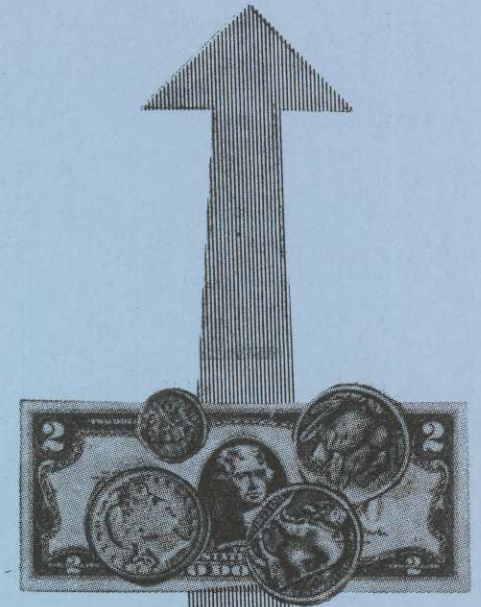
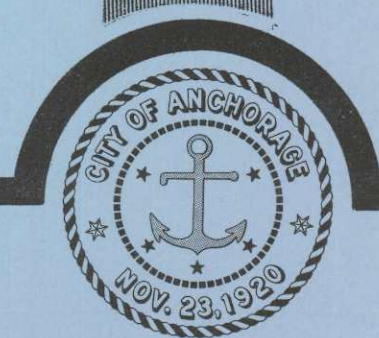


ANNUAL BUDGET



FINANCE DEPARTMENT



CITY OF ANCHORAGE

DEPARTMENT				DEPARTMENT SUMMARY			PAGE
FINANCE							C106
DIVISIONS	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND.	APPROVED
Administration	46,110	68,399	97,058	118,710	146,050	145,030	144,800
Controller	268,094	351,412	399,718	527,529	553,730	525,460	523,250
Treasurer - Administration	24,512	25,184	27,725	31,346	42,490	41,390	41,390
Receipts & Custody	101,707	103,624	119,879	148,990	180,890	177,920	177,230
Parking Violations	112,548	113,749	118,662	132,884	144,870	143,720	142,420
Assessments	53,526	58,697	68,040	82,778	92,830	88,980	88,190
UCS - Administration			9,510	28,770	42,010	40,060	40,060
Tolls	79,552	48,653	60,887	77,555	87,840	86,090	86,080
Customer Service	251,353	335,045	372,851	497,830	635,470	585,960	585,380
Credit & Collections	105,708	121,154	142,555	171,780	229,300	184,480	184,470
Purchasing- Purchasing	72,154	87,321	119,595	154,525	206,525	181,550	181,090
Duplicating	34,930	36,433	66,286	66,190	97,930	97,170	89,920
General Services	66,278	71,794	78,668	106,755	132,400	132,400	132,400
Claims						11,370	11,370
Total	1,216,472	1,421,465	1,681,434	2,145,642	2,592,335	2,441,580	2,428,050
Less Charges to Others	912,827	1,152,500	1,309,774	1,737,441	2,136,395	1,991,420	1,980,430
TOTAL	303,645	268,965	371,660	408,201	455,940	450,160	447,620

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Administration	10.0610			C107

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services	33,922	48,364	80,587	104,500	121,840	121,840	121,840
Contractual	9,890	11,762	13,964	12,830	14,960	13,940	13,940
Supplies	490	629	546	940	1,050	1,050	1,050
Other Costs	-0-	-0-	-0-	-0-	7,700	7,700	7,470
Capital Outlay	1,808	7,644	1,961	440	500	500	500
	46,110	68,399	97,058	118,710	146,050	145,030	144,800
Less Interfund Charges	(46,110)	X 65,369	X 84,281	X 104,470	X 122,130	X 121,820	X 121,630
Total		3,030	12,777	14,240	23,920	23,210	23,170

PROGRAM OUTLINE

Provide a comprehensive, orderly basis for fiscal planning, management & control. Efficient accounting and reporting will provide Top Management, Department Heads, and Enterprise Managers with the information required to generally promote more effective public management in City Government.

GOAL-1

Provide management with essential financial information on a regular and timely basis through complete automation of all accounting and financial operations of the City in conformance with standards provided by the Municipal Finance Officers Association and other regulatory requirements.

OBJECTIVE 1973

In coordination with Data Processing and all City departments and enterprises, purify and attempt to perfect the financial management system so as to serve the needs of management. Prepare and maintain policies and procedures for the system.

GOAL-2

Develop a budget that effectively serves the needs of management.

OBJECTIVE 1973

As the financial management system is purged and purified, develop measurable output unit measurements and relate unit costs.

CITY OF ANCHORAGE

DEPARTMENT

Finance

DIVISION

Administration

ACCOUNT TITLE

ACCOUNT NUMBER

10.0610

WORK PROGRAM C108

GOAL-3

Provide analyses of financial statements to aid enterprise managers in recommending budget revisions.

OBJECTIVE 1973

As the financial management system is purged and purified it will provide the necessary information.

GOAL-4

Solve the space problem in City Hall.

OBJECTIVE 1973

With the aid of the City Clerk, continue to microfilm and dispose of records stored in the basement. As records are removed, remodel basement for occupancy by finance personnel.

GOAL-5

Periodically analyze utility rates for a fair return.

OBJECTIVE 1973

As the financial management system is purified, it will provide a basis for forecasting in such studies.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Administration		10.0610			C109
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
<u>Personal Services</u>							
8110	Salaries	67,945	86,340	99,880	99,880	99,880	
8120	Overtime	946	1,000	2,000	2,000	2,000	
8140	Liability & Workmen's Comp. Ins.	1,142	1,350	1,830	1,830	1,830	
8141	Retirement Plans	7,023	10,950	11,980	11,980	11,980	
8142	Life Insurance	204	260	250	250	250	
8143	Medical Insurance	1,551	2,290	2,490	2,490	2,490	
8144	Social Security (FICA)	1,776	2,310	3,410	3,410	3,410	
8180	Contracted Labor	-0-	-0-	-0-	-0-	-0-	
	Total	80,587	104,500	121,840	121,840	121,840	
<u>Contractual</u>							
8211	Duplicating	4,114	2,810	3,000	3,000	3,000	
8221	Telephone, Telegraph, Switchboard	3,176	4,050	4,250	4,250	4,250	
8236	School & Training Programs	200	250	600	600	600	
8241	Inter Fund Charges	-0-	500	1,000	1,000	1,000	
8251	Other Equipment Rented	55	500	-0-	-0-	-0-	
8254	Space Rental - City Buildings	2,500	2,370	2,550	2,430	2,430	
8261	Repairs & Maintenance - City Forces	120	100	100	100	100	
8262	Other Repairs & Maintenance	101	-0-	100	100	100	
8270	Travel	3,289	2,380	2,950	2,050	2,050	
8271	Dues & Subscriptions	409	370	410	410	410	
	Total	13,964	12,830	14,960	13,940	13,940	
<u>Supplies</u>							
8301	Materials	2	40	50	50	50	
8303	Office Supplies & Postage	544	900	1,000	1,000	1,000	
	Total	546	940	1,050	1,050	1,050	
<u>Other Charges</u>							
8450	Data Processing Charges	-0-	-0-	-0-	-0-	-0-	
8451	Data Processing Development	-0-	-0-	7,700	7,700	7,470	
	Total	-0-	-0-	7,700	7,700	7,470	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Administration		10.0610					C110
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
8605	<u>Capital</u> Machinery & Equipment	1,961	440	500	500	500			
	Total	97,058	118,710	146,050	145,030	144,800			
8801	<u>Charges to Others</u> Charges to Other Departments	(84,281)	(104,470)	(122,130)	(121,820)	(121,630)			
	Total Operating Budget	12,777	14,240	23,920	23,210	23,170			

DEPARTMENT Finance	ACCOUNT TITLE Administration	ACCOUNT NUMBER 10.0610	PERSONNEL	C	PAGE C111
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Director of Finance	40	1790-2224	1	1	26,380	1	26,380	1	26,380
Budget Officer	32	1309-1592	1	1	18,918	1	18,918	1	18,918
Staff Accountant	32	1309-1592	1	1	17,484	1	17,484	1	17,484
FMS Coordinator	31	1258-1530	1	1	17,428	1	17,428	1	17,428
Secretary	17	725-884	1	1	9,220	1	9,220	1	9,220
			5	5	89,430	5	89,430	5	89,430
<u>New Position</u>									
Procedures & Cost Analyst(1)	31	1258-1530		1/2	7,548	1/2	7,548	1/2	7,548
Accounting Clerk II (s)	15	671-817		1/4	2,013	1/4	2,013	1/4	2,013
Vacation Replacement					891		891		891
				3/4	10,452	3/4	10,452	3/4	10,452
TOTAL			5	5 3/4	99,882	5 3/4	99,882	5 3/4	99,882

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

COMMENTARY

Procedures and Cost Analyst 6 months temporary for procedures and cost studies within Finance Department.

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Administration	10.0610			C112

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8110 - <u>Salaries</u> - The Budget Officer's duties increase during July-September as coordination with all City Departments concerning preliminary Budget preparations and Capital Improvement Programs bring to bear heavily on this position. It is therefore requested that he be afforded clerical aid during these months. Filling this seasonal position would relieve the Budget Officer from an inordinate amount of overtime.	2,013	2,013	2,013
A Procedures and Cost Analyst is required to facilitate an early completion of new procedure manuals and cost studies for possible overall cost reductions.	7,548	7,548	7,548
.8120 - <u>Overtime</u> - Approximately \$2,000 in overtime is estimated for debugging FMS, typing of budget forms, and for other actions requiring immediate actions.	2,000	2,000	2,000
.8211 - <u>Duplicating</u> - The bulk of this amount is for publishing and binding the official 1973 Budget Document in early 1973 and for the same services for the 1974 Preliminary Budget published for Council budget work sessions in late 1973.	3,000	3,000	3,000
.8221 - <u>Telephone, Telegraph, Switchboard</u> -			
Switchboard	800	800	800
Telephone	2,500	2,500	2,500
Tolls & Telegrams	950	950	950
	<u>4,250</u>	<u>4,250</u>	<u>4,250</u>
.8241 - <u>Inter-Fund Charges</u> - Various charts and graphs professionally prepared by the Public Works Department for inclusion in the Budget Document.	1,000	1,000	1,000

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Administration	10.0610			C113

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
<u>.8261 - Repairs & Maintenance - City Forces</u>			
Miscellaneous minor projects under \$100	100	100	100
<u>.8270 - Travel -</u>			
Financial Analysis Courses	500	-0-	-0-
Municipal Finance Officers Association Conferences	1,500	1,500	1,500
Alaska Municipal League	200	200	200
Travel of Budget Officer to State Capital, Revenue Sharing	350	350	350
Budget Advisory Commission	200	-0-	-0-
Business Meals as required	100	-0-	-0-
Private Vehicles on City Business	100	-0-	-0-
	<u>2,950</u>	<u>2,050</u>	<u>2,050</u>
<u>.8271 - Dues & Subscriptions -</u>			
Financial & Technical Memberships and Subscriptions			
American Accounting Association	15	15	15
National Association of Accountants	35	35	35
Municipal Finance Officers Association Dues and periodicals	75	75	75
Institute of Internal Auditors	30	30	30
American Society of Public Administrators	25	25	25
Municipal World	10	10	10
Municipal Year Book	20	20	20
The Bond Buyer & Directory of Bond Dealers	25	25	25
Technical Books	50	50	50
Financial Publications	75	75	75
Governmental Finance Magazine	50	50	50
	<u>410</u>	<u>410</u>	<u>410</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Administration	10.0610			C114

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8451 - <u>Data Processing Development</u> - Develop a program which will gather data stored in EDP records at Data Processing for use by the City's actuary in performing the biennial valuation of the Classified Retirement Plan performed in 1973. Budget preparation & Personnel Accounting		7,700	7,700	7,470
.8605 - <u>Machinery & Equipment</u> - Electronic Desk Calculator for computation of bond interest, tables for bond prospectuses, and various one-time studies in connection with prospective bond issues and budget studies.		500	500	500
(Suggested New Distribution)				
.8801 - <u>Less Charges to Others</u> -				
<u>Costs for other than Budgeting and FMS (60% of Admin=\$86,880)</u>				
Treasury 20%		(17,250)	(17,400)	(17,380)
U.C.S. 30%		(25,880)	(26,110)	(26,060)
Purch. 20%		(17,250)	(17,400)	(17,380)
Controller 30%		(25,880)	(26,110)	(26,060)
	<u>100%</u>	<u>(86,260)</u>	<u>(87,020)</u>	<u>(86,880)</u>
<u>Costs for Budgeting and FMS (40% of Admin=\$57,920)</u>				
Telephone 14%		(8,370)	(8,120)	(8,110)
Electric 10%		(5,980)	(5,800)	(5,790)
Water 8%		(4,780)	(4,640)	(4,630)
Port 5%		(2,990)	(2,900)	(2,900)
Refuse 4%		(2,390)	(2,320)	(2,310)
Equip. & Sup. 5%		(2,990)	(2,900)	(2,900)
Projects 14%		(8,370)	(8,120)	(8,110)
	<u>60%</u>	<u>(35,870)</u>	<u>(34,800)</u>	<u>(34,750)</u>
Gen. Funds 40%		(23,920)	(23,210)	(23,170)
Total Budget & FMS	<u>100%</u>	<u>(59,790)</u>	<u>(58,010)</u>	<u>(57,920)</u>

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Controller	1006.20			C115

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	175,447	207,720	242,335	261,590	320,880	302,470	302,470
Contractual	32,851	45,175	58,997	56,903	70,360	58,420	59,020
Supplies	4,917	9,584	7,065	10,507	11,800	11,800	11,800
Other Costs	52,893	84,232	86,359	194,869	148,280	150,360	147,550
Capital Outlay	1,986	4,701	4,962	3,660	2,410	2,410	2,410
	268,094	351,412	399,718	527,529	553,730	525,460	523,250
Less Interfund Charges	(145,993)	(250,210)	(266,193)	(354,510)	(372,210)	(353,100)	(351,580)
Total	122,101	101,202	133,525	173,019	181,520	172,360	171,670

Program Outline

Provide all funds, departments and divisions complete financial information concerning their operations. Process all obligations of the City timely, record all encumbrances against funds, prepare all financial reports.

