property Investments	\$ 104,000	\$ 140,000	\$ 98,932	\$ (36,000)	-26%
Interfund	\$ 115,000	\$ 105,500	\$ 113,920	\$ 9,500	9%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	0%
TOTAL CASH INFLOWS / REVENUES:	\$ 1,951,106	\$ 945,929	\$ 787,186	\$ (69,823)	-7%

CASH OUTLAYS

<u>Operating Outlays</u>	<u>FY 2010 Budget</u>	<u>FY 2009 Operations Budget</u>	<u>FY 2009 Operations Projections</u>	<u>Change From FY 2009 Operations Budget</u>	<u>% Change From FY 2009 Operations Budget</u>
Cash Outlays for Salaries and Benefits	\$ 360,170	\$ 328,085	\$ 338,575	\$ 32,085	10%
Non-personnel Operating Outlays	\$ 269,613	\$ 296,953	\$ 476,220	\$ (27,340)	-9%
Non-recurring Repair Projects	\$ 1,516,000	\$ 653,000	\$ -	\$ 863,000	132%
Total Operating Outlays:	\$ 2,145,783	\$ 1,278,038	\$ 814,795	\$ 867,745	68%
<u>Capital Outlays</u>					
Fixed Asset Acquisition	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Transfers to Capital Projects	\$ -	\$ -	\$ -	\$ -	0%
Total Capital Outlays:	\$ 12,000	\$ -	\$ -	\$ (12,000)	0%
TOTAL CASH OUTLAYS:	\$ 2,157,783	\$ 1,278,038	\$ 814,795	\$ 879,745	69%
INCREASE IN UNRESTRICTED WORKING CAPITAL	\$ (206,677)	\$ (332,109)	\$ (27,609)	\$ 125,432	-38%

City and Borough of Sitka
Sitka, Alaska

FY 2010 Budget

Fund: 320 - Building Maintenance Fund

Cash Inflows / Revenues

<u>Account Number</u>	<u>Revenue Description</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projections</u>	<u>2010 Budget</u>
	State Revenue				
300-310-3101.005	Grant Revenue	\$ -	\$ -	\$ -	\$ 1,075,000
300-310-3101.017	PERS Relief	\$ 24,646	\$ -	\$ -	\$ -
		<u>\$ 24,646</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,075,000</u>
	Operating Revenue				
300-340-3491.000	Jobbing - Labor/Materials	\$ 546,152	\$ 700,429	\$ 574,334	\$ 657,106
	Subtotal:	<u>\$ 546,152</u>	<u>\$ 700,429</u>	<u>\$ 574,334</u>	<u>\$ 657,106</u>
	Non-Operating Revenue				
300-350-3501.003	Other Revenue	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Property Investments				
300-360-3610.000	Interest Income	\$ 133,365	\$ 140,000	\$ 98,932	\$ 104,000
300-360-3621.000	Cost Fixed Assets	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 133,365</u>	<u>\$ 140,000</u>	<u>\$ 98,932</u>	<u>\$ 104,000</u>
	Interfund				
300-370-3701.170	Timber Relief Fund Interfund	\$ -	\$ -	\$ -	\$ -
300-370-3701.171	SE Econ. Dev. Fund Interfund	\$ 127,173	\$ 105,500	\$ 113,920	\$ 115,000
300-370-3701.700	General Fund Interfund	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 127,173</u>	<u>\$ 105,500</u>	<u>\$ 113,920</u>	<u>\$ 115,000</u>
	Miscellaneous Revenue				
300-380-3809.000	Donations	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Total Building Maintenance Fund Revenue:	<u><u>\$ 831,336</u></u>	<u><u>\$ 945,929</u></u>	<u><u>\$ 787,186</u></u>	<u><u>\$ 1,951,106</u></u>

**CITY AND BOROUGH OF SITKA
BUILDING MAINTENANCE FUND
ITEMIZED REVENUES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
STATE REVENUE		
300-310-3101-005	Grant Revenue	\$ 1,075,000
	Subtotal:	\$ 1,075,000
OPERATING REVENUE		
300-340-3491.000	Jobbing - Labor/Materials	\$ 657,106
	Subtotal:	\$ 657,106
PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income	\$ 104,000
	Subtotal:	\$ 104,000
INTERFUND		
300-370-3701.171	Transfer from SE Econ. Development Fund	\$ 115,000
	Subtotal:	\$ 115,000
	Total:	\$ 1,951,106

