

## BUDGET SUMMARY

## Finance Department

|                                     | <u>Actual<br/>Cost<br/>1960</u> | <u>Actual<br/>Cost<br/>1961</u> | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>1963</u> |
|-------------------------------------|---------------------------------|---------------------------------|--|-------------------------------------|---|--|--------------------------------------|
| Controller Division                 | \$ 56,718                       | \$ 69,420                       | \$ 78,376  | \$ 84,722                           | \$141,884   | \$141,584  |                                      |
| Assessment Division                 | 32,233                          | 38,395                          | 50,240   | 38,970                              | 53,446  | 50,791   |                                      |
| Purchasing & Warehouse<br>Division* | 14,458                          | 0                               | 0  | 0                                   | 0   | 0  |                                      |
| Treasury Division                   | <u>84,844</u>                   | <u>108,624</u>                  | <u>123,853</u>                                   | <u>122,657</u>                      | <u>176,758</u>                                    | <u>171,477</u>   |                                      |
| GENERAL FUND NET                    | <u>\$188,253</u>                | <u>\$216,439</u>                | <u>\$252,469</u>                                 | <u>\$246,349</u>                    | <u>\$372,088</u>                                  | <u>\$363,852</u>   |                                      |

\* Commencing in 1961, the costs of purchasing and warehousing are charged to using agency. Any cost to General Fund is recorded through the department drawing material. Since 1960, any difference between warehouse costs and charges is treated as a surplus item.

FINANCE DEPARTMENT INFORMATION

The Finance Department, under a Finance Director appointed by the City Manager, is a new entity proposed by this budget. This department is designed to assist the City Manager in preparing and executing the budget; to operate an adequate system of accounts for all City funds and activities with appropriate reports of revenues and expenditures; to render customer service and billing for City owned and operated utilities; to provide data processing service to City departments; to purchase, store, and distribute supplies, materials, and equipment for all City operations; to assess property for taxes; and to collect taxes and special assessments and have custody of monies, funds, and investments of the City. In short, the department is responsible for the functions of financial administration and control.

The increase in cost to the City resulting from this organizational change is as follows:

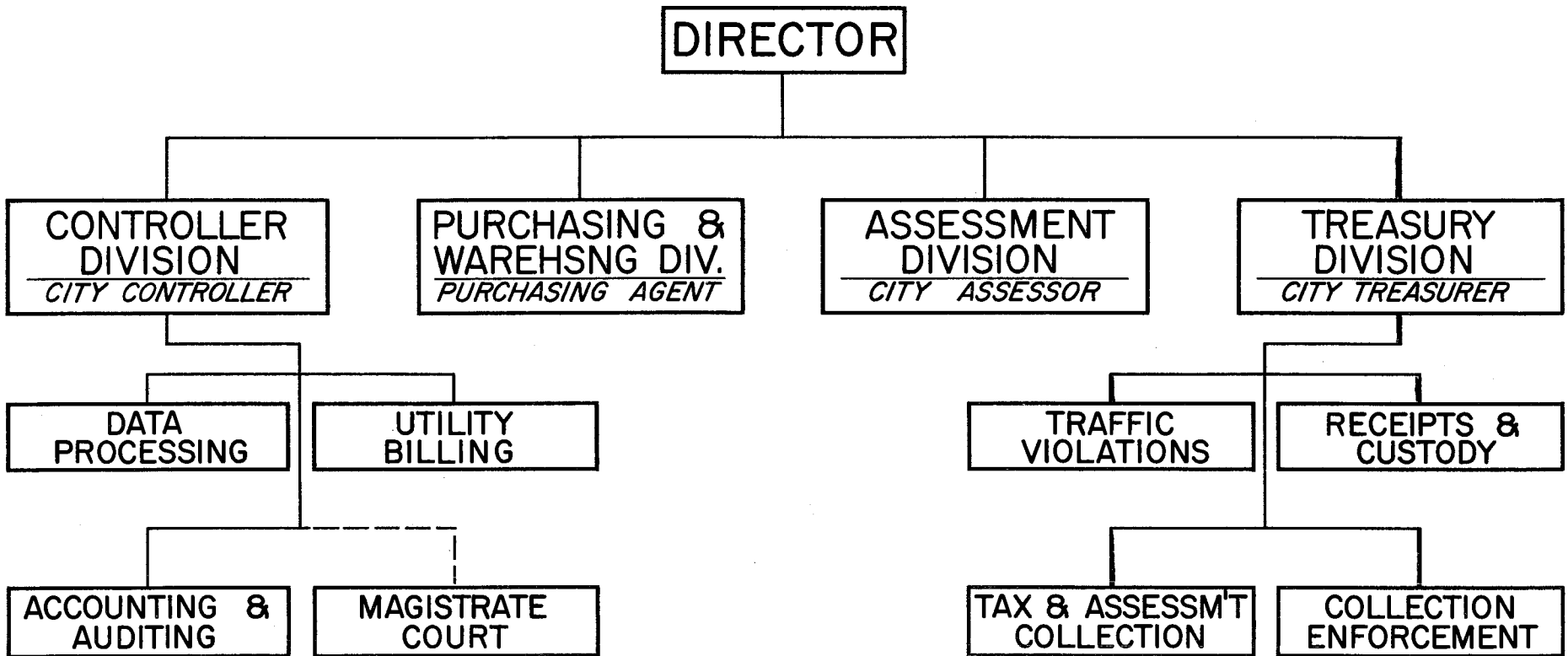
|                                      |              |
|--------------------------------------|--------------|
| New position - Finance Director      | \$14,604     |
| New position - Clerk Stenographer II | 5,256        |
| New position - City Treasurer        | 12,000       |
| Decrease in grade of City Controller | <u>(972)</u> |
|                                      | \$30,888     |

Note that the proposed new position of Purchasing Agent is not included, as this position is required regardless of organization changes.

Approximately 45% of this increase will be charged to the City utilities while the remaining 55% will be a General Fund obligation.

The overall gross budget request for the Finance Department is \$554,463; one hundred and eleven personnel are employed in the department. The proposed organizational change embodies an increase of five percent in cost and three percent in personnel. This is a small price to pay for clearly fixing responsibility for financial administration, placing in a single department the necessary functions of financial control and providing the City Administration with a closely intergrated Financial Department essential for the effective administration of City affairs.

# FINANCE DEPARTMENT



----- DENOTES CONTROL AND CO-ORDINATION WITH STATE

## BUDGET SUMMARY

Finance Department  
Controller Division

|  | <u>Actual<br/>Cost<br/>1960</u> | <u>Actual<br/>Cost<br/>1961</u> | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>1963</u> |
|--|---------------------------------|---------------------------------|--|-------------------------------------|---|--|--------------------------------------|
| Personal Service                               | \$241,803                       | \$310,009                       | \$340,631  | \$385,972                           | \$444,509   | \$444,509  |                                      |
| Contractual                                    | 23,278                          | 24,717                          | 25,990   | 36,945                              | 61,304  | 61,304   |                                      |
| Supplies                                       | 25,688                          | 32,705                          | 33,325   | 41,730                              | 44,100  | 43,950   |                                      |
| Capital  | <u>4,820</u>                    | <u>5,878</u>                    | <u>4,400</u>                                     | <u>4,880</u>                        | <u>4,850</u>                                      | <u>4,700</u>   |                                      |
| TOTAL COST                                     | \$295,589                       | \$373,309                       | \$404,346  | \$469,527                           | \$554,763   | \$554,463  |                                      |
| Less Charges to Other<br>Departments and Funds | <u>(238,871)</u>                | <u>(303,889)</u>                | <u>(325,970)</u>                                 | <u>(384,805)</u>                    | <u>(412,879)</u>                                  | <u>(412,879)</u>   |                                      |
| GENERAL FUND NET                               | \$56,718                        | \$69,420                        | \$78,376   | \$84,722                            | \$141,884   | \$141,584  |                                      |

## CONTROLLER DIVISION INFORMATION

The proposed plan encompassed in this Budget for the creation of a Finance Department includes the Controller Division as a unit responsible to the Finance Director. Headed by the City Controller, with a revised grade 29, this Division includes the Accounting and Auditing Section, Utility Billing Section, and Data Processing Section. In addition, the City Controller provides budgetary control and coordination with the State of Alaska concerning the operation of the Magistrates Court. Each of these sections is provided a separate account number and is fully identified and explained herein.

