

FINANCE

ANNUAL BUDGET

FINANCE DEPARTMENT



CITY OF ANCHORAGE

DEPARTMENT				DEPARTMENT SUMMARY			PAGE
FINANCE				1265			C74
DIVISIONS	1967	1968	1969	1970	1971		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND.	APPROVED
Administration			46,110	76,584	95,800	95,800	100,230
Controller	205,095	263,127	268,094	333,952	354,400	350,790	362,580
Treasury	294,826	412,799	267,781	300,623	341,500	341,300	353,300
Utility Customer Service	214,846	230,662	436,613	530,837	598,040	605,890	628,230
Purchasing	56,258	61,514	72,154	89,534	118,750	118,810	123,980
General Services	73,484	143,311	101,208	67,207	79,600	79,470	80,630
Duplicating				44,033	75,910	75,610	68,490
Total	844,509	1,111,413	1,191,960	1,442,770	1,664,000	1,667,670	1,717,440
Less Charges to Others	(615,771)	(828,603)	(912,827)	(1,173,440)	(1,330,160)	(1,334,730)	(1,372,600)
TOTAL	228,738	282,810	279,133	269,330	333,840	332,940	344,840

CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE ADMINISTRATION	ACCOUNT NUMBER 1265.1	SUMMARY	A	PAGE C75
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	INCLUDED IN CONTROLLER'S BUDGET		33,922	64,424	80,000	80,000	84,280
Contractual			9,890	8,660	12,970	12,970	12,970
Supplies			490	530	980	980	980
Other Costs							
Capital Outlay				1,808	2,970	1,850	1,850
			46,110	76,584	95,800	95,800	100,230
Less Interfund Charges			(46,110)	(71,514)	(87,180)	(87,180)	(91,210)
Total			-0-	5,070	8,620	8,620	9,020

PROGRAM OUTLINE

Provide a comprehensive, orderly basis for fiscal planning, management and control. Efficient accounting and reporting will provide the management of the City with the information required to generally promote more effective public management in City government.

Goal Number I

Provide management with essential financial information on a regular and timely basis through complete automation of all accounting and financial operations of the City.

Objective for 1971:

In coordination with Data Processing develop a financial management system that can be implemented not later than calendar year 1972, with a daily transaction capability.

Goal Number II

Develop a budget that effectively serves the needs of management.

Objective Number I for 1971:

Develop a budget for calendar year 1972 that is a reference document to management for identifying policy and projected outputs (public service).

Objective Number II for 1971:

Develop a budget for calendar year 1972 that describes long-range objectives, their over-all costs and the expected results.

FINANCE

ADMINISTRATION

1265.1

PAGE

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PROGRAM OUTLINE (Continued)Goal Number III

Provide management with narrative analyses of financial statements together with recommendations to improve adverse conditions, revise budget programs, or outline suggested expenditure controls to meet original budget programs.

Objective for 1971:

Perform monthly analyses, and prepare written short narratives on status of various City operations and recommended courses of action.

Goal Number IV

Continually review the City Charter, Code and Manager Regulations for updating actions required to keep abreast of changing requirements within the scope of City financial management.

Objective Number I for 1971:

Cause to have published a City Manager Regulation covering requests for, funding of, and financial control of the City's Capital Improvement Program by incorporation provisions of regulations in existence providing for revision procedures, and referral to related regulations.

Objective Number II for 1971:

Cause to have published a new City Manager Regulation covering requests for, funding of, and financial control of grants from other governments.

Objective Number III for 1971:

In accordance with Sec. 1-6 of code, cause repeal of Sec. 2-51.2 pertaining to the City Assessor.

Objective Number IV for 1971:

Cause amendment of Section 2-50 of the Anchorage Code to reflect current chart, funds, and system of the City's financial records.

Goal Number V

Become involved in accounting knowledge associated with the new financial management system with a view toward obtaining staff accounting expertise which will aid management through reports, analyses and briefings.

Objective for 1971:

Gain knowledge through exposure from the system, analyses of the finished products from output, and preparation of short narratives showing status of funds and recommended courses of action.

FINANCE

ADMINISTRATION

1265.1

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PROGRAM OUTLINE (Continued)Goal Number VI

Periodically analyze utility rates and charges with a view toward a fair return to the enterprise and yet remain at a level commensurate with services provided the customer.

Objectives for 1971:

Perform one-time analyses of utility rates and charges and determine feasibility of preparing periodic reports for management use in maintaining or revising current rates. If feasible, schedule and prepare such reports on a recurring basis.

Goal Number VII

To solve the space problem that exists because of the lack of adequate facilities for the existing functions housed in the City Hall.

Objective for 1971:

Take temporary measures to relieve the space shortage, pending the results of the study to be completed on the new city hall and convention center.

Goal Number VIII

Revise and up-date the Finance Department's policies and procedures.

Objective for 1971:

Revise all Finance Department policies and procedures including the requirements for the phases of the Financial Management System to be implemented during 1971.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		ADMINISTRATION		1265.1					C78
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
.110	Salaries	28,928	56,554	67,980	67,980	70,670			
.120	Overtime	1,438	1,000	1,500	1,500	1,500			
.140	Liability & Workmen's Comp. Ins.	272	540	960	960	1,010			
.141	Retirement Plans	2,366	4,270	7,010	7,010	7,290			
.142	Life Insurance	85	170	200	200	210			
.143	Medical Insurance Programs	111	390	480	480	1,440			
.144	Social Security (FICA)	722	1,500	1,870	1,870	2,160			
	Total	33,922	64,424	80,000	80,000	84,280			
	<u>CONTRACTUAL</u>								
.221	Duplicating	2,194	2,810	3,000	3,000	3,000			
.222	Miscellaneous Charges	255							
.241	Telephone, Switchboard	2,386	1,920	3,240	3,240	3,240			
.259	School & Training Programs	95							
.272	Other Vehicles and Equipment	1,134							
.274	Space Rental - City Bldgs.	1,909	1,940	2,500	2,500	2,500			
.281	Repairs & Maint. - City Forces	432	610	360	360	360			
.282	Repairs & Maint. - Other			500	500	500			
.291	Travel	1,089	1,100	3,000	3,000	3,000			
.292	Dues & Subscriptions	396	280	370	370	370			
	Total	9,890	8,660	12,970	12,970	12,970			
	<u>SUPPLIES</u>								
.311	Materials		30	30	30	30			
.313	Office Supplies & Postage	490	500	950	950	950			
	Total	490	530	980	980	980			
	<u>CAPITAL</u>								
.605	Machinery & Equipment	1,808	2,970	1,850	1,850	2,000			
	Total	46,110	76,584	95,800	95,800	100,230			
.501	<u>LESS CHARGES TO OTHERS</u>	(46,110)	(71,514)	(87,180)	(87,180)	(91,210)			
	Total Operating Budget	-0-	5,070	8,620	8,620	9,020			

1972 Prelim
Duplication (50)

1971 7800
1972 10,000
5.2 5.4

Final 1971 Oct Prelim 1972
(800) (600) 405,100 572,400

2,810 (2/71)
3,000

170 (2/71)

DEPARTMENT FINANCE	ACCOUNT TITLE ADMINISTRATION	ACCOUNT NUMBER 1265.1	PERSONNEL	C	PAGE C79
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Director of Finance	40	1722-2097	1	1	22,730	1	22,730	1	23,639 ✓
Budget Officer	32	1258-1530	1	1	16,130	1	16,130	1	16,840 ✓ 16,775
Staff Accountant	32	1258-1530	1	1	14,900	1	14,900	1	15,623 ✓ 15,496
Secretary	16	671-817	1	1	9,450	1	9,450	1	9,828 ✓
Subtotal			4	4	63,210	4	63,210	4	65,738
<u>New Position:</u>									
FMS Coordinator	31	1209-1471		1/3	4,660	1/3	4,660	1/3	4,850 ✓
Vacation Replacement					800		800		800 ✓
Subtotal				1/3	5,460	1/3	5,460	1/3	5,650
Less 1% Salary Savings					(690)		(690)		(714) ✓
TOTAL			4	4 1/3	67,980	4 1/3	67,980	4 1/3	70,674

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	ADMINISTRATION	1265.1			C80

.221 DUPLICATING

Department Request	Manager Recommends	Council Approved
Budget, financial information and forms	3,000	3,000

.241 TELEPHONE, TELEGRAPH AND SWITCHBOARD

Telephone and Switchboard	1,820	1,820	1,820
Tolls and Telegrams	1,420	1,420	1,420
			<u>3,240</u>

1972 S/B
765 S/B
2040 Tolls
420 Tolls
3225

S/B Salaries \$2700 in 1971

2700
540
3240

.281 REPAIRS & MAINTENANCE - CITY FORCES

Compliance with Fire Marshal Report	240	240	240
Miscellaneous Minor Projects Under \$100	120	120	120
	<u>360</u>	<u>360</u>	<u>360</u>

.291 TRAVEL

Moving Expense	1,400	1,400	1,400
Municipal Finance Officers Association Conference	800	800	800
Alaska Municipal League	140	140	140
(PPBS) Budget Course	560	560	560
Budget Advisory Commission	100	100	100
			<u>3,000</u>

April - \$1,250 - (62.72) = \$1187

Feb 213

*** Amc 45*

** Bal 21*

Bal 560

Bal 78

Education \$

Nov + Dec

about 22 May

.292 DUES AND SUBSCRIPTIONS

Financial and Technical - Membership and Subscriptions	370	370	370
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Amer Acctg Assn \$12.50 paid Jan 71

Natl Assn Accts \$21.00 paid Jan 71 + \$45.00 May 71

MFOA \$40 paid Mar 71

Frnt of Internal Aud \$16.00 71 40 \$24.00 paid June 71

Anch Times 30

Municipal World 10 \$8.50 paid June 71

Public Acct 15

MFOA Publications 40 \$32.50 paid June 71

Financial Publications 100 (over 3)*

Tech Books 60 Bal 41

370

Manag the Modern City 14

Pub Admin Svcs 8 (7/71)

** Pub Admin Svcs 26 (local 15 June)*

Others May 18

1971 Munic Fr Book 16 (June)

Systemation 36 (June)

103

** Chicago Regis April \$61*

** Anch Midwest 34*

** ~~Anch~~ Carbons 485*

*** MFOA New York 784*

\$16.00 More in July

Spent 302.50 through July 31

MIT 12.50 in Aug

315.00

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	ADMINISTRATION	1265.1			C81

		Department Request	Manager Recommends	Council Approved
<u>.605 MACHINERY AND EQUIPMENT</u>				
Desks (2) - 1 replacement		440	440	440
Chairs (2) - 1 replacement		180	180	180
File Cabinets (2) - 4-drawer, legal <i>1-May #140</i>		130	130	280
Calculators (2)		1,000	1,000	1,000
Book Case (1)		100	100	100
		<u>1,850</u>	<u>1,850</u>	<u>2,000</u>
<u>.501 LESS CHARGES TO OTHERS</u>				
<u>Administration (70% of Budget - \$70,160)</u>				
Treasury	30%	20,120	20,120	21,050
UCS	25%	16,760	16,760	17,540
Purchasing	15%	10,060	10,060	10,520
Controller	30%	20,120	20,120	21,050
		<u>67,060</u>	<u>67,060</u>	<u>70,160</u>
<u>Budgeting (30% of Budget - \$30,070)</u>				
Telephone	21%	6,030	6,030	6,320
Electric	14%	4,020	4,020	4,210
Water	7%	2,010	2,010	2,110
Port	4%	1,160	1,160	1,200
Refuse	4%	1,160	1,160	1,200
Equipment & Supply	3%	860	860	900
Projects	17%	4,880	4,880	5,110
Subtotal	<u>70%</u>	<u>20,120</u>	<u>20,120</u>	<u>21,050</u>
General Fund	30%	8,620	8,620	9,020
	<u>100%</u>	<u>28,740</u>	<u>28,740</u>	<u>30,070</u>

CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE CONTROLLER	ACCOUNT NUMBER 1265.2	SUMMARY	A	PAGE C82
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	156,866	189,098	175,447	211,055	233,230	229,170	241,720
Contractural	36,495	21,165	32,851	47,897	57,170	61,590	60,270
Supplies	9,519	8,217	4,917	6,000	6,000	6,000	6,000
Other Costs		42,384	52,893	65,040	54,090	48,870	49,430
Capital Outlay	2,235	2,263	1,986	3,960	3,910	5,160	5,160
	205,115	263,127	268,094	333,952	354,400	350,790	362,580
Less Interfund Charges	(117,673)	(149,450)	(145,993)	(244,122)	(235,730)	(233,390)	(241,060)
Total	87,422	113,677	122,101	89,830	118,670	117,400	121,520

PROGRAM OUTLINE

Maintain a complete and unified system of budgetary and proprietary accounts segregated by fund. Prepare timely regular special financial reports which reflect the financial condition of the city and each of its funds.

Goal Number I

Coordinate with Data Processing the development and implementation of an integrated payroll-personnel system.

Objective for 1971

Full implementation during January, 1971.

Goal Number II

Coordinate with Data Processing the development of the proposed financial management system.

Objective for 1971

Since a new accounting system should be implemented at the beginning of the accounting cycle the proposed Financial Management System development should be completed by the end of 1971 so that it can be implemented as of January 1, 1972.

FINANCE

CONTROLLER

1265.2

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LEVEL OF SERVICE AS OF END OF 1970

The accounting records of the City are currently maintained on bookkeeping machines. This lack of automation has hindered the timely submission of regular financial reports. The following monthly reports are prepared and distributed:

<u>Report</u>	<u>When Prepared</u>
Utility Revenue and Expenses	10th Working Day After End of Reporting Period
General Fund Revenue & Expenses	10th " " " " " "
Budget Statements	11th " " " " " "
Work Orders	13th " " " " " "
Balance Sheets	15th " " " " " "

Monthly reports are made on all Federal and State of Alaska funded projects. A monthly report is prepared for the Port Trustee on Port and terminal expenditures. Quarterly tax reports are prepared for the Federal Government and State of Alaska. Special reports are prepared as requested on projected expenditures, revenues, etc. Expenditure and revenue data is collected for use in budget preparation.

The Annual Financial Report of the City is prepared and submitted to City Council.

