



City and Borough of Sitka

MANAGEMENT INFORMATION
SYSTEMS FUND

FISCAL YEAR 2010

Operating Budget

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**MANAGEMENT INFORMATION SYSTEMS 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>
Operating Revenue	\$ 736,053	\$ 722,283	\$ 722,283	\$ 13,770	2%
Property Investments	\$ 9,000	\$ 16,700	\$ 8,944	\$ (7,700)	-46%
Interfund	\$ 69,365	\$ 12,000	\$ 12,000	\$ 57,365	478%
TOTAL CASH INFLOWS / REVENUES:	\$ 814,418	\$ 750,983	\$ 743,227	\$ 63,435	8%

CASH OUTLAYS

	<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>
<u>Operating Outlays</u>					
Cash Outlays for Salaries and Benefits	\$ 321,952	\$ 309,490	\$ 310,588	\$ 12,462	4%
Non-personnel Operating Outlays	\$ 481,069	\$ 546,184	\$ 481,455	\$ (65,115)	-12%
Total Operating Outlays:	\$ 803,021	\$ 855,674	\$ 792,043	\$ (52,653)	-6%
<u>Capital Outlays</u>					
Fixed Asset Acquisition	\$ 69,365	\$ -	\$ 138,469	\$ 69,365	0%
Transfers to Capital Projects	\$ -	\$ -	\$ -	\$ -	0%
Total Capital Outlays:	\$ 69,365	\$ -	\$ 138,469	\$ 69,365	0%
TOTAL CASH OUTLAYS:	\$ 872,386	\$ 855,674	\$ 930,512	\$ 16,712	2%
INCREASE IN UNRESTRICTED WORKING CAPITAL	\$ (57,968)	\$ (104,691)	\$ (187,285)	\$ 46,723	45%

City and Borough of Sitka
Sitka, Alaska

FY 2010 Budget

Fund: 300 - Management Information Systems 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					
300-310-3101.017	PERS Relief	\$ 24,768	\$ -	\$ 26,317	\$ -
		<u>\$ 24,768</u>	<u>\$ -</u>	<u>\$ 26,317</u>	<u>\$ -</u>
Operating Revenue					
300-340-3471.000	MIS Monthly Billing	\$ 702,178	\$ 722,283	\$ 722,283	\$ 736,053
	Subtotal:	<u>\$ 702,178</u>	<u>\$ 722,283</u>	<u>\$ 722,283</u>	<u>\$ 736,053</u>
Property Investments					
300-360-3610.000	Interest Income	\$ 16,710	\$ 16,700	\$ 8,944	\$ 9,000
	Subtotal:	<u>\$ 16,710</u>	<u>\$ 16,700</u>	<u>\$ 8,944</u>	<u>\$ 9,000</u>
Interfund					
300-370-3701.100	General Fund Interfund Bill	\$ 3,700	\$ 2,000	\$ 2,000	\$ 69,365
300-370-3701.200	Electric Interfund Bill	\$ -	\$ -	\$ -	\$ -
300-370-3701.210	Water Fund Interfund Bill	\$ -	\$ 5,000	\$ 5,000	\$ -
300-370-3701.220	Wastewater Interfund Bill	\$ -	\$ 5,000	\$ 5,000	\$ -
	Subtotal:	<u>\$ 3,700</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 69,365</u>
Total Management Information Systems Fund Revenue:		<u><u>\$ 747,356</u></u>	<u><u>\$ 750,983</u></u>	<u><u>\$ 743,227</u></u>	<u><u>\$ 814,418</u></u>

