

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE Election	ACCOUNT NUMBER	SUMMARY			
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Elections	24,418	19,305	11,830	11,830	19,030	19,030	19,030
Clerk	23,350	38,366	39,343	39,343	44,898	43,998	43,998
TOTAL	47,768	57,671	51,173	51,173	63,928	63,028	63,028

DEPARTMENT City Clerk	DIVISION		ACCOUNT TITLE Election	ACCOUNT NUMBER 1203	SUMMARY		
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Personal Services	7,239	2,468	5,000	5,000	4,700	4,700	4,700
Contractual	3,167	14,430	1,980	1,980	2,110	2,110	2,110
Supplies	1,366	3,700	850	850	1,020	1,020	1,020
Other Charge							
Capital—Equipment	16,771	12,701	12,800	12,800	12,800	12,800	12,800
Total	28,543	33,299	20,630	20,630	20,630	20,630	20,630
Less Charges to Others	4,125	13,994	8,800	8,800	1,600	1,600	1,600
Total Operating Budget	24,418	19,305	11,830	11,830	19,030	19,030	19,030
Capital—Public Improvements (See separate Section for Detail)							
Total Budget	24,418	19,305	11,830	11,830	19,030	19,030	19,030

Highlights of Recommended 1965 Program

One general election planned for 1965

Major Cost Variations

Reduced Charges to Others \$ 7,200

DEPARTMENT		DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER		DETAIL	
City Clerk			Election	1203			
CODE	CLASSIFICATION	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965	
	PERSONAL SERVICES						
11	Salaries	4,200	4,200	3,700	3,700	3,700	3,700
12	Overtime	800	800	1,000	1,000	1,000	1,000
	Total	5,000	5,000	4,700	4,700	4,700	4,700
	CONTRACTUAL						
21	Advertising	1,000	1,000	1,000	1,000	1,000	1,000
22	Contracted Services	250	250	300	300	300	300
23	Electricity and Water						
24	Insurance and Employee Benefits	100	100	100	100	100	100
25	City Equipment Rental	200	200	200	200	200	200
26	Other Rentals	300	300	300	300	300	300
27	Repairs	50	50	50	50	50	50
28	Telephone, Telegraph and Tolls	80	80	160	160	160	160
29	Travel, Dues and Publications						
	Total	1,980	1,980	2,110	2,110	2,110	2,110
	SUPPLIES						
31	Building Materials						
32	Food, Clothing and Medical						
33	Gas, Oil, Grease and Motor Fuels						
34	Heating Fuel						
35	Household and Janitorial						
36	Office Supplies	100	100	220	220	220	220
37	Postage	100	100	200	200	200	200
38	Printed Forms	650	650	600	600	600	600
39	Small Tools						
	Total	850	850	1,020	1,020	1,020	1,020
	OTHER CHARGES						
40							
41	Total						
84	CAPITAL—Equipment	12,800	12,800	12,800	12,800	12,800	12,800
	Total	20,630	20,630	20,630	20,630	20,630	20,630
	Less Charges to Others	8,800	8,800	1,600	1,600	1,600	1,600
	Total Operating Budget	11,830	11,830	19,030	19,030	19,030	19,030

DEPARTMENT City Clerk	DIVISION		ACCOUNT TITLE Election		ACCOUNT NUMBER 1203	PERSONNEL SCHEDULE			
POSITION TITLE	GRADE	PAY RANGE	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965		MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965	
Temporary Personnel									
Clerk Steno II (approx. 2 months)						1,000	1,000		1,000
Election clerks & Judges									
30 Precincts) 90 @ \$2.00 3 to each)						2,700	2,700		2,700
						3,700	3,700		3,700

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE Election	ACCOUNT NUMBER 1203	WORK PROGRAM
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The City Clerk is registrar of voters and conducts all City of Anchorage elections. Only one election is budgeted for 1965.

Identification of election costs is as follows:

Account .11 - Salaries. This includes the required stenographic help, and clerks and judges.

Account .12 - Overtime. Provides for overtime work required by regular office personnel. Also provides for other personnel required during the conduct of registration and election.

Account .22 - Contracted Services. This provides for the transportation of voting machines to the polling places.

Account .24 - Insurance. Provides for fire and extended coverage insurance for the voting machines.

Account .26 - Other Rentals. This provides for the rental of polling places.

Account .36 - Office Supplies. An additional \$120 is budgeted for new 1965 map.

Account .38 - Printed Forms. Machine ballots cost is estimated at \$400. Manual and absentee application forms and envelopes and manual ballots will cost approximately \$200.

Account .84 - Equipment. Thirty two voting machines were purchased during 1962 with payment of \$16,329.60 in 1962, and additional payments of \$12,700.80 in 1963, 1964 and 1965. Total cost \$54,432. Since the machines are used for City, Borough, and State elections, the total cost will be shared as shown in charges to other agencies. An additional \$100 is requested to purchase a stand for storage of election files.

