

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-22

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY16/FY17 BUDGETS

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY16/FY17 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
<u>GENERAL FUND</u>			
Municipal Clerk – Personnel: The Municipal Clerk is requesting that the \$50,000 that was budgeted in the Temporary Wages for FY16 be rolled over to FY17 for the transfer of paper records at the CBS Records Center into our newly purchased Document Management System.			
Police Department – Operations: The Police Chief is requesting that an amount of \$74,417 be rollover from FY16 to FY17 for the Justice Center Design Project.			
Recreation Department – Operations: The Public Works Director has requested to rollover from FY16 to FY17 in the amount of \$4,500 for the Baranof Warm Springs Shelter Maintenance.			
Contingency Fund – Operations: The Public Works Director has requested to rollover the remaining funds in the amount of \$\$651,999 from FY16 to FY17 for the Disaster Declaration Work.			
ENTERPRISE AND INTERNAL SERVICE FUNDS			
Central Garage Fund – Fixed Assets: The Maintenance & Operations Superintendent has requested to rollover funds in the amount of \$140,484 from FY16 to FY17 for Vehicles that was budgeted but not purchased in FY16. The funds will be to replace vehicle #320 in the amount of \$38,333; Vehicle #336 in the amount of \$36,500; Vehicle #321 in the remaining amount of \$2,526; Vehicle #337 in the amount of \$47,769; and Vehicle #424 for the remaining \$15,356.			

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
ENTERPRISE AND INTERNAL SERVICE FUNDS (cont)			
Wastewater Fund – Fixed Assets: The Environmental Superintendent has requested to rollover funds in the amount of \$12,900 from FY16 to FY17 for the Lift Station Pump Replacements.			
Building Maintenance Fund – Operations: The following are projects that were budgeted, but were not completed and are requested to be rolled over from FY16 to FY17: City Hall exterior paint (\$65,000); City Hall dryvit repair (\$25,000); paint soffits at Fire Station (\$5,000); repair rear deck at Senior Center (5,000); exterior paint at Senior Center (\$16,000); front door and coverings at Senior Center (\$20,000); install toilet supports at Senior Center (\$5,500); replace Blue Lake water plant doors (\$13,000); repaint thickener room ceiling & girders at Wastewater Treatment Plant (\$50,000); replace compressor at Marine Service Center (\$4,200)			
Harbor Fund – Operations: The Public Works Director has requested to rollover funds in the amount of \$77,763 from FY16 to FY17 for the Seaplane Base Study.			
Management Information Systems Fund – Travel/Training: Due to the merger of New World Systems and Tyler Technologies and their efforts to consolidate their user conferences, the IT Director has requested a re-appropriation of funds in the amount of \$9,909 from FY16 to FY17 for him and his staff to attend 2 scheduled conferences. This opportunity will effect serious changes and process improvements for the City.			
Management Information Systems Fund – Fixed Assets: The IT Director has requested to rollover funds from FY16 to FY17 in the amount of \$46,923 for the completion of the Data Center and the Property/Sales Tax migration projects.			

In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2016 and ending June 30, 2017 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>			
<u>GENERAL FUND</u>			
<p>Personnel: At the June 28th meeting the Assembly approved the PSEA and the ASEA Union Contracts. There will be an appropriation in the FY17 Budget for each union employee for the \$500 lump sum as follows: General Fund will be \$32,000; Water Fund will be \$1,500; Wastewater Fund will be \$4,000; Harbor Fund will be \$3,000; MIS Fund will be \$1,000; Central Garage Fund will be \$1,000 and the Building Maintenance Fund will be \$1,000.</p>			
<p>Municipal Clerk – Personnel: A re-appropriation in the amount of \$50,000 in temporary wages for the transfer of paper records at the CBS Records Center into our newly purchased Document Management System.</p>			
<p>Police Department – Operations: A re-appropriation in the amount of \$74,417 for the Justice Center Design Project.</p>			
<p>Recreation Department – Operations: A re-appropriation in the amount of \$4,500 for the Baranof Warm Springs Shelter Maintenance.</p>			
<p>Contingency Fund – Operations: A re-appropriation in the amount of \$651,999 for the Disaster Declaration Work.</p>			
<u>ENTERPRISE AND INTERNAL SERVICE FUNDS</u>			
<p>Central Garage Fund – Fixed Assets: A re-appropriation in the amount of \$140,484 for the following vehicles: to replace vehicle #320 in the amount of \$38,333; Vehicle #336 in the amount of \$36,500; Vehicle #337 in the amount of \$47,769; Vehicle #321 in the amount of \$2,526 and Vehicle #424 for the remaining \$15,356.</p>			
<p>Wastewater Fund – Fixed Assets: A re-appropriation in the amount of \$12,900 for the Lift Station Pump Replacements.</p>			
<p>Harbor Fund – Operations: A re-appropriation in the amount of \$77,763 for the Seaplane Base Study.</p>			
<p>Building Maintenance Fund – Operations: A re-appropriation for the following Building Maintenance Projects: City Hall exterior paint (\$65,000); City Hall dryvit repair (\$25,000); paint soffits at Fire Station (\$5,000); repair rear deck at Senior Center (5,000); exterior paint at Senior Center (\$16,000); front door and coverings at Senior Center (\$20,000); install toilet supports at Senior Center (\$5,500); replace Blue Lake water plant doors (\$13,000); repaint thickener room ceiling & girders at Wastewater Treatment Plant (\$50,000); replace compressor at Marine Service Center (\$4,200)</p>			

