

# **FY 2010 Budget**

Tuesday, January 20, 2009

## MEMORANDUM

To: Sawmill Cove Board of Directors

From: Garry White, Director

Subject: FY 10 Sawmill Cove Budget

Attached is **DRAFT** FY 10 budget for informational purposes developed by CBS staff and SCIP Director. This budget will have to be adjusted and approved by CBS Finance Department, Administrator, and then Assembly.

City staff requests input from the Board as to what items can be reduced or eliminated from the budget to achieve balance. Their spreadsheet data is attached.

The SCIP Board should also address any Capital improvements required at the SCIP.

City and Borough of Sitka  
Sitka, Alaska

FY 2009 Budget

Fund: 270 - Sawmill Cove Industrial Complex Fund

Operations Budget

Cash Outlays for Operations

Account Number	Expense Description	2007 Actual	2008 Budget	2008 Projections	2009 Budget
<b>Salaries and Benefits</b>					
5110.001	Salaries & Wages	\$ 56,416	\$ 60,742	\$ 59,473	\$ 30,963
5110.004	Overtime	\$ 524	\$ 3,000	\$ 1,048	\$ 3,000
5110.010	Temporary Employees	\$ 2,655	\$ 5,000	\$ 4,389	\$ 5,000
5120.000	Benefits	\$ 38,606	\$ 42,544	\$ 38,522	\$ 22,321
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 98,201</b>	<b>\$ 111,286</b>	<b>\$ 103,432</b>	<b>\$ 61,284</b>
<b>Non-personnel Operation Outlays</b>					
5201.000	Travel and Training	\$ -	\$ -	\$ -	\$ -
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ 12,440	\$ 13,000	\$ 12,149	\$ 13,000
5203.005	Heating Fuel	\$ 13,576	\$ 11,000	\$ 18,876	\$ 13,500
5204.000	Telephone	\$ 4,064	\$ 3,100	\$ 4,450	\$ 4,000
5205.000	Insurance	\$ 86,824	\$ 76,830	\$ 110,371	\$ 45,000
5206.000	Supplies	\$ 4,595	\$ 6,000	\$ 4,316	\$ 6,000
5207.000	Repairs and Maintenance	\$ 12,057	\$ 20,000	\$ 5,507	\$ 20,000
5208.000	Building Maintenance Fees	\$ 6,743	\$ 11,513	\$ 15,946	\$ 2,317
5211.000	MIS Fees	\$ 8,286	\$ -	\$ -	\$ -
5212.000	Contracted/Purchased Services	\$ 81,969	\$ 116,625	\$ 93,119	\$ 121,625
5214.000	Interdepartment Services	\$ 126,410	\$ 121,134	\$ 98,526	\$ 45,488
5221.000	Transportation/Vehicles	\$ 4,189	\$ 4,802	\$ 3,809	\$ 3,764
5222.000	Postage	\$ -	\$ -	\$ -	\$ -
5223.000	Tools & Small Equipment	\$ 1,083	\$ 9,000	\$ 3,872	\$ 9,000
5224.000	Dues & Publications	\$ -	\$ -	\$ -	\$ -
5226.000	Advertising	\$ -	\$ 1,650	\$ -	\$ 1,000
5227.000	Rentals - Building/Equipment	\$ -	\$ -	\$ -	\$ -
5231.000	Credit Card Expense	\$ 72	\$ 150	\$ 12	\$ 75
5290.000	Other Expenses	\$ 734	\$ 6,500	\$ 1,400	\$ 100
5295.000	Interest	\$ -	\$ -	\$ -	\$ -
5297.000	Debt Administrative Expense	\$ -	\$ -	\$ -	\$ -
7302.000	Debt Principal Payment	\$ -	\$ -	\$ -	\$ -
7200.000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -
	<b>Total Non-personnel Operating Outlays:</b>	<b>\$ 363,043</b>	<b>\$ 400,304</b>	<b>\$ 372,353</b>	<b>\$ 284,869</b>
	<b>Total Operating Outlays:</b>	<b>\$ 461,244</b>	<b>\$ 511,590</b>	<b>\$ 475,785</b>	<b>\$ 346,153</b>

