

City and Borough of Sitka

BUILDING MAINTENANCE FUND

FISCAL YEAR 2011

Operating Budget

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

CASH INFLOWS / REVENUES

<u>Source</u>	<u>FY 2011 Budget</u>	<u>FY 2010 Budget</u>	<u>FY 2010 Projections</u>	<u>Change From FY 2010 Budget</u>	<u>% Change From FY 2010 Budget</u>
Grant Revenue	\$ -	\$ 1,075,000	\$ -	\$ -	0%
Operating Revenue	\$ 394,333	\$ 657,106	\$ 380,990	\$ (262,773)	-40%
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0%
Property Investments	\$ 90,000	\$ 104,000	\$ 90,066	\$ (14,000)	-13%
Interfund	\$ 150,000	\$ 115,000	\$ 155,996	\$ 35,000	30%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	0%
TOTAL CASH INFLOWS / REVENUES:	\$ 634,333	\$ 1,951,106	\$ 627,052	\$ (241,773)	-12%

CASH OUTLAYS

<u>Operating Outlays</u>	<u>FY 2011 Budget</u>	<u>FY 2010 Operations Budget</u>	<u>FY 2010 Operations Projections</u>	<u>Change From FY 2010 Operations Budget</u>	<u>% Change From FY 2010 Operations Budget</u>
Cash Outlays for Salaries and Benefits	\$ 333,352	\$ 360,170	\$ 336,784	\$ (26,818)	-7%
Non-personnel Operating Outlays	\$ 244,407	\$ 269,613	\$ 385,849	\$ (25,206)	-9%
Non-recurring Repair Projects	\$ 89,100	\$ 1,516,000	\$ -	\$ (1,426,900)	-94%
Total Operating Outlays:	\$ 666,859	\$ 2,145,783	\$ 722,633	\$ (1,478,924)	-69%
<u>Capital Outlays</u>					
Fixed Asset Acquisition	\$ -	\$ 12,000	\$ 8,536	\$ (12,000)	0%
Transfers to Capital Projects	\$ -	\$ -	\$ -	\$ -	0%
Total Capital Outlays:	\$ -	\$ 12,000	\$ 8,536	\$ 12,000	0%
TOTAL CASH OUTLAYS:	\$ 666,859	\$ 2,157,783	\$ 731,169	\$ (1,490,924)	-69%
INCREASE IN UNRESTRICTED WORKING CAPITAL	\$ (32,526)	\$ (206,677)	\$ (104,117)	\$ 174,151	-84%

City and Borough of Sitka
Sitka, Alaska

FY 2011 Budget

Fund: 320 - Building Maintenance Fund

Cash Inflows / Revenues

Account Number	Revenue Description	2009 Actual	2010 Budget	2010 Projections	2011 Budget
State Revenue					
300-310-3101.005	Grant Revenue	\$ -	\$ 1,075,000	\$ -	\$ -
300-310-3101.017	PERS Relief	\$ 26,425	\$ -	\$ -	\$ -
		<u>\$ 26,425</u>	<u>\$ 1,075,000</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Revenue					
300-340-3491.000	Jobbing - Labor/Materials	\$ 384,756	\$ 657,106	\$ 380,990	\$ 394,333
	Subtotal:	<u>\$ 384,756</u>	<u>\$ 657,106</u>	<u>\$ 380,990</u>	<u>\$ 394,333</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	\$ 97,705	\$ 104,000	\$ 90,066	\$ 90,000
300-360-3621.000	Cost Fixed Assets	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 97,705</u>	<u>\$ 104,000</u>	<u>\$ 90,066</u>	<u>\$ 90,000</u>
Interfund					
300-370-3701.170	Timber Relief Fund Interfund	\$ -	\$ -	\$ -	\$ -
300-370-3701.171	SE Econ. Dev. Fund Interfund	\$ 115,643	\$ 115,000	\$ 155,996	\$ 150,000
300-370-3701.700	General Fund Interfund	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 115,643</u>	<u>\$ 115,000</u>	<u>\$ 155,996</u>	<u>\$ 150,000</u>
Miscellaneous Revenue					
300-380-3809.000	Donations	\$ -	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Cash Basis					
300-390-3990.000	Net Pension Obligation WO	\$ 25,360	\$ -	\$ -	\$ -
	Subtotal:	<u>\$ 25,360</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Building Maintenance Fund Revenue:		<u><u>\$ 649,889</u></u>	<u><u>\$ 1,951,106</u></u>	<u><u>\$ 627,052</u></u>	<u><u>\$ 634,333</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	\$ -
	Subtotal:	\$ -
OPERATING REVENUE		
300-340-3491.000	Jobbing - Labor/Materials	\$ 394,333
	Subtotal:	\$ 394,333
PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income	\$ 90,000
	Subtotal:	\$ 90,000
INTERFUND		
300-370-3701.171	Transfer from SE Econ. Development Fund	\$ 150,000
	Subtotal:	\$ 150,000
	Total:	\$ <u>634,333</u>