Finance Department  
 Controller Division  
 Accounting & Auditing Section  
 Account #1204

APPROPRIATION DETAIL

|                          |                               | *  |                                     |   |  |   |
|--------------------------|-------------------------------|--|-------------------------------------|---|--|---|
| <u>Code</u>              | <u>Description</u>            | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
| <u>Personal Services</u> |                               |  | \$92,262                            |   |  |   |
| .11                      | Finance Director              |  |                                     | \$14,604  | \$14,604   |   |
|                          | Controller                    | \$13,500   |                                     | 14,040  | 14,040   |   |
|                          | Accounting Officer            | 10,458   |                                     | 10,563  | 10,563   |   |
|                          | 3 Accountants II**            | 8,424  |                                     | 25,734  | 25,734   |   |
|                          | Accountant I                  | 7,958  |                                     | 8,620   | 8,620  |   |
|                          | Payroll Auditor               | 8,760  |                                     | 8,284   | 8,284  |   |
|                          | Clerk IV                      | 6,089  |                                     | 6,387   | 6,387  |   |
|                          | Clerk Stenographer II         | 6,858  |                                     | 5,382   | 5,382  |   |
|                          | Clerk Stenographer II         |  |                                     | 5,256   | 5,256  |   |
|                          | 2 Clerks II                   | 10,951   |                                     | 10,479  | 10,479   |   |
|                          | Clerk I                       | 4,632  |                                     | 4,592   | 4,592  |   |
|                          | Clerk I                       |  |                                     | 4,488   | 4,488  |   |
|                          | Bookkeeping Machine Operator  | 5,538  |                                     | 5,890   | 5,890  |   |
|                          | Duplicating Machine Operator  | 4,932  |                                     | 4,955   | 4,955  |   |
|                          | Switchboard Operator          | 5,222  |                                     | 4,744   | 4,744  |   |
|                          | Clerk I, Temporary, 3 months  |  |                                     | 1,144   | 1,144  |   |
|                          | Less Charges to Leave Reserve | (3,892)  |                                     | (5,636)   | (5,636)  |   |
|                          | TOTAL SALARIES                | \$89,430   | \$92,262                            | \$129,526   | \$129,526  |   |
| .12                      | Overtime                      | \$ 2,000   | \$ 3,100                            | \$ 2,000  | \$ 2,000   |   |
| .13                      | Accrued Leave                 | 13,500   | 13,775                              | 20,724  | 20,724   |   |
|                          | TOTAL PERSONAL SERVICES       | \$104,930  | \$109,137                           | \$152,250   | \$152,250  |   |
|                          | PERSONNEL AUTHORIZED          | 13   | 15                                  | 18  | 18   |   |

\* Estimated

\*\* Two Accountant II added in 1962.

Finance Department  
 Controller Division  
 Accounting & Auditing Section  
 Account #1204

## APPROPRIATION DETAIL

| <u>Code</u>        | <u>Description</u>                                     | *<br>Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>Budget<br>1963 |
|--------------------|--|---|----------------------------|---|--|---------------------------------------|
| <u>Contractual</u> |  |   |                            |   |  |                                       |
| .22                | Contracted Labor & Equipment<br>Data Processing Charge |   |                            | \$12,764                                | \$12,764   |                                       |
| .26                | Other Rentals<br>Lease of Xerox Copier                 |   | \$ 150                     | 1,080                                   | 1,080  |                                       |
| .27                | Repairs  | \$ 750                                      | \$ 1,000                   | 1,500                                   | 1,500  |                                       |
| .28                | Telephone, Telegraph, & Tolls                          | 1,500                                       | 1,800                      | 1,750                                   | 1,750  |                                       |
| .29                | Travel, Dues, & Publications                           | 50  | 550                        | 1,000                                   | 1,000  |                                       |
|                    | TOTAL CONTRACTUAL                                      | \$ 2,300                                    | \$ 3,500                   | \$18,094                                | \$18,094   |                                       |
| <u>Supplies</u>    |  |   |                            |   |  |                                       |
| .30                | Miscellaneous Supplies<br>Duplicating Section Material | \$ 3,200                                    | \$ 4,200                   | \$ 4,800                                | \$ 4,800   |                                       |
| .37                | Postage  |   | 170                        | 200                                     | 200  |                                       |
| .38                | Printed Forms  | 3,500                                       | 3,500                      | 2,500                                   | 2,500  |                                       |
| .39                | Small Tools  | 50  | 50                         | 0                                       | 0  |                                       |
|                    | TOTAL SUPPLIES   | \$ 6,750                                    | \$ 7,920                   | \$ 7,500                                | \$ 7,500   |                                       |

\* Estimated

Finance Department  
 Controller Division  
 Accounting & Auditing Section  
 Account #1204

## APPROPRIATION DETAIL

| <u>Code</u>    | <u>Description</u>                        | *<br>Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>Budget<br>1963 |
|----------------|---|---|----------------------------|---|--|---------------------------------------|
| <u>Capital</u> |   |   |                            |   |  |                                       |
| .84            | Machinery & Equipment<br>Desk & Chair     | \$ 750                                      | \$ 1,930                   | \$ 200                                  | \$ 200   |                                       |
|                | TOTAL CAPITAL                             | \$ 750                                      | \$ 1,930                   | \$ 200                                  | \$ 200   |                                       |
|                | TOTAL COST                                | \$114,730                                   | \$122,487                  | \$178,044                               | \$178,044  |                                       |
|                | Less Charges to Other Departments & Funds |   |                            |   |  |                                       |
|                | Telephone                                 | (32,680)                                    | (31,640)                   | (30,260)                                | (30,260)   |                                       |
|                | Electric                                  | (16,340)                                    | (15,820)                   | (19,580)                                | (19,580)   |                                       |
|                | Water                                     | (8,180)                                     | (7,897)                    | (10,680)                                | (10,680)   |                                       |
|                | Garbage                                   |   |                            | (5,340)                                 | (5,340)  |                                       |
|                | GENERAL FUND NET                          | \$57,530                                    | \$67,130                   | \$112,184                               | \$112,184  |                                       |

\* Estimated

## ACCOUNTING AND AUDITING SECTION INFORMATION

This section is responsible for the accounting, audit and budgetary control for all funds and activities of the City. This includes payroll writing, audit and check preparation; utility revenue and plant accounting; construction and equipment cost accounting; tax and special assessment billing and receivable control; miscellaneous billing, accounts receivable and payable; voucher preparation; monthly, quarterly and annual reporting and internal control over all financial activities.

The costs of this section are distributed to the General Fund and Utility Funds in proportion to the services rendered. A detail survey has been made to identify as closely as possible the services rendered by this section to the utilities on a percentage basis. The results of this study are as follows:

|                   |            |
|-------------------|------------|
| Telephone Utility | 17%        |
| Electric Utility  | 11%        |
| Water Utility     | 6%         |
| Garbage Utility   | 3%         |
| General Fund      | <u>63%</u> |
| TOTAL             | 100%       |

During 1962, by Council action, two additional Accountants II were authorized. The Clerk II-Courier, Duplicating Machine Operator, and Switchboard Operator were reallocated from the Utility Billing Section to the Accounting and Audit Section. This had no effect upon the overall budget.

The 1963 request provides for one additional Clerk I, who will be assigned to the Internal Auditor to assist in the detail work of that function. This will allow the Auditor to expand and improve the overall internal control of the City, a suggestion made by our independent auditors. The temporary Clerk I will work three months during the summer to cover the increased overall workload of the section and act as a replacement for regular staff members on vacation.

The Finance Director and Clerk Stenographer II are included in this section for accounting purposes only. Consequently, \$19,860 in the increased salary account is a result of the departmental reorganization rather than a direct increase to Accounting and Auditing Section personnel.



Finance Department  
 Controller Division  
 Utility Billing Section  
 Account #1290

## APPROPRIATION DETAIL

| <u>Code</u>              | <u>Description</u>               | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------------|----------------------------------|--|-------------------------------------|---|--|---|
| <u>Personal Services</u> |                                  |  | \$165,088                           |   |  |   |
| .11                      | Utility Billing Supervisor       | \$ 9,535   |                                     | \$ 10,017   | \$ 10,017  |   |
|                          | P. W. II                         | 0  |                                     | 2,160   | 2,160  |   |
|                          | Accounting Assistant             | 5,508  |                                     | 7,177   | 7,177  |   |
|                          | 2 Clerk IV                       | 10,558   |                                     | 12,942  | 12,942   |   |
|                          | 9 Clerk III (8 Authorized 1962)  | 38,756   |                                     | 44,766  | 44,766   |   |
|                          | 10 Clerk II (9 Authorized 1962)  | 43,334   |                                     | 51,579  | 51,579   |   |
|                          | 6 Clerk I                        | 26,172   |                                     | 28,038  | 28,038   |   |
|                          | Temp. help for Water Rate Change |  |                                     | 2,000   | 2,000  |   |
|                          | Less Charges to Leave Reserve    | (5,582)  |                                     | (6,550)   | (6,550)  |   |
|                          | TOTAL SALARIES                   | \$128,281  | \$165,088                           | \$152,129   | \$152,129  |   |
| .12                      | Overtime                         | \$ 2,000   | \$ 2,000                            | \$ 2,000  | \$ 2,000   |   |
| .13                      | Accrued Leave                    | 22,370   | 25,400                              | 24,020  | 24,020   |   |
|                          | TOTAL PERSONAL SERVICES          | \$152,651  | \$192,488                           | \$178,149   | \$178,149  |   |
|                          | PERSONNEL AUTHORIZED             | 27   | 29                                  | 29  | 29   |   |
| <u>Contractual</u>       |                                  |  |                                     |   |  |   |
| .27                      | Repairs                          | \$ 750   | \$ 100                              | \$ 100  | \$ 100   |   |
| .28                      | Telephone, Telegraph, & Tolls    | 1,500  | 1,500                               | 1,700   | 1,700  |   |
| .29                      | Travel, Dues, & Publications     | 450  | 450                                 | 100   | 100  |   |
|                          | TOTAL CONTRACTUAL                | \$ 2,700   | \$ 2,050                            | \$ 1,900  | \$ 1,900   |   |

