City and Borough of Sitka

MANAGEMENT INFORMATION SYSTEMS FUND

FISCAL YEAR 2013

Operating Budget

This page intentionally left blank.

MANAGEMENT INFORMATION SYSTEMS FUND
SUMMARY OF CASH INFLOWS/OUTLAYS

CASH INFLOWS / REVENUES

Source	FY 2013 Budget	FY 2012 Budget	FY 2012 Projections	Change From FY 2012 Budget	% Change From FY 2012 Budget
Operating Revenue	$ 772,862	$ 772,862	$ 772,861	$ -	0%
Property Investments	$ 4,000	$ 3,200	$ 4,151	$ 800	25%
Interfund	$ -	$ 59,570	$ 54,159	$ (59,570)	-100%
TOTAL CASH INFLOWS / REVENUES:	**$ 776,862**	**$ 835,632**	**$ 831,171**	**$ (58,770)**	**-7%**

CASH OUTLAYS

	FY 2013 Budget	FY 2012 Operations Budget	FY 2012 Operations Projections	Change From FY 2012 Operations Budget	% Change From FY 2012 Operations Budget
Operating Outlays					
Cash Outlays for Salaries and Benefits	$ 333,757	$ 323,826	$ 324,008	$ 9,931	3%
Non-personnel Operating Outlays	$ 394,162	$ 452,859	$ 456,185	$ (58,697)	-13%
Total Operating Outlays:	**$ 727,919**	**$ 776,685**	**$ 780,193**	**$ (48,766)**	**-6%**
Capital Outlays					
Fixed Asset Acquisition	$ -	$ 50,000	$ 50,000	$ (50,000)	0%
Transfers to Capital Projects	$ -	$ -		$ -	0%
Total Capital Outlays:	**$ -**	**$ 50,000**	**$ 50,000**	**$ (50,000)**	**0%**
TOTAL CASH OUTLAYS:	**$ 727,919**	**$ 826,685**	**$ 830,193**	**$ (98,766)**	**-12%**
INCREASE IN UNRESTRICTED WORKING CAPITAL	**$ 48,943**	**$ 8,947**	**$ 978**	**$ 39,996**	**-447%**

City and Borough of Sitka
Sitka, Alaska

FY 2013 Budget

Fund: 300 - Management Information Systems Fund

Cash Inflows / Revenues

Account Number	Revenue Description	2011 Actual	2012 Budget	2012 Projections	2013 Budget
	State Revenue				
300-310-3101.017	PERS Relief	$ 11,809	$ -	$ -	$ -
		$ 11,809	**$ -**	**$ -**	**$ -**
	Operating Revenue				
300-340-3471.000	MIS Monthly Billing	$ 751,643	$ 772,862	$ 772,861	$ 772,862
	Subtotal:	**$ 751,643**	**$ 772,862**	**$ 772,861**	**$ 772,862**
	Property Investments				
300-360-3610.000	Interest Income	$ 4,171	$ 3,200	$ 4,151	$ 4,000
	Subtotal:	**$ 4,171**	**$ 3,200**	**$ 4,151**	**$ 4,000**
	Interfund				
300-370-3701.100	General Fund Interfund Bill	$ 12,000	$ 39,570	$ 33,198	$ -
300-370-3701.194	CPET Fund Billing	$ 6,048	$ -	$ 961	$ -
300-370-3701.200	Electric Interfund Bill	$ -	$ -	$ -	$ -
300-370-3701.210	Water Fund Interfund Bill	$ -	$ -	$ -	$ -
300-370-3701.220	Wastewater Interfund Bill	$ -	$ 20,000	$ 20,000	$ -
	Subtotal:	**$ 18,048**	**$ 59,570**	**$ 54,159**	**$ -**
	Cash Basis				
300-390-3950.100	Transfer In - General Fund	$ 3,000			
300-390-3990.000	Net Pension Obiligation WO	$ -	$ -	$ -	$ -
	Subtotal:	**$ 3,000**	**$ -**	**$ -**	**$ -**
Total Management Information Systems Fund Revenue:		**$ 788,671**	**$ 835,632**	**$ 831,171**	**$ 776,862**