City and Borough of Sitka
Sitka, Alaska

FY 2011 Budget

Fund: 320 - Building Maintenance Fund

Operations Budget

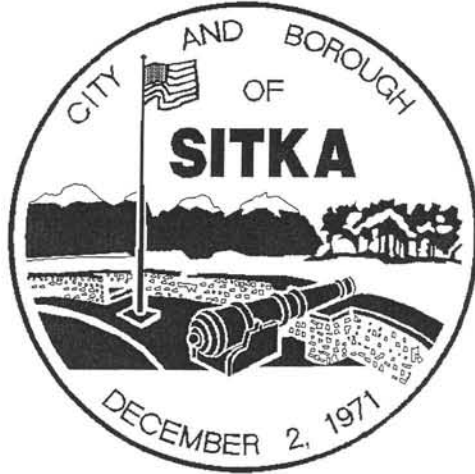
Cash Outlays for Operations

Account Number	Expense Description	2009 Actual	2010 Budget	2010 Projections	2011 Budget
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 174,103	\$ 187,676	\$ 186,109	\$ 187,674
5110.004	Overtime	\$ 13,274	\$ 12,500	\$ 8,006	\$ 7,500
5110.010	Temporary Employees	\$ 31,034	\$ 15,000	\$ 6,997	\$ 4,000
5120.000	Benefits	\$ 147,588	\$ 144,994	\$ 135,672	\$ 134,178
	Total Salaries & Benefits	\$ 365,999	\$ 360,170	\$ 336,784	\$ 333,352
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 6,545	\$ 8,900	\$ 3,820	\$ 3,700
5202.000	Uniform Allowance	\$ -	\$ 540	\$ 288	\$ 513
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 1,337	\$ 1,200	\$ 1,383	\$ 1,140
5205.000	Insurance	\$ 1,267	\$ 1,300	\$ 1,574	\$ 1,575
5206.000	Supplies	\$ 5,394	\$ 9,450	\$ 5,586	\$ 8,977
5207.000	Repairs and Maintenance	\$ 44,822	\$ 61,200	\$ 42,587	\$ 58,140
5211.000	MIS Fees	\$ 5,274	\$ 4,744	\$ 4,744	\$ 4,152
5212.000	Contracted/Purchased Services	\$ 126,713	\$ 1,577,200	\$ 198,288	\$ 149,115
5214.000	Interdepartment Services	\$ 75,653	\$ 69,394	\$ 86,743	\$ 82,051
5221.000	Transportation/Vehicles	\$ 23,821	\$ 25,625	\$ 17,534	\$ 17,486
5222.000	Postage	\$ 57	\$ -	\$ -	\$ -
5223.000	Tools & Small Equipment	\$ 1,895	\$ 3,600	\$ 2,249	\$ 3,420
5224.000	Dues & Publications	\$ 600	\$ 360	\$ 360	\$ 942
5226.000	Advertising	\$ -	\$ 450	\$ 293	\$ 428
5227.000	Rentals - Building/Equipment	\$ -	\$ 900	\$ -	\$ 855
5290.000	Other Expenses	\$ -	\$ 750	\$ 400	\$ 1,013
7200.000	Transfer to Other Funds	\$ 232,848	\$ 20,000	\$ 20,000	\$ -
	Total Non-personnel Operating Outlays:	\$ 526,225	\$ 1,785,613	\$ 385,849	\$ 333,507
	Total Operating Outlays:	\$ 892,224	\$ 2,145,783	\$ 722,633	\$ 666,859

