

ANNUAL BUDGET

CITY CLERK



DEPARTMENT CITY CLERK	ACCOUNT TITLE ELECTIONS	ACCOUNT NUMBER 1003.10	SUMMARY	A	PAGE C81
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	9,262	13,725	20,272	11,780	12,740	12,740	12,970
Contractural	4,050	3,817	3,246	2,815	3,500	3,500	3,500
Supplies	1,218	212	1,394	1,220	1,220	1,220	1,220
Other Costs	-0-	-0-	13,353	1,760	2,100	2,240	2,240
Capital Outlay	131	-0-	-0-	-0-	3,000	3,000	3,000
	14,661	17,754	38,265	17,575	22,560	22,700	22,930
Less Interfund Charges							
Total	14,661	17,754	38,265	17,575	22,560	22,700	22,930

DEPARTMENT CITY CLERK		ACCOUNT TITLE ELECTIONS		ACCOUNT NUMBER 1003.10		DETAIL		B	PAGE C82
CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975					
				REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
8110	Salaries	1,991	1,760	1,760	1,760	1,920			
8120	Overtime	903	1,400	1,400	1,400	1,400			
8140	Liability and Workmen's Comp. Ins.	23	70	70	70	70			
8141	Retirement Plans	90	200	200	200	270			
8142	Life Insurance	20	-0-	-0-	-0-	-0-			
8143	Medical Insurance	57	100	100	100	100			
8144	Social Security	167	210	210	210	210			
8180	Contracted Labor	17,021	8,040	9,000	9,000	9,000			
	Total	20,272	11,780	12,740	12,740	12,970			
<u>CONTRACTUAL</u>									
8201	Advertising	2,628	2,000	2,500	2,500	2,500			
8211	Duplicating	121	250	350	350	350			
8221	Telephone, Telegraph, Switchboard	44	50	50	50	50			
8253	Private Vehicle Mileage	44	100	100	100	100			
8255	Land & Bldgs. Leased	397	215						
8261	Repair and Maintenance - City	12	-0-	300	300	300			
8262	Other Repairs and Maintenance	-0-	200	200	200	200			
	Total	3,246	2,815	3,500	3,500	3,500			
<u>SUPPLIES</u>									
8303	Office Supplies and Postage	1,394	1,220	1,220	1,220	1,220			
	Total	1,394	1,220	1,220	1,220	1,220			
<u>OTHER CHARGES</u>									
8451	Data Processing Development	13,353							
8450	Data Processing Charges	-0-	1,760	2,100	2,240	2,240			
	Total	13,353	1,760	2,100	2,240	2,240			
<u>CAPITAL</u>									
S605	Machinery & Equipment			3,000	3,000	3,000			
	Total	-0-	-0-	3,000	3,000	3,000			
TOTAL OPERATING BUDGET		38,265	17,575	22,560	22,700	22,930			

DEPARTMENT CITY CLERK	ACCOUNT TITLE ELECTIONS	ACCOUNT NUMBER 1003.10	PERSONNEL	C	PAGE C83
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CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Clerk II (s)	16	4.51	1	1	1760	1	1,760	1	1,920
TOTAL									

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

COMMENTARY

Seasonal help for one general election only - 2 months - Clerk

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
CITY CLERK	ELECTIONS	1003.10			C84
			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110 - Salaries	One Clerk for two months for regular election		1,700	1,700	1,920
8120 - Overtime	Registration of voters and election night.		1,400	1,400	1,400
8180 - Contracted Labor	Boards Data Processing Review Canvass Board Control Board Public Works Crew Ballots - printing Polling place Shared cost w/Borough		9,000	9,000	9,000
8201 - Advertising	Publication of Notice of General and Special Election, Declaration of Candidacy, and Registration.		2,500	2,500	2,500
8211 - Duplicating	Forms that are needed for Election.		350	350	350
8261 - Repair and Maintenance - City	Having signs set out for election.		300	300	300
8262 - Other Repairs and Maintenance	Repairs and Maintenance - other		200	200	200
8450 - Data Processing Charges	Additional charges for data processing reimburseable		2,100	2,240	2,240
8605 - Machinery and Equipment	Purchase of voting booths and ballot punches		3,000	3,000	3,000