Goal 1

To expedite payments to City vendors.

Objective for 1973

Re-design existing forms to eliminate duplication of manual effort in preparation of documents.

Goal 2

Implement the Special assessment sub-system.

Objective for 1973

Place all streets, sewers and utility special assessment districts into the system thus eliminating a great deal of manual effort in maintaining and controlling the numerous special assessment accounts.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Controller		1006.20					C116
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>Personal Services</u>								
8110	Salaries	205,696	214,350	256,470	247,560	247,560			
8120	Overtime	6,567	13,000	16,000	13,000	13,000			
8140	Liability & Workmen's Comp. Ins.	3,486	3,590	4,710	4,690	4,690			
8141	Retirement	13,184	13,520	20,870	16,370	16,370			
8142	Life Insurance	490	560	800	600	600			
8143	Medical Insurance	5,443	7,900	9,720	8,880	8,880			
8144	Social Security	7,469	8,230	11,510	10,570	10,570			
8180	Contracted Labor		440	800	800	800			
	Total	242,335	261,590	320,880	302,470	302,470			
	<u>Contractual</u>								
8202	Job Recruitment		100						
8211	Duplicating	1,607	850	950	950	950			
8221	Telephone & Switchboard	2,603	2,870	3,410	3,410	3,410			
8233	Surety Bond	88	90	90	90	90			
8235	Tuition Refunds	403	200	500	500	500			
8236	School & Training Programs		360	500	500	500			
8240	Administrative Overhead	22,602	24,800	25,880	26,110	26,060			
8241	Inter-Department Charges	12,830	11,940	13,100	13,460	13,460			
8252	Other Vehicles or Equip. Rental	6,841	4,090	2,790	2,790	2,790			
8253	Private Vehicle Mileage		93	100	100	100			
8254	Space Rental - City Bldgs.	8,420	9,320	15,000	9,620	9,620			
8261	Repairs & Maint. - City Forces	296	840	6,500	-0-	-0-			
8262	Other Repairs & Maint.	3,096	600	690	690	690			
8270	Travel		500	650	-0-	650			
8271	Dues & Subscriptions	211	250	200	200	200			
	Total	58,997	56,903	70,360	58,420	59,020			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Controller		1006.20			C117
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>Supplies</u>						
8301	Materials	1,861	2,507	3,800	3,800	3,800	
8303	Office Supplies & Postage	5,204	8,000	8,000	8,000	8,000	
	Total	7,065	10,507	11,800	11,800	11,800	
	<u>Other Charges</u>						
8450	Data Processing Charges	79,476	194,869	148,280	150,360	147,550	
8451	Data Processing Development	6,883	-0-	-0-	-0-	-0-	
	Total	86,359	194,869	148,280	150,360	147,550	
	<u>Capital</u>						
8602	Buildings	1,850					
8605	Machinery & Equipment	3,112	3,660	2,410	2,410	2,410	
	Total	4,962	3,660	2,410	2,410	2,410	
	Totals	399,718	527,529	553,730	525,460	523,250	
8801	Reimbursable Charges to Others	(266,193)	(354,510)	(372,210)	(353,100)	(351,580)	
	Total Operating Budget	133,525	173,019	181,520	172,360	171,670	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
Finance	Controller	1006.20			C118				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Controller	36	1530-1862	1	1	21,607	1	21,607	1	21,607
Clerk Steno II	12	598-725	1	1	7,466	1	7,466	1	7,466
<u>Accounting Section</u>									
Accounting Officer	31	1258-1530	1	1	18,396	1	18,396	1	18,396
Accountant II	27	1077-1309	4	4	63,080	4	63,080	4	63,080
Accountant I	23	919-1119	4	4	50,329	4	50,329	4	50,329
Accounting Clerk III	18	755-919	1	1	12,043	1	12,043	1	12,043
Accounting Clerk I	12	598-725	1	1	8,128	1	8,128	1	8,128
<u>Accounts Payable Section</u>									
Accounts Payable Supervisor	20	817-994	1	1	11,032	1	11,032	1	11,032
Accounts Payable Clerk	14	646-787	4	4	36,343	3	27,257	3	27,257
Accounting Clerk I	12	598-725	1	1	8,348	1	8,348	1	8,348
<u>Payroll Section</u>									
Payroll Specialist	22	884-1077	1	1	13,512	1	13,512	1	13,512
Payroll Clerk	14	646-787	1	1	9,822	1	9,822	1	9,822
Clerk I (Summer Temporary)	8	510	1/4	1/4	1,591	1/4	1,591	1/4	1,591
Less 2% Vacancy					(5,234)		(5,052)		(5,052)
TOTAL			21 1/4	21 1/4	256,463	20 1/4	247,559	20 1/4	247,559
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Controller	1006.20			C119

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8180 - Contracted Labor - AMU Student Training Program.	800	800	800
8221 - Telephone and Switchboard - Telephone & Switchboard Rental	2,650		
Telephone Tolls	150		
Switchboard Operators	610		
	<u>3,410</u>	3,410	3,410
8236 - School and Training Programs - Training aids and courses in Automated Data Processing Systems.	500	500	500
8240 - Overhead - Finance Administration.	25,880	26,110	26,060
8241 - Inter-Department Charges - Courier	440	800	800
Microfilming Financial Records	12,020	12,020	12,020
Moving & Sorting Records for Microfilming	640	640	640
	<u>13,100</u>	<u>13,460</u>	<u>13,460</u>
8252 - Other Vehicles & Equipment Rented -			
Xerox Model 2400 - 12 Months @ 400	4,800		
Less: Recoveries from Users	(2,010)		
	<u>2,790</u>	2,790	2,790
8261 - Repairs & Maintenance - City Forces - Remodel Basement	5,600	-0-	-0-
Other Projects	900	-0-	-0-
	<u>6,500</u>	<u>-0-</u>	<u>-0-</u>
8262 - Repair and Maintenance - Other - Office Machine Maintenance	690	690	690

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Controller	1006.20			C120

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8270 - Travel - Municipal and Utility Accounting Workshops.	650	-0-	650
8301 - Materials - Annual Financial Report, 550 copies @ 5.00.	3,800	3,800	3,800
8303 - Office Supplies & Postage - Office Supplies & Postage for Annual Financial Report. Voucher and payroll checks, source documents, payroll time cards, and data processing forms.	8,000	8,000	8,000
8450 - Data Processing Charges - Production and maintenance Financial Management System.	96,300	98,380	96,410
Production and maintenance Payroll/Personnel System.	51,980	51,980	51,140
	<u>148,280</u>	<u>150,360</u>	<u>147,550</u>
8605 - Machinery and Equipment - Microfilm Storage Cabinet	270	270	270
Adding Machines-Replacements (3)	1,100	1,100	1,100
Desk and Chair Replacement (2 each)	800	800	800
Chair Replacements (2)	240	240	240
	<u>2,410</u>	<u>2,410</u>	<u>2,410</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Controller	1006.20			C121

Computation of Charges to Others

	Regular Charges	Data Processing Charges		Total	Manager Recommends
		Payroll System	FMS		
Telephone	22% 89,200	24% 12,470	23% 22,150	123,820	117,700
Electric	10% 40,550	5% 2,600	11% 10,590	53,740	50,970
Water	8% 32,440	5% 2,600	9% 8,670	43,710	41,510
Refuse	4% 16,220	3% 1,560	3% 2,890	20,670	19,440
Port & Ind. Park	4% 16,220	.8% 420	3% 2,890	19,530	18,390
Equipment & Supply	4% 16,220	3% 1,560	3% 2,890	20,670	19,440
Parking Revenue	1% 4,050	.2% 100	1% 960	5,110	5,250
Special Assessments	12% 48,650	5% 2,600	12% 11,560	62,810	59,380
G.O. Bonds	4% 16,220	4% 2,080	4% 3,850	22,150	21,020
	<u>69% 279,770</u>	<u>50% 25,990</u>	<u>69% 66,450</u>	<u>372,210</u>	<u>353,100</u>
General Fund	31% 125,680	50% 25,990	31% 29,850	181,520	172,360

APPROVED

Telephone	117,210
Electric	50,760
Water	41,340
Refuse	19,360
Port & Ind. Park	18,260
Equip. & Supply	19,360
Parking Revenue	5,230
Special Assessments	59,130
G. O. Bonds	20,930
	<u>351,580</u>
General Fund	171,670

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Treasury Administration	1006.31			C122

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services	20,355	21,654	24,157	26,146	36,740	36,740	36,740
Contractual	3,634	2,783	3,428	4,010	4,910	3,810	3,810
Supplies	523	417	140	840	840	840	840
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	-0-	330	-0-	350	-0-	-0-	-0-
	24,512	25,184	27,725	31,346	42,490	41,390	41,390
Less Interfund Charges	(24,512)	(25,184)	(27,725)	(31,346)	(42,490)	(41,390)	(41,390)
Total	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Program Outline

Provide optimum control and safeguards for actual cash receipts and disbursements of all City Funds as authorized by City Council proceedings duly recorded in official City records. Control Investments of such funds so as to benefit the City with maximum return. When incurring indebtedness, insure minimum expense for use of funds. Provide continuing action to insure timely collection of all property assessments, parking violations, and bills for collection.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Treasury Administration		1006.31					C123
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
<u>Personal Services</u>									
8110	Salaries	20,580	21,877	30,180	30,180	30,180			
8140	Liability & Workmen's Comp. Ins.	340	345	550	550	550			
8141	Retirement Plans	2,620	2,929	4,050	4,050	4,050			
8142	Life Insurance	63	67	100	100	100			
8143	Medical Insurance	180	460	800	800	800			
8144	Social Security (FICA)	374	468	1,060	1,060	1,060			
	Total	24,157	26,146	36,740	36,740	36,740			
<u>Contractual</u>									
8201	Advertising			1,100	-0-	-0-			
8211	Duplicating	158	250	250	250	250			
8221	Telephone, Telegraph, Switchboard	840	370	870	870	870			
8233	Surety Bond	602	850	850	850	850			
8253	Private Vehicle Mileage	100	100	100	100	100			
8254	Space Rental	240	340	370	370	370			
8261	Repairs & Maintenance - City Forces	50							
8262	Other Repairs & Maintenance	90	250	250	250	250			
8270	Travel	1,264	1,800	1,000	1,000	1,000			
8271	Dues & Subscriptions	84	50	120	120	120			
	Total	3,428	4,010	4,910	3,810	3,810			
<u>Supplies</u>									
8303	Office Supplies & Postage	140	840	840	840	840			
<u>Capital</u>									
8605	Machinery & Equipment		350						
	Total	27,725	31,346	42,490	41,390	41,390			
8801	Reimbursable Charges to Others	(27,725)	(31,346)	(42,490)	(41,390)	(41,390)			
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-			

DEPARTMENT Finance	ACCOUNT TITLE Treasury Administration	ACCOUNT NUMBER 1006.31	PERSONNEL	C	PAGE C124
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CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Treasurer	33	1362-1657	1	1	21,876	1	21,876	1	21,876
<u>New Position</u>									
Accounting Clerk II	15	671-817		1	8,304	1	8,304	1	8,304
TOTAL			1	2	30,180	2	30,180	2	30,180

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

COMMENTARY

The person filling the new position will be assigned to relieve the work overload in all three sections of Treasury on an as-needed basis.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY ADMINISTRATION	1006.31			C125

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8201 - Advertising - Welcoming reception for conference of Municipal Treasurer's Assoc. of U. S. and Canada Other convention expenses	1,000 100 <u>1,100</u>	-0- -0- <u>-0-</u>	-0- -0- <u>-0-</u>
8270 - Travel - U. S. Treasurer's Board of Directors meeting Investment Advisory Commission Meetings and other business meetings	800 <u>200</u> 1,000	800 <u>200</u> 1,000	800 <u>200</u> 1,000
8801 - Reimbursable Charges to Others - The total of Treasury Administration charges has been spread as overhead expenses to the three sections under the Treasury Division:			
Receipts & Custody	(21,250)	(20,690)	(20,690)
Parking Violations	(10,620)	(10,350)	(10,350)
Assessments	(10,620)	(10,350)	(10,350)
	<u>(42,490)</u>	<u>(41,390)</u>	<u>(41,390)</u>

CITY OF ANCHORAGE

DEPARTMENT Finance	ACCOUNT TITLE Treasury Receipts & Custody	ACCOUNT NUMBER 1006.32	SUMMARY	A	PAGE C126
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	59,963	65,114	72,451	76,940	87,250	84,170	84,170
Contractual	25,180	21,454	28,615	34,608	40,870	39,350	39,330
Supplies	688	2,300	1,900	2,300	2,460	2,400	2,400
Other Costs	14,693	13,631	16,025	34,250	50,170	51,860	51,190
Capital Outlay	1,183	1,125	888	892	140	140	140
	101,707	103,624	119,879	148,990	180,890	177,920	177,230
Less Interfund Charges	(54,485)	(67,815)	(88,900)	(100,110)	(128,930)	(126,470)	(125,980)
Total	47,222	35,809	30,979	48,880	51,960	51,450	51,250

Goal 1

Determine the feasibility of adopting the F.M.S. automated cash management subsystem.

Objective 1973

Study the input and output data. Compare output products with current method. Recommend to Finance Director the adoption or deletion of the subsystem.

Goal 2

Complete automation of Bills for Collection.