CITY AND BOROUGH OF SITKA
MANAGEMENT INFORMATION SYSTEMS FUND
ITEMIZED REVENUES

ACCOUNT #	DESCRIPTION		AMOUNT
	OPERATING REVENUE		
300-340-3471.000	MIS Monthly Billing		
	General Fund (year)	$	586,188
	Electric Fund (year)	$	84,075
	Water Fund (year)	$	12,069
	Wastewater Fund (year)	$	40,197
	Solid Waste Fund (year)	$	4,454
	Harbor Fund (year)	$	33,842
	Sawmill Cove Industrial Park (year)	$	3,732
	Central Garage Fund (year)	$	4,128
	Building Maintenance Fund (year)	$	4,177
	Subtotal:	**$**	**772,862**
	PROPERTY INVESTMENTS		
300-360-3610.000	Interest Income	$	4,000
	Subtotal:	**$**	**4,000**
	INTERFUND **Transfers from other funds for Computer Equipment**		
300-370-3701.100	General Interfund Bill	$	-
300-370-3701.200	Electric Interfund Bill	$	-
300-370-3701.210	Water Interfund Bill	$	-
300-370-3701.220	Wastewater Interfund Bill	$	-
	Subtotal:	**$**	**-**
	Total:	**$**	**776,862**

City and Borough of Sitka
Sitka, Alaska

FY 2013 Budget

Fund: 300 - Management Information Systems Fund

Operations Budget

Cash Outlays for Operations

Account Number	Expense Description	2011 Actual	2012 Budget	2012 Projections	2013 Budget
	Salaries and Benefits				
5110.001	Salaries & Wages	$ 193,225	$ 189,846	$ 180,727	$ 193,643
5110.004	Overtime	$ -	$ -	$ -	
5110.010	Temporary Employees	$ 805	$ -	$ -	
5120.000	Benefits	$ 153,670	$ 133,980	$ 143,281	$ 140,114
	Total Salaries & Benefits	**$ 347,700**	**$ 323,826**	**$ 324,008**	**$ 333,757**
	Non-personnel Operation Outlays				
5201.000	Travel and Training	$ 10,603	$ 18,000	$ 18,000	$ 16,000
5202.000	Uniform Allowance	$ -	$ -	$ -	$ -
5203.000	Utilities	$ -	$ -	$ -	$ -
5203.005	Heating Fuel	$ -	$ -	$ -	$ -
5204.000	Telephone	$ 6,035	$ 12,600	$ 5,301	$ 9,000
5205.000	Insurance	$ 3,722	$ 3,725	$ 2,273	$ 3,505
5206.000	Supplies	$ 10,016	$ 11,000	$ 11,000	$ 9,000
5207.000	Repairs and Maintenance	$ 168,304	$ 179,173	$ 207,030	$ 151,617
5208.000	Building Maintenance Fees	$ -	$ -	$ -	$ -
5212.000	Contracted/Purchased Services	$ 11,302	$ 39,850	$ 27,855	$ 25,650
5214.000	Interdepartment Services	$ 99,548	$ 100,141	$ 100,289	$ 96,804
5221.000	Transportation/Vehicles	$ 2,747	$ 2,700	$ 2,633	$ 3,186
5222.000	Postage	$ -	$ -	$ 10	$ -
5223.000	Tools & Small Equipment	$ 93,315	$ 84,620	$ 81,794	$ 78,750
5224.000	Dues & Publications	$ 868	$ 750	$ -	$ 350
5226.000	Advertising	$ -	$ -	$ -	$ -
5227.000	Rentals - Building/Equipment	$ -	$ -	$ -	$ -
5290.000	Other Expenses	$ 56	$ 300	$ -	$ 300
7200.000	Transfer to Other Funds	$ -	$ -	$ -	$ -
	Total Non-personnel Operating Outlays:	**$ 406,515**	**$ 452,859**	**$ 456,185**	**$ 394,162**
	Total Operating Outlays:	**$ 754,215**	**$ 776,685**	**$ 780,193**	**$ 727,919**

