

BUDGET SUMMARY

General Services Department

	Actual Cost <u>1960</u>	Actual Cost <u>1961</u>	Original Approved Budget <u>1962</u>	Adjusted Budget <u>1962</u>	Department Budget Request <u>1963</u>	City Manager Budget Recommendation <u>1963</u>	Council Approved <u>1963</u>
Community Promotion Division	\$ 6,133	\$12,983	\$ 6,000	\$13,160	\$17,833	\$17,833	
Health Division	43,200	43,589	55,800	58,220	63,811	63,811	
Miscellaneous Division	<u>113,568</u>	<u>108,834</u>	<u>119,425</u>	<u>177,930</u>	<u>256,714</u>	<u>256,714</u>	
GENERAL FUND NET	\$162,901	\$165,406	\$181,225	\$249,310	\$338,358	\$338,358	

GENERAL SERVICES DEPARTMENT INFORMATION

The General Services Department is a new innovation in the General Fund Budget, designed to combine various individual accounts benefiting the entire General Fund in one departmental classification. Detail tabulation and identification of expenditures is contained in the following pages.

BUDGET SUMMARY

General Services Department

Community Promotion Division

	Actual Cost 1960	Actual Cost 1961	Original Approved Budget 1962	Adjusted Budget 1962	Department Budget Request 1963	City Manager Budget Recommendation 1963	Council Approved 1963
Personal Service	\$ 726	0	0	0	\$11,200	\$11,200	
Contractual	4,848	\$ 8,823	\$ 4,750	\$11,260	9,400	9,400	
Supplies	559	410	1,250	1,900	2,700	2,700	
Capital	<u>0</u>	<u>3,750</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	
TOTAL COST	\$ 6,133	\$12,983	\$ 6,000	\$13,160	\$25,300	\$25,300	
Less Charges to Other Departments and Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(7,467)</u>	<u>(7,467)</u>	
GENERAL FUND NET	\$ 6,133	\$12,983	\$ 6,000	\$13,160	\$17,833	\$17,833	

General Services Department
 Community Promotion Division
 Account #1212

APPROPRIATION DETAIL

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>						
.11	Public Relations Officer ^{Consultant} Less Charges to Leave Reserve	0	0	\$10,000 <u>(400)</u>	\$10,000 <u>(400)</u>	
	TOTAL SALARIES	0	0	\$ 9,600	\$ 9,600	
.13	Accrued Leave	0	0	<u>1,600</u>	<u>1,600</u>	
	TOTAL PERSONAL SERVICES	0	0	\$11,200	\$11,200	
<u>Contractual</u>						
.21	Advertising		\$ 500	\$ 500	\$ <u>500</u> - ¹⁰⁰⁰	
.22	Labor & Equipment	\$ 3,000	8,600			
	C of C Colored Panel Folders			1,000	1,000	
	Alaska Festival of Music			1,000	1,000	
	Santa Claus Lane			1,200	1,200	
	Municipal Bulletin			<u>4,800</u>	<u>4,800</u>	
	Total Contractual Labor & Equipment			8,000	8,000	
.23	Electricity and Water	0	60			
.24	Insurance (ARR Club)	1,050	1,350	200	200	
.27	Repairs	100	150	100	100	
.28	Telephone (CAP & Alaska Rescue Group)	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	
	TOTAL CONTRACTUAL	\$ 4,750	\$11,260	\$ 9,400	\$ 9,400	

General Services Department
 Community Promotion Division
 Account #1212

APPROPRIATION DETAIL

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Supplies</u>						
.31	Building Materials	\$ 250	\$ 300	\$ 350	\$ 350	850
.36	Office Supplies (film, posters, etc)			400	400	
.37	Postage			400	400	
.38	Printed Forms	1,000	1,600			
	Annual Report			1,050	1,050	
	"Guide to City Service" Publication			500	500	
	TOTAL SUPPLIES	\$ 1,250	\$ 1,900	\$ 2,700	\$ 2,700	
<u>Capital</u>						
.82	Improvement Buildings					
	Finish Meeting Room - Fire Station #3	0	0	\$ 1,500	\$ 1,500	
.84	Machinery & Equipment					
	Furnishings for Meeting Room - Fire Station #3	0	0	500	500	
	TOTAL CAPITAL	0	0	\$ 2,000	\$ 2,000	
	TOTAL COST	\$ 6,000	\$13,160	\$25,300	\$25,300	
	Less Charges to:					
	Electric Utility			(3,733)	(3,733)	
	Telephone Utility	0	0	(3,734)	(3,734)	
	GENERAL FUND NET	\$ 6,000	\$13,160	\$17,833	\$17,833	

COMMUNITY PROMOTION DIVISION INFORMATION

The Community Promotion Division of the General Services Department budget is reserved for the accounting for expenditures in support of special projects and programs which benefit the community as a whole. In several topics under this heading (mainly 1212.22), the Manager finds it necessary to refer to past practices and the policies and precedents established heretofore by the Council in certain fields as his guide to probable like expenditures in 1963.