**SAWMILL COVE INDUSTRIAL COMPLEX FUND  
ITEMIZED EXPENSES**

ACCOUNT #	DESCRIPTION	AMOUNT
	<b>SUPPLIES</b>	
600-630-5206.000	Office & security supplies	\$ 2,000
	Wastewater System and Lab	\$ 4,000
	Subtotal:	\$ 6,000
	<b>REPAIRS &amp; MAINTENANCE</b>	
600-630-5207.000	Miscellaneous materials & repairs	\$ 20,000
	Subtotal:	\$ 20,000
	<b>BUILDING MAINTENANCE FEES</b>	
600-630-5208.000	Building Maint. Fund (BMF) - Building Repairs	\$ 2,317
	Subtotal:	\$ 2,317
	<b>CONTRACTED/PURCHASED SERVICES</b>	
600-630-5212.000	Landfill testing	\$ 1,000
	ADEC oversight	\$ 2,000
	SEDA contract	\$ 75,000
	Road Maintenance	\$ 5,000
	Snow removal	\$ 5,000
	Janitorial	\$ 6,000
	Electrician services	\$ 5,000
	Land Surveying	\$ 5,000
	Wastewater testing	\$ 2,000
	Sprinkler/fire alarm services	\$ 12,000
	Storm water testing	\$ 1,000
	Audit Fees	\$ 2,625
	Subtotal:	\$ 121,625
	<b>INTERDEPARTMENT SERVICES</b>	
600-630-5214.000	Administration Services	\$ 45,488
	Subtotal:	\$ 45,488
	<b>TOOLS &amp; MISCELLANEOUS EQUIPMENT</b>	
600-630-5223.000	Misc. tools/equipment	\$ 9,000
	Subtotal:	\$ 9,000
	<b>OTHER EXPENSES</b>	
600-630-5290.000	Employee Wellness Program	\$ 100
	Subtotal:	\$ 100

BUDGET PERFORMANCE REPORT

Month End Date: 12/31/2008

ACCOUNT NUMBER	ADOPTED BUDGET	BUDGET AMENDMENTS	AMENDED BUDGET	CURRENT MONTH TRANSACTIONS	Y-T-D ENCUMBRANCES	Y-T-D EXPENDITURES	AMENDED BUDGET LESS YTD EXPENSES	% USED	LAST YEARS Y-T-D EXPENDITURES	
Fund 270 - SMC Industrial Complex										
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ACCOUNT CLASSIFICATION 500 - Operating Expenses										
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5110.001	Reg Wages	28878.00	.00	28878.00	.00	.00	442.68	28435.32	2%	26734.40
5110.002	Holidays	1453.00	.00	1453.00	.00	.00	442.68	1010.32	31%	.00
5110.003	Sick Leave	632.00	.00	632.00	.00	.00	701.38	69.38-	111%	2430.40
5110.004	Overtime	3000.00	.00	3000.00	.00	.00	168.00	2832.00	6%	129.00
5110.010	Temp Wgs	5000.00	.00	5000.00	1292.00	.00	6660.00	1660.00-	133%	1354.50
5120.001	Annual Lve	3160.00	.00	3160.00	.00	.00	693.11	2466.89	22%	2532.15
5120.002	SBS	3134.00	.00	3134.00	79.20	.00	1095.35	2038.65	35%	1878.70
5120.003	Medicare	741.00	.00	741.00	18.73	.00	259.09	481.91	35%	444.39