Finance Department  
 Controller Division  
 Utility Billing Section  
 Account #1290

APPROPRIATION DETAIL

| <u>Code</u>     | <u>Description</u>                        | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|-----------------|---|--|-------------------------------------|---|--|---|
| <u>Supplies</u> |   |  |                                     |   |  |   |
| .36             | Office Supplies                           | \$ 3,200   | \$ 3,200                            | \$ 2,500  | \$ 2,500   |   |
| .37             | Postage                                   | 9,200  | 14,200                              | 15,000  | 15,000   |   |
| .38             | Printed                                   | 4,500  | 4,500                               | 4,000   | 4,000  |   |
| .39             | Small Tools                               | 50   | 50                                  |   |  |   |
|                 | TOTAL SUPPLIES                            | \$ 16,950  | \$ 21,950                           | \$ 21,500   | \$ 21,500  |   |
| <u>Capital</u>  |   |  |                                     |   |  |   |
| .84             | Machinery & Equipment                     | \$ 1,250   | \$ 1,250                            |   |  |   |
|                 | 2 Typewriters                             |  |                                     | \$ 450  | \$ 450   |   |
|                 | 1 Adding Machine                          |  |                                     | 250   | 250  |   |
|                 | 1 Desk                                    |  |                                     | 200   | 200  |   |
|                 | 3 Chairs                                  |  |                                     | 200   | 200  |   |
|                 | 1 File Cabinet                            |  |                                     | 150   | 150  |   |
|                 | TOTAL CAPITAL                             | \$ 1,250   | \$ 1,250                            | \$ 1,250  | \$ 1,250   |   |
|                 | TOTAL COST                                | \$173,551  | \$217,738                           | \$202,799   | \$202,799  |   |
|                 | Less Charges to Other Departments & Funds | \$173,551  | \$217,738                           |   |  |   |
|                 | Telephone Dept. 46.9%                     |  |                                     | (95,113)  | (95,113)   |   |
|                 | Electric Dept. 18.2%                      |  |                                     | (36,910)  | (36,910)   |   |
|                 | Water Dept. 19%                           |  |                                     | (38,530)  | (38,530)   |   |
|                 | Garbage Dept. 15.9%                       |  |                                     | (32,246)  | (32,246)   |   |
|                 | GENERAL FUND NET                          | 0  | 0                                   | 0   | 0  |   |

## UTILITY BILLING SECTION INFORMATION

The Utility Billing Section provides centralized customer service for the Telephone, Electric, Water, and Garbage Utilities. This includes taking the order for any or all utility service offered by the City, control of service orders to and from the utilities, calculation of short bills for new services and all things necessary to control the input of information to the Data Processing equipment which prepares the regular combined utility bills. In addition, this section accomplishes all the research necessary to bill approximately 40,000 long distance telephone and telegraph bills per month, prepares approximately 1,000 final bills per month for accounts terminating City utility service and answers questions and complaints from customers regarding all utility billing.

The original 1962 Budget provided for 30 personnel in this section. Three positions were transferred within the overall Accounting and Utility Billing account used in 1962 to the Accounting and Auditing section. This leaves 27 personnel originally authorized. During 1962, the City Manager authorized an increase of one Clerk III, Service Representative and one Clerk II, Receptionist for the customer service function. No change in permanent personnel is requested for 1963. \$2,000 is requested for temporary help in the event a water rate revision is made in 1963. Should such a revision not be made, the funds will not be used. One further change in the personal services section of the budget request provides for the part time salary of a Public Works Employee II who investigates water service connection orders. The full cost for his time is included in the charge to the Water Utility. The purpose in budgeting in this manner is to provide for the control of such investigation to be in the Utility Billing Section.

Since the entire benefits of the Utility Billing Section accrue to the various utilities, the entire cost of the function is charged to the utilities. A recent study shows that the percentage of overall cost properly chargeable to each utility is as follows:

|                   |             |
|-------------------|-------------|
| Telephone Utility | 46.9%       |
| Electric Utility  | 18.2%       |
| Water Utility     | 19.0%       |
| Garbage Utility   | 15.9%       |
|                   | <u>100%</u> |

A major analysis is planned early in 1963 to evaluate the systems and procedures utilized in this section. The staff will work with the management analyst from the City Manager's office and Utility Management to revitalize the work of the Utility Billing Section in order to better serve the needs of the utilities and make the most efficient use of the City's data processing installation.

Finance Department  
 Controller Division  
 Data Processing Section  
 Account #1291

APPROPRIATION DETAIL

| <u>Code</u>              | <u>Description</u>                             | *<br>Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>Budget<br>1963 |
|--------------------------|--|---|----------------------------|---|--|---------------------------------------|
| <u>Personal Services</u> |  |   | \$56,060                   |   |  |                                       |
| .11                      | Tabulating Services Supervisor<br>Programmer** | \$10,528                                    |                            | \$10,563                                | \$10,563   |                                       |
|                          | Tabulating Equip. Operator II                  | 7,062                                       |                            | 8,424                                   | 8,424  |                                       |
|                          | Tabulating Equip. Operator I                   | 6,004                                       |                            | 6,924                                   | 6,924  |                                       |
|                          | Tabulating Equip. Operator I                   |   |                            | 5,928                                   | 5,928  |                                       |
|                          | Key Punch Supervisor**                         | 6,023                                       |                            | 5,928                                   | 5,928  |                                       |
|                          | Clerk II                                       | 5,757                                       |                            | 5,472                                   | 5,472  |                                       |
|                          | 4 Key Punch Operators                          | 21,061                                      |                            | 5,454                                   | 5,454  |                                       |
|                          | 2 Key Punch Operators (9 months)               |   |                            | 20,429                                  | 20,429   |                                       |
|                          | Key Punch Operator (Temporary)                 | 104   |                            | 7,578                                   | 7,578  |                                       |
|                          | Less Charges to Leave Reserve                  | <u>(2,160)</u>                              |                            | <u>(3,200)</u>                          | <u>(3,200)</u>                                   |                                       |
|                          | TOTAL SALARIES                                 | \$54,379                                    | \$56,060                   | \$73,500                                | \$73,500   |                                       |
| .12                      | Overtime                                       | \$ 2,000                                    | \$ 3,750                   | \$ 3,000                                | \$ 3,000   |                                       |
| .13                      | Accrued Leave                                  | <u>7,900</u>                                | <u>8,750</u>               | <u>11,760</u>                           | <u>11,760</u>                                    |                                       |
|                          | TOTAL PERSONAL SERVICES                        | \$64,279                                    | \$68,560                   | \$88,260                                | \$88,260   |                                       |
|                          | PERSONNEL AUTHORIZED                           | 9   | 9                          | 13                                      | 13   |                                       |

\* Estimated

\*\* New Job Description

Finance Department  
 Controller Division  
 Data Processing Section  
 Account #1291

