

City and Borough of Sitka
Sitka, Alaska

FY2014 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projections</u>	<u>2014 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 140,589	\$ 152,653	\$ 130,000	\$ 145,653
5110.004	Overtime	\$ 176	\$ -	\$ 100	\$ -
5110.010	Temporary Employees	\$ 161	\$ 1,000	\$ -	\$ 1,000
5120.000	Benefits	\$ 100,500	\$ 91,505	\$ 92,000	\$ 103,490
	Total Salaries & Benefits	\$ 241,426	\$ 245,158	\$ 222,100	\$ 250,142
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 4,593	\$ 6,838	\$ 6,838	\$ 7,000
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 724	\$ 800	\$ 1,157	\$ 1,180
5205.000	Insurance	\$ -	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 5,929	\$ 6,350	\$ 8,481	\$ 17,850
5207.000	Repairs and Maintenance	\$ 780	\$ 900	\$ 1,201	\$ 900
5211.000	MIS Fees	\$ 10,014	\$ 10,014	\$ 10,014	\$ 9,890
5212.000	Contracted/Purchased Services	\$ 19,279	\$ 24,500	\$ 13,700	\$ 25,315
5214.000	Interdepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 1,350	\$ 1,593	\$ 1,237	\$ 1,350
5222.000	Postage	\$ 25	\$ -	\$ 40	\$ -
5223.000	Tools & Small Equip.	\$ -	\$ -	\$ 901	\$ -
5224.000	Dues & Publications	\$ 3,460	\$ 5,880	\$ 8,000	\$ 7,880
5226.000	Advertising	\$ 27,592	\$ 26,500	\$ 21,594	\$ 25,000
5227.001	Rentals-Building/Equipment	\$ 23,350	\$ 22,900	\$ 22,950	\$ 22,500
5290.000	Other Expenditures	\$ -	\$ 250	\$ -	\$ 300
	Total Non-personnel Operating Outlays:	\$ 97,096	\$ 106,525	\$ 96,113	\$ 119,165
	Total Operating Outlays:	\$ 338,521	\$ 351,683	\$ 318,213	\$ 369,307

**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) - Clerk	\$ 2,600
	AML (AK. Municipal League)	\$ 600
	AAMC (AK Assoc. of Municipal Clerks)	\$ 3,000
	Professional Development I (50%)	\$ 800
	Subtotal	\$ 7,000
SUPPLIES		
500-003-5206.000	Office Supplies	\$ 1,500
	Records Center Supplies	\$ -
	Election supplies/ballots	\$ 3,850
	Framing & Certificate Supplies	\$ 500
	ImageCast Precinct w/ADA Access	\$ 8,000
	Ballot Box for ADA	\$ 1,400
	Hardware Acceptance and Training	\$ 2,600
	Subtotal	\$ 17,850
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	\$ 1,815
	Election Officials	\$ 3,500
	ERB Per Diem	\$ 1,500
	Assembly TV Coverage	\$ 7,500
	Records destruction	\$ 2,500
	ERB Legal Counsel	\$ 2,500
	Subtotal	\$ 25,315

**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	\$ 7,000
	Subtotal	\$ 7,880
	ADVERTISING	
500-003-5226.000	Assembly/Boards	\$ 22,500
	Election advertising	\$ 2,500
	Subtotal	\$ 25,000
	RENTAL - EQUIPMENT & BUILDINGS	
500-003-5227.001	Records Center	\$ 22,500
	Subtotal	\$ 22,500
	OTHER EXPENSES	
500-003-5290.000	Employee Wellness Program	\$ 300
	Subtotal	\$ 300

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