

ANNUAL BUDGET

CITY CLERK



DEPARTMENT				DEPARTMENT SUMMARY			PAGE
City Clerk				1262			
DIVISIONS	1965	1966	1967	1968	1969		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND.	APPROVED
Election	46,809	19,530	15,340	10,930	14,850	14,850	14,850
City Clerk Record Retention & Microfilm	39,816	45,080	44,341	52,100	56,040	56,720	55,310 17,490
	86,625	64,610	59,681	63,030	70,890	71,570	87,650
Less: Interfund Charges		(6,240)	(916)				(17,490)
TOTAL	86,625	58,370	58,765	63,030	70,890	71,570	70,160

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
City Clerk	Election	1262.1			

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	11,908	11,480	1,925	800	1,200	1,200	1,200
Contractual	18,353	5,550	9,850	9,150	12,650	12,650	12,650
Supplies	3,848	1,940	1,775	900	1,000	1,000	1,000
Other Costs							
Capital Outlay	12,700	560	1,790	80			
	46,809	19,530	15,340	10,930	14,850	14,850	14,850
Less Interfund Charges		(6,240)	(916)				
TOTAL	46,809	13,290	14,424	10,930	14,850	14,850	14,850

Total Budget \$ 14,850

* Less: Charges to GAAB for
Costs of Elections 3,200

Net \$ 11,650

* Includes salaries of Election
Judges and Clerks

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
City Clerk		Election		1262.1					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>								
110	Salaries	773							
120	Overtime	1,152	800	1,200	1,200	1,200			
	Total	1,925	800	1,200	1,200	1,200			
200	<u>CONTRACTUAL</u>								
211	Advertising	3,312	1,700	1,700	1,700	1,700			
222	Contracted Services	5,181	6,100	9,100	9,100	9,100			
241	Utility Services	197	300	300	300	300			
274	Rentals	1,148	1,000	1,500	1,500	1,500			
281	Repairs to Buildings or Equipment		50	50	50	50			
290	Travel, Dues & Subscriptions	12							
	Total	9,850	9,150	12,650	12,650	12,650			
310	<u>SUPPLIES</u>								
313	Office Supplies, Postage & Printed Forms	1,775	900	1,000	1,000	1,000			
600	<u>CAPITAL</u>								
605	Machinery & Equipment	1,790	80						
	Total	15,340	10,930	14,850	14,850	14,850			
501	Charges to Other Departments	(916)							
	Total Operating Budget	14,424	10,930	14,850	14,850	14,850			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
City Clerk	Election	1262.1			
.120	<u>OVERTIME</u> Registration of Voters			1,200	
.211	<u>ADVERTISING</u> Registration and Election			1,700	
.222	<u>CONTRACTED SERVICES</u> Salaries: Election Judges and clerks	6,500		9,100	
	Registration of voters in other areas	1,000			
	Preparing voting machines with ballots	300			
	Moving voting machines, tables and chairs	1,300			
.241	<u>UTILITY SERVICES</u> Telephone and Electric Heaters			300	
.274	<u>RENTALS</u> Rental Space for voting machines	1,200		1,500	
	Rental of polling places	300			
281	<u>REPAIRS AND MAINTENANCE</u> Repairs for voting machines			50	
.313	<u>OFFICE SUPPLIES</u> Machine ballot, sample ballots, registration cards and supplies			1,000	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
City Clerk	City Clerk	1262.2			

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	35,288	42,460	41,532	43,050	43,960	44,250	44,250
Contractual	109	1,370	1,751	5,090	10,650	11,040	9,630
Supplies	3,200	970	1,015	1,000	1,000	1,000	1,000
Other Costs				2,810			
Capital Outlay	1,219	280	91	150	430	430	430
	39,816	45,080	44,389	52,100	56,040	56,720	55,310
Less Interfund Charges	()	()	()	()	()	()	()
TOTAL	39,816	45,080	44,341	52,100	56,040	56,720	55,310

