

City and Borough of Sitka  
Sitka, Alaska

FY2012 Budget

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

| <u>Account Number</u>                  | <u>Expense Description</u>                    | <u>2010 Actual</u> | <u>2011 Budget</u> | <u>2011 Projections</u> | <u>2012 Budget</u> |
|--|---|--------------------|--------------------|-------------------------|--------------------|
| <b>Salaries and Benefits</b>           |   |                    |                    |                         |                    |
| 5110.001                               | Salaries & Wages                              | \$ 114,974         | \$ 107,398         | \$ 121,414              | \$ 140,262         |
| 5110.004                               | Overtime                                      | \$ -               | \$ 500             | \$ -                    | \$ -               |
| 5110.010                               | Temporary Employees                           | \$ 958             | \$ 2,900           | \$ 3,423                | \$ 1,000           |
| 5120.000                               | Benefits                                      | \$ 78,147          | \$ 66,447          | \$ 76,401               | \$ 87,062          |
|  | <b>Total Salaries &amp; Benefits</b>          | <b>\$ 194,080</b>  | <b>\$ 177,245</b>  | <b>\$ 201,238</b>       | <b>\$ 228,324</b>  |
| <b>Non-personnel Operation Outlays</b> |   |                    |                    |                         |                    |
| 5201.000                               | Travel and Training                           | \$ 8,202           | \$ 6,350           | \$ 6,655                | \$ 6,373           |
| 5202.000                               | Uniform Allowance                             | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5203.000                               | Utilities                                     | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5203.005                               | Heating Fuel                                  | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5204.000                               | Telephone                                     | \$ 885             | \$ 1,100           | \$ 772                  | \$ 1,000           |
| 5205.000                               | Insurance                                     | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5206.000                               | Supplies                                      | \$ 4,091           | \$ 6,000           | \$ 5,545                | \$ 6,000           |
| 5207.000                               | Repairs and Maintenance                       | \$ 880             | \$ 880             | \$ 900                  | \$ 900             |
| 5211.000                               | MIS Fees                                      | \$ 13,958          | \$ 9,948           | \$ 9,948                | \$ 10,014          |
| 5212.000                               | Contracted/Purchased Services                 | \$ 27,371          | \$ 34,800          | \$ 28,164               | \$ 32,300          |
| 5214.000                               | Indepartment Services                         | \$ -               | \$ -               | \$ -                    | \$ -               |
| 5221.000                               | Transportation/Vehicles                       | \$ 863             | \$ 900             | \$ 1,350                | \$ 1,350           |
| 5222.000                               | Postage                                       | \$ 10              | \$ 75              | \$ 51                   | \$ -               |
| 5223.000                               | Tools & Small Equip.                          | \$ 408             | \$ -               | \$ 2,733                | \$ -               |
| 5224.000                               | Dues & Publications                           | \$ 1,962           | \$ 6,105           | \$ 3,360                | \$ 6,435           |
| 5226.000                               | Advertising                                   | \$ 31,851          | \$ 28,500          | \$ 39,633               | \$ 28,500          |
| 5227.001                               | Rentals-Building/Equipment                    | \$ 23,350          | \$ 22,900          | \$ 23,510               | \$ 22,900          |
| 5290.000                               | Other Expenditures                            | \$ -               | \$ 200             | \$ -                    | \$ 300             |
|  | <b>Total Non-personnel Operating Outlays:</b> | <b>\$ 113,831</b>  | <b>\$ 117,758</b>  | <b>\$ 122,621</b>       | <b>\$ 116,072</b>  |
|  | <b>Total Operating Outlays:</b>               | <b>\$ 307,910</b>  | <b>\$ 295,003</b>  | <b>\$ 323,859</b>       | <b>\$ 344,396</b>  |

**CLERK DEPARTMENT  
ITEMIZED EXPENDITURES**

| <u>ACCOUNT #</u>                     | <u>DESCRIPTION</u>   | <u>AMOUNT</u>    |
|--------------------------------------|--|------------------|
| <b>TRAVEL AND TRAINING</b>           |  |                  |
| 500-003-5201.000                     | IIMC (International Institute of Municipal Clerks) - Colleen | \$ 2,750         |
|                                      | AML (AK. Municipal League)                                   | \$ 600           |
|                                      | AAMC (AK Assoc. of Municipal Clerks)                         | \$ 3,023         |
|                                      | <b>Subtotal</b>  | <b>\$ 6,373</b>  |
| <b>SUPPLIES</b>                      |  |                  |
| 500-003-5206.000                     | Office Supplies  | \$ 1,500         |
|                                      | Records Center Supplies                                      | \$ 1,000         |
|                                      | Election supplies/ballots                                    | \$ 3,000         |
|                                      | Framing & Certificate Supplies                               | \$ 500           |
|                                      | <b>Subtotal</b>  | <b>\$ 6,000</b>  |
| <b>REPAIRS AND MAINTENANCE</b>       |  |                  |
| 500-003-5207.000                     | Copier Maintenance   | \$ 900           |
|                                      | <b>Subtotal</b>  | <b>\$ 900</b>    |
| <b>CONTRACTED/PURCHASED SERVICES</b> |  |                  |
| 500-003-5212.000                     | Secretarial support for Boards/Commissions                   | \$ 10,000        |
|                                      | Election Programming   | \$ 1,500         |
|                                      | Election Officials   | \$ 3,500         |
|                                      | ERB Per Diem   | \$ 1,800         |
|                                      | Assembly TV Coverage   | \$ 11,500        |
|                                      | ERB Legal Counsel  | \$ 4,000         |
|                                      | <b>Subtotal</b>  | <b>\$ 32,300</b> |

**CLERK DEPARTMENT  
ITEMIZED EXPENDITURES**

| <u>ACCOUNT #</u> | <u>DESCRIPTION</u>                        | <u>AMOUNT</u>    |
|------------------|---|------------------|
|                  | <b>DUES &amp; PUBLICATIONS</b>            |                  |
| 500-003-5224.000 | AAMC dues - Clerk & Deputy Clerk          | \$ 375           |
|                  | ARMA - Clerk & Records Archivist          | \$ 175           |
|                  | IIMC - Clerk & Deputy Clerk               | \$ 260           |
|                  | Alaska Municipal League Directories       | \$ 50            |
|                  | NAP                                       | \$ 75            |
|                  | Sitka General Code                        | \$ 5,500         |
|                  | <b>Subtotal</b>                           | <b>\$ 6,435</b>  |
|                  | <b>ADVERTISING</b>                        |                  |
| 500-003-5226.000 | Assembly/Boards                           | \$ 25,500        |
|                  | Election advertising                      | \$ 3,000         |
|                  | <b>Subtotal</b>                           | <b>\$ 28,500</b> |
|                  | <b>RENTAL - EQUIPMENT &amp; BUILDINGS</b> |                  |
| 500-003-5227.001 | Records Center                            | \$ 22,500        |
|                  | Election Buildings                        | \$ 400           |
|                  | <b>Subtotal</b>                           | <b>\$ 22,900</b> |
|                  | <b>OTHER EXPENSES</b>                     |                  |
| 500-003-5290.000 | Employee Wellness Program                 | \$ 300           |
|                  | <b>Subtotal</b>                           | <b>\$ 300</b>    |

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