APPROPRIATION DETAIL

|                    |                               | *                                      |                            |   |  |                                       |
|--------------------|-------------------------------|--|----------------------------|---|--|---------------------------------------|
| <u>Code</u>        | <u>Description</u>            | Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>Budget<br>1963 |
| <u>Contractual</u> |                               |  |                            |   |  |                                       |
| .22                | Contracted Labor & Equipment  |  | \$ 3,760                   | \$ 3,000                                | \$ 3,000   |                                       |
| .26                | Other Rentals                 | 18,240                                 | 24,790                     |   |  |                                       |
|                    | 024-1 Key Punch               |  |                            | 516                                     | 516  |                                       |
|                    | 024-2 Key Punch               |  |                            | 516                                     | 516  |                                       |
|                    | 024-3 Key Punch               |  |                            | 516                                     | 516  |                                       |
|                    | 024-4 Key Punch (9 months)    |  |                            | 367                                     | 367  |                                       |
|                    | 056-1 Verifier                |  |                            | 636                                     | 636  |                                       |
|                    | 056-2 Verifier                |  |                            | 636                                     | 636  |                                       |
|                    | 056-3 Verifier (9 months)     |  |                            | 477                                     | 477  |                                       |
|                    | 082 Sorter                    |  |                            | 744                                     | 744  |                                       |
|                    | 083 Sorter                    |  |                            | 1,344                                   | 1,344  |                                       |
|                    | 085 Collator                  |  |                            | 1,500                                   | 1,500  |                                       |
|                    | 088 Collator                  |  |                            | 4,680                                   | 4,680  |                                       |
|                    | 403-1 Accounting Machine      |  |                            | 5,940                                   | 5,940  |                                       |
|                    | 403-2 Accounting Machine      |  |                            | 5,940                                   | 5,940  |                                       |
|                    | 514-1 Reproducer              |  |                            | 1,680                                   | 1,680  |                                       |
|                    | 514-2 Reproducer              |  |                            | 876                                     | 876  |                                       |
|                    | 548 Interpreter               |  |                            | 1,200                                   | 1,200  |                                       |
|                    | 602-A Calculator              |  |                            | 2,660                                   | 2,660  |                                       |
|                    | Overtime Rental               |  |                            | 4,932                                   | 4,932  |                                       |
|                    |                               |  |                            | <u>\$35,160</u>                         | <u>\$35,160</u>                                  |                                       |
| .27                | Repairs                       | \$ 800                                 | \$ 300                     | \$ 300                                  | \$ 300   |                                       |
| .28                | Telephone, Telegraph, & Tolls | 1,500                                  | 1,700                      | 1,700                                   | 1,700  |                                       |
| .29                | Travel, Dues, & Publications  |  | 500                        | 600                                     | 600  |                                       |
|                    | TOTAL CONTRACTUAL             | \$20,540                               | \$31,050                   | \$40,760                                | \$40,760   |                                       |

\* Estimated

Finance Department  
 Controller Division  
 Data Processing Section  
 Account #1291

## APPROPRIATION DETAIL

| <u>Code</u>     | <u>Description</u>                | *<br>Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>Budget<br>1963 |
|-----------------|-----------------------------------|---|----------------------------|---|--|---------------------------------------|
| <u>Supplies</u> |                                   |   |                            |   |  |                                       |
| .36             | Office Supplies                   | \$ 3,200                                    | \$ 2,200                   | \$ 3,000                                | \$ 3,000   |                                       |
| .38             | Printed Forms                     | 4,500                                       | 7,900                      | 10,200                                  | 10,200   |                                       |
| .39             | Small Tools                       | 700   | 700                        | 500                                     | 500  |                                       |
|                 | TOTAL SUPPLIES                    | \$ 8,400                                    | \$10,800                   | \$13,700                                | \$13,700   |                                       |
| <u>Capital</u>  |                                   |   |                            |   |  |                                       |
| .84             | Machinery & Equipment             | \$ 2,000                                    | \$ 1,300                   |   |  |                                       |
|                 | Desk                              |   |                            | \$ 200                                  | \$ 200   |                                       |
|                 | 5 Card Cabinets                   |   |                            | 1,000                                   | 1,000  |                                       |
|                 | Table                             |   |                            | 100                                     | 100  |                                       |
|                 | Chairs, 2 new, 2 replacement      |   |                            | 200                                     | 200  |                                       |
|                 | TOTAL CAPITAL                     | \$ 2,000                                    | \$ 1,300                   | \$ 1,500                                | \$ 1,500   |                                       |
|                 | TOTAL COST                        | \$95,219                                    | \$111,710                  | \$144,220                               | \$144,220  |                                       |
|                 | Less Charges to Other Departments |   |                            |   |  |                                       |
|                 | Traffic Violations Bureau         |   |                            | (20,457)                                | (20,457)   |                                       |
|                 | Accounting Division               |   |                            | (12,764)                                | (12,764)   |                                       |
|                 | Assessor                          |   |                            | (4,447)                                 | (4,447)  |                                       |
|                 | Traffic Engineer                  |   |                            | (724)                                   | (724)  |                                       |
|                 | Telephone Utility                 |   |                            | (69,069)                                | (69,069)   |                                       |
|                 | Electric Utility                  |   |                            | (13,793)                                | (13,793)   |                                       |
|                 | Water Utility                     |   |                            | (11,076)                                | (11,076)   |                                       |
|                 | Garbage                           |   |                            | (9,718)                                 | (9,718)  |                                       |
|                 | Police                            |   |                            | (724)                                   | (724)  |                                       |
|                 | Treasurer                         |   |                            | (1,448)                                 | (1,448)  |                                       |
|                 |                                   | \$95,219                                    | \$111,710                  | \$144,220                               | \$144,220  |                                       |
|                 | GENERAL FUND NET                  | 0   | 0                          | 0                                       | 0  |                                       |

\* Estimated

## DATA PROCESSING SECTION INFORMATION

A central Data Processing Section was authorized by Council and equipment placed on order in 1959 to provide a mechanized, high-speed service unit available to all City departments. Since the initial equipment was placed in operation early in 1960, several major applications have been made which in each case has substantially reduced clerical effort and increased efficiency. The following jobs are now being performed by the section:

1. Traffic violations and delinquent notices.
2. General accounting - cost distribution.
3. Telephone toll billing.
4. Utility billing.
5. Security deposit accounting.
6. Traffic accident reporting.

During 1963 it is planned to bill and account for real and personal property taxes and to add various refinements to existing projects. To accomodate the normal increase in output and the proposed tax job, the addition of one Tabulating Equipment Operator I, two Key Punch Operators for 9 months, one Key Punch, and one Verifier each for 9 months are recommended. A second shift is planned.

A study of existing and proposed applications and the various types of data processing equipment available has been made. As the result of this study, an IBM 1401 Electronic Data Processing System has been ordered for delivery January 1, 1964. The order was placed with the written provision that the City could modify, delay or cancel the order at any time up to August 1, 1963. This move will have no effect upon the 1963 budget except the recommended addition of a new position - Programmer. The proposed Programmer will go to work January 1, 1963 to analyse the impact of existing and planned projects on our present type of equipment and relate this to the proposed equipment. Well before August 1, 1963 a detailed study will be presented to Council to ratify, modify, or cancel the 1401 system order. If it should be the decision of Council to ratify the order, the Programmer will be retained to plan and program the new installation.

This approach is the minimum recommended effort that can be made to collect the facts necessary for an intelligent decision.

Finance Department  
 Controller Division  
 Magistrate Court Section  
 Account #1202

APPROPRIATION DETAIL

| <u>Code</u> | <u>Description</u>            | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|-------------|-------------------------------|--|-------------------------------------|---|--|---|
|             | <u>Personal Services</u>      |  | \$13,675                            |   |  |   |
| .11         | Municipal Court Clerk         | \$ 7,380   |                                     |   |  |   |
|             | Clerk III                     |  |                                     | \$ 5,843  | \$ 5,843   |   |
|             | Clerk II                      | 5,247  |                                     | 5,624   | 5,624  |   |
|             | Clerk II                      | 4,200  |                                     | 5,129   | 5,129  |   |
|             | Clerk II                      |  |                                     | 5,052   | 5,052  |   |
|             | Less Charges to Leave Reserve | <u>(536)</u>                                     |                                     | <u>(898)</u>                                      | <u>(898)</u>   |   |
|             | TOTAL SALARIES                | \$16,291   | \$13,675                            | \$20,750  | \$20,750   |   |
| .12         | Overtime                      | \$ 300   | \$ 200                              | \$ 1,780  | \$ 1,780   |   |
| .13         | Accrued Leave                 | <u>2,180</u>                                     | <u>1,912</u>                        | <u>3,320</u>                                      | <u>3,320</u>   |   |
|             | TOTAL PERSONAL SERVICES       | \$18,771   | \$15,787                            | \$25,850  | \$25,850   |   |
|             | PERSONNEL AUTHORIZED          | 3  | 3                                   | 4   | 4  |   |



Finance Department  
 Controller Division  
 Magistrate Court Section  
 Account #1202

