

# ANNUAL BUDGET

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**CITY CLERK**

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## CITY OF ANCHORAGE

DEPARTMENT CITY CLERK				DEPARTMENT SUMMARY 1262			PAGE C-47
DIVISIONS	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND.	APPROVED
Election	19,530	15,340	15,878	14,850	17,450	17,450	17,450
City Clerk	45,080	44,341	51,189	55,310	57,110	57,110	58,260
Record Retention and Micro Film				17,490	26,010	26,010	26,120
Less Charges to Others	64,610 (6,240)	59,681 (916)	67,067	87,650 ( 17,490)	100,570 ( 26,010)	100,570 ( 26,010)	101,830 ( 26,120)
<b>TOTAL</b>	58,370	58,765	67,067	70,160	74,560	74,560	75,710

## CITY OF ANCHORAGE

DEPARTMENT

ACCOUNT TITLE

ACCOUNT NUMBER

SUMMARY

A

PAGE

CITY CLERK

ELECTION

1262.1

C-48

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	11,480	1,925	798	1,200	2,000	2,000	2,000
Contractual	5,550	9,850	13,693	12,650	13,950	13,950	13,950
Supplies	1,940	1,775	1,387	1,000	1,500	1,500	1,500
Other Costs							
Capital Outlay	560	1,790					
	19,530	15,340	15,878	14,850	17,450	17,450	17,450
Less Interfund Charges	6,240	916					
TOTAL	13,290	14,424	15,878	14,850	17,450	17,450	17,450

## PROGRAM OUTLINE

Total Budget	17,450
Less: Reimbursements from GAAB for Election	<u>3,500</u>
Net City Cost	<u>13,950</u>

\* Includes Salaries of Election Judges and Clerks

## CITY OF ANCHORAGE

CITY OF ANCHORAGE							
DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK		ELECTION		1262.1			C-49
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
110	Salaries			1,500	1,500	1,500	
120	Overtime	798	1,200	500	500	500	
	Total	798	1,200	2,000	2,000	2,000	
	<u>CONTRACTUAL</u>						
211	Legal Notice	1,542	1,700	2,000	2,000	2,000	
221	Duplicating			150	150	150	
222	Contracted Labor and Equipment	11,065	9,100	9,300	9,300	9,300	
241	Telephone, Telegraph, Switchboard	245	300	300	300	300	
253	Liability & Workmen's Compensation			10	10	10	
257	Social Security			100	100	100	
273	Private Vehicle Mileage			300	300	300	
274	Space Rental - City Building	839	1,500				
275	Land & Buildings Leased			1,590	1,590	1,590	
281	Repairs & Maintenance	2	50	200	200	200	
292	Total	13,693	12,650	13,950	13,950	13,950	
	<u>SUPPLIES</u>						
313	Office Supplies, Postage	1,387	1,000	1,500	1,500	1,500	
	Total	1,387	1,000	1,500	1,500	1,500	
	Total Operating Budget	15,878	14,850	17,450	17,450	17,450	

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	ELECTION	1262.1			C-50
			Department Request	Manager Recommended	Council Approved
.110	<u>SALARIES</u>				
	To provide for part-time employment for election purposes.	1,500	1,500	1,500	
.120	<u>OVERTIME</u>				
	Registration of Voters	500	500	500	
.211	<u>LEGAL NOTICE</u>				
	Notice of registration and election	2,000	2,000	2,000	
.222	<u>CONTRACTED LABOR</u>				
	Election Judges and clerks	6,700	6,700	6,700	
	Registration of voters in other areas	1,000	1,000	1,000	
	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	9,300	
.241	<u>TELEPHONE</u>				
	For telephone services during elections	300	300	300	
.275	<u>RENTAL</u>				
	Space rental for storage of voting machines	1,590	1,590	1,590	
.281	<u>REPAIRS AND MAINTENANCE</u>				
	Repairs for voting machines	200	200	200	

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
CITY CLERK	CITY CLERK	1262.2			C-51

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	42,460	41,532	42,375	44,250	44,100	44,100	44,100
Contractual	1,370	1,751	8,054	9,630	11,460	11,460	12,610
Supplies	970	1,015	760	1,000	1,200	1,200	1,200
Other Costs							
Capital Outlay	280	91		430	350	350	350
	45,080	44,389	51,189	55,310	57,110	57,110	58,260
Less Interfund Charges	( )	( 48 )	( )	( )	( )	( )	( )
TOTAL	45,080	44,341	51,189	55,310	57,110	57,110	58,260

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK		CITY CLERK	1262.2			C-52
CODE NO.	EXPENDITURE CLASSIFICATION	1968 ACTUAL	1969 REVISED BUDGET	1970		
				REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
110	Salaries	42,332	44,000	43,850	43,850	43,850
120	Overtime	43	250	250	250	250
	Total	42,375	44,250	44,100	44,100	44,100
	<u>CONTRACTUAL</u>					
211	Legal Notice	427	600	600	600	600
214	Reimb. Advertising Costs		1,450	500	500	500
221	Duplicating		450	860	860	860
222	Contracted Labor and Equipment	1,444	950	700	700	700
241	Telephone, Telegraph, Switchboard	948	880	1,180	1,180	1,180
253	Liability & Workmen's Compensation		430	550	550	550
254	Retirement Plans		850	2,700	2,700	2,700
255	Life Insurance	2,331	130	140	140	140
256	Medical Insurance		180	270	270	270
257	Social Security		1,500	1,500	1,500	1,500
274	Space Rental-City Building	2,814	2,050	2,050	2,050	3,200
281	Repairs & Maintenance	90	160	410	410	410
	Total	8,054	9,630	11,460	11,460	12,610
	<u>SUPPLIES</u>					
313	Office Supplies, Postage	760	1,000	1,200	1,200	1,200
	Total	760	1,000	1,200	1,200	1,200
	<u>CAPITAL</u>					
605	Machinery & Equipment		430	350	350	350
	Total Operating Budget	51,189	55,310	57,110	57,110	58,260





## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	CITY CLERK	1262.2			C-54
			Department Request	Manager Recommended	Council Approved
.211	<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>CONTRACTED LABOR &amp; EQUIPMENT</u>				
	Courier Service	350		350	350
	Central Mailing	350		350	350
		<u>700</u>		<u>700</u>	<u>700</u>
.241	<u>TELEPHONE, TELEGRAPH AND SWITCHBOARD</u>				
	Telephone	865		865	865
	Switchboard	240		240	240
	Tolls	75		75	75
		<u>1,180</u>		<u>1,180</u>	<u>1,180</u>
.281	<u>REPAIRS</u>				
	Typewriter and adding machine maintenance	180		180	180
	Share of restrooms and entrance repairs	230		230	230
		<u>410</u>		<u>410</u>	<u>410</u>
.605	<u>MACHINERY AND EQUIPMENT</u>				
	Desk and small table	350		350	350

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
CITY CLERK	RECORDS RETENTION AND MICROFILM	1262.3			C-55

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970			
					REQUEST	RECOMMEND	APPROVED	
Personal Services				7,410	12,780	12,780	12,780	
Contractual				7,080	5,730	5,730	5,840	
Supplies				3,000	5,000	5,000	5,000	
Other Costs								
Capital Outlay					2,500	2,500	2,500	
				17,490	26,010	26,010	26,120	
Less Interfund Charges	(	)	(	)	17,490	(	26,010	)
TOTAL				-0-	-0-	-0-	-0-	

## CITY OF ANCHORAGE

CITY OF ANCHORAGE						
DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL		PAGE
CITY CLERK		RECORDS RETENTION AND MICROFILM	1262.3			C-56
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
110	<u>PERSONAL SERVICES</u>					
	Salaries		7,410	12,780	12,780	12,780
	Total		7,410	12,780	12,780	12,780
221 222 241 253 255 256 257 272	<u>CONTRACTUAL</u>					
	Duplicating		400			
	Contracted Labor and Equipment		1,910			
	Telephone, Telegraph, Switchboard		100	100	100	100
	Liability & Workmen's Compensation		70	130	130	130
	Life Insurance			20	20	20
	Medical Insurance		60	170	170	170
	Social Security		360	640	640	640
	Vehicles & Equipment-Not City Owned		3,200	3,630	3,630	3,630
	Space Rental-City Building		850	840	840	950
	Repairs & Maintenance		120	200	200	200
	Dues & Subscriptions		10			
	Total		7,080	5,730	5,730	5,840
	313	<u>SUPPLIES</u>				
Office Supplies, Postage			3,000	5,000	5,000	5,000
Total			3,000	5,000	5,000	5,000
605	<u>CAPITAL</u>					
	Machinery & Equipment			2,500	2,500	2,500
	Total		17,490	26,010	26,010	26,120
501	LESS CHARGES TO OTHERS		(17,490)	(26,010)	(26,010)	(26,120)
	Total Operating Budget		-0-	-0-	-0-	-0-

DEPARTMENT CITY CLERK		ACCOUNT TITLE RECORDS RETENTION AND MICROFILM		ACCOUNT NUMBER 1262.3		PERSONNEL		C	PAGE C-57
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST	* RECOMMEND		* APPROVED		
Records Retention Clerk	14	564-684	1	1	7,020	1	7,020	1	7,020
Clerk I	10	481-585	1	1	5,762	1	5,762	1	5,762
			2	2	12,782	2	12,782	2	12,782
TOTAL			2	2	12,782	2	12,782	2	12,782
* 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 AND MICROFILM	1262.3			C-58

		Department Request	Manager Recommended	Council Approved
<b>.272 RENTALS</b>				
	Rental of microfilming equipment	3,630	3,630	3,630
<b>.501 CHARGES TO OTHERS</b>				
	Finance 21%	5,460	5,460	5,490
	Engineering 10	2,600	2,600	2,610
	City Manager 21	5,460	5,460	5,490
	Water 9	2,340	2,340	2,350
	Building 13	3,380	3,380	3,390
	Telephone 13	3,390	3,390	3,400
	Electric 13	3,380	3,380	3,390
		<u>26,010</u>	<u>26,010</u>	<u>26,120</u>
<b>.605 MACHINERY AND EQUIPMENT</b>				
	* Recordak Starfile Microfilmer, Model RV2	945	945	945
	Recordak Magnaprint Reader, Model PE-1A	1,450	1,450	1,450
	Recordak Magnaprint Reader Extra Lens	<u>105</u> 2,500	<u>105</u> 2,500	<u>105</u> 2,500