



City and Borough of Sitka

WASTEWATER FUND

FISCAL YEAR 2012

Operating Budget

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**WASTEWATER FUND
SUMMARY OF CASH INFLOWS/OUTLAYS**

CASH INFLOWS / REVENUES

<u>Source</u>	<u>FY 2012 Budget</u>	<u>FY 2011 Budget</u>	<u>FY 2011 Projections</u>	<u>Change From FY 2011 Budget</u>	<u>% Change From FY 2011 Budget</u>
State Revenue	\$ -	\$ -	\$ -	\$ -	0%
Federal Revenue	\$ -	\$ -	\$ 21,050	\$ -	0%
Operating Revenue	\$ 1,956,700	\$ 1,791,400	\$ 1,955,843	\$ 165,300	9%
Non-Operating Revenue	\$ 1,800	\$ 4,800	\$ 7,980	\$ (3,000)	-63%
Property Investments	\$ 92,776	\$ 130,000	\$ 93,296	\$ (37,224)	-29%
Miscellaneous	\$ 4,200	\$ 3,500	\$ 3,724	\$ 700	20%
Cash Basis	\$ 12,260	\$ 13,625	\$ 24,215	\$ (1,365)	-10%
TOTAL CASH INFLOWS / REVENUES:	\$ 2,067,736	\$ 1,943,325	\$ 2,106,108	\$ 124,411	6%

CASH OUTLAYS

<u>Operating Outlays</u>	<u>FY 2012 Budget</u>	<u>FY 2011 Operations Budget</u>	<u>FY 2011 Operations Projections</u>	<u>Change From FY 2011 Operations Budget</u>	<u>% Change From FY 2011 Operations Budget</u>
Cash Outlays for Salaries and Benefits	\$ 936,674	\$ 880,591	\$ 880,135	\$ 56,083	6%
Non-personnel Operating Outlays	\$ 1,271,702	\$ 1,266,797	\$ 1,086,574	\$ 4,905	0%
Total Operating Outlays:	\$ 2,208,376	\$ 2,147,388	\$ 1,966,709	\$ 60,988	3%
Total Operating Subtotal:	\$ (140,640)	\$ (204,063)	\$ 139,399	\$ 63,423	4%

CAPITAL

<u>Capital Revenue</u>					
Outside Capital Funding	\$ 2,214,500				
<u>Capital Outlays</u>					
Fixed Asset Acquisition	\$ 32,000	\$ 85,000	\$ 119,230	\$ (53,000)	-62%
Transfers to Capital Projects	\$ 2,533,000	\$ 260,000	\$ 260,000	\$ 2,273,000	874%
Total Capital Outlays:	\$ 2,565,000	\$ 345,000	\$ 379,230	\$ 2,220,000	643%
NET CAPITAL OUTLAYS:	\$ (350,500)	\$ 2,492,388	\$ 2,345,939	\$ 2,280,988	92%
INCREASE IN UNRESTRICTED WORKING CAPITAL	\$ (491,140)	\$ (549,063)	\$ (239,831)	\$ (2,156,577)	-393%

City and Borough of Sitka
Sitka, Alaska

FY 2012 Budget

Fund: 220 - Wastewater Fund

Cash Inflows / Revenues

Account Number	Revenue Description	2010 Actual	2011 Budget	2011 Projections	2012 Budget
State Revenue					
300-310-3101.005	Grant Revenue	\$ 172,183	\$ -	\$ -	\$ -
300-310-3101.017	PERS Relief	\$ 32,925	\$ -	\$ -	\$ -
	Subtotal:	\$ 205,108	\$ -	\$ -	\$ -
Federal Revenue					
300-315-3151.003	Grant Revenue	\$ 1,428,040	\$ -	\$ 21,050	\$ -
		\$ 1,428,040	\$ -	\$ 21,050	\$ -
Operating Revenue					
300-340-3421.000	Wastewater Fees	\$ 1,585,270	\$ 1,591,200	\$ 1,795,352	\$ 1,799,700
300-340-3491.000	Jobbing	\$ 293,659	\$ 200,200	\$ 160,491	\$ 157,000
	Subtotal:	\$ 1,878,929	\$ 1,791,400	\$ 1,955,843	\$ 1,956,700
Non-Operating Revenue					
300-350-3501.001	Connection Fees, Sewer, Other	\$ 7,800	\$ 4,800	\$ 7,980	\$ 1,800
300-350-3501.003	Other	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ 7,800	\$ 4,800	\$ 7,980	\$ 1,800
Property Investments					
300-360-3610.000	Interest Income	\$ 115,038	\$ 130,000	\$ 93,296	\$ 92,776
300-360-3610-000	Interest LID	\$ -	\$ -	\$ -	\$ -
300-360-3621.000	Cost Fixed Assets	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ 115,038	\$ 130,000	\$ 93,296	\$ 92,776
Interfund Billing					
300-370-3701.112	SJC Grant	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -
Miscellaneous					
300-380-3807.000	Miscellaneous	\$ 4,766	\$ 500	\$ -	\$ 300
300-380-3808.000	Wage Reimbursement	\$ -	\$ -	\$ -	\$ -
300-380-3812.000	Capital Contribution - Local	\$ -	\$ -	\$ -	\$ -
300-380-3820.000	Bad Debts Collected	\$ 3,544	\$ 3,000	\$ 3,724	\$ 3,900
	Subtotal:	\$ 8,311	\$ 3,500	\$ 3,724	\$ 4,200
Cash Basis					
300-390-3902.000	Assessments - Principal	\$ -	\$ 13,625	\$ 24,215	\$ 12,260
300-390-3950.000	Transfer In	\$ -	\$ -	\$ -	\$ -
300-390-3990.000	Net Pension Obligation WO	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ 13,625	\$ 24,215	\$ 12,260
	Total Wastewater Fund Revenue:	\$ 3,643,226	\$ 1,943,325	\$ 2,106,108	\$ 2,067,736