Items 1212.11 and 1212.13 pertain to the services of the employee, currently designated the "Customer and Intergovernmental Relations Officer" who carries out a variety of projects of education and enlightenment whereby the public may be better informed of the operations of municipal government.

"Advertising," for which \$500 is earmarked, is intended to cover such displays as the City's informational ads in special or commemorative editions of Alaskan newspapers which are distributed outside the State.

Referring to line items in 1212.22, it is understood that colored folders on Anchorage which the City helped the Chamber of Commerce to purchase this year are on hand in sufficient quantity to meet visitor and inquirer needs for most of 1963. This possible expenditure, therefore, is estimated at half the previous contribution. The Festival of Music Board has indicated desire to obtain the same sum as heretofore: \$1,000. The MUNICIPAL BULLETIN estimate is based on twelve editions at the current printing cost of \$21 per thousand copies. The Santa Claus Lane Project item is based on the estimated cost, underwritten by Council direction in 1961, of the City labor involved in installing and removing electrical Christmas decorations in the central business district, and the cost of the power used in these decorations.

BUDGET SUMMARY

General Services Department

Health Division

	<u>Actual Cost 1960</u>	<u>Actual Cost 1961</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved 1963</u>
Personal Service	\$ 2,700	\$ 2,700	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	
Contractual	40,500	52,720	64,500	66,920	72,511	72,511	
Capital	<u>0</u>	<u>169</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL COST	\$43,200	\$55,589	\$67,800	\$70,220	\$75,811	\$75,811	
Less Charges to Other Departments and Funds	<u>0</u>	<u>(12,000)</u>	<u>(12,000)</u>	<u>(12,000)</u>	<u>(12,000)</u>	<u>(12,000)</u>	
GENERAL FUND NET	\$43,200	\$43,589	\$55,800	\$58,220	\$63,811	\$63,811	

Health Division

APPROPRIATION DETAIL

Account #1250

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>						
.11	Salaries	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	
	TOTAL SALARIES	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	
<u>Contractual</u>						
.22	Services from Greater Anchorage Health District	\$64,500	\$64,500	\$69,091	\$69,091	
	Hospitalization of Prisoners	0	0	1,000	1,000	
.24	Insurance	0	120	120	120	
.27	Repairs to Building & Equipment	0	2,300	2,300	2,300	
	TOTAL CONTRACTUAL	\$64,500	\$66,920	\$72,511	\$72,511	
	TOTAL COSTS	\$67,800	\$70,220	\$75,811	\$75,811	
	Less Charges to Other Departments					
	Building Rental	(12,000)	(12,000)	(12,000)	(12,000)	
	GENERAL FUND NET	\$55,800	\$58,220	\$63,811	\$63,811	

HEALTH DIVISION INFORMATION

\$3,300 is included in this account for the services of a physician on a contractual basis to provide medical care to City Jail inmates and to conduct employment health examinations for newly appointed City employees.

The public health function is provided by the Greater Anchorage Health District through contract with the State of Alaska. The work program is outlined by the Health Officer to include the following: Communicable Disease Control, Vital Statistics, Environmental Sanitation, Health Education, Promotion of Individual Health, and Laboratory Services.

During 1962 the City supported the Greater Anchorage Health District in the sum of \$64,500 consisting of \$12,000 free rent for the occupied building plus \$52,500 cash. This was based on the following:

1/2 Greater Anchorage Health District 1961-62 Budget	\$85,500
1/2 Greater Anchorage Health District 1962-63 Budget	<u>107,000</u>
	\$192,500
Plus Rent	<u>12,000</u>
TOTAL BUDGET	\$204,500
City Share	64,500
% of City Share	31.5%

The proposed 1963 City share of the Greater Anchorage Health District Budget is computed as follows:

1/2 Greater Anchorage Health District 1962-63 Adjusted Budget	\$94,244
1/2 Greater Anchorage Health District 1963-64 Proposed Budget	<u>113,093</u>
	\$207,337
Plus Rent	<u>12,000</u>
	\$219,337
Times 31.5%	<u>31.5%</u>
1963 Proposed City Budget	\$69,091
Less Rent	<u>12,000</u>
Cash Required	\$57,091

Copies of the Greater Anchorage Health District Budget will be made available to Council for review.

