

SUMMARY OF SOURCES OF  
ALL

REVENUES

	<u>Estimated 1961</u>	<u>Estimated 1962</u>
<u>General Fund</u>		
Taxes	\$ 2,579,593	\$ 2,650,120
Other General Revenue	1,600,910	1,561,560
Revenue from Utilities	843,439	870,010
	<u>\$ 5,023,942</u>	<u>\$ 5,081,690</u>
 <u>Telephone Utility Fund</u>		
Local Service Revenues	\$ 2,208,000	\$ 2,759,700
Other Operating Revenues	315,000	407,000
Non-Operating Revenues	480,000	483,080
	<u>\$ 3,003,000</u>	<u>\$ 3,649,780</u>
 <u>Electric Utility Fund</u>		
Revenue from sale of Electric Power	\$ 2,502,273	\$ 2,668,700
Other Operating Revenues	71,000	75,000
Non-Operating Revenues	274,497	231,500
	<u>\$ 2,847,770</u>	<u>\$ 2,975,200</u>
 <u>Water Utility Fund</u>		
Revenue from Flat Rate Water Sales	\$ 860,800	\$ 982,850
Other Operating Revenues	49,900	52,000
Non-Operating Revenues	520,000	431,400
	<u>\$ 1,430,700</u>	<u>\$ 1,466,250</u>
 <u>Port Revenue Fund</u>		
Revenue from Operations	\$ 224,786	\$ 428,930
TOTAL REVENUES	<u>\$ 12,530,198</u>	<u>\$ 13,601,850</u>

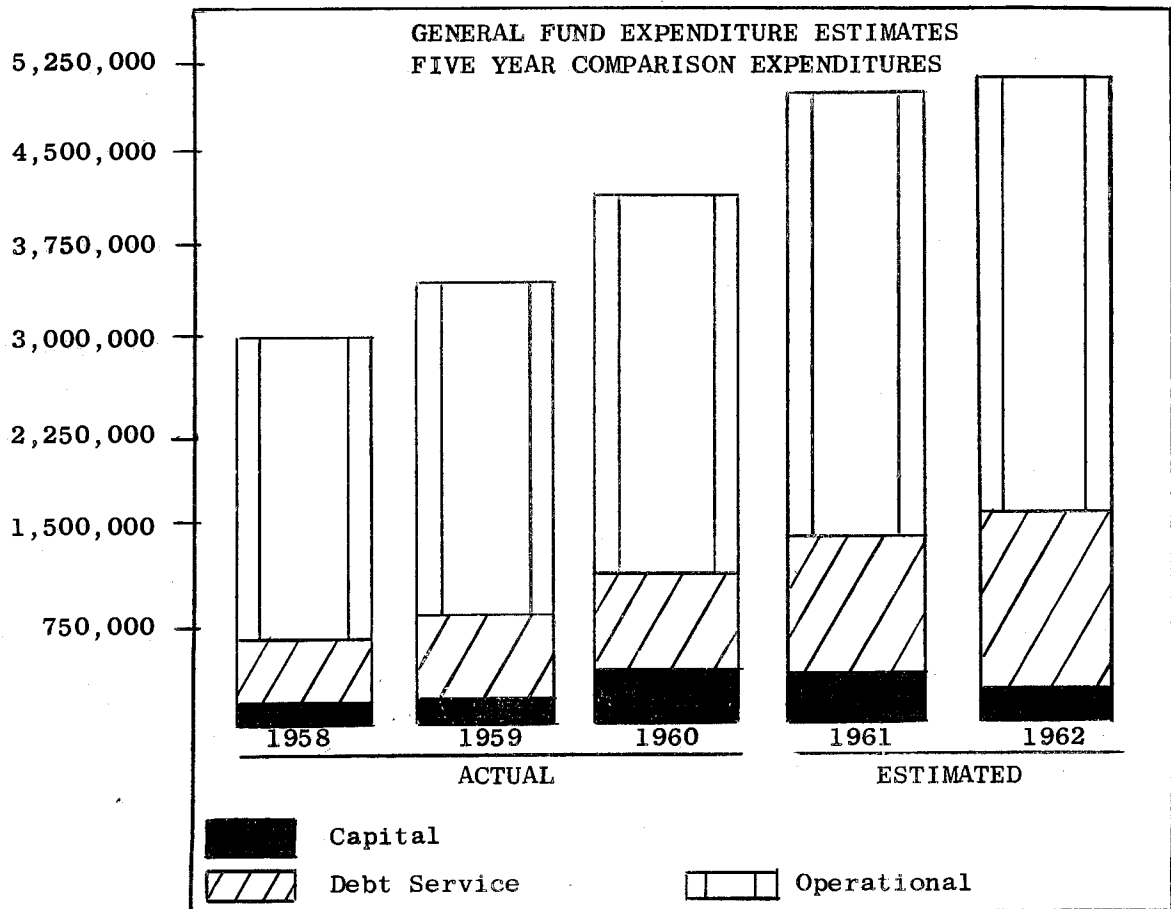
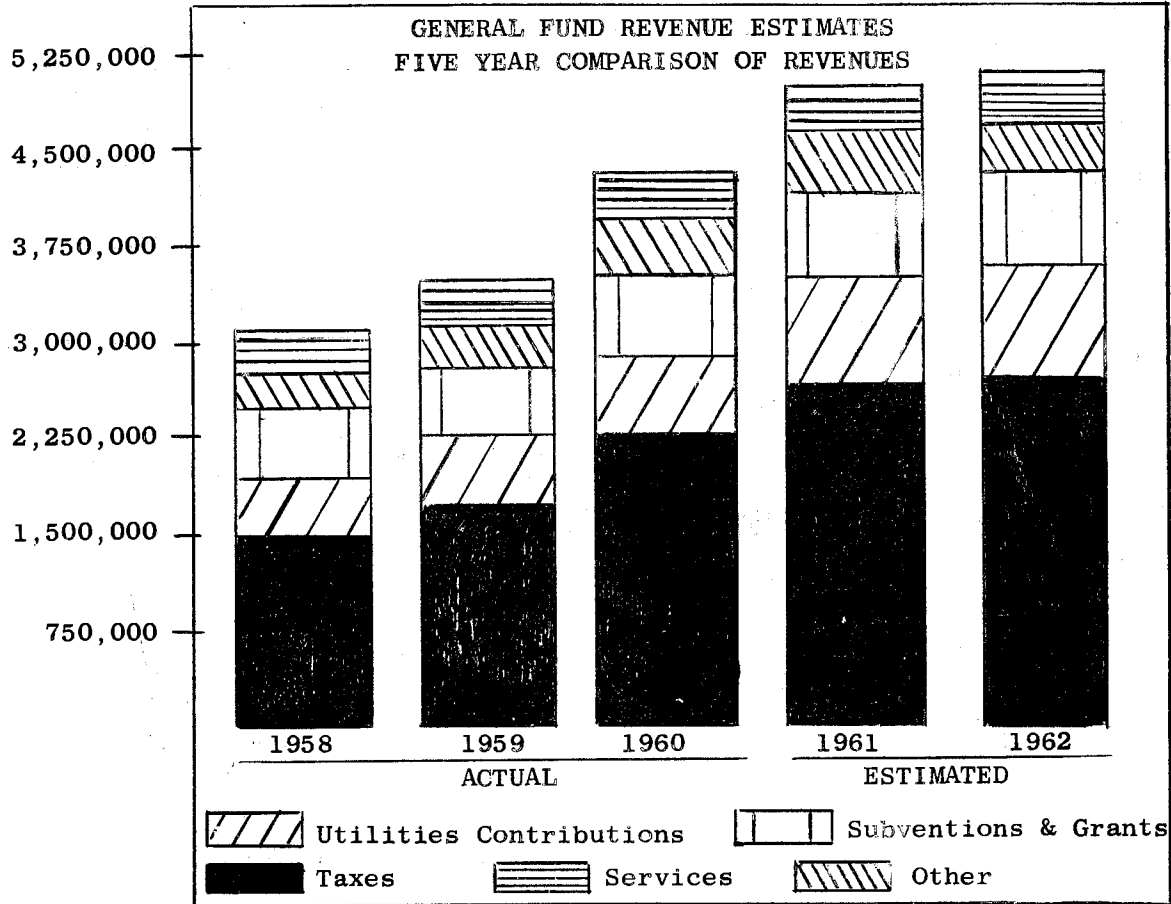
REVENUES AND EXPENDITURES  
FUNDS

EXPENDITURES

	<u>Estimated 1961</u>	<u>Estimated 1962</u>
<u>General Fund</u>		
Operating Expenses	\$ 3,960,715	\$ 3,822,610
Debt Service	1,063,227	1,259,080
	<u>\$ 5,023,942</u>	<u>\$ 5,081,690</u>
<u>Telephone Utility Fund</u>		
Operating Expense	\$ 1,723,680	\$ 2,068,660
Debt Service	740,279	777,570
Contribution to General Fund	328,902	320,470
Construction	210,139	483,080
	<u>\$ 3,003,000</u>	<u>\$ 3,649,780</u>
<u>Electric Utility Fund</u>		
Operating Expense	\$ 1,873,298	\$ 1,951,290
Contribution to General Fund	456,544	487,640
Construction	517,928	536,270
	<u>\$ 2,847,770</u>	<u>\$ 2,975,200</u>
<u>Water Utility Fund</u>		
Operating Expense	\$ 667,570	\$ 733,380
Debt Service	519,060	571,440
Contribution to General Fund	77,050	81,430
Construction	167,020	80,000
	<u>\$ 1,430,700</u>	<u>\$ 1,466,250</u>
<u>Port Revenue Fund</u>		
Operating Expense	\$ 199,473	\$ 202,880
Debt Service	25,313	226,050
	<u>\$ 224,786</u>	<u>\$ 428,930</u>
TOTAL EXPENDITURES	\$ 12,530,198	\$ 13,601,850

**GENERAL FUND BUDGET**

**The City of Anchorage, Alaska  
1962**



1962 BUDGET SUMMARY OF  
GENERAL FUND REVENUE ESTIMATES

<u>Source</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
General Property Taxes	\$ 1,882,472	\$ 2,132,000	\$ 2,200,000
Other Local Taxes	321,086	447,593	450,120
Licenses and Permits	239,060	201,060	214,760
Fines, Forfeitures & Penalties	293,205	300,000	330,000
Revenue from use of Money and Property	131,960	135,150	140,350
Revenue from other Agencies	393,099	351,500	412,850
Service Charges	354,245	391,700	425,100
Miscellaneous Revenue	43,450	36,500	38,500
Contributions from other City Funds:			
Telephone Utility	167,080	328,719	320,240
Electric Utility	435,038	435,273	468,340
Water Utility	58,952	79,447	81,430
Surplus Appropriation	<u>-0-</u>	<u>185,000</u>	<u>-0-</u>
 TOTAL	 \$ 4,319,647	 \$ 5,023,942	 \$ 5,081,690

EXPLANATION OF 1962 GENERAL FUND REVENUE  
ESTIMATES

General Property Taxes:

The assessment roll is comprised of assessments on approximately 11,000 parcels of land, 22,000 buildings, and approximately 10,000 personal property assessments. This represents a slight increase in the number of assessments made over 1961. The estimated tax revenue for 1962 is \$2,200,000.