**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	\$ 1,799,700
300-340-3491.000	Jobbing - Labor	\$ 157,000
	Subtotal:	\$ 1,956,700
NON-OPERATING REVENUE		
300-350-3501.001	Connection Fees - Sewer	\$ 1,800
300-350-3501.003	Other	\$ -
	Subtotal:	\$ 1,800
PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income	\$ 92,776
	Subtotal:	\$ 92,776
MISCELLANEOUS		
300-380-3807.000	Miscellaneous	\$ 300
300-380-3820.000	Bad Debts Collected	\$ 3,900
	Subtotal:	\$ 4,200
Cash Basis		
300-390-3902.000	Assessments	\$ 12,260
	Subtotal:	\$ 12,260
	Total:	\$ 2,067,736

City and Borough of Sitka
Sitka, Alaska

FY 2012 Budget

Fund: 220 - Wastewater Fund

Operations Budget

Cash Outlays for Operations

<u>Account Number</u>	<u>Expense Description</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projections</u>	<u>2012 Budget</u>
	Salaries and Benefits				
5110.001	Salaries & Wages	\$ 521,546	\$ 505,800	\$ 509,811	\$ 511,768
5110.004	Overtime	\$ 41,473	\$ 12,883	\$ 25,384	\$ 29,000
5110.010	Temporary Employees	\$ 22,972	\$ 24,000	\$ 6,000	\$ 24,000
5120.000	Benefits	\$ 405,994	\$ 337,908	\$ 338,940	\$ 371,906
	Total Salaries & Benefits	\$ 991,985	\$ 880,591	\$ 880,135	\$ 936,674
	Non-personnel Operation Outlays				
5201.000	Travel and Training	\$ 6,853	\$ 10,500	\$ 7,798	\$ 10,500
5202.000	Uniform Allowance	\$ 1,181	\$ 1,600	\$ 801	\$ 1,600
5203.000	Utilities	\$ 123,083	\$ 143,000	\$ 124,613	\$ 143,000
5203.005	Heating Fuel	\$ 43,283	\$ 53,600	\$ 52,897	\$ 53,600
5204.000	Telephone	\$ 23,489	\$ 25,000	\$ 24,449	\$ 25,000
5205.000	Insurance	\$ 23,261	\$ 23,370	\$ 24,450	\$ 24,450
5206.000	Supplies	\$ 56,206	\$ 64,000	\$ 56,418	\$ 64,500
5207.000	Repairs and Maintenance	\$ 75,430	\$ 92,000	\$ 54,583	\$ 90,000
5208.000	Building Maintenance Fees	\$ 16,457	\$ 22,363	\$ 22,840	\$ 24,007
5211.000	MIS Fees	\$ 29,741	\$ 37,939	\$ 37,939	\$ 40,197
5212.000	Contracted/Purchased Services	\$ 67,244	\$ 298,999	\$ 184,406	\$ 170,855
5214.000	Interdepartment Services	\$ 281,649	\$ 224,360	\$ 259,461	\$ 272,378
5221.000	Transportation/Vehicles	\$ 43,146	\$ 80,128	\$ 48,438	\$ 95,253
5222.000	Postage	\$ 33	\$ 500	\$ 50	\$ 500
5223.000	Tools & Small Equipment	\$ 12,278	\$ 7,200	\$ 7,662	\$ 11,700
5224.000	Dues & Publications	\$ 2,192	\$ 2,600	\$ 1,943	\$ 2,600
5226.000	Advertising	\$ 1,518	\$ 1,000	\$ 500	\$ 1,500
5227.000	Rentals - Building/Equipment	\$ 4,248	\$ 6,248	\$ 3,765	\$ 6,248
5231.000	Credit Card Expense	\$ 9,220	\$ 11,050	\$ 10,456	\$ 11,050
5290.000	Other Expenses	\$ 2,459	\$ 5,700	\$ 7,465	\$ 5,700
5295.000	Interest	\$ 66,919	\$ 29,602	\$ 29,602	\$ 27,710
7301.000	Note Principal Payment	\$ 125,916	\$ 126,038	\$ 126,038	\$ 127,188
7200.000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ 62,166
	Total Non-personnel Operating Outlays:	\$1,015,806	\$1,266,796	\$ 1,086,574	\$ 1,271,702
	Total Operating Outlays:	\$2,007,791	\$2,147,387	\$ 1,966,709	\$ 2,208,376