Only \$1600 is anticipated for rental of 32 voting machines at \$50 each to the Borough for the 1965 Borough election.

Council Review - During council review it was noted that 50% of election clerks and judges costs as well as 50% polling place rental should be charged to the Greater Anchorage Borough. This amount estimated at \$1,500 will be used for an enlarged registration drive. This will be adjusted in first quarter budget revision, 1965.

DEPARTMENT City Clerk	DIVISION		ACCOUNT TITLE City Clerk	ACCOUNT NUMBER 1213	SUMMARY		
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Personal Services	Estimate 22,000	34,014	36,053	36,053	38,728	37,828	37,828
Contractual	650	2,838	2,050	2,050	2,400	2,400	2,400
Supplies	700	1,216	885	885	2,570	2,570	2,570
Other Charge							
Capital—Equipment		298	355	355	1,200	1,200	1,200
Total	23,350	38,366	39,343	39,343	44,898	43,998	43,998
Less Charges to Others							
Total Operating Budget	23,350	38,366	39,343	39,343	44,898	43,998	43,998
Capital—Public Improvements (See separate Section for Detail)							
Total Budget	23,350	38,366	39,343	39,343	44,898	43,998	43,998

Highlights of Recommended 1965 Program

Major Cost Variations

Personal Services up	\$ 1,800
Contractual up	350
Supplies up	1,700
Capital up	800

DEPARTMENT		DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER		DETAIL		
City Clerk			City Clerk	1213				
CODE	CLASSIFICATION	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965		
11	PERSONAL SERVICES							
	Salaries	36,053	36,053	38,728	37,828	37,828		
12	Overtime							
	Total	36,053	36,053	38,728	37,828	37,828		
21	CONTRACTUAL							
	Advertising	900	900	1,500	1,500	1,500		
22	Contracted Services							
23	Electricity and Water							
24	Insurance and Employee Benefits	460	460					
25	City Equipment Rental							
26	Other Rentals							
27	Repairs							
28	Telephone, Telegraph and Tolls	690	690	900	900	900		
29	Travel, Dues and Publications							
	Total	2,050	2,050	2,400	2,400	2,400		
31	SUPPLIES							
32	Building Materials							
33	Food, Clothing and Medical							
34	Gas, Oil, Grease and Motor Fuels							
35	Heating Fuel							
36	Household and Janitorial							
37	Office Supplies	485	485	770	770	770		
38	Postage	300	300	1,500	1,500	1,500		
39	Printed Forms	100	100	300	300	300		
	Small Tools							
	Total	885	885	2,570	2,570	2,570		
40	OTHER CHARGES							
41	Total							
84	CAPITAL—Equipment	355	355	1,200	1,200	1,200		
	Total			44,898	43,998	43,998		
	Less Charges to Others							
	Total Operating Budget	39,343	39,343	44,898	43,998	43,998		

DEPARTMENT City Clerk		DIVISION		ACCOUNT TITLE City Clerk		ACCOUNT NUMBER 1213		PERSONNEL SCHEDULE		
POSITION TITLE	GRADE	PAY RANGE	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965		MANAGER RECOMMENDS 1965		COUNCIL APPROVED 1965	
City Clerk			1	1	1	14,400	1	14,400	1	14,400
Accounting Clerk II	16	600-702	1	1	1	8,424	1	8,424	1	8,424
Secretary	13	534-624	1	1	1	7,016	1	7,016	1	7,016
Accounting Clerk I	11	494-577	1	1	1	6,156	1	6,156	1	6,156
			4	4	4	35,996	4	35,996	4	35,996
Temporary Vacation Replacements						2,732		2,732		2,732
Less Salary Savings @ 2 1/2%								(900)		(900)
						38,728		37,828		37,828

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
City Clerk		City Clerk	1213	WORK PROGRAM

The City Clerk serves as Clerk of Council, attends all Council meetings and keeps a record of its proceedings, is custodian of official City records, is registrar, and conducts elections.

Account .21 - Advertising. Account .36 - Office Supplies. Account .38 - Printed Forms.

Due to the fact that the City Clerk's office and the Treasurer's office were separated, it was difficult to determine the amounts required in these accounts. Apparently the amounts appropriated in 1964 were not sufficient, hence the request for additional funds for the 1965 budget.

Account .36 includes 50 rolls of magnetic tape to replenish the supply for recording Council sessions.

Account .37 - Postage. Estimated amount required is due to the anticipated change in ordinance requiring certified mail when notifying property owners of public hearings in regard to liquor establishment locations.

Account .84 - Equipment. This item includes 1 tape recorder and 2 electric typewriters. A tape recorder was included in the 1964 budget and not used for the reason it was found that a recorder for the amount budgeted was entirely unsatisfactory.