**CITY AND BOROUGH OF SITKA
MANAGEMENT INFORMATION SYSTEMS FUND
ITEMIZED REVENUES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
OPERATING REVENUE		
300-340-3471.000	MIS Monthly Billing	
	General Fund (year)	\$ 550,090
	Electric Fund (year)	\$ 93,959
	Water Fund (year)	\$ 10,019
	Wastewater Fund (year)	\$ 29,741
	Solid Waste Fund (year)	\$ 5,334
	Harbor Fund (year)	\$ 37,471
	Central Garage Fund (year)	\$ 4,695
	Building Maintenance Fund (year)	\$ 4,744
	Subtotal:	\$ 736,053
PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income	\$ 9,000
	Subtotal:	\$ 9,000
INTERFUND		
Transfers from other funds for Computer Equipment		
300-370-3701.100	General Interfund Bill	\$ 69,365
300-370-3701.200	Electric Interfund Bill	\$ -
300-370-3701.210	Water Interfund Bill	\$ -
300-370-3701.220	Wastewater Interfund Bill	\$ -
	Subtotal:	\$ 69,365
	Total:	\$ 814,418

City and Borough of Sitka
Sitka, Alaska

FY 2010 Budget

Fund: 300 - Management Information Systems Fund

Operations Budget

Cash Outlays for Operations

<u>Account Number</u>	<u>Expense Description</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projections</u>	<u>2010 Budget</u>
	Salaries and Benefits				
5110.001	Salaries & Wages	\$ 175,355	\$ 185,423	\$ 185,320	\$ 189,847
5110.004	Overtime	\$ 246	\$ -	\$ -	
5110.010	Temporary Employees	\$ 678	\$ -	\$ -	
5120.000	Benefits	\$ 147,467	\$ 124,067	\$ 124,268	\$ 132,105
	Total Salaries & Benefits	\$ 323,746	\$ 309,490	\$ 310,588	\$ 321,952
	Non-personnel Operation Outlays				
5201.000	Travel and Training	\$ 23,376	\$ 43,500	\$ 32,833	\$ 30,500
5202.000	Uniform Allowance	\$ 497	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 13,001	\$ 20,039	\$ 12,660	\$ 14,000
5205.000	Insurance	\$ 3,832	\$ 3,900	\$ 3,712	\$ 3,800
5206.000	Supplies	\$ 13,798	\$ 16,200	\$ 13,539	\$ 14,800
5207.000	Repairs and Maintenance	\$ 164,966	\$ 194,825	\$ 175,046	\$ 180,225
5208.000	Building Maintenance Fees	\$ 15,030	\$ -	\$ -	\$ -
5212.000	Contracted/Purchased Services	\$ 12,070	\$ 29,100	\$ 24,700	\$ 34,000
5214.000	Interdepartment Services	\$ 127,286	\$ 105,720	\$ 108,075	\$ 94,094
5221.000	Transportation/Vehicles	\$ 2,966	\$ 3,500	\$ 3,859	\$ 3,500
5222.000	Postage	\$ 87	\$ -	\$ -	\$ -
5223.000	Tools & Small Equipment	\$ 88,460	\$ 128,100	\$ 106,602	\$ 105,100
5224.000	Dues & Publications	\$ 230	\$ 1,000	\$ 250	\$ 750
5226.000	Advertising	\$ -	\$ -	\$ -	\$ -
5227.000	Rentals - Building/Equipment	\$ -	\$ -	\$ -	\$ -
5290.000	Other Expenses	\$ 123	\$ 300	\$ 179	\$ 300
7200.000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -
	Total Non-personnel Operating Outlays:	\$ 465,721	\$ 546,184	\$ 481,455	\$ 481,069
	Total Operating Outlays:	\$ 789,467	\$ 855,674	\$ 792,043	\$ 803,021