**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	\$ 2,500
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:	\$ 64,500

**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	\$ 40,000
	Subtotal:	\$ 90,000
BUILDING MAINTENANCE FEES		
600-601-5208.000	Building Maint. Fund (BMF) - Building Repair	\$ 24,007
	Subtotal:	\$ 24,007
CONTRACTED/PURCHASED SERVICES		
600-601-5212.000	Copier maintenance, Engineering/consulting services, permit renewal, etc...	\$ 40,000
	Audit fees	\$ 2,650
	Honeywell Performance Contract	\$ 2,205
	Design Baranof Main Replacement	\$ 60,000
600-607-5212.000	Excavation contractor, SCADA maintenance/programming/troubleshooting, machinist, electrician, engineering/survey	\$ 21,000
600-610-5212.000	Sludge disposal, biosolids monofill, Biological Analytical services, equipment repair, machinist, etc.	\$ 45,000
	Whole effluent toxicity, biological monitoring program toxic pollutants & pesticides (2013)	\$ -
	Subtotal:	\$ 170,855
INTERDEPARTMENT SERVICES		
600-601-5214.000	Admin. services	\$ 272,378
	Subtotal:	\$ 272,378
POSTAGE		
600-601-5222.000	Miscellaneous postage	\$ 500
	Subtotal:	\$ 500
TOOLS & SMALL EQUIPMENT		
600-601-5223.000	Replace fax machine	\$ 500
	Radio	\$ 1,500
600-607-5223.000	Buried line locator	\$ 2,000
	Specialized tools, traffic control equip.	\$ 1,000
	Replace gas monitor (10+ yrs old)	\$ 2,500
	Replace stand-by cell phone	\$ 400
600-610-5223.000	Replace circulating water bath - lab (2006)	\$ 2,800
	Replace sludge pH meter & probe	\$ 1,000
	Subtotal:	\$ 11,700

**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	\$ 1,500
	Subtotal:	\$ 1,500
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	\$ 13,179
	Interest on loan for Cedar Beach/Shotgun Alley -#783041	\$ 1,945
	Interest on State of Alaska Note #783011	\$ 12,586
	Subtotal:	\$ 27,710
NOTE PRINCIPAL PAYMENT		
600-650-7301.000	Principal on Treatment Plant Remodel/Inventory Building	\$ 52,666
	Principal on loan for Cedar Beach/Shotgun Alley	\$ 25,164
	Principal on State of Alaska Note #783011	\$ 49,358
	Subtotal:	\$ 127,188
TRANSFER TO OTHER FUNDS		
600-680-7200.000	Phone System, Wiring, Phones, Paging System - MIS	\$ 20,000
	2011Ford F550 Service Truck W/Crane	\$ 42,166
	Subtotal:	\$ 62,166

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Capital Budget

WASTEWATER FUND

2012

City and Borough of Sitka
Fund 220 - Wastewater Fund
FY 2012 Capital Budget Summary