CITY OF ANCHORAGE

CITY OF ANCHORAGE						
DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PAGE
FINANCE		CONTROLLER		1265.2		C84
CODE NO.	EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 REVISED BUDGET	1971		
				REQUEST	RECOMMEND	APPROVED
<u>PERSONAL</u>						
.110	Salaries	154,928	186,005	203,190	199,130	207,090
.120	Overtime	3,800	4,420	4,500	4,500	4,500
.140	Liability & Workmen's Comp. Ins.	1,526	1,730	2,800	2,800	2,970
.141	Retirement Plans	8,383	10,880	12,890	12,890	13,410
.142	Life Insurance	289	440	500	500	520
.143	Medical Insurance Programs	714	1,030	1,420	1,420	5,160
.144	Social Security (FICA)	5,807	6,550	7,930	7,930	8,070
	Total	175,447	211,055	233,230	229,170	241,720
<u>CONTRACTUAL</u>						
.212	Job Recruitment		80	80	80	80
.221	Duplicating	682	850	850	850	850
.222	Miscellaneous Charges	17,991	28,630	35,950	37,020	35,700
.241	Telephone, Switchboard	2,598	2,610	2,900	2,900	2,900
.252	Surety Bond	88	90	90	90	90
.258	Tuition Refunds	204	500	500	500	500
.272	Other Vehicles and Equipment	2,512	2,100	2,200	6,920	6,920
.274	Space Rental - City Bldgs.	7,505	7,690	8,590	8,420	8,420
.281	Repairs & Maint. - City Forces		3,397	1,410	1,410	1,410
.282	Repairs & Maint. - Other	1,181	1,500	3,900	2,700	2,700
.291	Travel	64	350	500	500	500
.292	Dues & Subscriptions	26	100	200	200	200
	Total	32,851	47,897	57,170	61,590	60,270
<u>SUPPLIES</u>						
.313	Office Supplies & Postage	4,917	6,000	6,000	6,000	6,000
<u>OTHER CHARGES</u>						
.461	Data Processing Charges	43,814	44,650	49,090	48,870	49,430
.462	Data Processing Developemtn	9,079	20,390	5,000	-0-	-0-
	Total	52,893	65,040	54,090	48,870	49,430

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		CONTROLLER		1265.2					C85
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
.602	<u>CAPITAL</u> Buildings			600	1,850	1,850			
.605	Machinery & Equipment	1,986	3,960	3,310	3,310	3,310			
	Total	1,986	3,960	3,910	5,160	5,160			
	Total	268,094	333,952	354,400	350,790	362,580			
.501	<u>LESS CHARGES TO OTHERS</u>	(145,993)	(244,122)	(235,730)	(233,390)	241,060			
	Total Operating Budget	122,101	89,830	118,670	117,400	121,520			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
FINANCE	CONTROLLER	1265.2			C86

CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Controller	36	1471-1790	1	1	19,234	1	19,234	1	20,003
Accounting Officer	31	1209-1471	1	1	16,980	1	16,980	1	17,659
Clerk Stenographer II	11	552-671	1	1	7,198	1	7,198	1	7,486
<u>Accounting Section</u>									
Accountant II	27	1035-1258	4	4	57,044	4	57,044	4	59,326
Accountant I	23	884-1077	2	2	23,164	2	23,164	2	24,091
Accounting Clerk III	18	725-884	1	1	10,716	1	10,716	1	11,145
Accounting Clerk I	12	575-699	2	2	14,591	2	14,591	2	15,175
<u>Accounts Payable Section</u>									
Accts. Payable Supervisor	20	787-956	1	1	11,496	1	11,496	1	11,956
Accts. Payable Clerk	14	620-755	2	2	16,920	2	16,920	2	17,597
Voucher Clerk II	10	532-646	1	1	6,604	1	6,604	1	6,868
<u>Payroll Section</u>									
Payroll Specialist	22	850-1035	1	1	10,993	1	10,993	1	11,433
Payroll Clerk	14	620-755	1	1	8,248	1	8,248	1	8,578
Subtotal			18	18	203,188	18	203,188	18	211,317
Less 2% Salary Savings							(4,060)		(4,226)
TOTAL			18	18	203,188	18	199,128	18	207,091

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C87
			Department Request	Manager Recommends	Council Approved
.222	<u>MISCELLANEOUS CHARGES</u>				
	Courier		400	340	340
	Finance Administration		18,790	20,120	21,050
	Numeric Check Sorting		300	300	300
	Annual Financial Report		1,800	1,800	1,800
	Microrfilming Financial Records		13,760	13,560	11,310
	Moving and Sorting Records for Microfilming		300	300	300
	AMU Student Training Program		600	600	600
			<u>35,950</u>	<u>37,020</u>	<u>35,700</u>
.241	<u>TELEPHONE AND SWITCHBOARD</u>				
	Telephone and Switchboard Rental		2,200	2,200	2,200
	Telephone Tolls		100	100	100
	Switchboard Operators		600	600	600
			<u>2,900</u>	<u>2,900</u>	<u>2,900</u>
.272	<u>EQUIPMENT RENTAL</u>				
	Rental 2 Burroughs Accounting Machines			4,720	4,720
	Xerox Model 2400 - 12 months @ \$340		4,100	4,100	4,100
	Less: Recoveries from other users		(1,900)	(1,900)	(1,900)
			<u>2,200</u>	<u>6,920</u>	<u>6,920</u>
.281	<u>REPAIRS AND MAINTENANCE - CITY FORCES</u>				
	Compliance with Fire Marshal Report		960	960	960
	Emergency Lighting		160	160	160
	Paint Basement Lounge		110	110	110
	Replace Baseboard		180	180	180
			<u>1,410</u>	<u>1,410</u>	<u>1,410</u>

CITY OF ANCHORAGE

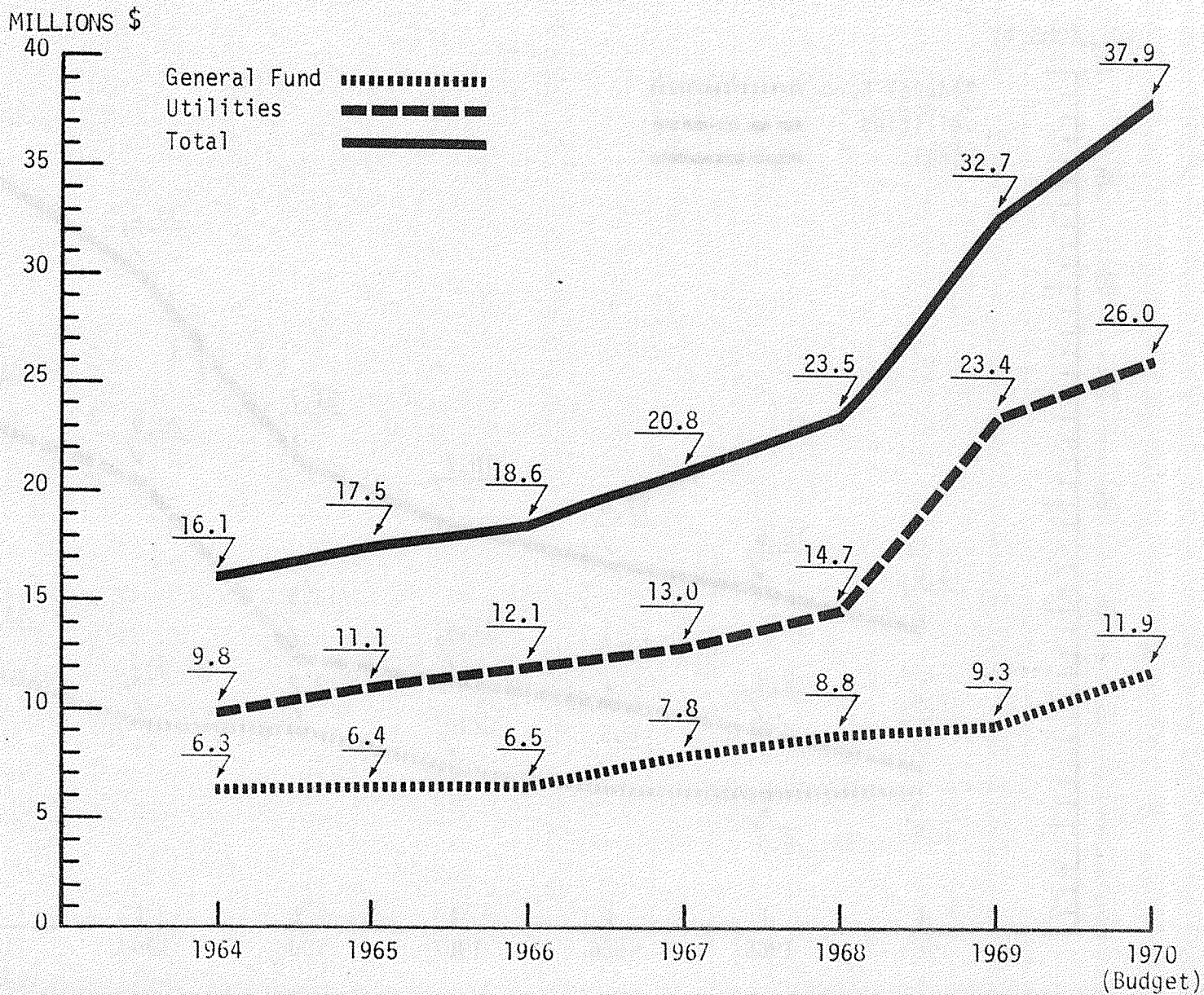
DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C88

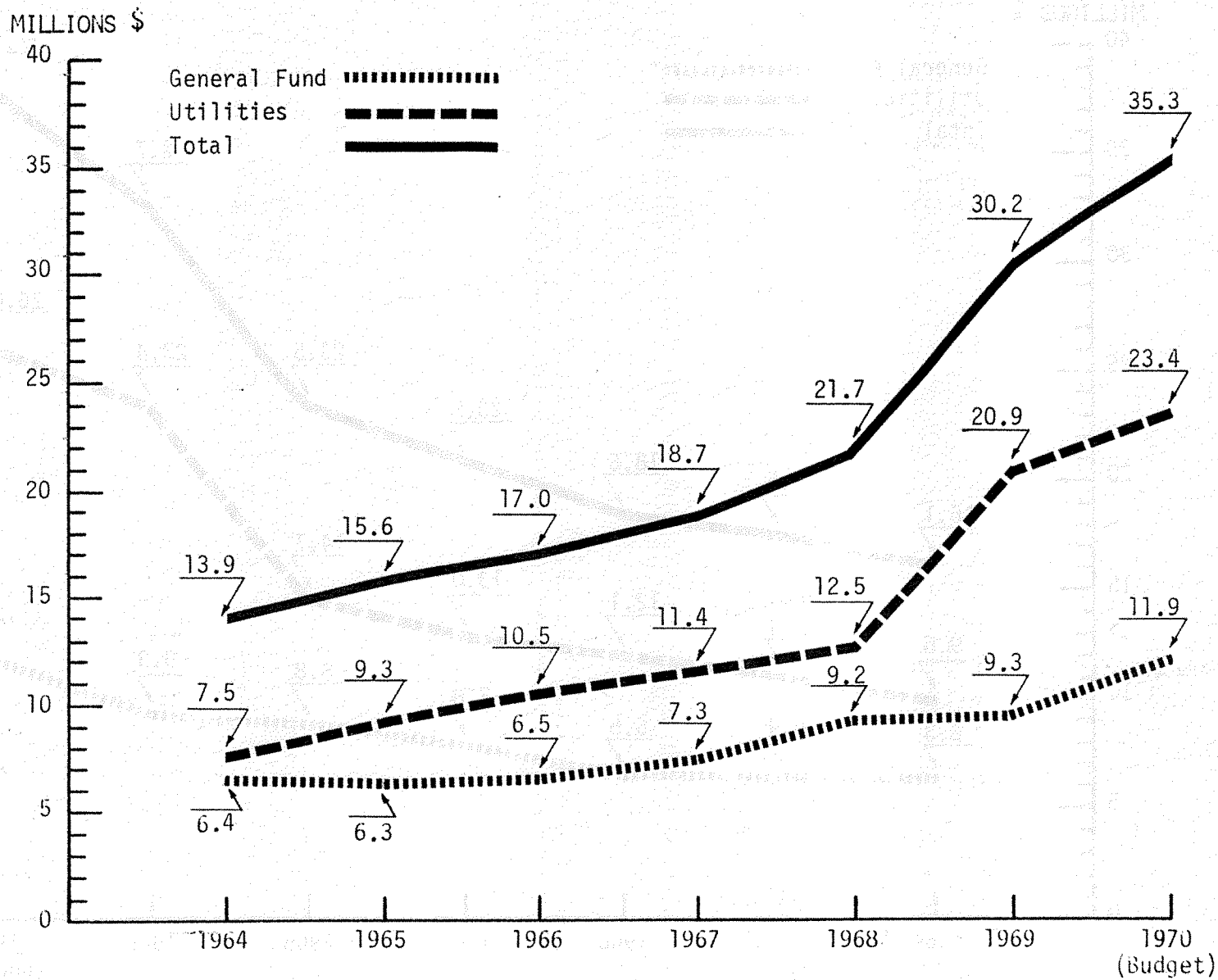
	Department Request	Manager Recommends	Council Approved
.282 <u>REPAIRS AND MAINTENANCE - OTHER</u>			
Office Machine Maintenance	1,500	300	300
Painting Second Floor City Hall	1,500	1,500	1,500
Install Drapes	900	900	900
	<u>3,900</u>	<u>2,700</u>	<u>2,700</u>
.291 <u>TRAVEL</u>			
Controller and Accounting Workshops	500	500	500
.313 <u>OFFICE SUPPLIES AND POSTAGE</u>			
Office supplies, postage and forms, including approximately 40,000 voucher and payroll checks, budget statements, ledger cards, payroll time sheets and cards, and accounting machine paper	6,000	6,000	6,000
.461 <u>DATA PROCESSING CHARGES</u>	49,090	48,870	49,430
.462 <u>DATA PROCESSING DEVELOPMENT</u>			
Unscheduled Projects	5,000		
.602 <u>BUILDINGS</u>			
Install folding door - P.W. Structures	600	600	600
Install Restroom		1,250	1,250
	<u>600</u>	<u>1,850</u>	<u>1,850</u>

