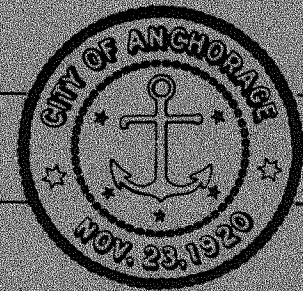


# ANNUAL BUDGET

**FINANCE DEPARTMENT**



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Administration	1265.1			

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969								
					REQUEST	RECOMMEND	APPROVED						
Personal Services					41,580	42,160	29,250						
Contractual		Included in	Controller's	Budget	9,170	10,360	9,960						
Supplies					300	300	300						
Other Costs													
Capital Outlay					3,880	3,880	3,880						
					54,930	56,700	43,390						
Less Interfund Charges	(	)	(	)	(	48,410	)	(	50,250	)	(	43,390	)
TOTAL					6,520	6,450	-0-						

## PROGRAM OUTLINE

To concentrate on complete automation of all accounting and financial operations and to improve the operational, management, and financial reporting of this Department.

To promote cost savings through systems and procedural streamlining of present operational requirements.

## PROGRAM HIGHLIGHTS

Study, develop and recommend possible Finance Department reorganizational plans which would promote internal control and efficiency of operations and compliment the above program outline.

DEPARTMENT				DEPARTMENT SUMMARY			PAGE
FINANCE				1265			
DIVISIONS	1965	1966	1967	1968 REVISED BUDGET	1969		
	ACTUAL	ACTUAL	ACTUAL		REQUEST	RECOMMEND.	APPROVED
Administration					54,930	56,700	43,390
Controller	260,119	236,647	205,095	272,829	284,410	285,840	280,460
Treasury	250,888	261,218	294,826	401,450	426,840	415,050	409,780
Purchasing	100,404	111,134	56,258	60,690	72,760	75,000	74,130
Utility Customer Service	227,972	214,898	214,846	239,842	235,510	266,470	273,500
Duplicating, Courier		32,631	73,484	136,920	205,797	165,980	95,720
Sub-Total	839,383	856,528	844,509	1,111,731	1,280,247	1,265,040	1,176,980
Less Interfund Charges	(632,025)	(573,371)	(615,771)	(834,222)	(1,004,751)	(1,001,460)	926,860
<b>TOTAL</b>	<b>207,358</b>	<b>283,157</b>	<b>228,738</b>	<b>277,509</b>	<b>275,496</b>	<b>263,580</b>	<b>250,120</b>

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Administration		1265.1					
CODE NO.	EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 REVISED BUDGET	1969					
				REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>	Included In Controller Budget							
110	Salaries			39,580	40,160	27,250			
120	Overtime			2,000	2,000	2,000			
	Total			41,580	42,600	29,250			
200	<u>CONTRACTUAL</u>								
212	Job Recruitment			200	200	200			
221	Duplicating			725	725	725			
241	Telephone, Telegraph, Tolls & Switchboard			3,320	3,320	3,320			
253	Liability & Workmen's Compensation			270	270	260			
254	Retirement			940	940	940			
255	Life Insurance			180	180	90			
256	Medical Insurance			80	80	120			
257	F.I.C.A.			760	760	750			
272	Rental - Non-City Owned Equipment			720	720	720			
274	Building Space Rent			1,050	2,240	1,910			
281	Repairs & Maintenance			100	100	100			
291	Travel			700	700	700			
301	Dues & Subscriptions			125	125	125			
	Total			9,170	10,360	9,960			
310	<u>SUPPLIES</u>								
313	Office Supplies & Postage			300	300	300			
600	<u>CAPITAL</u>								
605	Machinery & Equipment			3,880	3,880	3,880			
	Total			54,930	56,700	43,390			
501	Less Interfund Charges			(48,410)	(50,250)	(43,390)			
	Total Operating Budget			6,520	6,450	-0-			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE	
Finance		Administration		1265.1						
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969					
		*	*		* REQUEST	* RECOMMEND	* APPROVED			
Finance Director	1388-1689			Included in Controller Budget	1	18,020	1	19,005	1	19,005
Secretary	609-742				1	8,520	1	8,520	1	8,520
Budget Analyst	1056-1285				1	13,040	1	13,040	0	
Less: Recruitment & Replacement Savings								(405)		(275)
<b>TOTAL</b>					3	39,580	3	40,160	2	27,250

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Administration	1265.1			
.212	<u>JOB RECRUITMENT</u>				
	Cost of advertising for job replacements.			200	
.221	<u>DUPLICATING</u>			725	
	Operation	400			
	Budget Preparation	250			
	Special Plates for Financial Report	75			
.241	<u>TELEPHONE, TELEGRAPH, TOLLS, AND SWITCHBOARD</u>			3,320	
	Tolls and Telegrams	2,260			
	Telephone & Switchboard	1,060			
.272	<u>RENTAL, NON-CITY OWNED EQUIPMENT</u>			720	
	Estimated charges for Administration use of Xerox copier.				
.274	<u>BUILDING SPACE RENT</u>			1,910	
	15% of Controller occupied City Hall square footage.				
.291	<u>TRAVEL</u>			700	
	Municipal Finance Officers Association conference.				
301	<u>DUES &amp; SUBSCRIPTIONS</u>			125	
	Dues, Municipal Finance Officers Association	65			
	Polk Directory	60			
.313	<u>OFFICE SUPPLIES &amp; POSTAGE</u>			300	
	Estimated requirements for administration.				
.605	<u>MACHINERY &amp; EQUIPMENT</u>			3,880	
	Olivetti Programma				

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Administration	1265.1			

.501 INTERFUND CHARGES

		<u>Counc. Appr.</u>	<u>Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Treasury	30%	30%	12,550	13,100	13,020
Utility Customer Service	15%	25	6,300	6,550	10,850
Purchasing	15%	15	6,300	6,550	6,510
General Services	10%	-0-	4,190	4,370	-0-
Controller	<u>30%</u>	<u>30</u>	12,550	13,220	13,010
Total	100%	<u>100%</u>			
(Budget Analyst)					
Telephone	21%	2,740	2,740	2,710	-0-
Electric	14%	1,830	1,830	1,810	-0-
Water	7%	910	910	900	-0-
Port	4%	520	520	520	-0-
Refuse	4%	520	520	520	-0-
General Fund	<u>50%</u>	<u>6,520</u>			
Total Budget Analyst	<u>100%</u>	<u>13,040</u>			
Total Interfund Charge			<u>48,410</u>	<u>50,250</u>	<u>43,390</u>

DEPARTMENT Finance	ACCOUNT TITLE Controller	ACCOUNT NUMBER 1265.2	SUMMARY	A	PAGE
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## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	180,416	169,176	156,866	180,240	165,440	163,800	163,800
Contractual	64,128	58,078	36,475	43,460	44,840	48,230	45,850
Supplies	12,379	8,054	9,519	8,100	6,500	6,500	6,500
Other Costs				39,319	65,910	65,590	62,590
Capital Outlay	3,196	1,339	2,235	1,710	1,720	1,720	1,720
	260,119	236,647	205,095	272,829	284,410	285,840	280,460
Less Interfund Charges	( 173,855 )	( 118,323 )	( 117,673 )	( 155,970 )	( 147,100 )	( 147,900 )	( 145,140 )
<b>TOTAL</b>	<b>86,264</b>	<b>118,324</b>	<b>87,422</b>	<b>116,859</b>	<b>137,310</b>	<b>137,940</b>	<b>135,320</b>

## PROGRAM OUTLINE

Continue efforts to present timely and informative reports.  
Reassignment of duties to attain a smoother flow of work and reports.

## PROGRAM HIGHLIGHTS

Development of EDP accounting reports.



DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Controller		1265.2					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>								
110	Salaries	154,361	175,240	163,940	162,300	162,300			
120	Overtime	2,505	5,000	1,500	1,500	1,500			
	Total	156,866	180,240	165,440	163,800	163,800			
200	<u>CONTRACTUAL</u>								
212	Job Recruitment	869							
220	Contracted Service	26,631	9,920	2,000	2,000	2,000			
221	Duplicating			2,600	2,600	1,600			
222	Contracted Labor & Equipment			12,650	13,320	13,110			
241	Telephone, Telegraph, Tolls & Switchboard	4,651	4,500	3,180	3,180	3,180			
250	Insurance & Employee Benefits	888	15,510						
252	Surety Bond			90	90	90			
253	Liability & Workmen's Compensation			1,510	1,510	1,510			
254	Retirement Plan			3,810	3,810	3,810			
255	Life Insurance			360	360	360			
256	Medical Insurance			1,030	1,030	1,030			
257	F.I.C.A.			6,220	6,220	6,220			
258	Tuition Refund			500	500	500			
272	Rental Non-City Owned Equipment	2,831	2,300	2,880	2,880	2,880			
274	Building Space Rent		6,480	5,950	8,670	7,500			
281	Repairs & Maintenance	371	3,500	1,500	1,500	1,500			
291	Travel		1,110	300	300	300			
301	Dues & Subscriptions	234	140	260	260	260			
	Total	36,475	43,460	44,840	48,230	45,850			
310	<u>SUPPLIES</u>								
313	Office Supplies & Postage	9,519	8,100	6,500	6,500	6,500			
400	<u>OTHER CHARGES</u>								
461	Data Processing - Regular		39,319	40,540	40,540	40,540			
462	" " - Development			25,370	25,050	22,050			
	Total		39,319	65,910	65,590	62,590			
600	<u>CAPITAL</u>								
605	Machinery & Equipment	2,235	1,710	1,720	1,720	1,720			
	TOTAL	205,095	272,829	284,410	285,840	280,460			
501	Less Interfund Charges	(117,673)	(155,970)	(147,100)	(147,900)	(145,140)			
	Total Operating Budget	87,422	116,859	137,310	137,940	135,320			

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE	
Finance		Controller		1265.2						
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969					
		*	*		*	REQUEST	* RECOMMEND	* APPROVED		
<u>Administration</u>										
Finance Director	1388-1689	1		17,940	0					
Secretary	609-742	1		7,810	0					
		2		25,750	0					
<u>Accounting Section</u>										
Controller	1285-1563	1		8,030	1	15,860	1	15,860	1	15,860
Accounting Officer	1056-1285	1		14,110	1	14,710	1	14,710	1	14,710
Accountant II	867-1056	3		29,700	4	48,530	4	48,530	4	48,530
Accountant I	771-938 +10%	3		28,520	1	10,040	1	10,040	1	10,040
Accounting Clerk II	659-802 +2%	1		7,860	1	8,720	1	8,720	1	8,720
Accounting Clerk I	521-633	2		11,800	2	14,460	2	14,460	2	14,460
Total		11		100,020	10	112,320	10	112,320	10	112,320
<u>Accounts Payable Section</u>										
Accounts Payable Supervisor	712-867	1		9,160	1	9,480	1	9,480	1	9,480
Accounts Payable Clerk II	564-684	2		14,250	2	15,170	2	15,170	2	15,170
Voucher Clerk II	481-585	1		6,470	1	6,150	1	6,150	1	6,150
Total		4		29,880	4	30,800	4	30,800	4	30,800
<u>Payroll Section</u>										
Accountant I	771-938 +10%	1		12,330	1	12,380	1	12,380	1	12,380
Payroll Clerk	564-684	1		7,120	1	7,440	1	7,440	1	7,440
Total		2		19,450	2	19,820	2	19,820	2	19,820
Vacation Replacement				140		1,000		1,000		1,000
Less: Recruitment & Replacement Savings								1,640		1,640
<b>TOTAL</b>		<b>19</b>		<b>175,240</b>	<b>16</b>	<b>163,940</b>	<b>16</b>	<b>162,300</b>	<b>16</b>	<b>162,300</b>

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Controller	1265.2			
.220	<u>CONTRACTED SERVICES</u>				2,000
	First National Bank - Numeric Sorting of Payroll Checks		300		
	Micro-filming Records		200		
	Printing, Binding of Annual Financial Reports		1,500		
.221	<u>DUPLICATING CHARGES</u>				1,600
	Use charges of City Hall Annex Xerox less administration use.				
.222	<u>LABOR &amp; EQUIPMENT</u>				13,110
	Building Maintenance Division charges - moving furniture and old storage files		100		
	Controller Portion of Finance Administration charges		13,010		
.252	<u>SURETY BOND</u>				90
	City Controller Surety Bond premium				
.272	<u>RENTAL NON-CITY OWNED EQUIPMENT</u>				2,880
	Controller share of City Hall Xerox Copier				
.274	<u>BUILDING SPACE RENT</u>				7,500
	85% of square feet occupied on 2nd floor of City Hall by Administration and Controller				
.281	<u>REPAIRS AND MAINTENANCE</u>				1,500
	Maintenance and Service Contracts - Burroughs and IBM equipment				
.291	<u>TRAVEL AND BUSINESS EXPENSE</u>				300
	Controller and Accounting workshops				
.301	<u>DUES AND SUBSCRIPTIONS</u>				260
	Professional books, publications and expense				
.313	<u>OFFICE SUPPLIES AND POSTAGE</u>				6,500
	Office supplies, duplicating equipment paper, and printed checks.				

