

City and Borough of Sitka

WASTEWATER FUND

FISCAL YEAR 2011

Operating Budget

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**WASTEWATER 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>
State Revenue	\$ -	\$ -	\$ -	\$ -	0%
Federal Revenue	\$ -	\$ -	\$ -	\$ -	0%
Operating Revenue	\$ 1,791,400	\$ 1,720,300	\$ 1,895,563	\$ 71,100	4%
Non-Operating Revenue	\$ 4,800	\$ 12,000	\$ 4,800	\$ (7,200)	-60%
Property Investments	\$ 130,000	\$ 148,800	\$ 129,650	\$ (18,800)	-13%
Miscellaneous	\$ 3,500	\$ 3,900	\$ 4,043	\$ (400)	-10%
Cash Basis	\$ 13,625	\$ 13,970	\$ 14,315	\$ (345)	-2%
TOTAL CASH INFLOWS / REVENUES:	\$ 1,943,325	\$ 1,898,970	\$ 2,048,371	\$ 44,355	2%
<u>CASH 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>
<u>Operating Outlays</u>					
Cash Outlays for Salaries and Benefits	\$ 880,591	\$ 778,767	\$ 977,272	\$ 101,824	13%
Non-personnel Operating Outlays	\$ 1,266,797	\$ 1,073,561	\$ 1,086,724	\$ 193,236	18%
Total Operating Outlays:	\$ 2,147,389	\$ 1,852,328	\$ 2,063,996	\$ 295,061	16%
<u>Capital Outlays</u>					
Fixed Asset Acquisition	\$ 85,000	\$ 95,000	\$ 45,370	\$ (10,000)	-11%
Transfers to Capital Projects	\$ 260,000	\$ 783,000	\$ 618,000	\$ (523,000)	-67%
Total Capital Outlays:	\$ 345,000	\$ 878,000	\$ 663,370	\$ (533,000)	-61%
TOTAL CASH OUTLAYS:	\$ 2,492,389	\$ 2,730,328	\$ 2,727,366	\$ (237,939)	-9%
INCREASE IN UNRESTRICTED WORKING CAPITAL	\$ (549,064)	\$ (831,358)	\$ (678,995)	\$ 282,294	34%

City and Borough of Sitka
Sitka, Alaska

FY 2011 Budget

Fund: 220 - Wastewater Fund

Cash Inflows / Revenues

Account Number	Revenue Description	2009 Actual	2010 Budget	2010 Projections	2011 Budget
State Revenue					
300-310-3101.005	Grant Revenue	\$ 58,916	\$ -	\$ -	\$ -
300-310-3101.017	PERS Relief	\$ 71,489	\$ -	\$ -	\$ -
	Subtotal:	\$ 130,405	\$ -	\$ -	\$ -
Federal Revenue					
300-315-3151.003	Grant Revenue	\$ 24,392	\$ -	\$ -	\$ -
	Subtotal:	\$ 24,392	\$ -	\$ -	\$ -
Operating Revenue					
300-340-3421.000	Wastewater Fees	\$ 1,565,116	\$ 1,559,500	\$ 1,591,186	\$ 1,591,200
300-340-3491.000	Jobbing	\$ 200,204	\$ 160,800	\$ 304,377	\$ 200,200
	Subtotal:	\$ 1,765,320	\$ 1,720,300	\$ 1,895,563	\$ 1,791,400
Non-Operating Revenue					
300-350-3501.001	Connection Fees, Sewer, Other	\$ 16,824	\$ 12,000	\$ 4,800	\$ 4,800
300-350-3501.003	Other	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ 16,824	\$ 12,000	\$ 4,800	\$ 4,800
Property Investments					
300-360-3610.000	Interest Income	\$ 136,168	\$ 148,800	\$ 129,650	\$ 130,000
300-360-3610-000	Interest LID	\$ -	\$ -	\$ -	\$ -
300-360-3621.000	Cost Fixed Assets	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ 136,168	\$ 148,800	\$ 129,650	\$ 130,000
Interfund Billing					
300-370-3701.112	SJC Grant	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -
Miscellaneous					
300-380-3807.000	Miscellaneous	\$ 459	\$ 200	\$ 1,048	\$ 500
300-380-3808.000	Wage Reimbursement	\$ 1,619	\$ -	\$ -	\$ -
300-380-3812-000	Capital Contribution - Local	\$ -	\$ -	\$ -	\$ -
300-380-3820.000	Bad Debts Collected	\$ 5,298	\$ 3,700	\$ 2,995	\$ 3,000
	Subtotal:	\$ 7,376	\$ 3,900	\$ 4,043	\$ 3,500
Cash Basis					
300-390-3902.000	Assessments - Principal	\$ -	\$ 13,970	\$ 14,315	\$ 13,625
300-390-3950.000	Transfer In	\$ -	\$ -	\$ -	\$ -
300-390-3990.000	Net Pension Obligation WO	\$ 71,279	\$ -	\$ -	\$ -
	Subtotal:	\$ 71,279	\$ 13,970	\$ 14,315	\$ 13,625
	Total Wastewater Fund Revenue:	\$ 2,151,765	\$ 1,898,970	\$ 2,048,371	\$ 1,943,325