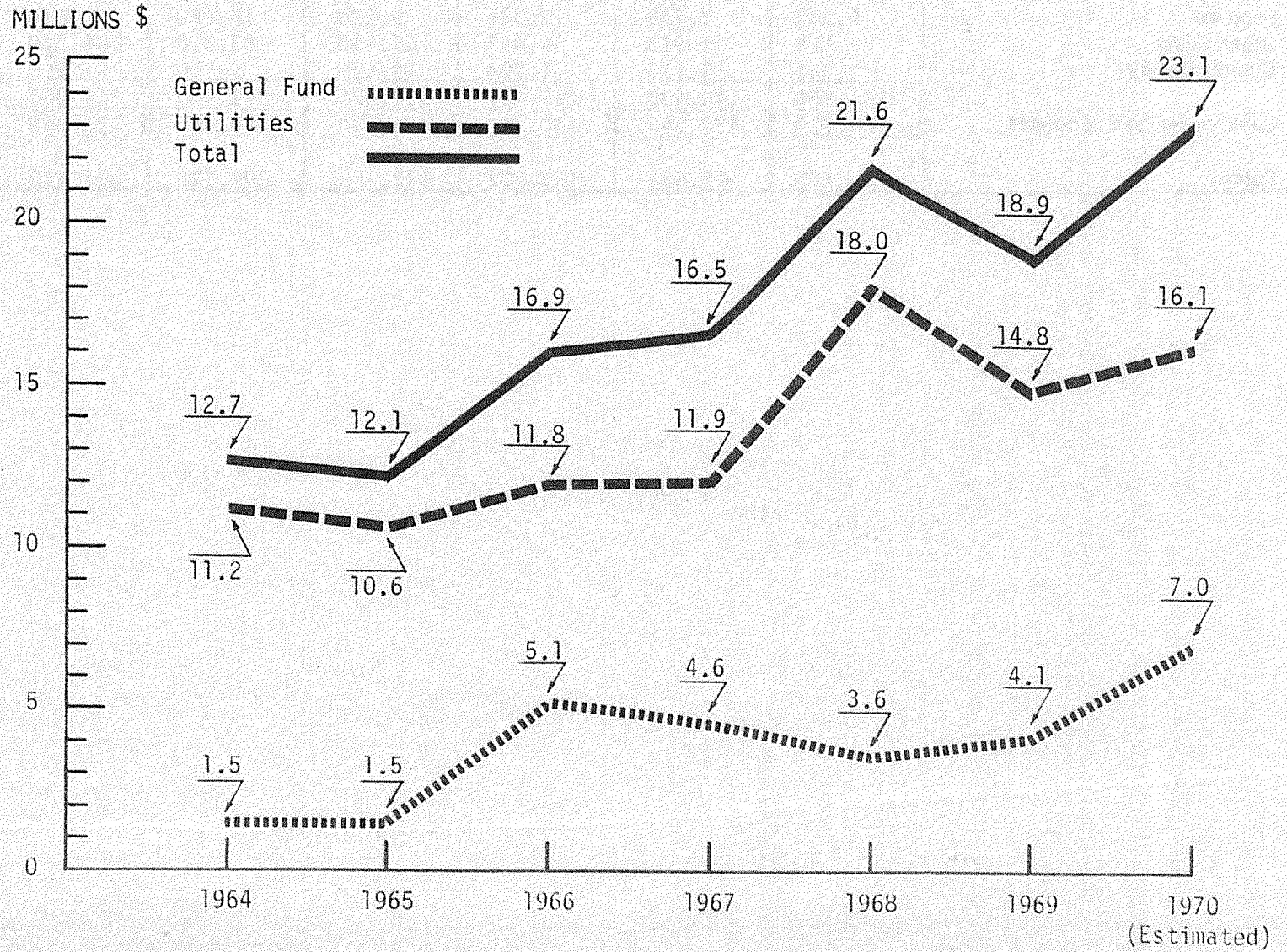
CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C89

		Department <u>Request</u>	Manager <u>Recommends</u>	Council <u>Approved</u>	
.605 MACHINERY AND EQUIPMENT					
	Microfilm Reader	560	560	560	
	Microfilm Storage Cabinet	220	220	220	
	Electric typewriter - Replacement	520	520	520	
	Typewriter Stand - Replacement	50	50	50	
	Adding Machines - Replacements (3)	1,000	1,000	1,000	
	Desks - Replacements (2)	560	560	560	
	Chairs - Replacements (5)	400	400	400	
		<u>3,310</u>	<u>3,310</u>	<u>3,310</u>	
.501 CHARGES TO OTHERS					
	Telephone Utility	21%	71,200	70,440	72,920
	Electric Utility	14%	47,460	46,960	48,610
	Water Utility	7%	23,740	23,480	24,310
	Refuse Utility	4%	13,560	13,420	13,890
	Port Facilities	4%	13,560	13,420	13,890
	Equipment & Supply	4%	13,560	13,420	13,890
	Bond Fund Projects	<u>11%</u>	<u>37,300</u>	<u>36,900</u>	<u>38,200</u>
		65%	<u>220,380</u>	<u>218,040</u>	<u>225,710</u>
	Federal and Other Programs		<u>15,350</u>	<u>15,350</u>	<u>15,350</u>
	Total		235,730	233,390	241,060







CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	TREASURY	1265.3			C93

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	118,723	148,680	152,983	162,119	168,810	165,840	175,880
Contractual	30,150	17,157	31,241	44,714	65,500	66,370	67,300
Supplies	6,587	7,768	7,336	9,270	18,980	18,980	18,980
Other Costs	125	71,913	74,493	67,950	87,310	89,210	90,240
Capital Outlay	1,381	3,112	1,728	16,570	900	900	900
	156,966	248,630	267,781	300,623	341,500	341,300	353,300
Less Interfund Charges	(58,813)	(132,946)	(110,749)	(128,430)	(140,280)	(139,630)	(144,480)
Total	98,153	115,684	157,032	172,193	201,220	201,670	208,820

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE	TREASURY	1265.3			C94

CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
.110	Salaries	136,640	144,639	148,600	145,630	151,320
.120	Overtime	162	850	1,500	1,500	1,500
.140	Liability & Workmen's Comp. Ins.	1,299	1,430	2,030	2,030	2,150
.141	Retirement Plans	8,232	8,550	8,600	8,600	8,950
.142	Life Insurance	405	450	400	400	420
.143	Medical Insurance Programs	1,022	1,050	1,080	1,080	4,780
.144	Social Security (FICA)	5,223	5,150	6,600	6,600	6,760
	Total	152,983	162,119	168,810	165,840	175,880
	<u>CONTRACTUAL</u>					
.210	Advertising		250	400	400	400
.214	Reimbursable Advertising Costs	166	1,350	1,350	1,350	1,350
.221	Duplicating	1,896	550	1,110	1,110	1,110
.222	Miscellaneous Charges	19,655	31,170	43,560	44,860	45,790
.225	Reimbursable Collection Costs			1,000	1,000	1,000
.241	Telephone, Switchboard	3,883	3,650	4,910	4,910	4,910
.252	Surety Bond	426	850	850	850	850
.258	Tuition Refunds		110	210	210	210
.273	Private Vehicle Mileage		100	100	100	100
.274	Space Rental - City Bldgs.	3,840	3,620	5,070	5,040	5,040
.281	Repairs & Maint. - City Forces			1,870	1,470	1,470
.282	Repairs & Maint. - Other	1,073	2,244	3,720	3,720	3,720
.291	Travel	220	750	1,260	1,260	1,260
.292	Dues & Subscriptions	82	70	90	90	90
	Total	31,241	44,714	65,500	66,370	67,300
	<u>SUPPLIES</u>					
.313	Office Supplies & Postage	7,336	9,270	18,980	18,980	18,980
	<u>OTHER CHARGES</u>					
.441	Cash Over & Short	199	300	300	300	300
.461	Data Processing Charges	57,778	53,190	58,950	61,010	61,720
.462	Data Processing Development	16,516	14,460	28,060	27,900	28,220
	Total	74,493	67,950	87,310	89,210	90,240

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		TREASURY		1265.3					C95
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
.605	<u>CAPITAL</u> Machinery & Equipment	1,728	16,570	900	900	900			
	Total	267,781	300,623	341,500	341,300	353,300			
	<u>LESS CHARGES TO OTHERS</u>								
.501	Reimbursable Charges to Others	(110,077)	(127,080)	(137,930)	(137,280)	(142,130)			
.502	Reimbursable Advertising Costs	(672)	(1,350)	(1,350)	(1,350)	(1,350)			
.503	Reimbursable Collection Costs			(1,000)	(1,000)	(1,000)			
	Total	(110,749)	(128,430)	(140,280)	(139,630)	(144,480)			
	Total Operating Budget	157,032	172,193	201,220	201,670	208,820			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		TREASURY		1265.3					C96
CODE NO.	EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 REVISED BUDGET	TREAS.-ADMIN.	REC.& CUST.	ASSESS.	PARKING VIOLATIONS	TOTAL	
<u>PERSONAL SERVICES</u>									
.110	Salaries	136,640	144,639	20,580	61,690	32,600	36,450	151,320	
.120	Overtime	162	850		500	500	500	1,500	
.140	Liability & Workmen's Comp.Ins.	1,299	1,430	290	870	470	520	2,150	
.141	Retirement Plans	8,232	8,550	2,620	2,740	1,830	1,760	8,950	
.142	Life Insurance	405	450	60	150	100	110	420	
.143	Medical Insurance Programs	1,022	1,050	180	2,560	800	1,240	4,780	
.144	Social Security (FICA)	5,223	5,150	470	3,080	1,490	1,720	6,760	
	Total	152,983	162,119	24,200	71,590	37,790	42,300	175,880	
<u>CONTRACTUAL</u>									
.210	Advertising		250		400			400	
.214	Reimbursable Advertising Costs	166	1,350			1,350		1,350	
.221	Duplicating	1,896	550		370	370	370	1,110	
.222	Miscellaneous Charges	19,655	31,170	1,360	24,900	10,660	8,870	45,790	
.225	Reimbursable Collection Costs					1,000		1,000	
.241	Telephone, Switchboard	3,883	3,650	840	1,190	1,190	1,690	4,910	
.252	Surety Bond	426	850	850				850	
.258	Tuition Refunds		110		70	70	70	210	
.273	Private Vehicle Mileage		100	100				100	
.274	Space Rental - City Bldgs.	3,840	3,620	240	1,600	1,600	1,600	5,040	
.281	Repairs & Maint.-City Forces			50	520	450	450	1,470	
.282	Repairs & Maint.-Other	1,073	2,244	190	1,680	920	930	3,720	
.291	Travel	220	750	1,260				1,260	
.292	Dues & Subscriptions	82	70	90				90	
	Total	31,241	44,714	4,980	30,730	17,610	13,980	67,300	
<u>SUPPLIES</u>									
.313	Office Supplies & Postage	7,336	9,270	840	2,300	4,340	11,500	18,980	
<u>OTHER CHARGES</u>									
.441	Cash Over & Short	199	300		200	50	50	300	
.461	Data Processing Charges	57,778	53,190			8,760	52,960	61,720	
.462	Data Processing Development	16,516	14,460		5,460	18,710	4,050	28,220	
	Total	74,493	67,950		5,660	27,520	57,060	90,240	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		TREASURY		1265.3					C97
CODE NO.	EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 REVISED BUDGET	TREAS.-ADMIN.	REC. & CUST.	ASSESS.	PARKING VIOLATIONS	TOTAL	
.605	<u>CAPITAL</u> Machinery & Equipment	1,728	16,570		300	300	300	900	
	Total	267,781	300,623	30,020	110,580	87,560	125,140	353,300	
	<u>LESS CHARGES TO OTHERS</u>								
.501	Reimbursable Charges to Others	(110,077)	(127,080)	(15,010)	(80,670)	(46,450)		(142,130)	
.502	Reimbursable Advertising Costs	(672)	(1,350)			(1,350)		(1,350)	
.503	Reimbursable Collection Costs					(1,000)		(1,000)	
	Total	(110,749)	(128,430)	(15,010)	(80,670)	(48,800)		144,480	
	Total Operating Budget	157,032	172,193	15,010	29,910	38,760	125,140	208,820	
					37,410	42,510	128,900		
					18,910	20,010	62,010		

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
FINANCE	TREASURY	1265.3			C98

CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Treasurer	33	1309-1592	1	1	20,196	1	20,196	1	21,004
Assistant Treasurer	24	919-1119	1	1	11,658	1	11,658	1	12,124
Superv. Assessment Sec.	23	884-1077	1	1	13,662	1	13,662	1	14,208
Superv. Parking Violations	23	884-1077	1	1	13,042	1	13,042	1	13,564
Accounting Clerk III	18	725-884	1	1	9,636	1	9,636	1	10,021
Accounting Clerk II	15	646-787	2	2	16,862	2	16,862	2	17,536
Accounting Clerk I	12	575-699	3	3	20,884	3	20,884	3	21,719
Clerk IV	15	646-787	2	2	17,604	2	17,604	2	18,308
Clerk III	13	598-725	1	1	8,556	1	8,556	1	8,898
Clerk II	10	532-646	1	1	6,464	1	6,464	1	6,723
Subtotal			14	14	138,564	14	138,564	14	144,105
<u>New Position:</u>									
Accounting Clerk I	12	575-699	0	1	6,831	1	6,831	1	7,104
Temporary & Vacation Replacement					3,200		3,200		3,200
Subtotal				1	10,031	1	10,031	1	10,304
Less 2% Salary Savings							(2,970)		(3,088)
TOTAL			14	15	148,595	15	145,625	15	151,321