Objective 1973

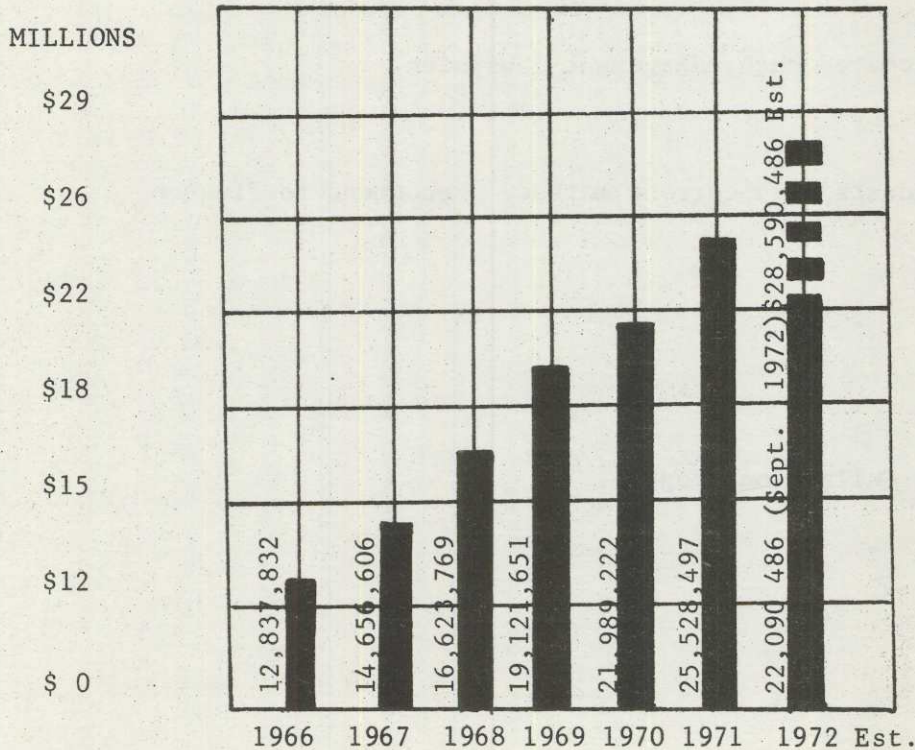
Implement new system as of Jan. 1, 1973 on Bills for Collection program.

DEPARTMENT FINANCE	DIVISION TREASURY	ACCOUNT TITLE RECEIPTS & CUSTODY	ACCOUNT NUMBER 1006.32	WORK PROGRAM C127
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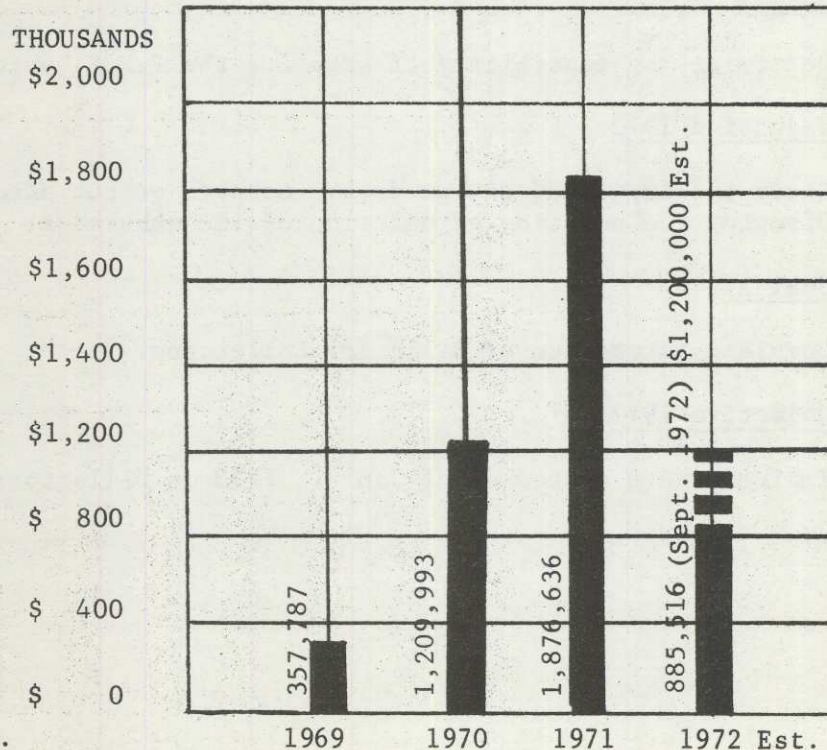
This section is responsible for receipt, disbursement and custody of all money due the City; approval and recording of all checks issued; collection and control of miscellaneous bills for collection; and the management and investment of available cash, including responsibility to see that the required 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. Total interest revenue received at the end of September, 1972 was \$883,651 (not including accrued interest).

AMOUNT OF UTILITY COLLECTIONS



INTEREST REVENUE ON INVESTMENTS



CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Treasury Receipts & Custody		1006.32			C128
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>Personal Services</u>						
8110	Salaries	62,190	65,520	71,730	71,730	71,730	
8120	Overtime	100	400	500	400	400	
8140	Liability & Workmen's Comp. Ins.	1,030	1,040	1,250	1,300	1,300	
8141	Retirement Plans	2,742	3,200	5,880	3,320	3,320	
8142	Life Insurance	150	180	200	180	180	
8143	Medical Insurance	2,813	2,970	3,510	2,970	2,970	
8144	Social Security	2,886	3,060	3,610	3,700	3,700	
8180	Contracted Labor	540	570	570	570	570	
	Total	72,451	76,940	87,250	84,170	84,170	
	<u>Contractual</u>						
8201	Advertising	48	300	300	300	300	
8211	Duplicating	170	500	500	500	500	
8215	Reimbursable Collection Costs	378	500	500	500	500	
8221	Telephone, Telegraph, Switchboard	1,670	2,540	2,130	2,130	2,130	
8235	Tuition Refunds	-0-	70	430	210	210	
8240	Administrative Overhead	21,544	23,938	29,880	29,390	29,370	
8241	Interfund Charges	2,338	2,360	2,530	2,530	2,530	
8253	Private Vehicle Mileage	8	50	50	50	50	
8254	Space Rental	1,600	2,720	2,940	2,740	2,740	
8261	Repairs & Maintenance-City Forces	183	110	110	-0-	-0-	
8262	Other Repairs & Maintenance	676	1,500	1,500	1,000	1,000	
8271	Dues & Subscriptions		20		-0-	-0-	
	Total	28,615	34,608	40,870	39,350	39,330	
	<u>Supplies</u>						
8303	Office Supplies & Postage	1,900	2,300	2,460	2,400	2,400	
	<u>Other Charges</u>						
8435	Cash Over & Short	5	200	200	100	100	
8439	Other Financial Service Charges	12,000	17,200	18,410	18,410	18,410	
8450	Data Processing Charges		16,850	31,560	33,350	32,680	
8451	Data Processing Charges-Development	4,020					
	Total	16,025	34,250	50,170	51,860	51,190	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Treasury Receipts & Custody		1006.32			C129
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
8605	<u>Capital</u> Machinery & Equipment	888	892	140	140	140	
	Total	119,879	148,990	180,890	177,920	177,230	
	<u>Less Charges to Others</u>						
8801	Reimbursable Charges to Others	(88,100)	(99,610)	(128,430)	(125,970)	(125,480)	
8803	Reimbursable Collection Costs	(800)	(500)	(500)	(500)	(500)	
	Total	(88,900)	(100,110)	(128,930)	(126,470)	(125,980)	
	Total Operating Budget	30,979	48,880	51,960	51,450	51,250	

DEPARTMENT FINANCE	ACCOUNT TITLE TREASURY RECEIPTS & CUSTODY SEC	ACCOUNT NUMBER 1006.32	PERSONNEL	C	PAGE C130
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Assistant Treasurer	24	956-1164	1	1	14,666	1	14,666	1	14,666
Accounting Clerk III	18	755-919	1	1	11,294	1	11,294	1	11,294
Clerk IV	15	671-817	2	2	18,744	2	18,744	2	18,744
Accounting Clerk I	12	598-725	3	3	24,039	3	24,039	3	24,039
Sub Total			7	7	68,743	7	68,743	7	68,743
Temporary & Vacation Replacement (5 Mo.)	12	598			2,990		2,990		2,990
TOTAL			7	7	71,733	7	71,733	7	71,733

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY RECEIPTS & CUSTODY	1006.32			C131

		Department Request	Manager Recommends	Council Approved
8240 - Administrative Overhead - Treasury Administration Finance Administration		21,250 <u>8,630</u> 29,880	20,690 <u>8,700</u> 29,390	20,690 <u>8,680</u> 29,370
8241 - Interfund Charges - Courier Microfilming		230 <u>2,300</u> 2,530	2,530	2,530
8439 - Other Financial Service Charges: Utility Station Collection Fees Safekeeping Fees Armored Car Services Bond & Interest Coupon Paying and Cremation Fees		2,600 700 4,000 <u>11,110</u> 18,410	18,410	18,410
8450 - Data Processing Charges - FMS cash management and Bill for Collection procedures		31,560	33,350	32,680
8605 - Machinery & Equipment - 2-drawer legal file		140	140	140
8801 - Reimbursable Charges to Others:				
Telephone	35%	(63,310)	(62,100)	(61,860)
ML&P	10%	(18,090)	(17,740)	(17,670)
Water	9%	(16,280)	(15,970)	(15,910)
Refuse	6%	(10,850)	(10,650)	(10,600)
Port	3%	(5,430)	(5,320)	(5,300)
Parking Revenue	2%	(3,620)	(3,550)	(3,530)
General Fund Bond Projects	5%	(9,040)	(8,870)	(8,840)
Equipment & Supply	<u>1%</u>	<u>(1,810)</u>	<u>(1,770)</u>	<u>(1,770)</u>
	71%	(128,430)	(125,970)	(125,480)

CITY OF ANCHORAGE

DEPARTMENT Finance	ACCOUNT TITLE Treasury Parking Violations Sec.	ACCOUNT NUMBER 1006.33	SUMMARY	A	PAGE C132
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services	38,396	39,567	42,302	46,600	48,280	48,050	48,050
Contractual	12,626	11,896	15,115	15,669	18,410	17,790	17,790
Supplies	4,446	4,241	8,006	11,500	12,500	12,200	12,200
Other Costs	57,080	56,921	52,939	59,065	65,290	65,290	63,990
Capital Outlay	-0-	1,124	300	50	390	390	390
	112,548	113,749	118,662	132,884	144,870	143,720	142,420
Less Interfund Charges	X	X	X	X	X	X	X
Total	112,548	113,749	118,662	132,884	144,870	143,720	142,420

Goal 1

Improve current methods for processing Parking Violations.

Objective 1973

Strive to obtain State Vehicle Registration Data on a more timely, accurate and economical basis.

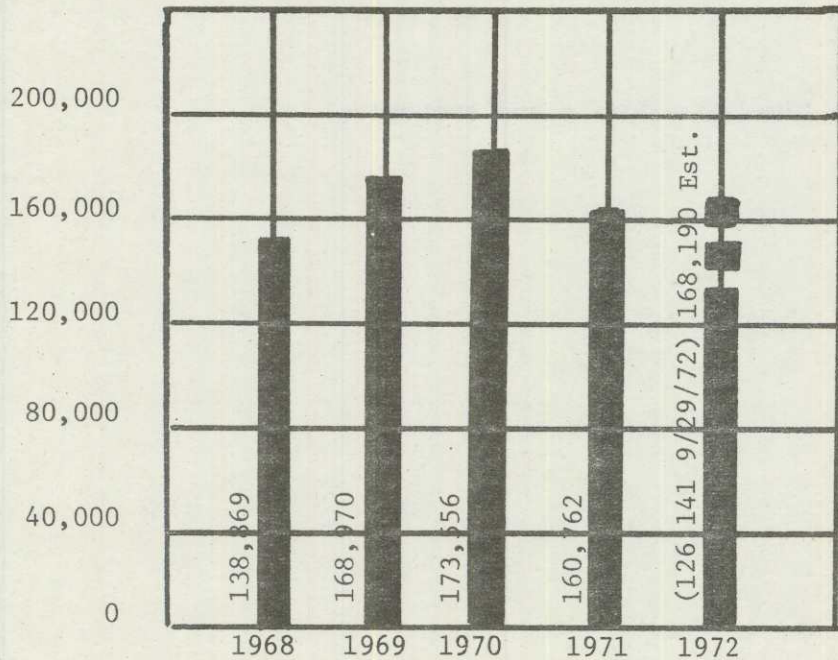
CITY OF ANCHORAGE

DEPARTMENT FINANCE	DIVISION TREASURY	ACCOUNT TITLE PARKING VIOLATIONS	ACCOUNT NUMBER 1006.33	WORK PROGRAM
				0133

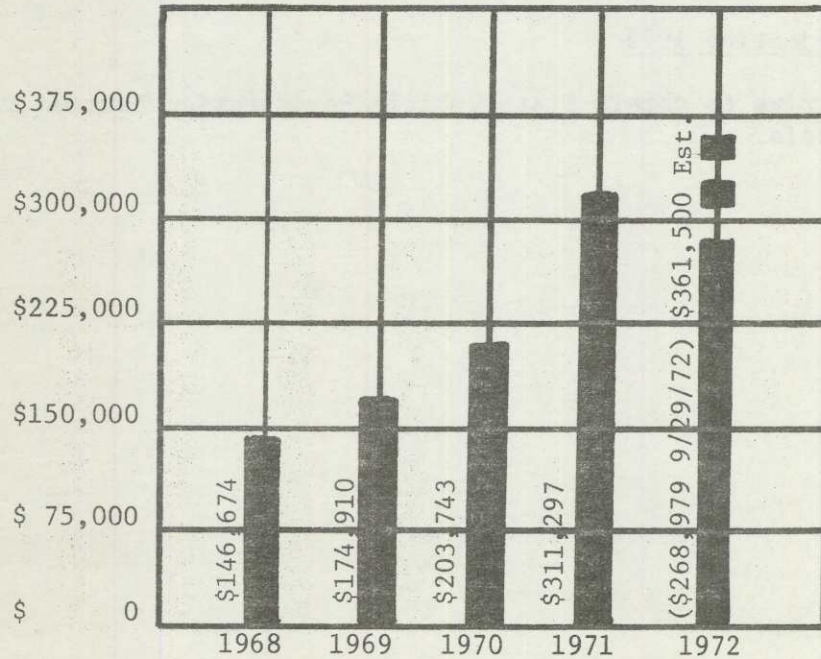
The Parking Violations Section is responsible for the collection of all equipment and non-moving violations. If a violation remains unpaid for a period of seven days, a notice is mailed showing the increased amount of the bail required for that violation. Once each month, summons are issued for all unpaid violations which are older than 24 days, and the amount of the bail is doubled from the amount shown on the notice. After being signed by the Supervisor of Parking Violations and the District Judge, the summons are sent to the Service Section of the Police Department for service.