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Controller	1265.2			

.461 DATA PROCESSING CHARGES

62,590

City's payroll and Accounting data	26,780
General Accounting	13,760
Payroll/Personnel System	22,050

.605 MACHINERY AND EQUIPMENT

1,720

Desk for Controller	250
Desk Replacements (2)	500
Adding Machine Replacements (3)	510
Filing Stool for Voucher File Clerk	20
Tapes for Music System (2)	240
Legal Size File Cabinet (2)	200

.501 INTERFUND CHARGES

			<u>Requested</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Federal and Other Programs			9,800	9,800	9,800
Telephone	21%	57,670	57,670	58,000	56,840
Electric	14%	38,450	38,450	38,670	37,890
Water	7%	19,220	19,220	19,330	18,950
Port	4%	10,980	10,980	11,050	10,830
Refuse	4%	10,980	10,980	11,050	10,830
General Fund	<u>50%</u>	<u>137,310</u>			
<b>Total</b>	<b><u>100%</u></b>	<b><u>274,610</u></b>	<b><u>147,100</u></b>	<b><u>147,900</u></b>	<b><u>145,140</u></b>

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Treasury	1265.3			

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	193,022	189,832	224,005	266,940	281,560	272,650	272,650
Contractual	43,790	57,164	56,886	66,780	86,930	84,870	83,780
Supplies	11,171	11,707	12,429	13,550	13,550	13,550	13,550
Other Costs	2,540	1,506	125	50,860	42,550	41,730	37,550
Capital Outlay	365	1,009	1,381	3,320	2,250	2,250	2,250
	250,888	261,218	294,826	401,450	426,840	415,050	409,780
Less Interfund Charges	( 129,794 )	( 129,016 )	( 192,087 )	( 263,350 )	( 304,435 )	( 295,860 )	( 294,980 )
TOTAL	121,094	132,202	102,739	138,100	122,405	119,190	114,800

SERVICE COMPARISON

1968 activity level at 1969 prices would cost.....	\$ 120,905
Improved quality or increased quantity of service will cost.....	\$ 1,500
Total.....	\$ 122,405

PROGRAM OUTLINE

Receipt and custody of all City funds.  
 Investment of funds not required for immediate disbursement.  
 Credit and Collection activities for all utilities.  
 Billing and collection of Special Assessments.  
 Collection of equipment and non-moving parking violations.  
 Increases in General Services charges not included.  
 No amount budgeted for MT/ST.

PROGRAM HIGHLIGHTS

1. In cooperation with Data Processing, complete system changes to provide more timely and effective collections of utility accounts.
2. Study organizational change to consolidate all utility functions in Finance Department under one division in order to provide better service, a more uniform workload, and the cost reduction inherent in a more efficient system.

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Treasury		1265.3					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>								
110	Salaries	222,694	263,940	278,560	269,650	269,650			
120	Overtime	1,311	3,000	3,000	3,000	3,000			
	Total	224,005	266,940	281,560	272,650	272,650			
200	<u>CONTRACTUAL</u>								
211	Legal Notices	848	100	250	250	250			
214	Reimbursable Advertising Costs		1,500	1,350	1,350	1,350			
220	Contracted Services	45,478	24,000						
221	Duplicating			2,000	2,000	2,000			
222	Labor & Equipment			21,770	22,030	22,240			
224	Outside Collection Costs			6,000	6,000	6,000			
225	Reimbursable Collection Costs		6,000	10,000	10,000	10,000			
241	Telephone & Tolls	8,024	7,500	9,500	7,500	7,500			
252	Surety Bond			750	750	750			
253	Liability & Workmen's Compensation		2,354	2,660	2,600	2,600			
254	Retirement Plan		4,403	5,090	5,090	5,090			
255	Life Insurance		792	880	880	880			
256	Medical Insurance		2,204	2,380	2,380	2,380			
257	F.I.C.A.		10,237	10,830	10,540	10,540			
258	Tuition Refunds			150	150	150			
259	Costs of Schools & Training			1,500	1,500	1,500			
271	Vehicle Rental	827	900	990	890	890			
274	Building Rental		5,120	9,000	9,130	7,830			
281	Repairs	1,155	1,100	1,200	1,200	1,200			
291	Travel & Business Meetings	554	570	280	280	280			
301	Dues & Subscriptions			350	350	350			
	Total	56,886	66,780	86,930	84,870	83,780			
310	<u>SUPPLIES</u>								
313	Office Supplies & Postage	12,409	13,500	13,500	13,500	13,500			
314	Small Tools	20	50	50	50	50			
	Total	12,429	13,550	13,550	13,550	13,550			

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Treasury		1265.3					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
400	<u>OTHER CHARGES</u>								
441	Cash Over and Short	125	300	300	300	300			
461	DP Charges - Regular		50,560	33,870	33,290	29,110			
462	DP Charges - Development			8,380	8,140	8,140			
	Total	125	50,860	42,550	41,730	37,550			
600	<u>CAPITAL</u>								
605	Machinery & Equipment	1,381	3,320	2,250	2,250	2,250			
	Total Expenditures	294,826	401,450	426,840	415,050	409,780			
500	<u>REIMBURSEMENTS</u>								
501	Charges to Utilities	192,087	251,850	293,085	284,510	283,630			
502	Reimbursable Advertising Collected		1,500	1,350	1,350	1,350			
503	Reimbursable Collection Costs		10,000	10,000	10,000	10,000			
	Total	(192,087)	(263,350)	(304,435)	(295,860)	(294,980)			
	Total Operating Budget	102,739	138,100	122,405	119,190	114,800			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER		PERSONNEL	C	PAGE				
Finance	Treasury	1265.3								
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969					
		*	*		* REQUEST	* RECOMMEND	* APPROVED			
Treasurer	1187-1443	1	1	18,594	1	19,044	1	19,044	1	19,044
Credit & Collection Supervisor	1056-1285	1	1	14,121	1	13,924	1	13,924	1	13,924
Collection Manager	902-1098	1	1	11,125	1	11,674	1	11,674	1	11,674
Investigator	802-976	1	1	10,774	1	10,309	1	10,309	1	10,309
Collection Officer	742-902	0	1	4,539	1	9,438	1	9,438	1	9,438
Assistant Treasurer	834-1016	1	1	13,001	1	13,416	1	13,416	1	13,416
Accounts Receivable Supervisor	802-976	1	1	11,093	1	10,410	1	10,410	1	10,410
Special Assessments Supervisor	802-976	1	1	12,243	1	12,300	1	12,300	1	12,300
Parking Violation Supervisor	802-976	1	1	11,690	1	12,300	1	12,300	1	12,300
Accounting Clerk III	659@802	0	1	8,572	1	8,960	1	8,960	1	8,960
Accounting Clerk II	609-742	1	2	14,928	2	15,660	2	15,660	2	15,660
Accounting Clerk I	521-633	4	3	19,998	3	21,186	3	21,186	3	21,186
Customer Service Rep. II	633-771	0	5	45,619	5	45,498	5	45,498	5	45,498
Clerk IV	585-712	5	2	14,590	2	17,504	2	17,504	2	17,504
Clerk III	542-659	5	3	19,054	3	22,026	3	22,026	3	22,026
Clerk II	481-585	2	2	10,863	2	12,427	1	6,241	1	6,241
Clerk I	412-502	0	1	4,533	1	5,295	1	5,295	1	5,295
Clerk Steno III	542-659	0	2	15,495	2	15,184	2	15,184	2	15,184
Clerk Steno II	502-609	2	0		0					
Clerk I (Part time)	412-502	1/2	0	1,098	0					
Total		27 1/2	30	261,930	30	276,555	29	270,369	29	270,369
Temporary & Vacation Replacement				2,000		2,000		2,000		2,000
Less: Recruitment & Replacement Savings								2,720		2,720
<b>TOTAL</b>		27 1/2	30	263,930	30	278,555	29	269,649	29	269,649

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

### COMMENTARY



## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Treasury	1265.3			
.222	<u>CONTRACTED LABOR &amp; EQUIPMENT</u>			22,240	
	Switchboard Charges		1,890		
	Courier		450		
	Finance Charges - Admin.		13,020		
	Utility Collections (banks, etc.)		2,400		
	Mortgage Recording		500		
	Youth Corps & AMU Students		500		
	Safekeeping Fees & Miscellaneous		360		
	Armored Car Service		3,120		
.224	<u>OUTSIDE COLLECTION COSTS</u>			6,000	
	This account has not been budgeted separately in previous years. The amount depends on collections made by agencies outside.				
.241	<u>TELEPHONE &amp; TOLLS</u>			7,500	
	\$2,000 increase budgeted to pay for costs of phone moves if utility functions are to be combined.				
.259	<u>COST OF SCHOOLS &amp; TRAINING</u>			1,500	
	Estimated cost of two courses to be contracted with Alaska Community College on subject of Business Correspondence.				
.274	<u>BUILDING RENTAL</u>			7,830	
	Increased to cover cost of remodeling if utility functions are combined.				
.291	<u>TRAVEL &amp; BUSINESS MEETINGS</u>			280	
	Includes Credit Association meetings and Chamber of Commerce meetings.				
.301	<u>DUES &amp; SUBSCRIPTIONS</u>			350	
	Includes subscription to Anchorage Legal Record, Polk Directory, Supervisory pamphlets and Municipal Treasurer's Association dues.				

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Treasury	1265.3			

.605 MACHINERY & EQUIPMENT

2,250

- 2 Adding Machines (1 new and 1 replacement)
- 2 Electric Typewriters (replacements)
- 3 Steno Chairs (replacements)
- 1 Two-drawer File
- 1 Check protector and signing machine (replacement)

.501 CHARGES TO UTILITIES

These charges were based upon the evaluation of service performed by individual employees, resulting in the following charges:

	1966	1967	1968	1969 <u>Request</u>	Manager <u>Recommends</u>	Council <u>Approved</u>
Telephone	85,636	137,639	128,634	144,634	140,410	139,970
Electric	32,512	41,031	38,356	43,123	41,860	41,730
Water	57,480	73,136	68,222	76,706	74,460	74,230
Refuse	11,320	25,186	23,423	26,332	25,560	25,480
Port	1,160	2,269	2,042	2,290	2,220	2,220

## Cost Distribution:

Telephone	37.9
Electric	11.3
Water	20.1
Refuse	6.9
Port	.6
General Fund	<u>23.2</u>
	100.0

## Applicable to:

Total Cost	409,780
Less:	
Reg. D.P.Charges	(29,110)
Reimbursable	<u>(11,350)</u>
Net	<u>369,320</u>