5120.004	PERS	7508.00	.00	7508.00	.00	.00	194.78	7313.22	3%	6416.28
5120.005	Health Ins	5694.00	.00	5694.00	.00	.00	.00	5694.00	0%	5097.72
5120.006	Life Ins	14.00	.00	14.00	.00	.00	.00	14.00	0%	.00
5120.007	Work Comp	2070.00	.00	2070.00	52.33	.00	723.67	1346.33	35%	1213.63
5120.008	Unemploy	.00	.00	.00	.00	.00	789.00	789.00-	+++	.00
5201.000	Trvl/Train	.00	.00	.00	.00	.00	.00	.00	+++	.00
5202.000	Uniforms	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.001	Electric	13000.00	.00	13000.00	2867.44	.00	6836.05	6163.95	53%	5401.02
5203.002	Water	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.003	Wastewater	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.004	Solid Wste	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.005	Heat Fuel	13500.00	.00	13500.00	1807.93	.00	10467.45	3032.55	78%	7513.94
5204.000	Telephone	4000.00	.00	4000.00	.00	.00	1511.74	2488.26	38%	2056.59
5205.000	Insurance	45000.00	.00	45000.00	8469.28	.00	50815.68	5815.68-	113%	55230.96
5206.000	Supplies	6000.00	.00	6000.00	54.45	.00	240.14	5759.86	4%	2436.85
5207.000	RepairsMnt	20000.00	.00	20000.00	.00	.00	.00	20000.00	0%	3671.32
5208.000	Bldg Rpr M	2317.00	.00	2317.00	1734.34	.00	5449.28	3132.28-	235%	15946.32
5211.000	Data Proc	.00	.00	.00	.00	.00	.00	.00	+++	.00
5212.000	Contracted	121625.00	200.00	121825.00	19257.72	1783.34	53570.96	66470.70	45%	45380.06
5214.000	Interdptmt	45488.00	.00	45488.00	13826.71	.00	46478.09	990.09-	102%	65709.26
5221.000	TrnsVehicl	3764.00	.00	3764.00	288.44	.00	2458.56	1305.44	65%	1933.53
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	.00
5223.000	Tools/Eqmt	9000.00	.00	9000.00	.00	.00	1340.45	7659.55	15%	3872.19
5224.000	Dues/Publ	.00	.00	.00	.00	.00	.00	.00	+++	.00
5225.000	Legal Exp	.00	.00	.00	.00	.00	.00	.00	+++	.00
5226.000	Advertisin	1000.00	.00	1000.00	.00	.00	.00	1000.00	0%	.00
5227.002	Rent-Equip	.00	.00	.00	.00	.00	.00	.00	+++	.00
5230.000	Bad Debts	.00	.00	.00	.00	.00	.00	.00	+++	.00
5231.000	Cred Cd Ex	75.00	.00	75.00	7.13	.00	13.79	61.21	18%	11.38
5290.000	Other Exp	100.00	.00	100.00	.00	.00	.00	100.00	0%	.00
5295.000	Interest	.00	.00	.00	.00	.00	.00	.00	0%	.00
Op Expense TOTAL :		346153.00	200.00	346353.00	49755.70	1783.34	191351.93	153217.73	56%	257394.59