**MANAGEMENT INFORMATION SYSTEMS FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
	TRAINING AND TRAVEL	
600-630-5201.000	Iseries training	\$ 3,500
	NWS User group	\$ 3,000
	Web Development	\$ 5,000
	E-Gov Development	\$ 3,500
	Network training	\$ 5,000
	Miscellaneous (Text books, online classes, self-study)	\$ 2,000
	Police Tech. Training	\$ 8,500
	Subtotal:	\$ 30,500
	TELEPHONE	
600-630-5204.000	Wan Lines	\$ 7,400
	Cell Phone	\$ 2,400
	Internet related expenses	\$ 4,200
	Subtotal:	\$ 14,000
	SUPPLIES	
600-630-5206.000	Misc. PC and printer supplies	\$ 14,000
	Misc Software	\$ 800
	Subtotal:	\$ 14,800
	REPAIRS & MAINTENANCE	
600-630-5207.000	Harbor Software/Hardware	\$ 2,500
	Printers	\$ 6,000
	Online-tech support	\$ 2,000
	NWS Software	\$ 65,000
	HTE Police Software	\$ 48,000
	BCD Software	\$ 7,825
	Fax/forms software	\$ 3,100
	Meter reading system	\$ 2,100
	Doc. imaging	\$ 9,000
	Clerk system	\$ 6,000
	IQ Query	\$ 1,900
	Virus protection software - Sophos-Police	\$ 3,000
	Phone system - networked	\$ 8,400
	Phone system - Police Dept.	\$ 1,500
	Misc. Software	\$ 1,000
	GIS	\$ 9,000
	Misc. hardware	\$ 1,500
	Fire Department	\$ 2,000
	City Hall watchguard	\$ 400
	Subtotal:	\$ 180,225

**MANAGEMENT INFORMATION SYSTEMS FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
	CONTRACTED/PURCHASED SERVICES	
600-630-5212.000	Police Software	\$ 2,000
	Financial	\$ 3,000
	Phones	\$ 3,000
	Harbor System	\$ 2,000
	Meter Reading	\$ 2,000
	Contracted E-mail service	\$ 9,600
	On line task tracking	\$ 2,900
	E-gov	\$ 9,500
	Subtotal:	\$ 34,000
	INTERDEPARTMENT SERVICES	
600-630-5214.000	Admin. services	\$ 94,094
	Subtotal:	\$ 94,094
	TOOLS & SMALL EQUIPMENT	
600-630-5223.000	Replacement PC's (34)	\$ 47,600
	Replacement Printers	\$ 5,000
	Replacement laptops	\$ 7,000
	Replacement phones	\$ 3,000
	Handheld PC	\$ 1,500
	RVI Scan Station	\$ 3,500
	Miscellaneous Hardware	\$ 10,000
	Miscellaneous Software	\$ 7,500
	Replacement handheld for meter reader	\$ 1,400
	Replace servers - Fire, Harbor, Electric	\$ 6,000
	Hard drives for disk to disk backups	\$ 1,000
	Switch additions and replacements	\$ 2,000
	Cable and equipment for WWTP rewire	\$ 1,500
	Replace Police servers - ISIS and mapping	\$ 5,000
	Cisco Catalyst 2960G Switch - Police Department	\$ 2,200
	Cisco Redundant Power System 2300	\$ 900
	Subtotal:	\$ 105,100
	OTHER EXPENDITURES	
600-601-5290.000	Employee Wellness Program	\$ 300
	Subtotal:	\$ 300



Capital Budget

MANAGEMENT INFORMATION SYSTEMS FUND

2010

City and Borough of Sitka
Fund 300 - Management Information Systems Fund
FY 2010 Capital Budget Summary

	<u>New Appropriations</u> <u>for FY 2010</u>
Capital Projects:	\$ -
Fixed Assets:	
Machinery/Equipment	\$ <u>69,365</u>
Subtotals:	\$ <u>69,365</u>
Total Planned Capital Expenditures:	\$ <u>69,365</u>

City and Borough of Sitka
Fund 300 - Management Information Systems Fund
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions
Summary of Direct Transfers of Capital to Capital Projects or Other Funds
Management Information Systems Fund Department #300-600-680

<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>	
	Management Information Systems Department #300-600-670	
	<u>Machinery/Equipment</u>	
7106.000	Police - Redundancy for CAD/400	\$ 28,000
	Police - CodeRed Community Notification System	\$ 13,000
	Admin - Legislative & Record Management Software & Licensing	\$ 18,500
	Fire - Firehouse Software & Support	<u>\$ 9,865</u>
	Total Machinery/Equipment:	\$ 69,365
	Total Planned Capital Expenditures:	<u>\$ 69,365</u>

