

City and Borough of Sitka
Sitka, Alaska

FY2012 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projections</u>	<u>2012 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 318,906	\$ 305,952	\$ 307,015	\$ 330,036
5110.004	Overtime	\$ 230	\$ 500	\$ -	\$ -
5110.010	Temporary Employees	\$ 39,148	\$ 47,000	\$ 33,060	\$ 37,000
5120.000	Benefits	\$ 205,433	\$ 181,021	\$ 177,545	\$ 196,549
	Total Salaries & Benefits	\$ 563,717	\$ 534,473	\$ 517,620	\$ 563,585
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 25,279	\$ 47,850	\$ 29,842	\$ 34,010
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 880	\$ 1,000	\$ 709	\$ 700
5205.000	Insurance	\$ -	\$ -	\$ 90	\$ -
5206.000	Supplies	\$ 7,116	\$ 7,000	\$ 7,195	\$ 7,000
5207.000	Repairs and Maintenance	\$ 920	\$ 780	\$ 900	\$ 900
5211.000	MIS Fees	\$ 32,764	\$ 23,165	\$ 23,165	\$ 23,320
5212.000	Contracted/Purchased Services	\$ 117,969	\$ 59,500	\$ 54,513	\$ 39,500
5214.000	Indepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 5,681	\$ 5,660	\$ 5,634	\$ 9,549
5222.000	Postage	\$ 105	\$ -	\$ -	\$ -
5223.000	Tools & Small Equip.	\$ 650	\$ -	\$ 2,990	\$ -
5224.000	Dues & Publications	\$ 24,880	\$ 17,163	\$ 16,950	\$ 16,935
5226.000	Advertising	\$ 1,502	\$ 15,000	\$ 7,400	\$ 15,000
5227.000	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5288.000	Administrator's Contingency	\$ 3,830	\$ 6,000	\$ 1,750	\$ 6,000
5289.000	Mayor's Contingency	\$ 5,559	\$ 6,000	\$ 1,420	\$ 6,000
5290.000	Other Expenditures	\$ 16,914	\$ 27,750	\$ 20,855	\$ 36,550
	Total Non-personnel Operating Outlays:	\$ 244,051	\$ 216,868	\$ 173,413	\$ 195,464
	Total Operating Outlays:	\$ 807,768	\$ 751,341	\$ 691,033	\$ 759,049

**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	\$ 3,200
	SE Conference Mid-Winter Summit	\$ 2,400
	SE Conference Mid-Winter Summit Registration	\$ 230
	AK Mayor's Conference	\$ 1,000
	AK Mayor's Conference Registration	\$ 100
	Coastal Management Regional Conference	\$ 1,100
	Spring Legis Trip	\$ 1,800
	Congressional Delegation DC	\$ 6,600
	AML	\$ 10,000
	AML Registration fees	\$ 800
	SE Conference Annual Meeting	\$ 2,650
	SE Conference Annual Meeting - Registration	\$ 230
	AAMC (50%)	\$ 900
	Human Resource Management Conference (SHRM)	\$ 3,000
	Subtotal	\$ 34,010
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	\$ 900
	Subtotal	\$ 900
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	\$ 5,000
	Lobbyist	\$ 20,000
	Subtotal	\$ 39,500
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	\$ 8,030
	Dues -Alaska Coastal Dist. Assoc.	\$ 100
	Due - SE Conference	\$ 5,788
	Sitka Sentinel	\$ 170
	Dues - Chamber of Commerce	\$ 400
	Dues - NACO	\$ 400
	Alaska Conference of Mayors Dues	\$ 100
	AML Directory & 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
	SHRM dues	\$ 160
	AMMA Dues	\$ 175
	Dues - AK Marine Safety Education Assoc.	\$ 100
	Subtotal	\$ 16,935
	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
	AML Summer Con. Host City Reception ect.	\$ 7,000
	Host City Bags	\$ 1,800
	Subtotal	\$ 36,550

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City and Borough of Sitka
Sitka, Alaska

FY2012 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projections</u>	<u>2012 Budget</u>
5212.000	Contracted/Purchased Services	\$ 143,000	\$ 140,000	\$ 140,000	\$ 190,000
5228.000	Donations	\$ 165,642	\$ 170,700	\$ 173,734	\$ 142,286
5290.000	Other Expenditures	\$ 100	\$ 100	\$ 750	\$ 100
				\$ -	
	Total:	\$ 308,742	\$ 310,800	\$ 314,484	\$ 332,386

**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	<u>\$ 120,000</u>
	Subtotal	\$ 190,000
DONATIONS		
500-008-5228.000	Grants (to be determined)	<u>\$ 142,286</u>
	Subtotal	\$ 142,286