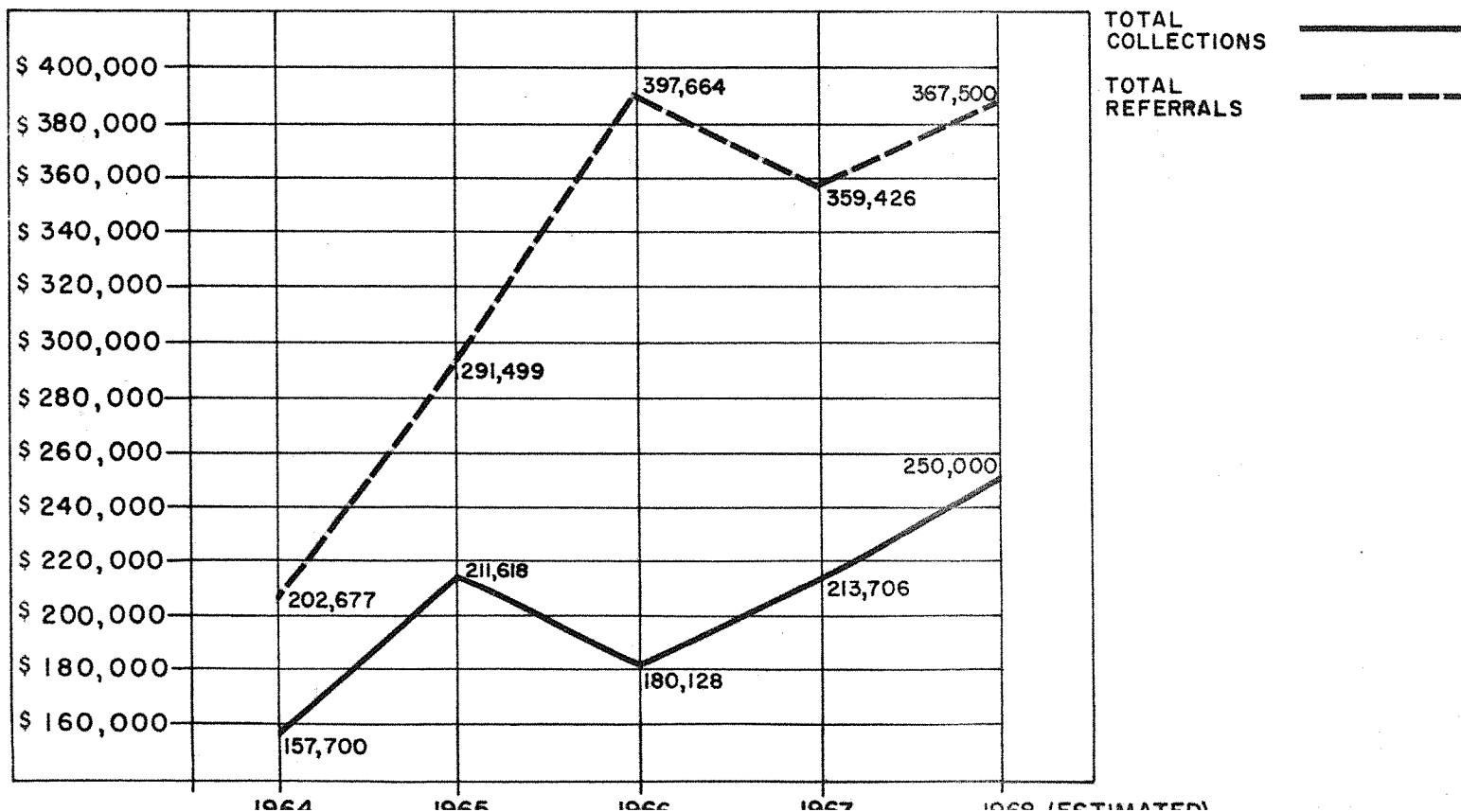
Treasury

1265.3

Credit & Collections Section: All bills due the City which cannot be collected in the normal process are referred to the Credit & Collections Section. This section also conducts credit investigations on new accounts, approves credit for deposit refunds and approves and issues telephone credit cards.

Following is a comparative statement of the uncollectible losses of the City:

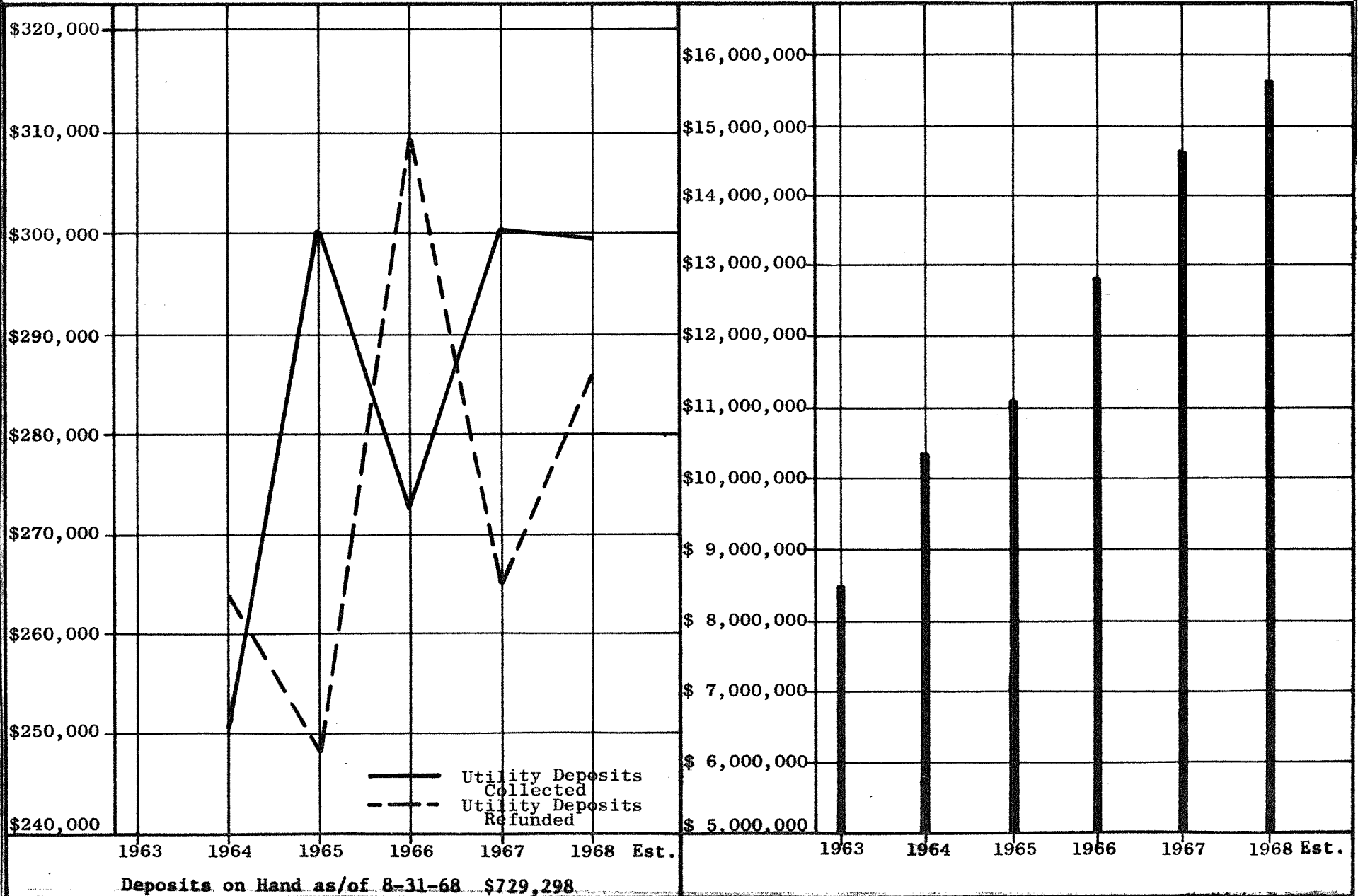
	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>
Total write-off	\$ 44,622	\$ 49,420	\$ 56,152	\$ 105,394
Less recoveries	<u>(13,801)</u>	<u>(12,430)</u>	<u>(13,070)</u>	<u>(7,785)</u>
Net write-off	\$ 30,821	\$ 36,990	\$ 43,082	\$ 97,609
Total yearly amount billed	\$10,298,318	\$10,801,072	\$13,481,714	\$15,676,916
Percentage	.299 of 1%	.342 of 1%	.319 of 1%	.62 of 1%



Receipts and Custody Section: This section is responsible for the receipt, disbursement and custody of all utility and miscellaneous funds due the City; approval and recording of all checks issued, management and recording of investments of available cash.

UTILITY DEPOSIT ACTIVITY

AMOUNT OF UTILITY COLLECTIONS

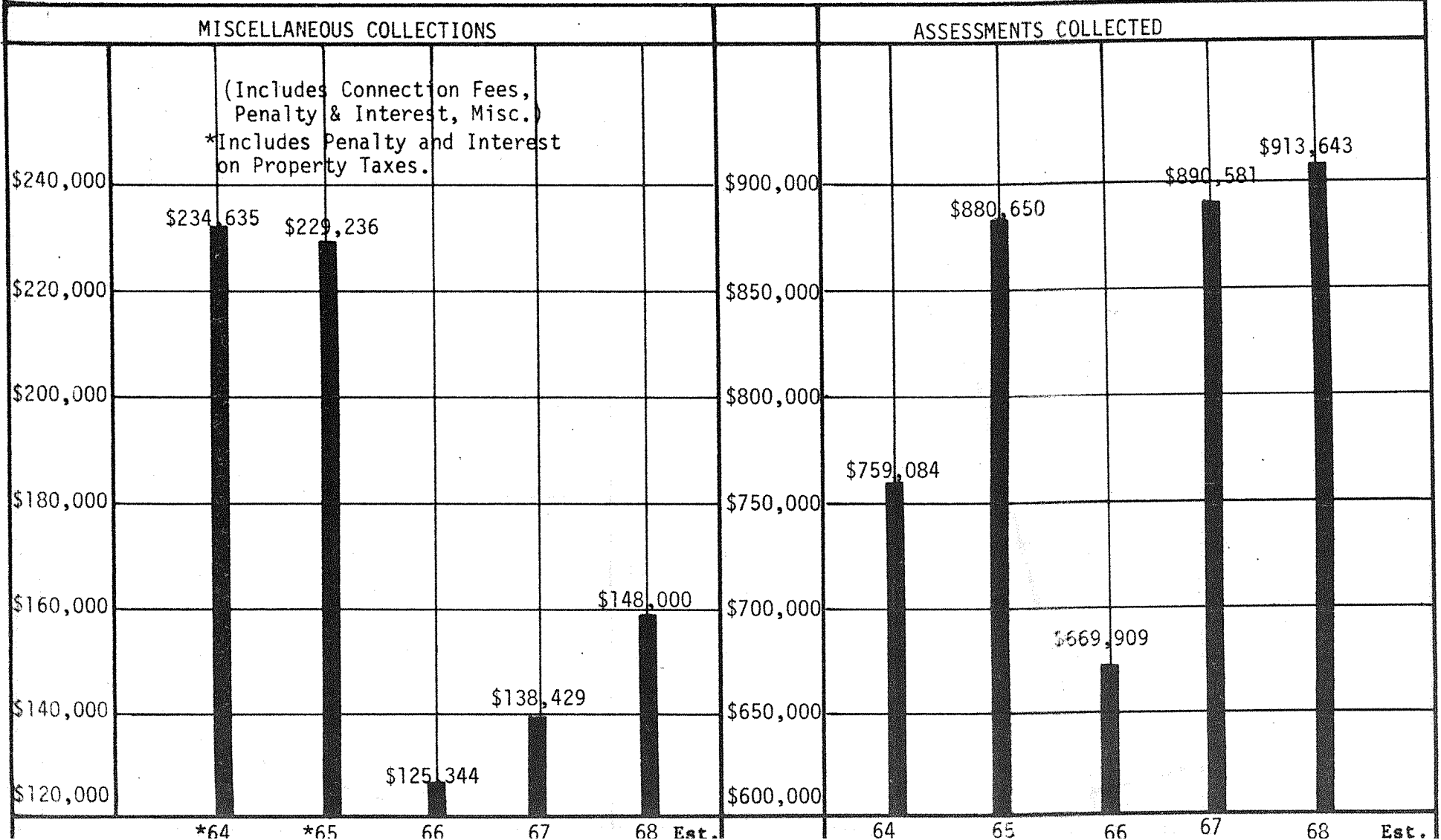


TREASURY

1265.3

Assessment Section: This section is responsible for the billing and collection of all special assessments for water, paving, and sewer and for conducting the annual foreclosure proceedings. At the present time most of the work of this section is a manual procedure. Funds have been budgeted by Data Processing for development costs for additional mechanization.

In order to eliminate some of the inconvenience to the customer in 1969, it has been planned that the processing of applications for sewer and water connections will be transferred from the Building Official's office to this section.