**CITY AND BOROUGH OF SITKA
WASTEWATER FUND
ITEMIZED REVENUES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
OPERATING REVENUE		
300-340-3421.000	Wastewater Fees Total Monthly Fees	\$ 1,591,200
300-340-3491.000	Jobbing - Labor	\$ 200,200
	Subtotal:	\$ 1,791,400
NON-OPERATING REVENUE		
300-350-3501.001	Connection Fees - Sewer	\$ 4,800
300-350-3501.003	Other	\$ -
	Subtotal:	\$ 4,800
PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income	\$ 130,000
	Subtotal:	\$ 130,000
MISCELLANEOUS		
300-380-3807.000	Miscellaneous	\$ 500
300-380-3820.000	Bad Debts Collected	\$ 3,000
	Subtotal:	\$ 3,500
Cash Basis		
300-390-3902.000	Assessments	\$ 13,625
	Subtotal:	\$ 13,625
	Total:	\$ 1,943,325

City and Borough of Sitka
Sitka, Alaska

FY 2011 Budget

Fund: 220 - Wastewater 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	\$ 477,581	\$ 433,474	\$ 525,872	\$ 505,800
5110.004	Overtime	\$ 26,997	\$ 12,883	\$ 40,672	\$ 12,883
5110.010	Temporary Employees	\$ 16,208	\$ 24,000	\$ 22,973	\$ 24,000
5120.000	Benefits	\$ 413,163	\$ 308,410	\$ 387,755	\$ 337,908
	Total Salaries & Benefits	\$ 933,949	\$ 778,767	\$ 977,272	\$ 880,591
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 9,661	\$ 14,700	\$ 10,339	\$ 10,500
5202.000	Uniform Allowance	\$ 1,068	\$ 1,600	\$ 1,021	\$ 1,600
5203.000	Utilities	\$ 138,776	\$ 143,000	\$ 133,843	\$ 143,000
5203.005	Heating Fuel	\$ 51,369	\$ 53,600	\$ 41,556	\$ 53,600
5204.000	Telephone	\$ 25,242	\$ 25,000	\$ 25,313	\$ 25,000
5205.000	Insurance	\$ 22,702	\$ 22,700	\$ 23,369	\$ 23,370
5206.000	Supplies	\$ 47,292	\$ 59,000	\$ 57,377	\$ 64,000
5207.000	Repairs and Maintenance	\$ 50,553	\$ 85,000	\$ 84,248	\$ 92,000
5208.000	Building Maintenance Fees	\$ 24,324	\$ 26,708	\$ 31,362	\$ 22,363
5211.000	MIS Fees	\$ 33,103	\$ 29,741	\$ 29,741	\$ 37,939
5212.000	Contracted/Purchased Services	\$ 48,498	\$ 117,937	\$ 146,134	\$ 298,999
5214.000	Interdepartment Services	\$ 318,816	\$ 207,674	\$ 233,167	\$ 224,360
5221.000	Transportation/Vehicles	\$ 42,816	\$ 87,925	\$ 73,116	\$ 80,128
5222.000	Postage	\$ 58	\$ 500	\$ 33	\$ 500
5223.000	Tools & Small Equipment	\$ 8,623	\$ 17,000	\$ 16,118	\$ 7,200
5224.000	Dues & Publications	\$ 904	\$ 2,600	\$ 980	\$ 2,600
5226.000	Advertising	\$ -	\$ 1,000	\$ 351	\$ 1,000
5227.000	Rentals - Building/Equipment	\$ 4,248	\$ 6,248	\$ 5,664	\$ 6,248
5231.000	Credit Card Expense	\$ 8,715	\$ 8,526	\$ 10,206	\$ 11,050
5290.000	Other Expenses	\$ 7,108	\$ 5,700	\$ 5,383	\$ 5,700
5295.000	Interest	\$ 40,075	\$ 31,487	\$ 31,487	\$ 29,602
5297.000	Debt Administrative Expense	\$ -	\$ -	\$ -	\$ -
7301.000	Note Principal Payment	\$ 127,714	\$ 125,916	\$ 125,916	\$ 126,038
7200.000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -
	Total Non-personnel Operating Outlays:	<u>\$1,011,663</u>	<u>\$1,073,561</u>	<u>\$ 1,086,724</u>	<u>\$ 1,266,797</u>
	Total Operating Outlays:	<u>\$1,945,612</u>	<u>\$1,852,328</u>	<u>\$ 2,063,996</u>	<u>\$ 2,147,389</u>