A 11-mill City tax rate at 70% valuation was used in the preparation of this budget. The taxes collected by the City for the Anchorage Independent School District are not included, as the 1957 Legislature provided that these taxes shall be distributed in accordance with collection. Therefore, they will be shown separately on the tax bill and the proceeds will be remitted to the School District as collected. The estimates of City property tax revenues are summarized as follows:

Land Valuation	\$	46,000,000
Improvements		<u>110,000,000</u>
Total Real Property Valuation		156,000,000
Tax @ 11 mills		\$ 1,716,000
Personal Property Valuation	\$	44,000,000
Tax @ 11 mills		\$ 484,000
Total Valuation	\$	200,000,000

	<u>Account No.</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
Real Property	1100	\$ 1,451,996	\$ 1,729,000	\$ 1,716,000
Personal Property	1101	<u>430,476</u>	<u>403,000</u>	<u>484,000</u>
TOTAL GENERAL PROPERTY		\$ 1,882,472	\$ 2,132,000	\$ 2,200,000

OTHER LOCAL TAXES

PAYMENT IN LIEU OF TAXES, CITY UTILITIES AND PARKING LOTS: (Account 1110)

The City owned telephone and water utilities are charged a payment in lieu of taxes equivalent to that which would be paid if the utilities were privately owned. For 1962 the payment in lieu of taxes has been computed for the electric utility on the basis of 2% of the gross operating revenue for 1961. This puts the electric utility in a position of paying in lieu of taxes on the same basis as Chugach Electric Association, Inc. The estimated 1961 gross operating revenue for the electric utility is \$2,615,273 @ 2% equals \$52,300. The estimated net plant value, as of January 1, 1962 is used as the assessed value for telephone and water. Payment is computed at 23 mills. Revenues to be obtained are as follows:

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
<u>TELEPHONE UTILITY (1/1/62)</u>	\$	\$	\$
Gross Plant Value	\$11,128,050		
Less Depreciation	2,317,529		
Net Plant Value	\$ 8,810,521	192,240	202,650
 <u>ELECTRIC UTILITY</u>	 -0-	 50,642	 52,300
 <u>WATER UTILITY (1/1/62)</u>			
Gross Plant Value	\$8,142,700		
Less Depreciation	1,226,630		
Net Plant Value	\$6,916,070	113,233	159,070
 Total Taxes from Utilities	 \$ 305,473	 \$ 408,773	 \$ 414,020

The City has purchased properties for the development of three off-street parking lots in addition to developing certain City owned land. Since the lots are a semi-proprietary function of the City, a payment in lieu of taxes is collected on those properties which have been removed from the tax rolls. The valuation of the five lots with paving is \$100,000. Payment is computed at 23 mills.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ 1,411	\$ 2,300	\$ 2,300
 Total Payment in Lieu of Taxes from City Utilities and Parking Lots	 306,884	 411,073	 416,320

Other Payments in Lieu of Taxes: (Account 1111)

Alaska State Housing Authority makes payments in lieu of taxes on certain rental property operated by the Government as a proprietary facility. Two types of payments in lieu of taxes are received. The low-rent housing payment equals 10% of the rental receipts after deducting costs of utilities. The second group of housing is based on assessed valuation of the property. The Alaska State Housing Authority is the only governmental agency making any payments in lieu of taxes, other than the City owned utilities. No contract payments in lieu of taxes will be received during 1962 since all properties previously outside the City limits with sewer connections have been annexed.

The 1959 Legislature enacted a law which provides in part that all electric cooperatives pay to the State a percentage of gross operating revenues. This money by action of the Legislature is to be returned to any municipality on the basis of revenue earned therein. This law exempts the cooperatives from paying local property taxes. Chugach Electric Association's 1961 operating revenue is estimated at \$2,529,000 of which approximately 51% will be earned from distribution facilities inside the Anchorage city limits. \$1,290,000 @ 2% equals \$25,800 estimated 1962 city revenue.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
Alaska Housing Authority	\$ 10,591	\$ 10,000	\$ 8,000
Contract Payments	3,611	-0-	-0-
Chugach Electric Assn.	<u>-0-</u>	<u>26,520</u>	<u>25,800</u>
Total Other Payments in Lieu of Taxes	<u>14,202</u>	<u>36,520</u>	<u>33,800</u>
 TOTAL OTHER LOCAL TAXES	 \$ 321,086	 \$ 447,593	 \$ 450,120

LICENSES AND PERMITS

Building Permits: (Account 1120) Early forecasts indicate that both commercial and residential construction will increase slightly during 1962. Revenue estimate for 1962 is based on the following permit fees:

<u>Type Permit</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
Building	\$ 54,351	\$ 22,900	\$ 25,000
Electric	12,821	5,000	5,700
Plumbing	4,747	4,000	5,800
Signs	540	400	300
Moving	3,201	1,600	2,000
Fence, Demolition & Excavation	101	300	300
Sewer and Water	2,252	1,800	2,200
Gas	<u>-0-</u>	<u>2,000</u>	<u>7,500</u>
TOTAL	<u>\$ 78,013</u>	<u>\$ 38,000</u>	<u>\$ 48,800</u>



Street Use Permits: (Account 1121) A fee for Police Department escort of wide loads is established at \$10 per move. It is estimated that 180 such fees will be collected during 1962.

<u>Actual</u> <u>1960</u>	<u>Estimated</u> <u>1961</u>	<u>Estimated</u> <u>1962</u>
\$ 2,185	\$ 1,800	\$ 1,800

Licenses on Amusement Devices and Vending Machines: (Account 1122) The City licenses recreational non-gambling card games at the rate of \$125 per year for each establishment. In addition a quarterly fee of \$25 per table is charged for these establishments. Four such establishments are estimated for 1962 for a total revenue of \$500. Nine card tables for each quarter will be issued licenses for fees of \$225 per quarter. Total annual revenue from the quarterly table fee is \$900.

Vending machines are no longer licensed by reason of the repeal in 1961 of the Ordinance providing for such licensing.

Chapter 48-3 ACLA-1949 as amended by Chapter 31, Session Laws, 1949, provides a State tax on coin operated amusement and gaming devices. The act provides for a tax of \$50 per year on each "Coin Operated Amusement Device" and a tax of \$200 for a "Coin Operating Gaming Device". This tax is paid to the State Commissioner of Revenue and 50% of the tax collected is refunded to the municipalities for those amusement devices operated within the municipality. If the municipality levies any additional license fees on these devices, the City loses the right to the refund of the license tax from the State. Summary of licenses on amusement devices and vending machines:

	<u>Actual</u> <u>1960</u>	<u>Estimated</u> <u>1961</u>	<u>Estimated</u> <u>1962</u>
Recreational card games	\$ 2,075	\$ 1,400	\$ 1,400
Vending Machines	1,136	-0-	-0-
State	<u>10,251</u>	<u>11,800</u>	<u>12,000</u>
	\$ 13,462	\$ 13,200	\$ 13,400

Building and Trade Licenses: (Account 1123) Building contractors subject to regulations of the building code are issued regulatory licenses to cover the cost of regulation. These licenses are issued for \$25 each. During 1962 it is estimated the following licenses will be issued to the building contractors compared with those during 1960 and 1961.

	<u>1960</u>	<u>1961</u>	<u>1962</u>
General	127	120	131
Electrical	44	40	45
Excavating	39	35	40
Mechanical	64	65	65
Painting	7	4	8
Sign Erecting	3	3	4
Moving	7	6	7
Miscellaneous	39	40	40
	<u>330</u>	<u>313</u>	<u>340</u>

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ 8,250	\$ 7,825	\$ 8,500

Chauffeur's Licenses: (Account 1124) Taxi and bus drivers are issued new licenses for \$25 which are renewable for \$5. The estimated number of licenses to be issued in 1962 is 50 new licenses for \$1,250 and renewals for \$1,750.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ 2,700	\$ 3,000	\$ 3,000

Other Business Licenses: (Account 1125) All businesses that affect public health or require other regulation in the interest of public safety are licensed. The annual fees vary from \$5 to \$150. Changes of ownership also require that an additional fee be paid. The number and types of businesses presently licensed and estimated to be licensed in 1962 are:

<u>Type of Business</u>	<u>License Fee</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
Amusement Concessions	\$ 50	9	12	10
Auctioneer	50	0	2	2
Bakeries	15	9	10	11
Bars	15	48	45	45
Beauty Shops, Reconditioning Salons and the like	15	44	44	44
Bottling Works	15	3	2	2
Bowling Alleys	15	2	2	2
Child Care Centers & Kindergartens	15	11	10	10
Dairies	15	2	2	2
Dances - Public	15	2	2	3
Dances - Special	150	12	12	13
Detective & Merchant Patrolman Agencies	50	4	5	5
Detectives & Merchant Patrolmen	5	16	17	20
Deliverymen	1	75	70	70
Driverless Vehicles for Hire Operators (U-Drive)	15	4	4	3
Food Handling Establishments (Other than Restaurants)	15	24	25	25
Restaurants	15	122	115	110
Garages, Filling Stations	15	104	105	102
Going Out of Business Sales	50	5	5	5
Hotels, Motels, etc.	15	66	66	66
Laundries, Dry Cleaners	15	17	20	20
Markets & Meat Markets	15	47	46	45
Milk Vendors	10	6	7	8
Pawnbrokers	50	8	8	8
Public Storage Warehouses (Repealed 1-17-61, Ord. 1464)	50	1	0	0
Second Hand Merchants	50	33	34	35
Shooting Galleries	25	1	0	0
Shooting Gallery Operators	5	3	0	0
Tattoo Shops	100	0	0	0
Tattoo Operators	25	0	0	0
Theaters	15	3	2	2
Trailer Courts	15	69	65	62
Undertakers	25	2	2	2
Vendors	15	3	3	3

