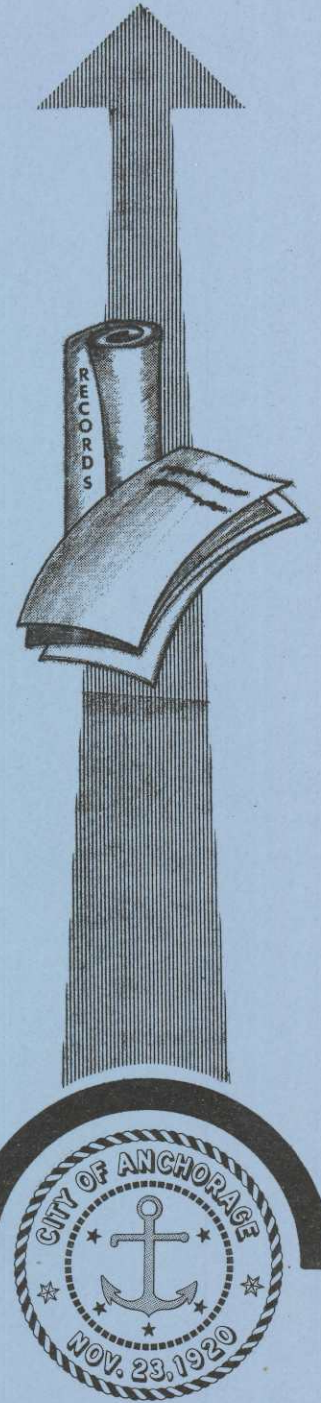


ANNUAL BUDGET



CITY CLERK

CITY OF ANCHORAGE

DEPARTMENT				DEPARTMENT SUMMARY			PAGE
City Clerk							C69
DIVISIONS	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND.	APPROVED
Election	15,396	14,045	14,661	16,180	23,940	23,940	23,940
City Clerk	65,099	60,397	63,245	72,060	84,420	99,210	99,210
Record Retention & Microfilm	17,608	28,786	26,151	31,970	46,390	49,640	42,330
Total	98,103	103,228	104,057	120,210	154,750	172,790	165,480
Less Charges to Others	(12,086)	(27,262)	(22,467)	(31,970)	(46,390)	(53,600)	(46,290)
TOTAL	86,017	75,966	81,590	88,240	108,360	119,190	119,190

DEPARTMENT City Clerk	ACCOUNT TITLE 1. Elections 3. Records 2. City Clerk Ret.	ACCOUNT NUMBER 1. 1003.10 3. 1003.30 2. 1003.20	PERSONNEL	C	PAGE C70
---------------------------------	---	--	------------------	----------	--------------------

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
<u>Elections</u> *Clerk II	16	699-850	1/3	1/3	2,757	1/3	2,757	1/3	2,757
<u>City Clerks Office</u> City Clerk		18,000	1	1	18,000	1	18,000	1	18,000
Asst. City Clerk	21	850-1035	1	1	12,886	1	12,886	1	12,886
Secretary	17	725-884	1	1	10,234	1	10,234	1	10,234
License Clerk II	16	699-850	1	1	8,820	1	8,820	1	8,820
Clerk Steno	12	598-725	1	1	7,752	1	7,752	1	7,752
Vacation Replacement					3,424		2,668		2,668
Less 1% Vacancy Rate					61,116 (611) 60,505		60,360		60,360
<u>New Positions</u> Clerk Steno III	14	646-787				1	8,229	1	8,229
				5		6	68,589	6	68,589
<u>Records Retention</u> Clerk II	14	646-787	1	1	8,790	1	8,790	1	8,790
Clerk I	10	552-671	1	1	7,198	1	7,198	1	7,198
					15,988		15,988		15,988
<u>New Position</u> Vacation Replacement Clerk I	10	552-671	0	2	160 13,248	2	160 13,248	1	160 6,628
				4	29,396	4	29,396		
TOTAL									

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

* August 16 through Oct. 31 (2½ months) - plus 1½ months for a possible special election.

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
CITY CLERK	ELECTIONS	1003.10			C71

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	2,311	9,990	9,262	10,230	19,340	19,340	19,340
Contractural	11,084	2,716	4,050	4,650	3,600	3,600	3,600
Supplies	2,001	1,339	1,218	1,300	1,000	1,000	1,000
Other Costs							
Capital Outlay			131				
	15,396	14,045	14,661	16,180	23,940	23,940	23,940
Less Interfund Charges	X	X	X	X	X	X	X
Total	15,396	14,045	14,661	16,180	23,940	23,940	23,940

