

Tuesday, February 23, 2010

MEMORANDUM

To: Sawmill Cove Board of Directors

From: Garry White, Director

Subject: FY 11 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  
FY 11 OPERATING BUDGET - Sawmill Cove Industrial Park

5-Feb-10

Fund: 270  
Dept.

Jones

Account Number	Expense Description	FY '09 Budget		FY '10 Budget		FY '11 Budget			
		Fixed	Discretionary	Fixed	Discretionary	Fixed	Discretionary	Change from FY10	% Change from FY10
<b>Salaries &amp; Benefits</b>									
5110.001	Salaries & Wages								
5110.004	Overtime		\$ 3,000		\$ 1,000		\$ 1,000		
5110.010	Temporary Employees		\$ 5,000		\$ 2,500				
5120.000	Benefits								
	<i>Total Salary &amp; Benefits</i>		\$ 8,000		\$ 3,500		\$ 1,000	-\$2,500	-71.4%
<b>Non-Personnel Operational Outlays</b>									
5201.000	Travel and Training		\$ -		\$ -		\$ 200	\$ 200	100.0%
	CPR and First Aid						\$ 200	\$ 200	100.0%
	Training/Certifications							\$ 0	
	first aid classes							\$ 0	
	osha training							\$ 0	
5202.000	Uniform Allowance								
	coveralls, gloves, protective gear								
5203.000	Utilities	\$ 13,000		\$ 14,700					
5203.005	Heating Fuel	\$ 13,500	\$ -	\$ 24,000					
5204.000	Telephone		\$ 4,000		\$ 3,500		\$ 3,500	\$ 0	0.0%
5205.000	Insurance	\$ 45,000							
5206.000	Supplies		\$ 6,000		\$ 4,200		\$ 4,000	-\$200	-4.8%
	630 office supplies		\$ 2,000		\$ 1,200		\$ 1,000	-\$200	-16.7%
	Wastewater system and lab		\$ 4,000		\$ 3,000		\$ 3,000	\$ 0	
5207.000	Repair and Maintenance	\$ -	\$ 20,000		\$ 10,000		\$ 10,000	\$ 0	0.0%
	630 Misc materials and repairs		\$ 20,000		\$ 10,000		\$ 10,000		
5208.000	Building Maintenance Fees	\$ 2,317		\$ 5,383					
5211.000	MIS Fees								
5212.000	Contracted/Purchased Services		\$ 119,000		\$ 103,500		\$ 108,000	\$ 4,500	4.3%
	630 landfill testing		\$ 1,000		\$ 1,000		\$ 1,000		
	ADEC Oversight		\$ 2,000		\$ 2,000		\$ 2,000		
	Management Contract		\$ 75,000		\$ 75,000		\$ 75,000		
	Road Maintenance		\$ 5,000		\$ 5,000		\$ 5,000		
	Snow Removal		\$ 5,000		\$ 5,000		\$ 5,000		
	Janitorial		\$ 6,000		\$ 6,000		\$ 6,000		
	Electrician Services		\$ 5,000		\$ 5,000		\$ 5,000		
	Land Surveying-		\$ 5,000				\$ 5,000	\$ 5,000	100.0%
	Landfill Monuments						\$ 1,500		
	Wastewater Testing		\$ 2,000		\$ 2,000		\$ 1,500		
	Sprinkler/Fire alarm services		\$ 12,000		\$ 1,500		\$ 1,500		
	Stormwater testing		\$ 1,000		\$ 1,000		\$ 1,000		
	Audit fees	\$ 2,625		\$ 2,625					
5214.000	Interdepartment Services	\$ 45,488	\$ -	\$ 36,685					
5221.000	Transportation / Vehicles	\$ 3,764		\$ 4,503.00					
5222.000	Postage		\$ -						
5223.000	Tools & Small Equipment		\$ 9,000		\$ 2,000		\$ 2,000	\$ 0	0.0%
5224.000	Dues & Publications								
5226.000	Advertising		\$ 1,000		\$ 1,000		\$ 1,000	\$ 0	0.0%
5227.002	Rentals Buildings & Equipment								
5231.000	Credit Card Expense	\$ 150		\$ 20					
5290.000	Other Expenditures	\$ 100		\$ 100					
	<i>Total Non-Personnel Outlays</i>		\$ 139,000		\$ 114,200		\$ 118,700	\$ 4,500	3.9%
	<b>Total Operating Outlays</b>		\$ 147,000		\$ 117,700		\$ 119,700	\$ 2,000	1.7%

Blue shaded cells not included in totals - these items determined by the Finance Department

<b>FY11 Sawmill Cove Budget Breakdown</b>			
<b>Operating Budget</b>			
		<i>Proposed</i>	
	2010	2011	
<u>Category</u>	<u>Budget</u>	<u>Budget</u>	
Salaries & Benefits	35,664	35,664	
Utilities	14,700	14,700	
Heating Fuel	24,000	24,000	
Telephone	3,500	3,500	
Insurance	45,000	45,000	
Office Supplies	1,200	1,000	
Wastewater lab supplies	3,000	3,000	
Repair and maintenance	10,000	10,000	
Building maintenance	5,383	5,383	
Contract services			
landfill testing	1,000	1,000	
ADEC oversight	2,000	2,000	
SEDA contract	75,000	75,000	
road maintenance	5,000	5,000	
snow removal	5,000	5,000	
janitorial	6,000	6,000	
electrician	5,000	5,000	
surveyor	0	5,000	
wastewater testing	2,000	1,500	
sprinkler/alarm	1,500	1,500	
stormwater testing	1,000	1,000	
audit fees	2,625	2,625	
Interdepartmental services	36,685	36,685	
Vehicles	4,503	4,503	
Tools/small equipment	2,000	2,000	
Advertising	1,000	1,000	
Credit card expense	20	20	
Other	100	100	
<b>Total Operating Budget</b>	292,880	297,180	↑1.47%
<b>Capital Budget</b>	\$0		
Remove Mooring Buoy		10,000	



**LEASE INCOME*****Lost 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
SBS Stores Building	\$1,324.50	\$15,894.00
Theobroma	\$2,612.42	\$31,349.00
TOTAL	\$5,357.75	\$64,293

***Remaining Tenants***

<b><u>Tenants</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Fortress of the Bear	\$50.00	\$600.00
CBS Recycling	\$2,625.00	\$31,500.00
CBS Records	\$1,912.50	\$22,950.00
Bike & Hike	\$517.50	\$6,210.00
CBS SPD Storage	\$253.50	\$3,042.00
Mike Knäuss	\$100.00	\$1,200.00
Total	\$5,458.50	\$65,502.00

***New Tenants***

ADF&G	\$100.00	\$1,200.00
NSRAA	\$100.00	\$1,200.00
Stein/Bradley	\$225.00	\$2,700.00
TOTAL	\$425.00	\$5,100.00
TOTAL	\$5,883.50	\$70,602.00