

**City and Borough of Sitka**

**BUILDING MAINTENANCE FUND**

**FISCAL YEAR 2014**

**Operating Budget**

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**City and Borough of Sitka  
Building Maintenance Fund  
Summary Of Cash Inflows And Outflows**

| <b><u>Operations:</u></b>                | <b>2012</b>          | <b>2013</b>          | <b>2013</b>               | <b>2014</b>          |
|--|----------------------|----------------------|---------------------------|----------------------|
|  | <b><u>Actual</u></b> | <b><u>Budget</u></b> | <b><u>Projections</u></b> | <b><u>Budget</u></b> |
| Cash Inflows:                            | \$ 636,589           | \$ 723,834           | \$ 501,000                | \$ 594,573           |
| Cash Outflows                            | \$ 715,215           | \$ 897,191           | \$ 817,000                | \$ 888,611           |
| Net Cash Inflow/Outflow from Operations: | \$ (78,626)          | \$ (173,357)         | \$ (316,000)              | \$ (294,038)         |

| <b><u>Capital Acquisitions And Improvements:</u></b> | <b>2012</b>          | <b>2013</b>          | <b>2013</b>               | <b>2014</b>          |
|--|----------------------|----------------------|---------------------------|----------------------|
|  | <b><u>Actual</u></b> | <b><u>Budget</u></b> | <b><u>Projections</u></b> | <b><u>Budget</u></b> |

Cash Inflows:

Projected Grant Revenue:

Cash Outflows:

Capital Purchases:

Projected Capital Project Outlays:

Net Cash Inflow/Outflow from Capital Acquisitions And Improvements: \$ - \$ - \$ - \$ -

| <b>2012</b>          | <b>2013</b>          | <b>2013</b>               | <b>2014</b>          |
|----------------------|----------------------|---------------------------|----------------------|
| <b><u>Actual</u></b> | <b><u>Budget</u></b> | <b><u>Projections</u></b> | <b><u>Budget</u></b> |

**Debt Service:**

Cash Inflows:

New Loan Proceeds:

Cash Outflows:

Debt Principal Repayment:

Interest On Debt::