APPROPRIATION DETAIL

| <u>Code</u>        | <u>Description</u>            | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------|-------------------------------|--|-------------------------------------|---|--|---|
| <u>Contractual</u> |                               | <i>7000</i>                                      | <i>7000</i>                         | <i>7000</i>                                       | <i>7000</i>  |   |
| .22                | <i>Payment to State</i>       |  |                                     |   |  |   |
| .27                | Repairs                       | \$ 150   | \$ 120                              | \$ 150  | \$ 150   |   |
| .28                | Telephone, Telegraph, & Tolls | <u>300</u>                                       | <u>225</u>                          | <u>400</u>  | <u>400</u>   |   |
|                    | TOTAL CONTRACTUAL             | \$ 450   | \$ 345                              | \$ 550  | \$ 550   |   |
| <u>Supplies</u>    |                               |  |                                     |   |  |   |
| .36                | Office Supplies               | \$ 475   | \$ 380                              | \$ 600  | \$ 500   |   |
| .37                | Postage                       | 300  | 300                                 | 300   | 300  |   |
| .38                | Printed Forms                 | <u>450</u>                                       | <u>380</u>                          | <u>500</u>  | <u>450</u>   |   |
|                    | TOTAL SUPPLIES                | \$ 1,225   | \$ 1,060                            | \$ 1,400  | \$ 1,250   |   |
| <u>Capital</u>     |                               |  |                                     |   |  |   |
| .84                | Machinery & Equipment         | \$ 400   | \$ 400                              |   |  |   |
|                    | 1 Typewriter                  |  |                                     | \$ 425  | \$ 425   |   |
|                    | 1 Adding Machine              |  |                                     | 175   | 175  |   |
|                    | 1 Desk                        |  |                                     | 150   | 150  |   |
|                    | 1 Chair                       |  |                                     | 50  | 50   |   |
|                    | 1 Safe                        |  |                                     | 800   | 800  |   |
|                    | 4 Filing Cabinets             |  |                                     | <u>300</u>  | <u>150</u>   |   |
|                    | TOTAL CAPITAL                 | \$ 400   | \$ 400                              | \$ 1,900  | \$ 1,750   |   |
|                    | GENERAL FUND NET              | \$20,846   | \$17,592                            | \$29,700<br><i>36,700</i>                         | \$29,400<br><i>36,700</i>                                  |   |

## MAGISTRATE COURT INFORMATION

The Magistrate Court is controlled and operated by the State of Alaska under authority of the State Constitution. By agreement with the State, the City furnishes the Court facilities, clerical personnel and other supplies and as required. Further, the City pays \$7,000 per year to the State to support the expense of a State furnished Judge. The conduct of the court and the personnel assigned to the court is the responsibility of the State Court System. All fines and bail forfeitures collected by the court are deposited to the credit of the City's General Fund.

Due to the increase in cases to come before the Court, it has been necessary to schedule trials every day. Previously, trials were held only on Wednesday during the day and Thursday evening. The increase in cases, plus the fact that a clerk must be present at all times that Court is in session, requires the addition of one Clerk II.

Arraignments are held on Saturday and Sunday. Previously, a nonstandard work week has been scheduled for one clerk. Due to the elimination of the Thursday evening Court session, the Presiding Magistrate desires that a standard work week be designated for all clerks and that the one or two hour period on Saturday and Sunday for arraignments be compensated on an overtime basis, hence the increase to account .12.

The City Controller's function in connection with the Court is to oversee personnel and budgetary requirements and to guarantee that all revenues from fines and forfeitures are properly transferred to the City. The City Controller and Presiding Magistrate are working to clarify the respective responsibilities of the City and the State in order to propose contract alterations and develop a standard working procedure for the Court.

## BUDGET SUMMARY

Finance Department  
Assessment Division

|  | Actual<br>Cost<br>1960 | Actual<br>Cost<br>1961 | Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>1963 |
|--|------------------------|------------------------|--|----------------------------|---|--|-----------------------------|
| Personal Service                               | \$66,271               | \$71,635               | \$88,190                               | \$74,120                   | \$93,300                                | \$88,240   |                             |
| Contractual                                    | 7,908                  | 7,086                  | 8,510                                  | 8,710                      | 12,067                                  | 12,067   |                             |
| Supplies                                       | 6,705                  | 6,343                  | 10,180                                 | 9,880                      | 8,725                                   | 8,725  |                             |
| Capital  | <u>650</u>             | <u>2,632</u>           | <u>0</u>                               | <u>2,900</u>               | <u>250</u>                              | <u>0</u>   |                             |
| TOTAL COST                                     | \$81,534               | \$87,696               | \$106,880                              | \$95,610                   | \$114,342                               | \$109,032  |                             |
| Less Charges to Other<br>Departments and Funds | <u>(49,301)</u>        | <u>(49,301)</u>        | <u>(56,640)</u>                        | <u>(56,640)</u>            | <u>(60,896)</u>                         | <u>(58,241)</u>                                  |                             |
| GENERAL FUND NET                               | \$32,233               | \$38,395               | \$50,240                               | \$38,970                   | \$53,446                                | \$50,791   |                             |

Finance Department

43 B

Assessment Division

APPROPRIATION DETAIL

Account #1206

| <u>Code</u>              | <u>Description</u>                | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------------|-----------------------------------|--|-------------------------------------|---|--|---|
| <u>Personal Services</u> |                                   |  | \$63,560                            |   |  |   |
| .11                      | Assessor                          | \$11,059   |                                     | \$11,507  | \$11,507   |   |
|                          | Assistant Assessor                | 9,716  |                                     | 10,100  | 10,100   |   |
|                          | 5 Property Appraisers             | 42,290   |                                     | 40,998  | 40,998   |   |
|                          | Clerk Stenographer III            | 6,586  |                                     | 6,839   | 6,839  |   |
|                          | Clerk II                          | 5,179  |                                     | 5,347   | 5,347  |   |
|                          | Clerk I (Temp. in 1962)           | 1,870  |                                     | 4,591   | 4,591  |   |
|                          | Clerk I (Temp. in 1962)           | 1,870  |                                     | 4,548   | 0  |   |
|                          | Less Leave Accrual                | <u>(3,140)</u>                                   |                                     | <u>(3,500)</u>                                    | <u>(3,312)</u>   |   |
|                          | TOTAL SALARIES                    | \$75,430   | \$63,560                            | \$80,430  | \$76,070   |   |
| .12                      | Overtime                          | \$ 690   | \$ 690                              |   |  |   |
| .13                      | Accrued Leave                     | <u>12,070</u>                                    | <u>9,870</u>                        | <u>12,870</u>                                     | <u>12,170</u>  |   |
|                          | TOTAL PERSONAL SERVICES           | \$88,190   | \$74,120                            | \$93,300  | \$88,240   |   |
|                          | PERSONNEL AUTHORIZED              | 9  | 10                                  | 11  | 10   |   |
| <u>Contractual</u>       |                                   |  |                                     |   |  |   |
| .20                      | Misc. Contracts - Data Processing |  |                                     | \$ 4,447  | \$ 4,447   |   |
| .21                      | Advertising                       | \$ 600   | \$ 600                              | 600   | 600  |   |
| .25                      | City Equipment Rental             | 6,090  | 6,090                               | 5,200   | 5,200  |   |
| .26                      | Other Rentals                     | 200  | 200                                 | 200   | 200  |   |
| .27                      | Repairs                           | 180  | 180                                 | 180   | 180  |   |
| .28                      | Telephone, Telegraph, Tolls       | 840  | 840                                 | 840   | 840  |   |
| .29                      | Travel, Dues, & Publications      | <u>600</u>                                       | <u>800</u>                          | <u>600</u>  | <u>600</u>   |   |
|                          | TOTAL CONTRACTUAL                 | \$ 8,510   | \$ 8,710                            | \$12,067  | \$12,067   |   |

Finance Department

44 B

Assessment Division

APPROPRIATION DETAIL

Account #1206

| <u>Code</u>     | <u>Description</u>                                       | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|-----------------|--|--|-------------------------------------|---|--|---|
| <u>Supplies</u> |  |  |                                     |   |  |   |
| .36             | Office Supplies  | \$ 2,000   | \$ 1,700                            | \$ 1,500  | \$ 1,500   |   |
| .37             | Postage  | 3,000  | 3,000                               | 3,125   | 3,125  |   |
| .38             | Printed Forms & Phamphlets                               | 5,000  | 5,000                               | 4,000   | 4,000  |   |
| .39             | Small Tools  | 180  | 180                                 | 100   | 100  |   |
|                 | TOTAL SUPPLIES   | \$ 10,180  | \$ 9,880                            | \$ 8,725  | \$ 8,725   |   |
| <u>Capital</u>  |  |  |                                     |   |  |   |
| .84             | Machinery & Equipment                                    |  | \$ 2,900                            |   |  |   |
|                 | Desk & Chair for Additional Employee                     |  |                                     | \$ 250  | 0  |   |
|                 | <i>Accessory 11/26/63</i>                                |  |                                     |   | <del>150</del>   |   |
|                 | TOTAL CAPITAL  |  | \$ 2,900                            | \$ 250  | \$ 0   |   |
|                 | TOTAL COST   | \$106,880  | \$ 95,610                           | \$114,342   | \$109,032  |   |
|                 | Less Charges to Anchorage<br>Independent School District | (56,640)   | (56,640)                            | (60,896)  | (58,241)   |   |
|                 | Breakdown of Charges for 1963:                           |  |                                     |   |  |   |
|                 | \$57,451 Assessment Costs                                |  |                                     |   |  |   |
|                 | 2,100 Rent   |  |                                     |   |  |   |
|                 | 825 Social Security                                      |  |                                     |   |  |   |
|                 | 590 Workmen's Comp.                                      |  |                                     |   |  |   |
|                 | 210 Public Liability Insurance                           |  |                                     |   |  |   |
|                 | GENERAL FUND NET   | \$ 50,240  | \$ 38,970                           | \$ 53,446   | \$ 50,791  |   |

## ASSESSMENT DIVISION INFORMATION

The Assessment Division is responsible for the appraisal of all real and personal property in the City of Anchorage for assessment and tax purposes. The Division is also responsible for the makeup and listing of all taxes due the City under the general property tax ordinance. The assessment date for the City is January 1; consequently, the first part of the year will be centered on assisting taxpayers in preparing and filing personal property returns. We expect to assist some 6,000 filers with their returns in the office as well as render some assistance to taxpayers in the field. After the close of the filing period, all returns must be audited, motor vehicles, airplanes, boats, motors, house trailers and leantos assessed, indexed, tabulated, and posted to the assessment roll.