FINANCE

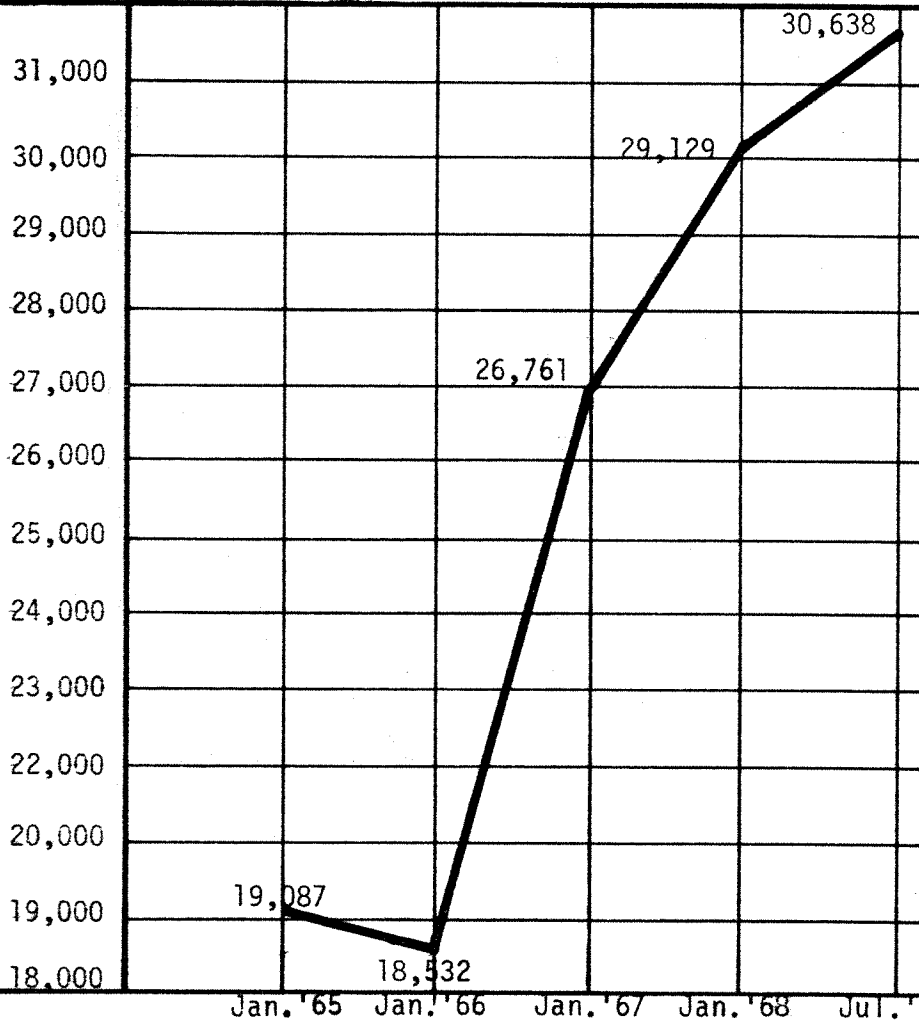
TREASURY

1265.3

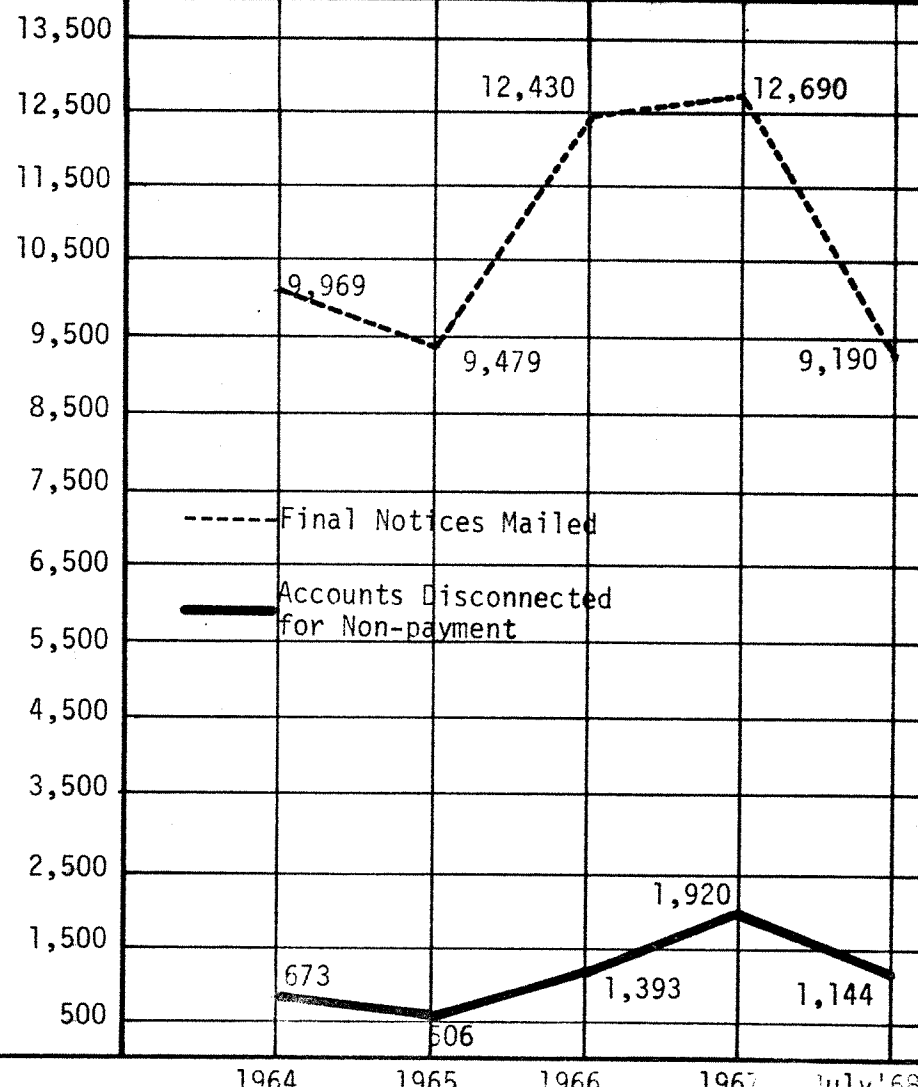
**Accounts Receivable Section:** This section provides service to all utility customers with explanation of billing or answers to other questions of the customer, and maintains a control of all delinquent utility accounts. It is their responsibility to treat customer accounts, to notify the customer prior to a disconnect for non-payment and to disconnect for non-payment and to disconnect utilities when necessary.

At this time, Data Processing and Treasury are working on a revision of the procedures which will provide current information on the status of accounts, aging of delinquent accounts, credit information, and the exact amount of the receivables to be credited to each utility.

NUMBER OF UTILITY ACCOUNTS



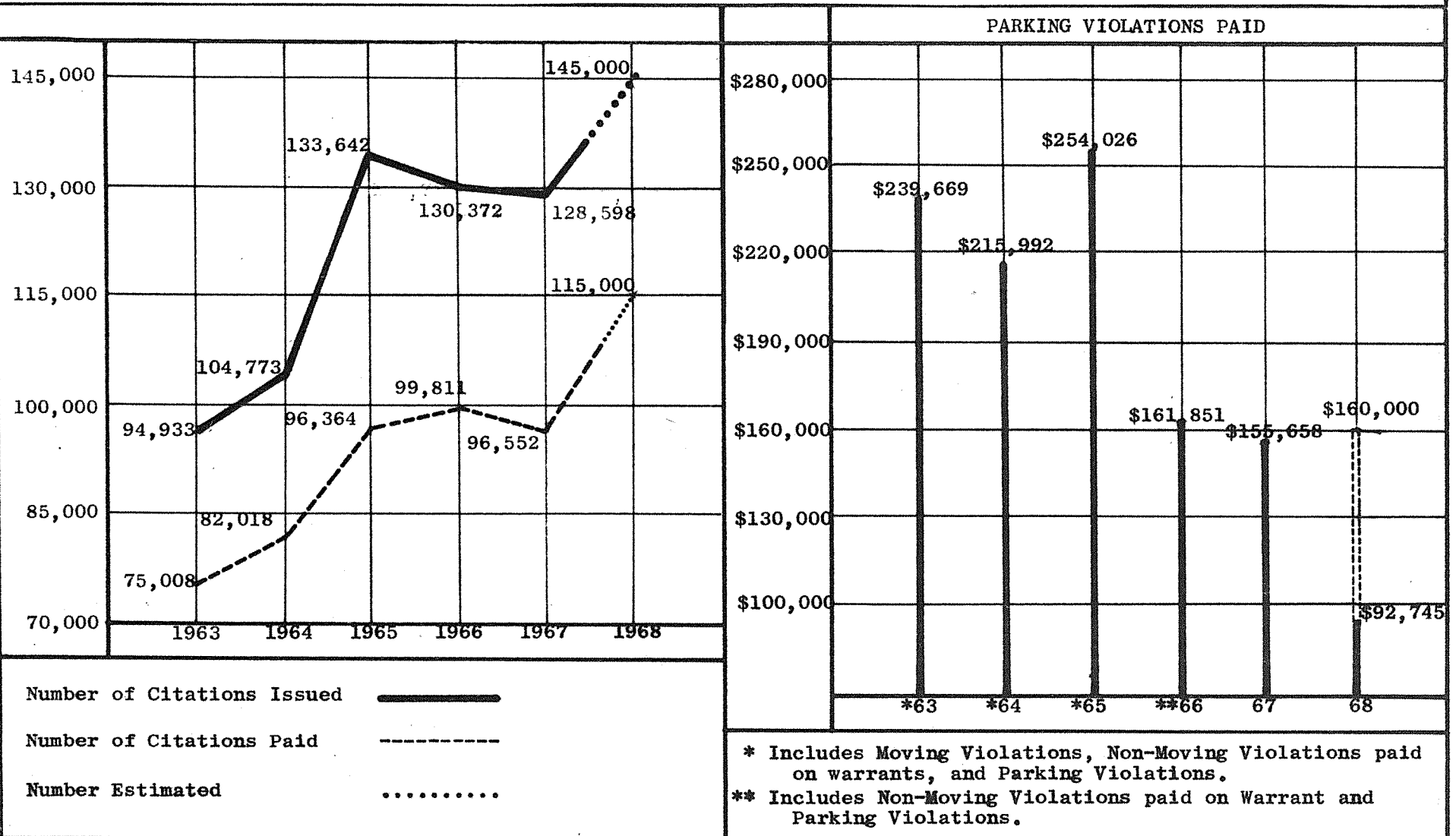
COLLECTION ACTIVITIES - ACCOUNTS RECEIVABLE



TREASURY

1265.3

Parking Violations Section: The Parking Violations section is responsible for the collection of all equipment and non-moving violations. If a violation has not been paid after a notice has been sent a warrant is prepared and the violation then becomes the responsibility of the court. As of the middle of September, 1968, we had been unable to obtain vehicle registration from the State of Alaska which caused a decrease in the revenue expected from this source.



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Purchasing	1265.4			

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	80,614	87,865	44,030	36,920	46,830	46,360	46,360
Contractual	14,862	17,397	7,598	17,840	20,960	23,670	22,800
Supplies	3,587	4,121	3,550	4,500	4,500	4,500	4,500
Other Costs							
Capital Outlay	1,341	1,751	1,080	1,430	470	470	470
	100,404	111,134	56,258	60,690	72,760	75,000	74,130
Less Interfund Charges	( 100,404 )	( 111,134 )	( 63,533 )	( 60,490 )	( 72,760 )	( 75,000 )	( 74,130 )
TOTAL	-0-	-0-	(7,275)	200	-0-	-0-	-0-

## PROGRAM OUTLINE

Continued use of blanket purchase orders for use of all City departments for small but frequent needs.  
 Increase use of annual contracts for increased savings and availability of material.  
 Continued use of State of Alaska contracts wherever utilization affords the City of Anchorage a greater savings.  
 Expand on construction bidding procedures  
 Continued efforts in the savings of dollars, paper work and time.

## PROGRAM HIGHLIGHTS

Purchasing now functioning as a complete centralized purchasing division for purchase of materials, sale of surplus and the added responsibility of construction bids.



DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Purchasing		1265.4					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>								
110	Salaries	43,955	36,920	46,830	46,360	46,360			
120	Overtime	75							
	Total	44,030	36,920	46,830	46,360	46,360			
200	<u>CONTRACTUAL</u>								
213	Bid Advertising	660	1,500	1,500	1,500	1,500			
221	Duplicating			750	750	750			
222	Contracted Services	3,210	6,750	7,140	7,390	7,350			
241	Telephone, Telegraph & Tolls	2,840	3,000	3,000	3,000	3,000			
250	Insurance & Employee Benefits		2,510						
253	Liability & Workmen's Compensation			450	450	450			
254	Retirement Plan			1,400	1,400	1,400			
255	Life Insurance			150	150	150			
256	Medical Insurance			240	240	240			
257	F.I.C.A.			1,740	1,740	1,740			
273	Mileage for Private Vehicle			200	200	200			
274	Space Rent	375	3,130	3,130	5,590	4,760			
281	Repairs & Maintenance	175	220	350	350	350			
291	Travel & Business Expense	338	730	800	800	800			
301	Dues & Subscriptions			110	110	110			
	Total	7,598	17,840	20,960	23,670	22,800			
310	<u>SUPPLIES</u>								
313	Office Supplies & Postage	3,550	4,500	4,500	4,500	4,500			
600	<u>CAPITAL</u>								
605	Machinery & Equipment	1,080	1,430	470	470	470			
	Total	56,258	60,690	72,760	75,000	74,130			
501	Less Interfund Charges	(63,533)	(60,490)	(72,760)	(75,000)	(74,130)			
	Total Operating Budget	( 7,275)	200	-0-	-0-	-0-			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER		PERSONNEL	C	PAGE				
Finance	Purchasing	1265,4								
POSITION	SALARY RANGE	1967		1968			1969			
		*	*	1968 REVISED BUDGET	* REQUEST	* RECOMMEND	* APPROVED			
Purchasing Agent	1141-1388		1	14,666	1	15,270	1	15,270	1	15,270
Senior Buyer	867-1056		1	11,121	1	11,598	1	11,598	1	11,598
Clerk Steno III	542-659		1	6,653	1	7,010	1	7,010	1	7,010
Clerk Steno II	502-609		1	6,351	1	6,957	1	6,957	1	6,957
Clerk Trainee	380-564		1	2,145	1	4,995	1	4,995	1	4,995
						45,830		45,830		45,830
Vacation Replacement						1,000		1,000		1,000
Less: Recruitment and replacement savings								470		470
<b>TOTAL</b>			5	40,936	5	46,830	5	46,360	5	46,360

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

COMMENTARY

## CITY OF ANCHORAGE

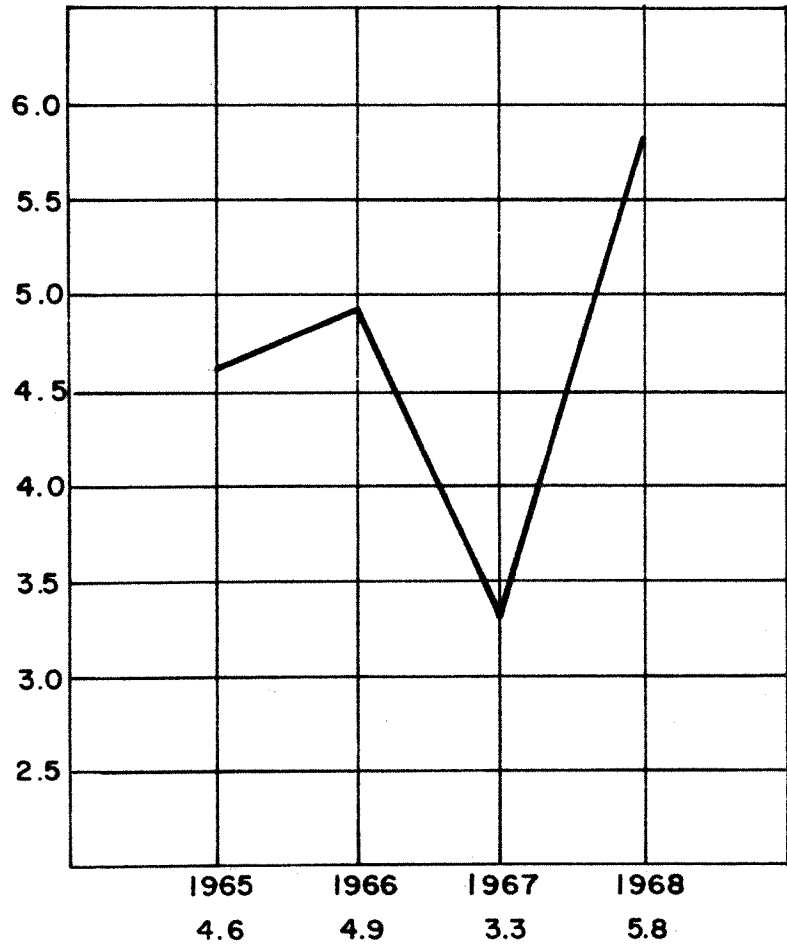
DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Purchasing	1265.4			
.110	<u>SALARIES</u>			46,360	
	One additional employee and \$1,000 for vacation replacement.				
.222	<u>CONTRACTED SERVICES</u>			7,350	
	Finance Administration Fees		6,510		
	Courier Service		450		
	Switchboard		390		
.291	<u>TRAVEL AND BUSINESS EXPENSE</u>			800	
	National Institute of Governmental Purchasing Agents Seminar (date and location unknown) and Chamber of Commerce meetings.				
.301	<u>DUES &amp; SUBSCRIPTIONS</u>			110	
	National Institute of Governmental Purchasing Agents dues and business periodicals.				
.313	<u>OFFICE SUPPLIES &amp; POSTAGE</u>			4,500	
	Increase for 1968 and 1969 due to added workload of construction bids. Added supplies and postage.				
.605	<u>MACHINERY &amp; EQUIPMENT</u>			470	
	Replacement of five-year-old typewriter.				
.501	<u>INTERFUND CHARGES</u>			74,130	
	Recovery of Purchasing costs as shown in this budget are based upon the assumption that each participating department will pay an appropriate service charge for each purchasing transaction.				

# CITY OF ANCHORAGE

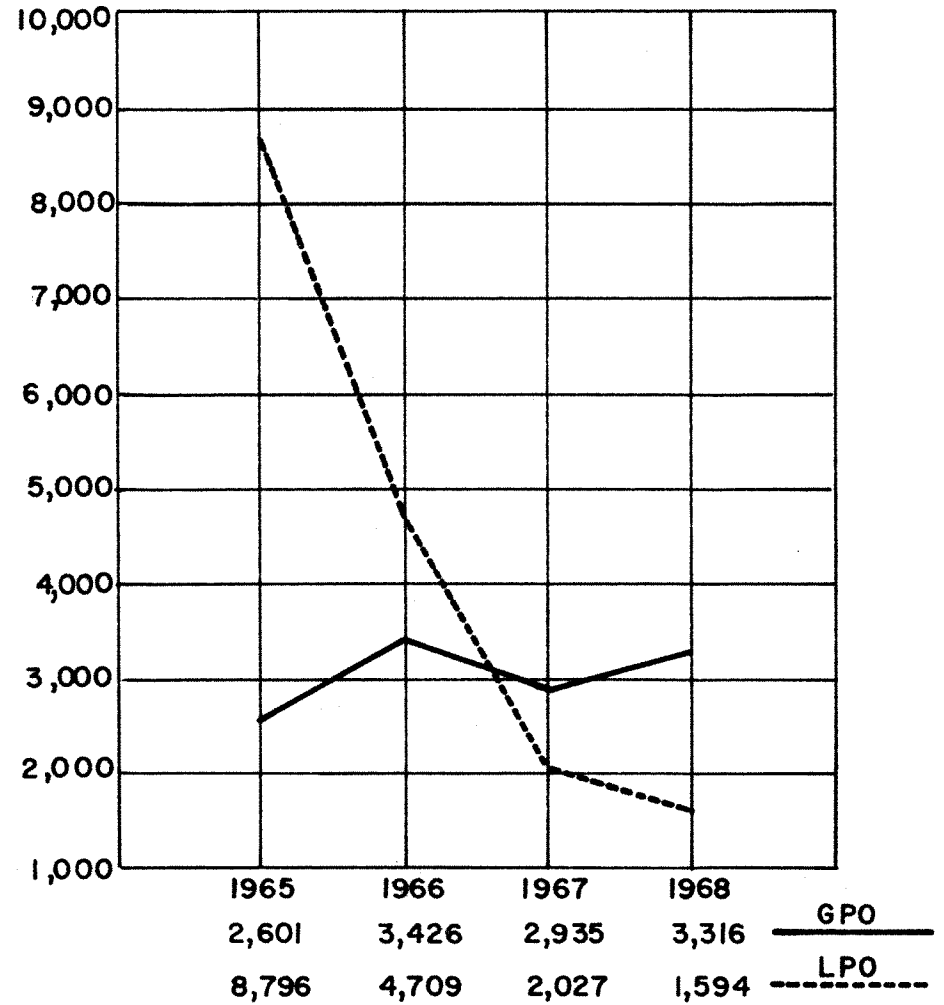
## PURCHASING DIVISION

1265.4

DOLLARS EXPENDED IN MILLIONS



GENERAL & LOCAL PURCHASE ORDER TRANSACTIONS



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Utility Customer Service	1265.5			

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	185,023	195,147	195,166	199,384	194,390	192,480	192,480
Contractual	9,572	11,828	9,565	31,458	32,220	39,820	46,850
Supplies	21,892	7,480	8,954	8,500	8,400	8,400	8,400
Other Costs					25,370	25,270	25,270
Capital Outlay	11,485	443	1,161	500	500	500	500
	227,972	214,898	214,846	239,842	260,880	266,470	273,500
Less Interfund Charges	( 227,972 )	( 214,898 )	( 218,054 )	( 239,842 )	( 260,880 )	( 266,470 )	( 273,500 )
TOTAL	-0-	-0-	(3,208)	-0-	-0-	-0-	-0-

## SERVICE COMPARISON

## PROGRAM OUTLINE

In coordination with Data Processing, develop and implement mechanization of: (1) Semi-public and public telephone billing, (2) Utility billing of government entities.

Continue to increase efficiency of centralized customer service for all City utilities through mechanization of systems and "service" to each customer.

Promote development of a telecommunication system from Utility Customer Service to the various City utilities with a long range "direct access" program to Data Processing.

## PROGRAM HIGHLIGHTS

Study and recommend reorganization of Utility Customer Service by transferring Tolls and Telephone billing to the Telephone Utility; transfer Utility Accounts Receivable Section and Credit and Collection to Utility Customer Service from the Treasury Division.

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Utility Customer Service	1265.5			
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
100	<u>PERSONAL SERVICES</u>					
110	Salaries	191,267	195,384	190,390	188,480	188,480
120	Overtime	3,899	4,000	4,000	4,000	4,000
	Total	195,166	199,384	194,390	192,480	192,480
200	<u>CONTRACTUAL</u>					
220	Contracted Services	1,106	9,488			
221	Duplicating			960	960	960
222	Labor & Equipment			10,500	10,750	15,050
241	Telephone	7,894	7,555	7,500	7,500	7,500
250	Insurance & Employee Benefits		13,790			
253	Liability & Workmen's Compensation			1,810	1,810	1,810
254	Retirement Plans			950	950	950
255	Life Insurance			560	560	560
256	Medical Insurance			980	980	980
257	F.I.C.A.			8,170	8,170	8,170
258	Tuition Refunds			80	80	80
273	Mileage-Private Vehicles			30	30	30
274	Building Rental				7,350	10,080
281	Repairs	466	600	650	650	650
301	Dues & Subscriptions	99	25	30	30	30
	Total	9,565	31,458	32,220	39,820	46,850
310	<u>SUPPLIES</u>					
313	Office Supplies & Postage	8,954	8,500	8,400	8,400	8,400
400	<u>OTHER CHARGES</u>					
461	DP Charges - Regular			2,330	2,330	2,330
462	DP Charges - Development			23,040	22,940	22,940
	Total			25,370	25,270	25,270
600	<u>CAPITAL</u>					
605	Machinery & Equipment	1,161	500	500	500	500
	TOTAL	214,846	239,842	260,880	266,470	273,500
501	Less Interfund Charges	218,054	239,842	260,880	266,470	(273,500)
	Total Operating Budget	(3,208)	-0-	-0-	-0-	-0-

