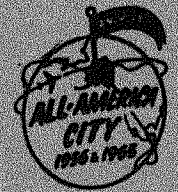
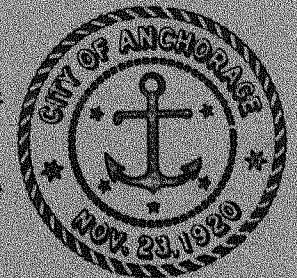


ANNUAL BUDGET



CITY CLERK



CITY OF ANCHORAGE

DEPARTMENT CITY CLERK			DEPARTMENT SUMMARY 1262				PAGE C45
DIVISIONS	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND.	APPROVED
Elections	15,340	15,878	15,396	17,570	18,120	18,120	15,020
City Clerk	44,389	51,189	65,099	60,906	63,770	63,240	65,690
Record Retention & Microfilm			17,608	30,127	34,050	33,890	28,280
Total	59,729	67,067	98,103	108,603	115,940	115,250	108,990
Less Charges to Others	(964)		(12,086)	(28,607)	(34,050)	(33,890)	(28,280)
TOTAL	58,765	67,067	86,017	79,996	81,890	81,360	80,710

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK	ACCOUNT TITLE ELECTIONS	ACCOUNT NUMBER 1262.1	SUMMARY	A	PAGE C46
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	1,925	798	2,311	2,230	2,780	2,780	2,780
Contractual	9,850	13,693	11,084	13,840	13,840	13,840	10,740
Supplies	1,775	1,387	2,001	1,500	1,500	1,500	1,500
Other Costs							
Capital Outlay	1,790						
	15,340	15,878	15,396	17,570	18,120	18,120	15,020
Less Interfund Charges	916						
Total	14,424	15,878	15,396	17,570	18,120	18,120	15,020

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
CITY CLERK		ELECTIONS		1262.1					C47
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
.110	Salaries	1,334	1,620	1,600	1,600	1,600			
.120	Overtime	977	500	1,000	1,000	1,000			
.140	Liability & Workmen's Comp. Ins.		10	40	40	40			
.144	Social Security		100	140	140	140			
	Total	2,311	2,230	2,780	2,780	2,780			
	<u>CONTRACTUAL</u>								
.210	Advertising	1,158	2,000	2,000	2,000	1,500			
.221	Duplicating	102	150	150	150	150			
.222	Miscellaneous Charges	8,812	9,300	9,300	9,300	6,700			
.241	Telephone, Switchboard	59	300	300	300	300			
.273	Private Vehicle Mileage		300	300	300	300			
.274	Space Rental - City Bldgs.	831							
.275	Land & Buildings Leased		1,590	1,590	1,590	1,590			
.281	Repairs & Maint. - City Forces	122	200						
.282	Repairs & Maint. - Other			200	200	200			
	Total	11,084	13,840	13,840	13,840	10,740			
	<u>SUPPLIES</u>								
.313	Office Supplies & Postage	2,001	1,500	1,500	1,500	1,500			
	Total	2,001	1,500	1,500	1,500	1,500			
	Total Operating Budget	15,396	17,570	18,120	18,120	15,020			

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
CITY CLERK	ELECTIONS	1262.1			C48	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.110	<u>SALARIES</u>					
	To provide for part-time employment for election purposes			1,600	1,600	1,600
.120	<u>OVERTIME</u>					
	Registration of Voters			1,000	1,000	1,000
.210	<u>LEGAL NOTICE</u>					
	Notice of registration and election			2,000	2,000	1,500
.222	<u>MISCELLANEOUS CHARGES</u>					
	Election Judges and Clerks			6,700	6,700	4,500
	Registration of Voters in Other Areas			1,000	1,000	600
	Preparing Voting Machines with Ballots			300	300	300
	Moving Voting Machines, Tables and Chairs			<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
				9,300	9,300	6,700
.275	<u>RENTAL</u>					
	Space Rental for Storage of Voting Machines			1,590	1,590	1,590