**City and Borough of Sitka
Management Information Systems Fund**

Pro Forma Statement of Net Assets

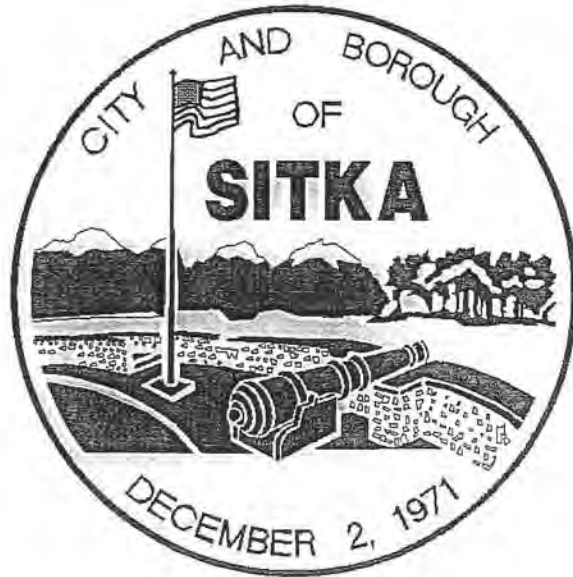
	2010	2009	2008
Assets			
Investment in Central Treasury	197,716	255,684	415,547
Receivables	0	0	0
Inventories	0	0	0
Property, Plant and Equipment	291,767	272,322	183,773
Other	0	0	1,100
Total Assets	<u>489,483</u>	<u>528,006</u>	<u>600,420</u>
Liabilities and Net Assets			
Liabilities			
Accounts Payable	2,100	2,100	2,097
Accrued Payroll & Leave	53,300	53,300	53,298
Other Liabilities	0	0	0
Bonds and Notes Payable	0	0	0
Total Liabilities	<u>55,400</u>	<u>55,400</u>	<u>55,395</u>
Net Assets			
Invested in Capital Assets	291,767	272,322	183,773
Restricted Fund Balance	0	0	0
Undesignated	142,316	200,284	361,252
Total Net Assets	<u>434,083</u>	<u>472,606</u>	<u>545,025</u>
Total Liabilities and Net Assets	<u>489,483</u>	<u>528,006</u>	<u>600,420</u>

**City and Borough of Sitka
Management Information Systems Fund**

Pro Forma Statement of Revenue and Expenses

	2010	2009	2008
Revenues:			
Charges for services	736,053	722,283	702,178
Other	0	0	0
Total revenues	<u>736,053</u>	<u>722,283</u>	<u>702,178</u>
Operating Expenses			
Salaries and Benefits	321,952	310,588	323,746
Operating Expenses	481,069	481,455	465,724
Depreciation and Amortization	49,920	49,920	49,912
Total expenses	<u>852,941</u>	<u>841,963</u>	<u>839,382</u>
Operating Income	(116,888)	(119,680)	(137,204)
Other financing sources (uses)			
Interest Income	9,000	8,944	29,860
Interest Expense	0	0	0
Other	69,365	38,317	28,468
Net other financing sources (uses)	<u>78,365</u>	<u>47,261</u>	<u>58,328</u>
Net change in fund balances	<u>(38,523)</u>	<u>(72,419)</u>	<u>(78,876)</u>

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City and Borough of Sitka

CENTRAL GARAGE FUND

FISCAL YEAR 2010

Operating Budget

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CENTRAL GARAGE 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>
Operating Revenue	\$ 1,228,852	\$ 1,210,620	\$1,146,274	\$ 18,232	2%
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0%
Property Investments	\$ 60,000	\$ 81,900	\$ 69,863	\$ (21,900)	-27%
Interfund	\$ 14,400	\$ -	\$ 88	\$ 14,400	0%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	0%
TOTAL CASH INFLOWS / REVENUES:	\$ 1,303,252	\$ 1,292,520	\$1,216,225	\$ 10,732	1%