* 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			C99	
				Department Request	Manager Recommends	Council Approved
.214	<u>REIMBURSABLE ADVERTISING COSTS</u>					
	Assessment foreclosure publications to be collected from property owner.			1,350	1,350	1,350
.222	<u>CONTRACTED LABOR & EQUIPMENT</u>					
8240	Finance Department Administration			18,790	20,120	21,050
8241	Courier			240	360	360
8214	Utility Station Collection Fees (banks, etc.)			2,500	2,500	2,500
8439	Mortgage recording			500	500	500
8180	Youth Corp & AMU Students			1,710	1,710	1,710
8439	Safekeeping Fees			700	700	700
8241	Microfilming			10,320	10,170	10,170
8439	Armored Car Service			3,500	3,500	3,500
8439	Bond & Interest Coupon Paying Fees			5,000	5,000	5,000
8439	Miscellaneous			300	300	300
				<u>43,560</u>	<u>44,860</u>	<u>45,790</u>
.225	<u>REIMBURSABLE COLLECTION COSTS</u>					
	Court costs, service fees, etc., which will be added to the total amount due from the customer			1,000	1,000	1,000
.281	<u>REPAIRS & MAINTENANCE - CITY FORCES</u>					
	Compliance with Fire Marshal Report			1,000	1,000	1,000
	Paint Basement Lounge			120	120	120
	Replace Baseboard			180	180	180
	Install Emergency Lighting			170	170	170
	Miscellaneous Repairs			400	-0-	-0-
				<u>1,870</u>	<u>1,470</u>	<u>1,470</u>
.282	<u>REPAIRS & MAINTENANCE - OTHER</u>					
	Office Machine Maintenance & Repair			2,670	2,670	2,670
	Repaint Interior			500	500	500
	Install Drapes			300	300	300
	Install Drop Ceiling & Lights			250	250	250
				<u>3,720</u>	<u>3,720</u>	<u>3,720</u>

OK

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY	1265.3			C100

		Department Request	Manager Recommends	Council Approved
.291	<u>TRAVEL & BUSINESS MEETINGS</u>			
	U.S. Treasurer's Association (New Orleans)	855	855	855
	Investment Advisory Commission Meetings & Other Business Meetings	400	400	400
		<u>1,255</u>	<u>1,255</u>	<u>1,255</u>
.313	<u>OFFICE SUPPLIES & POSTAGE</u>			
	Office Supplies (based on actual 6 mo. 1970)	7,680	7,680	7,680
	Postage: Parking Violation Notices 3,000			
	Parking Viol. postage due 6,000			
	Other mail, metered 2,300			
		<u>11,300</u>	<u>11,300</u>	<u>11,300</u>
		<u>18,980</u>	<u>18,980</u>	<u>18,980</u>
.461	<u>DATA PROCESSING CHARGES</u>			
	Parking Violation Processing	57,350	52,350	52,960
	Special Assessment Accounts Receivable	1,600	8,660	8,760
		<u>58,950</u>	<u>61,010</u>	<u>61,720</u>
.462	<u>DATA PROCESSING DEVELOPMENT</u>			
	Data Acquisition System (pre-punched utility bills & parking violations on punch-tape system)	22,110	7,410	7,500
	Special Assessments Accounts Receivable	5,950	20,490	20,720
		<u>28,060</u>	<u>27,900</u>	<u>28,220</u>
.605	<u>MACHINERY & EQUIPMENT</u>			
	1 - Adding Machine	300	300	300
	1 - File Cabinet (Parking Violations)	300	300	300
	1 - File Cabinet (Assessments)	300	300	300
		<u>900</u>	<u>900</u>	<u>900</u>
.501	<u>REIMBURSABLE CHARGES TO OTHER DEPARTMENTS</u>			
	Telephone 12.6%	43,303	42,700	44,220
	ML&P 5.7%	19,332	19,320	20,000
	Water 18.0%	61,047	61,020	63,170
	Refuse 3.4%	11,531	11,530	11,930
	Port .8%	2,712	2,710	2,810
	40.5%	<u>137,925</u>	<u>137,280</u>	<u>142,130</u>

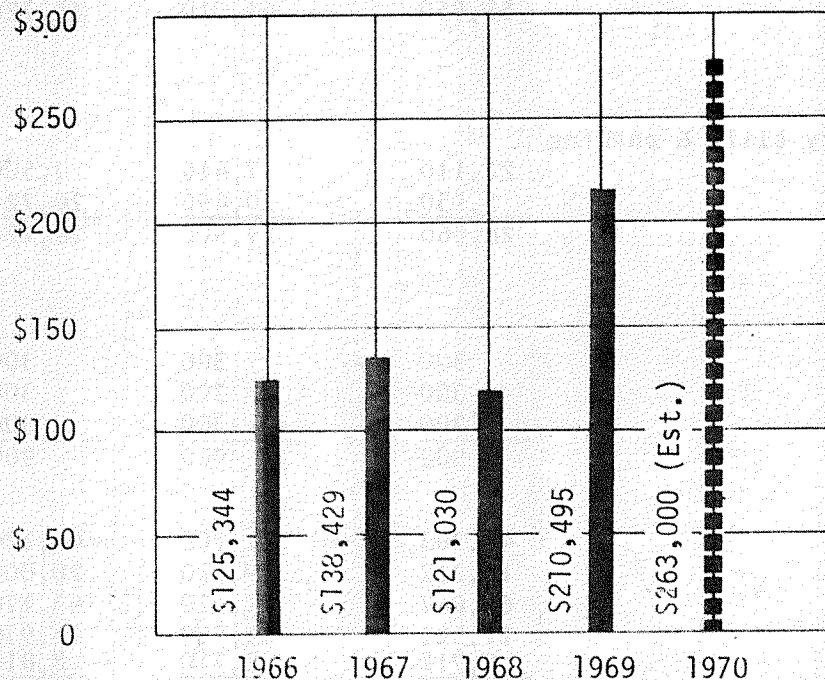
This section is responsible for the billing and collection of all special assessments or payments in lieu of assessments for water, sewer and paving and for conducting the annual foreclosure proceedings. They are also responsible for the issuance of permits for water and sewer connections, pavement breaks, curb and gutter and/or sidewalk replacement.

This section must keep detailed and exact records of each parcel of property, each special improvement district and each subdivision agreement to provide immediate and correct information for all title searches. They also audit for accuracy of property description all assessment rolls.

In addition to the assessment and permit work, through Oct. 1970 this section prepared and recorded 102 mortgages, released 57 mortgages, billed 2,928 sewer and water mortgages, mailed 190 delinquent notices, processed 395 changes of ownership and address, collect 91 Borough sewer connection and compaction fees, and processed 47 pavement breaks.

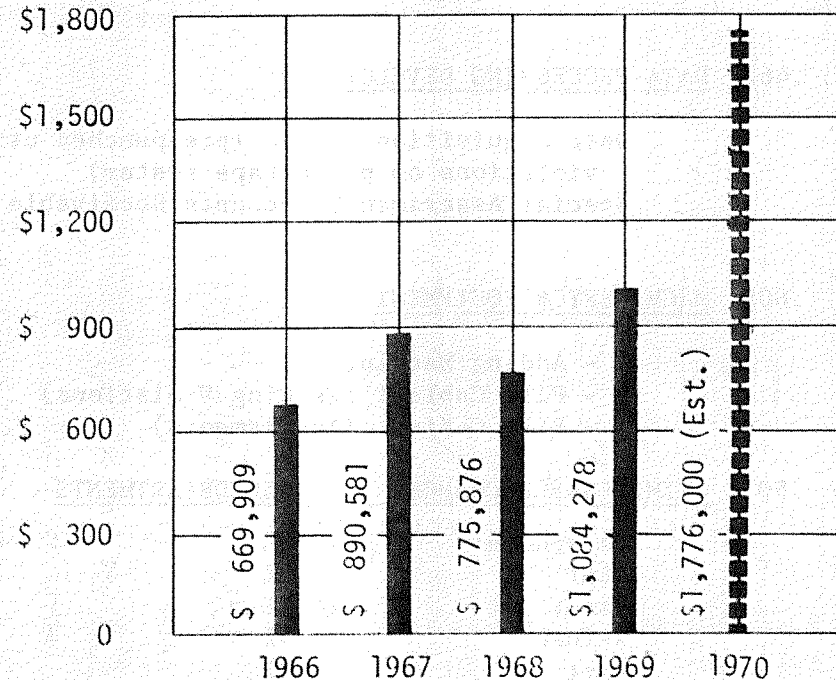
MISCELLANEOUS COLLECTIONS

THOUSANDS



ASSESSMENTS COLLECTED

THOUSANDS

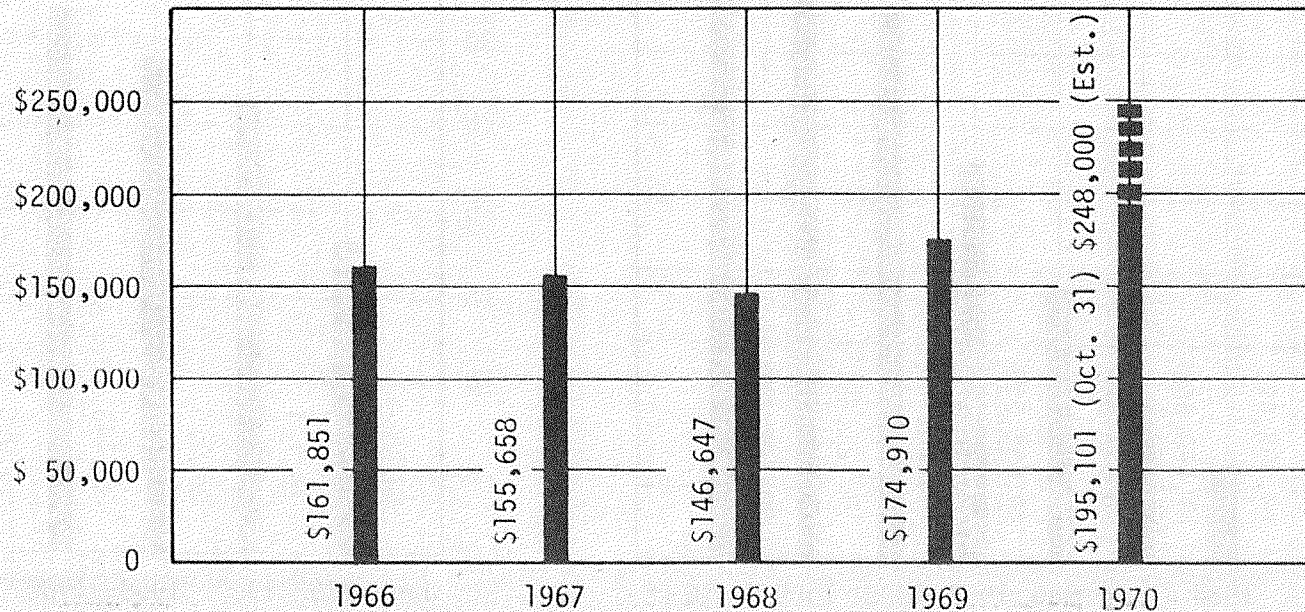


The Parking Violations Section is responsible for the collection of all equipment and non-moving violations. If a violation has not been paid after a notice has been sent, a warrant is prepared and the violation then becomes the responsibility of the court.

In June of 1970, parking violation fees were increased for expired meters and over-parking. For the first three months there were apparently fewer violations. Violations again started to increase in August, with the accompanying increase in total collections. Following is a comparison of the first 10 months of 1969 and 1970.

	<u>No. Citations Issued</u>		<u>\$ Amount Received</u>	
	<u>1969</u>	<u>1970</u>	<u>1969</u>	<u>1970</u>
Jan.	12,497	18,686	13,204	17,473
Feb.	10,829	13,984	11,517	15,274
Mar.	14,174	15,430	14,754	17,339
Apr.	14,443	13,652	16,368	14,701
May	15,116	12,667	15,296	13,685
June	12,119	11,619	14,569	16,553
July	12,384	10,429	13,380	18,804
Aug.	14,190	13,752	14,093	23,586
Sept.	16,518	14,476	15,387	26,718
Oct.	17,806	16,182	17,275	30,969