City and Borough of Sitka
Sitka, Alaska

FY 2010 Budget

Fund: 320 - Building Maintenance Fund

Operations Budget

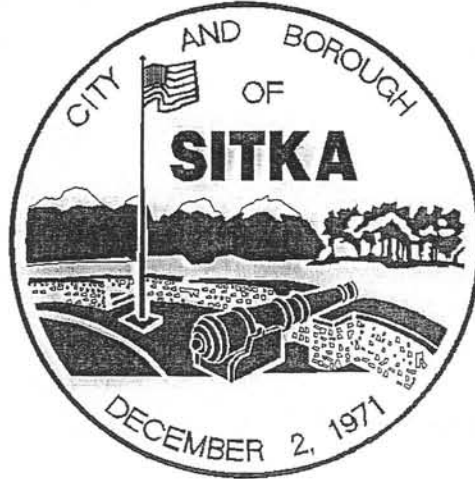
Cash Outlays for Operations

Account Number	Expense Description	2008 <u>Actual</u>	2009 <u>Budget</u>	2009 <u>Projections</u>	2010 <u>Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 163,840	\$ 169,066	\$ 177,958	\$ 187,676
5110.004	Overtime	\$ 11,622	\$ 12,500	\$ 13,264	\$ 12,500
5110.010	Temporary Employees	\$ 19,757	\$ 30,000	\$ 29,810	\$ 15,000
5120.000	Benefits	<u>\$ 134,037</u>	<u>\$ 116,519</u>	<u>\$ 117,543</u>	<u>\$ 144,994</u>
	Total Salaries & Benefits	\$ 329,256	\$ 328,085	\$ 338,575	\$ 360,170
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 6,595	\$ 9,900	\$ 9,401	\$ 8,900
5202.000	Uniform Allowance	\$ 269	\$ 600	\$ 300	\$ 540
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 1,275	\$ 1,000	\$ 1,253	\$ 1,200
5205.000	Insurance	\$ 1,163	\$ 1,200	\$ 1,267	\$ 1,300
5206.000	Supplies	\$ 8,387	\$ 10,500	\$ 15,342	\$ 9,450
5207.000	Repairs and Maintenance	\$ 82,991	\$ 68,000	\$ 45,799	\$ 61,200
5211.000	MIS Fees	\$ 5,124	\$ 5,274	\$ 5,274	\$ 4,744
5212.000	Contracted/Purchased Services	\$ 267,823	\$ 751,000	\$ 292,475	\$ 1,577,200
5214.000	Interdepartment Services	\$ 76,964	\$ 75,623	\$ 75,623	\$ 69,394
5221.000	Transportation/Vehicles	\$ 24,321	\$ 20,156	\$ 25,545	\$ 25,625
5222.000	Postage	\$ -	\$ -	\$ -	\$ -
5223.000	Tools & Small Equipment	\$ 2,252	\$ 4,000	\$ 3,591	\$ 3,600
5224.000	Dues & Publications	\$ 1,472	\$ 400	\$ 350	\$ 360
5226.000	Advertising	\$ -	\$ 500	\$ -	\$ 450
5227.000	Rentals - Building/Equipment	\$ -	\$ 1,000	\$ -	\$ 900
5290.000	Other Expenses	\$ (771)	\$ 800	\$ -	\$ 750
7200.000	Transfer to Other Funds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>
	Total Non-personnel Operating Outlays:	\$ 477,865	\$ 949,953	\$ 476,220	\$ 1,785,613
	Total Operating Outlays:	\$ 807,120	\$ 1,278,038	\$ 814,795	\$ 2,145,783

**BUILDING MAINTENANCE FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
TRAINING AND TRAVEL		
600-601-5201.000	Computerized Maint. Management	\$ 2,500
	First Aid	\$ 300
	Facility Maintenance - Wilbur	\$ 2,900
	Boiler Certification	\$ 800
	Technical Training - Electrical, controls, etc	\$ 2,400
	Subtotal:	\$ 8,900
UNIFORM ALLOWANCE		
600-601-5202.000	Work overalls, gloves & safety gear	\$ 540
	Subtotal:	\$ 540
SUPPLIES		
600-630-5206.000	Supplies, paint, etc.	\$ 9,450
	Subtotal:	\$ 9,450
REPAIRS & MAINTENANCE		
600-630-5207.000	Materials for repairs of General Fund Buildings	\$ 33,660
	Materials for repairs of Enterprise Fund Buildings	\$ 27,540
	Subtotal:	\$ 61,200
CONTRACTED/PURCHASED SERVICES		
600-630-5212.000	Electrical services	\$ 12,000
	Plumbing Services	\$ 13,700
	Fire Alarm and Sprinkler services	\$ 28,000
	Elevator maintenance	\$ 7,500
	Subtotal:	\$ 61,200
INTERDEPARTMENT SERVICES		
600-601-5214.000	Admin. services	\$ 69,394
	Subtotal:	\$ 69,394
TOOLS & SMALL EQUIPMENT		
600-601-5223.000	Misc. tools	\$ 3,600
	Subtotal:	\$ 3,600
DUES & PUBLICATIONS		
600-601-5224.000	Misc.	\$ 360
	Subtotal:	\$ 360
ADVERTISING		
600-601-5226.000	Contracted services advertisement	\$ 450
	Subtotal:	\$ 450
OTHER EXPENSES		
600-630-5290.000	Misc. expenditures	\$ 450
	Employee Wellness Program	\$ 300
	Subtotal:	\$ 750
TRANSFER TO OTHER FUNDS		
600-630-7200.000	Transfer to the General Fund - SCVB	\$ 20,000
	Subtotal:	\$ 20,000