In addition to the business licenses, miscellaneous business fees and licenses are also credited to this revenue account.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 14,050	\$ 14,490	\$ 14,500

Animal Licenses: (Account 1126) Dog license fees are \$2.00 per male and spayed female, and \$5.00 per female. Also, 25¢ is charged for replacing tags.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 3,372	\$ 2,000	\$ 3,500

Taxi Zone and Terminal Fees: (Account 1127) Each licensed taxi cab company is charged a quarterly fee of \$30. During 1962 it is estimated that 40 vehicles will be in operation on an average. Total estimate for quarterly fees is \$4,800. Buses and airline service vehicles are charged an annual fee of \$10. It is estimated that 12 such vehicles will be licensed for a total revenue of \$120. The three companies renting driverless vehicles are charged \$15 per year for a total of \$45.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 4,203	\$ 4,445	\$ 4,960

Parking Meter Collections: (Account 1128) Revenue received from parking meters is reserved for development of off-street parking facilities, purchase of additional street meters and the cost of maintenance of parking meters and City owned parking lots.

The revenue estimate for 1962 is based on 1300 street meters and 521 parking lot meters.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 110,931	\$ 115,000	\$ 115,000

Liquor Handler's Permits: (Account 1129) Employees who dispense liquor for consumption in the establishment are required to secure a permit from the Police Department. The fee is \$5.00 for the first year and \$1.00 for yearly renewals.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 1,894	\$ 1,300	\$ 1,300

<b>TOTAL LICENSES &amp; PERMITS</b>	<u>\$ 239,060</u>	<u>\$ 201,060</u>	<u>\$ 214,760</u>
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FINES, FORFEITURES AND PENALTIES

COURT FINES AND FORFEITURES: (Account 1130)

The estimate of court fines is based upon the actual 1961 experience to date. The employment of "Meter Maids" by the Police Department has resulted in increased coverage of the business district as to overtime and other parking violations. During 1960 the control of all parking and traffic citation was mechanized thru the use of the City's data processing equipment. This provides speedier and more accurate preparation of violation notices, closer control of cash receipts, listing of unpaid fines and preparation of warrants. The employment of Warrant Officers in the Traffic Court to serve and collect warrants has done much to apprehend violators.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 270,193	\$ 280,000	\$ 310,000

PENALTIES AND INTEREST: (Account 1131)

Delinquent property taxes and special assessments are charged a penalty of 10% and 8% respectively and an additional 8% interest on the amount due for the period of delinquency.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 23,012	\$ 20,000	\$ 20,000

TOTAL FINES, FORFEITURES,  
AND PENALTIES

\$ 293,205	\$ 300,000	\$ 330,000
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REVENUE USE OF MONEY AND PROPERTY

Interest Revenue: (Account 1140) Monies in the general fund which are not immediately needed are placed on time deposit with local banks, or in short term Government securities. In addition, customer security deposits which secure garbage accounts are invested in Government bonds.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 41,146	\$ 30,000	\$ 33,000

Rentals to Utilities: (Account 1141) Buildings and properties which are included in the general fund fixed assets are rented to the utilities at commercial rental rates. These buildings include the City electrical building at Third and Post Road, the central warehouse at First and Post Road, and that portion of the City Hall utilized in utility billing and collection. The electrical building is rented for \$750 per month, and various substation sites at \$75 per month. The warehouse is rented to the Purchasing and Warehouse Account at \$2500 per month. This cost along with other purchasing and warehouse costs is returned through an overhead charge on purchases and issues. The City Hall space is charged at \$1,500 per month. Annual rental on the City Hall is charged as follows:

	<u>City Hall</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
Telephone	\$ 7,920			
Electric	7,920			
Water	2,160			
	<u>\$18,000</u>	\$ 51,900	\$ 57,900	\$ 57,900

Other Rental Revenue: (Account 1142) Properties owned by the City and leased include eight parcels of land at Lake Spenard, the Denali School site, and other property not immediately needed for municipal purposes.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 3,230	\$ 4,800	\$ 4,800

Merrill Field Leases: (Account 1143) Lease revenue at Merrill Field is received from 28 tenants. The increased rental in lieu of sewer assessment is credited directly to the special assessment fund.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 33,212	\$ 42,450	\$ 44,650

City Parking Lot Concession: Since the City parking lot at Fifth and E Streets was converted in 1960 to parking meters the revenue therefrom is included under parking meters.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 2,472	\$ -0-	\$ -0-

TOTAL REVENUE FROM USE OF MONEY AND PROPERTY	\$ 131,960	\$ 135,150	\$ 140,350
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REVENUES FROM OTHER AGENCIES

Alaska Liquor License: (Account 1150) 35-4-17(c) ACLA 1959 Cum. Sup. Chapter 197, SLA 1959 provides for refund to municipalities of fees paid by liquor establishments in the State. The law provides that the following fees are refunded in full to the municipalities wherein the establishments are located:

Beverage Dispensary	\$ 1,000
Retail Stores with Gross Sales Less than \$20,000	300
Retail Stores with Gross Sales in excess of \$20,000	600
Beer and Wine (Restaurants)	300
Clubs with Gross Sales Less than \$5,000	200
Clubs with Gross Sales in Excess of \$5,000	400

Expected revenues from this source are as follows:

<u>Actual</u> <u>1960</u>	<u>Estimated</u> <u>1961</u>	<u>Estimated</u> <u>1962</u>
\$ 71,100	\$ 80,850	\$ 83,000

Alaska Business Licenses: (Account 1151) Chapter 43, Session Laws 1949, provides for a gross business tax to be collected by the State with a portion to be refunded to municipalities. The Act provides for a gross receipts tax on any business activity personal, professional or corporate, including receipts from advertising services, rental of personal or real property, construction or processing and manufacturing, but excluding licensed fisheries, liquor, insurance companies, mining and revenue from coin or gambling devices. Other exemptions: Gross receipts from educational and charitable activities, operation of a hospital, receipts from municipally owned utilities, utilities operated by incorporated districts or non-profit associations or cooperatives. Licenses are issued annually and initial fee must be paid not later than June 30 of the license year. License fee for each business is \$25.00 plus a sum equal to 1/2 of 1% of gross receipts in excess of \$20,000 during the year. All gross receipts in excess of \$100,000 are taxed at the rate of 1/4 of 1%. License fees for catalog offices are the same as set forth for business generally and include the gross volume of all business whether deliveries are made or not through the office. Taxes are refunded to: incorporated cities, public utility districts, and independent school districts at the rate of 60% of all money collected within the incorporated area.

<u>Actual</u> <u>1960</u>	<u>Estimated</u> <u>1961</u>	<u>Estimated</u> <u>1962</u>
\$ 291,393	\$ 240,000	\$ 300,000

Cannery Tax: (Account 1152) Chapter 66, Session Laws of 1954 provides for a refund to municipalities, independent school districts and public utility districts wherein a salmon cannery is operated. Ten per cent of the revenues collected under provisions of Chapter 82 (Session Laws of 1949 as amended by Chapter 113, Session Laws of 1951) is refunded. Where overlapping districts exist, the refund is equally divided between the political subdivisions.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 2,206	\$ 2,000	\$ 2,000

Loussac Foundation Grant: (Account 1153) The Z. J. Loussac Public Library was constructed from general obligation bonds which, by agreement, are to be repaid by the Loussac Foundation. The source of revenue represents the bond interest in the amount of \$11,850 and principal of \$16,000 to be paid in 1962.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 28,400	\$ 28,650	\$ 27,850

TOTAL REVENUE FROM  
OTHER AGENCIES

\$ 393,099	\$ 351,500	\$ 412,850
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#### SERVICE CHARGES FOR CURRENT SERVICES

Garbage Collection Service Fee: (Account 1160) The Anchorage Code of Ordinances provides that all persons in the City are required to use the garbage disposal system provided by the City. The City itself has undertaken the collection of garbage, rubbish and ashes. The operation of the City dump is contracted. The rates for garbage collection are established by the City Manager subject to the approval of the City Council. The rates were revised effective January 1, 1961. Due to this the 1961 revenue will exceed by \$20,000 the original estimate of \$300,000. Service fees are estimated to be \$330,000. Dumpmaster cans are purchased by the City and are available for rent to customers who have a large quantity of trash or garbage. The rental rate is calculated so as to amortize the City's investment, plus a small interest factor, in ten years. In 1962, 224 three cubic yard cans will be rented @ \$54.00 each per year. 32 one and one quarter cubic yard cans will be rented @ \$42.00. Total anticipated can rental - \$13,400.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 297,744	\$ 320,000	\$ 340,000



Sewer Connection Charges: (Account 1161) These charges represent the cost of material and labor of the City to establish connections between private sewer lines and the City sewer lines. It is anticipated that 1000 new connections at \$50 each will be made during 1962. This revenue is offset by the cost of installations in the sewer expense account.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 26,542	\$ 36,000	\$ 50,000

Recreational Activities: (Account 1162) Ice Skates owned by the City are rented by the Recreation Department for .75¢ a pair to patrons of the City ice rink. Approximately sixty pair are available for rental during skating season. In addition, a charge of 25¢ per person for all adults is charged for use of the rink. Romig Hill ski tow receipts and concession fees at Goose Lake are included.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 2,844	\$ 2,000	\$ 2,000

Library: (Account 1163) The library charges fines for books which are not returned on the due date. In addition, individuals leave the City without claiming their library deposit of \$2.00 per card. The deposits on expired cards are transferred periodically to this revenue account. It is estimated that \$3,500 from fines and \$2,500 from expired cards will be received.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 5,599	\$ 6,000	\$ 6,000

Library Outside City: (Account 1164) In 1957 the Council established a charge to non-residents for use of the library. Revenue from this source is estimated at \$3,600.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 3,775	\$ 3,600	\$ 3,600

Merrill Field Gasoline Tax: (Account 1165) The gasoline tax revenue is based on a two cent per gallon tax on aviation gasoline sold at Merrill Field by private operators. During 1962 it is estimated at 425,000 gallons of gasoline will be sold.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ 7,908	\$ 8,500	\$ 8,500

Platting and Subdivision Fees: (Account 1166) The Planning Department charges fees for special services. The estimated volume is 52 petitions for subdivisions and replats at \$27 each, 15 petitions for street vacations at \$60 each and 25 petitions for zoning exceptions at \$25 each.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ 2,381	\$ 4,100	\$ 3,000

Cemetery Fees: (Account 1167) These fees represent the cost of opening the graves plus a permit and grave space fee. Winter burials are charged \$100 for each grave opening while openings made during the summer months are charged \$50. It is anticipated that 95 permits will be issued in 1962.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ 7,452	\$ 6,500	\$ 7,000

Sewer Use Permits: (Account 1168) As a health and regulatory measure a fee is charged cesspool pumper tank trucks for dumping in City sewers.