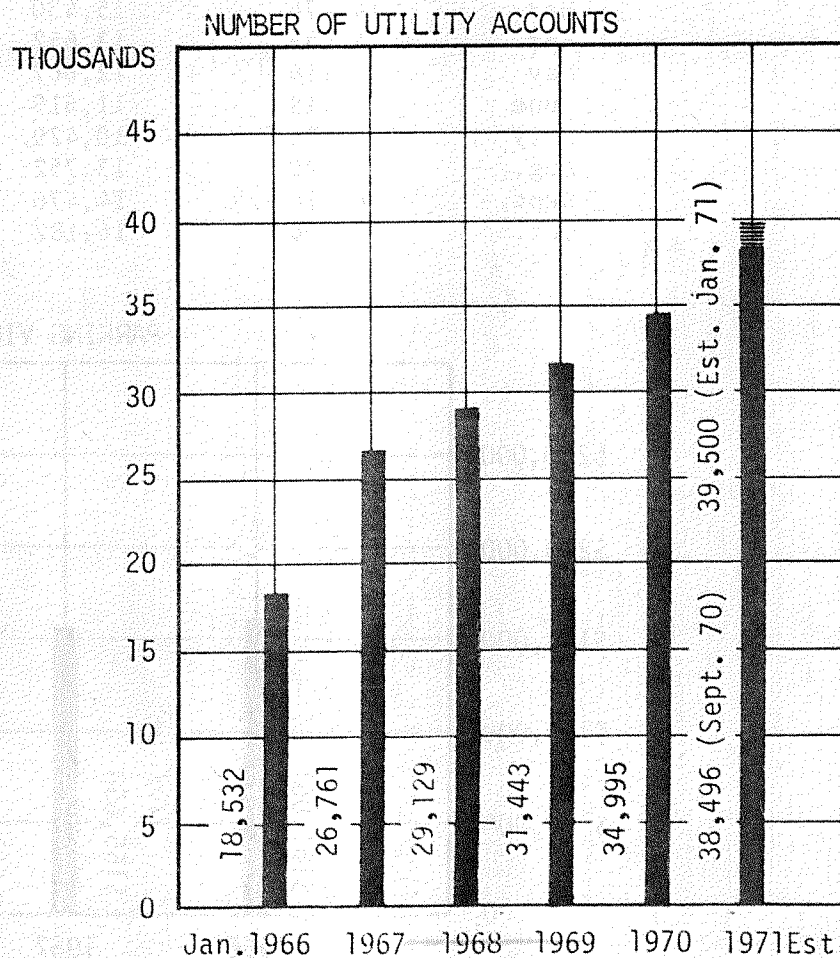
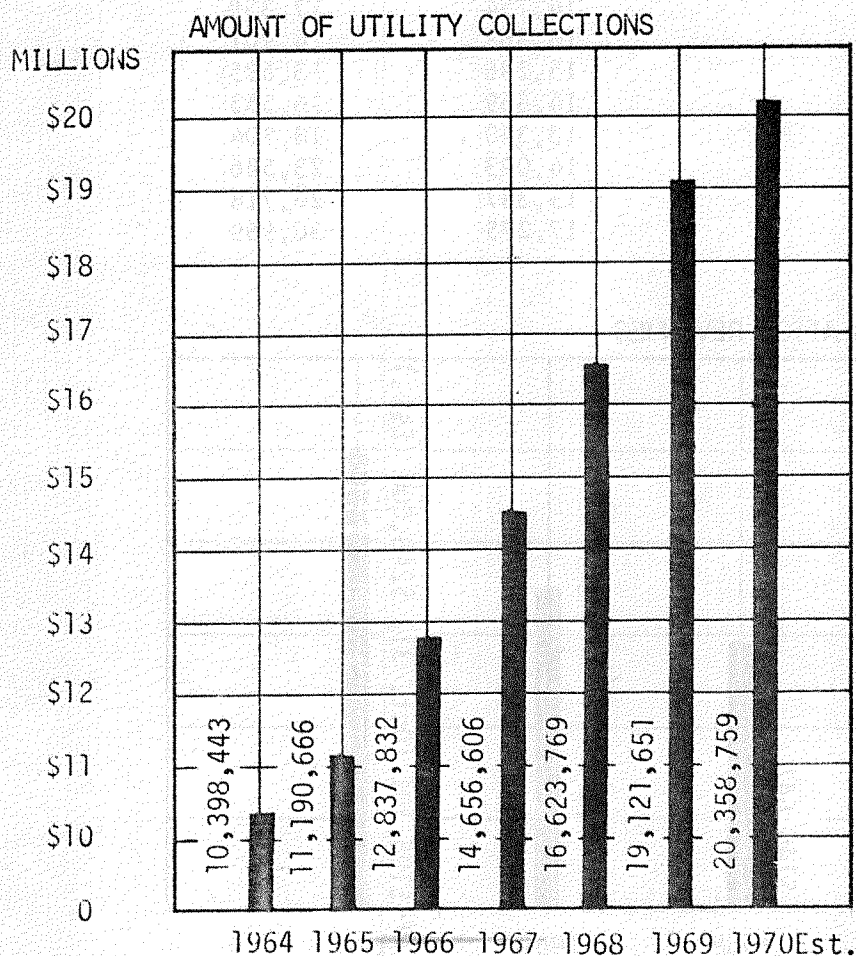
PARKING VIOLATION REVENUES



This section is responsible for the receipt, disbursement and custody of all money due the City; approval and recording of all checks issued; collection and control of miscellaneous bills for collection; and the management and investment of available cash, including the responsibility to see that the required collateral is maintained at all times on investments.

With the increase of bond funds available for investment, plus advance payments of revenue sharing from the State, more funds have been available for investments at the high interest rates now being paid. Total interest revenue received at the end of October was \$1,024,985 (not including accrued interest).

The increase in utility accounts as shown on the accompanying charts, makes it necessary to budget for an additional cashier in 1971 in order to process the payments.



CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE UTILITY CUSTOMER SERVICE	ACCOUNT NUMBER 1265.4	SUMMARY	A	PAGE C104
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	300,448	342,193	359,020	393,397	430,360	439,830	461,630
Contractual	36,301	40,034	59,074	92,760	103,390	103,870	104,180
Supplies	14,796	12,474	17,695	24,190	41,030	41,030	41,030
Other Costs			177	16,530	19,940	19,840	20,070
Capital Outlay	1,161	130	647	3,960	3,320	1,320	1,320
	352,706	394,831	436,613	530,837	598,040	605,890	628,230
Less Interfund Charges	(351,328)	(394,329)	(436,613)	(528,600)	(592,710)	(600,640)	(622,750)
Total	1,378	502	-0-	2,237	5,330	5,250	5,480

PROGRAM OUTLINE

Execute a centralized customer services billing, accounts receivable and collections function.

Goal Number I

Centralize all functions of Utility Customer Services under one division to improve service, reduce the manpower required by spreading the workload more evenly and lessen the possibility of excessive losses due to delinquent customer accounts.

Objective for 1971

Transfer the accounts receivable and credit and collection sections from the Treasury Division to Utility Customer Service Division.

Goal Number II

Decrease the transmission time for service orders.

Objective for 1971

Install a telecommunications system between Utility Customer Service and Refuse, Water and Electric Utilities.

Goal Number III

In coordination with Data Processing, develop and implement a comprehensive utility information system.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C105

Objective Number I for 1971

Completely revise the account numbering system.

Objective Number II for 1971

Implement the Utility Customer Service master records system.

LEVEL OF SERVICE AS OF END OF 1970

The Utility Customer Service Division initiates all requests for utility services except for large telephone accounts and all terminations of services. The toll section provides an immediate research on customer inquiries. With the cross training of personnel, there is a minimum of waiting time by any customer for any service offered. There is a teletype that handles the communication between UCS and the Telephone Utility, which insures almost immediate requests for service. Copies of the utility service order form are transmitted by courier service to the other utilities and this increases the reaction time to either initiate and/or terminate services. This could result in a delay of from one to three days (weekend involved) depending on when the order was received by UCS. Other delays are occasioned by the lack of all pertinent and/or inaccurate information.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		UTILITY CUSTOMER SERVICE		1265.4					C106
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
.110	Salaries	324,548	356,467	382,420	391,100	401,640			
.120	Overtime	3,858	4,650	6,150	6,150	6,150			
.140	Liability & Workmen's Comp. INs.	3,163	3,400	5,160	5,490	5,730			
.141	Retirement Plans	11,154	12,030	15,320	15,320	15,930			
.142	Life Insurance	852	990	880	880	920			
.143	Medican Insurance Programs	1,622	1,830	2,780	2,780	12,860			
.144	Social Security	13,823	14,030	17,650	18,110	18,400			
	Total	359,020	393,397	430,360	439,830	461,630			
	<u>CONTRACTUAL</u>								
.210	Advertising		150						
.221	Duplicating	898	1,180	1,420	1,420	1,420			
.222	Miscellaneous Charges	22,119	29,120	24,740	25,560	25,660			
.224	Outside Collection Costs	7,212	6,000	8,000	8,000	8,000			
.225	Reimbursable Collection Costs	1,826	10,000	9,000	9,000	9,000			
.241	Telephone, Switchboard	10,558	12,730	21,250	21,250	21,460			
.258	Tuition Refunds	74	210	280	280	280			
.271	City Owned Vehicles or Equip.	867	1,500	1,500	1,530	1,530			
.272	Other Vehicles and Equipment		9,290	9,310	9,310	9,310			
.273	Private Vehicle Mileage			70	70	70			
.274	Space Rental - City Bldgs.	14,069	14,720	18,870	18,800	18,800			
.281	Repairs & Maint. - City Forces	686	7,370	3,270	2,970	2,970			
.282	Repairs & Maint. - Other	458		4,910	4,910	4,910			
.291	Travel	36	110	270	270	270			
.292	Dues & Subscriptions	271	380	500	500	500			
	Total	59,074	92,760	103,390	103,870	104,180			
	<u>SUPPLIES</u>								
.313	Office Supplies & Postage	17,695	24,190	41,030	41,030	41,030			
	<u>OTHER CHARGES</u>								
.461	Data Processing Charges	177	5,040	4,130	3,950	3,990			
.462	Data Processing Development		11,490	15,810	15,890	16,080			
	Total	177	16,530	19,940	19,840	20,070			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		UTILITY CUSTOMER SERVICE		1265.4			C107
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>CAPITAL</u>						
.602	Buildings			2,000	-0-		
.605	Machinery & Equipment	647	3,960	1,320	1,320	1,320	
	Total	647	3,960	3,320	1,320	1,320	
	Total	436,613	530,837	598,040	605,890	628,230	
	<u>LESS CHARGES TO OTHERS</u>						
.501	Reimbursable Charges to Others	(436,286)	(518,600)	(583,710)	(591,640)	(613,750)	
.503	Reimbursable Collection Costs	(10,327)	(10,000)	(9,000)	(9,000)	(9,000)	
	Total	(436,613)	(528,600)	(592,710)	(600,640)	(622,750)	
	Total Operating Budget	-0-	2,237	5,330	5,250	5,480	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		UTILITY CUSTOMER SERVICE		1265.4					C108
CODE NO.	EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 REVISED	ADMIN.	TOLLS	CUSTOMER SERVICE	CREDIT & COLL.	TOTAL	
	<u>PERSONAL SERVICES</u>								
.110	Salaries	324,548	356,467	15641 32,920	44,470	236,160	88,090	401,640	
.120	Overtime	3,858	4,650		1,650	3,000	1,500	6,150	
.140	Liability & Workmen's Comp.	3,163	3,400	460	630	3,380	1,260	5,730	
.141	Retirement Plans	11,154	12,030	2,060	2,580	5,360	5,930	15,930	
.142	Life Insurance	852	990	50	120	520	230	920	
.143	Medical Insurance Programs	1,622	1,830	870	1,200	8,340	2,450	12,860	
.144	Social Security (FICA)	13,823	14,030	930	2,230	11,630	3,610	18,400	
	Total	359,020	393,397	37,290	52,880	268,390	103,070	461,630	
CONT	<u>CONTRACTUAL</u>								
.210	Advertising		150						
.221	Duplicating	898	1,180	110	500	500	310	1,420	
.222	Miscellaneous Charges	22,119	29,120	2,000	3,870	12,420	7,370	25,660	
.224	Outside Collection Costs	7,212	6,000				8,000	8,000	
.225	Reimbursable Collection Costs	1,826	10,000				9,000	9,000	
.241	Telephone, Switchboard	10,558	12,730	1,260	4,450	10,060	5,690	21,460	
.258	Tuition Refunds	74	210	70	70	70	70	280	
.271	City Owned Vehicles or Equip.	867	1,500			610	920	1,530	
.272	Other Vehicles and Equip.		9,290			9,310		9,310	
.273	Private Vehicle Mileage			70				70	
.274	Space Rental - City Bldgs.	14,069	14,720	780	1,990	10,050	5,980	18,800	
.281	Repairs & Maint. - City Forces	686	7,370	190	570	1,420	790	2,970	
.282	Repairs & Maint. - Other	458		100	300	4,010	500	4,910	
.291	Travel	36	110	100			170	270	
.292	Dues & Subscriptions	271	380	30	70	130	270	500	
	Total	59,074	92,760	4,710	11,820	48,580	39,070	104,180	
	<u>SUPPLIES</u>								
.313	Office Supplies & Postage	17,695	24,190	90	3,100	34,000	3,840	41,030	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		UTILITY CUSTOMER SERVICE		1265.4					C109
CODE NO.	EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 REVISED	ADMIN.	TOLLS	CUSTOMER SERVICE	CREDIT & COLL.	TOTAL	
	<u>OTHER CHARGES</u>								
.461	Data Processing Charges	177	5,040			3,990		3,990	
.462	Data Processing Development		11,490			16,080		16,080	
	Total	177	16,530			20,070		20,070	
	<u>CAPITAL</u>								
.605	Machinery & Equipment	647	3,960	200	130	960	30	1,320	
	Total	436,613	530,837	42,290	67,930	372,000	146,010	628,230	
	<u>LESS CHARGES TO OTHERS</u>								
.501	Reimbursable Charges to Others	(426,286)	(518,600)	(42,290)	(67,930)	(372,000)	(131,530)	(613,750)	
.503	Reimbursable Collection Costs	(10,327)	(10,000)				(9,000)	(9,000)	
	Total	(436,613)	(528,600)	(42,290)	(67,930)	(372,000)	(140,530)	(622,750)	
	Total Operating Budget	-0-	2,237		-0-	-0-	5,480	5,480	

DEPARTMENT FINANCE	ACCOUNT TITLE UTILITY CUSTOMER SERVICE	ACCOUNT NUMBER 1265.4	PERSONNEL	C	PAGE C110
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
<u>Personnel Transferred from Treasury Division</u>									
<u>Accounts Receivable</u>									
Accounts Receivable Supvr.	23	884-1077	1	1	12,285	1	12,285	1	12,776
Cust. Service Rep. II	17	699-850	5	5	50,319	5	50,319	5	52,332
Cust. Service Rep. I	14	620-755	1	1	8,700	1	8,700	1	9,048
			7	7	71,304	7	71,304	7	74,156
Temporary & Vacation Replacement					2,400		2,400		2,400
Subtotal			7	7	73,704	7	73,704	7	76,556
<u>Credit & Collections</u>									
Credit & Collections Supvr.	30	1164-1415	1	1	16,440	1	16,440	1	17,098
Collection Manager	26	994-1209	1	1	13,386	1	13,386	1	13,921
Investigator	23	884-1077	1	1	11,738	1	11,738	1	12,208
Collection Officer	23	884-1077	1	1	11,250	1	11,250	1	11,700
Clerk III (Supervisor)	14	620-755	1	1	8,787	1	8,787	1	9,138
Clerk III	13	598-725	3	3	23,482	3	23,482	3	24,421
			8	8	85,083	8	85,083	8	88,486
Temporary & Vacation Replacement					1,400		1,400		1,400
Subtotal			8	8	86,483	8	86,483	8	89,886
TOTAL TRANSFERRED FROM TREASURY			15	15	160,187	15	160,187	15	166,442