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER		PERSONNEL	C	PAGE				
Finance	Utility Customer Service	1265.5								
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969					
		*	*		* REQUEST	* RECOMMEND	* APPROVED			
<u>Charged to Telephone Utility Only:</u>										
Billing Section Supervisor	684-834 (+5%)	1	1	10,161	1	10,312	1	10,312	1	10,312
Clerk III (3 billing & 3 toll clerks)	542-659	8	6	47,135	6	45,480	6	45,480	6	45,480
Teletype Operator	502-609	1	1	6,419	1	6,647	1	6,647	1	6,647
<u>Charged to All Utilities:</u>										
Utility Cust. Serv. Supervisor	976-1187	1	1	12,883	1	13,616	1	13,616	1	13,616
Customer Serv. Supervisor	802-976 (+2%)	1	1	10,192	1	10,602	1	10,602	1	10,602
Customer Service Rep. II	633-771	10	10	78,906	9	79,141	9	79,141	9	79,141
Clerk II (Receptionist)	481-585	1	1	6,520	1	6,199	1	6,199	1	6,199
Clerk II (Service Order Control Clerk)	481-585	1	1	6,379	1	6,189	1	6,189	1	6,189
Clerk II (Billing & File Clerk)	481-585		1	5,676	1	6,197	1	6,197	1	6,197
Clerk I		1	0		0					
Temporary				7,970		1,500		1,500		1,500
Vacation Replacement & Training				3,143		4,500		4,500		4,500
Less: Recruitment & Replacement Savings								1,900		1,900
<b>TOTAL</b>		25	23	195,384	22	190,383	22	188,483	22	188,483

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Utility Customer Service	1265.5			
.110	<u>SALARIES</u>				188,480
	Three Clerk II (Telephone Billing Clerks) positions were eliminated when Data Processing completed the project of prorating the telephone billing.				
.222	<u>LABOR &amp; EQUIPMENT</u>				15,050
	Finance Administration	10,850			
	Courier Service	600			
	Switchboard	3,600			
.281	<u>REPAIRS</u>				650
	This amount includes the maintenance contract with Yukon Office Supply for \$370. Balance is used for office alterations and repairs on typewriters and adding machines which are not included in the contract.				
.461	<u>DP CHARGES - Regular</u>	2,330			
.462	<u>DP CHARGES - Development</u>	22,940			
.605	<u>MACHINERY &amp; EQUIPMENT</u>				500
	Replacement 3 Steno Chairs	150			
	Replacement 1 Typewriter	275			
	Addition 2 Electric Heaters	75			
.501	<u>INTERFUND CHARGES</u>				
	<u>1967 Actual</u>	<u>1968 Adjusted</u>	<u>1969</u>	<u>Manager</u>	<u>Council</u>
	<u>Percentage</u> <u>Amount</u>	<u>Percentage</u> <u>Amount</u>	<u>Percentage</u> <u>Amount</u>	<u>Recommends</u>	<u>Approved</u>
Telephone	69.73 149,812	74.5 178,683	69.9 182,350	186,260	191,180
Electric	10.52 22,602	8.9 21,346	10.2 26,610	27,180	27,900
Water	10.96 23,547	9.3 22,305	11.2 29,220	29,850	30,630
Refuse	8.79 18,885	7.3 17,508	8.7 22,700	23,180	23,790
	100. 214,846	100. 239,842	100. 260,880	266,470	273,500



## UTILITY CUSTOMER SERVICE

1265.5

PAGE

	<u>UCS Actual</u>	<u>*Excluding Tolls &amp; Billing</u>	<u>**Including Accounts Receivable &amp; Credit &amp; Collections</u>
100 <u>Personal Services</u>			
110 Salaries	190,390	128,400	265,250
120 Overtime	4,000	3,800	5,300
Total	<u>194,390</u>	<u>132,200</u>	<u>270,550</u>
200 <u>Contractual</u>			
221 Duplicating	960	835	1,835
222 Labor & Equipment	10,500	9,900	18,100
224 Outside Collection Costs			6,000
225 Reimbursable Collection Cost			10,000
241 Telephone, Tolls & Telegrams	7,500	5,440	11,190
253 Liability & Workmen's Comp.	1,810	1,260	2,570
254 Retirement	950		1,630
255 Life Insurance	560	360	790
256 Medical Insurance	980	855	2,040
257 F. I. C. A.	8,170	5,300	10,700
258 Tuition Refunds	80	80	155
259 Cost of Schools & Training			1,200
271 Vehicle Rental			990
273 Mileage, Private Vehicles	30	30	30
274 Building Rental			6,500
281 Repairs	650	650	1,250
291 Travel & Business Expense			180
301 Dues & Subscriptions	30	30	330
Total	<u>32,220</u>	<u>24,740</u>	<u>75,490</u>
310 <u>Supplies</u>			
313 Office Supplies & Postage	8,400	6,090	9,590
314 Small Tools			25
Total	<u>8,400</u>	<u>6,090</u>	<u>9,615</u>

## UTILITY CUSTOMER SERVICE

1265.5

PAGE

	<u>UCS Actual</u>	<u>Excluding Tolls &amp; Billing</u>	<u>Including Accounts Receivable &amp; Credit &amp; Collections</u>
400 <u>Other Charges</u>			
461 D.P. Charges - Regular	2,330	2,330	2,330
462 D.P. Charges - Development	<u>23,040</u>	<u>23,040</u>	<u>31,420</u>
Total	25,370	25,370	33,750
600 <u>Capital</u>			
605 Machinery & Equipment	<u>500</u>	<u>360</u>	<u>1,085</u>
Total	500	360	1,085
500 Reimbursements			
501 Less Interfund Charges	260,880	188,760	380,490
503 Reimbursable Collection Costs	<u>-</u>	<u>-</u>	<u>10,000</u>
Total	-0-	-0-	-0-

\* If tolls and billing were transferred to the Telephone Utility the cost of operating the Utility Customer Service would be:

Total UCS Budget	\$ 260,880
Less Transferred Amount	<u>72,120</u>
Net Cost	<u>\$ 188,760</u>

\*\* If in addition to transferring the cost of tolls and billings, the Utility Customer Service Division assumed Accounts Receivable and Credits and Collections the cost would be:

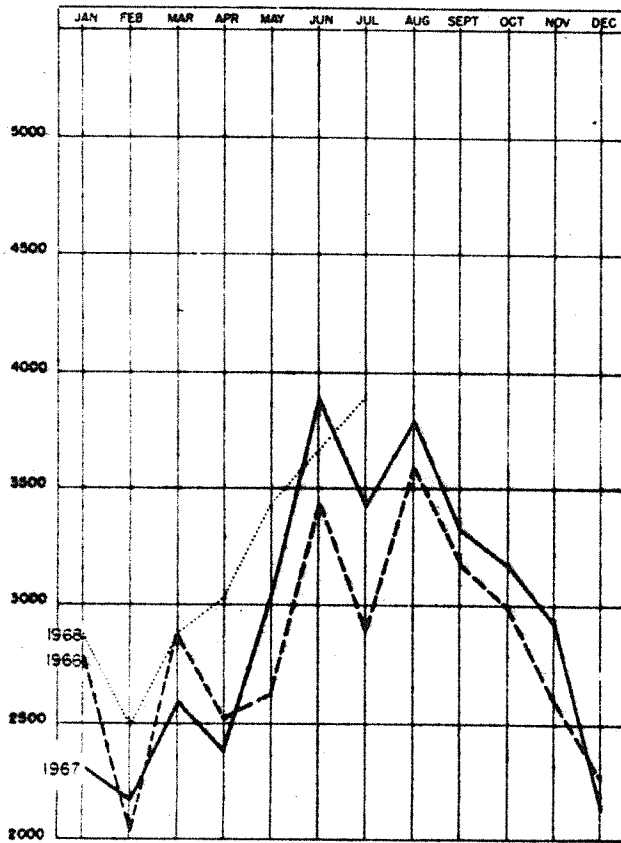
Total UCS Budget	\$ 260,880
Less Transferred Amount	72,120
Add Assumed Costs	<u>201,730</u>
Cost	390,490
Less Reimbursable Collection Costs	<u>10,000</u>
	<u>\$ 380,490</u>

Utility Customer Service Division

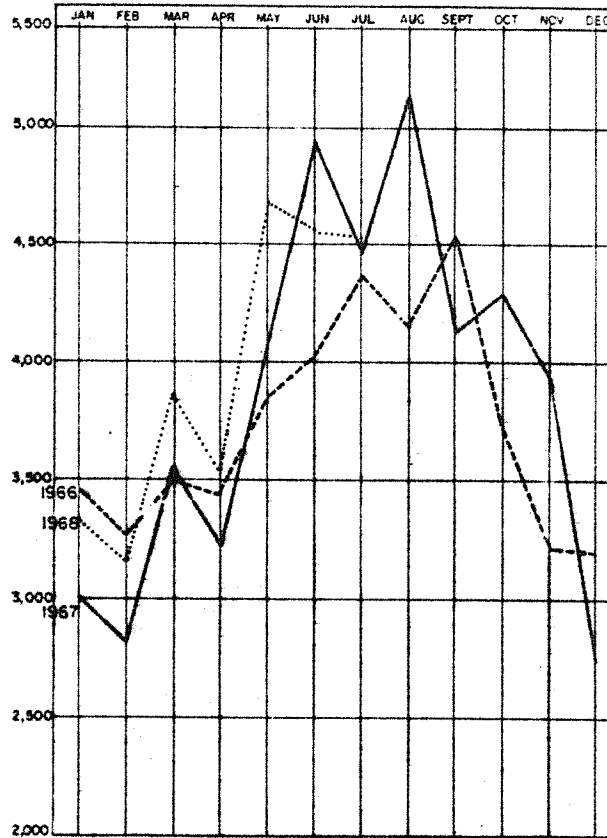
Account Number 1265.5

PAGE

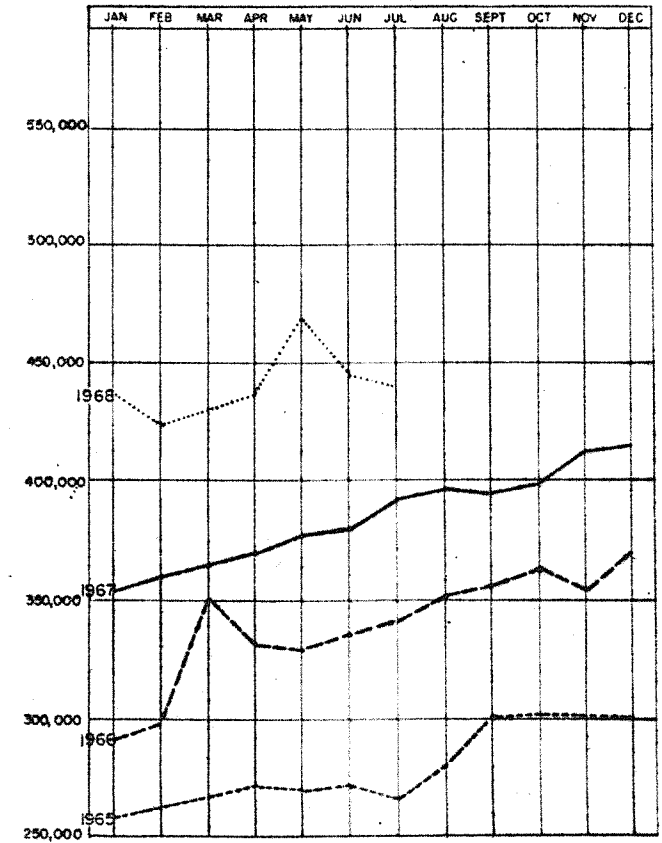
UTILITY CUSTOMER SERVICE DIVISION  
SERVICE ORDERS PROCESSED FOR ALL UTILITIES



UTILITY CUSTOMER SERVICE DIVISION  
CUSTOMER SERVICE SECTION  
CUSTOMER CONTACTS



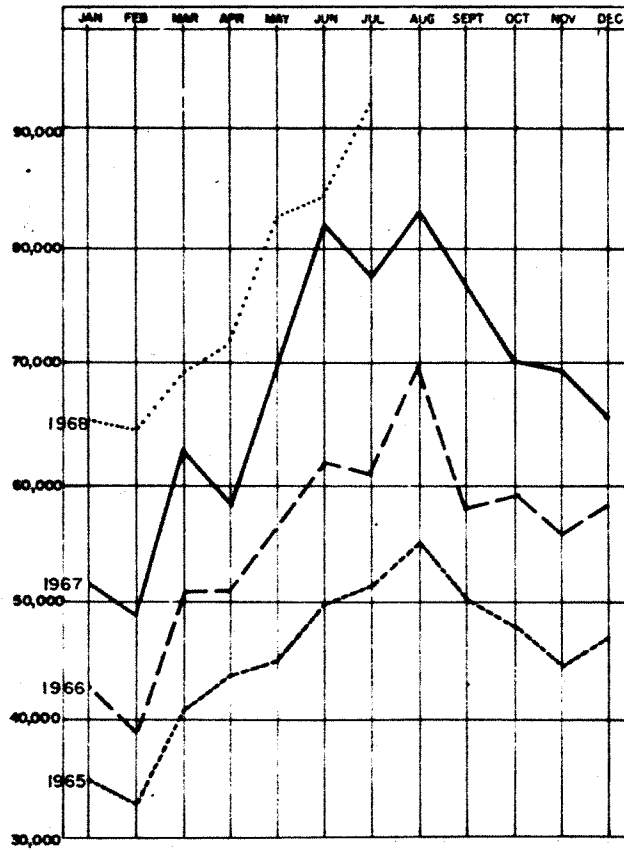
UTILITY CUSTOMER SERVICE DIVISION  
UTILITY BILLING SECTION  
TELEPHONE SERVICE BILLED  
NET REVENUE



UTILITY CUSTOMER SERVICE DIVISION

UTILITY BILLING SECTION

TOLLS AND TELEGRAMS PER A.C.S.