On June 8, 1971 the fees for overparking and expired meters were increased from \$1.00 to \$2.00. The effect of this increase was to decrease the number of citations issued and increase the parking violation revenues.

NUMBER OF CITATIONS ISSUED



PARKING VIOLATION REVENUES



CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Treasury Parking Violations Sec.		1006.33			C134
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>Personal Services</u>						
8110	Salaries	36,750	40,080	40,900	40,890	40,890	
8120	Overtime	123	300	500	300	300	
8140	Liability & Workmen's Comp. Ins.	610	640	710	740	740	
8141	Retirement Plans	1,760	1,890	1,950	1,950	1,950	
8142	Life Insurance	110	100	140	110	110	
8143	Medical Insurance	1,240	1,200	1,520	1,440	1,440	
8144	Social Security (FICA)	1,659	1,820	1,990	2,050	2,050	
8180	Contracted Labor	50	570	570	570	570	
	Total	42,302	46,600	48,280	48,050	48,050	
	<u>Contractual</u>						
8211	Duplicating	170	250	350	300	300	
8221	Telephone, Telegraph, Switchboard	1,690	1,480	730	730	730	
8235	Tuition Refunds	-0-		430	210	210	
8240	Administrative Overhead	10,862	12,069	14,930	14,700	14,700	
8241	Interfund Charges	180	100	110	110	110	
8254	Space Rental	1,600	1,190	1,290	1,240	1,240	
8261	Repairs & Maint. - City Forces	183	60	70	-0-	-0-	
8262	Other Repairs & Maintenance	430	500	500	500	500	
8271	Dues & Subscriptions		20				
	Total	15,115	15,669	18,410	17,790	17,790	
	<u>Supplies</u>						
8303	Office Supplies & Postage	8,006	11,500	12,500	12,200	12,200	
	<u>Other Charges</u>						
8435	Cash Over & Short	-0-	50	50	50	50	
8450	Data Processing Charges	52,539	59,015	65,240	65,240	63,940	
8451	Data Processing Development	400					
	Total	52,939	59,065	65,290	65,290	63,990	
	<u>Capital</u>						
8605	Machinery & Equipment	300	50	390	390	390	
	Total Operating Budget	118,662	132,884	144,870	143,720	142,420	

DEPARTMENT FINANCE	ACCOUNT TITLE TREASURY - PARKING VIOLATIONS	ACCOUNT NUMBER 1006.33	PERSONNEL	C	PAGE C135
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
SUPERVISOR	23	919-1119	1	1	14,492	1	14,492	1	14,492
Clerk III	13	620-755	1	1	9,355	1	9,355	1	9,355
Accounting Clerk I	12	598-725	1	1	7,802	1	7,802	1	7,802
Clerk II	11	575-699	1	1	7,518	1	7,518	1	7,518
Sub Total			4	4	39,167	4	39,167	4	39,167
Temporary & Vacation Replacement (3 Mos.)	11	575			1,725		1,725		1,725
TOTAL			4	4	40,892	4	40,892	4	40,892

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE TREASURY PARKING VIOLATIONS	ACCOUNT NUMBER 1006.33	COMMENTARY	D	PAGE C136
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	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8240 - Administrative Overhead - Treasury Administration Finance Administration	10,620 <u>4,310</u> 14,930	10,350 <u>4,350</u> 14,700	10,350 <u>4,350</u> 14,700
8241 - Interfund Charges - Courier	110	110	110
8605 - Machinery & Equipment - Electric letter opener Replacement.	390	390	390

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Treasury Assessment	1006.34			C137

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	34,268	40,350	37,575	39,031	42,460	41,150	41,150
Contractual	14,313	13,428	19,065	21,369	25,050	23,780	23,780
Supplies	1,680	3,270	3,840	4,340	5,840	4,800	4,800
Other Costs	2,720	525	7,260	17,850	18,550	18,550	17,760
Capital Outlay	545	1,124	300	188	930	700	700
	53,526	58,697	68,040	82,778	92,830	88,980	88,190
Less Interfund Charges	31,752	37,736	34,195	51,350	56,440	54,130	53,650
Total	21,774	20,961	33,845	31,428	36,390	34,850	34,540

Goal 1

Implementation of automated system for assessments and mortgages which will provide accounting information not now available, and which will enable improved access to records for title research.

Objective 1973

In coordination with Data Processing, run in parallel the new automated system together with the current manual system. After successful testing and good output data, drop portions of the manual system as conversion is achieved.

Goal 2

Microfilm old Tax Records from 1923 - 1964.

Objective 1973

Microfilm Tax Records from 1959 through 1964.

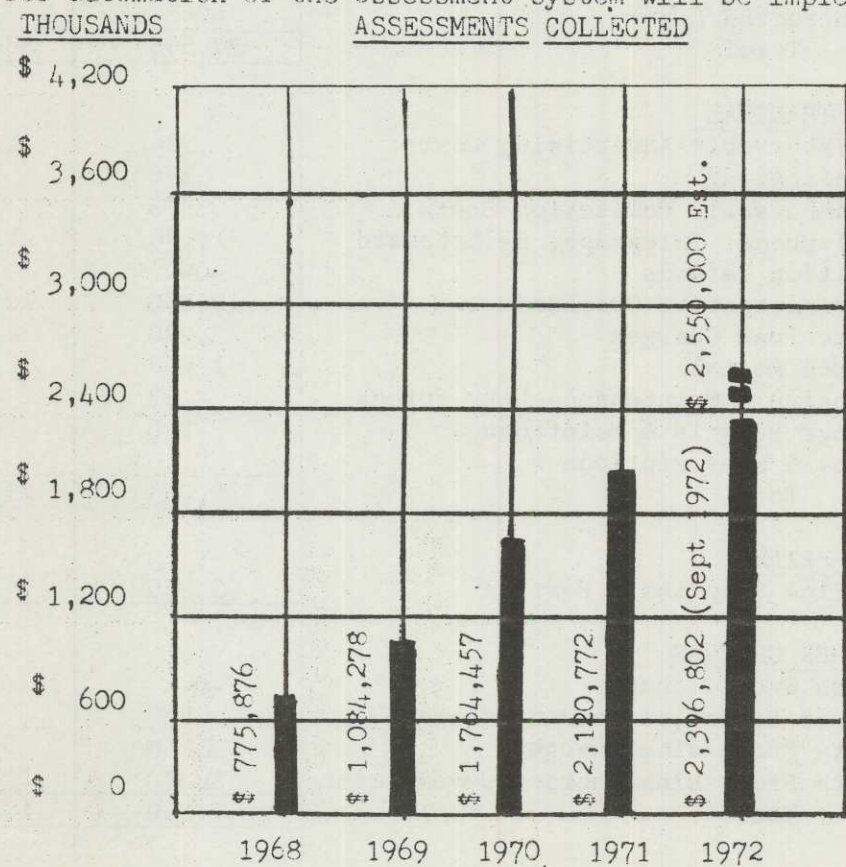
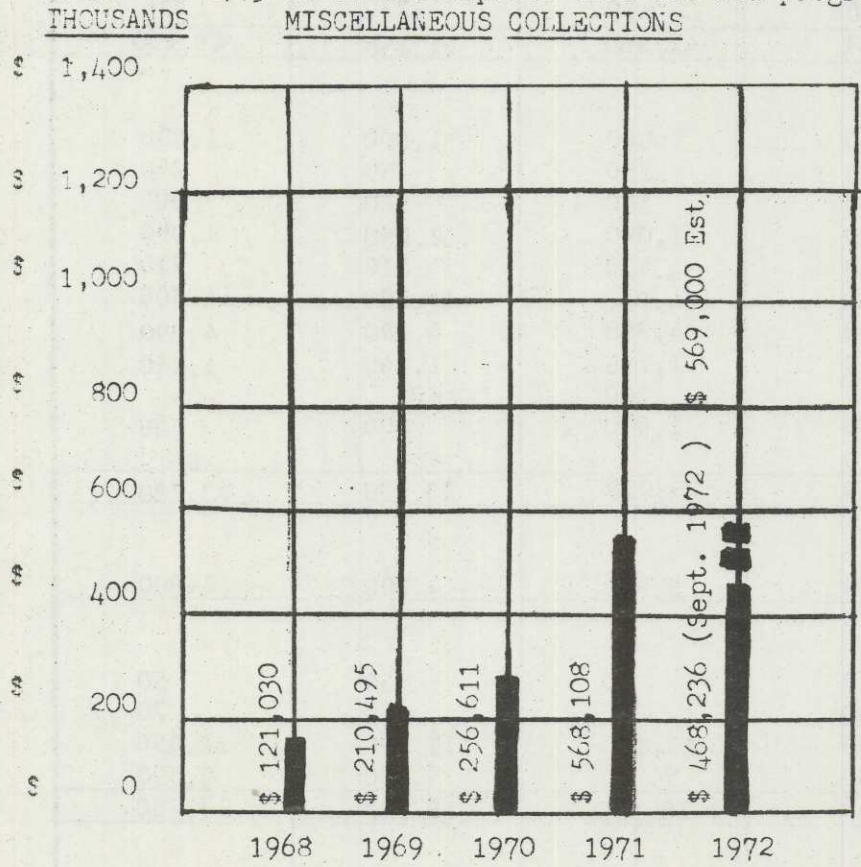
DEPARTMENT FINANCE	DIVISION TREASURY	ACCOUNT TITLE ASSESSMENTS	ACCOUNT NUMBER	WORK PROGRAM C138
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This section is responsible for the billing and collection of all special assessments or payments in lieu of assessments for water, sewer and paving and 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, prepare street closure forms, computation of schedules for Subdivision Agreements.

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 Sept. 1972 this section prepared and recorded 48 mortgages & notes, released 45 mortgages, prepared over 100 lien releases for subdivision agreements, billed 2000 sewer and water mortgages, mailed 900 delinquent notices, processed 225 changes of ownership and address, collected 62 Borough sewer connection fees, processed 40 pavement breaks. Prepared 1,184 permits.

GOAL: In 1973 it is anticipated that the new program for automation of the assessment system will be implemented.



CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		TREASURY		1006.34			
		ASSESSMENT SECTION					C139
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	32,900	33,490	35,160	35,160	35,160	
8120	Overtime	100	300	300	200	200	
8140	Liability & Workmen's Comp. Ins.	543	530	620	640	640	
8141	Retirement Plans	1,830	1,970	3,130	2,050	2,050	
8142	Life Insurance	79	80	100	80	80	
8143	Medical Insurance	800	650	930	650	650	
8144	Social Security (FICA)	1,323	1,441	1,650	1,800	1,800	
8180	Contracted Labor	-0-	570	570	570	570	
	Total	37,575	39,031	42,460	41,150	41,150	
	<u>CONTRACTUAL</u>						
8203	Reimbursable Advertising Costs	944	1,000	1,000	1,000	1,000	
8211	Duplicating	270	250	250	250	250	
8215	Reimbursable Collection Costs	378	500	500	500	500	
8221	Telephone, Telegraph, Switchboard	1,190	1,110	1,090	1,090	1,090	
8235	Tuition Refunds	-0-	70	430	210	210	
8240	Administrative Overhead	10,860	12,069	14,930	14,700	14,700	
8241	Interfund Charges	3,220	4,100	4,390	4,390	4,390	
8254	Space Rental	1,600	1,190	1,290	1,240	1,240	
8261	Repairs & Maintenance-City Forces	183	60	100	-0-	-0-	
8262	Other Reparis & Maintenance	240	1,000	1,070	400	400	
8271	Dues & Subscriptions		20		-0-	-0-	
	Total	19,065	21,369	25,050	23,780	23,780	
	<u>SUPPLIES</u>						
8303	Office Supplies & Postage	3,840	4,340	5,840	4,800	4,800	
	<u>OTHER CHARGES</u>						
8435	Cash Over & Short	-0-	50	50	50	50	
8439	Other Financial Service Charges	500	700	700	700	70	
8450	Data Processing Charges	3,760	5,600	12,100	12,100	12,050	
8451	Data Processing Charges-Development	3,000	11,500	5,700	5,700	5,590	
	Total	7,260	17,850	18,550	18,550	17,760	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		TREASURY ASSESSMENT SECTION		1006.34					C140
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ESTIMATED ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
8605	<u>CAPITAL</u> Machinery & Equipment	300	188	930	700	700			
	Total	68,040	82,778	92,830	88,980	88,190			
	<u>LESS CHARGES TO OTHERS</u>								
8801	Reimbursable Charges to Others	(32,520)	(49,500)	(54,590)	(52,280)	(51,800)			
8802	Reimbursable Advertising	(857)	(1,350)	(1,350)	(1,350)	(1,350)			
8803	Reimbursable Collection Costs	(800)	(500)	(500)	(500)	(500)			
	Total	(34,195)	(51,350)	56,440	(54,130)	(53,650)			
	Total Operating Budget	33,845	31,428	36,390	34,850	34,540			

DEPARTMENT FINANCE	ACCOUNT TITLE TREASURY-ASSESSMENT SECTION	ACCOUNT NUMBER 1006.34	PERSONNEL	C	PAGE C141
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Supervisor	23	919-1119	1	1	14,770	1	14,770	1	14,770
Assessment Clerk II	17	725-884	1	1	10,554	1	10,554	1	10,554
Assessment Clerk I	15	671-817	1	1	8,492	1	8,492	1	8,492
Sub Total			3	3	33,816	3	33,816	3	33,816
Temporary & Vacation Replacement (2 Mos.)	15	671			1,342		1,342		1,342
TOTAL			3	3	35,158	3	35,158	3	35,158

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY - ASSESSMENTS	1006.34			C142

			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8203	- Reimbursable Advertising Costs - Assessment foreclosure publication to be collected from property owner		1,000	1,000	1,000
8240	- Administrative Overhead:				
	Treasury Administration		10,620	10,350	10,350
	Finance Administration		<u>4,310</u>	<u>4,350</u>	<u>4,350</u>
			14,930	14,700	14,700
8241	- Interfund Charges:				
	Courier		140		
	Microfilming		<u>4,350</u>		
			4,390	4,390	4,390
8439	- Other Financial Service Charges:				
	Mortgage Recording		500		
	Tax roll Microfiche		<u>200</u>		
			700	700	700
8450	- Data Processing Charges:		12,100	12,100	12,050
8451	Development - Conversion of old files		<u>5,700</u>	<u>5,700</u>	<u>5,590</u>
			17,800	17,800	17,640
8605	- Machinery & Equipment - Assessment file cabinet		200	200	200
	Calculator		<u>728</u>	<u>500</u>	<u>500</u>
			928	700	700
8801	- Reimbursable Charges to Others -				
	Water Utility	60%	(54,590)	(52,280)	(51,800)
	Costs for processing and collecting permits, mortgages and assessments.				