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK	ELECTIONS	1003.10			C72

CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>Personal Services</u>					
8110	Salaries	1,487	2,680	2,760	2,760	2,760
8120	Overtime	563	1,000	1,000	1,000	1,000
8140	Liability & Workman's Comp.	34	60	70	70	70
8144	Social Security (FICA)	73	190	210	210	210
8180	Contracted Labor	7,105	6,300	15,300	15,300	15,300
	Total	9,262	10,230	19,340	19,340	19,340
	<u>Contractual</u>					
8201	Advertising	1,616	2,600	2,600	2,600	2,600
8211	Duplicating	86	150	250	250	250
8221	Telephone, Telegraph, Switchboard	(30)	50	50	50	50
8253	Private Vehicle Mileage	41	50	100	100	100
8255	Land & Bldg. Leased	2,039	1,600	400	400	400
8261	Repairs & Maint. - City	59	200	200	200	200
8262	Repairs & Maint. - Other	239				
	Total	4,050	4,650	3,600	3,600	3,600
	<u>Supplies</u>					
8303	Office Supplies & Postage	1,218	1,300	1,000	1,000	1,000
	<u>Capital</u>					
8605	Machinery & Equipment	131				
	Total Operating Budget	14,661	16,180	23,940	23,940	23,940

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	ELECTIONS	1003.10			C73

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110 - Salaries - One clerk for regular election, and for a possible special election	2,757	2,757	2,757
8120 - Overtime - Registration of voters & election night	1,000	1,000	1,000
8180 - Contracted Labor - Election Judges & Clerks @ 6615 per election. 35 precincts, 4 to a board 14 hours @ 3.50 per hour, 1 regular & 1 special election. Increase due to added precincts plus increase in rate of pay from 2.50 to 3.50 hour. Canvas Committee	13,230	13,230	13,230
1 regular & 1 special @ 112 per election	224	224	224
Preparing Voting Machines with Ballots	350	350	350
Moving Voting Machines, Tables, Chairs, etc.	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	15,304	15,304	15,304
8201 - Advertising - Notice of Registration & Election	2,600	2,600	2,600
8255 - Land & Bldg. Leased - Space Rental for Voting Machines	400	400	400

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
CITY CLERK	CITY CLERK	1003.20			C74

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	48,430	53,305	55,801	61,220	68,860	80,990	80,990
Contractual	14,953	6,013	5,732	9,840	13,260	14,420	14,420
Supplies	1,206	1,001	962	1,000	1,100	2,000	2,000
Other Costs	-0-	-0-				-0-	-0-
Capital Outlay	510	78	750	-0-	1,200	1,800	1,800
	65,099	60,397	63,245	72,060	84,420	99,210	99,210
Less Interfund Charges	X	X	X	X	X	X 3,960	X 3,960
Total	65,099	60,397	63,245	72,060	84,420	95,250	95,250

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
CITY CLERK		CITY CLERK		1003.20					C75
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
<u>Personal Services</u>									
8110	Salaries	48,483	52,900	60,510	68,590	68,590			
8120	Overtime	389	700	1,200	1,200	1,200			
8140	Liability & Workman's Comp.	817	840	1,090	1,260	1,260			
8141	Retirement Plans	3,593	4,070	1,730	1,730	1,730			
8142	Life Insurance	110	90	130	130	130			
8143	Medical Insurance	651	590	1,230	1,820	1,820			
8144	Social Security	1,758	2,030	2,970	3,260	3,260			
8180	Contracted Labor				3,000	3,000			
	Total	55,801	61,220	68,860	80,990	80,990			
<u>Contractual</u>									
8201	Advertising	37	400	500	500	500			
8203	Reimbursable Advertising	165	400	400	400	400			
8211	Duplicating	318	400	600	2,000	2,000			
8221	Telephone, Telegraph, Switchboard	1,049	1,100	1,200	1,320	1,320			
8241	Inter-fund Charges	350	3,370	3,370	2,870	2,870			
8252	Other Equip. Rented			2,700	2,700	2,700			
8254	Space Rental - City Bldgs.	3,320	3,880	3,880	4,020	4,020			
8261	Repairs, Etc. - City	372	110	400	400	400			
8262	Other Repairs	121	180	200	200	200			
8271	Dues & Subscriptions			10	10	10			
	Total	5,732	9,840	13,260	14,420	14,420			
<u>Supplies</u>									
8303	Office Supplies & Postage	962	1,000	1,100	2,000	2,000			
<u>Capital</u>									
8605	Machinery & Equipment	750	-0-	1,200	1,800	1,800			
	Totals	63,245	72,060	84,420	99,210	99,210			
8801	Reimbursable Charges to Others				(3,960)	(3,960)			
	Total Operating Budget	63,245	72,060	84,420	95,250	95,250			

DEPARTMENT CITY CLERK	ACCOUNT TITLE CITY CLERK	ACCOUNT NUMBER 1003.20	COMMENTARY	D	PAGE C76
--------------------------	-----------------------------	---------------------------	------------	---	-------------