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
City Clerk		City Clerk	1262.2			
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
100	<u>PERSONAL SERVICES</u>					
110	Salaries	41,194	42,800	43,710	44,000	44,000
120	Overtime	338	250	250	250	250
	Total	41,532	43,050	43,960	44,250	44,250
200	<u>CONTRACTUAL</u>					
211	Advertising	279	600	600	600	600
214	Reimbursable Advertising			1,450	1,450	1,450
221	Duplicating	396	880	720	720	450
222	Labor & Equipment	55		950	950	950
241	Utility Service - Telephone	931	900	880	880	880
250	Insurance & Employee Benefits		2,710			
253	Liability & Workmen's Compensation			420	430	430
254	Retirement			850	850	850
255	Life Insurance			130	130	130
256	Medical Insurance			180	180	180
257	F.I.C.A.			1,500	1,500	1,500
274	Space Rent		2,810	2,810	3,190	2,050
281	Repairs	90		160	160	160
	Total	1,751	7,900	10,650	11,040	9,630
310	<u>SUPPLIES</u>					
313	Office Supplies & Postage	1,015	1,000	1,000	1,000	1,000
600	<u>CAPITAL</u>					
605	Machinery & Equipment	91	150	430	430	430
	Total	44,389	52,100	56,040	56,720	55,310
501	Less Interfund Charges	(48)				
	Total Operating Budget	44,341	52,100	56,040	56,720	55,310

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE	
City Clerk		City Clerk		1262.2						
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969					
		*	*		*	REQUEST	*	RECOMMEND	*	APPROVED
City Clerk		1	1	16,296	1	16,296	1	16,296	1	16,296
Secretary	609-742	1	1	8,492	1	8,664	1	8,904	1	8,904
License Clerk II	609-742	2	2	16,459	2	17,246	2	17,746	2	17,746
Temporary and Vacation Replacements		4	4	41,247	4	42,206	4	42,946	4	42,946
				1,553		1,500		1,500		1,500
1% Salary Savings							44,446		44,446	
							(446)		(446)	
TOTAL		4	4	42,800	4	43,706	4	44,000	4	44,000

* This column used for number of employees in each class.

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
City Clerk	City Clerk	1262.2			
.214	<u>REIMBURSABLE ADVERTISING</u>				1,450
	Transfer of liquor license advertising, reimbursed by applicants				
.281	<u>REPAIRS</u>				160
	Typewriter and Adding Machine maintenance				
.605	<u>MACHINERY & EQUIPMENT</u>				430
	IBM Selectric Model 725 Typewriter (last one purchased four years ago)				

DEPARTMENT CITY CLERK	ACCOUNT TITLE Record Retention & Micro Film	ACCOUNT NUMBER 1262.3	SUMMARY	A	PAGE
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services							7,410
Contractual							7,080
Supplies							3,000
Other Costs							
Capital Outlay							
							17,490
Less Interfund Charges	()	()	()	()	()	()	(17,490)
TOTAL							-0-

PROGRAM OUTLINE

PROGRAM HIGHLIGHTS

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK		Record Retention & Micro Film	1262.3			
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
100	<u>PERSONAL SERVICES</u>					
110	Salaries					7,410
	TOTAL					7,410
200	<u>CONTRACTUAL</u>					
220	Contracted Services					1,910
221	Duplicating					400
241	Telephone					100
253	Liability & Workmen's Comp.					70
256	Medical Insurance					60
257	F. I. C. A.					360
272	Non-City Vehicles & Equipment					3,200
274	Space Rental					850
281	Maintenance & Repairs					120
301	Dues & Subscription					10
	TOTAL					7,080
310	<u>SUPPLIES</u>					
313	Office Supplies & Postage					3,000
	TOTAL					17,490
501	Less Interfund Charges					(17,490)
	TOTAL OPERATING BUDGET					-0-

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK	ACCOUNT TITLE Record Retention & Micro Film	ACCOUNT NUMBER 1262.3		PERSONNEL	C	PAGE	
POSITION	SALARY RANGE	1967 *	*	1968 REVISED BUDGET	1969		
					* REQUEST	* RECOMMEND	* APPROVED
Records Retention Clerk							1 7,480
Less: Recruitment and Replacement Savings							(70)
TOTAL							1 7,410

* This column used for number of employees in each class.

COMMENTARY