Net Cash Inflow/Outflow from Debt Service: \$ - \$ - \$ - \$ -

**Projected Increase/(Decrease) In Unrestricted Working Capital** \$ (78,626) \$ (173,357) \$ (316,000) \$ (294,038)

**City and Borough of Sitka  
Sitka, Alaska**

**FY 2014 Budget**

**Fund: 320 - Building Maintenance Fund**

**Cash Inflows / Revenues**

| <u>Account Number</u>                           | <u>Revenue Description</u>   | <u>2012 Actual</u>       | <u>2013 Budget</u>       | <u>2013 Projections</u>  | <u>2014 Budget</u>       |
|---|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>State Revenue</b>                            |                              |                          |                          |                          |                          |
| 300-310-3101.005                                | Grant Revenue                | \$ -                     | \$ -                     | \$ -                     | \$ -                     |
| 300-310-3101.017                                | PERS Relief                  | \$ 14,306                | \$ -                     | \$ -                     | \$ -                     |
|   |                              | <u>\$ 14,306</u>         | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ -</u>              |
| <b>Operating Revenue</b>                        |                              |                          |                          |                          |                          |
| 300-340-3491.000                                | Jobbing - Labor/Materials    | \$ 411,047               | \$ 568,834               | \$ 340,000               | \$ 433,573               |
|   | <b>Subtotal:</b>             | <u>\$ 411,047</u>        | <u>\$ 568,834</u>        | <u>\$ 340,000</u>        | <u>\$ 433,573</u>        |
| <b>Non-Operating Revenue</b>                    |                              |                          |                          |                          |                          |
| 300-350-3501.003                                | Other Revenue                | \$ -                     | \$ -                     | \$ -                     | \$ -                     |
|   | <b>Subtotal:</b>             | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ -</u>              |
| <b>Property Investments</b>                     |                              |                          |                          |                          |                          |
| 300-360-3610.000                                | Interest Income              | \$ 64,545                | \$ 63,000                | \$ 64,000                | \$ 64,000                |
| 300-360-3612.000                                | Chg in FMV - Investment      | \$ 48,509                | \$ -                     | \$ -                     | \$ -                     |
|   | <b>Subtotal:</b>             | <u>\$ 113,054</u>        | <u>\$ 63,000</u>         | <u>\$ 64,000</u>         | <u>\$ 64,000</u>         |
| <b>Interfund</b>                                |                              |                          |                          |                          |                          |
| 300-370-3701.170                                | Timber Relief Fund Interfund | \$ -                     | \$ -                     | \$ -                     | \$ -                     |
| 300-370-3701.171                                | SE Econ. Dev. Fund Interfund | \$ -                     | \$ -                     | \$ -                     | \$ -                     |
| 300-370-3701.194                                | CPET Interfund               | \$ 5,400                 | \$ -                     | \$ -                     | \$ -                     |
| 300-370-3701.700                                | General Fund Interfund       | \$ -                     | \$ -                     | \$ -                     | \$ -                     |
|   | <b>Subtotal:</b>             | <u>\$ 5,400</u>          | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ -</u>              |
| <b>Miscellaneous Revenue</b>                    |                              |                          |                          |                          |                          |
| 300-380-3809.000                                | Donations                    | \$ -                     | \$ -                     | \$ -                     | \$ -                     |
|   | <b>Subtotal:</b>             | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ -</u>              |
| <b>Cash Basis</b>                               |                              |                          |                          |                          |                          |
| 300-390-3950.171                                | Transfer In SE Econ. Dev.    | \$ 92,783                | \$ 92,000                | \$ 97,000                | \$ 97,000                |
|   | <b>Subtotal:</b>             | <u>\$ 92,783</u>         | <u>\$ 92,000</u>         | <u>\$ 97,000</u>         | <u>\$ 97,000</u>         |
| <b>Total Building Maintenance Fund Revenue:</b> |                              | <u><u>\$ 636,589</u></u> | <u><u>\$ 723,834</u></u> | <u><u>\$ 501,000</u></u> | <u><u>\$ 594,573</u></u> |

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

| <u>ACCOUNT #</u>            | <u>DESCRIPTION</u>                      | <u>AMOUNT</u>     |
|-----------------------------|---|-------------------|
| <b>STATE REVENUE</b>        |   |                   |
| 300-310-3101-005            | Grant Revenue                           |                   |
|                             | <b>Subtotal:</b>                        | <b>\$ -</b>       |
| <b>OPERATING REVENUE</b>    |   |                   |
| 300-340-3491.000            | Jobbing - Labor/Materials               | \$ 433,573        |
|                             | <b>Subtotal:</b>                        | <b>\$ 433,573</b> |
| <b>PROPERTY INVESTMENTS</b> |   |                   |
| 300-360-3610.000            | Interest Income                         | \$ 64,000         |
|                             | <b>Subtotal:</b>                        | <b>\$ 64,000</b>  |
| <b>CASH BASIS</b>           |   |                   |
| 300-390-3950.171            | Transfer from SE Econ. Development Fund | \$ 97,000         |
|                             | <b>Subtotal:</b>                        | <b>\$ 97,000</b>  |
|                             | <b>Total:</b>                           | <b>\$ 594,573</b> |

