

City and Borough of Sitka
Sitka, Alaska

FY2013 Budget

Fund: 100 - General Fund
Division: 500 - Administration
Department: 003 - Clerk

| <u>Account Number</u> | <u>Expense Description</u> | <u>2011 Actual</u> | <u>2012 Budget</u> | <u>2012 Projections</u> | <u>2013 Budget</u> |
|--|---|--------------------|--------------------|-------------------------|--------------------|
| Salaries and Benefits | | | | | |
| 5110.001 | Salaries & Wages | \$ 127,918 | \$ 140,262 | \$ 138,105 | \$ 152,653 |
| 5110.004 | Overtime | \$ - | \$ - | \$ - | \$ - |
| 5110.010 | Temporary Employees | \$ 3,423 | \$ 1,000 | \$ - | \$ 1,000 |
| 5120.000 | Benefits | \$ 88,192 | \$ 87,062 | \$ 86,500 | \$ 91,505 |
| | Total Salaries & Benefits | \$ 219,532 | \$ 228,324 | \$ 224,605 | \$ 245,158 |
| Non-personnel Operation Outlays | | | | | |
| 5201.000 | Travel and Training | \$ 6,481 | \$ 6,373 | \$ 6,373 | \$ 6,838 |
| 5202.000 | Uniform Allowance | \$ - | \$ - | \$ - | \$ - |
| 5203.000 | Utilities | \$ - | \$ - | \$ - | \$ - |
| 5203.005 | Heating Fuel | \$ - | \$ - | \$ - | \$ - |
| 5204.000 | Telephone | \$ 805 | \$ 1,000 | \$ 526 | \$ 800 |
| 5205.000 | Insurance | \$ - | \$ - | \$ - | \$ - |
| 5206.000 | Supplies | \$ 5,119 | \$ 6,000 | \$ 6,000 | \$ 6,350 |
| 5207.000 | Repairs and Maintenance | \$ 900 | \$ 900 | \$ 1,169 | \$ 900 |
| 5211.000 | MIS Fees | \$ 9,948 | \$ 10,014 | \$ 10,009 | \$ 10,014 |
| 5212.000 | Contracted/Purchased Services | \$ 24,003 | \$ 32,300 | \$ 17,681 | \$ 24,500 |
| 5214.000 | Indepartment Services | \$ - | \$ - | \$ - | \$ - |
| 5221.000 | Transportation/Vehicles | \$ 1,245 | \$ 1,350 | \$ 1,349 | \$ 1,593 |
| 5222.000 | Postage | \$ 45 | \$ - | \$ - | \$ - |
| 5223.000 | Tools & Small Equip. | \$ 2,733 | \$ - | \$ - | \$ - |
| 5224.000 | Dues & Publications | \$ 4,248 | \$ 6,435 | \$ 4,001 | \$ 5,880 |
| 5226.000 | Advertising | \$ 32,415 | \$ 28,500 | \$ 23,676 | \$ 26,500 |
| 5227.001 | Rentals-Building/Equipment | \$ 23,510 | \$ 22,900 | \$ 23,539 | \$ 22,900 |
| 5290.000 | Other Expenditures | \$ - | \$ 300 | \$ - | \$ 250 |
| | Total Non-personnel Operating Outlays: | \$ 111,452 | \$ 116,072 | \$ 94,323 | \$ 106,525 |
| | Total Operating Outlays: | \$ 330,985 | \$ 344,396 | \$ 318,928 | \$ 351,683 |

**CLERK DEPARTMENT
ITEMIZED EXPENDITURES**

| <u>ACCOUNT #</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------------------------------|--|------------------|
| TRAVEL AND TRAINING | | |
| 500-003-5201.000 | IIMC (International Institute of Municipal Clerks) - Colleen | \$ 2,600 |
| | AML (AK. Municipal League) | \$ 600 |
| | AAMC (AK Assoc. of Municipal Clerks) | \$ 3,000 |
| | NW Clerk's Professional Development IV (50%) | \$ 638 |
| | Subtotal | \$ 6,838 |
| SUPPLIES | | |
| 500-003-5206.000 | Office Supplies | \$ 1,500 |
| | Records Center Supplies | \$ 500 |
| | Election supplies/ballots | \$ 3,850 |
| | Framing & Certificate Supplies | \$ 500 |
| | Subtotal | \$ 6,350 |
| REPAIRS AND MAINTENANCE | | |
| 500-003-5207.000 | Copier Maintenance | \$ 900 |
| | Subtotal | \$ 900 |
| CONTRACTED/PURCHASED SERVICES | | |
| 500-003-5212.000 | Secretarial support for Boards/Commissions | \$ 6,000 |
| | Election Programming | \$ 1,000 |
| | Election Officials | \$ 3,500 |
| | ERB Per Diem | \$ 1,500 |
| | Assembly TV Coverage | \$ 7,500 |
| | Records destruction | \$ 2,500 |
| | ERB Legal Counsel | \$ 2,500 |
| | Subtotal | \$ 24,500 |

**CLERK DEPARTMENT
ITEMIZED EXPENDITURES**

| <u>ACCOUNT #</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|------------------|---|------------------|
| | DUES & PUBLICATIONS | |
| 500-003-5224.000 | AAMC dues - Clerk & Deputy Clerk | \$ 320 |
| | ARMA - Clerk & Records Archivist | \$ 175 |
| | IIMC - Clerk & Deputy Clerk | \$ 260 |
| | Alaska Municipal League Directories | \$ 50 |
| | NAP | \$ 75 |
| | Sitka General Code | \$ 5,000 |
| | Subtotal | \$ 5,880 |
| | ADVERTISING | |
| 500-003-5226.000 | Assembly/Boards | \$ 24,000 |
| | Election advertising | \$ 2,500 |
| | Subtotal | \$ 26,500 |
| | RENTAL - EQUIPMENT & BUILDINGS | |
| 500-003-5227.001 | Records Center | \$ 22,500 |
| | Election Buildings | \$ 400 |
| | Subtotal | \$ 22,900 |
| | OTHER EXPENSES | |
| 500-003-5290.000 | Employee Wellness Program | \$ 250 |
| | Subtotal | \$ 250 |