

City and Borough of Sitka
Sitka, Alaska

FY2011 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projections</u>	<u>2011 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 310,855	\$ 346,113	\$ 306,930	\$ 305,952
5110.004	Overtime	\$ 160	\$ 1,000	\$ 176	\$ 500
5110.010	Temporary Employees	\$ 38,280	\$ 47,000	\$ 43,498	\$ 47,000
5120.000	Benefits	\$ 218,250	\$ 208,426	\$ 191,300	\$ 181,021
	Total Salaries & Benefits	\$ 567,544	\$ 602,539	\$ 541,904	\$ 534,473
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 29,540	\$ 40,882	\$ 32,798	\$ 47,850
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 1,313	\$ 1,300	\$ 890	\$ 1,000
5205.000	Insurance	\$ -	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 7,343	\$ 7,000	\$ 6,949	\$ 7,000
5207.000	Repairs and Maintenance	\$ 900	\$ 1,760	\$ 920	\$ 780
5211.000	MIS Fees	\$ 36,478	\$ 32,764	\$ 32,764	\$ 23,165
5212.000	Contracted/Purchased Services	\$ 65,098	\$ 79,500	\$ 107,702	\$ 59,500
5214.000	Indepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 4,800	\$ 4,965	\$ 5,252	\$ 5,660
5222.000	Postage	\$ 26	\$ 175	\$ 82	\$ -
5223.000	Tools & Small Equip.	\$ 802	\$ 2,300	\$ 2,210	\$ -
5224.000	Dues & Publications	\$ 11,315	\$ 17,143	\$ 16,187	\$ 17,163
5226.000	Advertising	\$ 11,023	\$ 15,000	\$ 14,802	\$ 15,000
5227.000	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5288.000	Administrator's Contingency	\$ -	\$ 6,000	\$ 5,341	\$ 6,000
5289.000	Mayor's Contingency	\$ 79	\$ 6,000	\$ 5,220	\$ 6,000
5290.000	Other Expenditures	\$ 38,734	\$ 24,700	\$ 15,943	\$ 27,750
	Total Non-personnel Operating Outlays:	\$ 207,450	\$ 239,489	\$ 247,060	\$ 216,868
	Total Operating Outlays:	\$ 774,995	\$ 842,027	\$ 788,964	\$ 751,341

**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-Winter Summit	\$ 2,500
	SE Conference Mid-Winter Summit Registration	\$ 1,200
	AK Mayor's Conference	\$ 1,000
	AK Mayor's Conference Registration	\$ 150
	Coastal Management Regional Conference	\$ 400
	Spring Legis Trip	\$ 11,500
	Congressional Delegation DC	\$ 6,000
	AML	\$ 10,500
	AML Registration fees	\$ 1,200
	SE Conference Annual Meeting	\$ 2,500
	SE Conference Annual Meeting - Registration	\$ 1,200
	Professional Development II (50%)	\$ 875
	AAMC (50%)	\$ 825
	Human Resource Management Conference (SHRM)	\$ 3,500
	Subtotal	\$ 47,850
	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	\$ 780
	Subtotal	\$ 780
	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	\$ 35,000
	Lobbyist	\$ 10,000
	Subtotal	\$ 59,500
	TOOLS & SMALL EQUIPMENT	
500-001-5223.000		\$ -
	Subtotal	\$ -

ADMINISTRATOR/ASSEMBLY ITEMIZED EXPENDITURES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
DUES AND PUBLICATIONS		
500-001-5224.000	Dues - Alaska Municipal League	\$ 8,028
	Dues -Alaska Coastal Dist. Assoc.	\$ 100
	Due - SE Conference	\$ 5,788
	Sitka Sentinel	\$ 200
	Dues - Chamber of Commerce	\$ 200
	Dues - NACO	\$ 400
	Alaska Conference of Mayors Dues	\$ 50
	AML Newsletter - Touchtone	\$ 450
	AML Directory	\$ 50
	Legislative Bulletin	\$ 315
	Survey Salary/Benefit - 2 addl.	\$ 80
	COBRA Compliance Manual & updates	\$ 197
	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	\$ 17,163
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..	\$ 750
	Visiting Dignatary entertainment	\$ 500
	Visioning Session	\$ 5,000
	New hire travel, interview, moving contingency	\$ 15,000
	Employee Wellness Program	\$ 500
	Employee Holiday Party	\$ 6,000
	Subtotal	\$ 27,750

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City and Borough of Sitka
Sitka, Alaska

FY2011 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projections</u>	<u>2011 Budget</u>
5212.000	Contracted/Purchased Services	\$ 200,000	\$ 143,000	\$ 143,000	\$ 140,000
5228.000	Donations	\$ 84,500	\$ 168,700	\$ 168,700	\$ 170,700
5290.000	Other Expenditures	\$ 200	\$ 100	\$ 100	\$ 100
				\$ -	
	Total:	\$ 284,700	\$ 311,800	\$ 311,800	\$ 310,800

**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	\$ 70,000
	Subtotal	\$ 140,000
DONATIONS		
500-008-5228.000	Grants (to be determined)	\$ 170,700
	Subtotal	\$ 170,700