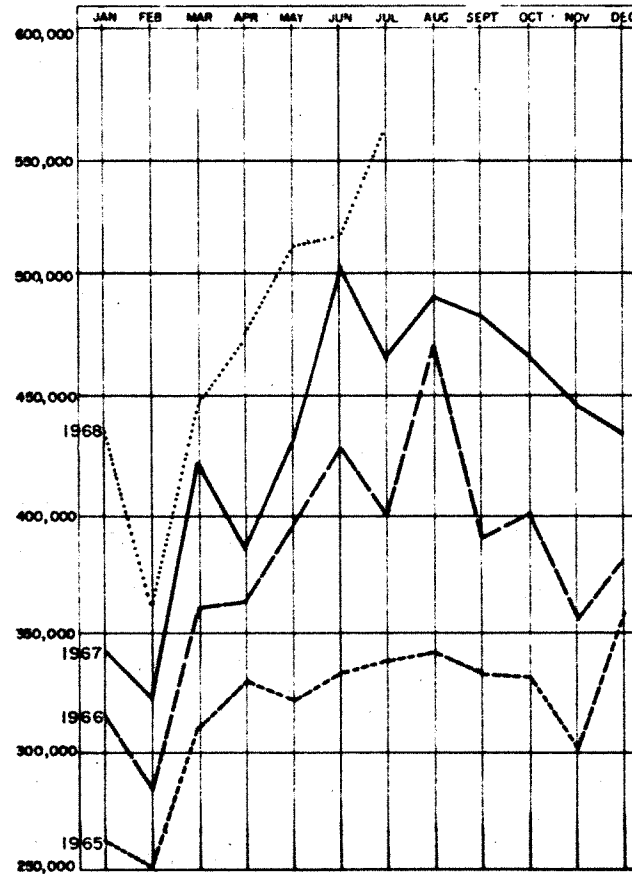


UTILITY CUSTOMER SERVICE DIVISION

UTILITY BILLING SECTION

TOLLS and TELEGRAMS PROCESSED

DOLLAR VALUE



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	General Services	1265.6			

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services		16,399	35,923	46,620	80,319	60,110	-0-
Contractual		8,958	22,620	42,969	67,638	50,030	-0-
Supplies		7,274	13,705	44,620	54,040	52,040	-0-
Other Costs							
Capital Outlay			1,236	2,711	3,800	3,800	-0-
		32,631	73,484	136,920	205,797	165,980	-0-
Less Interfund Charges	(	)	( 24,404 )	( 114,570 )	( 196,536 )	( 165,980 )	( -0- )
TOTAL		32,631	49,080	22,350	9,261	-0-	-0-

PROGRAM OUTLINE

PROGRAM HIGHLIGHTS

DEPARTMENT Finance	ACCOUNT TITLE Purchasing Duplicating, Courier, Mailing	ACCOUNT NUMBER 1265.6	SUMMARY	A	PAGE
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services							23,960
Contractual							28,220
Supplies							39,740
Other Costs							
Capital Outlay							3,800
							95,720
Less Interfund Charges	(	)(	)(	)(	)(	)(	95,720 )
TOTAL							-0-

PROGRAM OUTLINE

PROGRAM HIGHLIGHTS

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Purchasing Duplicating, Courier, Mailing	1265.6			
CODE NO.	EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 REVISED BUDGET	1969		
				REQUEST	RECOMMEND	APPROVED
100	<u>PERSONAL SERVICES</u>					
110	Salaries					23,410
112	Overtime					550
	Total					23,960
200	<u>CONTRACTUAL</u>					
220	Contracted Services					6,340
222	Contracted Labor & Equipment					3,130
241	Telephone					400
253	Liability & Workmen's Compensation					220
254	Retirement					440
255	Life Insurance					50
256	Medical Insurance					180
257	F.I.C.A.					1,090
271	City Owned Vehicles & Equipment					920
272	Non-City Vehicles & Equipment					6,260
274	Space Rental					6,660
281	Maintenance & Repairs					2,490
301	Dues & Subscriptions					40
	Total					28,220
310	<u>SUPPLIES</u>					
313	Office Supplies & Postage					39,640
314	Small Tools					100
	Total					39,740
600	<u>CAPITAL</u>					
605	Machinery & Equipment					3,800
	Total					95,720
501	Less: Interfund Charges					95,720
	Total Operating Budget					-0-

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL		B-1	PAGE
Finance		Purchasing Duplicating, Courier, Mailing	1265.6				
CODE NO.	EXPENDITURE CLASSIFICATION	Duplicating	Courier	Utility Bill Mailing	Central Mailing	TOTAL	
100	<u>PERSONAL SERVICES</u>						
110	Salaries	13,690	8,160	1,170	390	23,410	
112	Overtime	400	150			550	
	Total	14,090	8,310	1,170	390	23,960	
200	<u>CONTRACTUAL</u>						
220	Contracted Services	4,970	1,370			6,340	
222	Contracted Labor & Equipment	860	860	710	700	3,130	
241	Telephone	300	100			400	
253	Liability & Workmen's Compensation	130	80	10		220	
254	Retirement		420	20		440	
255	Life Insurance	20	30			50	
256	Medical Insurance	170		10		180	
257	F. I. C. A.	670	360	50	10	1,090	
271	City Owned Vehicles & Equipment		920			920	
272	Non-City Vehicles & Equipment	5,920		170	170	6,260	
274	Space Rental	3,800	400	2,120	340	6,660	
281	Maintenance & Repairs	1,690		800		2,490	
301	Dues & Subscription	40				40	
	Total	18,570	4,540	3,890	1,220	28,220	
310	<u>SUPPLIES</u>						
313	Office Supplies & Postage	5,200	300	32,390	1,750	39,640	
314	Small Tools	100				100	
	Total	5,300	300	32,390	1,750	39,740	
600	<u>CAPITAL</u>						
605	Machinery & Equipment	3,800				3,800	
	Total	41,760	13,150	37,450	3,360	95,720	
501	Less Interfund Charges	(41,760)	(13,150)	(37,450)	(3,360)	(95,720)	
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-	



DEPARTMENT Finance	ACCOUNT TITLE Purchasing Duplicating, Courier, Mailing	ACCOUNT NUMBER 1265.6		PERSONNEL		C	PAGE
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969		
		*	*		* REQUEST	* RECOMMEND	* APPROVED
Duplicating Equip. Operator II	564-684						1 8,095
Duplicating Equip. Operator I	542-659						1 7,009
Utilityman-Courier	585-712						1 8,544
Total							3 23,648
Less: Recruitment & Replacement Savings							(238)
<b>TOTAL</b>							3 23,410

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

COMMENTARY

PURCHASING		ESTIMATED DISTRIBUTION				1265.6		PAGE	
Duplicating, Courier, Mailing								D	
<u>.501 INTERFUND CHARGES</u>									
	<u>Duplicating</u>	<u>%</u>	<u>Courier- Stockroom</u>	<u>%</u>	<u>Utility Bill Mailing*</u>	<u>%</u>	<u>Central Mailing</u>	<u>%</u>	<u>Total</u>
Mayor/Council	5,220	.1250					234	.0696	5,454
City Manager	6,026	.1443	466	.0354			234	.0696	6,726
Personnel	3,228	.0773	466	.0354			234	.0696	3,928
Internal Audit	54	.0013	466	.0354			234	.0696	754
Data Processing	601	.0144	466	.0354					1,067
Community Promotion	50	.0012					234	.0696	284
Human Relations	167	.0040					234	.0696	401
City Clerk	451	.0108	466	.0354			234	.0696	1,151
City Attorney	2,410	.0577					234	.0696	2,644
Property Management	802	.0192							802
Municipal Court	167	.0040	466	.0354			234	.0696	867
Controller	877	.0210	466	.0354					1,343
Purchasing			466	.0354					466
Treasury	2,008	.0481	466	.0354					2,474
Utility Customer Service	964	.0231	620	.0473					1,584
Police	1,570	.0376	466	.0354					2,036
Fire	848	.0203	466	.0354					1,314
Civil Defense	129	.0031	464	.0353					593
Traffic	802	.0192	466	.0354			110	.0327	1,378
P.W. - Administration	155	.0037			200	.0053	208	.0622	563
Engineers	2,810	.0673	466	.0354			234	.0696	3,510
Engineers - City	501	.0120							501
Engineers - (DCS)	802	.0192							802
Engineers -Survey	1,002	.0240							1,002
Building	1,207	.0289							1,207
Maintenance	263	.0063	465	.0354			234	.0696	962
Equip. & Supply			465	.0354			234	.0696	699
Library	1,407	.0337							1,407
Parks & Recreation	3,011	.0721	465	.0354			234	.0696	3,710

## PURCHASING

## ESTIMATED DISTRIBUTION

1265.6

PAGE

Duplicating, Courier, Mailing

D

	<u>Duplicating</u>	<u>%</u>	<u>Courier - Stockroom</u>	<u>%</u>	<u>Utility Bill Mailing*</u>	<u>%</u>	<u>Central Mailing</u>	<u>%</u>	<u>Total</u>
Refuse	651	.0156	465	.0354	3,651	.0974			4,767
Water	1,783	.0427	465	.0354	5,239	.1399			7,487
Neighborhood Youth Corp	376	.0090	335	.0255					711
Credit Union	146	.0035	335	.0255					481
Community Action Agency	451	.0108	335	.0255					786
Municipal Light & Power	493	.0118	465	.0354	6,391	.1708			7,349
Port	328	.0078	465	.0354					793
Telephone			955	.0726	21,969	.5866			22,924
Merrill Field			458	.0348					458
Greater Anchorage Area Borough			335	.0255					335
<b>Total</b>	<b>41,760</b>	<b>1.0000</b>	<b>13,150</b>	<b>1.0000</b>	<b>37,450</b>	<b>1.0000</b>	<b>3,360</b>	<b>1.0000</b>	<b>95,720</b>

\* Other than Postage

**.605 CAPITAL**

3,800

## Machine and Equipment

Electric Punch &amp; Binder

1,700

Padding Rack

350

Paper Cutter

1,100

Printing Calculator

550

Small Tools

100

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		General Services		1265.6					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>								
110	Salaries	35,613	46,320	79,689	59,480				
120	Overtime	310	300	630	630				
	Total	35,923	46,620	80,319	60,110	-0-			
200	<u>CONTRACTUAL</u>								
220	Contracted Services	14,621	17,000	8,640	8,740				
221	Duplicating			400	400				
222	Contracted Labor & Equipment			20,579	4,480				
241	Telephone	200	200	700	700				
250	Insurance & Employee Benefits		4,600						
253	Liability & Workmen's Compensation			700	510				
254	Retirement			3,820	3,060				
255	Life Insurance			222	180				
256	Medical Insurance			850	730				
257	F.I.C.A.			3,366	2,430				
258	Tuition Refunds			100	100				
259	Cost of Schools & Training			100	100				
270	Rentals	7,099	12,659						
271	City Owned Vehicles & Equipment			1,020	920				
272	Non-City Vehicles & Equipment			16,156	11,860				
273	Mileage for Private Vehicles			300	300				
274	Space Rentals		6,310	7,000	11,830				
281	Maintenance & Repairs	700	2,200	2,610	2,610				
291	Travel			1,000	1,000				
301	Dues & Subscriptions			75	80				
	Total	22,620	42,969	67,638	50,030	-0-			
310	<u>SUPPLIES</u>								
313	Office Supplies & Postage	13,705	44,520	53,940	51,940				
314	Small Tools		100	100	100				
	Total	13,705	44,620	54,040	52,040	-0-			