MANAGEMENT INFORMATION SYSTEMS FUND
ITEMIZED EXPENSES

ACCOUNT #	DESCRIPTION		AMOUNT
	TRAINING AND TRAVEL		
600-630-5201.000	On-training/class room training		$ 15,000
	Cisco Certification Testing - Police		$ 1,000
		Subtotal:	**$ 16,000**
	TELEPHONE		
600-630-5204.000	Cell Phone		$ 3,000
	Internet related expenses		$ 6,000
		Subtotal:	**$ 9,000**
	SUPPLIES		
600-630-5206.000	Misc. PC and printer supplies		$ 9,000
		Subtotal:	**$ 9,000**
	REPAIRS & MAINTENANCE		
600-630-5207.000	Harbor Software/Hardware		$ 2,000
	Printers		$ 3,000
	Online-tech support		$ 750
	NWS Software		$ 60,000
	HTE Police Software		$ 39,000
	Cisco IOS renewal		$ 10,575
	Communigate Pro Maintenance		$ 400
	Meter reading system		$ 342
	Doc. imagining		$ 4,500
	Form overlay software		$ 1,500
	IQ Query		$ 2,500
	Virus protection software - Sophos-Police		$ 2,500
	Phone system - networked		$ 3,600
	Phone system - Police Dept.		$ 1,000
	Misc. Software		$ 500
	GIS		$ 9,000
	Misc. hardware		$ 500
	UPS battery backups		$ 1,750
	Office WiFi systems		$ 1,000
	VMWare renewal		$ 2,300
	IBM Iseries		$ 3,000
	Firesoft softward - Fire Department		$ 1,500
	Firesoft software - City Hall Watchguard		$ 400
		Subtotal:	**$ 151,617**

MANAGEMENT INFORMATION SYSTEMS FUND
ITEMIZED EXPENSES

ACCOUNT #	DESCRIPTION		AMOUNT
	CONTRACTED/PURCHASED SERVICES		
600-630-5212.000	Phone System Maintenance		$ 2,500
	Audit Fees		$ 2,350
	Egov		$ 3,500
	Contracted E-mail service		$ 5,500
	On line task tracking		$ 1,500
	Assessing Department		$ 3,500
	Clerk System		$ 6,800
		Subtotal:	**$ 25,650**
	INTERDEPARTMENT SERVICES		
600-630-5214.000	Admin. services		$ 96,804
		Subtotal:	**$ 96,804**
	TOOLS & SMALL EQUIPMENT		
600-630-5223.000	Replacement PC's (23)		$ 28,750
	Replacement of PD Scan station (1)		$ 3,000
	Replacement Dispatch PC's (2)		$ 4,000
	Replacement Printer's (1)		$ 3,000
	Replacement Laptops (2)		$ 3,500
	Replacement Phones (5)		$ 1,500
	Handheld computers for Harbor (2)		$ 5,000
	Upgrade RVI software to version 8 (City Hall & Police)		$ 9,000
	Miscellaneous Hardware		$ 5,500
	Miscellaneous software/renewel		$ 4,000
	Hard Drives for disk to disk backups		$ 1,000
	Switch additions and replacements		$ 5,000
	Wireless network radios City Hall to Harbor		$ 2,500
	Wireless network radios City Hall to Electric		$ 3,000
		Subtotal:	**$ 78,750**
	OTHER EXPENDITURES		
600-601-5290.000	Employee Wellness Program		$ 300
		Subtotal:	**$ 300**