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Capital Budget

BUILDING MAINTENANCE FUND

2010

**City and Borough of Sitka
Fund 320 - Building Maintenance Fund
FY 2010 Capital Budget Summary**

	New Appropriations for FY 2010
Capital Projects:	\$ -
Fixed Assets:	
Machinery/Equipment	\$ <u>12,000</u>
Subtotals:	\$ <u>12,000</u>
Total Planned Capital Expenditures:	<u>\$ 12,000</u>

City and Borough of Sitka
Fund 320 - Building Maintenance Fund
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions
Summary of Direct Transfers of Capital to Capital Projects or Other Funds
Building Maintenance Fund Department #320-600-680

<u>Account Number</u>	<u>Fund/Project Name</u>	<u>New Appropriation for FY 2010 Amount</u>
	Capital Projects	
7200.000		
	Total Direct Capital Transfers:	\$ -
	<u>Fixed Asset Acquisition</u>	
	Building Maintenance Fund Department #320-600-670	
	<u>Machinery/Equipment</u>	
7106.000	Computer Maintenance Management Software	<u>\$ 12,000</u>
	Total Machinery/Equipment:	\$ 12,000
	Total Planned Capital Expenditures:	<u><u>\$ 12,000</u></u>

BUILDING MAINTENANCE FUND FEES
Specific Repair Projects (other than reoccurring)
(includes salaries, materials & contracted services)

General Office

City Hall - Balancing Air System	\$	36,000
General Fund Buildings - Retrocommissioning (self funded)	\$	150,000
City/State - Troubleshoot Air Control System	\$	<u>16,000</u>
Subtotal	\$	202,000

LIBRARY

Gutter Renovation	\$	10,000
Replace underground storage tank	\$	<u>32,000</u>
Subtotal	\$	42,000

CENTENNIAL BUILDING

Replace underground storage tank	\$	<u>35,000</u>
Subtotal	\$	35,000

Public Service Center

Siding and Gutter Replacement	\$	<u>8,000</u>
Subtotal	\$	8,000

Senior Center

Fireplace Repair	\$	5,000
Sprinkler Renovation	\$	<u>10,000</u>
Subtotal	\$	15,000

Hospital

Replace Roof	\$	<u>1,075,000</u>
Subtotal	\$	1,075,000

WASTEWATER FUND

Troubleshoot Air Control System	\$	21,000
Replace SF4	\$	<u>42,000</u>
Subtotal	\$	63,000

AIRPORT FUND

Lighting Retrofit	\$	<u>76,000</u>
Subtotal	\$	76,000

Total **\$** **1,516,000**

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**City and Borough of Sitka
Building Maintenance Fund**

Pro Forma Statement of Net Assets

	2010	2009	2008
Assets			
Investment in Central Treasury	3,011,372	3,218,049	3,240,825
Receivables	0	0	4,835
Inventories	0	0	0
Property, Plant and Equipment	22,643	13,293	15,943
Other	0	0	0
Total Assets	<u>3,034,015</u>	<u>3,231,342</u>	<u>3,261,603</u>
Liabilities and Net Assets			
Liabilities			
Accounts Payable	79,000	79,000	79,011
Accrued Payroll & Leave	38,700	38,700	38,691
Other Liabilities	0	0	0
Bonds and Notes Payable	0	0	0
Total Liabilities	<u>117,700</u>	<u>117,700</u>	<u>117,702</u>
Net Assets			
Invested in Capital Assets	22,643	13,293	15,943
Restricted Fund Balance	0	0	0
Undesignated	2,893,672	3,100,349	3,127,958
Total Net Assets	<u>2,916,315</u>	<u>3,113,642</u>	<u>3,143,901</u>
Total Liabilities and Net Assets	<u>3,034,015</u>	<u>3,231,342</u>	<u>3,261,603</u>

**City and Borough of Sitka
Building Maintenance Fund**

Pro Forma Statement of Revenue and Expenses

	2010	2009	2008
Revenues:			
Charges for services	657,106	574,334	546,152
Other	0	0	0
Total revenues	657,106	574,334	546,152
Operating Expenses			
Salaries and Benefits	360,170	338,575	326,523
Operating Expenses	1,785,613	476,220	480,598
Depreciation and Amortization	2,650	2,650	2,636
Total expenses	2,148,433	817,445	809,757
Operating Income	(1,491,327)	(243,111)	(263,605)
Other financing sources (uses)			
Interest Income	104,000	98,932	221,902
Interest Expense	0	0	0
Other	1,190,000	113,920	88,920
Net other financing sources (uses)	1,294,000	212,852	310,822
Net change in fund balances	(197,327)	(30,259)	47,217

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