DEPARTMENT CITY CLERK	ACCOUNT TITLE CITY CLERK	ACCOUNT NUMBER 1003.20	SUMMARY	A	PAGE C85
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	55,801	57,874	74,241	84,810	97,020	97,020	101,690
Contractural	5,732	8,983	15,111	14,770	20,390	21,810	21,810
Supplies	962	1,084	2,033	1,985	2,200	2,200	2,200
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	750	1,252	1,792	2,140	980	980	980
	63,245	69,193	93,177	103,705	120,590	122,010	126,680
Less Interfund Charges			3,560	2,720	2,720	2,720	2,960
Total	63,245	69,193	89,617	100,985	117,870	119,290	123,720

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
CITY CLERK	CITY CLERK	1003.20		C86

The City Clerks office is desperately short of office space to carry on the varied functions of this department. At times there are as many as three tape recorders playing in the office with the public being served at the counter. From January through July, 1974 our office covered 115 Board and Commission meetings. We have sent out a total of 1407 inspection reports this year to building, fire, health and police on businesses to be licensed and have issued 571 business licenses. So far in 1974 we have issued 491 contractor's licenses.

We are also the keeper of all official records and spend approximately 25% of staff time researching files and minutes for other departments and the general public. The department needs to have more records put on microfilm in the coming year to better utilize our limited space.

We have just split the Boards and Commissions between two recording secretaries and hope to be able to handle more efficiently the minutes of the Boards and Commissions in the coming year. With the addition of the memory typewriter and the tape recorder/transcriber for next year, we will be able to handle the increased minutes and verbatim transcripts that we are requested to prepare without having to add additional help.

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK		ACCOUNT TITLE CITY CLERK		ACCOUNT NUMBER 1003.20		DETAIL		B	PAGE C87
CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975					
				REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
8110	Salaries	61,602	59,820	65,950	65,950	69,400			
8120	Overtime	1,687	2,200	2,500	2,500	2,500			
8130	Accrued Vacation		8,160	10,000	10,000	10,500			
8140	Liability & Workmen's Comp. Ins.	614	940	1,460	1,460	1,500			
8141	Retirement Plan	3,215	4,900	5,860	5,860	6,140			
8142	Life Insurance	299	500	560	560	600			
8143	Medical Insurance	1,940	3,590	5,120	5,120	5,120			
8144	Social Security (FICA)	3,141	3,530	3,920	3,920	4,280			
8150	Meal & Clothing Allowance	25	80	150	150	150			
8180	Contracted Labor	1,718	460	1,500	1,500	1,500			
	Total	74,241	84,810	97,020	97,020	101,690			
	<u>CONTRACTUAL</u>								
8201	Advertising	603	400	500	500	500			
8203	Reimbursable Advertising	157	300	250	250	250			
8211	Duplicating	1,681	2,000	3,000	3,000	3,000			
8212	Licenses, Permits & Notary Public			100	100	100			
8221	Telephone, Telegraph, Switchboard	1,612	1,660	1,660	1,660	1,660			
8236	School & Training Programs	23	200	200	200	200			
8241	Inter-Fund Charges	1,027	1,500	3,500	3,500	3,500			
8252	Other Vehicles or Equipment Rented	2,299	2,950	5,050	5,050	5,050			
8253	Private Vehicle Mileage			150	150	150			
8254	Space Rental - City Buildings	4,020	4,380	4,380	5,000	5,000			
8261	Repairs & Maintenance - City Forces	3,232	790	700	700	700			
8262	Other Repairs & Maintenance	127	200	200	1,000	1,000			
8270	Travel	325	300	600	600	600			
8271	Dues & Subscriptions	5	90	100	100	100			
	Total	15,111	14,770	20,390	21,810	21,810			
	<u>SUPPLIES</u>								
8303	Office Supplies & Postage	2,033	1,985	2,200	2,200	2,200			
	Total	2,033	1,985	2,200	2,200	2,200			
	<u>CAPITAL</u>								
8605	Machinery & Equipment	1,792	2,140	980	980	980			
	Total	1,792	2,140	980	980	980			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
CITY CLERK		CITY CLERK		1003.20					C88
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	TOTALS	93,177	103,705	120,590	122,010	126,680			
8801	LESS CHARGES TO OTHERS (CREDITS) Reimbursable Charges to Other Departments	(3,560)	(2,720)	(2,720)	(2,720)	(2,960)			
	TOTAL OPERATING BUDGET	89,617	100,985	117,870	119,290	123,720			
	Funding: General Fund General Revenue Sharing	86,404 3,213	100,985	117,870	119,290	123,720			