CASH OUTLAYS

	<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>
<u>Operating Outlays</u>					
Cash Outlays for Salaries and Benefits	\$ 171,987	\$ 178,775	\$ 159,997	\$ (6,788)	-4%
Non-personnel Operating Outlays	\$ 721,076	\$ 662,009	\$ 718,268	\$ 59,067	9%
Total Operating Outlays:	\$ 893,062	\$ 840,784	\$ 878,265	\$ 52,278	6%
<u>Capital Outlays</u>					
Fixed Asset Acquisition	\$ 12,000	\$ 73,000	\$ 366,836	\$ (61,000)	-84%
Transfers to Capital Projects	\$ -	\$ -	\$ -	\$ -	0%
Total Capital Outlays:	\$ 12,000	\$ 73,000	\$ 366,836	\$ (61,000)	-84%
TOTAL CASH OUTLAYS:	\$ 905,062	\$ 913,784	\$1,245,101	\$ (8,722)	-1%
INCREASE IN UNRESTRICTED WORKING CAPITAL	\$ 398,190	\$ 378,735	\$ (28,876)	\$ 19,455	-5%

City and Borough of Sitka
Sitka, Alaska

FY 2010 Budget

Fund: 310 - Central Garage Fund

Cash Inflows / Revenues

Account Number	Revenue Description	2008 Actual	2009 Budget	2009 Projections	2010 Budget
State Revenue					
300-310-3101.017	PERS Relief	\$ 13,409	\$ -	\$ 13,677	\$ -
		<u>\$ 13,409</u>	<u>\$ -</u>	<u>\$ 13,677</u>	<u>\$ -</u>
Operating Revenue					
300-340-3481.000	Department Monthly Billings	\$ 1,067,252	\$ 1,210,620	\$ 1,104,250	\$ 1,228,852
300-340-3491.000	Jobbing - Labor	\$ 55,968	\$ -	\$ 42,024	\$ -
	Subtotal:	<u>\$ 1,123,220</u>	<u>\$ 1,210,620</u>	<u>\$ 1,146,274</u>	<u>\$ 1,228,852</u>
Non-Operating Revenue					
300-350-3501.003	Other Revenue	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Property Investments					
300-360-3602.000	Rental of Building	\$ 33,504	\$ 33,500	\$ 33,500	\$ 33,500
300-360-3610.000	Interest Income	\$ 29,373	\$ 28,400	\$ 26,363	\$ 24,000
300-360-3620.000	Sale of Fixed Assets	\$ 2,999	\$ 20,000	\$ 10,000	\$ 2,500
300-360-3621.000	Cost Fixed Assets	\$ (4,000)	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 61,876</u>	<u>\$ 81,900</u>	<u>\$ 69,863</u>	<u>\$ 60,000</u>
Interfund					
300-370-3701.100	General Fund Interfund Bill	\$ -	\$ -	\$ -	\$ 2,400
300-370-3701.200	Electric Fund Interfund Bill	\$ 5,802	\$ -	\$ 88	\$ 12,000
300-370-3701.230	Solid Waste Interfund Bill	\$ -	\$ -	\$ -	\$ -
300-370-3701.320	Building Maint. Interfund Bill	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 5,802</u>	<u>\$ -</u>	<u>\$ 88</u>	<u>\$ 14,400</u>
Miscellaneous					
300-380-3807.000	Miscellaneous	\$ 93,372	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 93,372</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Central Garage Fund Revenue:		<u><u>\$ 1,297,680</u></u>	<u><u>\$ 1,292,520</u></u>	<u><u>\$ 1,216,225</u></u>	<u><u>\$ 1,303,252</u></u>