ACCOUNT CLASSIFICATION 600 - Amortization & Depreciation

CITY AND BOROUGH OF SITKA  
 FY '10 OPERATING BUDGET - SCIP

Blue shaded fields not included in totals - informational only

1/19/2009

Fund: 270  
 Dept.

DRAFT

Prepared By: Brylinsky and White

Account Number	Expense Description	FY '09 Budget		Proposed FY'10 Budget	
		fixed	discretionary	increment/(decrement)	Proposed FY'10 Budget SCIP
<b>Salaries &amp; Benefits</b>					
5110.001	Salaries & Wages				
5110.004	Overtime		\$ 3,000		\$ 3,000
5110.010	Temporary Employees		\$ 5,000		\$ 5,000
5120.000	Benefits				
	<b>Total Salary &amp; Benefits</b>		<b>\$ 8,000</b>		<b>\$ 8,000</b>
<b>Non-Personnel Operational Outlays</b>					
5201.000	Travel and Training		\$ -		\$ -
	CPR and First Aid				
	Training / Certifications				
	first aid classes				
	OSHA training				
5202.000	Uniform Allowance		\$ -		\$ -
	coveralls, gloves, protective gear				
5203.000	Utilities	\$ 13,000			
5203.005	Heating Fuel	\$ 13,500	\$ -		\$ 13,500
5204.000	Telephone		\$ 4,000	\$ -	\$ 4,000
5205.000	Insurance	\$ 45,000			
5206.000	Supplies		\$ 6,000		\$ 1,200
	630 office and security supplies		\$ 2,000	\$ (800)	\$ 1,200
	wastewater system and lab		\$ 4,000	\$ (4,000)	\$ -
					\$ -
5207.000	Repair and Maintenance	\$ -	\$ 20,000	\$ (10,000)	\$ 10,000
	630 misc materials and repairs		\$ 20,000	\$ (10,000)	
5208.000	Building Maintenance Fees	\$ 2,317		\$ -	\$ 2,317
	630 bld maint fund - building repairs	\$ 2,317			\$ 2,317
	Pulp Dock warehouse roof patching				\$ -
5211.000	MIS Fees	\$ -			
5212.000	Contracted/Purchased Services		\$ 121,625	\$ (10,500)	\$ 111,125
	630 landfill testing		\$ 1,000		\$ 1,000
	adec oversight		\$ 2,000		\$ 2,000
	SEDA contract		\$ 75,000		\$ 75,000
	road maint: grading and blading		\$ 5,000		\$ 5,000
	snow removal		\$ 5,000		\$ 5,000
	janitorial		\$ 6,000		\$ 6,000
	electrician services		\$ 5,000		\$ 5,000
	land surveying		\$ 5,000		\$ 5,000
	wastewater testing		\$ 2,000		\$ 2,000
	sprinkler/fire alarm services		\$ 12,000	\$ (10,500)	\$ 1,500
	storm water testing		\$ 1,000		\$ 1,000
	audit fees		\$ 2,625		\$ 2,625
	clean-up site (est 100 truckloads c&d debris)				\$ -
	execute security plan				
5214.000	Interdepartment Services	\$ 45,488	\$ -		
5221.000	Transportation / Vehicles	\$ 3,764			
5222.000	Postage		\$ -		
5223.000	Tools & Small Equipment		\$ 9,000	\$ (4,000)	\$ 5,000
5224.000	Dues & Publications		\$ -		\$ -
5226.000	Advertising		\$ 1,000		\$ 1,000
5227.002	Rentals Buildings & Equipment	\$ -	\$ -		
5231.000	Credit card expense	\$ 150			
5290.000	Other Expenditures	\$ 100			
5295.000	Interest	\$ -			
5297.000	Debt administrative expense	\$ -			
7301.000	Note Principal payment	\$ -			
7200.000	Transfer to other funds	\$ -			
	<b>Total Non-Personnel Outlays</b>		<b>\$ 161,625</b>		<b>\$ 132,325</b>
	<b>Total Operating Outlays</b>		<b>\$ 169,625</b>		<b>\$ 140,325</b>
				differential:	\$ (29,300)
				increase	-17.27%

Blue shaded fields not included in totals - informational only

Capital projects

	Remove buoy			\$	10,000
	Demo chlorine dock			\$	25,000
	<b>TOTAL</b>			\$	<b>35,000</b>



## **LEASE INCOME**

### ***Lost Tenants***

<b><u>Tenants</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Omega Sea	\$4,338.00	\$52,056
Baranof Foods	\$8,268.17	\$99,218
Stikine Holdings	\$8,562.50	\$102,750
Tongass Biofuels	\$400.00	\$4,800
TOTAL	\$21,568.67	\$258,824

### ***Remaining Tenants***

<b><u>Tenants</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
The Boat Company	\$1,420.83	\$17,050.00
Theobroma	\$2,612.42	\$31,349.00
Fortress of the Bear	\$50.00	\$600.00
CBS Recycling	\$2,554.58	\$30,655.00
CBS Records	\$1,912.50	\$22,950.00
SBS Stores Building	\$1,324.50	\$15,894.00
Bike & Hike	\$531.92	\$6,383.00
CBS SPD Storage	\$253.50	\$3,042.00
Mike Knauss	\$100.00	\$1,200.00
TOTAL	\$10,760.25	\$129,123.00
TOTAL	\$32,328.92	\$387,947.00

City and Borough of Sitka  
Fund 270 - Sawmill Cove Industrial Complex Fund  
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions  
Summary of Direct Transfers of Capital to Capital Projects or Other Funds  
Sawmill Cove Industrial Complex Fund Department #270-600-680

Account Number	<u>Fund/Project Name</u>	New Appropriation for FY 2009 Amount
	Capital Projects 780-600-630-5212.000	
7200.000	Fire suppression - stores bldg	\$ 30,000
	Fiber line to SCIP	\$ 10,000
	Close 200' Gap in Fire Line	<u>\$ 10,000</u>
	Total Direct Capital Transfers:	\$ 50,000
	<u>Fixed Asset Acquisition</u> Sawmill Cove Industrial Complex Department #270-600-670	
	<u>Machinery/Equipment</u>	
7106.000		
	Total Machinery/Equipment:	\$ _____
	Total Planned Capital Expenditures:	<u>\$ 50,000</u>