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
	\$ -0-	\$ 5,000	\$ 5,000

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TOTAL SERVICE CHARGES	\$ 354,245	\$ 391,700	\$ 425,100
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MISCELLANEOUS REVENUE

Sale of Property: (Account 1170) Obsolete supplies and equipment, property acquired for delinquent accounts, and unclaimed property are sold by the City and the proceeds are recorded in this revenue account. This account is budgeted to include only normal small sales. Any extraordinary sale should be followed by an appropriate budget revision.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 374	\$ 1,500	\$ 1,500

Miscellaneous Revenues: (Account 1171) Revenues that are not classified in special revenue categories are reflected in this account. These include refunds to the City, contributions and shared expenses that may be handled by the City and overhead on reimbursable work. Approximately \$25,000 will be received from the school district for collection and accounting for taxes collected for the district.

<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
\$ 43,076	\$ 35,000	\$ 37,000

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TOTAL MISCELLANEOUS REVENUE	\$ 43,450	\$ 36,500	\$ 38,500
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REVENUES FROM UTILITY FUNDS

Contributions from the utility funds represent a fair cash dividend from the three utilities that are owned and operated by the City of Anchorage. The contribution can be compared with cash dividends that are issued to private utility stock holders. This dividend is paid into general fund revenue after allowances are made for increasing the equity capitalization of each utility plant, either through construction of new facilities from current revenues or retirement of bonds. The formula, as adopted by the City Council in 1955, follows a normal commercial practice of fixing the rate of return in proportion to the total plant investment. The historical difference of rates of return from the three types of utilities prohibit receiving a like return from each of the three utilities. Electrical utilities have consistently shown higher rates of return, largely because of more efficient use of generation and distribution facilities through increased customer consumption and rates for service actually used.

Radical changes and technical developments of the telephone industry have necessitated reinvestment of most profits in new or changed plant facilities. Therefore, the telephone industry has been unable to make the same large distribution of cash dividends that has been available in the electrical industry. Water utilities throughout the country have felt the greatest impact from urban living. Increased usage of water has necessitated revamping and rebuilding water plants far in advance of the normal depreciation period. Costly additional sources of supply have further increased the investment required per customer. Historically, water utilities have never produced the rate of return the electrical or telephone industries have.

As in private business, not only cash dividends are available to stockholders, but also equity increases (or in the commercial sense, growth stock) are made each year in the City owned utilities. The increase in equity can be obtained through either amortization of existing debt or through construction of new facilities from current revenue over and above the amount of depreciation expense. In all cases, the equity increase is that amount of net gain of utility plant value for the utility during the year.

The contributions available from the three City owned utilities are influenced by the factors previously stated.

Telephone Utility: (Account 1180) The municipally owned telephone utility is unique to the Anchorage area since few such systems exist in the United States. Another unique feature of any telephone system is that as the number of stations within a particular system increases, the investment per station and operating expenses per station also increase. Thus, as a telephone system expands, rates per station will increase. While this historical pattern is true throughout privately owned, as well as the few municipally owned telephone systems, it must also be remembered that as systems are expanded, the economic usefulness of a telephone instrument is also increased.

The City telephone system has grown in plant value even more rapidly than the water utility. In 1949 the system was changed from manual to a dial operated system. The total plant value of the manual system was approximately \$220,000. Since that time, the gross plant value will increase by the end of 1961 to approximately \$11,128,000. Financing of this construction program has been primarily through the issue of bonds. Contributions from general taxes to the telephone utility for construction purposes were made in the years 1949 and 1950. Since that time, the telephone utility has been expanded through the sale of bonds and it has been able to amortize the annual increased debt payments through its own revenue.

The policy of providing area wide telephone service will mean that future additional investments will be required. In view of possible future borrowing, a rapid amortization schedule was developed to keep interest costs as low as possible. Telephone rates were adjusted in 1961 to meet the increasing

operating expense and debt service of a system which has grown from 3,200 stations in 1949, to 23,500 stations by the end of 1961.

While a favorable net income has been realized by the telephone utility during the last five years, most of this income has been used for bond retirement. While the City's stockholders are gaining a rapid growth in equity in the telephone system, only a modest proportion of earnings remains from the net income to transfer to the general fund.

The established formula for computing future years' contribution or dividend from the telephone utility is based on 8% of the gross plant value less bond payments and deposits to redemption reserves as follows:

Estimated Plant Value 12/31/61		\$ 11,128,000	
@ 8%		.08	
		890,240	
Less: Bond Payments (Equity Increase)		(540,000)	
Less: Redemption Reserve (Equity Increase)		( 30,000)	
Net Available for Contribution		\$ 320,240	
	Actual	Estimated	Estimated
	1960	1961	1962
CONTRIBUTION FROM			
TELEPHONE UTILITY	\$ 167,080	\$ 328,719	\$ 320,240

Electric Utility: (Account 1181) As previously stated, electrical utilities throughout the country have continually produced excellent returns on plant investment even though rates have been reduced. The simple explanation for this trend is that the consumer is increasing his purchases, thereby creating a concentrated sales volume without a proportionate increase in the cost per KWH sold. During the past five years, there has been no great increase in the number of City electrical customers. However, during this same period, with approximately the same number of customers, KWH sales of electrical energy have increased approximately 10% each year. The electrical rate structure which was in effect prior to 1954 allowed the City's generation and distribution systems to build up surplus funds which have since been used to retire all the outstanding bonded debt. Thus, the electrical utility has no outstanding bond payments to repay at the present time. The City Council has formulated a policy whereby the electrical utility rates would be sufficient for a maximum cash transfer to the general fund of 8% of gross plant value plus an allowance for normal additions to plant of 5% of the gross plant value.

Since the electrical utility has no bond payments to repay during 1962, the entire amount of the 8% of gross plant is available as a cash transfer to the

General Fund. Computation for the contribution of the Electric Utility to the General Fund is as follows:

Gross Plant Value 12/31/61 . . . . .	\$ 6,095,500
Less value of Traffic Signals Rented to General Fund . . . . .	241,250
	<u>\$ 5,854,250</u>
@ 8% . . . . .	<u>.08</u>
Net Available for Contribution . . . . .	\$ 468,340

	Actual 1960	Estimated 1961	Estimated 1962
CONTRIBUTION FROM ELECTRIC UTILITY	\$ 435,038	\$ 435,273	\$ 468,340

Water Utility: (Account 1182) The water utility has the greatest investment per dollar of revenue of the three utilities. This situation has resulted from (1) increased water usage per customer because of the modern convenience of household appliances and high standards of sanitation; (2) demand for extensions of public water supply into newly annexed areas as a part of municipal service. The increased water usage per customer has made it necessary to replace water mains with larger capacity mains, and to augment water supply with large water wells. These replacements, and new sources and extensions of water mains into new areas have been accomplished through bond financing and Federal aid under Alaska Public Works.

The expansion and improvement program of the water utility has resulted in an increased plant value from \$265,000 in 1948 to an estimated \$8,142,700 as of the end of 1961. As in private industry, few enterprises can undergo such rapid growth and at the same time distribute any cash dividends to its stockholders. The ownership equity of the water utility has grown from \$265,000 in 1948 to \$3,583,751 (including APW Federal Grants) as of the end of 1961. During this same period, the net income of the water utility showed losses for the years 1949 and 1951. These losses made it necessary for the general fund to contribute to the water utility for purposes of amortizing the debt, in addition to subsidizing the operating expense. Debt requirements have increased from \$78,691 in 1954 to \$571,444 in 1962. The contribution for 1962 is computed at 1% of gross plant value of \$8,142,700.