**WASTEWATER FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
TRAVEL AND TRAINING		
600-607-5201.000	Wastewater collection operator's continuing education credits related to state operator certification and other required certificates e.g. Hazwopper & Hazardous site worker, Flagger & Traffic Safety, Trench safety, etc.	\$ 4,500
600-610-5201.000	Wastewater treatment operator's continuing education credits related to state operator certification, laboratory training and other required certificates e.g. Hazwopper & Hazardous site worker, etc..	<u>\$ 6,000</u>
	Subtotal:	\$ 10,500
UNIFORM ALLOWANCE		
600-607-5202.000	Coveralls, rainwear, rubber boots, etc.	\$ 1,000
600-610-5202.000	Coveralls, rainwear, rubber boots, etc.	<u>\$ 600</u>
	Subtotal:	\$ 1,600
UTILITIES		
600-607-5203.001	Electric/Water	\$ 94,700
600-610-5203.001	Electric/Water	<u>\$ 48,300</u>
	Subtotal:	\$ 143,000
SUPPLIES		
600-601-5206.000	Office supplies	\$ 2,000
600-607-5206.000	Manhole inserts & sewer plugs (rehab materials), Misc parts, piping, hardware, inspection camera supplies, Degreaser, dyes & sanitizing agents, safty supplies, etc. Safety supplies (PPE)	\$ 18,000
600-610-5206.000	Misc. parts & hardware, safety supplies, i.e.: gloves, glasses (PPE) air filters, treatment chemicals, lime, salt for hypochlorite generation, purafil, sanitizing agents, Lab supplies & equipment	<u>\$ 44,000</u>
	Subtotal:	\$ 64,000

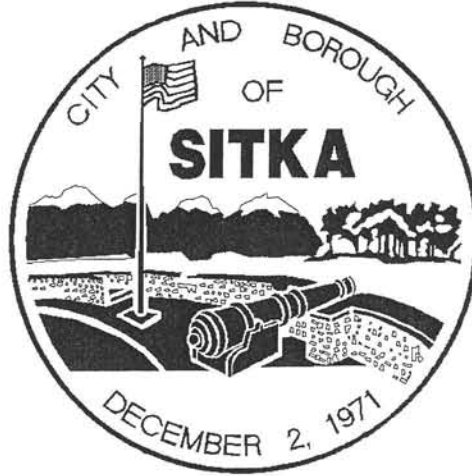
**WASTEWATER FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
REPAIRS & MAINTENANCE		
600-607-5207.000	Collection system maintenance materials	\$ 5,000
	Lift station repair, replace equipment, pump impellers, etc..	\$ 45,000
600-610-5207.000	Maintain, repair, replace equipment	\$ 42,000
	Subtotal:	\$ 92,000
BUILDING MAINTENANCE FEES		
600-601-5208.000	Building Maint. Fund (BMF) - Building Repair	\$ 22,363
	Subtotal:	\$ 22,363
CONTRACTED/PURCHASED SERVICES		
600-601-5212.000	Copier maintenance, Audit Fees, Engineering/consulting services, permit renewal, etc...	\$ 37,750
	Audit fees	\$ 2,109
	Honeywell Performance Contract	\$ 2,140
	Design Monastery main replacement	\$ 50,000
	WW System Master Plan	\$ 125,000
600-607-5212.000	Excavation contractor, SCADA maintenance/programming/troubleshooting, machinist, electrician, troubleshooting	\$ 21,000
600-610-5212.000	Sludge disposal, biosolids monofill, Biological Analytical services, equipment repair, machinist, etc.	\$ 50,000
	Whole effluent toxicity, biological monitoring program toxic pollutants & pesticides (2011)	\$ 11,000
	Subtotal:	\$ 298,999
INTERDEPARTMENT SERVICES		
600-601-5214.000	Admin. services	\$ 224,360
	Subtotal:	\$ 224,360
POSTAGE		
600-601-5222.000	Miscellaneous postage	\$ 500
	Subtotal:	\$ 500
TOOLS & SMALL EQUIPMENT		
600-607-5223.000	Gas Powered Compressor	\$ 2,000
	Replace handheld radio (1)	\$ 1,400
600-610-5223.000	Replace Lab Drying Oven	\$ 3,000
	Replace pH meter & probe	\$ 800
	Subtotal:	\$ 7,200