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C111

CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
<u>Charged to Telephone Utility Only:</u>									
Toll Section Supervisor	19	755-919	1	1	11,136	1	11,136	1	11,581
Clerk III Tolls	13	598-725	7	4	32,496	4	32,496	4	33,796
<u>Charged to All Utilities</u>									
UCS Division Supervisor	28	1077-1309	1	1	15,641	1	15,641	1	16,267
Cust. Serv. Section. Supvr.	23	884-1077	1	1	12,336	1	12,336	1	12,829
Customer Serv. Rep. II	17	699-850	9	9	85,877	9	85,877	9	89,312
Customer Serv. Rep. (Regular Part time)	17	4.18 Hr.	1	1	4,610	1	4,610	0	
Clerk III	13	598-725	1	1	8,556	1	8,556	1	8,898
Teletype Operator	12	575-699	1	1	8,052	1	8,052	1	8,374
Clerk II (Receptionist)	10	532-646	1	1	7,084	1	7,084	1	7,367
Clerk II (Service Order)	10	532-646	1	1	6,504	1	6,504	1	6,764
Subtotal			24	21	192,292	21	192,292	21	195,188
<u>New Positions:</u>									
Commercial Manager	35	1415-1722	0	1	16,662	1	16,662	1	17,328
Teletype Operator	12	575-699	0	1	6,831	1	6,831	1	7,104
Customer Service Rep. II	17	699-850	0	2	16,608	2	16,608	2	17,272
Temporary, Vacation Replacement and Training					6,500		6,500		6,500
Subtotal			0	4	46,601	4	46,601	4	48,204
TOTAL UCS (Before Transfer from Treasury)			24	25	238,893	25	238,893	25	243,392
Less 2% Salary Savings							(7,980)		(8,196)
GRAND TOTAL			39	40	399,080	40	391,100	40	401,638

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C112
			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.110	<u>SALARIES - New Positions</u>				
	Teletype Operator - The increase in service order flow is 26%. Present requirement of daily transmittal of input cannot be maintained without excessive overtime and part time employment		6,831	6,831	7,104
	<u>UCS - Commercial Manager - Supervisor for UCS Division</u>		16,662	16,662	17,328
	<u>Customer Service Representative II - Utility subscriber activity has increased 53.78% since 1964. We cannot effectively provide office efficiency and properly serve the customers' requests without these additional employees</u>				
			<u>16,608</u>	<u>16,608</u>	<u>12,662</u>
			40,101	40,101	37,094
.221	<u>DUPLICATING</u>				
	Duplicating		1,200	1,200	1,200
	Xerox		220	220	220
			<u>1,420</u>	<u>1,420</u>	<u>1,420</u>
.222	<u>MISCELLANEOUS CHARGES</u>				
	Moving Supplies & Tolls		650	650	650
	Finance Administration		15,660	16,760	17,540
	Courier Service		660	560	720
	Microfilming Bill Registers		5,160	5,080	4,240
	8180 Alaska Methodist University		2,430	2,330	2,330
	Public Works - grid maps		180	180	180
			<u>24,740</u>	<u>25,560</u>	<u>25,660</u>
.224	<u>OUTSIDE COLLECTION COSTS</u>				
	Percentage charges paid to collection agencies. Amount will depend on collections received.		8,000	8,000	8,000
.225	<u>REIMBURSABLE COLLECTION COSTS</u>				
	Court costs, service fees, etc., which will be added to the total amount due from the customer.		9,000	9,000	9,000

1972
Admin Tolls *Customer Credit* *Total*
 1225 615 610 2450
 400

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C113

		Department Request	Manager Recommends	Council Approved
<u>.241 TELEPHONE AND SWITCHBOARD</u>				
Telephone Use Charge (new system)	10,840	10,840	10,840	10,840
Tolls and Telegrams	500	350	350	350
Switchboard Salaries	3460	3,140	3,140	3,140
Switchboard Rental	7850	6,920	6,920	7,130
<i>Relocate to basement cr+cell</i>	200	21,250	21,250	21,460
	<u>22,050</u>			
<u>.271 CITY OWNED VEHICLES OR EQUIPMENT</u>				
Telephone Cable Rental		600	600	600
Collection Investigator Vehicle		900	930	930
		<u>1,500</u>	<u>1,530</u>	<u>1,530</u>
<u>.272 OTHER VEHICLES OR EQUIPMENT</u>				
Telecommunications Equipment	Per Unit			
	Per Month			
Utility Customer Service	166 x 12	1,990	1,990	1,990
Anchorage Telephone Utility	152 x 12	1,830	1,830	1,830
Municipal Light & Power	152 x 12	1,830	1,830	1,830
Water Utility	152 x 12	1,830	1,830	1,830
Refuse Division	152 x 12	1,830	1,830	1,830
		<u>9,310</u>	<u>9,310</u>	<u>9,310</u>
<u>.281 REPAIRS AND MAINTENANCE - CITY FORCES</u>				
Compliance with Fire Marshal's Report		860	860	860
Construct Soundproof Room		1,740	1,740	1,740
Paint Basement Lounge		150	150	150 ✓
Install Emergency Lighting		220	220	220
Miscellaneous Repairs		300	-0-	-0-
		<u>3,270</u>	<u>2,970</u>	<u>2,970</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C114

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.282	<u>REPAIRS AND MAINTENANCE - OTHER</u>			
	Painting	2,000	2,000	2,000
	Drapes	900	900	900
	Office Machine Maintenance	1,310	1,310	1,310
	Miscellaneous Repairs	700	700	700
		<u>4,910</u>	<u>4,910</u>	<u>4,910</u>
.313	<u>OFFICE SUPPLIES AND POSTAGE</u>			
	6000 Service Orders	4,800	4,800	4,800
	Accounts Receivable Registers	1,300	1,300	1,300
	Final Notices	3,000	3,000	3,000
	Firendly Reminders	4,800	4,800	4,800
	Service Denial Forms	3,000	3,000	3,000
	Utility Bills	4,580	4,580	4,580
	Postage:			
	Postage Due Credit	600	600	600
	Friendly Reminders	5,760	5,760	5,760
	Final Notices	2,300	2,300	2,300
	Postage Meter	1,620	1,620	1,620
	Operating Supplies and other miscellaneous forms (F-30's - jackets, credit applications, deposits)	9,270	9,270	9,270
		<u>41,030</u>	<u>41,030</u>	<u>41,030</u>
.461	<u>DATA PROCESSING CHARGES</u>			
	Master Record System	4,130	3,950	3,990
.462	<u>DATA PROCESSING DEVELOPMENT</u>			
	Master Record Systems	15,810	15,890	16,080

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C115

		Department Request	Manager Recommends	Council Approved
.602	<u>BUILDINGS</u>			
	Install windows in North and South Walls	2,000	-0-	-0-
.605	<u>MACHINERY AND EQUIPMENT</u>			
	Data Racks and Binders (4)	260	260	260
	Microfilm Storage Cabinet (2)	445	445	445
	Microfilm 40-power Toll Lens	105	105	105
	Victor Multi Divide Adder	510	510	510
		<u>1,320</u>	<u>1,320</u>	<u>1,320</u>
.501	<u>CHARGES TO OTHERS</u>			
	Administration and Customer Service:			
	Telephone 59%	230,306	236,270	244,430
	Electric 16%	62,456	64,070	66,290
	Water 15%	58,553	60,070	62,140
	Refuse 10%	38,994	40,040	41,430
	100%	<u>390,309</u>	<u>400,450</u>	<u>414,290</u>
	Credit and Collections:			
	Telephone 48%	63,920	63,070	65,770
	Electric 21%	27,970	27,600	28,770
	Water 18%	23,970	23,650	24,660
	Refuse 9%	11,985	11,830	12,330
	96%	<u>127,845</u>	<u>126,150</u>	<u>131,530</u>
	General Fund 4%			
	100%			
	Tolls:			
	Telephone 100%	65,556	65,040	67,930
		<u>583,710</u>	<u>591,640</u>	<u>613,750</u>

UTILITY CUSTOMER SERVICE COST DISTRIBUTION COMPUTATIONS FOR 1971

Computation of Credit and Collections Charges to Others

	<u>Telephone</u>	<u>Electric</u>	<u>Water</u>	<u>Refuse</u>	<u>General Fund</u>	<u>Total</u>
Bills for Collection Referred to Collector	\$ 63,092	\$ 52,812	\$ 6,457	\$ 2,013	\$ 49,626	\$ 174,000
Percent	36%	30%	4%	1%	29%	100%
50% of Collector and Secretary Personal Services	4,952	4,127	550	138	3,989	13,756
Utility Bills Processed (50% of Collector and Secretary, plus remainder of Staff)	42,122	16,849	16,849	8,424		84,244
Total	\$ 47,074	\$ 20,976	\$ 17,399	\$ 8,562	\$ 3,989	\$ 98,000
Percent	48%	21%	18%	9%	4%	100%

Computation of Administration & Customer Service Charges to Others

	<u>Telephone</u>	<u>Electric</u>	<u>Water</u>	<u>Refuse</u>	<u>General Fund</u>	<u>Total</u>
Number of Service Orders Processed thru August 1970	24,610	8,110	7,760	5,365		45,845
*Plus 25%	6,155					6,155
Total	30,765	8,110	7,760	5,365		52,000
Percent	59%	16%	15%	10%		100%

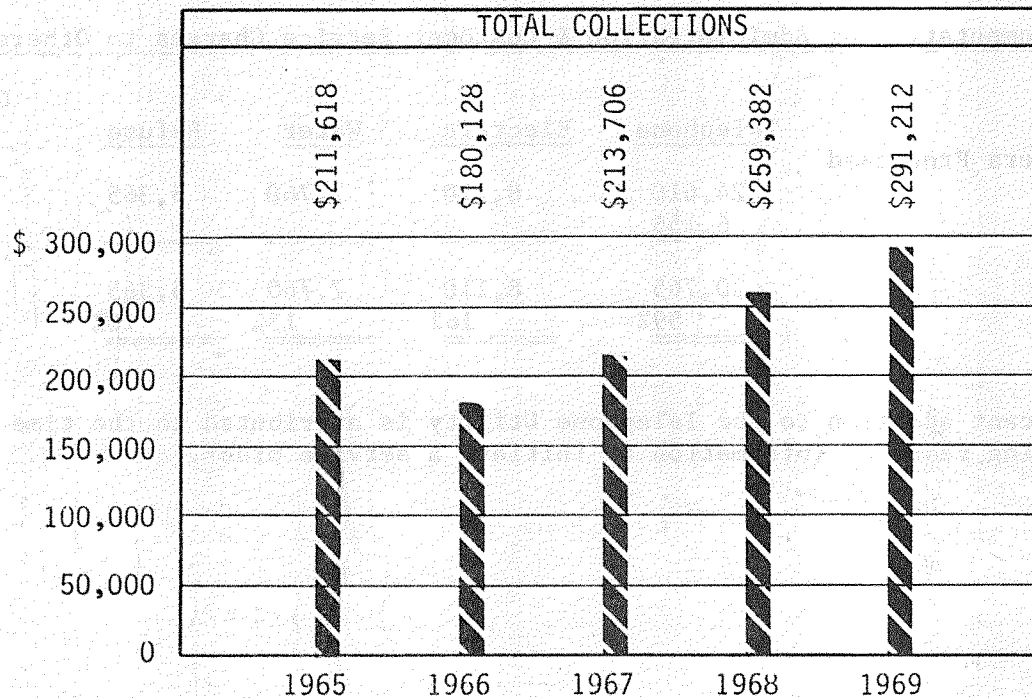
* The one-fourth percent addition to the Telephone Utility is attributed to the time involved in obtaining required information to initiate a service order.

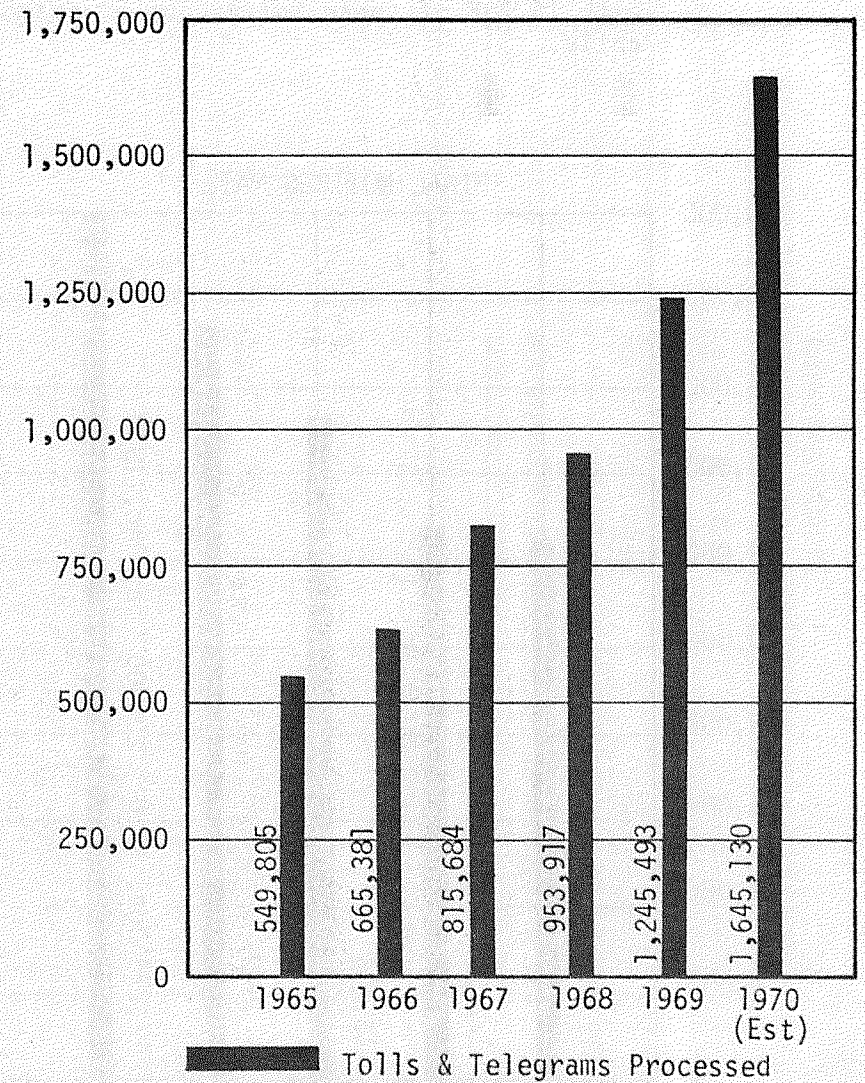
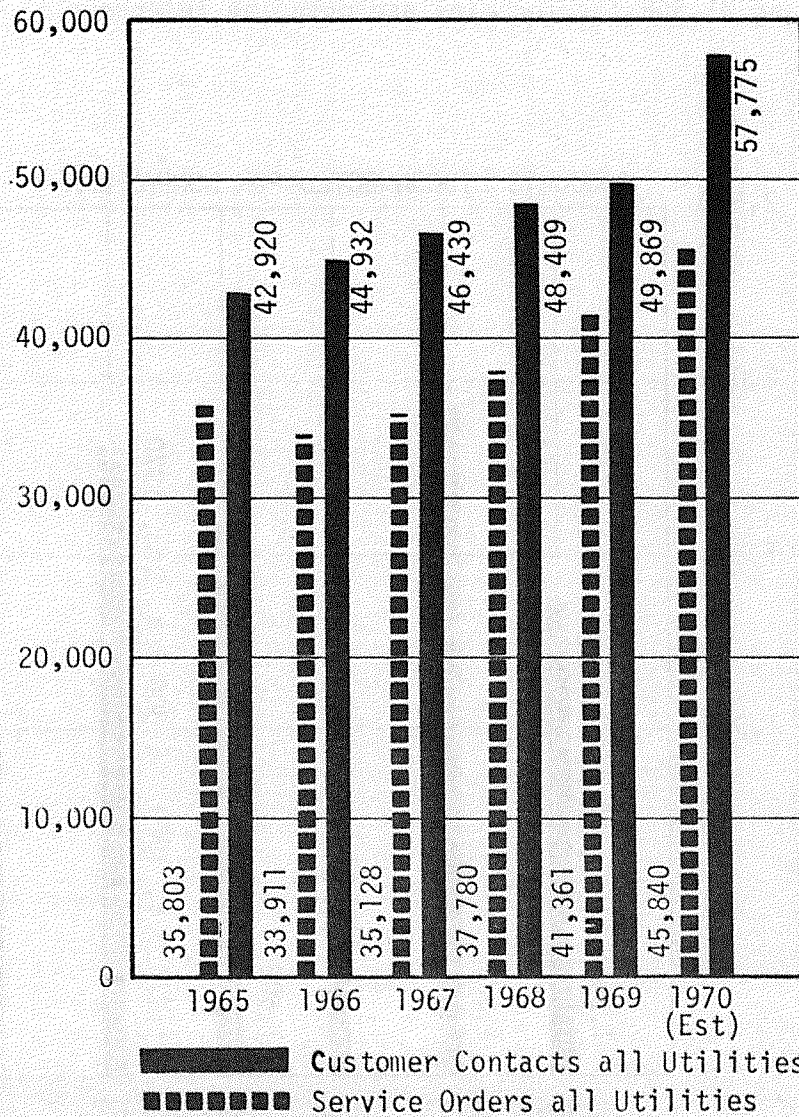
UTILITY CUSTOMER SERVICE