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	UCS ADMINISTRATION	1006.41			C143

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services			9,510	25,360	37,750	37,750	37,750
Contractural				1,945	4,010	2,060	2,060
Supplies				100	250	250	250
Other Costs							
Capital Outlay				1,365	-0-		
			9,510	28,770	42,010	40,060	40,060
Less Interfund Charges			9,510	28,770	42,010	40,060	40,060
			-0-	-0-	-0-	-0-	-0-
Total							

PROBLEM

Coordination of the Customer Service function with the City utilities being served.

GOAL

In conjunction with Data Processing develop procedures to minimize duplication of information and effort and at the same time provide each utility with the maximum amount of information pertinent to their operation and management.

PROBLEM

Maintain training to keep growing members of staff abreast of new procedures and familiar with new equipment

GOAL

Establish regular training sessions on a required bases.

PROBLEM

Inadequate space and an insufficient amount of personnel to cope with present workload.

GOAL

Increase space and personnel where we can better serve the public in a shorter period of time.

PROBLEM

Uneven customer work loads.

OBJECTIVE

To serve the public in a more rapid and efficient manner.

GOAL

To establish a cross training program within the Division of Utility Customer Service; whereby personnel may be transferred from one service to another whenever the need arises.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		UCS Administration		1006.41					C144
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>Personal Services</u>								
8110	Salaries	8,670	21,250	30,690	30,690	30,690			
8140	Liability & Workmen's Comp. Ins.	150	340	550	550	550			
8141	Retirement Plans		2,220	4,200	4,200	4,200			
8142	Life Insurance	30	60	30	30	30			
8143	Medical Insurance	250	660	1,180	1,180	1,180			
8144	Social Security (FICA)	410	830	1,120	1,120	1,120			
	Total	9,510	25,360	37,750	37,750	37,750			
	<u>Contractual</u>								
8211	Duplicating		100	100	100	100			
8221	Telephone, Telegraph, Switchboard		380	380	380	380			
8235	Tuition Refunds		35	200	200	200			
8253	Private Vehicle Mileage		70	70	70	70			
8254	Space Rental - City Bldg.		200	810	610	610			
8262	Other Repairs & Maintenance		100	100	100	100			
8270	Travel		1,060	2,350	600	600			
	Total		1,945	4,010	2,060	2,060			
	<u>Supplies</u>								
8303	Office Supplies & Postage		100	250	250	250			
	<u>Capital</u>								
8605	Machinery & Equipment		1,365						
	Totals	9,510	28,770	42,010	40,060	40,060			
8801	Charges to Other Funds	(9,510)	(28,770)	(42,010)	(40,060)	(40,060)			
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-			

DEPARTMENT FINANCE	ACCOUNT TITLE UCS ADMINISTRATION	ACCOUNT NUMBER 1006.41	PERSONNEL	C	PAGE C145
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CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Commercial Manager	35	1471-1790	1	1	21,276	1	21,276	1	21,276
Secretary	17	725-884	1	1	9,412	1	9,412	1	9,412
			2	2	30,688	2	30,688	2	30,688
TOTAL			2	2	30,688	2	30,688	2	30,688

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS ADMINISTRATION	1006.41			C146

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8211	<u>Duplicating</u>	100	100	100
8221	<u>Telephone</u>			
	Telephone Use Charge	230	230	230
	Tolls	<u>150</u>	<u>150</u>	<u>150</u>
		380	380	380
8254	<u>Space Rental</u>	210	610	610
8262	<u>Other Repair & Maintenance</u> -Office Machine Repair	100	100	100
8270	<u>Travel</u>			
	Los Vegas AWWA Seminar	750	-0-	-0-
	San Francisco APPA Seminar	600	600	600
	USITA Seminar	<u>1,000</u>	<u>-0-</u>	<u>-0-</u>
		2,350	600	600
8801	<u>- Less Charges to Others-</u>			
	15% Tolls	6,210	6,010	6,010
	30% Customer Service	13,020	12,020	12,020
	55% Credit & Collections	<u>22,780</u>	<u>22,030</u>	<u>22,030</u>
		42,010	40,060	40,060

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	UCS TOLL SECTION	1006.42			C147

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services	*71,254	39,426	52,895	63,110	71,080	69,990	69,990
Contractural	6,971	7,593	7,457	12,630	15,270	15,010	15,000
Supplies	1,327	784	405	1,000	1,100	700	700
Other Costs							
Capital Outlay		850	130	815	390	390	390
	79,552	48,653	60,887	77,555	87,840	86,090	86,080
Less Interfund Charges	(79,552)	(48,653)	(60,887)	(77,555)	(87,840)	(86,090)	(86,080)
Total	-0-	-0-	-0-	-0-	-0-	-0-	-0-

* The 1969 amount included the cost of the billing personnel salaries and related cost that were transferred to the Telephone Utility in 1970.

PROBLEM

To better educate the subscribers to keeping an accurate log of all their Long Distance calls.

GOAL

Impress the responsibility of the subscribers to keeping a register of all outgoing and incoming toll calls.

PROBLEM

Solution to calls charged to subscribers for "line busy, no answer calls or misdialed telephone numbers."

GOAL

To establish better and closer communication with RCA to overcome the above mentioned problem.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		UCS TOLL SECTION	1006.42			C148
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
8110	Salaries	44,470	50,690	57,640	57,640	57,640
8120	Overtime	1,650	2,100	2,000	2,000	2,000
8140	Liability & Workman's Comp. Ins	745	840	1,040	1,070	1,070
8141	Retirement Plans	2,580	4,080	4,300	3,000	3,000
8142	Life Insurance	120	160	180	160	160
8143	Medical Insurance	1,200	2,850	2,790	2,990	2,990
8144	Social Security (FICA)	2,130	2,390	3,130	3,130	3,130
8180	Contracted Labor	-0-	-0-			
	Total	52,895	63,110	71,080	69,990	69,990
	<u>CONTRACTUAL</u>					
8211	Duplicating	500	250	300	300	300
8221	Telephone, Telegraph, Switchboard	2,050	2,200	2,270	2,270	2,270
8235	Tuition Refunds	70	70	70	70	70
8240	Administrative Overhead	1,147	5,560	7,500	7,310	7,300
8241	Interfund Charges	1,650	1,970	2,000	2,000	2,000
8254	Space Rental - City Bldg.	1,990	2,060	2,300	2,300	2,300
8261	Repairs & Maint. - City Forces	-0-	200	400	400	400
8262	Other Repairs & Maintenance	50	320	360	360	360
8271	Dues & Subscriptions	-0-		70	-0-	-0-
	Total	7,457	12,630	15,270	15,010	15,000
	<u>SUPPLIES</u>					
8303	Office Supplies & Postage	405	1,000	1,100	700	700
	<u>CAPITAL</u>					
8605	Machinery & Equipment	130	815	390	390	390
	Totals	60,887	77,555	87,840	86,090	86,080
8801	Charges to other Funds	(60,887)	(77,555)	(87,840)	(86,090)	(86,080)
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
FINANCE	UCS TOLL SECTION	1006.42			C149

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Specialist in Charge	22	884-1,077	1	1	13,220	1	13,220	1	13,220
Clerk III	14	646- 787	5	5	44,412	5	44,412	5	44,412
			6	6	57,632	6	57,632	6	57,632
Vacation Replacement					1,000		1,000		1,000
Less 1% Salary Savings					(580)		(580)		(580)
TOTAL			6	6	58,052	6	58,052	6	58,052

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE		UCS TOLL SECTION	1006.42			C150
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8211	<u>DUPLICATING</u>			300	300	300
.8221	<u>Telephone, Telegraph & Switchboard</u>					
	Telephone Use Charge			920		
	Switchboard			900		
	Switchboard Salaries			<u>450</u>		
				2,270	2,270	2,270
.8240	<u>Administrative Overhead</u>					
	Finance Administration			1,290	1,300	1,290
	UCS Administration			<u>6,210</u>	<u>6,010</u>	<u>6,010</u>
				7,500	7,310	7,300
.8241	<u>Inter-Department Charges</u>					
	Courier			120		
	Microfilming Toll Registers & Daily Toll Runs			1,500		
	Moving Supplies			210		
	Central Mailing			<u>170</u>		
				2,000	2,000	2,000
.8254	<u>Space Rental</u>			2,300	2,300	2,300
.8261	<u>Repair & Maintenance - City Forces</u>					
	Storage Cabinet for current toll register			400	400	400
.8262	<u>Other Repair & Maintenance -</u>					
	Office Machine Repair - Contracted			160		
	Office Machine Repair - Not Contracted			<u>200</u>		
				360	360	360

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS TOLL SECTION	1006.42			C151

.8303 Office Supplies & Postage

Postage - Direct Charge to ATU
Operating Supplies

<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
1,100	700	700

.8605 Machinery & Equipment

1 Adding Machine
2 Desk Lamps
2 Filing Cabinets

250		
50		
90		
<hr/>		
390	390	390

.8801 Charges to Others
Telephone

(87,840)	(86,090)	(86,080)
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DEPARTMENT FINANCE	ACCOUNT TITLE UCS CUSTOMER SERVICE	ACCOUNT NUMBER 1006.43	SUMMARY	A	PAGE C152
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services	206,937	252,351	288,882	356,686	470,920	426,950	426,950
Contractual	28,887	50,418	39,975	81,329	93,090	95,490	95,460
Supplies	14,705	21,865	30,488	35,000	42,980	37,000	37,000
Other Costs	177	2,255	11,405	20,300	25,490	25,540	24,990
Capital Outlay	647	8,156	2,101	4,515	2,990	980	980
	251,353	335,045	372,851	497,830	635,470	585,960	585,380
Less Interfund Charges	(251,353)	(335,045)	(372,851)	(495,230)	(635,470)	(585,960)	(585,380)
Total	-0-	-0-	-0-	2,600	-0-	-0-	-0-

PROBLEM

- (1) The excessive increase in telephone and customer contact in this section has created a backlog in processing our daily workload.
- (2) Lack of space to hire additional employees to alleviate the above situation.
- (3) Inability to maintain proper follow up on delinquent accounts, high toll users, returned Utility Bills and returned NSF checks due to increased accounts and constant customer activity.

OBJECTIVE 1973

Implement Utility Information System.

GOAL I

The major goals of this development effort are to provide remote inquire capability on customer accounts receivable history, continuous billing of transferred customers, consumption revenue history and service statistics by area.

CITY OF ANCHORAGE

DEPARTMENT FINANCE	UCS DIVISION CUSTOMER SERVICE	ACCOUNT TITLE 1006.43	ACCOUNT NUMBER	WORK PROGRAM C153
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PERCENTAGE OF INCREASED ACTIVITY

Telephone Contacts 1971 thru 1972 (4 Months estimated)	27.39%
Customer Contacts 1971 thru 1972 (4 Months estimated)	16.66%
Service Order Activity 1969 thru 1972 (4 Months estimated)	34.88%
Utility Bills 1st 8 months 1971, 300,913 --1st 8 months 1972, 348,907	15.95%

Items Billed:

Actual	Estimated	Proposed	TOTAL BUDGET			COST PER UNIT		
1971	1972	1973	1971	1972	1973	1971	1972	1973
1,133,674	1,281,815	1,420,507	372,851	497,830	585,380	32.9	38.8	41.2

COMPUTATION OF ADMINISTRATIVE & CUSTOMER SERVICE CHARGES TO OTHERS

Number of Service Orders processed thru August 1972	Telephone	Electric	Water	Refuse	Total
	42,644	8,736	7,743	5,844	64,967
* Plus 25%	<u>10,661</u>				<u>10,661</u>
TOTAL	53,305	<u>8,736</u>	<u>7,743</u>	<u>5,844</u>	75,628
PERCENT	70.48%	11.55%	10.24%	7.73%	100%

* The twenty five percent addition to the Telephone Utility is attributed to the time involved in obtaining required information and additional forms prepared in order to initiate a service order. Included in this percentage is the treatment of Service Denial and Restoral Orders.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		UCS CUSTOMER SERVICE		1006.43			C154
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>Personal Services</u>						
8110	Salaries	250,410	307,873	401,200	370,050	370,050	
8120	Overtime	2,950	6,620	7,000	5,000	5,000	
8140	Liability and Workman's Comp.	4,192	5,027	7,220	6,750	6,750	
8141	Retirement Plan	7,420	8,380	8,940	8,940	8,940	
8142	Life Insurance	640	780	1,400	800	800	
8143	Medical Insurance	11,460	14,120	21,540	15,900	15,900	
8144	Social Security (FICA)	10,650	13,886	23,620	19,510	19,510	
8180	Contract Labor	1,160	-0-				
	Total	288,882	356,686	470,920	426,950	426,950	
	<u>Contractual</u>						
8211	Duplicating	610	910	1,570	1,570	1,570	
8221	Telephone, Telegraph and Switchboard	11,320	14,239	17,970	17,970	17,970	
8235	Tuition Refunds	140	450	700	700	700	
8240	Administrative Overhead	9,520	23,510	28,550	27,690	27,660	
8241	Interfund Charges	2,790	3,020	5,190	6,190	6,190	
8251	City Owned Vehicles and Equipment	-0-	12,670	9,280	9,280	9,280	
8252	Other Vehicles and Equipment Rented	-0-	3,850	9,750	9,750	9,750	
8253	Private Vehicles Mileage	7	40	50	50	50	
8254	Space Rental City Bldgs.	10,830	13,450	16,810	17,840	17,840	
8261	Repairs and Maintenance-City Forces	534	7,390	1,500	2,780	2,780	
8262	Other Repairs and Maintenance	4,018	1,050	800	1,500	1,500	
8270	Travels	156	700	870	120	120	
8271	Dues and Subscriptions	50	50	50	50	50	
	Total	39,975	81,329	93,090	95,490	95,460	
	<u>Supplies</u>						
8303	Office Supplies and Postage	30,488	35,000	42,980	37,000	37,000	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C155

CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>Other Charges</u>					
8450	Data Processing Charges	5,083	8,990	10,990	10,990	10,770
8451	Data Processing Development	6,322	11,310	14,500	14,550	14,220
	Total	11,405	20,300	25,490	25,540	24,990
	<u>Capital</u>					
8605	Machinery and Equipment	2,101	4,515	2,990	980	980
	Totals	372,851	497,830	635,470	585,960	585,380
8801	Charges to Other Funds	(372,851)	(495,230)	(635,470)	(585,960)	(585,380)
	Total Operating Budget	-0-	2,600	-0-	-0-	-0-

DEPARTMENT FINANCE	ACCOUNT TITLE UCS CUSTOMER SERVICE	ACCOUNT NUMBER 1006.43	PERSONNEL	C	PAGE C156
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Customer Service Supervisor	30	1209-1471	1	1	18,535	1	18,535	1	18,535
Specialist in Charge	25	994-1209	2	2	30,183	2	30,183	2	30,183
Customer Service Rep III	19	787-956	2	2	23,577	2	23,577	2	23,577
Location Specialist	18	755-919	1	1	11,579	1	11,579	1	11,579
Customer Service Rep II	17	725-884	19	19	195,873	19	195,873	19	195,873
Customer Service Rep I	14	646-787	4	4	34,363	4	34,363	4	34,363
Final Bill Clerk	14	646-787	1	1	8,248	1	8,248	1	8,248
Teletype Operator II	15	671-817	1	1	9,092	1	9,092	1	9,092
Teletype Operator I	13	620-755	1	1	8,002	1	8,002	1	8,002
Clerk II (Receptionist & Service Order Control Clerk)	11	575-699	2	2	14,976	2	14,976	2	14,976
File Clerk	8	510-620	1	1	6,474	1	6,474	1	6,474
Customer Service Rep II (2)	5.10	510-620	1/2	1/2	5,390	1/2	5,390	1/2	5,390
			35 1/2	35 1/2	366,292	35 1/2	366,292	35 1/2	366,292
<u>New Positions</u>									
Specialist in Charge-Clerical	22	884-1077		1	10,923	0	-0-	0	-0-
Clerk II	11	575-699		2	14,214	0	-0-	0	-0-
Clerk I File	8	510-620		1	6,318	0	-0-	0	-0-
				4	31,455	0	-0-	0	-0-
Vacation Replacement for Customer Representatives					7,500		7,500		7,500
Less 1% Salary Savings					(4,052)		(3,738)		(3,738)
TOTAL			35 1/2	39 1/2	401,195	35 1/2	370,054	35 1/2	370,054

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C157

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8110	<p><u>Salaries</u> - New Positions: The workload in this section is increasing proportionately. The existing two supervisors are unable to properly supervise, and train 18 employees each. The Clerical Supervisor will be responsible for all other positions excluding the Service Representatives. This will enable the two Service Representative Supervisors to supervise a staff of 13 employees. The Specialist-in-charge Clerical, will enable us to:</p> <p>(1) Maintain daily filing, currently one Pep employee and our File Clerk are unable to process and file our daily work without overtime. (2) Research return mail, and average of 572 returned bills per month. (3) Update mailing address changes, an average of 302 per month. (4) File Customer telephone history, an average of 5,491 documents per month. Maintains Security Deposit Files. One Clerk II position will enable us to:</p> <p>Establish a permanent position to assist the Location Specialist in converting our manual location master file to the Utility Information System File. Update Telephone, Electric, Water and Refuse history files, security deposits and customer history cards to the new customer number.-</p> <p>Process all new building and demolition permits. The additional Clerk II position will enable us to: (1) Provide a back up and relief receptionist. (2) Prepare Customer Statistical reports, weekly and monthly. (3) Distribute mail, order supplies and assist the Clerical Supervisors with daily routing, assignments. (4) Assist in the refunding of Security Deposits per Code of Ordinance- Sec. 21-49C.</p> <p style="margin-left: 40px;">Specialist in Charge - Clerical Clerk II (2) Clerk I (1)</p>	<p>10,923 14,214 6,318 <hr/>31,455</p>	<p>-0- -0- -0- -0-</p>	<p>-0- -0- -0- -0-</p>
.8120	Overtime - Overtime is required from May through September in order to meet the summer influx of customers. Special assigned projects which develop throughout the year cannot be performed during the peak season. Manual effort will			

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C158

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8211	<u>Duplicating</u> - The requirement of many different forms and letters in addition, scratch pads and plates are needed. Xerox	1,200 370 <u>1,570</u>	1,570	1,570
.8221	<u>Telephone</u> Telephone Use Charge Switchboard Rental Switchboard Salaries Tolls	11,768 4,100 2,050 50 <u>17,968</u>	17,970	17,970
.8235	<u>Tuitions</u> U.S. Civil Service Commission Training Courses Anchorage Community College	500 200 <u>700</u>	700	700
.8240	<u>Administrative Overhead</u> Finance Adm. UCS Adm	15,030 <u>13,020</u> 28,550	15,670 <u>12,020</u> 27,690	15,640 <u>12,020</u> 27,660
.8241	<u>Inter-Department Charges</u> Courier Micro filming Account Receivable Registers Grid Map - Public Works Moving Supplies to Storage or Dump Office Furniture Maintenance Moving Furniture @12.00 per hour	370 3,100 620 500 210 390 <u>5,190</u>	1,370 3,100 620 500 210 390 <u>6,190</u>	1,370 3,100 620 500 210 390 <u>6,190</u>
.8120	<u>Overtime - Continued -</u> definitely be required when we convert to the new Utility Information System, all existing files will have to be converted to the new Customer number.	7,000	5,000	5,000

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C159

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8251	<u>City Owned Vehicles & Equipment Rental</u>			
	Telephone Cable Rental (Teletype)	1,490		
	Telephone Cable Rental (DP - Terminals)	1,220		
	Telecommunications Equipment			
	(2) Model 35 ASR @ 150.00 per month	1,800		
	(4) Model 35 SR @ 70.00 per month	3,360		
	(1) Model 35 Monitor @ 65.00 per month	780		
	Common Equipment for all @ 52.50 per month	630		
	UTILITIES	<u>9,280</u>	9,280	9,280
.8252	<u>Other Vehicles or Equipment</u>			
	Utility Information System/Terminal Costs @ 10 months			
	(1) IBM Model 2848 - Display control unit @ 685	6,850		
	(1) 1053 Hard Copy Typewriter @ 50	500		
	(4) 2260 Video Screens and Key-board @ 60.00 mo.	2,400		
		<u>9,750</u>	9,750	9,750
.8253	<u>Private Vehicle Mileage</u>			
	Supervisor's Attend City Meetings	20		
	Location Specialist to research areas for correct location address and legal description for Utility Information System	30		
		<u>50</u>	50	50

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C160

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8254	<u>Space Rental - City Buildings</u> 2531 Sq. Ft of Space Rental currently in use 1,000 sq, Feet for expansion @ 6.03	12,640 4,170 <u>16,810</u>	17,840	17,840
.8261	<u>Repairs and Maintenance City Forces</u> Desk Chair Pads Rehang Ceiling Reroof Convert Controls Drinking fountain bubblers		400 800 1,000 322 261	400 800 1,000 322 261
.8262	<u>Other repairs and Maintenance</u> Office Machine Repair - Contracted Office Machine Repair - Not Contracted Painting Replace Entrance Doors	500 300	2,783 500 300 100 600	2,783 500 300 100 600
.8270	<u>Travel</u> Alaska Utility Workshop -Valdez, 2 days 5 Day trip to San Antonio, Texas, to study their Information System	120 750 <u>870</u>	1,500 120 -0- <u>120</u>	1,500 120 -0- <u>120</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C161

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8271	<u>Dues and Subscriptions</u> Magazine and periodicals for Customer Reception Area	50	50	50
.8303	<u>Office Supplies and Postage</u> Service Orders UCS, ML & P, WATER AND REFUSE Final Notices Accounts Receivable Registers Service Denial Forms Utility Bills Security Deposit Forms Jackets - Customer File Postage Operating Supplies and Warehouse Items	6,300 3,950 4,900 2,760 7,820 1,630 1,900 8,820 4,900 <hr/> 42,980	37,000	37,000
.8450	<u>Data Processing Charges</u> Revisions to existing programs and Systems Utility Information System	2,000 8,990 <hr/> 10,990	10,990	10,770
.8451	<u>Data Processing Development</u> Utility Information System	14,500	14,550	14,220

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CUSTOMER SERVICE	1006.43			C162

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8605	<u>Machinery and Equipment-Replacements</u>			
	2 Chairs Steno @75.00. These chairs have been recovered and repaired by City Forces many times.	150	150	150
	2 Desks @ 260.00 replace two Service Representatives Desks purchased prior to 1961. No records can be found.	520	520	520
	 <u>Machinery and Equipment - New</u>			
	2 Teletype Chairs @ 80.00	160	160	160
	3 Chairs, side without arms (Customer seating at representatives desks) @ 50.00	150	150	150
	6 Desks @ 260.00, double pedestal 60" x 30" (new positions)	1,560	-0-	-0-
	6 Chairs - Steno @ 75.00 (New Positions)	450	-0-	-0-
		<u>2,990</u>	<u>980</u>	<u>980</u>
.8801	<u>Reimbursable Charges to Others</u>			
	Telephone 70.48%	(447,880)	(412,980)	(412,580)
	ML & P 11.55%	(73,400)	(67,680)	(67,610)
	Water 10.24%	(65,070)	(60,000)	(59,940)
	Refuse 7.73%	(49,120)	(45,300)	(45,250)
		<u>(635,470)</u>	<u>(585,960)</u>	<u>(585,380)</u>

CITY OF ANCHORAGE

DEPARTMENT FINANCE	UCS ACCOUNT TITLE CREDIT & COLLECTION	ACCOUNT NUMBER 1006.44	SUMMARY	A	PAGE C163
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ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969 ACTUAL	1970 ACTUAL	1971 ACTUAL	1972 REVISED BUDGET	1973		
					REQUEST	RECOMMEND	APPROVED
Personal Services	80,829	90,784	98,461	108,010	151,050	111,950	111,950
Contractual	23,216	26,504	40,294	58,280	69,900	67,780	67,770
Supplies	1,663	1,446	3,350	4,750	5,590	4,750	4,750
Other Costs						-0-	-0-
Capital Outlay		2,420	450	740	2,760	-0-	-0-
	105,708	121,154	142,555	171,780	229,300	184,480	184,470
Less Interfund Charges	(105,708)	(119,048)	(127,734)	(166,630)	(212,020)	(170,660)	(170,650)
Total	-0-	2,106	14,821	5,150	17,280	13,820	13,820

PROBLEM 1

Timely handling of delinquent and excessively large poor risk accounts.

GOAL 1

To coordinate with data processing and accounts receivable for early identification and corrective action.

OBJECTIVE 1

Reduce delinquencies and curtail excessive use of utility services (mainly long distance telephone usage) by poor risk accounts.

PROBLEM 2

Volume of accounts have caused present procedures and filing systems to become unworkable with present staff.

GOAL 2

Establishment of new procedures, streamlining of filing systems and addition of sufficient personnel.

OBJECTIVE 2

Reduction of receivable, percent of charge offs, and unit cost of collections.

