

City and Borough of Sitka
Sitka, Alaska

FY2010 Budget

Fund: 100 - General Fund
Division: 500 - Administration
Department: 001 - Administrator/Assembly

<u>Account Number</u>	<u>Expense Description</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projections</u>	<u>2010 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 293,040	\$ 330,021	\$ 319,863	\$ 346,113
5110.004	Overtime	\$ 319	\$ 1,000	\$ 412	\$ 1,000
5110.010	Temporary Employees	\$ 40,360	\$ 44,000	\$ 38,228	\$ 47,000
5120.000	Benefits	\$ 222,117	\$ 182,187	\$ 167,371	\$ 208,426
	Total Salaries & Benefits	\$ 555,835	\$ 557,208	\$ 525,874	\$ 602,538
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 28,901	\$ 40,250	\$ 35,232	\$ 40,882
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 755	\$ 1,500	\$ 1,341	\$ 1,300
5205.000	Insurance	\$ (5)	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 5,985	\$ 7,000	\$ 7,756	\$ 7,000
5207.000	Repairs and Maintenance	\$ 1,300	\$ 1,325	\$ 900	\$ 1,760
5211.000	MIS Fees	\$ 35,431	\$ 36,478	\$ 36,478	\$ 32,764
5212.000	Contracted/Purchased Services	\$ 233,828	\$ 79,500	\$ 69,177	\$ 79,500
5214.000	Indepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ -	\$ 4,571	\$ 4,722	\$ 4,965
5222.000	Postage	\$ 76	\$ 200	\$ 86	\$ 175
5223.000	Tools & Small Equip.	\$ 1,286	\$ -	\$ 417	\$ 2,300
5224.000	Dues & Publications	\$ 17,187	\$ 17,103	\$ 17,118	\$ 17,143
5226.000	Advertising	\$ 27,070	\$ 20,000	\$ 16,667	\$ 15,000
5227.000	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5288.000	Administrator's Contingency	\$ -	\$ -	\$ -	\$ 6,000
5289.000	Mayor's Contingency	\$ -	\$ -	\$ -	\$ 6,000
5290.000	Other Expenditures	\$ 33,554	\$ 27,350	\$ 33,471	\$ 24,700
	Total Non-personnel Operating Outlays:	\$ 385,368	\$ 235,277	\$ 223,365	\$ 239,489
	Total Operating Outlays:	\$ 941,203	\$ 792,484	\$ 749,239	\$ 842,027

ADMINISTRATOR/ASSEMBLY ITEMIZED EXPENDITURES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TRAVEL AND TRAINING		
500-001-5201.000	AML Legislative Committees Summer & Spring	\$ 4,500
	SE Conference Mid-Session Summit & Reg	\$ 3,700
	SE Conference Annual Meeting Conf. & Reg	\$ 3,700
	AK Mayor's Conference & Reg	\$ 1,150
	Coastal Management Conference	\$ 372
	Government Relations Travel Denali Com.	\$ 1,200
	Congressional Delegation DC	\$ 6,000
	Legislature Delegation Juneau	\$ 4,000
	AML Conference & Registration	\$ 8,800
	Professional Development II (50%)	\$ 875
	IIMC (50%)	\$ 985
	AAMC (50%)	\$ 600
	Legislation Electronic Training	\$ 1,500
	Human Resource Management Conference (SHRM)	\$ 3,500
	Subtotal	\$ 40,882
SUPPLIES		
500-001-5206.000	General office supplies	\$ 5,000
	Meals for Assembly meetings	\$ 2,000
	Subtotal	\$ 7,000
REPAIRS AND MAINTENANCE		
500-001-5207.000	Copier Maintenance	\$ 1,760
	Subtotal	\$ 1,760
CONTRACTED/PURCHASED SERVICES		
500-001-5212.000	Employee Assistance Program	\$ 10,000
	ADP Background Checks	\$ 2,000
	SCH/Worksafe Drug Testing	\$ 2,500
	Labor Contract Expenses	\$ 20,000
	Lobbyist - Larry Markley	\$ 45,000
	Subtotal	\$ 79,500
TOOLS & SMALL EQUIPMENT		
500-001-5223.000	File cabinet fireproof	\$ 2,300
	Subtotal	\$ 2,300

ADMINISTRATOR/ASSEMBLY ITEMIZED EXPENDITURES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
DUES AND PUBLICATIONS		
500-001-5224.000	Dues - Alaska Municipal League	\$ 8,300
	Dues -Alaska Coastal Dist. Assoc.	\$ 100
	Due - SE Conference	\$ 5,150
	Sitka Sentinel	\$ 200
	Dues - Chamber of Commerce	\$ 200
	Dues - NACO	\$ 400
	Alaska Conference of Mayors Dues	\$ 100
	AML Newsletter - Touchtone	\$ 450
	AML Directory	\$ 150
	Legislative Bulletin	\$ 315
	Survey Salary/Benefit - 2 addl.	\$ 80
	COBRA Compliance Manual CD Rom & updates	\$ 197
	HIPAA Compliance Manual & updates	\$ 196
	FMLA Compliance Manual & updates	\$ 298
	FLSA Compliance Manual & updates	\$ 295
	Alaska Employment Law newsletter	\$ 277
	SHRM dues	\$ 160
	AMMA Dues	\$ 175
	Dues - AK Marine Safety Education Assoc.	\$ 100
	Subtotal	\$ 17,143
ADVERTISING		
500-001-5226.000	Other	\$ 15,000
	Subtotal	\$ 15,000
CONTINGENCY		
500-001-5288.000	Administrator's Contingency	\$ 6,000
500-001-5289.000	Mayor's Contingency	\$ 6,000
	Subtotal	\$ 12,000
OTHER EXPENDITURES		
500-001-5290.000	Employee appreciation, retirements, etc..	\$ 600
	Visiting Dignatary entertainment	\$ 2,000
	Legislative Reception	\$ 600
	New hire travel, interview, moving contingency	\$ 15,000
	Employee Wellness Program	\$ 500
	Employee Holiday Party	\$ 6,000
	Subtotal	\$ 24,700

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**City and Borough of Sitka
Sitka, Alaska**

FY2010 Budget

**Fund: 100 - General Fund
Division: 500 - Administration
Department: 008 - Other**

<u>Account Number</u>	<u>Expense Description</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projections</u>	<u>2010 Budget</u>
5212.000	Contracted/Purchased Services	\$ 131,000	\$ 133,000	\$ 200,000	\$ 143,000
5228.000	Donations	\$ 110,551	\$ 92,500	\$ 92,500	\$ 168,700
5290.000	Other Expenditures	\$ -	\$ 100	\$ 100	\$ 100
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	Total:	\$ 241,551	\$ 225,600	\$ 292,600	\$ 311,800

**OTHER EXPENDITURES
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
CONTRACTED/PURCHASED SERVICES		
500-008-5212.000	SEDA	\$ 70,000
	Sitka Historical Society	\$ 73,000
	Subtotal	\$ 143,000
DONATIONS		
500-008-5228.000	Grants (to be determined)	\$ 168,700
	Subtotal	\$ 168,700