**BUILDING MAINTENANCE FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
TRAINING AND TRAVEL		
600-601-5201.000	Facility Maintenance - Wilbur	\$ 2,900
	Boiler Certification	\$ 800
	Subtotal:	\$ 3,700
UNIFORM ALLOWANCE		
600-601-5202.000	Work overalls, gloves & safety gear	\$ 513
	Subtotal:	\$ 513
SUPPLIES		
600-630-5206.000	Supplies, paint, etc.	\$ 8,977
	Subtotal:	\$ 8,977
REPAIRS & MAINTENANCE		
600-630-5207.000	Materials for repairs of General Fund Buildings	\$ 31,977
	Materials for repairs of Enterprise Fund Buildings	\$ 26,163
	Subtotal:	\$ 58,140
CONTRACTED/PURCHASED SERVICES		
600-601-5212.000	Audit Fees	\$ 1,875
600-630-5212.000	Electrical services	\$ 11,320
	Plumbing Services	\$ 11,320
	Fire Alarm and Sprinkler services	\$ 28,000
	Elevator maintenance	\$ 7,500
	Subtotal:	\$ 60,015
INTERDEPARTMENT SERVICES		
600-601-5214.000	Admin. services	\$ 82,051
	Subtotal:	\$ 82,051
TOOLS & SMALL EQUIPMENT		
600-601-5223.000	Misc. tools	\$ 3,420
	Subtotal:	\$ 3,420
DUES & PUBLICATIONS		
600-601-5224.000	Misc.	\$ 342
	ICLEI dues	\$ 600
	Subtotal:	\$ 942
ADVERTISING		
600-601-5226.000	Contracted services advertisement	\$ 428
	Subtotal:	\$ 428
OTHER EXPENSES		
600-630-5290.000	Misc. expenditures	\$ 713
	Employee Wellness Program	\$ 300
	Subtotal:	\$ 1,013
TRANSFER TO OTHER FUNDS		
600-630-7200.000	Transfer to the General Fund - SCVB	\$ -
	Subtotal:	\$ -

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Capital Budget

BUILDING MAINTENANCE FUND

2011

**City and Borough of Sitka
Fund 320 - Building Maintenance Fund
FY 2011 Capital Budget Summary**

	New Appropriations for FY 2011
Capital Projects:	\$ -
Fixed Assets:	
Machinery/Equipment	\$ -
Subtotals:	\$ -
Total Planned Capital Expenditures:	\$ -

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>	New Appropriation for FY 2011 <u>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		\$ -
	Total Machinery/Equipment:	\$ -
	Total Planned Capital Expenditures:	\$ -

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

LIBRARY			
Install boiler flue damper		\$	3,000
	Subtotal	\$	3,000
RECREATION			
Blatchley RR replace roof		\$	8,000
Whale Park RR - Paint Exterior (in house)		\$	2,600
Park Strip Shelters Column		\$	9,000
	Subtotal	\$	19,600
ELECTRIC FUND			
Replace overhead doors		\$	30,000
	Subtotal	\$	30,000
HARBOR FUND			
Crescent Harbor Shelter Piling		\$	30,000
	Subtotal	\$	30,000
AIRPORT FUND			
Install UH auto valves		\$	2,000
Install boiler flue damper		\$	4,500
	Subtotal	\$	6,500
	Total	\$	<u>89,100</u>

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

Pro Forma Statement of Net Assets

	2011	2010	2009
Assets			
Investment in Central Treasury	2,851,406	2,883,932	2,987,949
Receivables	0	0	0
Inventories	0	0	0
Property, Plant and Equipment	20,219	21,639	14,523
Other	0	0	0
Total Assets	<u>2,871,625</u>	<u>2,905,571</u>	<u>3,002,472</u>
Liabilities and Net Assets			
Liabilities			
Accounts Payable	27,200	27,200	27,161
Accrued Payroll & Leave	15,200	15,200	15,139
Other Liabilities	0	0	0
Bonds and Notes Payable	0	0	0
Total Liabilities	<u>42,400</u>	<u>42,400</u>	<u>42,300</u>
Net Assets			
Invested in Capital Assets	20,219	21,639	14,523
Restricted Fund Balance	0	0	0
Undesignated	2,809,006	2,841,532	2,945,649
Total Net Assets	<u>2,829,225</u>	<u>2,863,171</u>	<u>2,960,172</u>
Total Liabilities and Net Assets	<u>2,871,625</u>	<u>2,905,571</u>	<u>3,002,472</u>

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

Pro Forma Statement of Revenue and Expenses

	2011	2010	2009
Revenues:			
Charges for services	394,333	380,990	384,756
Other	0	0	0
Total revenues	394,333	380,990	384,756
Operating Expenses			
Salaries and Benefits	333,352	336,784	365,999
Operating Expenses	333,507	385,849	293,377
Depreciation and Amortization	1,420	1,420	1,420
Total expenses	668,279	724,053	660,796
Operating Income	(273,946)	(343,063)	(276,040)
Other financing sources (uses)			
Interest Income	90,000	90,066	157,731
Interest Expense	0	0	0
Other	150,000	155,996	(65,420)
Net other financing sources (uses)	240,000	246,062	92,311
Net change in fund balances	(33,946)	(97,001)	(183,729)

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