**City and Borough of Sitka  
Sitka, Alaska**

**FY 2014 Budget**

**Fund: 320 - Building Maintenance Fund**

**Operations Budget**

**Cash Outlays for Operations**

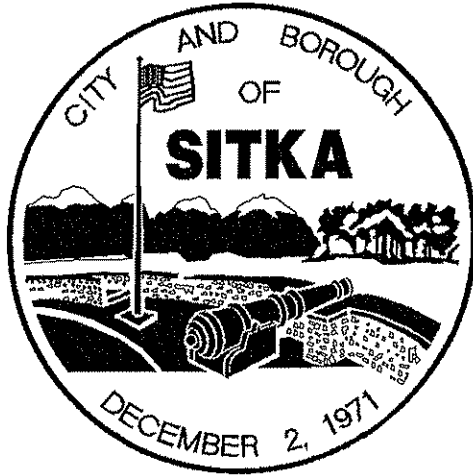
| <u>Account Number</u>                  | <u>Expense Description</u>                    | <u>2012 Actual</u> | <u>2013 Budget</u> | <u>2013 Projections</u> | <u>2014 Budget</u> |
|--|---|--------------------|--------------------|-------------------------|--------------------|
| <b>Salaries and Benefits</b>           |   |                    |                    |                         |                    |
| 5110.001                               | Salaries & Wages                              | \$ 196,035         | \$ 208,126         | \$ 188,000              | \$ 208,287         |
| 5110.004                               | Overtime                                      | \$ 8,621           | \$ 7,500           | \$ 7,000                | \$ 7,500           |
| 5110.010                               | Temporary Employees                           | \$ -               | \$ 3,720           | \$ -                    | \$ 3,534           |
| 5120.000                               | Benefits                                      | \$ 159,246         | \$ 145,768         | \$ 155,000              | \$ 159,407         |
|  | <b>Total Salaries &amp; Benefits</b>          | <b>\$ 363,902</b>  | <b>\$ 365,114</b>  | <b>\$ 350,000</b>       | <b>\$ 378,728</b>  |
| <b>Non-personnel Operation Outlays</b> |   |                    |                    |                         |                    |
| 5201.000                               | Travel and Training                           | \$ 366             | \$ 2,988           | \$ 3,000                | \$ 3,339           |
| 5202.000                               | Uniform Allowance                             | \$ 212             | \$ 453             | \$ 1,000                | \$ 430             |
| 5203.000                               | Utilities                                     | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5203.005                               | Heating Fuel                                  | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5204.000                               | Telephone                                     | \$ 1,928           | \$ 1,400           | \$ 1,000                | \$ 1,512           |
| 5205.000                               | Insurance                                     | \$ 1,369           | \$ 1,369           | \$ 1,000                | \$ 969             |
| 5206.000                               | Supplies                                      | \$ 3,078           | \$ 6,045           | \$ 5,000                | \$ 8,977           |
| 5207.000                               | Repairs and Maintenance                       | \$ 72,552          | \$ 51,366          | \$ 44,000               | \$ 48,797          |
| 5211.000                               | MIS Fees                                      | \$ 4,177           | \$ 4,177           | \$ 4,000                | \$ 4,284           |
| 5212.000                               | Contracted/Purchased Services                 | \$ 168,015         | \$ 307,466         | \$ 255,000              | \$ 311,732         |
| 5214.000                               | Interdepartment Services                      | \$ 72,878          | \$ 117,432         | \$ 117,000              | \$ 89,873          |
| 5221.000                               | Transportation/Vehicles                       | \$ 24,120          | \$ 34,181          | \$ 34,000               | \$ 34,181          |
| 5222.000                               | Postage                                       | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5223.000                               | Tools & Small Equipment                       | \$ 1,991           | \$ 3,069           | \$ 1,000                | \$ 3,249           |
| 5224.000                               | Dues & Publications                           | \$ 100             | \$ 318             | \$ -                    | \$ 325             |
| 5226.000                               | Advertising                                   | \$ 526             | \$ 379             | \$ -                    | \$ 407             |
| 5227.000                               | Rentals - Building/Equipment                  | \$ -               | \$ 755             | \$ -                    | \$ 812             |
| 5290.000                               | Other Expenses                                | \$ -               | \$ 679             | \$ 1,000                | \$ 995             |
| 7200.000                               | Transfer to Other Funds                       | \$ -               | \$ -               | \$ -                    | \$ -               |
|  | <b>Total Non-personnel Operating Outlays:</b> | <b>\$ 351,313</b>  | <b>\$ 532,077</b>  | <b>\$ 467,000</b>       | <b>\$ 509,883</b>  |
|  | <b>Total Operating Outlays:</b>               | <b>\$ 715,215</b>  | <b>\$ 897,191</b>  | <b>\$ 817,000</b>       | <b>\$ 888,611</b>  |