	Actual 1960	Estimated 1961	Estimated 1962
CONTRIBUTION FROM WATER UTILITY	\$ 58,952	\$ 79,447	\$ 81,430
TOTAL CONTRIBUTION FROM UTILITIES	<u>\$ 661,070</u>	<u>\$ 843,439</u>	<u>\$ 870,010</u>

1962 BUDGET ESTIMATES

GENERAL FUND EXPENDITURE SUMMARY

<u>Account Number</u>	<u>Function</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
<u>General Government</u>				
1200	City Council - Mayor	\$ 33,934	\$ 40,750	\$ 29,210
1201	City Manager	37,637	38,710	39,680
1202	Municipal Court & Traffic Violations Bureau	57,205	82,320	94,980
1203	Elections	7,471	16,530	29,830
1204	Accounting & Utility Billing	47,330	52,400	57,530
1205	Independent Audit	2,925	2,925	2,925
1206	Tax Assessor	32,043	42,122	50,240
1207	City Clerk-Treasurer	50,997	56,751	66,520
1208	Purchasing & Warehousing	14,458	-0-	-0-
1209	City Attorney	25,560	29,514	36,110
1210	Planning & Zoning	69,161	64,197	73,100
- -	Municipal Buildings	80,115	156,910	85,820
1212	Community Promotion	6,990	13,420	7,000
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 465,826</b>	<b>\$ 596,549</b>	<b>\$ 572,945</b>
<u>Public Safety</u>				
1220	General Police	\$ 571,481	\$ 653,790	\$ 690,010
1221	Custody of Prisoners	101,522	101,360	94,150
1222	Animal Shelter	15,172	17,940	17,740
1223	Fire Department	451,554	495,120	524,050
1224	Building Inspection	93,015	93,810	104,500
1225	Civil Defense	3,993	5,500	5,500
	<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,236,737</b>	<b>\$ 1,367,520</b>	<b>\$ 1,435,950</b>
<u>Highways</u>				
1230	Public Works	\$ 47,755	\$ 91,000	\$ 118,000
1231	Paved Streets	15,674	26,000	20,240
1232	Unpaved Streets	93,134	75,120	68,180
1233	Sidewalks & Crosswalks	4,001	5,500	4,530
1234	Snow & Ice Removal	165,979	219,980	218,610
1235	Traffic Engineering & Control	55,527	62,840	71,550
1236	Street Lighting	123,152	132,000	143,200
1237	Parking Meter & Off-Street Parking	85,785	115,000	115,000
	<b>TOTAL HIGHWAYS</b>	<b>\$ 591,007</b>	<b>\$ 727,440</b>	<b>\$ 759,310</b>

<u>Account Number</u>	<u>Function</u>	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1240	Street Cleaning	\$ 43,231	\$ 43,100	\$ 43,610
1241	Dust Prevention	42,194	46,000	42,270
1242	Street Drainage	48,102	48,000	51,970
1243	Garbage Collection	282,172	300,050	286,525
1244	Sewers & Sewage Disposal	73,233	70,276	83,590
1245	Cemetery	<u>8,124</u>	<u>15,985</u>	<u>7,090</u>
	TOTAL SANITATION & WASTE REMOVAL	\$ 497,056	\$ 523,411	\$ 515,055
<u>Other Service Departments</u>				
1250	Health Department	\$ 43,200	\$ 43,200	\$ 55,800
1251	Library	73,849	80,310	83,860
1252	Merrill Field Airport	32,715	92,981	65,880
1253	Parks & Recreation	<u>152,318</u>	<u>109,600</u>	<u>169,740</u>
	TOTAL OTHER SERVICE DEPT.	\$ 302,082	\$ 326,091	\$ 375,280
<u>Miscellaneous</u>				
1260	Judgments & Losses	\$ 3,031	\$ 5,000	\$ 5,000
1261	Workmen's Compensation	19,100	24,000	24,000
1262	Uncollectible Expense	32,500	32,500	32,500
1264	Social Security	50,262	51,000	55,000
1265	Discounts on Special Assessments	5,900	4,500	4,500
--	Personnel Survey	5,750	-0-	-0-
--	Municipal Garage	53,774	-0-	-0-
1266	Public Safety Bldg. (Construction)	106,000	86,580	-0-
1267	Urban Renewal	-0-	98,000	43,070
1268	Fire Alarm System	-0-	75,000	-0-
--	Surplus Appropriation	<u>-0-</u>	<u>43,124</u>	<u>-0-</u>
	TOTAL MISCELLANEOUS	\$ 276,317	\$ 419,704	\$ 164,070
<u>Debt Service</u>				
1280	Interest Expense	\$ 388,577	\$ 469,248	\$ 469,880
1281	Bond Principal Retirement	83,000	149,000	234,000
1282	Contr. to Special Assessments	<u>286,238</u>	<u>444,979</u>	<u>555,200</u>
	TOTAL DEBT SERVICE	\$ 757,815	\$ 1,063,227	\$ 1,259,080
	TOTAL GENERAL FUND	\$ 4,126,840	\$ 5,023,942	\$ 5,081,690



CITY COUNCIL AND MAYOR  
ACCOUNT 1200

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1200.1 Personal Services:		
.11 Salaries . . . . .	\$ 12,000	\$ 12,000
1200.2 Contractual:		
.22 Labor and Equipment	\$ 4,960	\$ -0-
.27 Repairs	50	50
.28 Telephone, Telegraph, Tolls	250	250
.29 Travel, Dues and Publications	29,000	22,460
Total . . . . .	\$ 34,260	\$ 22,760
1200.3 Supplies:		
.36 Office . . . . .	\$ 490	\$ 450
Total Budget . . . . .	\$ 46,750	\$ 35,210
Less Charge to Utilities	\$ (6,000)	\$ (6,000)
Total Net Budget . . . . .	\$ 40,750	\$ 29,210

1962 WORK PROGRAM - CITY COUNCIL AND MAYOR

The municipal charter provides 9 elected officials (Mayor and 8 Councilmen) as the legislative branch of the City government. The Council meets weekly to hear citizen requests and pleadings, to act upon regulatory matters, to review recommendations of the City Manager, City Attorney, City Clerk and the various boards and commissions which have been established to assist in the formulation of public policies.

The charter provides that the Council shall also act as a Board of Equalization to review complaints of inequitable taxation. It is also the final appeal body on decisions and recommendations as determined by the various boards and commissions which they may establish. The Council sets the basic policy by the enactment of ordinances and resolutions, and reviews the reports and recommendations of the City Manager and the various boards created to assist them.

The municipal utilities portion of the charter also requires that the Council act as a utility regulatory body, establish rates, areas of service, and service regulations in the general public interest, and otherwise perform much as would a board of directors.

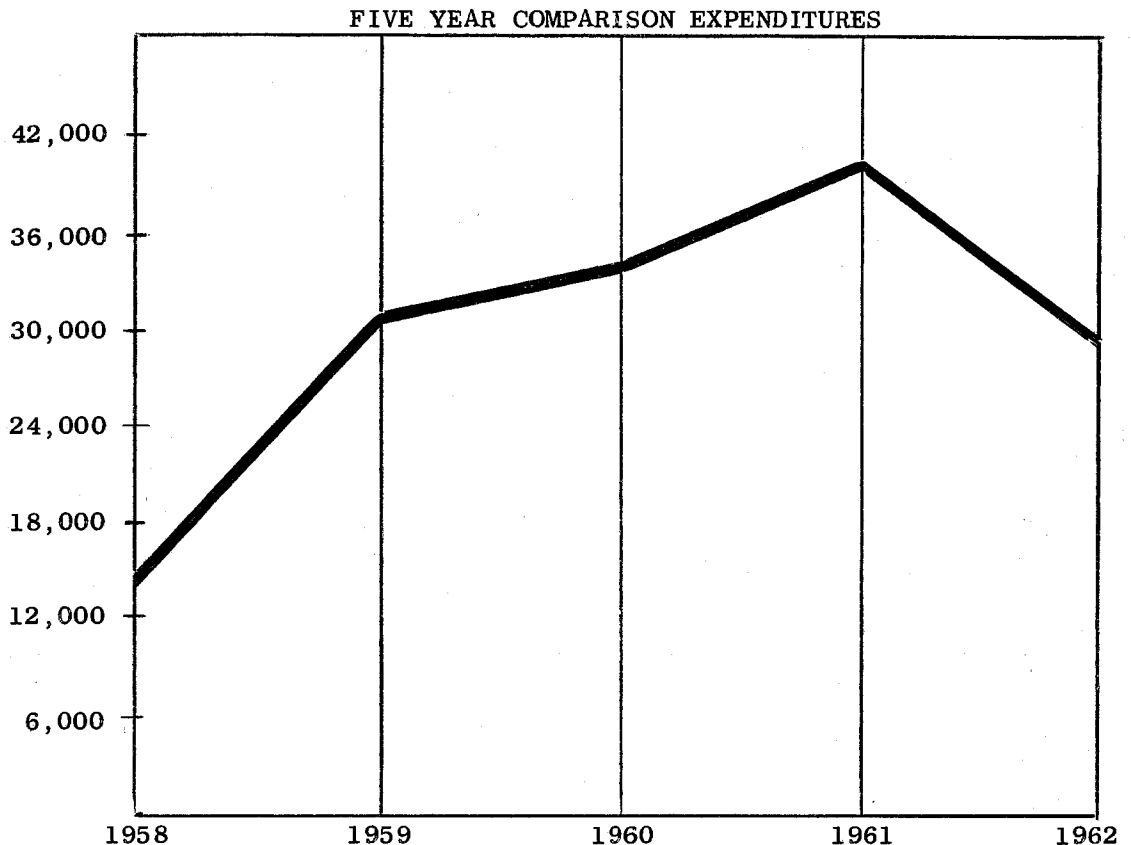
The Council must be vigilant in reviewing proposed State legislation and protecting the interests of the City of Anchorage and working for improvement of State laws in order to assure continuing good government to the City.

The boards and commissions created by the Council to assist in the formulation of public policies are as follows:

	<u>Members</u>	<u>Monthly Meetings</u>
Board of Examiners and Appeals	9	1
Board of Gas Fitters Examiners	5	2
Parking Commission	7	1
Parks and Recreation Advisory Board	7	1
Planning Commission	7	2
Port Commission	5	2
Transportation Commission	5	On Call
Baseball Park Grandstand Committee (Informal)	4	On Call

The Mayor receives \$200 per month salary and each Councilman receives \$100. In addition, an expense allowance is available each week for the Mayor in the amount of \$35 and for each Councilman in the amount of \$25.

An expense allowance of \$5.00 for attendance of meetings is allowed each Board or Commission member with a maximum of two paid meetings per month.