In order to assure the receipt of approximately 10,500 returns in 1963, steps must be taken to confirm the valuations declared on renditions and ferret out all persons liable to assessment who have failed to file returns. Checks will be made on all businesses, apartment houses, trailer courts, and dwelling houses. Contact will be made with approximately 6,000 individuals in this function. Assessments received or filed as a result of this investigative program will be placed on supplemental assessment rolls. Preparation for and conducting the Board of Equalization hearings is a function of the Assessor. A great deal of preparatory work and counseling of taxpayers is necessary before the Board convenes for its annual meeting. Several additional hearings will also be required in 1963 to equalize supplemental tax rolls.

During the last half of 1963, the examination and assessment of real property will be made for the 1964 assessment year. To accomplish this, approximately 14,000 parcels of land will be inspected. The topography, surroundings, and the character of the property are noted. The zoning, public utilities, and street improvements are checked. Ownership and mailing addresses are also verified. If all factors have been properly accounted for, the assessment is established and posted to the assessment roll.

The Division will appraise for assessment purposes in 1963 23,000 structures or buildings. This requires that existing building records be taken into the field and each building record compared to the physical property to insure the correctness of detail and specifications of the records. If a building has changed, the change is recorded and the record corrected. A note is also made as to the condition of the structure for depreciation purposes. The building valuation is combined with the land valuation to arrive at the real property assessment.

November and December are the months when personal property forms and instructions for filing are printed. Personal property forms are mailed to all persons who have filed a return for the 1962 tax year. People that are new to the community will be informed through television, radio, and newspaper publications as to the assessment date and will be mailed forms upon request.

The Division request to provide two full time Clerks I who were part time in 1962 has been reduced to one by the City Manager's recommendation. Since it is planned to produce the 1963 tax bills through the use of the City's data processing equipment, the need for clerical help in the Assessment Division is reduced. The cost for this service is included as account .20.

## BUDGET SUMMARY

Finance Department  
Purchasing & Warehousing Division

|  | <u>Actual<br/>Cost<br/>1960</u> | <u>Actual<br/>Cost<br/>1961</u> | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>1963</u> |
|--|---------------------------------|---------------------------------|--|-------------------------------------|---|--|--------------------------------------|
| Personal Service                               | \$51,749                        | \$50,280                        | \$55,500   | \$55,500                            | \$71,645  | \$71,645   |                                      |
| Contractual                                    | 5,169                           | 35,200                          | 38,870   | 38,870                              | 40,550  | 40,550   |                                      |
| Supplies                                       | 915                             | 1,005                           | 5,400  | 5,400                               | 5,510   | 5,510  |                                      |
| Capital  | <u>          </u>               | <u>102</u>                      | <u>2,500</u>                                     | <u>13,300</u>                       | <u>2,778</u>                                      | <u>2,778</u>   |                                      |
| TOTAL COST                                     | \$57,833                        | \$86,587                        | \$102,270  | \$113,070                           | \$120,483   | \$120,483  |                                      |
| Surplus  |                                 | 23,670                          |  | (23,670)                            |   |  |                                      |
| Less Charges to Other<br>Departments and Funds | <u>(43,375)</u>                 | <u>(110,257)</u>                | <u>(102,270)</u>                                 | <u>(89,400)</u>                     | <u>(120,483)</u>                                  | <u>(120,483)</u>   |                                      |
| GENERAL FUND NET                               | \$14,458                        | 0                               | 0  | 0                                   | 0   | 0  |                                      |

Finance Department

Purchasing & Warehousing Division

APPROPRIATION DETAIL

Account #1292

| <u>Code</u>              | <u>Description</u>            | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------------|-------------------------------|--|-------------------------------------|---|--|---|
| <u>Personal Services</u> |                               |  | \$53,060                            |   |  |   |
| .11                      | Purchasing Agent              |  |                                     | \$10,248  | \$10,248   |   |
|                          | Accounting Assistant          | \$ 6,781   |                                     | 7,050   | 7,050  |   |
|                          | Clerk III                     | 5,985  |                                     | 6,219   | 6,219  |   |
|                          | Head Warehouseman             | 10,700   |                                     | 11,469  | 11,469   |   |
|                          | 3 Assistant Warehousemen      | 29,871   |                                     | 32,228  | 32,228   |   |
|                          | Forklift Time                 | 248  |                                     | 362   | 362  |   |
|                          | Less Charges to Leave Reserve | (525)  |                                     | (986)   | (986)  |   |
|                          | TOTAL SALARIES                | \$53,060   | \$53,060                            | \$66,590  | \$66,590   |   |
| .12                      | Overtime                      | \$ 480   | \$ 480                              | \$ 1,450  | \$ 1,450   |   |
| .3                       | Accured Leave                 | 1,960  | 1,960                               | 3,605   | 3,605  |   |
|                          | TOTAL PERSONAL SERVICES       | \$55,500   | \$55,500                            | \$71,645  | \$71,645   |   |
|                          | PERSONNEL AUTHORIZED          | 6  | 7                                   | 7   | 7  |   |
| <u>Contractual</u>       |                               |  |                                     |   |  |   |
| .21                      | Advertising                   | \$ 900   | \$ 900                              | \$ 400  | \$ 400   |   |
| .22                      | Contracted Labor & Equipment  | 1,300  | 1,300                               | 2,100   | 2,100  |   |
| .23                      | Electricity & Water           | 2,400  | 2,400                               | 3,600   | 3,600 -  |   |
| .24                      | Insurance                     | 1,500  | 1,500                               | 1,500   | 1,500  |   |
| .25                      | City Equipment Rental         | 31,920   | 31,920                              | 31,920  | 31,920   |   |
| .27                      | Repairs                       | 100  | 100                                 | 200   | 200  |   |
| .28                      | Telephone, Telegraph, & Tolls | 600  | 600                                 | 680   | 680  |   |
| .29                      | Travel, Dues, & Publications  | 150  | 150                                 | 150   | 150  |   |
|                          | TOTAL CONTRACTUAL             | \$38,870   | \$38,870                            | \$40,550  | \$40,550   |   |



Finance Department

48 B

Purchasing & Warehousing Division

APPROPRIATION DETAIL

Account #1292

| <u>Code</u>     | <u>Description</u>                                 | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|-----------------|--|--|-------------------------------------|---|--|---|
| <u>Supplies</u> |  |  |                                     |   |  |   |
| .33             | Gas, Oil, Grease, & Motor Fuels                    |  |                                     | \$ 260  | \$ 260   |   |
| .34             | Heating Fuel                                       | \$ 4,200   | \$ 4,200                            | 4,000   | 4,000  |   |
| .35             | Household & Janitorial                             | 100  | 100                                 | 150   | 150  |   |
| .36             | Office Supplies                                    | 300  | 300                                 | 300   | 300  |   |
| .37             | Postage  | 400  | 400                                 | 400   | 400  |   |
| .38             | Printed Forms                                      | 300  | 300                                 | 300   | 300  |   |
| .39             | Small Tools  | 100  | 100                                 | 100   | 100  |   |
|                 | TOTAL SUPPLIES                                     | \$ 5,400   | \$ 5,400                            | \$ 5,510  | \$ 5,510   |   |
| <u>Capital</u>  |  |  |                                     |   |  |   |
| .82             | Buildings  | \$ 2,000   | \$ 2,000                            |   |  |   |
|                 | Rewire portion of Warehouse                        |  |                                     | \$ 900  | \$ 900   |   |
|                 | Fire Alarm System                                  |  |                                     | 1,378   | 1,378  |   |
| .83             | Machinery & Equipment                              | 500  | 11,300                              |   |  |   |
|                 | 3 Hand Trucks                                      |  |                                     | 220   | 220  |   |
|                 | Reel Lift  |  |                                     | 80  | 80   |   |
|                 | Adding Machine                                     |  |                                     | 200   | 200  |   |
|                 | TOTAL CAPITAL                                      | \$ 2,500   | \$ 13,300                           | \$ 2,778  | \$ 2,778   |   |
|                 | TOTAL COST   | \$102,270  | \$113,070                           | \$120,483   | \$120,483  |   |
|                 | Less Charges to other Departments or Funds Surplus | (102,270)  | (89,400)<br>(23,670)                | (120,483)   | (120,483)  |   |
|                 | GENERAL FUND NET                                   | 0  | 0                                   | 0   | 0  |   |

## PURCHASING &amp; WAREHOUSING DIVISION INFORMATION

The Purchasing & Warehousing Division is responsible for the purchase, storage, and issue of all supplies and material used by all City Departments and functions. In addition, the advertising for bids for construction contracts and other service is handled by this Division.