**BUILDING MAINTENANCE FUND  
ITEMIZED EXPENSES**

| ACCOUNT #        | DESCRIPTION  | AMOUNT    |
|------------------|--|-----------|
|                  | <b>TRAINING AND TRAVEL</b>                         |           |
| 600-601-5201.000 | Facility Maintenance                               | \$ 2,617  |
|                  | Boiler Training                                    | \$ 722    |
|                  | <b>Subtotal:</b>                                   | \$ 3,339  |
|                  | <b>UNIFORM ALLOWANCE</b>                           |           |
| 600-601-5202.000 | Work overalls, gloves & safety gear                | \$ 430    |
|                  | <b>Subtotal:</b>                                   | \$ 430    |
|                  | <b>SUPPLIES</b>                                    |           |
| 600-630-5206.000 | Supplies, paint, etc.                              | \$ 8,977  |
|                  | <b>Subtotal:</b>                                   | \$ 8,977  |
|                  | <b>REPAIRS &amp; MAINTENANCE</b>                   |           |
| 600-630-5207.000 | Materials for repairs of General Fund Buildings    | \$ 26,838 |
|                  | Materials for repairs of Enterprise Fund Buildings | \$ 21,959 |
|                  | <b>Subtotal:</b>                                   | \$ 48,797 |
|                  | <b>CONTRACTED/PURCHASED SERVICES</b>               |           |
| 600-601-5212.000 | Audit Fees   | \$ 2,350  |
| 600-630-5212.000 | Electrical services                                | \$ 9,671  |
|                  | Plumbing Services                                  | \$ 9,671  |
|                  | Fire Alarm and Sprinkler services                  | \$ 26,040 |
|                  | Elevator maintenance                               | \$ 7,500  |
|                  | <b>Subtotal:</b>                                   | \$ 55,232 |
|                  | <b>INTERDEPARTMENT SERVICES</b>                    |           |
| 600-601-5214.000 | Admin. services                                    | \$ 89,873 |
|                  | <b>Subtotal:</b>                                   | \$ 89,873 |
|                  | <b>TOOLS &amp; SMALL EQUIPMENT</b>                 |           |
| 600-601-5223.000 | Misc. tools  | \$ 3,249  |
|                  | <b>Subtotal:</b>                                   | \$ 3,249  |
|                  | <b>DUES &amp; PUBLICATIONS</b>                     |           |
| 600-601-5224.000 | Misc.  | \$ 325    |
|                  | <b>Subtotal:</b>                                   | \$ 325    |
|                  | <b>ADVERTISING</b>                                 |           |
| 600-601-5226.000 | Contracted services advertisement                  | \$ 407    |
|                  | <b>Subtotal:</b>                                   | \$ 407    |
|                  | <b>OTHER EXPENSES</b>                              |           |
| 600-630-5290.000 | Misc. expenditures                                 | \$ 645    |
|                  | Employee Wellness Program                          | \$ 350    |
|                  | <b>Subtotal:</b>                                   | \$ 995    |
|                  | <b>TRANSFER TO OTHER FUNDS</b>                     |           |
| 600-630-7200.000 |  | \$ -      |
|                  | <b>Subtotal:</b>                                   | \$ -      |

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## **Capital Budget**

# **BUILDING MAINTENANCE FUND**

**2014**

**City and Borough of Sitka  
Fund 320 - Building Maintenance Fund  
FY 2014 Capital Budget Summary**

|  | <b>New Appropriations<br/>for FY 2014</b> |
|--|---|
| <b>Capital Projects:</b>                   | \$ -                                      |
| <b>Fixed Assets:</b>                       |   |
| Machinery/Equipment                        | \$ _____ -                                |
| <b>Subtotals:</b>                          | <b>\$ _____ -</b>                         |
| <b>Total Planned Capital Expenditures:</b> | <b>\$ _____ -</b>                         |