CITY MANAGER  
ACCOUNT 1201

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1201.1 Personal Services:		
.11 Salaries	\$ 38,480	\$ 39,080
.12 Overtime Wages	300	300
.13 Accrued Leave	6,160	6,530
Total . . . . .	\$ <u>44,940</u>	\$ <u>45,910</u>
1201.2 Contractual:		
.27 Repairs	\$ 100	\$ 100
.28 Telephone, Telegraph, Tolls	1,125	1,600
.29 Travel, Dues, Publications	700	700
Total . . . . .	\$ <u>1,925</u>	\$ <u>2,400</u>
1201.3 Supplies:		
.36 Office	\$ 500	\$ 500
.37 Postage	670	670
.38 Printed Forms or Pamphlets	200	200
Total . . . . .	\$ <u>1,370</u>	\$ <u>1,370</u>
1201.8 Capital:		
.84 Machinery and Equipment	\$ <u>475</u>	\$ <u>-0-</u>
Total Budget	\$ 48,710	\$ 49,680
Less Charge to Utilities	<u>(10,000)</u>	<u>(10,000)</u>
Total Net Budget . . . . .	\$ 38,710	\$ 39,680
Personnel Authorized	4	4

1962 WORK PROGRAM - CITY MANAGER

The City Manager is the chief administrative officer of the City and functions under the authority of the Council, to whom he is accountable. His duties are prescribed in the Charter and Code. Among other things, he is responsible for the supervision and coordination of the work of the departments and their employees, for preparation and policing of the annual budget, for enforcement of the Code, for administration of all contracts, and for supervision of the personnel system. As the Council develops new policies, they must be implemented by new administrative procedures.

During 1962, the Manager will prepare official statements to be sent to bond firms throughout the country, precedent to the sale of various bond issues.

From the proceeds of these bonds, the Public Works and Utilities expansion programs will be continued. These programs require close scheduling and coordination so that the facilities can be placed in use as rapidly as possible.

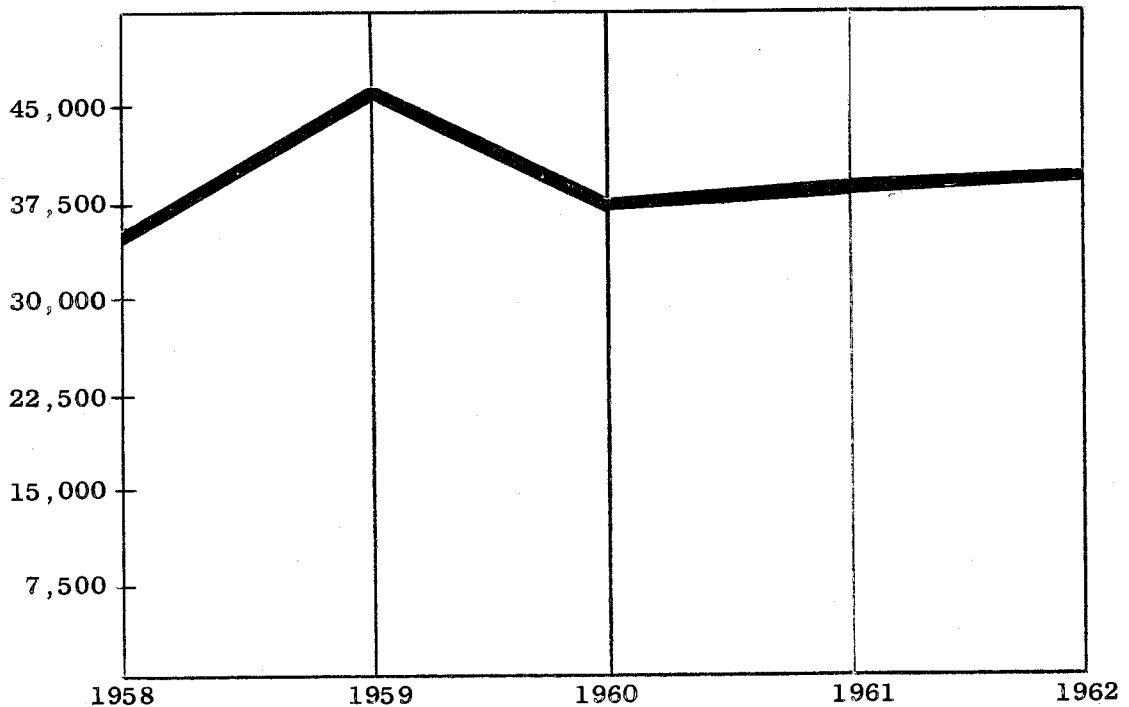
The Manager will attempt to maintain excellent working relations with the State Government, particularly with the Department of Public Works on the highway program in the Anchorage area. The Manager also works with the Military on problems of mutual interest. The 1962 legislative session will require analysis of various bills proposed affecting municipalities.

The Manager attends many of the meetings of various City Boards and Commissions, so that proper coordination can be maintained between these bodies and the administration. The Manager is also responsible for the City's public relations program, which involves personal contacts with press representatives, publication of a monthly bulletin for distribution to utility customers, preparation of the Annual Report and other informational documents, appearances before various organizations and on radio and TV.

The staff of this office consists of the Manager, Assistant to the Manager, the Secretary, and one Stenographer.

<u>Summary of Routine Work:</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Official Meetings Attended	208	186	200	200
Radio and Television Programs	11	6	8	10
Written Reports	189	123	135	150
Letters, Memos	1,547	1,308	1,400	1,400
Staff Meetings	51	51	51	51

FIVE YEAR COMPARISON EXPENDITURES



MUNICIPAL COURT AND TRAFFIC VIOLATIONS BUREAU  
ACCOUNT 1202

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1202.1 Personal Services:		
.11 Salaries	\$ 47,610	\$ 55,710
.12 Overtime Wages	400	400
.13 Accrued Leave	7,620	8,910
Total . . . . .	\$ 55,630	\$ 65,020
1202.2 Contractual:		
.22 Labor and Equipment	\$ 20,900	\$ 24,300
.27 Repairs	300	300
.28 Telephone, Telegraph, Tolls	440	560
Total . . . . .	\$ 21,640	\$ 25,160
1202.3 Supplies:		
.36 Office	725	950
.37 Postage	2,100	2,100
.38 Printed Forms	725	950
Total . . . . .	\$ 3,550	\$ 4,000
1202.8 Capital:		
.84 Machinery and Equipment	\$ 1,500	\$ 800
Total . . . . .	\$ 1,500	\$ 800
 Total Budget . . . . .	 \$ 82,320	 \$ 94,980
 Personnel Authorized	 10	 10

1962 WORK PROGRAM - MUNICIPAL COURT AND TRAFFIC VIOLATIONS BUREAU

While carried under one budget classification, the Municipal Court and the Traffic Violations Bureau are separate functions as hereinafter described.

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

The Court is staffed by a Court Clerk and two Assistant Court Clerks.

During 1961 the court instituted a policy of holding arraignments on Saturday and Sunday. It is necessary that a Court Clerk be present. This, plus recent refinements of court record keeping procedures required by the State and a constant increase in volume, required that a third person be employed late in 1961.

Traffic Violations Bureau: In 1961 this office was placed under the supervision of the Controller. The function of the Traffic Violations Bureau is to properly account for traffic citations issued by the Police Department and to receive and deposit related fines. This is accomplished through a close relationship with the Data Processing Section of the Controller's office.

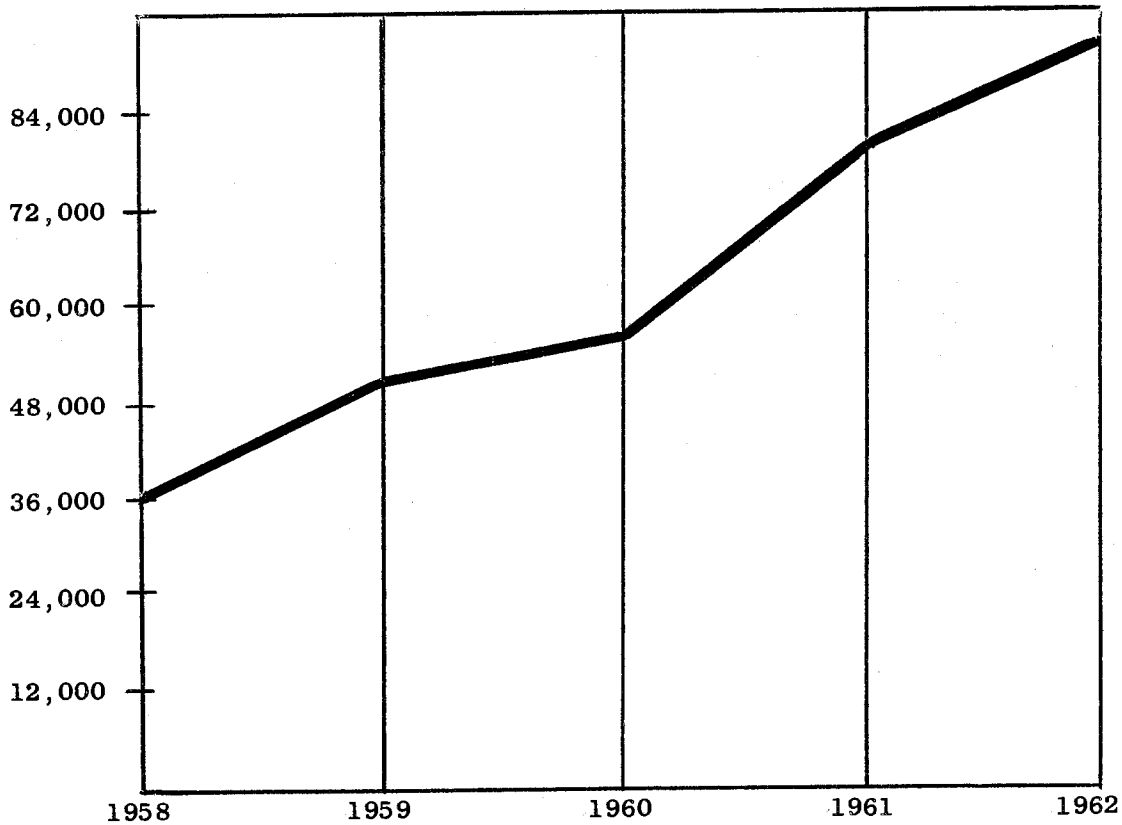
Punched cards are prepared daily from citations issued by the Police Department. These cards are filed in license number sequence in the Traffic Violations Bureau. When payment is received by mail or in person from the violator, the card is pulled and receipted. These same cards are used to verify the cash received. If the fine remains unpaid after seven days from date of issue of the citation, all remaining cards are pulled and used to mechanically prepare a warning notice which is mailed to the violator. Once again the cards are used to account for all outstanding warning notices. If no payment is received after twenty eight days from date of issue of the citation, the cards are used to prepare warrants. These warrants are turned over to the Warrant Officers in the Police Department for service.