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. At the end of 1969 accounts were established which control reserves for uncollectibles by year for each utility. Recoveries will now be credited to appropriate year and utility.

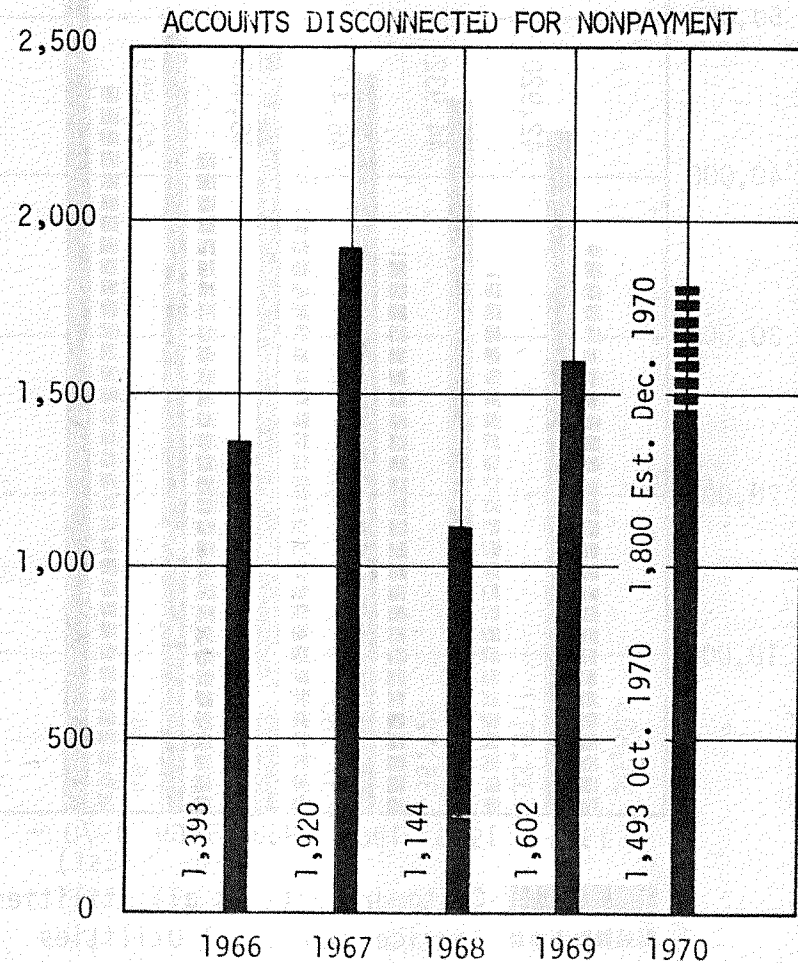
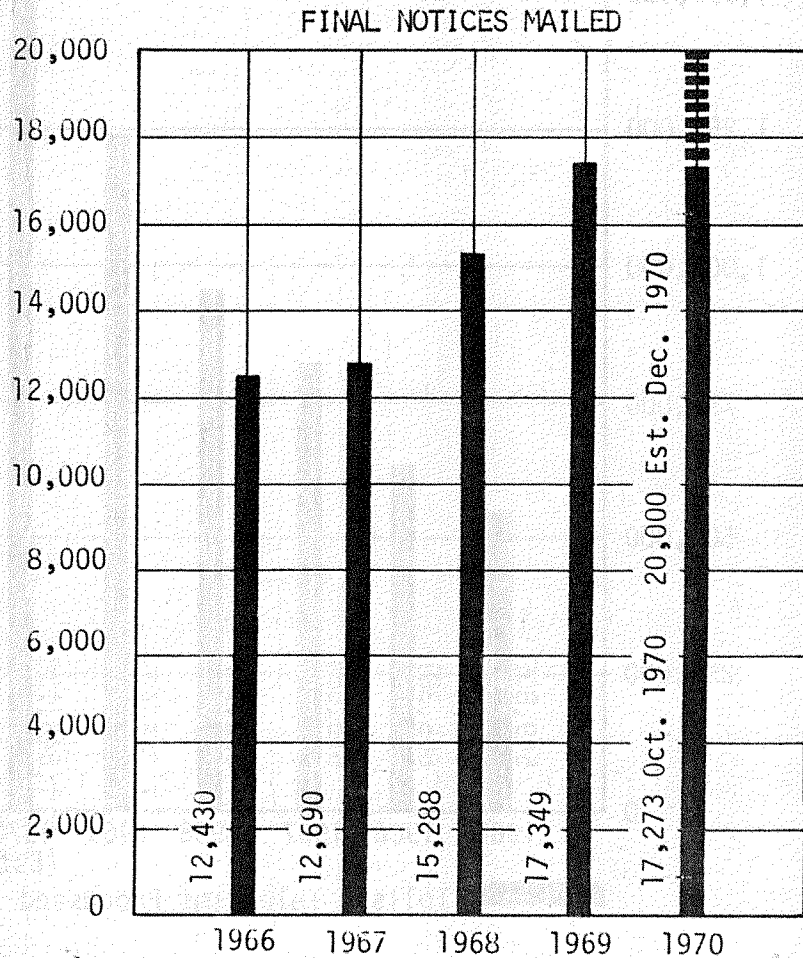
Following is a comparative statement of the uncollectible losses of the City on utility accounts:

	1965	1966	1967	1968	1969
Total write-off \$	49,420	\$ 56,152	\$ 105,394	\$ 157,066	\$ 133,673
Less recoveries	(12,430)	(13,070)	(7,785)	(17,470)	(11,744)
Net write-off \$	36,990	\$ 43,082	\$ 97,609	\$ 139,596	\$ 121,929
Total yearly amount billed	\$10,801,072	\$13,481,714	\$15,676,916	\$17,753,614	\$20,439,709
Percentage	.34 of 1%	.32 of 1%	.62 of 1%	.79 of 1%	.60 of 1%





Accounts Receivable Section: This section's primary responsibility is the treatment of delinquent accounts, denying service after proper notification when necessary to protect the City from revenue loss. They serve established customers on all aspects of their utility accounts such as explanation of billing, research on problems and corrections of billing errors. Customer contacts from January 1970 through October 1970 totaled 46,826, with 15,258 of these being counter customers and 31,568 for incoming and outgoing telephone calls.



CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE PURCHASING	ACCOUNT NUMBER 1265.5	SUMMARY	A	PAGE C120
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	44,030	42,836	50,533	61,708	83,540	83,540	88,220
Contractual	7,598	12,991	17,665	21,906	24,580	24,640	25,120
Supplies	3,550	4,262	3,289	4,500	4,500	4,500	4,500
Other Costs					1,150	1,150	1,160
Capital Outlay	1,080	1,425	667	1,420	4,980	4,980	4,980
	56,258	61,514	72,154	89,534	118,750	118,810	123,980
Less Interfund Charges	(63,533)	(61,514)	(72,154)	(89,534)	(118,750)	(118,810)	(123,980)
Total	(7,275)	-0-	-0-	-0-	-0-	-0-	-0-

PROGRAM OUTLINE

Provides a complete centralized purchasing and contracting function for the purchase of materials, sale of surplus construction contracts and services. In addition the equipment control function except for motorized equipment and the overall City insurance program is the responsibility of Purchasing.

Goal Number I

Achieve a savings in the City's insurance program.

Objective for 1971

Hire an insurance manager during 1971 who will analyze the overall requirement for insurance within the City structure.

Goal Number II

Upgrade purchasing and contracting procedures.

Objective for 1971

Conduct training seminars for supervisors in all aspects of purchasing procedures and especially the role they are required to perform.

LEVEL OF SERVICE AS OF END 1970

Immediate service is available to all users of the purchasing function. The only delays within the function are occasioned by time lags in receiving bids, and on numerous occasions the lack of adequate information.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		PURCHASING		1265.5					C121
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
.110	Salaries	45,942	56,315	72,890	72,890	75,760			
.140	Liability & Workmen's Comp. Ins.	470	470	1,020	1,020	1,060			
.141	Retirement Plans	1,873	2,763	5,630	5,630	5,860			
.142	Life Insurance	140	130	220	220	230			
.143	Medical Insurance Programs	254	290	940	940	2,410			
.144	Social Security (FICA)	1,854	1,740	2,840	2,840	2,900			
	Total	50,533	61,708	83,540	83,540	88,220			
	<u>CONTRACTUAL</u>								
.210	Advertising	1,045	1,500						
.213	Bid			1,500	1,500	1,500			
.221	Duplicating	834	750	1,500	1,500	1,500			
.222	Miscellaneous Charges	7,762	9,230	10,400	10,400	10,880			
.241	Telephone, Switchboard	2,059	3,000	3,000	3,000	3,000			
.258	Tuition Refunds		57	100	100	100			
.273	Private Vehicle Mileage	94	200	200	200	200			
.274	Space Rental - City Bldgs.	4,764	4,970	5,190	5,250	5,250			
.281	Repairs & Maint. - City Forces	256	1,289	890	890	890			
.282	Repairs & Maint. - Other			750	750	750			
.291	Travel	851	800	900	900	900			
.292	Dues & Subscriptions		110	150	150	150			
	Total	17,665	21,906	24,580	24,640	25,120			
	<u>SUPPLIES</u>								
.313	Office Supplies & Postage	3,289	4,500	4,500	4,500	4,500			
	<u>OTHER CHARGES</u>								
.461	Data Processing Charges			1,150	1,150	1,160			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		PURCHASING		1265.5					C122
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>CAPITAL</u>								
.602	Buildings			1,250	1,250	1,250			
.605	Machinery & Equipment	667	1,420	3,730	3,730	3,730			
	Total	667	1,420	4,980	4,980	4,980			
	Total	72,154	89,534	118,750	118,810	123,980			
.501	<u>LESS CHARGES TO OTHERS</u>	(72,154)	(89,534)	(118,750)	(118,810)	(123,980)			
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-			

DEPARTMENT FINANCE	ACCOUNT TITLE PURCHASING	ACCOUNT NUMBER 1265.5	PERSONNEL	C	PAGE C123
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Purchasing Agent	34	1362-1657	1	1	18,918	1	18,918	1	19,675
Senior Buyer <i>Bill Crable</i>	25	956-1164	1	1	12,630	1	12,630	1	13,135
Clerk IV	15	646-787	1	1	7,802	1	7,802	1	8,114
Clerk Steno II	11	552-671	1	1	7,596	1	7,596	1	7,900
Clerk I	6	454-552	1	1	5,592	1	5,592	1	5,816
Subtotal			5	5	52,538	5	52,538	5	54,640
<u>New Positions:</u>									
Clerk II - Permanent	10	532-646	1	1	6,384	1	6,384	1	6,640
Insurance Specialist <i>Ned Wic</i>	30	1164-1415	0	1	13,698	1	13,698	1	14,246
Vacation Replacement					1,000		1,000		1,000
Subtotal					21,082		21,082		21,886
Less 1% Salary Savings					(730)		(730)		(766)
TOTAL			6	7	72,890	7	72,890	7	75,760

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	PURCHASING	1265.5			C124

		Department Request	Manager Recommends	Council Approved
.110	<u>SALARIES</u>			
	The Purchasing Division has had a tremendous increase in workload. A Clerk II position was approved for a period of 10 months for the year 1970. Request is made that this position be approved on a permanent basis in order to handle the increased paperwork generated by increased workload.	6,384	6,384	6,640
	The establishment of the Insurance Specialist position is as recommended by the Administration to handle the insurance program for the City of Anchorage.	<u>13,698</u> 20,082	<u>13,698</u> 20,082	<u>14,246</u> 21,886
.222	<u>MISCELLANEOUS CHARGES</u>			
	Finance Administration Fees	10,060	10,060	10,520
	Courier Service	<u>340</u>	<u>340</u>	<u>360</u>
		10,400	10,400	10,880
.281	<u>REPAIRS & MAINTENANCE - CITY FORCES</u>			
	Fire Marshal's Report	600	600	600
	Replace Wood Baseboard with Rubber or Vinyl	120	120	120
	Emergency Lighting	100	100	100
	Paint Basement Lounge	<u>70</u>	<u>70</u>	<u>70</u>
		890	890	890
.282	<u>REPAIRS & MAINTENANCE - OTHER</u>			
	Install Drapes (P.W.)	300	300	300
	Miscellaneous Repairs	<u>450</u>	<u>450</u>	<u>450</u>
		750	750	750