CITY OF ANCHORAGE

DEPARTMENT FINANCE	DIVISION UCS	ACCOUNT TITLE CR & COLLECTION	ACCOUNT NUMBER 100.64	WORK PROGRAM
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C164

PROGRAM

	Actual	Estimated	Estimated	Total Budget			Cost Per Unit		
	1971	1972	1973	1971	1972	1973	1971	1972	1973
1. Dollars									
Recovered	634,337	887,500	1,065,000	130,477	147,270	153,310	20.6¢	16.6¢	14.4¢
Over-head Costs				12,078	24,510	31,170	1.9¢	2.8¢	2.9¢
TOTAL				<u>142,555</u>	<u>171,780</u>	<u>184,480</u>	<u>22.5¢</u>	<u>19.4¢</u>	<u>17.3¢</u>

	1971			1972			1973		
	Utility	BFC	Total	Utility	BFC	Total	Utility	BFC	Total
Total Billing	27,233,265	3,137,080	30,370,345	31,999,086	4,315,843	36,314,929	38,079,000	5,826,000	43,905,000
Transferred to Reserve	174,715	3,354	178,069	309,956	29,700	339,656	350,000	15,000	365,000
% Trans. to Reserve	0.64%	0.11%	0.59%	0.97%	0.69%	0.94%	0.92%	0.26%	0.83%

	1971	1972	1973
3. Total Dollars Handled by Collector's office	1,682,305	2,012,037	2,414,444
Transferred to Reserve	178,069	339,656	365,000
Percent Transferred to Reserve	10.5%	16.9%	15.1%

DEPARTMENT FINANCE	DIVISION UCS	ACCOUNT TITLE CR & COLLECTION	ACCOUNT NUMBER 1006.44	WORK PROGRAM C165
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INCREASES IN WORK AND PERSONEL

	Dollars Referred	% Increase	No. of Personel	% Increase
1969	465,249		8	-0-
1970	773,248	66.2	8	-0-
1971	950,563	22.9	8	-0-
1972	1,140,675	20.0	8	-0-
3-Year TOTAL		<u>145.2%</u>		<u>-0-</u>

COMPUTATION OF CREDIT & COLLECTION CHARGES TO OTHERS

	Telephone	Electrical	Water	Refuse	Port	Equip. Supply	Gen. Fund	Total
Percent Misc. Bills for Collection	16.4%	20.1%	6.6%	1.9%	.1%	2.1%	52.8%	100%
15 % of Total Cost	<u>2.5%</u>	<u>3.0%</u>	<u>1.1%</u>	<u>.3%</u>	<u>.1%</u>	<u>.3%</u>	<u>7.7%</u>	<u>15%</u>
Percent of Utility Accounts	90.2%	6.7%	2.4%	.7%				100%
85% of Total Costs	<u>76.7%</u>	<u>5.7%</u>	<u>2.0%</u>	<u>.6%</u>				<u>85%</u>
TOTAL	79.2%	8.7%	3.1%	.9%	.1%	.3%	7.7%	100%

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		UCS CREDIT AND COLLECTION		1006.44					C166
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
8110	Salaries	84,061	91,970	128,420	95,510	95,510			
8120	Overtime	584	2,230	1,500	1,500	1,500			
8140	Liability & Workman's Comp. Ins.	1,408	1,480	2,340	1,750	1,750			
8141	Retirement Plans	5,448	4,130	5,400	4,300	4,300			
8142	Life Insurance	232	260	430	270	270			
8143	Medical Insurance	3,616	3,960	6,760	4,050	4,050			
8144	Social Security (FICA)	3,112	3,980	6,200	4,570	4,570			
8180	Contracted Labor	-0-	-0-	-0--	-0-	-0-			
	Total	98,461	108,010	151,050	111,950	111,950			
	<u>CONTRACTUAL</u>								
8211	Duplicating	461	500	500	500	500			
8214	Outside Collection Costs	15,142	13,010	15,000	15,000	15,000			
8215	Reimbursable Collection Costs	632	5,000	5,000	5,000	5,000			
8221	Telephone, Telegraph, Switchboard	3,767	5,390	7,020	5,900	5,900			
8235	Tuition Refunds	356	70	150	150	150			
8240	Administration Overhead	12,079	24,510	31,840	31,170	31,160			
8241	Interfund Charges	790	870	860	860	860			
8251	City Owned Vehicle & Equipment	782	1,020	1,080	1,080	1,080			
8252	Other Vehicle & Equipment	-0-		-0--	-0-	-0-			
8254	Space Rent - City Buildings	5,980	6,180	6,800	6,800	6,800			
8261	Repairs & Maintenance - City Forces	-0-	200	150	-0-	-0-			
8262	Other Repairs & Maintenance	100	550	700	700	700			
8270	Travel & Allowances	-0-	590	180	-0-	-0-			
8271	Dues & Subscriptions	205	390	620	620	620			
	Total	40,294	58,280	69,900	67,780	67,770			

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE	UCS CREDIT AND COLLECTION	1006.44			C167

CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
8303	<u>SUPPLIES</u>					
8303	Office Supplies & Postage	3,350	4,750	5,590	4,750	4,750
8605	<u>CAPITAL</u>					
8605	Machinery & Equipment	450	740	2,760	-0-	-0-
	Totals	142,555	171,780	229,300	184,480	184,470
	<u>LESS CHARGES TO OTHERS</u>					
8801	Charges to other Funds	(123,751)	(161,630)	(207,020)	(165,660)	(165,650)
8803	Reimbursable Collection Costs	(3,983)	(5,000)	(5,000)	(5,000)	(5,000)
	Total	(127,734)	(166,630)	(212,020)	(170,660)	(170,650)
	Total Operating Budget	14,821	5,150	17,280	13,820	13,820

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
FINANCE	UCS CREDIT & COLLECTION	1006.44			C168

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Credit & Collection Manager	30	1209-1471	1	1	18,540	1	18,540	1	18,540
Collection Manager	26	1035-1258	1	1	15,096	1	15,096	1	15,096
Collection Officer	23	919 -1119	1	1	13,286	1	13,286	1	13,286
Investigator	23	919 -1119	1	1	12,966	1	12,966	1	12,966
Clerk- Steno III	14	646 - 787	1	1	8,518	1	8,518	1	8,518
Clerk III	13	620 - 755	3	3	25,203	3	25,203	3	25,203
Sub-Total			8	8	93,609	8	93,609	8	93,609
<u>New Positions</u>									
Assistant Collector	21	850 -1035		1	10,200	0	-0-	0	-0-
Collection Representative	18	755 - 884		1	9,060	0	-0-	0	-0-
Clerk IV	15	671 - 817		1	8,052	0	-0-	0	-0-
Clerk II (File)	11	575 - 699		1	6,900	0	-0-	0	-0-
Temp & Vacation Replacement					1,900		1,900		1,900
Sub-Total				4	36,112				
Less 1% Salary Savings					(1,297)				
TOTAL			8	12	128,424	8	95,509	8	95,509

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

COMMENTARY

DEPARTMENT	UCS ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CREDIT & COLLECTION	1006.44			C169

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8110	<p><u>Salaries -</u> Present employees. New Positions: The increase work load has made it impractical to continue the operation of the Credit & Collection office without additional personnel. There has been an increase in work load of 145% over the past 3 years, and no increase in personnel. The charge off percentage of uncollectable accounts is approaching 1% when it was previously maintained close to 1/2 of 1%.</p> <p>The increase in utility accounts of approximately 20% per year has increased the paper work to the extent that a full time file clerk is a must. This would also releave the necessity of using clerk III's for filing duties.</p> <p>The office currently has 4 clerks all at the same level and no one as supervisor of the others, the addition of one clerk as office leader and assistant to the Credit & Collection supervisor will free the Credit and Collection supervisor for more essential duties.</p> <p>There are currently only 2 collectors and 1 investigator to handle all collections. The investigator must also serve as process server on civil cases. The work load is so heavy presently that both collectors must work overtime in an attempt to keep up with the new accounts, being referred into the office. The addition of one collector and one collection representative is necessary to eliminate the overtime and maintain a reasonable current status on the follow up work necessary for collection of the delinquent accounts. In 1971 there was an increase</p>			
		6,831	-0-	-0-
		7,971	-0-	-0-

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CREDIT & COLLECTION	1006.44			C170

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8110	Salaries - Continued of approximately 75% in customer contacts with UCS which in turn will make a like increase in the Collectors office contacts and accounts. We believe that the large increase was percipitated as a result of the oil lease sale and talk of a pipeline. With the current feeling for perhaps a permit being issued a like increase should be anticipated for the latter part of 1973.	19,067	-0-	-0-
	Temp. & Vacation Replacement	<u>1,881</u>	<u>1,900</u>	<u>1,900</u>
	TOTAL	36,112	1,900	1,900

* Reflects a 1% salary savings

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CREDIT & COLLECTION	1006.44			C171

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8211	<u>Duplicating</u> The increase in number of accounts has made it necessary to request a 100% increase over 1972, based on cost through 1st 6 months of 1972, (208) . Xerox Forms, Duplicating	250 250 <hr/> 500	500	500
.8214	<u>Outside Collection Costs</u> Percentage charges paid to collection agencies on accounts collected.	15,000	15,000	15,000
.8215	<u>Reimbursable Collection Costs</u> Court costs, service fees etc., which will be added to total amount due from the customer.	5,000	5,000	5,000
.8221	<u>Telephone</u> Request for addition personel will require a 1/3 increase in telephones. Telephone use charge Switchboard Rentals Switchboard Salaries Tolls and Telegrams Plan to make use of night letters in place of some certified mail for contact on delinquent accounts.	2,400 2,790 1,330 <hr/> 500 7,020	5,900	5,900

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UCS CREDIT & COLLECTIONS	1006.44			C172
			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8235	<u>Tuition Refunds</u>		150	150	150
.8240	<u>Administrative Overhead</u>				
	Finance Administration		9,000	9,140	9,130
	UCS Administration		22,780	22,030	22,030
			<u>31,840</u>	<u>31,170</u>	<u>31,160</u>
.8241	<u>Inter-Department Charges</u>				
	Courier		150	150	150
	Microfilming Collector's Registers		550	550	550
	Central Mailing		160	160	160
			<u>860</u>	<u>860</u>	<u>860</u>
.8251	<u>City-Owned Vehicles & Equipment</u>				
	Collection Investigator Vehicle @90.00 per mo.		1,080	1,080	1,080
.8254	<u>Space Rental - City Buildings</u>		6,800	6,800	6,800
.8261	<u>Repair & Maintenance - City Forces</u>		150	-0-	-0-
.8262	<u>Other Repair & Maintenance</u>				
	Office Machine Repair - contracted				
	2-add.typewriters, & 2-add.adding machines		600		
	Office Machine Repair - not contracted		100		
			<u>700</u>	700	700
.8270	<u>Travel</u>				
	Credit Association Lunch - \$15. per Mo.		180	-0-	-0-
.8271	<u>Dues & Subscriptions</u>				
	Anchorage Legal Record		200		
	Polk Directory		85		
	Credit Association Dues		40		
	Credit Association Seminar		50		
	Secretarial Seminar		30		
	Fees to Credit Bureau for Credit Reports@2.50 ea.		180		
	Other Subscriptions		35		
			<u>620</u>	620	620

DEPARTMENT	UCS ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CREDIT & COLLECTION	1006.44			C173

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8303	<u>Office Supplies & Postage</u>			
	Operating Supplies - An increase in personel of approximately 30% and accounts by 20% will require additional funds.	2,600		
	Postage			
	Postage Due Credit	50		
	Postage meter	1,340		
	Certified mail	1,000		
	Warehouse Supplies	600		
		<u>5,590</u>	4,750	4,750
.8605	<u>Machinery & Equipment</u>			
	1 Desk 60" x 30"	250	-0-	-0-
	2 Desks 60" x 30" w/typewriter attachment @340	680	-0-	-0-
	3 Chairs, swivel @ 70	210	-0-	-0-
	2 Typewriters Electric, Model D w/13" carriage and carbon ribbon	1,120	-0-	-0-
	2 Adding Machines @ 250	500	-0-	-0-
		<u>2,760</u>	<u>-0-</u>	<u>-0-</u>

CITY OF ANCHORAGE

DEPARTMENT	UCS ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CREDIT & COLLECTIONS	1006.44			C174

			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8801	<u>Reimbursable Charges to Others</u>				
	Telephone	79.2%	(177,650)	(142,150)	(142,140)
	ML & P	8.7%	(19,510)	(15,610)	(15,610)
	Water	3.1%	(6,950)	(5,560)	(5,560)
	Refuse	.9%	(2,020)	(1,620)	(1,620)
	Port	.1%	(220)	(180)	(180)
	Equipment & Supply	.3%	(670)	(540)	(540)
			(207,020)	(165,660)	(165,650)
	General Fund	7.7%	17,280	13,820	13,820
.8803	Reimbursable Collection Costs		(5,000)	(5,000)	(5,000)

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Purchasing	1006.51			C175

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	50,533	59,448	83,675	92,480	129,740	108,400	108,400
Contractual	17,665	22,143	25,580	36,745	43,900	41,650	41,650
Supplies	3,289	4,247	3,856	4,475	5,000	5,000	5,000
Other Costs	-0-	-0-	1,029	17,650	24,835	24,830	24,370
Capital Outlay	667	1,483	5,455	3,175	3,050	1,670	1,670
	72,154	87,321	119,595	154,525	206,525	181,550	181,090
Less Interfund Charges	(72,154)	(100,523)	(119,653)	(154,525)	(206,525)	(176,490)	(176,030)
Total	-0-	(13,202)	(58)	-0-	-0-	5,060	5,060

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Purchasing		1006.51					C176
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
<u>Personal Services</u>									
8110	Salaries	72,802	76,710	109,720	90,430	90,430			
8120	Overtime	531	1,500	1,500	1,500	1,500			
8140	Liability & Workmen's Comp. Ins.	1,197	1,220	1,970	1,650	1,650			
8141	Retirement	3,849	6,620	7,050	7,050	7,050			
8142	Life Insurance	181	130	210	150	150			
8143	Medical Insurance	2,373	2,580	3,880	3,200	3,200			
8144	Social Security	2,742	3,220	4,910	3,920	3,920			
8180	Contracted Labor	-0-	500	500	500	500			
	Total	83,675	92,480	129,740	108,400	108,400			
<u>Contractual</u>									
8201	Advertising	1,829	2,000	3,000	3,000	3,000			
8211	Duplicating	1,257	1,500	1,500	1,500	1,500			
8221	Telephone & Telegraph	3,548	3,700	3,800	3,700	3,700			
8222	Electricity	-0-	575	1,500	1,500	1,500			
8223	Heat	-0-	170	600	600	600			
8224	Water	-0-	90	300	300	300			
8225	Refuse	-0-	40	150	150	150			
8235	Tuition Refunds	-0-	100	100	100	100			
8240	Administrative Overhead	9,925	16,690	17,250	17,400	17,400			
8241	Inter-Department Charge	400	410	450	450	450			
8252	Other Equipment Rented	-0-	-0-	2,450	2,450	2,450			
8253	Private Vehicle Mileage	-0-	300	300	200	200			
8254	Space Rent City Bldg.	5,250	4,150	-0-	-0-	-0-			
8255	Land & Buildings Leased	-0-	2,400	8,400	8,400	8,400			
8261	Repairs & Maint. - City Force	1,929	2,250	1,000	1,000	1,000			
8262	Other Repairs & Maint.	476	870	1,600	750	750			
8270	Travel	817	1,350	1,350	-0-	-0-			
8271	Dues & Subscriptions	149	150	150	150	150			
	Total	25,580	36,745	43,900	41,650	41,650			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Finance		Purchasing		1006.51					C177
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
8303	<u>Supplies</u> Office Supplies & Postage	3,856	4,475	5,000	5,000	5,000			
8450	<u>Other</u> Data Processing Charges	1,029	17,650	24,835	24,830	24,370			
8602	<u>Capital</u> Buildings	1,250	2,200	-0-	-0-	-0-			
8605	Machinery & Equipment	4,205	975	3,050	1,670	1,670			
	Total	5,455	3,175	3,050	1,670	1,670			
	Totals	119,595	154,525	206,525	181,550	181,090			
8801	Reimbursable Charges to Others	(119,653)	(154,525)	(206,525)	(176,490)	(176,030)			
	Total Operating Budget	(58)	-0-	-0-	5,060	5,060			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
Finance	Purchasing	1006.51			C178				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
Purchasing Agent	34	1415-1722	1	1	20,664	1	20,664	1	20,664
Sr. Buyer	30	1209-1471	1	1	14,973	1	14,973	1	14,973
Insurance Analyst	30	1209-1471	1	1	15,920	1	15,920	1	15,920
Clerk IV	15	671-817	1	1	9,609	1	9,609	1	9,609
Clerk Steno II	12	598-725	1	1	7,765	1	7,765	1	7,765
Clerk II	11	575-699	1	1	7,902	1	7,902	1	7,902
Clerk I	9	532-646	1	1	7,038	1	7,038	1	7,038
<u>New Positions</u>			7	7	83,871	7	83,871	7	83,871
Buyer *	25	994-1209		1	12,174	0	-0-	0	-0-
Clerk II	11	575-699		1	7,107	0	-0-	0	-0-
Clerk I	9	532-646		1	6,564	1	6,564	1	6,564
				3	25,845	1	6,564	1	6,564
TOTAL			7	10	109,716	8	90,435	8	90,435