Control of all cards outstanding in each category provides complete accountability for all transactions in the Traffic Violations Bureau. The use of data processing equipment allows rapid and accurate processing of all citations and payments.

Five employees handle the business of the Traffic Violations Bureau. The Data Processing Section's services are charged to the Bureau on a time and materials basis. \$15,000 is included in this budget under .22 for this service.

Capital requirements during 1962 include two adding machines and a mechanical letter opener.

MUNICIPAL COURT AND TRAFFIC  
FIVE YEAR COMPARISON EXPENDITURES



ELECTIONS  
ACCOUNT 1203

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1203.1 Personal Services:		
.11 Salaries	\$ 7,200	\$ 7,000
.12 Overtime Wages	800	800
.13 Accrued Leave	200	200
Total . . . . .	\$ 8,200	\$ 8,000
1203.2 Contractual:		
.21 Advertising	\$ 4,500	\$ 4,500
.22 Labor and Equipment	250	250
.25 City Equipment Rental	200	200
.26 Other Rentals	720	720
.27 Repairs	50	50
.28 Telephone, Telegraph & Tolls	80	80
Total . . . . .	\$ 5,800	\$ 5,800
1203.3 Supplies:		
.31 Building Materials	\$ 30	\$ 30
.36 Office	300	300
.37 Postage	280	280
.38 Printed Forms	2,500	2,500
.39 Tools and Work Equipment	50	50
Total . . . . .	\$ 3,160	\$ 3,160
1203.8 Capital:		
.83 Improvements other than buildings	\$ 1,500	\$ 15,000
Total Budget . . . . .	\$ 18,660	\$ 31,960
Less Charge to Anchorage		
Independent School District . . .	\$ (2,130)	\$ (2,130)
Total Net Budget . . . . .	\$ 16,530	\$ 29,830

1962 WORK PROGRAM - ELECTIONS

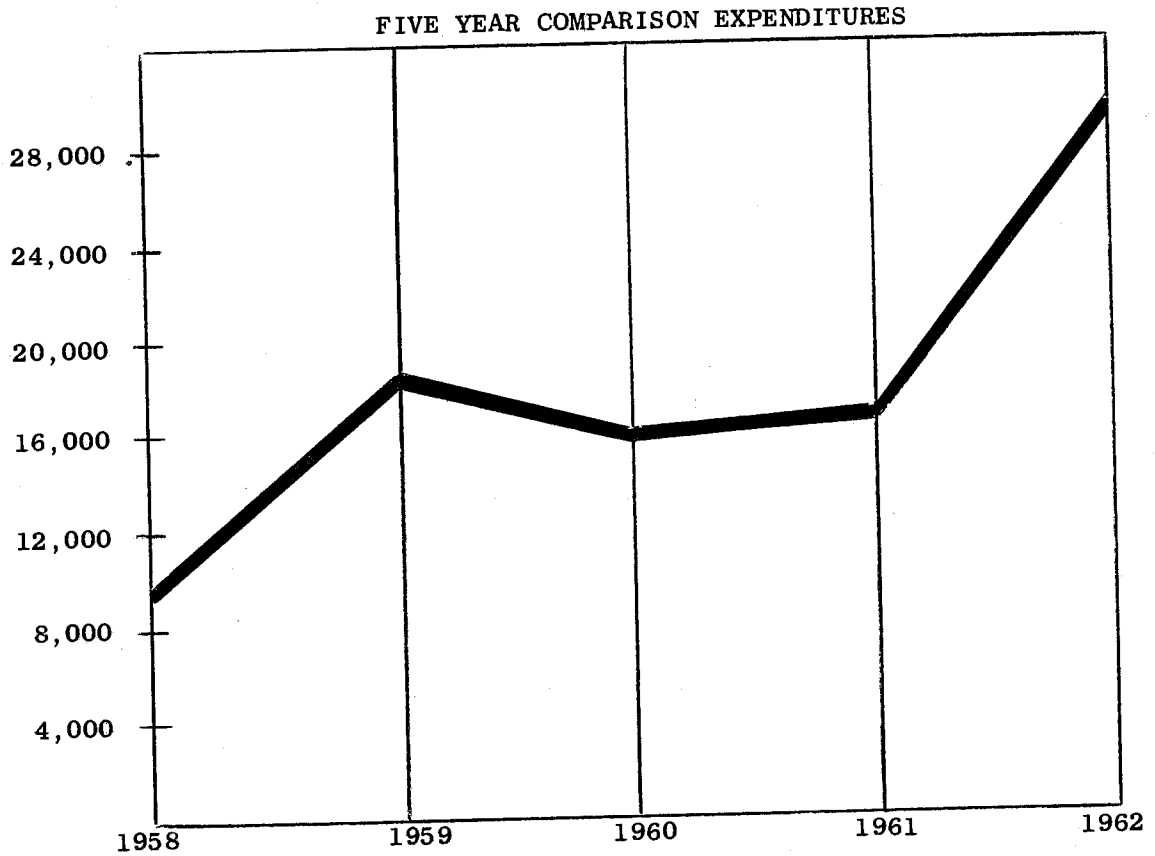
It is anticipated that one general election and one special election will be held in 1962.

Due to (1) annexed areas, and (2) increase in population in some of the original precincts, a revision of precinct boundaries has become necessary. It is hoped that prior to May, 1962, boundary changes can be recommended that



will be approved by the Secretary of State.

In the 1961 City election, two voting machines were used on a trial basis. The public reaction was so favorable that \$15,000 has been budgeted toward purchase of machines for all City precincts. The total cost will be approximately \$50,000. The machines can be obtained on a time-payment plan. The machines will be rented to the State for use in State elections. Also, we hope that the Anchorage Independent School District will obtain machines for use outside the City limits, so that a uniform voting system will be in effect in the Greater Anchorage area.



ACCOUNTING AND UTILITY BILLING  
ACCOUNT 1204

Code:	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1204.1 Personal Services:		
.11 Salaries	\$ 243,880	\$ 272,090
.12 Overtime Wages	6,000	6,000
.13 Accrued Leave	38,910	43,770
Total . . . . .	<u>\$ 288,790</u>	<u>\$ 321,860</u>
1204.2 Contractual:		
.26 Other Equipment Rental	\$ 17,800	\$ 18,240
.27 Repairs	2,200	2,300
.28 Telephone, Telegraph, Tolls	4,500	4,500
.29 Travel, Dues and Publications	440	500
Total . . . . .	<u>\$ 24,940</u>	<u>\$ 25,540</u>
1204.3 Supplies:		
.36 Office	\$ 9,600	\$ 9,600
.37 Postage	9,200	9,200
.38 Printed Forms	12,000	12,500
.39 Tools and Work Equipment	800	800
Total . . . . .	<u>\$ 31,600</u>	<u>\$ 32,100</u>
1204.8 Capital:		
.84 Machinery and Equipment	\$ 4,000	\$ 4,000
 TOTAL BUDGET	 <u>\$ 349,330</u>	 <u>\$ 383,500</u>

1204.6 Less Charges to Other Departments:

	<u>1961</u>	<u>1962</u>		
Traffic Court	4%	4%	\$ (13,970)	\$ (15,340)
Telephone Utility	42%	42%	(146,720)	(161,070)
Electric Utility	25%	25%	(87,330)	(95,870)
Water Utility	14%	14%	<u>(48,910)</u>	<u>(53,690)</u>
 TOTAL NET BUDGET	 15%	 15%	 <u>\$ 52,400</u>	 <u>\$ 57,530</u>
 Personnel Authorized:				
Full Time			47	47
Part Time			3	3

## 1962 WORK PROGRAM - ACCOUNTING AND UTILITY BILLING

The Utility Billing section provides centralized customer service, accounting and billing for the electrical, telephone, water and garbage departments of the City. This consolidation of functions results in the following:

1. The customer makes one contact to connect, disconnect or change service for all utilities.
2. One set of records is maintained to cover credit, security deposit, service and billing information.
3. One bill per month is prepared for each account rather than four.
4. One payment per month is made each month, rather than four.
5. One receipt is made by the City, rather than four.
6. One set of utility accounts receivable is maintained.
7. More efficient equipment is utilized than would be economical if the billing operation was separate.

During 1961 the entire utility billing function has been put to a severe test.. As predicted in the 1961 budget presentation, the mechanizing of the billing system has been slow and deliberate. Each step has been tested and proven before attempting the next. The conversion is, at the time of writing, slightly over 50% complete. It is anticipated that all accounts will be billed on IBM equipment prior to the end of 1961. This conversion period has been difficult since it has been necessary to operate both the old system and the new. Personnel and equipment have been necessary for both the old and new.

During the normal rush season the Telephone and Electric Union personnel went on strike for nearly a month. During this time, service orders were taken but not processed. Many telephones went out of order, requiring individual adjustments of bills. Upon return of personnel, both the Electric Department and Telephone Department went on an overtime basis to restore interrupted service and provide service for all new applications on hand. This in turn caused a mass of orders to be returned for processing and billing.

On August 1 the telephone rates were revised, which required that every telephone subscriber's billing be changed.

On September 1 the water rates were revised, which likewise caused every water account to be changed.

The billing workload has increased tremendously during the past five years, as shown on the following page:

<u>Service</u>	<u>UNITS BILLED</u>					<u>Est.</u>
	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
Electric	108,004	104,910	99,053	100,278	100,999	101,300
Water	77,184	77,633	75,904	79,968	90,137	100,000
Garbage	73,389	74,865	74,192	78,078	85,656	90,000
Telephone	107,698	126,572	134,377	144,787	158,838	170,000
Toll & Telegraph	160,707	196,359	233,233	285,550	338,685	390,000
TOTAL	526,982	580,339	616,759	688,661	774,315	851,300
% increase over prior year		10.1%	6.3%	11.7%	12.4%	9.9%

<u>SERVICE ACTIVITIES</u>						
Service Orders	24,492	25,512	27,794	26,688	33,128	40,500
Credit Applications	4,578	3,731	3,956	5,645	6,153	6,700
Final Bills	8,569	8,898	8,729	8,524	9,631	11,800
TOTAL	37,639	38,141	40,479	40,857	48,912	59,000
% increase over prior year		1.3%	6.1%	.9%	19.7%	20.6%
Personnel Authorized	24	24	25	25	28	30
% increase over prior year		0%	4.2%	0%	12%	7.1%

During 1961, two new jobs were assumed by this function; 1) Courier, whose duties were formerly handled by each City department, often with much higher paid personnel, and 2) Teletype Operator, whose job is to transmit all telephone service orders via teletype to the Telephone Department. Formerly it was necessary that a Typist copy all service orders at the Telephone Department in order to secure sufficient copies on appropriate forms for their use.