City and Borough of Sitka  
Fund 320 - Building Maintenance Fund  
Fixed Asset Acquisition

| Account  | Building Maintenance Fund Department<br>#320-600-670 | New Appropriation<br>for FY 2014<br><u>Amount</u> |                 |
|----------|--|---|-----------------|
| 7106.000 | <u>Machinery/Equipment</u>                           | \$ _____  | -               |
|          | Total Machinery/Equipment:                           | \$ _____  | -               |
|          | Total Planned Capital Expenditures:                  |   | <u>\$ _____</u> |

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

|   |                 |                   |
|---|-----------------|-------------------|
| <b>GENERAL OFFICE</b>                                   |                 |                   |
| City Hall - Exterior Paint (self funded)                | \$              | 65,000            |
|   | <b>Subtotal</b> | <b>\$ 65,000</b>  |
| <b>ANIMAL SHELTER</b>                                   |                 |                   |
| Replace T-12 Lighting                                   | \$              | 10,000            |
|   | <b>Subtotal</b> | <b>\$ 10,000</b>  |
| <b>FIRE</b>   |                 |                   |
| Replace T-12 Lighting                                   | \$              | 15,000            |
|   | <b>Subtotal</b> | <b>\$ 15,000</b>  |
| <b>RECREATION</b>                                       |                 |                   |
| Blatchley RR Reroof                                     | \$              | 17,000            |
|   | <b>Subtotal</b> | <b>\$ 17,000</b>  |
| <b>SENIOR CENTER</b>                                    |                 |                   |
| Pressure Test Sprinkler and Repair Leaks (self funded)  | \$              | 13,000            |
| Replace T12 Lighting                                    | \$              | 14,000            |
| Rear Deck Rebuild (self funded)                         | \$              | 5,000             |
| Replace Front Doors and Install Overhangs (self funded) | \$              | 20,000            |
| Exterior Paint (self funded)                            | \$              | 16,000            |
|   | <b>Subtotal</b> | <b>\$ 68,000</b>  |
| <b>ELECTRIC</b>   |                 |                   |
| Mag Shack Garage Door Replacement                       | \$              | 16,500            |
|   | <b>Subtotal</b> | <b>\$ 16,500</b>  |
| <b>MARINE SERVICE CENTER</b>                            |                 |                   |
| Shut Down   | \$              | 40,000            |
| Exterior Door Replacement                               | \$              | 19,000            |
|   | <b>Subtotal</b> | <b>\$ 59,000</b>  |
| <b>CENTRAL GARAGE FUND</b>                              |                 |                   |
| Replace MH Lighting                                     | \$              | 6,000             |
|   | <b>Subtotal</b> | <b>\$ 6,000</b>   |
|   |                 | <b>Total</b>      |
|   |                 | <b>\$ 256,500</b> |

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City and Borough of Sitka  
 Building Maintenance Fund  
 Statement of Net Assets  
 As Of June 30, 2012 and as Projected for June 30, 2013 and 2014

