

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

**FY2014 Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projections</u>	<u>2014 Budget</u>
<b>Salaries and Benefits</b>					
5110.001	Salaries & Wages	\$ 308,216	\$ 317,905	\$ 318,000	\$ 322,426
5110.004	Overtime	\$ -	\$ -	\$ -	\$ -
5110.010	Temporary Employees	\$ 35,200	\$ 37,000	\$ 37,000	\$ 35,000
5120.000	Benefits	\$ 212,455	\$ 191,773	\$ 192,000	\$ 214,935
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 555,870</b>	<b>\$ 546,678</b>	<b>\$ 547,000</b>	<b>\$ 572,361</b>
<b>Non-personnel Operation Outlays</b>					
5201.000	Travel and Training	\$ 33,564	\$ 33,138	\$ 33,138	\$ 35,800
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 2,672	\$ 2,200	\$ 2,154	\$ 2,000
5205.000	Insurance	\$ -	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 8,919	\$ 6,500	\$ 8,741	\$ 9,000
5207.000	Repairs and Maintenance	\$ 780	\$ 900	\$ 1,201	\$ 900
5211.000	MIS Fees	\$ 23,320	\$ 23,320	\$ 23,320	\$ 22,908
5212.000	Contracted/Purchased Services	\$ 45,437	\$ 91,600	\$ 75,000	\$ 76,600
5214.000	Interdepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 4,692	\$ 11,268	\$ 11,268	\$ -
5222.000	Postage	\$ 13	\$ -	\$ 16	\$ -
5223.000	Tools & Small Equip.	\$ 937	\$ -	\$ 672	\$ -
5224.000	Dues & Publications	\$ 9,534	\$ 16,865	\$ 24,415	\$ 16,900
5226.000	Advertising	\$ 2,339	\$ 9,000	\$ 2,426	\$ 6,000
5227.000	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5288.000	Administrator's Contingency	\$ 2,946	\$ 6,000	\$ 1,583	\$ 43,310
5289.000	Mayor's Contingency	\$ 3,802	\$ 6,000	\$ 4,073	\$ 6,000
5290.000	Other Expenditures	\$ 37,955	\$ 31,250	\$ 34,246	\$ 59,250
	<b>Total Non-personnel Operating Outlays:</b>	<b>\$ 176,912</b>	<b>\$ 238,041</b>	<b>\$ 222,253</b>	<b>\$ 278,668</b>
	<b>Total Operating Outlays:</b>	<b>\$ 732,782</b>	<b>\$ 784,719</b>	<b>\$ 769,253</b>	<b>\$ 851,029</b>

**ADMINISTRATOR/ASSEMBLY  
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>TRAVEL AND TRAINING</b>		
500-001-5201.000	AML Legislative Committees Summer & Registration	\$ 4,500
	SE Conference Mid-Winter Summit and Registration	\$ 2,500
	Alaska Mayor's Conference and Registration	\$ 1,700
	AML Winter and State Legislative Trip	\$ 3,900
	Congressional Delegation DC Trip	\$ 7,500
	AML and Registration Fees	\$ 9,500
	SE Conference Annual Meeting & Registration	\$ 2,000
	AAMC (50%)	\$ 900
	SHRM Conference	\$ 2,500
	Northwest Clerk's Professional Development IV (50%)	\$ 800
	<b>Subtotal</b>	<b>\$ 35,800</b>
<b>SUPPLIES</b>		
500-001-5206.000	General office supplies	\$ 6,000
	Meals for Assembly meetings	\$ 3,000
	<b>Subtotal</b>	<b>\$ 9,000</b>
<b>REPAIRS AND MAINTENANCE</b>		
500-001-5207.000	Copier Maintenance	\$ 900
	<b>Subtotal</b>	<b>\$ 900</b>
<b>CONTRACTED/PURCHASED SERVICES</b>		
500-001-5212.000	Employee Assistance Program	\$ 7,500
	ADP Background Checks	\$ 1,600
	SCH/Worksafe Drug Testing	\$ 2,500
	Recruitment of Administrator	\$ 30,000
	Union Negotiation/Arbitration/Legal Expenses	\$ 15,000
	Lobbyist	\$ 20,000
	<b>Subtotal</b>	<b>\$ 76,600</b>
<b>TOOLS &amp; SMALL EQUIPMENT</b>		
500-001-5223.000		\$ -
	<b>Subtotal</b>	<b>\$ -</b>

**ADMINISTRATOR/ASSEMBLY  
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	<b>DUES AND PUBLICATIONS</b>	
500-001-5224.000	Dues - Alaska Municipal League	\$ 8,030
	Dues -AK Marine Safety Education Assoc.	\$ 100
	Due - SE Conference	\$ 5,788
	Sitka Sentinel	\$ 200
	Dues - Chamber of Commerce	\$ 400
	Dues - NACO	\$ 400
	Alaska Conference of Mayors Dues	\$ 100
	Directories & Salary Survey (2)	\$ 130
	Legislative Bulletin	\$ 315
	COBRA Compliance Manual & updates	\$ 197
	FMLA Compliance Manual & updates	\$ 298
	FLSA Compliance Manual & updates	\$ 295
	Alaska Employment Law newsletter	\$ 277
	Government Finance Officers Assoc.	\$ 35
	SHRM dues	\$ 160
	AMMA Dues	\$ 175
	<b>Subtotal</b>	<b>\$ 16,900</b>
	<b>ADVERTISING</b>	
500-001-5226.000	Other	\$ 6,000
	<b>Subtotal</b>	<b>\$ 6,000</b>
	<b>CONTINGENCY</b>	
500-001-5288.000	Administrator's Contingency	\$ 6,000
	Contingency for Salary Increases	\$ 37,310
500-001-5289.000	Mayor's Contingency	\$ 6,000
	<b>Subtotal</b>	<b>\$ 49,310</b>
	<b>OTHER EXPENDITURES</b>	
500-001-5290.000	Employee appreciation, retirements, etc..	\$ 750
	Visiting Dignatary entertainment	\$ 1,000
	Visioning Session and/or Retreat	\$ 3,000
	Relocation of Administrator	\$ 25,000
	New hire travel, interview, moving contingency	\$ 15,000
	Southeast Conference Host	\$ 3,000
	Employee Wellness Program	\$ 500
	Employee Holiday Party	\$ 6,000
	Coast Guard City Status Annual Event	\$ 5,000
	<b>Subtotal</b>	<b>\$ 59,250</b>

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