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
ENTERPRISE AND INTERNAL SERVICE FUNDS (cont.)			
Management Information Systems Fund – Travel/Training: A re-appropriation of \$9,909 to travel and training.			
Management Information Systems Fund – Fixed Assets: A re-appropriation of \$46,923 for the completion of the Data Center and Property /Sales Tax migration projects.			

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EXPLANATION

Necessary revisions in the FY 2017 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 26th Day of July, 2016.

ATTEST:

Mim McConnell, Mayor

Sara Peterson, CMC
Municipal Clerk

MEMORANDUM

To: Mark Gorman, Municipal Administrator

From: Michael Harmon, Public Works Director *DT FOR MH*
Tori Fleming, Contract Coordinator *JF*

CC: Jay Sweeney, Finance Director
Janet Schwartz, Budget Officer

Date: July 6, 2016

Subject: Rollover Funds FY16 to FY17

Public Works is requesting funding from the FY16 budget to be carried forward to the FY17 budget to complete the following projects:

Seaplane Base Study

- Public Works is working on an updated siting study as requested by FAA.
- Harbor Fund 240-600-630-5212.000 project #80242 \$78,263

Baranof Warm Springs Shelter Maintenance

- Baranof Warm Springs Shelter Maintenance for upkeep and some needed maintenance on the City and Borough (CBS) of Sitka owned picnic shelter at Baranof Warm Springs. The Baranof picnic shelter is one of the CBS remotely owned recreation facilities. Maintenance is completed by local residents and contractors who visit Baranof Warm Springs.
- Recreation 100-530-034-817-5207.000 \$4,500

Replacement of Lift Station Pumps

- A specific lift station pump was planned to be replaced; the exact duplicate pump is no longer available. The pump manufacturer may retool and produce a compatible model in the near future. WW is waiting to purchase a pump that will fit in existing location without major modification.
- Wastewater Fixed Asset 220-600-670-7106.000 \$12,900

City Hall Exterior paint

- There is water damage to the Dryvit (FY15 - \$25,000) that must be repaired before we can paint the building. The dryvit repair is a specialized skill that must be performed by a Dryvit Contractor who comes up from Washington to work on the school buildings in the summer. Then the building can get painted in the spring of 2015.
- Building Maintenance 320-600-630-5212.000 project #70066 \$65,000

Senior Center rear deck repair

- There is not enough money in this project budget as there is rot behind the deck that needs to be replaced. CBS is working with Catholic Community Services to get United

Way to find a volunteer engineer and /or construction company to supply all the labor and materials to repair the building. There would have to be a MOA in place for this to work.

- Building Maintenance 320-600-630-5212.000 project #70068 \$5,000

Blue Lake Water Plant Replace doors (\$13,000, FY13)

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #31013 \$13,000

Senior Center Exterior paint

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #70070 \$16,000

Senior Center front door and coverings

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #70069 \$20,000

Fire Department – Paint Soffits

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #31024 \$5,000

General Office City Hall – Dryvit repair

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #31004 \$25,000

MSC Replace Compressor

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #31016 \$4,200

Senior Center install toilet supports

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #31008 \$5,500

WWTP Repainting Thickener Room Ceiling & Girders

- Building Maintenance is working on this project but it is not yet complete.
- Building Maintenance 320-600-630-5212.000 project #31010 \$50,000

Replacement of Central Garage Vehicles

- Central Garage is coordinating the purchase for replacement of vehicles #320, #336, #321, #424, #337.
- Central Garage Fixed Asset 310-670-7106.000 \$140,484

Action

Roll over requested funds from the FY16 to FY17 budget.