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
CITY CLERK		CITY CLERK		1003.20					C89
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
CITY CLERK		18,000	1	1	18000	1	18,000	1	20,000
ASS'T CITY CLERK	21	988/1204	1	1	14590	1	14,590	1	12,780
SECRETARY	16	812/988	1	1	10999	1	10,999	1	11,040
LICENSE CLERK II	16	812/988	1	1	11143	1	11,143	1	12,168
CLERK STENO III	14	751/915	2	2	18478	2	18,478	2	21,024
Total			6	6	73210	6	73,210	6	77,012
VACATION REPLACEMENT					2000		2,000		2,000
Total					75210		75,210		79,012
LESS 5% VACANCY RATE					3761		(3,761)		(3,850)
Accrued Holiday & Vacation Adjustment					(5499)		(5,499)		(5,762)
TOTAL			6		65950	6	65,950	6	69,400
* 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	1003.20			C90	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8120 - Overtime	Increase in overtime is to compensate for salary increase to employees that cover evening meetings of Boards and Commissions. 85% of the Boards meet at night and under AMEA contract their is a minimum 2 hour call back even if the recording secretary shows up for a meeting that is unable to muster a quorum.			2,500	2,500	2,500
8180 - Contracted Labor	Kelly Girl services to cover special meetings that conflict with other meetings. Also to cover Boards and Commissions during vacations.			1,500	1,500	1,500
8211 - Duplicating	Increased to cover additional Boards and Commissions meetings where copies are made and also requests for copies from our files made by private individuals as we are keeper of all official City records. We charge .10 a copy on big jobs requested but those funds collected go into misc. revenue account and not back into our budget.			3,000	3,000	3,000
8212 - Licenses, Permits and Notary Public	To get one additional notary public and to cover cost of licenses and permits that are issued.			100	100	100
8236 - School and Training programs	To cover cost for City Clerk to participate in the second Alaska Association of Municipal Clerks Workshop in Municipal Government. This program consists of three workshops with the first one being held in Anchorage in 1974.			200	200	200
8241 - Inter-Fund Charges	To cover the cost of updating microfilm records for City Clerk's office as well as courier services, etc. Courier, \$900; Records, \$2,600			3,500	3,500	3,500

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK	ACCOUNT TITLE CITY CLERK	ACCOUNT NUMBER 1003.20	COMMENTARY	D	PAGE C91
			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8252	- Other Vehicle or Equipment Rented The continuing rental of the Mag-Card and the additional rental of a memory bank typewriter to handle the increase in minutes for Boards and Commissions . Further this office during the past year has had a 50% increase in the number of verbatim transcripts that have been required of portions of Council meetings and Commission meetings. Each time a discussion of a Commission is appealed to Council, a verbatim transcript has to be prepared.		5,050	5,050	5,050
8253	- Private Vehicle Mileage To pay mileage for this offices staff that use their own transportation for attendance of Commission meetings and official City business.		150	150	150
8261	- Repairs and Maintenance - City Forces Moving microfilm records to dump, closing in section of storage area and to cover general maintenance.		700	700	700
8262	- Paint, ceiling & carpet, \$800; Equipment, \$200			1,000	1,000
8270	- Travel Anchorage Fairbanks Joint meeting, Alaska Municipal League Annual Conference, attendance at the Alaska Municipal League Clerks Workshops in Municipal Government.		600	600	600
8271	- Dues and Subscriptions I.I.M.C. and Alaska Municipal Clerks dues.		100	100	100
8303	- Office Supplies and Postage additional cost of office supplies and postage		2,200	2,200	2,200
8605	- Machinery and Equipment File Trays - \$450. Tape recorder/transcriber - \$475. 5% Purchasing - \$50.		980	980	980
8801	- Interfunds Telephone		680	680	740
	M L & P		680	680	740
	Water		680	680	740
	Port		680	680	740

CITY OF ANCHORAGE

DEPARTMENT CITY CLERK	ACCOUNT TITLE RECORD RETENTION	ACCOUNT NUMBER 1003.30	SUMMARY	A	PAGE C92
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	15,411	15,644	21,573	29,620	36,370	36,370	38,390
Contractural	2,752	2,485	6,633	8,410	8,170	9,520	9,520
Supplies	5,043	5,122	4,274	7,740	8,440	8,440	8,440
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	2,945	1,073	1,948	4,700	850	850	850
	26,151	24,324	34,428	50,470	53,830	55,180	57,200
Less Interfund Charges	22,467	24,286	34,428	50,470	53,830	55,180	57,200
Total	3,684	38	-0-	-0-	-0-	-0-	-0-

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
CITY CLERK	RECORD RETENSION	1003.30		C93

One of the most urgent programs for next year is to develop a complete record retention schedule for the City. This will require coordination with the Attorneys office and work by the Record Retention Committee, as well as the individual departments. This schedule is long overdue and is top priority for 1975.