CITY AND BOROUGH OF SITKA
CENTRAL GARAGE FUND
ITEMIZED REVENUES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	OPERATING REVENUE	
300-340-3481.000	Department Monthly Billings General Fund (year)	
	Administration	\$ 4,965
	Attorney	\$ 900
	Clerk	\$ 900
	Assessing	\$ 900
	Finance	\$ 250
	Police	\$ 152,606
	Fire	\$ 81,985
	Ambulance	\$ 61,192
	SAR	\$ 180
	PW Admin.	\$ 900
	Engineering	\$ 7,596
	Streets	\$ 206,774
	Snow	\$ 97,313
	Recreation	\$ 63,291
	Building Official	\$ 8,630
	Library	\$ -
	Senior Center	\$ 32,700
	Total General Fund:	\$ 721,083
	Electric Fund	\$ 212,948
	Water Fund	\$ 34,372
	Wastewater Fund	\$ 87,925
	Solid Waste Fund	\$ 101,248
	Harbor Fund	\$ 28,122
	Marine Service Center	\$ -
	Sawmill Cove Industrial Site	\$ 4,503
	MIS	\$ 3,500
	Central Garage	\$ 9,526
	Building Maintenance Fund	\$ 25,625
	Subtotal:	\$ 1,228,852
	PROPERTY INVESTMENTS	
300-360-3602.000	Rental of Building	
	Rent Part of Building to Other Funds (static)	\$ 33,500
300-360-3610.000	Interest Income	\$ 24,000
300-360-3620.000	Sale of Fixed Assets	
	Sale of Replace Vehicles and Equipment	\$ 2,500
	Subtotal:	\$ 60,000
	INTERFUND TRANSFER	
300-370-3701.100	General Fund Interfund Bill	\$ 2,400
300-370-3701.200	Electric Interfund Bill	\$ 12,000
300-370-3701.210	Water Interfund Bill	\$ -
300-370-3701.220	Wastewater Interfund Bill	\$ -
	Subtotal:	\$ 14,400
	Total:	\$ 1,303,252

City and Borough of Sitka
Sitka, Alaska

FY 2010 Budget

Fund: 310 - Central Garage Fund

Operations Budget

Cash Outlays for Operations

<u>Account Number</u>	<u>Expense Description</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projections</u>	<u>2010 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 94,037	\$ 97,500	\$ 95,917	\$ 100,361
5110.004	Overtime	\$ 3,588	\$ 1,000	\$ 3,633	\$ 1,000
5110.010	Temporary Employees	\$ 11,466	\$ 25,000	\$ 10,830	\$ 15,000
5120.000	Benefits	\$ 70,530	\$ 55,275	\$ 49,617	\$ 55,626
	Total Salaries & Benefits	\$ 179,622	\$ 178,775	\$ 159,997	\$ 171,987
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 2,991	\$ 5,000	\$ 1,503	\$ 3,000
5202.000	Uniform Allowance	\$ 589	\$ 1,000	\$ 325	\$ 900
5203.000	Utilities	\$ 17,398	\$ 19,500	\$ 16,505	\$ 16,200
5203.004	Solid Waste	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ 11,356	\$ 10,000	\$ 11,063	\$ 10,000
5204.000	Telephone	\$ 1,919	\$ 2,000	\$ 2,191	\$ 2,100
5205.000	Insurance	\$ 131,564	\$ 132,000	\$ 135,476	\$ 132,000
5206.000	Supplies	\$ 289,454	\$ 198,980	\$ 288,473	\$ 238,476
5207.000	Repairs and Maintenance	\$ 18,210	\$ 69,550	\$ 45,482	\$ 84,156
5208.000	Building Maintenance Fees	\$ 16,583	\$ 17,267	\$ 9,779	\$ 21,404
5211.000	MIS Fees	\$ 5,075	\$ 5,225	\$ 5,225	\$ 4,695
5212.000	Contracted/Purchased Services	\$ 5,833	\$ 8,000	\$ 7,478	\$ 5,900
5214.000	Interdepartment Services	\$ 112,094	\$ 91,911	\$ 102,408	\$ 105,784
5221.000	Transportation/Vehicles	\$ 8,269	\$ 11,421	\$ 6,938	\$ 9,526
5222.000	Postage	\$ -	\$ -	\$ -	\$ -
5223.000	Tools & Small Equipment	\$ 1,017	\$ 5,000	\$ 824	\$ 4,500
5224.000	Dues & Publications	\$ -	\$ 500	\$ -	\$ 450
5226.000	Advertising	\$ 1,690	\$ 1,700	\$ 1,265	\$ 1,530
5227.000	Rentals - Building/Equipment	\$ -	\$ -	\$ -	\$ -
5231.000	Credit Card Expense	\$ 17	\$ 255	\$ -	\$ 255
5290.000	Other Expenses	\$ 24,974	\$ 200	\$ 833	\$ 200
5295.000	Interest	\$ 35,000	\$ 32,500	\$ 32,500	\$ 30,000
5297.000	Debt Administrative Expense	\$ -	\$ -	\$ -	\$ -
7301.000	Note Principal Payment	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
7200.000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -
	Total Non-personnel Operating Outlays:	\$ 734,033	\$ 662,009	\$ 718,268	\$ 721,076
	Total Operating Outlays:	\$ 913,655	\$ 840,784	\$ 878,265	\$ 893,062