	New Appropriations for FY 2012
Capital Projects:	\$ 2,533,000
Fixed Assets:	
Machinery/Equipment	\$ <u>32,000</u>
Subtotals:	\$ <u>32,000</u>
Total Planned Capital Expenditures:	<u>\$ 2,565,000</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 2012 Amount
	Capital Projects 730-600-630-5212.000	
7200.000	Monastery Main Replacement	\$ 649,000
	Add to Lake St. LS Projct #90601	\$ 100,000
	Replace Crescent LS	\$ 150,000
	Retrofit Japonski LS	\$ 1,300,000
	Replace Etolin Main	\$ 284,000
	Design AHU retrofit, water heaters replacement, controls commissioning	\$ 50,000
	Total Direct Capital Transfers:	\$ 2,533,000
	<u>Fixed Asset Acquisition</u> Wastewater Fund Department #220-600-670	
	<u>Machinery/Equipment</u>	
7106.000	Replacement screw compressor - air scrubber	\$ 7,000
	Lift Station Pump Replacements	\$ 25,000
	Total Machinery/Equipment:	\$ 32,000
	Total Planned Capital Expenditures:	<u>\$ 2,565,000</u>

<u>Capital Revenue - Low Interest Loans/Grants</u>	
Monastery Street @ 1.5% Loan	\$ 649,000.00
Japonski Island @ 1.5% Loan	\$ 1,089,200.00
Japonski Island - Grant	\$ 192,300.00
Etolin Way @ 1.5% Loan	\$ 284,000.00
	<u>\$ 2,214,500.00</u>

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

Project Name	Project Number	Approved Budget	Expenses & Encumbrances as of 12/31/10
Brady St Rebuild Lift Station	90676	\$ 90,000	\$ -
Brady St Sewer	90663	\$ 499,000	\$ 405,942
Cathodic Protection (14 Lift Stations)	90259	\$ 150,000	\$ 18,784
Channel Lift Station Design	90457	\$ 165,000	\$ -
Cove Lift Station Replacement	90274	\$ 400,000	\$ 296,035
HPR/SMC Main Rehab	90564	\$ 1,080,000	\$ 690,350
East Jamestown Bay Lift Station Replacement	90565	\$ 85,000	\$ -
Lake Street Lift Station Rebuild	90601	\$ 250,000	\$ -
Monastery/Kincaid Sewer Design Replacement	90531	\$ 30,000	\$ -
Oja St Water/Sewer Project	90666	\$ 654,405	\$ 581,869
Replace Lift Station Alarms (SCADA)	90258	\$ 497,500	\$ 317,180
Sanitary Sewer Main Replacement	90602	\$ 171,000	\$ 25,357
SF4 Replacement (Supply Fan)	90655	\$ 42,000	\$ 2,000
SMC Road Sewer Phase III	90579	\$ 2,210,000	\$ 1,761,320
WWTP Air Control System	90654	\$ 21,000	\$ -
WWTP Control System	90447	\$ 100,000	\$ 14,597
WWTP Solids Monofill	90534	\$ 30,000	\$ -

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

Pro Forma Statement of Net Assets

	2012	2011	2010
Assets			
Investment in Central Treasury	2,862,413	3,397,921	2,571,980
Receivables	441,000	441,000	1,882,747
Prepaid Expenses	0	9,204	9,204
Property, Plant and Equipment	16,209,217	17,314,217	18,100,847
Restricted Cash with Fiscal Agent	0	0	0
Total Assets	19,512,630	21,162,342	22,564,778
 Liabilities and Net Assets			
Liabilities			
Accounts Payable	242,000	242,000	262,220
Current Portion-Notes Payable	174,000	174,000	173,984
Other Liabilities	44,800	44,800	44,254
Bonds and Notes Payable	2,837,425	3,011,425	3,185,425
Total Liabilities	3,298,225	3,472,225	3,665,883
 Net Assets			
Invested in Capital Assets	13,197,792	14,128,792	14,741,438
Restricted Fund Balance	0	0	0
Undesignated	3,016,613	3,561,325	4,157,457
Total Net Assets	16,214,405	17,690,117	18,898,895
Total Liabilities and Net Assets	19,512,630	21,162,342	22,564,778

City and Borough of Sitka
Waste Water Fund

Pro Forma Statement of Revenue and Expenses

	2012	2011	2010
Revenues:			
Charges for services	1,799,700	1,795,352	1,585,353
Other	163,000	172,195	309,769
Total revenues	1,962,700	1,967,547	1,895,122
Operating Expenses			
Salaries and Benefits	936,674	880,135	991,986
Operating Expenses	1,116,804	930,934	832,178
Depreciation and Amortization	1,450,000	1,450,000	1,449,413
Total expenses	3,503,478	3,261,069	3,273,577
Operating Income	(1,540,778)	(1,293,522)	(1,378,455)
Other financing sources (uses)			
Interest Income	92,776	93,296	144,032
Interest Expense	(27,710)	(29,602)	(66,919)
Other	0	21,050	1,651,148
Net other financing sources (uses)	65,066	84,744	1,728,261
Net change in fund balances	(1,475,712)	(1,208,778)	349,806

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