**WASTEWATER FUND
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
DUES & PUBLICATIONS		
600-601-5224.000	Operator certifications	\$ 1,500
	Water Environment Fed., individual memberships	\$ 600
	Water Environment Federation, City membership	\$ 500
	Subtotal:	\$ 2,600
ADVERTISING		
600-601-5226.000	Public Education, PSAs	\$ 1,000
	Subtotal:	\$ 1,000
RENTALS - EQUIPMENT OR BUILDINGS		
600-601-5227.002	Central Garage Building Rent	\$ 4,248
600-607-5227.002	Misc. equipment rentals	\$ 1,000
600-610-5227.002	Misc. equipment rentals	\$ 1,000
	Subtotal:	\$ 6,248
OTHER EXPENSES		
600-601-5290.000	Employee Wellness Program	\$ 700
	DEC charges, annual permit fee, etc.	\$ 3,000
600-607-5290.000	Misc. expenses	\$ 1,000
600-610-5290.000	Misc. expenses	\$ 1,000
	Subtotal:	\$ 5,700
INTEREST		
600-650-5295.000	Interest on Treatment Plant Remodel/Inventory Building	\$ 13,958
	Interest on loan for Cedar Beach/Shotgun Alley -#783041	\$ 2,317
	Interest on State of Alaska Note #783011	\$ 13,327
	Subtotal:	\$ 29,602
NOTE PRINCIPAL PAYMENT		
600-650-7301.000	Principal on Treatment Plant Remodel/Inventory Building	\$ 51,888
	Principal on loan for Cedar Beach/Shotgun Alley	\$ 24,792
	Principal on State of Alaska Note #783011	\$ 49,358
	Subtotal:	\$ 126,038

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Capital Budget

WASTEWATER FUND

2011

**City and Borough of Sitka
Fund 220 - Wastewater Fund
FY 2011 Capital Budget Summary**

	New Appropriations for FY 2011
Capital Projects:	\$ 260,000
Fixed Assets:	
Machinery/Equipment	\$ <u>85,000</u>
Subtotals:	\$ <u>85,000</u>
Total Planned Capital Expenditures:	<u>\$ 345,000</u>

City and Borough of Sitka
Fund 220 - Wastewater Fund
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions
Summary of Direct Transfers of Capital to Capital Projects or Other Funds
Wastewater Fund Department #220-600-680

Account Number	<u>Fund/Project Name</u>	New Appropriation for FY 2011 Amount
	Capital Projects 730-600-630-5212.000	
7200.000	Rebuild Brady LS	\$ 90,000
	Replace Channel LS (90547)	\$ 120,000
	Replace E. Jamestown Bay LS (90565)	<u>\$ 50,000</u>
	Total Direct Capital Transfers:	\$ 260,000
	<u>Fixed Asset Acquisition</u> Wastewater Fund Department #220-600-670	
	<u>Machinery/Equipment</u>	
7106.000	Emergency trailer mounted diesel powered sewage pump	\$ 60,000
	Replace 2 lift station pumps (medium sized)	<u>\$ 25,000</u>
	Total Machinery/Equipment:	\$ 85,000
	Total Planned Capital Expenditures:	<u>\$ 345,000</u>