**CENTRAL GARAGE FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
TRAINING AND TRAVEL		
600-601-5201.000	Mechanics training - CPR & First Aid, Certs., OSHA training	\$ 3,000
	Subtotal:	\$ 3,000
UNIFORM ALLOWANCE		
600-601-5202.000	Coveralls, gloves, protective gear	\$ 900
	Subtotal:	\$ 900
SUPPLIES		
600-601-5206.000	Forms and supplies	\$ 900
	Gas, oil, grease, tires	\$ 237,576
	Subtotal:	\$ 238,476
REPAIRS & MAINTENANCE		
600-630-5207.000	Parts for vehicle repair & maintenance	\$ 84,156
	Subtotal:	\$ 84,156
BUILDING MAINTENANCE FEES		
600-601-5208.000	Building Maint. Fund - Building Repairs	\$ 17,404
	Siding and Gutter Replacement (50%)	\$ 4,000
	Subtotal:	\$ 21,404
CONTRACTED/PURCHASED SERVICES		
600-601-5212.000	Audit fees	\$ -
600-630-5212.000	Outside services	\$ 900
	Janitorial Contract	\$ 5,000
	Subtotal:	\$ 5,900
INTERDEPARTMENT SERVICES		
600-601-5214.000	Admin. services	\$ 105,784
	Subtotal:	\$ 105,784
TOOLS & SMALL EQUIPMENT		
600-601-5223.000	Misc. expendable tools & equipment	\$ 4,500
	Subtotal:	\$ 4,500
DUES & PUBLICATIONS		
600-601-5224.000	PMI software upgrade	\$ 450
	Subtotal:	\$ 450

**CENTRAL GARAGE FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
ADVERTISING		
600-630-5226.000	Advertising sale of surplus vehicles	\$ 1,530
	Subtotal:	\$ 1,530
OTHER EXPENSES		
600-601-5290.000	Employee Wellness Program	\$ 200
	Subtotal:	\$ 200
INTEREST		
600-650-5295.000	Interest payment	\$ 30,000
	Subtotal:	\$ 30,000
NOTE PRINCIPAL PAYMENT		
600-650-7301.000	Principal payment	\$ 50,000
	Subtotal:	\$ 50,000



Capital Budget

CENTRAL GARAGE FUND

2010

**City and Borough of Sitka
Fund 310 - Central Garage Fund
FY 2010 Capital Budget Summary**

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

City and Borough of Sitka
Fund 310 - Central Garage Fund
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions
Summary of Direct Transfers of Capital to Capital Projects or Other Funds
Central Garage Fund Department #310-600-680