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
FINANCE	PURCHASING	1265.5			C125	
				Department Request	Manager Recommends	Council Approved
.291	<u>TRAVEL</u>					
	National Institute of Governmental Purchasing Agents Seminar, October 3 through October 6, Cincinnati Ohio; and, Chamber of Commerce meetings			900	900	900
.292	<u>DUES AND SUBSCRIPTIONS</u>					
	National Institute of Governmental Purchasing Agents dues and business periodicals			150	150	150
.602	<u>BUILDINGS</u>					
	Install Restrooms (P.W.)			1,250	1,250	1,250
.605	<u>MACHINERY & EQUIPMENT</u>					
	Carpet			1,800	1,800	1,800
	Calculator			450	450	450
	Adding Machine and Multiplier			325	325	325
	Desk			215	215	215
	Chair, Executive			91	91	91
	Side Chairs (5 ea. @ \$55 per chair)			275	275	275
	File Cabinets (2 ea. @ \$135 per cabinet)			270	270	270
	Additional Plan & Specification Cabinet			300	300	300
				<u>3,726</u>	<u>3,726</u>	<u>3,726</u>
.501	<u>CHARGES TO OTHERS</u>					
	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			118,750	118,810	118,810

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE - PURCHASING	GENERAL SERVICES	1265.6			C126

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	35,923	66,236	30,795	15,012	15,420	15,280	16,440
Contractural	22,620	32,925	18,370	4,895	5,150	5,160	5,160
Supplies	13,705	42,193	51,113	47,300	59,030	59,030	59,030
Other Costs							
Capital Outlay	1,236	1,957	930				
	73,484	143,311	101,208	67,207	79,600	79,470	80,630
Less Interfund Charges	(24,404)	(90,364)	(101,208)	(67,207)	(79,600)	(79,470)	(80,630)
Total	49,080	52,947	-0-	-0-	-0-	-0-	-0-

PROGRAM OUTLINE

Provide a centralized mail, courier and city forms storage and issue service to the City.

LEVEL OF SERVICE AS OF END 1970

All incoming and outgoing mail is processed Monday thru Friday except holidays with no back log. The courier makes from one (Merrill Field) to six (Data Processing) pick up's and deliveries daily. The courier service will vary with the demand. The general service warehouse stocks and issues city forms.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE - PURCHASING		GENERAL SERVICES		1265.6					C127
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
.110	Salaries	28,269	12,512	14,130	13,990	14,540			
.120	Overtime	499		300	300	300			
.140	Liability & Workmen's Comp. Ins.	260	350	180	180	210			
.141	Retirement Plans	250	1,370						
.142	Life Insurance	37							
.143	Medical Insurance Programs	176	120	70	70	620			
.144	Social Security (FICA)	1,304	660	740	740	770			
	Total	30,795	15,012	15,420	15,280	16,440			
	<u>CONTRACTUAL</u>								
.222	Miscellaneous Charges	2,574							
.241	Telephone, Switchboard	328	435	130	130	130			
.271	City Owned Vehicles or Equip.	918	820	1,200	1,230	1,230			
.272	Other Vehicles and Equipment	5,435	380	440	440	440			
.274	Space Rental - City Bldgs.	6,663	2,560	2,530	2,510	2,510			
.281	Repairs & Maint. - City Forces	2,452	700						
.282	Repairs & Maint. - Other			850	850	850			
	Total	18,370	4,895	5,150	5,160	5,160			
	<u>SUPPLIES</u>								
.311	Materials		9,300						
.313	Office Supplies & Postage	51,113	38,000	58,930	58,930	58,930			
.314	Small Tools			100	100	100			
	Total	51,113	47,300	59,030	59,030	59,030			
	<u>CAPITAL</u>								
.605	Machinery and Equipment	930							
	Total	101,208	67,207	79,600	79,470	80,630			
.501	<u>LESS CHARGES TO OTHERS</u>	(101,208)	(67,207)	(79,600)	(79,470)	(80,630)			
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
FINANCE - PURCHASING	GENERAL SERVICES	1265.6			C128				
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Courier	13	575-699	1	1	7,440	1	7,440	1	7,738
General Services Utilityman	15	620-755	3/20	3/20	1,254	3/20	1,254	3/20	1,304
General Services Warehouse			9/20	9/20	3,762	9/20	3,762	9/20	3,912
Utility Bill Mailing			1/5	1/5	1,672	1/5	1,672	1/5	1,738
Central Mailing									
Less 1% Salary Savings							(140)		(150)
TOTAL			2	1 4/5	14,128	1 4/5	13,988	1 4/5	14,542
* This column used for number of employees in each class.									
COMMENTARY									

CITY OF ANCHORAGE

DEPARTMENT FINANCE - PURCHASING	ACCOUNT TITLE UTILITY BILL MAILING	ACCOUNT NUMBER 1265.6	COMMENTARY	D	PAGE C129
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	Department Request	Manager Recommends	Council Approved
.272 <u>OTHER VEHICLES AND EQUIPMENT</u>			
Postage Meter Rental	440	440	440
.282 <u>REPAIRS AND MAINTENANCE - OTHER</u>			
Annual maintenance on Mailing Machine and Inserter	850	850	850
.313 <u>OFFICE SUPPLIES AND POSTAGE</u>			
Office Supplies and Utility Envelopes	4,800	4,800	4,800
Postage	<u>54,130</u>	<u>54,130</u>	<u>54,130</u>
	<u>58,930</u>	<u>58,930</u>	<u>58,930</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE - PURCHASING	DUPLICATING	1265.7			C130

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971			
					REQUEST	RECOMMEND	APPROVED	
Personal Services				21,668	30,050	29,780	22,660	
Contractural				12,365	14,990	14,960	14,960	
Supplies				10,000	25,100	25,100	25,100	
Other Costs								
Capital Outlay					5,770	5,770	5,770	
				44,033	75,910	75,610	68,490	
Less Interfund Charges	()	()	44,033	75,910	75,610	68,490
Total				-0-	-0-	-0-	-0-	

PROGRAM OUTLINE

Provide a centralized duplicating and forms printing program.

Goal Number I

Reduce the cost of City forms purchased.

Objective Number I for 1971

Print all forms that the duplicating section has the capability to produce to include those formerly purchased from outside sources.

Objective Number II for 1971

Purchase additional equipment to upgrade the capability of the duplicating function.

LEVEL OF SERVICE AS OF END 1970

The section can make masters for reproduction up to size 11 x 17 inches. On the Multiliths the capacity is 7,000 to 9,000 copies per hour with multi-colored overlay capability. There is one 50-bin collator attached to a multilith and one separate 8-bin with automatic stapler. Other services are automatic folding (anyway-any size), paper cutting (12" x 12"), drill for holes and an electric punch for binding books with spiral ring binders. The section has a N.C.R. paper capability for pads, but no perforation capability for tear away. The back-log of work varies with priority dead lines accomplished on schedule.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE - PURCHASING		DUPLICATING	1265.7			C131
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
.110	Salaries	COMBINED WITH GENERAL SERVICES	19,118	27,140	26,870	20,030
.120	Overtime		700			
.140	Liability & Workmen's Comp. Ins.		680	370	370	280
.141	Retirement Plans		170	730	730	760
.142	Life Insurance		30	60	60	60
.143	Medical Insurance Programs		140	360	360	520
.144	Social Security (FICA)		830	1,390	1,390	1,010
	Total			21,668	30,050	29,780
	<u>CONTRACTUAL</u>					
.222	Miscellaneous Charges		1,000	1,000	1,000	1,000
.241	Telephone, Switchboard		5	380	380	380
.272	Other Vehicles and Equipment		5,600	5,500	5,500	5,500
.274	Space Rental - City Bldgs.		3,400	4,230	4,200	4,200
.281	Repairs & Maint. - City Forces		2,360	2,280	2,280	2,280
.282	Repairs & Maint. - Other			1,600	1,600	1,600
	Total		12,365	14,990	14,960	14,960
	<u>SUPPLIES</u>					
.311	Materials		9,579	25,000	25,000	25,000
.313	Office Supplies & Postage		421			
.314	Small Tools			100	100	100
	Total		10,000	25,100	25,100	25,100
	<u>CAPITAL</u>					
.605	Machinery & Equipment			5,770	5,770	5,770
	Total			5,770	5,770	5,770
	Total		44,033	75,910	75,610	68,490
.501	<u>LESS CHARGES TO OTHERS</u>		(44,033)	(75,910)	(75,610)	(68,490)
	Total Operating Budget		-0-	-0-	-0-	-0-

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
FINANCE - PURCHASING		DUPLICATING		1265.7					C132
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Duplicating Operator	16	646-787	1	1	9,444	1	9,444	1	9,822 ✓
Duplicating Operator I	15	620-755	1	1	7,852	1	7,852	1	8,166 ✓
General Services Utilityman	15	620-755	1/5	1/5	1,672	1/5	1,672	1/5	1,739
Subtotal			2 1/5	2 1/5	18,968	2 1/5	18,968	2 1/5	19,727
<u>New Position:</u>									
Duplicating Operator I	15	620-755	1	1	7,674	1	7,674		-0-
Vacation Replacement					500		500		500
Subtotal			1	1	8,174	1	8,174		500
Less 1% Salary Savings							(270)		(202)
TOTAL			3 1/5	3 1/5	27,142	3 1/5	26,872	2 1/5	20,025
* This column used for number of employees in each class.									
COMMENTARY									

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE - PURCHASING	DUPLICATING	1265.7			C133

** .110 SALARIES		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
	Duplicating Operator I, New Position. This position is required due to the increased workload and the new proposed program for printing City of Anchorage forms.	7,674	7,674	-0-
.222 MISCELLANEOUS CHARGES				
	Contracted Labor	1,000	1,000	1,000
.272 OTHER VEHICLES & EQUIPMENT				
	Xerox 2400 3,600			
	Collator 1,900	5,500	5,500	5,000
.281 REPAIRS AND MAINTENANCE - CITY FORCES				
	Install Drop Ceiling & Light Fixtures-Duplicating Room	2,280	2,280	2,280
.282 REPAIRS AND MAINTENANCE - OTHER				
	Equipment Maintenance	1,600	1,600	1,600
** .311 MATERIALS		25,000	25,000	25,000
** .605 MACHINERY & EQUIPMENT				
	Paper Cutter 2,700			
	***Master Maker 1,495			
	Padding Machine 350			
	Calculator 500			
	*Multilith Offset 1250 725	5,770	5,770	5,770

* This equipment has been rented at the rate of \$1,140 per year. A substantial saving can be realized by purchase.

** The cost of forms for the City of Anchorage has been increasing each year. The 1969 cost of commercially printed forms exceeded \$50,000. A survey of forms indicates that a large percentage can be printed in the Duplicating shop. The increase of \$15,000 in account .311 for materials; of \$3,300 in account .605 for equipment; and of \$7,674 in account .110 for a new position makes a total budget increase of \$25,974 - a considerable savings compared to the amount spent for commercially printed forms.

*** Replaces Bruning 2000 Mastermaker which is now rented at \$1200 per year.

FINANCE-PURCHASING
Duplicating/Courier/Mailing

ESTIMATED DISTRIBUTION

PAGE

C134

.501 INTERFUND CHARGES

	<u>Duplicating</u>	<u>Courier</u>	<u>Utility Bill Mailing</u>	<u>Central Mailing</u>	<u>Total</u>
Mayor & Council	5,500			110	5,610
City Manager	4,000	330		280	4,610
Personnel	7,600	350		1,360	9,310
Internal Audit	130	340			470
Community Promotion	4,500				4,500
Human Relations	700			60	760
Data Processing	1,200	350 ✓			1,550
City Clerk	860	350 ✓		350	1,560
City Clerk - Elections	150			450	600
City Attorney	1,500			400	1,900
Property Management	1,000			170	1,170
Municipal Court	500	340		110	950
Finance - Administration	2,750			60	2,810
Controller	850	340		450	1,640
Treasury	1,350	360		10,150	11,860
Purchasing	1,500	360		2,610	4,470
Utility Customer Service	1,420	720		760	2,900
Warehouse Inventory	3,260				3,260
Police - Operations	1,500	340			1,840
- Prisoners	340				340
- Service	300				300
Fire - City Division	1,200	340			1,540
- Prevention	150				150
Civil Defense	60	340			400
Traffic	300	340		110	750
Public Works - Administration	350		240	790	1,380
- Engineering	1,240	240		170	1,650
- Structures	2,000			60	2,060
- Construction	2,300			510	2,810
- Design	3,000				3,000
- Building Safety	5,000				5,000
- Maintenance	200	340			540
- Equipment & Supply	60	340			400

FINANCE - PURCHASING
Duplicating/Courier/Mailing

ESTIMATED DISTRIBUTION

PAGE

C135

	<u>Duplicating</u>	<u>Courier</u>	<u>Utility Bill Mailing</u>	<u>Central Mailing</u>	<u>Total</u>
Library	600			960	1,560
Parks & Recreation	1,300	340		1,190	2,830
Refuse		360	4,560		4,920
Water Utility	340	360	6,550		7,250
Neighborhood Youth Corp		250			250
Credit Union	1,020	250		60	1,330
Community Action Agency	370	250			620
Municipal Light & Power	640	360	8,000		9,000
Port	200	360			560
Telephone Utility	4,250	720	27,550		32,520
Museum				60	60
Merrill Field		340			340
Police Community Drug	2,500				2,500
General Services				660	660
Greater Anchorage Borough		360			360
Public Service Careers	500				500
Other Accounts		220		110	330
Total	68,490	10,290	46,900	22,000	147,680

General Services Warehouse - Charges to be recovered through issuance of supplies to various departments.

1,440