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

COMMENTARY

* Presently filed by PEP position.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Purchasing	1006.51			C179
			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110	Salaries - New positions required:				
	Buyer		12,174		
	Clerk II		7,107		
	Clerk I		6,564	6,564	6,564
			<u>25,845</u>		
8180	Contracted Labor - Kelly girl for special projects.		500	500	500
8240	Administrative Overhead - Finance Administration.		17,250	17,400	17,380
8241	Inter-Department Charges - Courier.		450	450	450
8252	Other Equipment Rented - IBM copies \$215 month.		2,450	2,450	2,450
8261	Repairs & Maint. City Forces - Janitorial.		1,000	1,000	1,000
8262	Other Repairs & Maint. - Partitions		850	-0-	-0-
	Office Equipment		750	750	750
			<u>1,600</u>	<u>750</u>	<u>750</u>
8270	Travel - National Inst. of Government Purchasing Agents.		1,350	-0-	-0-
8605	Machinery & Equipment - 2 Typewriters		1,200	600	600
	2 Desks		682	300	300
	2 Chairs		130	60	60
	10 Office Chairs		550	220	220
	4 Four Drawer Letter Size		492	492	492
8801	Service Charge for Insurance \$11,250		<u>3,054</u>	<u>1,672</u>	<u>1,672</u>
	Telephone 15%			1,690	1,690
	ML&P 15%			1,690	1,690
	Water 10%			1,130	1,130
	Port 5%			560	560
	Equipment & Supply 5%			560	560
	Refuse 5%			560	560
	General Fund 45%			560	560
				<u>5,060</u>	<u>5,060</u>
				11,250	11,250

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	Duplicating	1006.53			C180

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	16,500	19,145	26,636	32,950	43,920	43,920	36,670
Contractural	9,200	8,014	14,911	11,820	28,430	28,670	28,670
Supplies	8,300	9,142	18,978	19,861	24,080	23,080	23,080
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	930	132	5,761	1,559	1,500	1,500	1,500
	34,930	36,433	66,286	66,190	97,930	97,170	89,920
Less Interfund Charges	(34,930)	(38,285)	(42,399)	(66,190)	(97,930)	(97,170)	(89,920)
Total	-0-	(1,852)	23,887	-0-	-0-	-0-	-0-

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		DUPLICATING	1006.53			C181
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>					
8110	Salaries	24,036	28,130	37,900	37,900	31,360
8120	Overtime	336	500	1,000	1,000	1,000
8140	Liability & Workmens Comp. Ins.	403	400	700	700	580
8142	Life Insurance	39	60	60	60	60
8143	Medical Insurance	521	640	1,080	1,080	870
8144	Social Security	1,148	1,420	2,180	2,180	1,800
8180	Contracted Labor	153	1,800	1,000	1,000	1,000
	Total	26,636	32,950	43,920	43,920	36,670
	<u>CONTRACTUAL</u>					
8221	Telephone & Telegraph	193	400	400	400	400
8235	Tuition Refunds	-0-	100	-0-	-0-	-0-
8251	City Owned Equipment		750	800	800	800
8252	Other Equipment Rent	5,230	3,600	12,340	12,340	12,340
8254	Space Rent - City Bldg.	4,200	4,340	8,400	8,640	8,640
8261	Repair & Maintenance - City	4,436	130	500	500	500
8262	Repairs & Maintenance - Other	852	2,500	5,990	5,990	5,990
	Total	14,911	11,820	28,430	28,670	28,670
	<u>SUPPLIES</u>					
8301	Materials	18,910	19,811	24,000	23,000	23,000
8303	Office Supplies & Postage	68	50	80	80	80
	Total	18,978	19,861	24,080	23,080	23,080
	<u>CAPITAL</u>					
8605	Machinery & Equipment	5,761	1,559	1,500	1,500	1,500
	Totals	66,286	66,190	97,930	97,170	89,920
8801	REIMBURSABLE CHARGES TO OTHERS	(42,399)	(66,190)	(97,930)	(97,170)	(89,920)
	TOTAL OPERATING BUDGET	23,887	-0-	-0-	-0-	-0-

DEPARTMENT FINANCE	ACCOUNT TITLE DUPLICATING	ACCOUNT NUMBER 1006.53	PERSONNEL	C	PAGE C182
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CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
DUPLICATING OPERATOR II	18	755-919	1	1	11,244	1	11,244	1	11,244
DUPLICATING OPERATOR I	15	671-817	2	2	17,760	2	17,760	2	17,760
			3	3	29,004	3	29,004	3	29,004
<u>NEW POSITIONS</u>									
BINDERY CLERK	9	532-646		1	6,537	1	6,537	0	-0-
VACATION REPLACEMENT					2,360		2,360		2,360
					8,897	1	8,897		
TOTAL			3	4	37,901	4	37,901	3	31,364

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
FINANCE	DUPLICATING	1006.53			C183	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110	<u>SALARIES</u> With the increased production of NCR forms, council material, manuals, etc., a Bindery Clerk is needed to keep the numerous jobs of collating, padding, punching and cutting caught up in order to avoid a backlog of work and dissention with various departments.			6,537	6,537	-0-
8180	<u>CONTRACTED LABOR</u> For labor to produce negatives and numbering of City forms.			1,000	1,000	1,000
8251	<u>CITY OWNED EQUIPMENT</u> Use of City vehicle four (4) hours a day.			800	800	800
8252	<u>OTHER EQUIPMENT RENT</u>					
	1. Duplicating Machine (IBM) Copier			3,600	3,600	3,600
	2. 1-Each Model 2850 Offset Multilith Replacement			2,921	2,921	2,921
	3. 1-Each Model 1250 Offset Multilith Replacement			1,774	1,774	1,774
	4. 1-Each Model 805 Master Imager			2,543	2,543	2,543
	5. 1-Each Model 660 Varityper			1,040	1,040	1,040
	6. 1-Each Model 860 Headliner			458	458	458
	Items 2 through 6 are to be purchased on a five (5) year lease purchase agreement that can be cancelled at the end of any year.					
				<hr/> 12,336	<hr/> 12,336	<hr/> 12,336
8262	<u>REPAIRS & MAINTENANCE - OTHER</u> Maintenance Contracts for present and proposed purchase during 1973			5,990	5,990	5,990
8301	<u>MATERIALS</u> Purchase of paper and other duplicating supplies			24,000	23,000	23,000
8605	<u>MACHINERY & EQUIPMENT</u>					
	10-each Type Masters			489	489	489
	10-each Type Fonts			553	553	553
	Bruming Light Table			283	283	283
	2-Each Master Filing Cabinets			176	176	176
				<hr/> 1,501	<hr/> 1,501	<hr/> 1,501

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Finance	General Services	1006.54			C184

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1969	1970	1971	1972	1973		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	14,295	17,095	18,694	22,320	37,480	37,480	37,480
Contractural	9,170	7,803	4,494	10,475	18,420	18,420	18,420
Supplies	42,813	46,896	55,480	73,960	76,500	76,500	76,500
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	-0-	-0-	-0-	-0-	-0-	-0-	-0-
	66,278	71,794	78,668	106,755	132,400	132,400	132,400
Less Interfund Charges	(66,278)	(64,632)	(75,446)	(106,755)	(132,400)	(132,400)	(132,400)
Total	-0-	7,162	3,222	-0-	-0-	-0-	-0-

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		GENERAL SERVICES	1006.54			C185
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
<u>PERSONAL SERVICES</u>						
8110	Salaries	16,693	20,630	34,010	34,010	34,010
8120	Overtime	162	50	100	100	100
8140	Liability & Workmens Comp. Ins.	279	330	610	610	610
8141	Retirement	509	-0-	-0-	-0-	-0-
8143	Medical Insurance	202	260	880	880	880
8144	Social Security	849	1,050	1,880	1,880	1,880
	Total	18,694	22,320	37,480	37,480	37,480
<u>CONTRACTUAL</u>						
8221	Telephone & Telegraph	76	170	170	170	170
8222	Electricity	-0-	575	1,500	1,500	1,500
8223	Heat	-0-	170	600	600	600
8224	Water	-0-	90	300	300	300
8225	Refuse	-0-	40	150	150	150
8251	City Owned Equipment	1,080	2,990	3,750	3,750	3,750
8252	Other Equipment Rented	430	440	480	480	480
8254	Space Rent - City Bldg.	2,510	1,850	-0-	-0-	-0-
8255	Land & Buildings Leased	-0-	2,400	8,400	8,400	8,400
8261	Repairs & Maintenance - City Force	-0-	480	1,000	1,000	1,000
8262	Other Repairs & Maintenance	398	1,270	2,070	2,070	2,070
	Total	4,494	10,475	18,420	18,420	18,420
<u>SUPPLIES</u>						
8301	Materials	48	-0-	-0-	-0-	-0-
8303	Office Supplies & Postage	55,425	73,860	76,400	76,400	76,400
8304	Small Tools	7	100	100	100	100
	Total	55,480	73,960	76,500	76,500	76,500
	Totals	78,668	106,755	132,400	132,400	132,400
8801	REIMBURSABLE CHARGES TO OTHERS	(75,446)	(106,755)	(132,400)	(132,400)	(132,400)
	TOTAL OPERATING BUDGET	3,222	-0-	-0-	-0-	-0-

DEPARTMENT FINANCE	ACCOUNT TITLE GENERAL SERVICES	ACCOUNT NUMBER 1006.54	PERSONNEL	C	PAGE C186
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CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973					
				* REQUEST	* RECOMMEND	* APPROVED			
GENERAL SERVICES UTILITYMAN	15	671-817	1	1	9,759	1	9,759	1	9,759
COURIER	13	620-755	2	2	15,804	2	15,804	2	15,804
			3	3	25,563	3	25,563	3	25,563
<u>NEW POSITIONS</u>									
CLERK I	9	532-646		1	6,584	1	6,584	1	6,584
VACATION REPLACEMENT					1,860		1,860		1,860
				1	8,444	1	8,444	1	8,444
TOTAL			3	4	34,007	4	34,007	4	34,007

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

COMMENTARY

FINANCE-GENERAL SERVICES

COURIER/MAILING ESTIMATED DISTRIBUTION

1006.54

PAGE

C188

8801 - INTERFUND CHARGES

	<u>Courier</u>	<u>Utility Bill</u> <u>Mailing</u>	
City Manager	450		
Personnel	410		
Internal Audit	450		
Data Processing	470		
City Clerk	410		
Municipal Court	440		
Finance-Controller	800		
Finance-Treasury	480		
Finance-Purchasing	450		
Finance-Utility Customer Service	1,640		
Police	240		
Fire	410		
Civil Defense	410		
Traffic	500		
Public Works-Administration		1,000	1,000
Engineering	460		
Merrill Field	410		
Maintenance	410		
Equipment & Supply	450		
Library	600		
Parks & Recreation	500		
Refuse	500	7,710	7,710
Water Utility	500	10,760	10,760
Municipal Light & Power	500	9,200	9,200
Port of Anchorage	500		
Telephone Utility	11,960	36,660	36,660
Other Accounts	<u>2,400</u>		
	26,750	65,330	65,330
Central Mailing & Warehouse	40,320		

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Finance		Claims		1006.55			C188A
CODE NO.	EXPENDITURE CLASSIFICATION	1971	1972	1973			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>Personal Services</u>						
8110	Salaries				6,700	6,700	
8140	Liability & Workmen's Comp. Ins.				120	120	
8141	Medical Insurance				510	510	
8144	Social Security				390	390	
	Total				7,720	7,720	
	<u>Contractual Services</u>						
8211	Duplicating				100	100	
8221	Telephone				160	160	
8255	Space Rental				1,800	1,800	
	Total				2,060	2,060	
	<u>Supplies</u>						
8303	Office Supplies & Postage				300	300	
	<u>Capital</u>						
8605	Machinery & Equipment				1,290	1,290	
	Totals				11,370	11,370	
8801	Reimbursable Charges to Others				(5,680)	(5,680)	
	Total Operating Budget				5,690	5,690	

DEPARTMENT Finance	ACCOUNT TITLE Claims	ACCOUNT NUMBER 1006.55	PERSONNEL	C C	PAGE C188B
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CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1973						
				* REQUEST	* RECOMMEND	* APPROVED				
Clerk III	13	620-755			1	6,700	1	6,700		
TOTAL					1	6,700	1	6,700		

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

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Finance	Claims	1006.55			C188C

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110 - Salaries - for Clerk III for Centralized Claims Office.		6,700	6,700
8605 - Machinery & Equipment -			
Typewriter		570	570
Adding Machine		250	250
Desk w. typewriter attachment		340	340
2 chairs		<u>130</u>	<u>130</u>
		1,290	1,290
8801 - Reimbursable Charges to Others - Claims work will be charged to all funds other than General at the rate of \$6.60 an hour.		(5,680)	(5,680)