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		General Services		1265.6					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
600	<u>CAPITAL</u>								
605	Machinery & Equipment	1,236	2,711	3,800	3,800	-0-			
	Total	73,484	136,920	205,797	165,980	-0-			
501	Less Interfund Charges	(24,404)	(114,570)	(196,536)	(165,980)	-0-			
	Total Operating Budget	49,080	22,350	9,261	-0-	-0-			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER		PERSONNEL	C	PAGE			
Finance	General Services	1265.6							
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969				
		*	*		* REQUEST	* RECOMMEND	* APPROVED		
General Services Supervisor	1141-1388	1	1	14,390	1	16,497	1	16,497	
Duplicating Equip. Operator II	564-684	1	1	5,915	1	8,095	1	8,095	
Duplicating Equip. Operator I	542-659	0	1	7,340	1	7,009	1	7,009	
General Services Utilityman	585-712	0	1		1	8,544	1	8,544	
Switchboard Operator II	502-609	1	1	5,400	1	6,449	1	6,449	
Switchboard Operator I	462-564	1	1	5,800	1	6,006	1	6,006	
MT/ST Operator II	609-742	0	1		1	7,880	0		
MT/ST Operator I	542-659	0	1		1	6,971	0		
Records Retention Clerk	609-742	0	1	7,480	1	7,480	1	7,480	
Clerk Trainee	380-462	0	0		1	4,758	0		
								60,080	-0-
Less: Recruitment and Replacement Savings								600	-0-
<b>TOTAL</b>		4	9	46,325	10	79,689	7	59,480	-0-

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

**COMMENTARY**

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	General Services	1265.6			
.110	<u>SALARIES</u>				78,204
	<p>MT/ST I and II and General Services Utility Man were not budgeted for 1968. However, by agreement between Council and City Manager the salary for Utility Man was to be covered by budget transfer from contracted services and the MT/ST Operator salaries were to be covered by transfer of funds from other budgets as the result of reduction in staff due to MT/ST capability. At the time this budget is being prepared there has been no adjustment made to compensate for these salaries. In addition the division is requesting an additional Clerk Trainee to be trained and used as back-up on Switchboard, Micro-filming and Film Processing and Copy/Duplicating machine operator.</p>				
.222	<u>CONTRACTED LABOR AND EQUIPMENT</u>				16,100
	<p>\$16,100 of the \$20,579 is budgeted for the proposed City Hall Annex Coal Bunker remodel project. This area is to be used as a Micro-film center complete with records, storage vault and reference library.</p>				
.272	<u>NON-CITY OWNED VEHICLES AND EQUIPMENT</u>				16,156
	Postage Meter 130141		168		
	Postage Meter (Central Mailing)		168		
	Pro-Star Processor		1,200		
	Micro Reader Printer		624		
	600-K Microfilmer		1,380		
	*IBM Transcribers		456		
	*IBM Receivers		1,116		
	*MT/ST Model II		2,160		
	*MT/ST Model IV		2,964		
	Norfin Collator		2,140		
	Multilith Offset 1250		1,140		
	Bruning 2000		1,200		
	Bruning 2100		1,440		
	**Secretarial Machines @ \$200 per month		2,400		
.290	<u>TRAVEL</u>				1,000
	<p>Attendance at National Mail Users Council in Washington, D. C.</p>				
	<p>* City Manager Recommends Deletion  ** City Manager Recommends Addition</p>				

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	General Services	1265.6			
.313	<u>OFFICE SUPPLIES AND POSTAGE</u>				53,940
	The \$9,420 increase over 1968 is requested to cover increased cost of postage effective in 1968 (not budgeted for in 1968) and the anticipated 7-1/2% increase in Utility Billing				
.605	<u>MACHINERY &amp; EQUIPMENT</u>				3,800
	With the increased demands for printing, collating and binding budgets, reports and studies the old hand operated and much repaired punch and binder is not efficient or economical. The old and worn paper cutter is in need of replacement by one with more capacity. With the vast amount of calculating necessary to prepare monthly interfund charges, production control reports, inventory controls reports, and other controls and reports the division desperately needs a printing calculator.				



## CITY OF ANCHORAGE

PAGE

GENERAL SERVICES DIVISION

ESTIMATED DISTRIBUTION

1265.6

## .501 INTERFUND CHARGES

	<u>Duplicating</u>	<u>Courier - Stockroom</u>	<u>Utility Bill Mailing*</u>	<u>Central Mailing</u>	<u>Switchboard</u>	<u>MT/ST</u>	<u>Total</u>
Mayor/Council	7,626	450		234	348	438	9,096
City Manager	11,273	450		234	814	8,243	21,014
Personnel	3,215	450		234	814	7,136	11,849
Internal Audit	54	450		234			738
Data Processing	280	450		234	386		1,350
Community Promotion	48			234			282
Human Relations	167	450		234			851
City Clerk	449	450		234	688	90	1,911
City Attorney	3,430	450		234	612	663	5,389
Property Management	1,343	450		234	562	3,225	5,814
Municipal Court	167	450		234		561	1,412
Controller	874	450			1,833		3,157
Purchasing	1,430	450			575	672	3,127
General Services	167	450			310	1,386	2,313
Treasury	1,298	450			2,074	3,464	7,286
Utility Customer Service	958	450			3,460		4,868
Police	1,563	450					2,013
Fire	845	450				63	1,358
Civil Defense	127	447					574
Traffic	1,223			234	612	525	2,594
P.W. - Administration	155	450	200	234	436	672	2,147
Engineers	4,889	450		234	877		6,450
Engineers - City	438			234			672
Engineers (DCS)	908			234		1,708	2,850
Engineers-Survey	42			234			276
Building	2,022	450		234	600		3,306
Maintenance	263	450		234	423		1,370
Equip. & Supply	110	450		234	272		1,066
Library	591	450		230			1,271
Parks & Recreation	3,320	450		234	814	314	5,132
Cemetery	48						48

GENERAL SERVICES DIVISION

ESTIMATED DISTRIBUTION (Continued)

1265.6

	<u>Duplicating</u>	<u>Courier - Stockroom</u>	<u>Utility Bill Mailing*</u>	<u>Central Mailing</u>	<u>Switchboard</u>	<u>MT/ST</u>	<u>Total</u>
Refuse	647	450	3,651		499		5,247
Water	1,778	450	5,239				7,467
Neighborhood Youth Corp.	376	322					698
Credit Union	144	322			262		728
Community Action Agency	449	322					771
Municipal Light & Power	490	450	6,394				7,334
Port	325	450					775
Telephone	2,678	921	21,969				25,568
Merrill Field		450					450
Greater Anchorage Area Borough		322					322
<b>Total</b>	<u>56,210</u>	<u>15,706</u>	<u>37,453</u>	<u>5,144</u>	<u>17,271</u>	<u>29,160</u>	<u>160,944</u>

\* Other than Postage

## General Services Division Function - Cost Breakdown

1265.6

## A. Duplicating/Copy Section

## Equipment Rental

Bruning 2100

1,440

Bruning 2000

1,200

Multilith Offset 1250

1,140

Norfin Collator

2,140

Total

5,920

## Maintenance

Multilith Offset 2550

759

Norfin Collator

507

Folding Machine

70

Multilith Cutter 130

104

Electric Staplers

50

Miscellaneous Non-Service Agreements

200

Total

1,690

Telephone 43% of 700

300

Total

300

Space Rental

3,000

Total

3,000

Fringe Benefits

1,700

Total

1,700

Supplies and Postage Supplies

16,500

Total

16,500

## Salaries and Administration

Salaries

14,459

Overtime

400

Administration

2,500

Total

17,395

General Services Division Function - Cost Breakdown

1265.6

## A. Duplicating/Copy Section

## Contracted Labor and Equipment

Contracted Labor	4,869
Mail Machine 15% of 108	16
Switchboard Salary 15% of 126	19
Courier 15% of 450	68
Switchboard Use 15% of 864	130
Finance Director 15% of 4,190	<u>630</u>

Total

5,732

## Capital

## Machine and Equipment

Electric Punch and Binder	1,873
Padding Rack	350
Paper Cutter	1,100
Printing Calculator	550
Small Tools	<u>100</u>

Total

3,973

Total Operating Cost

56,210

General Services Division Function - Cost Breakdown

1265.6

## B. Courier - Stockroom

Vehicle Rental	1,020
Telephone	100
Space Rental	1,000
Fringe Benefits	1,168
Supplies & Ppstage	300
Salaries	8,236
Administration	1,500
Overtime	150
Contracted Labor	1,370
Mail Machine	16
Switchboard Salaries	19
Courier	67
Switchboard Use	130
Finance Director	<u>630</u>

Total

15,706

General Services Division Function - Cost Breakdown

1265.6

C. Utility Bill Mailing (Based on 7-1/2% Increase) 381,120 per year

Postage (based on 31,760 per mo.)	22,870
Pink Envelopes at 5.22 per M + 7-1/2%	2,140
Green Envelopes at 8.62 per M + 7-1/2%	3,530
Machine Maintenance	800
Postage Meter Rental	168
Salaries & Administrative (3720 sal.)	5,541
Fringe Benefits	644
Supplies	50
Space Rental	1,000
Mailing Machine 15%	16
Switchboard Salary 15%	19
Courier 30% of 450	135
Switchboard Use	130
Finance Director	<u>410</u>

Total

37,453

General Services Division Function - Cost Breakdown

1265.6

## D. Central Mailing

Equipment (Postage Meter) Rent	168
Postage and Supplies	2,500
Salaries and Administration (5%) (650 Salaries)	1,363
Space Rental	250
Fringe Benefits	165
Courier 15%	68
Finance Director 15%	<u>630</u>

Total

5,144

General Services Division Function - Cost Breakdown

1265.6

## E. Switchboard

Salaries	12,386
Overtime	80
Administration	1,650
Fringe Benefits	1,685
Supplies and Postage	50
Space Rental	300
Contracted Labor (backup)	490
Finance Director 15%	<u>630</u>

Total

17,271



## General Services Division Function - Cost Breakdown

1265.6

## F. MT/ST System

Machine Rental	6,696
Salaries	14,776
Administrative	1,650
Fringe Benefits	1,975
Supplies & Postage	2,000
Telephones	200
Space Rental	1,000
Switchboard Salaries	19
Mail Machines	16
Courier	68
Switchboard Use	130
Finance Director	<u>630</u>

Total

29,160

General Services Division Function - Cost Breakdown

1265.6

## G. Records Retention

Machine Rental	3,204
Maintenance	120
Supplies & Postage	3,000
Salaries	7,480
Administrative	2,475
Fringe Benefits	1,200
Space Rental	300
Telephone	100
Contracted Labor	16,850
Mailing Machine	16
Switchboard Salary	19
Courier	68
Switchboard Use	130
Finance Director	<u>630</u>

Total

35,592

General Services Division Function - Estimated Distribution

1265.6

## G. Records Retention

Records Retention and microfilm costs will be charged on a use basis. Hopefully, by January 1, 1969 there will have been sufficient exposure to establish a cost schedule.

The total of 35,592 for this function includes 16,100 estimated by Public Works for the City Hall Annex Coal Bunker Remodel which when completed would be used as a microfilming center complete with records, storage vault and reference library operated by the General Services Division.

General Services Division Function - Cost Breakdown

1265.6

## H. General Service Administration

Salary	7,005
Employee Benefit	531
Tuition Refunds	100
Cost of School Training	100
Mileage for Private Car	300
Space Rental (office)	150
Travel	1,000
Dues and Subscriptions	75
Duplicating	

Total

9,261

This function includes those responsibilities directed to the General Services Supervisor by the Finance Director and/or City Manager's Office such as:

1. Forms control.
2. City Hall Annex Parking Control.
3. Finance Department Systems or Administrative Assist Assignments.
4. Mail Users Council Representation for City.
5. Such other activities as may be directed from time to time.