Account .22 includes \$1,000 to provide for the hospitalization of City prisoners should any become ill while in custody. Prior budgets have provided nothing, yet several cases have required City participation in hospital expenses.

This budget proposal also includes \$2,300 under account .27, Repairs, to cover necessary expenses of maintenance and repair to the building utilized by the Greater Anchorage Health District.

APPROPRIATION DETAIL

General Services Department

Miscellaneous Division

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
1260.221	Independent Audit	\$ 2,925	\$ 2,925	\$ 2,925	\$ 2,925	
.222	Personnel Survey	0	0	6,000	6,000	
.241	Workman's Compensation	24,000	32,000	32,000	32,000	
.242	Public Liability Insurance	0	10,700	10,000	10,000	
.243	Social Security (FICA)	55,000	55,000	60,000	60,000	
.40	Uncollectible Expense	32,500	32,500	30,000	30,000	
.41	Contingencies	5,000	5,000	107,789	107,789	
.811	Land Purchase - Port of Anchorage	0	6,500	6,500	6,500	6,500
.812	Land Purchase - Lampert Subdivision	0	1,225	0	0	
.813	Gambell Street Highway Project	0	22,080	0	0	
.814	Land Fill & Drainage - Port of Anchorage	0	10,000	8,000	8,000	
	TOTAL	\$119,425	\$177,930	\$256,714	\$256,714	

MISCELLANEOUS DIVISION INFORMATION

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Services and other budgetary requirements that cannot be readily identified with the operating departments in the General Fund are contained in this Miscellaneous Division.

INDEPENDENT AUDIT: The City Charter and various bond covenants require an annual audit of City accounts by an independent firm. This audit permits the taxpayers, the Council, bondholders, and others to secure an unbiased, professional opinion regarding the City's accounting practices and financial position. As in the past several years the audit will be performed by the firm of Peat, Marwick, Mitchell & Company. Total cost of the audit is \$10,150 which is prorated among the City funds as follows: General, \$2,925; Telephone, \$2,925; Electric, \$2,925; Water, \$975; and Port, \$400.

PERSONNEL SURVEY: A position classification and salary review is programmed for 1963 for which \$6,000 is budgeted.

WORKMAN'S COMPENSATION: The City operates as a self-insurer under the Alaska Workman's Compensation Act, with large losses insured with Lloyd's. This type of coverage allows a substantial reduction in costs, providing the loss experience is favorable. In years prior to 1962 the premium paid by the City to provide the claims fund and excess coverage has been based on a specific rate for each type of position in the City. In order to reduce clerical costs an average rate has been instigated which equals in total the sum of premiums paid utilizing the individual rates. Since more low risk, white collar positions are paid from the General Fund, however, this maneuver has resulted in an increase to the premium paid by the General Fund.

PUBLIC LIABILITY INSURANCE: During 1962 the City purchased insurance providing bodily injury and property damage coverage. The premium for this insurance is based upon the salaries of employees. The cost of this insurance is divided among the General Fund and utilities in proportion to actual payroll costs. Estimated General Fund cost is \$10,000.

SOCIAL SECURITY: This appropriation reflects that part of the total F.I.C.A. employer's costs charged to General Fund activities, based on 3 5/8% of the first \$4,800 in earnings. Each utility bears its share of the cost in its operating accounts. The \$5,000 increase is the estimated result of the raise from 3 1/8% to 3 5/8% contribution.

UNCOLLECTIBLE EXPENSE: \$30,000 has been budgeted for uncollectible personal property taxes. This sum is set aside in a reserve account, against which uncollectible items are charged off by Council action.

CONTINGENCIES: This account is designed to provide funds for the potential costs of a major medical and retirement program for municipal employees and the proposed position classification and salary structure review for non-union employees. At the time of budget preparation, the costs of both programs are unknown. Should the total costs of these programs be less than the amount budgeted for contingencies, the excess will be available for other unforeseen needs. Council approval will be required prior to expenditure of funds from this account.

LAND FILL AND DRAINAGE, PORT OF ANCHORAGE: As a minimal budget item in accordance with basic needs for development of the Port of Anchorage, \$8,000 is budgeted to provide fill and drainage of land at the Port of Anchorage for open storage.