

City and Borough of Sitka
Sitka, Alaska

FY2013 Budget

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

<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	\$ 305,973	\$ 330,036	\$ 315,422	\$ 317,905
5110.004	Overtime	\$ -	\$ -	\$ -	\$ -
5110.010	Temporary Employees	\$ 33,488	\$ 37,000	\$ 31,634	\$ 37,000
5120.000	Benefits	\$ 206,056	\$ 196,549	\$ 182,020	\$ 191,773
	Total Salaries & Benefits	\$ 545,517	\$ 563,585	\$ 529,076	\$ 546,677
	Non-personnel Operation Outlays				
5201.000	Travel and Training	\$ 26,438	\$ 34,010	\$ 34,010	\$ 33,138
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 1,848	\$ 700	\$ 2,352	\$ 2,200
5205.000	Insurance	\$ 90	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 7,672	\$ 7,000	\$ 7,000	\$ 6,500
5207.000	Repairs and Maintenance	\$ 900	\$ 900	\$ 1,169	\$ 900
5211.000	MIS Fees	\$ 23,165	\$ 23,320	\$ 23,309	\$ 23,320
5212.000	Contracted/Purchased Services	\$ 61,522	\$ 39,500	\$ 54,234	\$ 91,600
5214.000	Indepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 5,914	\$ 9,549	\$ 3,726	\$ 11,268
5222.000	Postage	\$ -	\$ -	\$ -	\$ -
5223.000	Tools & Small Equip.	\$ 4,676	\$ -	\$ 937	\$ -
5224.000	Dues & Publications	\$ 18,476	\$ 16,935	\$ 13,280	\$ 16,865
5226.000	Advertising	\$ 6,712	\$ 15,000	\$ 1,111	\$ 9,000
5227.000	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5288.000	Administrator's Contingency	\$ 1,150	\$ 6,000	\$ 201	\$ 6,000
5289.000	Mayor's Contingency	\$ 1,941	\$ 6,000	\$ 4,424	\$ 6,000
5290.000	Other Expenditures	\$ 41,202	\$ 36,550	\$ 37,067	\$ 31,250
	Total Non-personnel Operating Outlays:	\$ 201,705	\$ 195,464	\$ 182,820	\$ 238,041
	Total Operating Outlays:	\$ 747,222	\$ 759,049	\$ 711,896	\$ 784,718

ADMINISTRATOR/ASSEMBLY ITEMIZED EXPENDITURES

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TRAVEL AND TRAINING		
500-001-5201.000	AML Legislative Committees Summer & Registration	\$ 4,000
	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	\$ 2,500
	AAMC (50%)	\$ 900
	Northwest Clerk's Professional Development IV (50%)	\$ 638
	Subtotal	\$ 33,138
SUPPLIES		
500-001-5206.000	General office supplies	\$ 5,000
	Meals for Assembly meetings	\$ 1,500
	Subtotal	\$ 6,500
REPAIRS AND MAINTENANCE		
500-001-5207.000	Copier Maintenance	\$ 900
	Subtotal	\$ 900
CONTRACTED/PURCHASED SERVICES		
500-001-5212.000	Employee Assistance Program	\$ 7,500
	ADP Background Checks	\$ 1,600
	SCH/Worksafe Drug Testing	\$ 2,500
	Union Negotiation/Arbitration/Legal Expenses	\$ 65,000
	Lobbyist	\$ 15,000
	Subtotal	\$ 91,600
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 -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
	SHRM dues	\$ 160
	AMMA Dues	\$ 175
	Subtotal	\$ 16,865
ADVERTISING		
500-001-5226.000	Other	\$ 9,000
	Subtotal	\$ 9,000
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 Dignitary entertainment	\$ 1,000
	Visioning Session and/or Retreat	\$ 3,000
	New hire travel, interview, moving contingency	\$ 15,000
	Employee Wellness Program	\$ 500
	Employee Holiday Party	\$ 6,000
	Coast Guard City Status Annual Event	\$ 5,000
	Subtotal	\$ 31,250

City and Borough of Sitka
Sitka, Alaska

FY2013 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projections</u>	<u>2013 Budget</u>
5212.000	Contracted/Purchased Services	\$ 165,000	\$ 190,000	\$ 190,000	\$ 202,000
5228.000	Donations	\$ 173,734	\$ 142,286	\$ 146,457	\$ 100,000
5290.000	Other Expenditures	\$ 850	\$ 100	\$ -	\$ -
				\$ -	
	Total:	\$ 339,584	\$ 332,386	\$ 336,457	\$ 302,000

**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	\$ 120,000
	Indigent Criminal Defense	\$ 12,000
	Subtotal	\$ 202,000
	DONATIONS	
500-008-5228.000	Community Development Grants (to be determined)	\$ 100,000
	Subtotal	\$ 100,000