| <u>Assets</u>                                       | <u>June 30,</u><br><u>2012</u> | <u>As</u><br><u>Projected</u><br><u>June 30,</u><br><u>2013</u> | <u>As</u><br><u>Projected</u><br><u>June 30,</u><br><u>2014</u> |
|---|--------------------------------|---|---|
| <b>Current Assets:</b>                              |                                |   |   |
| Equity in Central Treasury                          | 2,831,362                      | 2,514,423   | 2,340,423   |
| Accounts receivable                                 | -                              | -   | -   |
| Other current assets                                | -                              | -   | -   |
| <b>Total Current Assets:</b>                        | <b>2,831,362</b>               | <b>2,514,423</b>  | <b>2,340,423</b>  |
| <b>Non-Current Assets</b>                           |                                |   |   |
| Property, Plant and Equipment, Net                  | 15,925                         | 13,000  | 10,000  |
| Other Non-Current Assets                            | -                              | -   | -   |
| <b>Total Non-Current Assets:</b>                    | <b>15,925</b>                  | <b>13,000</b>   | <b>10,000</b>   |
| <b>Total Assets:</b>                                | <b><u>2,847,287</u></b>        | <b><u>2,527,423</u></b>   | <b><u>2,350,423</u></b>   |
| <br><b><u>Total Liabilities and Net Assets:</u></b> |                                |   |   |
| <b><u>Liabilities</u></b>                           |                                |   |   |
| <b>Current Liabilities:</b>                         |                                |   |   |
| Accounts payable                                    | 10,371                         | 10,000  | 10,000  |
| Current portion long term debt                      | -                              | -   | -   |
| Other current liabilities                           | 27,493                         | 27,000  | 27,000  |
| <b>Total, Current liabilities:</b>                  | <b>37,864</b>                  | <b>37,000</b>   | <b>37,000</b>   |
| <b>Non-Current Liabilities</b>                      |                                |   |   |
| Bonds Payable                                       | -                              | -   | -   |
| Loans Payable                                       | -                              | -   | -   |
| Other Non-Current Liabilities                       | -                              | -   | -   |
| <b>Total Non-Current Liabilities:</b>               | <b>-</b>                       | <b>-</b>  | <b>-</b>  |
| <b>Total Liabilities:</b>                           | <b>37,864</b>                  | <b>37,000</b>   | <b>37,000</b>   |
| <b>Net Assets:</b>                                  | <b><u>2,809,423</u></b>        | <b><u>2,490,423</u></b>   | <b><u>2,313,423</u></b>   |
| <b>Total Liabilities and Net Assets:</b>            | <b><u>2,847,287</u></b>        | <b><u>2,527,423</u></b>   | <b><u>2,350,423</u></b>   |

City and Borough of Sitka  
 Building Maintenance Fund  
 Statement of Revenues, Expenditures and Changes in Fund Balance  
 For the Fiscal years Ended June 30, 2012  
 and as Projected for the Fiscal years Ending June 30, 2013 and 2014

|  | June 30,<br><u>2012</u> | As<br>Projected<br>June 30,<br><u>2013</u> | As<br>Projected<br>June 30,<br><u>2014</u> |
|--|-------------------------|--|--|
| <b>Operating Revenues:</b>                                   | \$ 430,752              | \$ 340,000                                 | \$ 558,000                                 |
| <b>Operating Expenses:</b>                                   |                         |  |  |
| Salaries and benefits  | \$ 363,902              | \$ 350,000                                 | \$ 383,000                                 |
| Depreciation and amortization                                | \$ 2,497                | \$ 3,000                                   | \$ 3,000                                   |
| Other operating expenses                                     | \$ <u>351,313</u>       | \$ <u>467,000</u>                          | \$ <u>510,000</u>                          |
| <b>Total Operating Expenses:</b>                             | \$ <u>717,712</u>       | \$ <u>820,000</u>                          | \$ <u>896,000</u>                          |
| <b>Operating Income (loss):</b>                              | \$ (286,960)            | \$ (480,000)                               | \$ (338,000)                               |
| <b>Nonoperating Revenues and Expenses:</b>                   |                         |  |  |
| Nonoperating revenues  | \$ 113,054              | \$ 64,000                                  | \$ 64,000                                  |
| Nonoperating expenses  | \$ <u>-</u>             | \$ <u>-</u>                                | \$ <u>-</u>                                |
| <b>Total Nonoperating Revenues and Expenses:</b>             | \$ 113,054              | \$ 64,000                                  | \$ 64,000                                  |
| <b>Income (Loss) Before Contributions<br/>and Transfers:</b> | \$ (173,906)            | \$ (416,000)                               | \$ (274,000)                               |
| Capital Contributions  | \$ -                    | \$ -                                       | \$ -                                       |
| Net Transfers In/(Out)                                       | \$ <u>92,783</u>        | \$ <u>97,000</u>                           | \$ <u>97,000</u>                           |
| <b>Change in Net Assets:</b>                                 | \$ (81,123)             | \$ (319,000)                               | \$ (177,000)                               |
| <b>Net Assets, Beginning of the Year:</b>                    | \$ <u>2,890,546</u>     | \$ <u>2,809,423</u>                        | \$ <u>2,490,423</u>                        |
| <b>Net Assets, End of the Year:</b>                          | \$ <u>2,809,423</u>     | \$ <u>2,490,423</u>                        | \$ <u>2,313,423</u>                        |

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