During 1962 the Accounting Assistant, assigned to the Purchasing and Warehouse Staff, has been designated as Acting Purchasing Agent. This 1963 budget proposal includes a provision for a full time, professional Purchasing Agent, grade 25. Provided this position is authorized, the additional Clerk III position authorized in mid 1962 by Council will not be required and is not included in this budget.

Other significant provisions of the 1963 budget request include \$900 under account .82 to rewire a portion of the Warehouse building in order to correct a hazardous condition pointed out by fire inspectors. Further, \$1,378 has been included in this account to provide a fire alarm system in the Warehouse building.

All costs of operation of the Purchasing and Warehouse Division are charged to benefiting departments and functions of the City by way of an overhead charge added to all materials issued out of Warehouse stock. This charge, while adjustable in order to match as closely as possible the actual cost of operation, is presently 20%. It should be noted, however, that the charge is levied only on material issues approximating \$600,000 per year. Total material purchased by this Division averages \$2,000,000 per year, the greater portion of which is delivered directly to the using agency without flowing through Warehouse stock. The actual overhead when compared in the total material handled approximates six percent.

## BUDGET SUMMARY

Finance Department  
Treasury Division

|  | *<br>Actual<br>Cost<br>1960 | *<br>Actual<br>Cost<br>1961 | Original<br>Approved<br>Budget<br>1962 | Adjusted<br>Budget<br>1962 | Department<br>Budget<br>Request<br>1963 | City Manager<br>Budget<br>Recommendation<br>1963 | Council<br>Approved<br>1963 |
|--|-----------------------------|-----------------------------|--|----------------------------|---|--|-----------------------------|
| Personal Service                               | \$126,356                   | \$151,602                   | \$187,218                              | \$183,442                  | \$220,738                               | \$209,006  |                             |
| Contractual                                    | 37,179                      | 42,026                      | 44,960                                 | 45,475                     | 43,585                                  | 43,585   |                             |
| Supplies                                       | 8,415                       | 9,821                       | 9,975                                  | 11,240                     | 12,700                                  | 12,700   |                             |
| Unclassified                                   | 5,988                       | 5,895                       | 4,800                                  | 5,400                      | 4,800                                   | 4,800  |                             |
| Capital  | <u>1,520</u>                | <u>3,206</u>                | <u>400</u>                             | <u>600</u>                 | <u>6,100</u>                            | <u>6,100</u>                                     |                             |
| TOTAL COST                                     | \$179,458                   | \$212,550                   | \$247,353                              | \$246,157                  | \$287,923                               | \$276,191  |                             |
| Less Charges to Other<br>Departments and Funds | (94,614)                    | (103,926)                   | (123,500)                              | (123,500)                  | (111,165)                               | (104,714)  |                             |
| GENERAL FUND NET                               | \$84,844                    | \$108,624                   | \$123,853                              | \$122,657                  | \$176,758                               | \$171,477  |                             |

1960 - 1961 costs are estimated.

## TREASURY DIVISION INFORMATION

The Treasury Division operates under the control of the Finance Director to receive all monies due the City; and to safeguard, invest, and disburse City funds. Accounts are provided under which the division operates which are identified and explained herein.

Finance Department  
 Treasury Division  
 Traffic Violations Section  
 Account #1208

APPROPRIATION DETAIL

| <u>Code</u> | <u>Description</u>            | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|-------------|-------------------------------|--|-------------------------------------|---|--|---|
|             | <u>Personal Services</u>      |  | \$36,925                            |   |  |   |
| .11         | Clerk IV                      | \$ 6,704   |                                     |   |  |   |
|             | Clerk III                     |  |                                     | \$ 5,596  | \$ 5,596   |   |
|             | 4 Clerk I                     | 20,082   |                                     | 19,087  | 19,087   |   |
|             | Clerk I                       |  |                                     | 4,488   | 4,488  |   |
|             | 2 Warrant Officers            | 14,353   |                                     | 14,273  | 14,273   |   |
|             | Warrant Officer               |  |                                     | 6,924   | 6,924  |   |
|             | Less Charges to Leave Reserve | <u>(1,720)</u>                                   |                                     | <u>(2,098)</u>                                    | <u>(2,098)</u>   |   |
|             | TOTAL SALARIES                | \$39,419   | \$36,925                            | \$48,270  | \$48,270   |   |
| .12         | Overtime                      | \$ 100   | \$ 350                              | \$ 500  | \$ 500   |   |
| .13         | Accrued Leave                 | <u>6,730</u>                                     | <u>6,398</u>                        | <u>7,723</u>                                      | <u>7,723</u>   |   |
|             | TOTAL PERSONAL SERVICES       | \$46,249   | \$43,673                            | \$56,493  | \$56,493   |   |
|             | PERSONNEL AUTHORIZED          | 7  | 7                                   | 9   | 9  |   |

Finance Department  
 Treasury Division  
 Traffic Violations Section  
 Account #1208

## APPROPRIATION DETAIL

| <u>Code</u>        | <u>Description</u>                      | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------|---|--|-------------------------------------|---|--|---|
| <u>Contractual</u> |   |  |                                     |   |  |   |
| .22                | Labor & Equip. (Data Processing Charge) | \$24,300   | \$25,410                            | \$20,457  | \$20,457   |   |
| .27                | Repairs                                 | 150  | 180                                 | 150   | 150  |   |
| .28                | Telephone, Telegraph, & Tolls           | 260  | 335                                 | 350   | 350  |   |
|                    | TOTAL CONTRACTUAL                       | \$24,710   | \$25,925                            | \$20,957  | \$20,957   |   |
| <u>Supplies</u>    |   |  |                                     |   |  |   |
| .36                | Office                                  | \$ 475   | \$ 570                              | \$ 600  | \$ 600   |   |
| .37                | Postage                                 | 1,800  | 1,800                               | 2,000   | 2,000  |   |
| .38                | Printed                                 | 500  | 570                                 | 650   | 650  |   |
|                    | TOTAL SUPPLIES                          | \$ 2,775   | \$ 2,940                            | \$ 3,250  | \$ 3,250   |   |
| <u>Capital</u>     |   |  |                                     |   |  |   |
| .84                | Machinery & Equipment                   | \$ 400   | \$ 400                              |   |  |   |
|                    | 1 Desk & Chair                          |  |                                     | \$ 200  | \$ 200   |   |
|                    | 1 Desk                                  |  |                                     | 150   | 150  |   |
|                    | 1 Filing Cabinet                        |  |                                     | 250   | 250  |   |
|                    | TOTAL CAPITAL                           | \$ 400   | \$ 400                              | \$ 600  | \$ 600   |   |
|                    | GENERAL FUND NET                        | \$74,134   | \$72,938                            | \$81,300  | \$81,300   |   |

## TRAFFIC VIOLATIONS SECTION INFORMATION

The Traffic Violations Section, located in the Public Safety Building, accounts for all traffic citations issued by the Police Department and receives and deposits related fines.

A close working relationship is maintained between this operation and the Data Processing Section. All traffic citations issued by the Police Department are recorded in punched cards after which such cards are used in receipting of fines, preparation of warning notices, and warrants for those who fail to pay the fine and accounting for outstanding citations. The warrant officers employed in the Police Department to serve warrants resulting from unpaid traffic citations are charged to this account.

Increased enforcement activities in the Police Department have resulted in a 15% increase in business for this section as shown below:

|                                       |               | <u>1961</u> |                       |
|---------------------------------------|---------------|-------------|-----------------------|
| <u>Total number of tickets issued</u> |               |             | <u>Monetary value</u> |
| February                              | 7,720         |             | \$18,285.00           |
| March                                 | 7,672         |             | 17,402.00             |
| April                                 | 9,729         |             | 24,375.00             |
| May                                   | 6,981         |             | 23,769.00             |
| June                                  | 9,029         |             | 23,183.00             |
| July                                  | <u>7,717</u>  |             | <u>19,747.00</u>      |
|                                       | 48,785        |             | \$126,761.00          |
|                                       |               | <u>1962</u> |                       |
| February                              | 7,741         |             | \$19,180.00           |
| March                                 | 10,404        |             | 25,842.00             |
| April                                 | 10,953        |             | 24,704.00             |
| May                                   | 9,446         |             | 36,295.00             |
| June                                  | 7,495         |             | 26,948.00             |
| July                                  | <u>10,033</u> |             | <u>37,110.00</u>      |
|                                       | 56,072        |             | \$170,079.00          |

Due to this increase, one additional Clerk I and one additional Warrant Officer are included in the budget request.