Capital Budget

MANAGEMENT INFORMATION SYSTEMS FUND

2013

City and Borough of Sitka
Fund 300 - Management Information Systems Fund
FY 2013 Capital Budget Summary

		New Appropriations for FY 2013	
Capital Projects:		$ -	
Fixed Assets:			
	Machinery/Equipment	$ -	
	Subtotals:	$ -	
	Total Planned Capital Expenditures:		$ -

City and Borough of Sitka
Fund 300 - Management Information Systems Fund
Capital Budget

Cash Outlays for Capital Construction and Fixed Asset Acquisitions
Summary of Direct Transfers of Capital to Capital Projects or Other Funds
Management Information Systems Fund Department #300-600-680

Account Number	Fund/Project Name	New Appropriation for FY 2013 Amount	
	Capital Projects		
7200.000			
	Total Direct Capital Transfers:	$ -	
	Fixed Asset Acquisition Management Information Systems Department #300-600-670		
	Machinery/Equipment		
7106.000			
	Total Machinery/Equipment:	$ -	
	Total Planned Capital Expenditures:		$ -

City and Borough of Sitka
Management Information Systems Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal years Ended June 30, 2011
and as Projected for the Fiscal years Ending June 30, 2012 and 2013

	2011	2011	2011
Operating Revenues:	$ 763,643	$ 826,059	$ 772,862
Operating Expenses:			
Salaries and benefits	$ 347,700	$ 324,008	$ 328,338
Depreciation and amortization	$ 71,388	$ 71,388	$ 71,388
Other operating expenses	$ 406,515	$ 456,185	$ 394,162
Total Operating Expenses:	$ 825,603	$ 851,581	$ 793,888
Operating Income (loss):	$ (61,960)	$ (25,522)	$ (21,026)
Nonoperating Revenues and Expenses:			
Nonoperating revenues	$ 15,980	$ 4,151	$ 4,000
Nonoperating expenses	$ -	$ -	$ -
Total Nonoperating Revenues and Expenses:	$ 15,980	$ 4,151	$ 4,000
Income (Loss) Before Contributions and Transfers:	$ (45,980)	$ (21,371)	$ (17,026)
Capital Contributions	$ -	$ -	$ -
Net Transfers In/(Out)	$ 9,048	$ 961	$ -
Change in Net Assets:	$ (36,932)	$ (20,410)	$ (17,026)
Net Assets, Beginning of the Year:	$ 442,753	$ 405,821	$ 385,411
Net Assets, End of the Year:	$ 405,821	$ 385,411	$ 368,385

City and Borough of Sitka
Management Information Systems Fund
Statement of Net Assets
As Of June 30, 2011 and as Projected for June 30, 2012 and 2013

Assets	June 30, 2011	As Projected June 30, 2012	As Projected June 30, 2013
Current Assets:			
Equity in Central Treasury	219,712	205,042	259,404
Accounts receivable	812	-	-
Other current assets	4,270	-	-
Total Current Assets:	**224,794**	**205,042**	**259,404**
Non-Current Assets			
Property, Plant and Equipment, Net	207,757	186,369	114,981
Other Non-Current Assets	-	-	-
Total Non-Current Assets:	**207,757**	**186,369**	**114,981**
Total Assets:	**432,551**	**391,411**	**374,385**
Total Liabilities and Net Assets:			
Liabilities			
Current Liabilities:			
Accounts payable	26,730	6,000	6,000
Current portion long term debt	-	-	-
Other current liabilities	-	-	-
Total, Current liabilities:	**26,730**	**6,000**	**6,000**
Non-Current Liabilities			
Bonds Payable	-	-	-
Loans Payable	-	-	-
Other Non-Current Liabilities	-	-	-
Total Non-Current Liabilities:	-	-	-
Total Liabilities:	**26,730**	**6,000**	**6,000**
Net Assets:	**405,821**	**385,411**	**368,385**
Total Liabilities and Net Assets:	**432,551**	**391,411**	**374,385**

This page intentionally left blank.