The projected work load for 1975 is as follows:

Controller

Yearly up date of records that are on microfilm.

Municipal Court

Criminal Court Records, Docket Court Records.

City Manager

Office files.

UCS

Computer Print out books
 Balance Forwards
 Charge off Balance Forwards
 Toll Registers
 Message Charge Tickets

City Clerk

Yearly up date of records that are microfilmed

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
CITY CLERK		RECORD RETENTION	1003.30			C94
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
8110	Salaries	18,949	21,360	25,280	25,280	26,950
8130	Vacation		2,910	3,800	3,800	4,000
8140	Liability & Workmen's Comp. Ins.	187	430	570	570	580
8141	Retirement Plan		1,550	2,270	2,270	2,380
8142	Life Insurance	128	180	230	230	210
8143	Medical Insurance	1,201	1,770	2,560	2,560	2,560
8144	Social Security (FICA)	1,108	1,420	1,660	1,660	1,710
	Total	21,573	29,620	36,370	36,370	38,390
	<u>CONTRACTUAL</u>					
8211	Duplicating	4	50	70	70	70
8221	Telephone, Telegraph, Switchboard	200	160	160	160	160
8252	Other Equipment Rented			-0-	-0-	-0-
8254	Space Rental - City Buildings	4,350	4,740	4,740	5,290	5,290
8261	Repairs & Maintenance - City Forces	-0-	760	500	500	500
8262	Other Repairs & Maintenance	2,079	2,700	2,700	3,500	3,500
	Total	6,633	8,410	8,170	9,520	9,520
	<u>SUPPLIES</u>					
8301	Materials	4,197	7,500	8,200	8,200	8,200
8303	Office Supplies & Postage	77	200	200	200	200
8304	Small Tools	-0-	40	40	40	40
	Total	4,274	7,740	8,440	8,440	8,440
	<u>CAPITAL</u>					
8605	Machinery & Equipment	1,948	4,700	850	850	850
	Total	1,948	4,700	850	850	850
	Totals	34,428	50,470	53,830	55,180	57,200
8801	Reimburseable Charges to Others	(34,428)	(50,470)	(53,830)	(55,180)	(57,200)
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-

DEPARTMENT CITY CLERK	ACCOUNT TITLE RECORDS RETENTION	ACCOUNT NUMBER 1003.30	PERSONNEL	C	PAGE C95
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CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
MICRO. EQUIP. OP. III	15	750/914	1	1	10573	1	10,573	1	11,592
MICRO. EQUIP. OP. II	12	669/811	1	1	9648	1	9,648	1	10,008
MICRO. EQUIP. OP. I	10	617/750	1	1	8109	1	8,109	1	8,640
Total			3	3	28330	3	28,330	3	30,240
VACATION REPLACEMENT					500		500		500
Total					500		500		500
LESS 5% VACANCY RATE					1442		(1,442)		(1,537)
Accrued Holiday and Vacation Adjustment					(2108)		(2,108)		(2,253)
TOTAL			3	3	25280	3	25,280	3	26,950

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
CITY CLERK	RECORD RETENTION	1003.30			C96	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8211 - Duplicating				70	70	70
Additional forms have to be duplicated this year.						
8261 - Repairs and Maintenance - City Forces				500	500	500
Moving of files that need to be microfilmed within Record Retention division. General maintenance that is required throughout the year.						
8262 - Other repairs and Maintenance				2,700	2,700	2,700
Service Contracts on microfilm equipment						
Paint, carpet, ceiling.						
8301 - Materials				8,200	8,200	8,200
Additional cost of materials. Film alone has gone up approximately 15% this year with a possible additional increase at the beginning of 1975.						
8605 - Machinery and Equipment				850	850	850
Replenisher Kit for Developer to speed up the operation \$810.						
5% Purchasing overhead - \$41.						
8801 - Reimbursable Charges to Others				(53,830)	(55,180)	(57,200)
Reimbursable Charges to Others -						