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK	ACCOUNT TITLE CITY CLERK	ACCOUNT NUMBER 1262.2	SUMMARY	A	PAGE C49
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	41,532	44,706	48,430	51,906	54,090	53,620	56,070
Contractual	1,751	5,723	14,953	7,450	7,850	7,790	7,790
Supplies	1,015	760	1,206	1,200	1,200	1,200	1,200
Other Costs							
Capital Outlay	91		510	350	630	630	630
	44,389	51,189	65,099	60,906	63,770	63,240	65,690
Less Interfund Charges	(48)						
Total	44,341	51,189	65,099	60,906	63,770	63,240	65,690

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK		CITY CLERK	1262.2			C50
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
.110	Salaries	43,306	46,496	47,220	46,750	48,420
.120	Overtime	84	250	250	250	250
.140	Liability & Workmen's Comp. Ins.	467	550	640	640	680
.141	Retirement Plans	2,500	2,700	3,560	3,560	3,700
.142	Life Insurance	119	140	120	120	130
.143	Medical Insurance Programs	195	270	410	410	990
.144	Social Security (FICA)	1,759	1,500	1,890	1,890	1,900
	Total	48,430	51,906	54,090	53,620	56,070
	<u>CONTRACTUAL</u>					
.210	Advertising	297	600	600	600	600
.214	Reimbursable Advertising Costs	298	500	500	500	500
.221	Duplicating	575	860	860	860	860
.222	Miscellaneous Charges	10,541	700	700	700	700
.241	Telephone, Switchboard	1,018	1,180	1,180	1,180	1,180
.274	Space Rental - City Bldgs.	2,051	3,200	3,380	3,320	3,320
.281	Repairs & Maint. - City Forces	173	410	450	450	450
.282	Repairs & Maint. - Other			180	180	180
	Total	14,953	7,450	7,850	7,790	7,790
	<u>SUPPLIES</u>					
.313	Office Supplies & Postage	1,206	1,200	1,200	1,200	1,200
	<u>CAPITAL</u>					
.605	Machinery & Equipment	510	350	630	630	630
	Total Operating Budget	65,099	60,906	63,770	63,240	65,690

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
CITY CLERK	CITY CLERK	1262.2			C51				
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
City Clerk		18,000	1	1	17,496	1	17,496		18,000
Assistant City Clerk	21	817-994	1	1	10,647	1	10,647	1	11,072
Secretary	16	671-817	1	1	8,746	1	8,746	1	9,096
License Clerk II	16	671-817	1	1	9,636	1	9,636	1	10,021
Subtotal			4	4	46,525	4	46,525	4	48,189
Vacation Replacements					700		700		720
Less 1% Salary Savings							(470)		(490)
TOTAL			4	4	47,225	4	46,755	4	48,419
* This column used for number of employees in each class.									
COMMENTARY									

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
CITY CLERK	CITY CLERK	1262.2			C52	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.210	<u>LEGAL NOTICE</u>					
	Advertising costs on new City ordinances			600	600	600
.214	<u>REIMBURSABLE ADVERTISING</u>					
	Transfer of liquor license advertising reimbursed by applicants			500	500	500
.222	<u>MISCELLANEOUS CHARGES</u>					
	Courier Service			350	350	350
	Central Mailing			350	350	350
				<u>700</u>	<u>700</u>	<u>700</u>
.281	<u>REPAIRS AND MAINTENANCE</u>					
	Compliance with Fire Marshal Report			100	100	100
	Minor Projects under \$100			350	350	350
				<u>450</u>	<u>450</u>	<u>450</u>
.282	<u>REPAIRS & MAINTENANCE - OTHER</u>					
	Typewriter and Adding Machine maintenance			180	180	180
.605	<u>MACHINERY AND EQUIPMENT</u>					
	Desk & Typewriter			625	625	625