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110 - Salaries - Clerk Steno- III for Boards & Commissions		8,229	8,229
8180 - Contracted Labor - Temporary Help for Boards & Commissions		3,000	3,000
8201 - Advertising - Increase on new City Ordinances	500	500	500
8203 - Reimbursable Advertising - New and Transfers of Liquor Licenses Reimbursed by Applicants	400	400	400
8241 - Interfund Charges - Courier Service	410	410	410
Central Mailing - Funds moved to 8303	500	-0-	-0-
Microfilming Records	<u>2,460</u>	<u>2,460</u>	<u>2,460</u>
	<u>3,370</u>	<u>2,870</u>	<u>2,870</u>
8252 -*Other Equipment Rented - MTST	2,700	2,700	2,700
8261 - Repairs & Maintenance-City - Minor Projects	100	100	100
Painting of Offices	250	250	250
Cleaning of Drapes	<u>50</u>	<u>50</u>	<u>50</u>
	400	400	400
8262 - Other Repairs & Maint. - Typewriters & Adding Machine	200	200	200
<u>Capital</u>			
8605 - Machinery & Equipment			
Typewriter - Replacement	600	600	600
Desk & Chair - Replacement	<u>600</u>	600	600
3 Recorders	1,200	300	300
1 Transcriber		<u>300</u>	<u>300</u>
		1,800	1,800

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	CITY CLERK	1003.20			C77

<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
---------------------------	---------------------------	-------------------------

8801 - Reimbursable Charges to Others -

Telephone	(990)	(990)
MI&P	(990)	(990)
Water	(990)	(990)
Port	(990)	(990)
	<u>(3,960)</u>	<u>(3,960)</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
City Clerk	Records Retention	1003.30			C78

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	9,015	12,779	15,411	16,200	32,610	32,610	25,300
Contractual	6,401	4,314	2,752	3,150	3,660	6,910	6,910
Supplies	2,192	3,620	5,043	7,420	7,740	7,740	7,740
Other Costs		-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay		8,073	2,945	5,200	2,380	2,380	2,380
	17,608	28,786	26,151	31,970	46,390	49,640	42,330
Less Interfund Charges	12,086	27,262	22,467	31,970	46,390	49,640	42,330
Total	5,522	1,524	3,684	-0-	-0-	-0-	-0-

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
City Clerk		Records Retention		1003.30					C79
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>Personal Services</u>								
8110	Salaries	13,638	14,520	29,400	29,400	22,780			
8140	Liability & Workmen's Comp. Ins.	215	250	530	530	410			
8142	Life Insurance	29	40	60	60	60			
8143	Medical Insurance	812	630	1,000	1,000	790			
8144	Social Security	717	760	1,620	1,620	1,260			
	Total	15,411	16,200	32,610	32,610	25,300			
	<u>Contractual</u>								
8211	Duplicating	1	60	50	50	50			
8221	Telephone, Telegraph & Switchboard	169	160	160	160	160			
8254	Space Rental - City	880	1,100	1,100	4,350	4,350			
8261	Repairs Maintenance - City	110	30	150	150	150			
8262	Other Repairs & Maintenance	1,592	1,800	2,200	2,200	2,200			
	Total	2,752	3,150	3,660	6,910	6,910			
	<u>Supplies</u>								
8301	Material	5,018	7,200	7,500	7,500	7,500			
8303	Office Supplies & Postage	25	220	200	200	200			
8304	Small Tools	-0-		40	40	40			
	Total	5,043	7,420	7,740	7,740	7,740			
	<u>Capital</u>								
8605	Machinery & Equipment	2,945	5,200	2,380	2,380	2,380			
	Totals	26,151	31,970	46,390	49,640	42,330			
8801	Reimbursable Charges to Others	(22,467)	(31,970)	(46,390)	(49,640)	(42,330)			
	TOTAL OPERATING BUDGET	3,684	-0-	-0-	-0-	-0-			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	RECORD RETENTION	1003.30			C80

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8261 - Repairs & Maint.--City - Minor projects to set up new quarters	150	150	150
8262 - Other Repairs & Maintenance - Service Contract on Equipment	1,600	1,600	1,600
Underground Storage of Film	<u>600</u>	<u>600</u>	<u>600</u>
	2,200	2,200	2,200
8301 - Materials - Supplies for Micro. Equip.	7,500	7,500	7,500
8304 - Small Tools - Hand Vacuum needed to keep cameras clean up dust & particles	40	40	40
8605 - Machinery & Equipment - Chairs, Humidifier	275	275	275
Large Shredder	500	500	500
Reader Printer	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
	2,375	2,375	2,375
8801 - Charges to Others - City Clerk	(2,460)	(2,460)	(2,460)
Telephone	(1,850)	(3,100)	(3,100)
District Court	(1,320)	(1,320)	(-0-)
Controller	(12,020)	(12,020)	(12,020)
P.W. Projects	(4,920)	(4,920)	(4,920)
Property Management	(10,000)	(10,000)	(4,010)
Treasury	(6,670)	(6,670)	(6,670)
Water Dept.	(1,000)	(2,000)	(2,000)
ML&P	(1,000)	(2,000)	(2,000)
UCS	<u>(5,150)</u>	<u>(5,150)</u>	<u>(5,150)</u>
	(46,390)	(49,640)	(42,330)