<u>Account Number</u>	<u>Fund/Project Name</u>	New Appropriation for FY 2010 <u>Amount</u>
	Capital Projects	
7200.000		
	Total Direct Capital Transfers:	\$ -
	<u>Fixed Asset Acquisition</u>	
	Central Garage Fund Department #310-600-670	
	<u>Machinery/Equipment</u>	
7106.000		
	Total Machinery/Equipment:	\$ -
	<u>Vehicles</u>	
7107.000	Electric Dept. Pole Trailer	\$ 12,000
	Total Vehicles:	\$ 12,000
	Total Planned Capital Expenditures:	<u>\$ 12,000</u>

**City and Borough of Sitka
Central Garage Fund**

Pro Forma Statement of Net Assets

	2010	2009	2008
Assets			
Investment in Central Treasury	1,102,236	704,047	801,260
Receivables	0	0	141
Inventories	0	0	0
Property, Plant and Equipment	2,882,102	3,165,102	3,093,266
Other	0	0	0
Total Assets	<u>3,984,338</u>	<u>3,869,149</u>	<u>3,894,667</u>
Liabilities and Net Assets			
Liabilities			
Accounts Payable	14,000	14,000	96,386
Accrued Payroll & Leave	29,000	29,000	28,759
Other Liabilities	550,000	600,000	650,000
Bonds and Notes Payable	0	0	0
Total Liabilities	<u>593,000</u>	<u>643,000</u>	<u>775,145</u>
Net Assets			
Invested in Capital Assets	2,882,102	3,165,102	3,093,266
Restricted Fund Balance	0	0	0
Undesignated	509,236	61,047	26,256
Total Net Assets	<u>3,391,338</u>	<u>3,226,149</u>	<u>3,119,522</u>
Total Liabilities and Net Assets	<u>3,984,338</u>	<u>3,869,149</u>	<u>3,894,667</u>

**City and Borough of Sitka
Central Garage Fund**

Pro Forma Statement of Revenue and Expenses

	2010	2009	2008
Revenues:			
Charges for services	1,228,852	1,146,274	1,123,220
Other	0	0	0
Total revenues	1,228,852	1,146,274	1,123,220
Operating Expenses			
Salaries and Benefits	171,987	159,997	179,621
Operating Expenses	641,076	635,768	649,033
Depreciation and Amortization	295,000	295,000	274,011
Total expenses	1,108,063	1,090,765	1,102,665
Operating Income	120,789	55,509	20,555
Other financing sources (uses)			
Interest Income	24,000	26,353	46,807
Interest Expense	(30,000)	(32,500)	(35,000)
Other	50,400	57,265	145,086
Net other financing sources (uses)	44,400	51,118	156,893
Net change in fund balances	165,189	106,627	177,448

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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>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>
<u>Operating Outlays</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

Account Number	Revenue Description	2008 Actual	2009 Budget	2009 Projections	2010 Budget
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>\$ 831,336</u>	<u>\$ 945,929</u>	<u>\$ 787,186</u>	<u>\$ 1,951,106</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

<u>Account Number</u>	<u>Expense Description</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projections</u>	<u>2010 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	\$ 134,037	\$ 116,519	\$ 117,543	\$ 144,994
	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	\$ -	\$ -	\$ -	\$ 20,000
	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>\$ 12,000</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	\$	16,000
Subtotal	\$	202,000

LIBRARY

Gutter Renovation	\$	10,000
Replace underground storage tank	\$	32,000
Subtotal	\$	42,000

CENTENNIAL BUILDING

Replace underground storage tank	\$	35,000
Subtotal	\$	35,000

Public Service Center

Siding and Gutter Replacement	\$	8,000
Subtotal	\$	8,000

Senior Center

Fireplace Repair	\$	5,000
Sprinkler Renovation	\$	10,000
Subtotal	\$	15,000

Hospital

Replace Roof	\$	1,075,000
Subtotal	\$	1,075,000

WASTEWATER FUND

Troubleshoot Air Control System	\$	21,000
Replace SF4	\$	42,000
Subtotal	\$	63,000

AIRPORT FUND

Lighting Retrofit	\$	76,000
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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