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK	ACCOUNT TITLE RECORDS RETENTION & MICROFILM	ACCOUNT NUMBER 1262.3	SUMMARY	A	PAGE C53
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services			9,015	14,507	22,240	22,040	16,430
Contractual			6,401	4,885	5,710	5,750	5,750
Supplies			2,192	4,684	6,100	6,100	6,100
Other Costs				6,051			
Capital Outlay							
			17,608	30,127	34,050	33,890	28,280
Less Interfund Charges			(12,086)	(28,607)	(34,050)	(33,890)	(28,280)
Total			5,522	1,520	-0-	-0-	-0-

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK		RECORDS RETENTION & MICROFILM	1262.3			C54
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
.110	Salaries	8,527	13,547	20,300	20,100	14,390
.140	Liability & Workmen's Comp. Ins.	69	130	280	280	200
.142	Life Insurance	2	20	70	70	70
.143	Medical Insurance Programs	42	170	520	520	1,020
.144	Social Security (FICA)	375	640	1,070	1,070	750
	Total	9,015	14,507	22,240	22,040	16,430
	<u>CONTRACTUAL</u>					
.221	Duplicating	5	5			
.222	Miscellaneous Charges	56		300	300	300
.241	Telephone, Switchboard		100	100	100	100
.272	Other Vehicles and Equipment	5,493	3,630	3,200	3,200	3,200
.274	Space Rental - City Bldgs.	847	950	840	880	880
.281	Repairs & Maint. - City Forces		200	130	130	130
.282	Repairs & Maint. - Other			1,140	1,140	1,140
	Total	6,401	4,885	5,710	5,750	5,750
	<u>SUPPLIES</u>					
.311	Materials		4,000	6,000	6,000	6,000
.313	Office Supplies & Postage	2,192	684	100	100	100
	Total	2,192	4,684	6,100	6,100	6,100
	<u>CAPITAL</u>					
.605	Machinery & Equipment		6,051			
	Total	17,608	30,127	34,050	33,890	28,280
.501	<u>LESS CHARGES TO OTHERS</u>	(12,086)	(28,607)	(34,050)	(33,890)	(28,280)
	Total Operating Budget	5,522	1,520	-0-	-0-	-0-

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
CITY CLERK		RECORDS RETENTION & MICROFILM		1262.3					C55
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Clerk II	14	620-755	1	1	7,544	1	7,544	1	7,846
Clerk I	10	532-646	1	1	6,434	1	6,434	1	6,691
Subtotal			2	2	13,978	2	13,978	2	14,537
<u>New Positions:</u>									
Clerk I	10	532-646	0	1	6,318	1	6,318		-0-
Less 1% Salary Savings							(200)		(145)
TOTAL			2	3	20,296	3	20,096	2	14,392
* This column used for number of employees in each class.									
COMMENTARY									

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	RECORDS RETENTION & MICROFILM	1262.3			C56

		Department Request	Manager Recommends	Council Approved
.110	<u>SALARIES</u>			
	Clerk I - Increase Microfilm capability	6,318	6,318	-0-
.222	<u>MISCELLANEOUS CHARGES</u>			
	Underground storage of microfilm	300	300	300
.272	<u>VEHICLE AND EQUIPMENT - OTHER</u>			
	Rental-Purchase of Microfilm equipment	3,200	3,200	3,200
.281	<u>REPAIRS AND MAINTENANCE - CITY FORCES</u>			
	Compliance with Fire Marshall report	30	30	30
	Minor Projects under \$100	100	100	100
		<u>130</u>	<u>130</u>	<u>130</u>
.282	<u>REPAIRS AND MAINTENANCE - OTHER</u>			
	Service Contract on Equipment	1,140	1,140	1,140
.311	<u>MATERIALS</u>			
	Supplies for Microfilm Equipment	6,000	6,000	6,000
.501	<u>CHARGES TO OTHERS</u>			
	Finance - Controller	40%	13,620	13,560
	Treasury	30%	10,210	10,170
	Utility Customer Service	15%	5,110	5,080
	Telephone	15%	5,110	5,080
			<u>34,050</u>	<u>33,890</u>
				<u>28,280</u>