**Construction in Progress for Wastewater Fund Capital Projects
Fund 730**

Project Name	Project Number	Approved Budget	Expenses & Encumbrances as of 12/31/09
Belt Filter Press Rebuild WW	90664	\$ 87,039	\$ 84,234
Brady St Sewer	90663	\$ 674,000	\$ 47,141
Cathodic Protection (14 Lift Stations)	90259	\$ 150,000	\$ 8,815
Channel Lift Station Design	90457	\$ 45,000	\$ -
Cove Lift Station Replacement	90274	\$ 400,000	\$ 46,067
Granite Creek Rd Sewer Line Extension	90613	\$ 319,850	\$ 346,703
HPR/SMC Main Rehab	90564	\$ 1,080,000	\$ 636,049
East Jamestown Bay Lift Station Replacement	90565	\$ 35,000	\$ -
Kimsham Leachate Treatment	90499	\$ 25,000	\$ -
Lake Street Lift Station Rebuild	90601	\$ 250,000	\$ -
Monastery/Kincaid Sewer Design Replacement	90531	\$ 30,000	\$ -
Oja St Water/Sewer Project	90666	\$ 654,405	\$ 58,173
Replace Coating in Sludge Thickener	90532	\$ 27,000	\$ -
Replace Lift Station Alarms (SCADA)	90258	\$ 497,500	\$ 317,180
Replace Wachusetts Lift Station	90533	\$ 120,000	\$ 65,431
Sanitary Sewer Main Replacement	90602	\$ 171,000	\$ 25,357
SF4 Replacement (Supply Fan)	90655	\$ 42,000	\$ -
SMC Road Sewer Phase III	90579	\$ 2,210,000	\$ 55,093
WWTP Air Control System	90654	\$ 21,000	\$ -
WWTP Control System	90447	\$ 100,000	\$ 15,251
WWTP Solids Monofill	90534	\$ 30,000	\$ -

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**City and Borough of Sitka
Waste Water Fund**

Pro Forma Statement of Net Assets

	2011	2010	2009
Assets			
Investment in Central Treasury	2,741,701	3,304,389	3,997,819
Receivables	441,000	441,000	440,754
Inventories	0	0	0
Property, Plant and Equipment	15,662,433	16,718,133	17,455,463
Restricted Cash with Fiscal Agent	0	0	0
Total Assets	<u>18,845,134</u>	<u>20,463,522</u>	<u>21,894,036</u>
Liabilities and Net Assets			
Liabilities			
Accounts Payable	242,000	242,000	241,983
Current Portion-Notes Payable	126,000	126,000	125,917
Other Liabilities	44,800	44,800	44,774
Bonds and Notes Payable	2,680,319	2,806,357	2,932,273
Total Liabilities	<u>3,093,119</u>	<u>3,219,157</u>	<u>3,344,947</u>
Net Assets			
Invested in Capital Assets	12,982,114	13,911,776	14,397,273
Restricted Fund Balance	0	0	0
Undesignated	2,769,901	3,332,589	4,151,816
Total Net Assets	<u>15,752,015</u>	<u>17,244,365</u>	<u>18,549,089</u>
Total Liabilities and Net Assets	<u>18,845,134</u>	<u>20,463,522</u>	<u>21,894,036</u>

**City and Borough of Sitka
Waste Water Fund**

Pro Forma Statement of Revenue and Expenses

	2011	2010	2009
Revenues:			
Charges for services	1,591,200	1,591,186	1,565,025
Other	200,200	304,377	224,404
Total revenues	1,791,400	1,895,563	1,789,429
Operating Expenses			
Salaries and Benefits	880,591	977,272	933,949
Operating Expenses	1,111,157	929,321	858,323
Depreciation and Amortization	1,400,700	1,400,700	1,400,659
Total expenses	3,392,448	3,307,293	3,192,931
Operating Income	(1,601,048)	(1,411,730)	(1,403,502)
Other financing sources (uses)			
Interest Income	130,000	129,650	211,605
Interest Expense	(29,602)	(31,487)	(40,075)
Other	8,300	8,843	298,077
Net other financing sources (uses)	108,698	107,006	469,607
Net change in fund balances	(1,492,350)	(1,304,724)	(933,895)

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