Finance Department  
 Treasury Division  
 Treasury Section  
 Account #1207

APPROPRIATION DETAIL

| <u>Code</u>              | <u>Description</u>                     | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------------|--|--|-------------------------------------|---|--|---|
| <u>Personal Services</u> |  |  | \$120,236                           |   |  |   |
| .11                      | Treasurer                              |  |                                     | \$ 12,000   | \$ 12,000  |   |
|                          | Assistant Treasurer                    | \$ 10,668  |                                     | 9,108   | 9,108  | <i>act. R - out</i>                             |
|                          | 4 Clerks II                            | 22,053   |                                     | 20,826*   | 20,826   |   |
|                          | 2 Clerks II                            |  |                                     | 10,308  | 0  |   |
|                          | 3 Clerks III                           | 16,864   |                                     | 18,312  | 18,312   |   |
|                          | 2 Clerk Inspectors - <i>cred. to 1</i> | 15,642   |                                     | 17,464  | 17,464   |   |
|                          | Credit Collection Officer              | 10,248   |                                     | 10,248  | 10,248   |   |
|                          | Assistant Collector                    | 7,488  |                                     | 8,550   | 8,550  |   |
|                          | Clerk Stenographer II                  | 5,418  |                                     | 5,418   | 5,418  |   |
|                          | Clerk I                                | 4,568  |                                     | 4,600   | 4,600  |   |
|                          | 3 Clerks IV                            | 20,016   |                                     | 20,520  | 20,520   |   |
|                          | Public Works Employee III (1/2 Time)   | 3,888  |                                     | 4,120   | 4,120  |   |
|                          | Clerk II (Part Time)                   |  |                                     | 990   | 0  |   |
|                          | 2 Clerks I (Temp.)                     | 6,216  |                                     | 4,488   | 4,488  |   |
|                          | Less Charges to Leave Reserve          | <u>(2,833)</u>                                   |                                     | <u>(5,899)</u>                                    | <u>(5,470)</u>   |   |
|                          | TOTAL SALARIES                         | \$120,236  | \$120,236                           | \$141,053   | \$130,184  |   |
| .12                      | Overtime                               | \$ 1,500   | \$ 1,500                            | \$ 1,500  | \$ 1,500   |   |
| .13                      | Accrued Leave                          | <u>19,233</u>                                    | <u>18,033</u>                       | <u>21,692</u>                                     | <u>20,829</u>  |   |
|                          | TOTAL PERSONAL SERVICES                | \$140,969  | \$139,769                           | \$164,245   | \$152,513  |   |
|                          | PERSONNEL AUTHORIZED                   |  |                                     |   |  |   |
|                          |  | Regular  | 17 1/2                              | 17 1/2  | 21 1/2   | 18 1/2  |
|                          |  | Temp.  | 2                                   | 2   | 2  | 2   |

\* One Clerk II @ \$1,000 for approximately two months charged to City Clerk Elections Department.

Finance Department  
 Treasury Division  
 Treasury Section  
 Account #1207

APPROPRIATION DETAIL

55 B

| <u>Code</u>        | <u>Description</u>            | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|--------------------|-------------------------------|--|-------------------------------------|---|--|---|
| <u>Contractual</u> |                               |  |                                     |   |  |   |
| .20                | Miscellaneous Contracts       |  |                                     |   |  |   |
|                    | Data Processing Charge        |  |                                     | \$ 1,448  | \$ 1,448   |   |
| .21                | Advertising                   | \$ 2,000   | \$ 1,000                            | 2,000   | 2,000  |   |
| .22                | Contracted Labor & Equipment  | 12,500   | 11,900                              | 12,500*   | 12,500*  |   |
| .24                | Insurance                     | 1,080  | 1,080                               | 1,080   | 1,080  |   |
| .25                | City Equipment Rental         | 1,200  | 1,200                               | 1,200   | 1,200  |   |
| .26                | Other Rentals                 |  | 300                                 | 200   | 200  |   |
| .27                | Repairs                       | 400  | 400                                 | 400   | 400  |   |
| .28                | Telephone, Telegraph, & Tolls | 2,640  | 3,240                               | 3,600   | 3,600  |   |
| .29                | Travel                        | 430  | 430                                 | 200   | 200  |   |
|                    | TOTAL CONTRACTUAL             | \$ 20,250  | \$ 19,550                           | \$ 22,628   | \$ 22,628  |   |
| <u>Supplies</u>    |                               |  |                                     |   |  |   |
| .36                | Office Supplies               | \$ 1,100   | \$ 2,200                            | \$ 2,000  | \$ 2,000   |   |
| .37                | Postage                       | 4,900  | 4,900                               | 6,250   | 6,250  |   |
| .38                | Printed                       | 1,000  | 1,000                               | 1,000   | 1,000  |   |
| .39                | Small Tools                   | 200  | 200                                 | 200   | 200  |   |
|                    | TOTAL SUPPLIES                | \$ 7,200   | \$ 8,300                            | \$ 9,450  | \$ 9,450   |   |

\* Includes approximately 50 firms in relation to money and document processing.



Finance Department  
 Treasury Division  
 Treasury Section  
 Account #1207

## APPROPRIATION DETAIL

| <u>Code</u>         | <u>Description</u>                | <u>Original<br/>Approved<br/>Budget<br/>1962</u> | <u>Adjusted<br/>Budget<br/>1962</u> | <u>Department<br/>Budget<br/>Request<br/>1963</u> | <u>City Manager<br/>Budget<br/>Recommendation<br/>1963</u> | <u>Council<br/>Approved<br/>Budget<br/>1963</u> |
|---------------------|-----------------------------------|--|-------------------------------------|---|--|---|
| <u>Unclassified</u> |                                   |  |                                     |   |  |   |
| .40                 | Cash Over & Short                 | \$ 300   | \$ 900                              | \$ 300  | \$ 300   |   |
| .41                 | Discounts on Special Assessments  | <u>4,500</u>                                     | <u>4,500</u>                        | <u>4,500</u>                                      | <u>4,500</u>   |   |
|                     | TOTAL UNCLASSIFIED                | \$ 4,800   | \$ 5,400                            | \$ 4,800  | \$ 4,800   |   |
| <u>Capital</u>      |                                   |  |                                     |   |  |   |
| .84                 | Machinery & Equipment             |  | \$ 200                              |   |  |   |
|                     | Receipt Machines                  |  | <u>          </u>                   | <u>\$ 5,500</u>                                   | <u>\$ 5,500</u>  |   |
|                     | TOTAL CAPITAL                     |  | \$ 200                              | \$ 5,500  | \$ 5,500   |   |
|                     | TOTAL COST                        | \$173,219  | \$173,219                           | \$206,623   | \$194,891  |   |
|                     | Less Charges to Other Departments |  |                                     |   |  |   |
|                     | Telephone                         | (62,700)   | (62,700)                            | (42,445)  | (39,982)   |   |
|                     | Electric                          | (36,100)   | (36,100)                            | (22,233)  | (20,943)   |   |
|                     | Water                             | (24,700)   | (24,700)                            | (24,254)  | (22,846)   |   |
|                     | Garbage                           | <u>          </u>                                | <u>          </u>                   | <u>(22,233)</u>                                   | <u>(20,943)</u>  |   |
|                     | GENERAL FUND NET                  | \$49,719   | \$49,719                            | \$95,458  | \$90,177   |   |

## TREASURY SECTION INFORMATION

The Treasury Section is responsible for the receipt and custody of utility and miscellaneous funds, real and personal property tax and special assessment collection and accounting and collection enforcement for all types of delinquent accounts. Other duties include the approval and signature of all checks issued by the City, parking meter coin counting and wrapping, issuance of miscellaneous licenses and permits, and management of the investment of available cash.

This budget proposes the creation of a Treasury Division under the Finance Department. The only significant change in personnel recommended is the addition of the position of City Treasurer, grade 29. As it is planned that tax billing during 1963 will be accomplished on the Data Processing equipment, a charge by that section is recorded in this account to cover the tax receivable work that will be performed. The need for proper receipting machines has long been recognized. \$5,500 is provided in account .84 for this purpose. Account .41 includes \$4,500 for discounts on special assessments, previously provided in a separate General Fund account.

A detailed study of the Treasury function to determine the benefit of each of the utilities and the general City government from services rendered by this section. The following percentages have been used in this budget for proration of costs:

|                   |              |
|-------------------|--------------|
| Telephone Utility | 20.5%        |
| Electric Utility  | 10.7%        |
| Water Utility     | 11.7%        |
| Garbage Utility   | 10.7%        |
| General Fund      | <u>46.4%</u> |
|                   | 100.0%       |