In addition to the normal billing function, this section includes the City Hall switchboard operator and the central duplicating service for the City. No attempt is made to charge the various departments or functions for time or material utilized.

Twenty nine people are contemplated for the overall Utility Billing section for 1962.

As readily may be seen, the increase of work over the years has not been matched by personnel increases. Much has been done to economize, to cut corners and to make do with the forces available. Over the years the customer has been forgotten in the attempt to do a satisfactory job under the budget allowed. The trend must change. The customer must be considered and satisfied first. He must leave the City Hall, happy with the service and treatment he has received rather than mad at everyone and everything concerning the City. This is the goal for 1962.

Accounting: The staff of the Accounting Section consists of the following:

Accounting Officer  
Accountant  
Payroll Auditor  
Internal Auditor  
Two Bookkeeping Machine Operators  
Voucher Clerk  
Clerk

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

The costs of this section are distributed to the General Fund and Utility Funds in proportion to the services rendered.

With the emphasis being placed on economy and financial control, this staff must be strengthened. It is believed that at least one qualified accountant should be available to supervise the financial affairs of each utility and the General Fund. Few cities require an accounting system as complex as exists in Anchorage since few cities operate the variety of utilities and other funds that exist in Anchorage. Yet, the size of the Accounting staff does not measure up to that required by other organizations with a budget in excess of twelve million dollars annually.

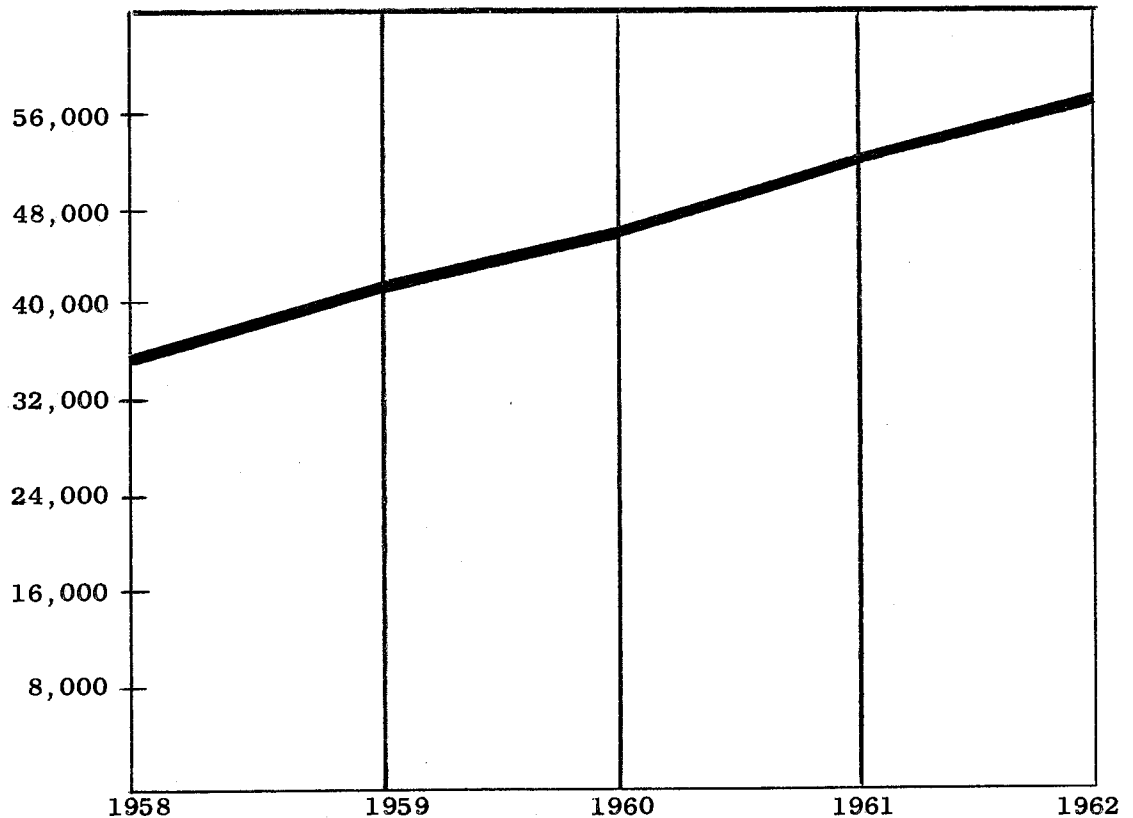
Data Processing Section: This function, since its inception during 1960, has taken over a tremendous share of the detail record keeping of the City. Presently the section is processing approximately 32,000 toll tickets per month. All traffic tickets are accounted for; warning notices and warrants are prepared for the Traffic Violations Bureau. Cost distribution for all expenditures made by the City is listed in detail for each department and summarized for accounting purposes. All utility security deposits are accounted for. Prior to the end of 1961 all Utility Billing and Accounts Receivable will be mechanized.

Many of these functions are operating smoothly and virtually taken for granted today. The number of clerks, machines and space necessary to handle these jobs by hand today would be tremendous. On this basis alone, the Data Processing Section is now paying for itself. Many projects are yet to be perfected and proven. Still many more applications are planned for the future, such as:

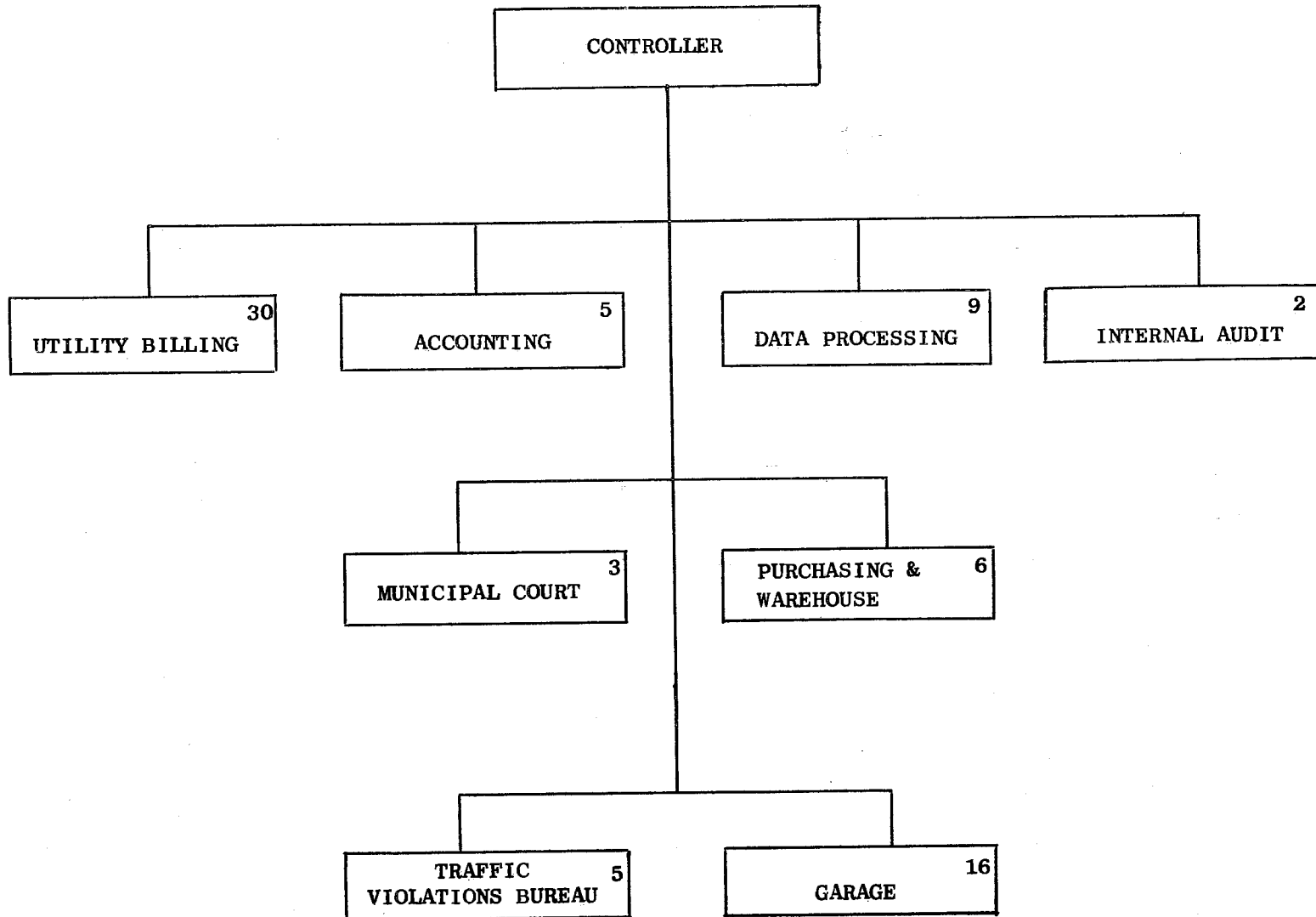
- Payroll to be applied - January 1, 1962
- Water Assessments to be applied during 1962
- Taxes to be applied during 1963
- Special assessments to be applied during 1963

Personnel requirements for 1962 include the Supervisor, two Tab Operators, four Key Punch Operators, two Verifiers and three part-time Key Punch Operators.

ACCOUNTING AND UTILITY BILLING  
FIVE YEAR COMPARISON EXPENDITURES



1962 ORGANIZATIONAL CHART - CONTROLLER



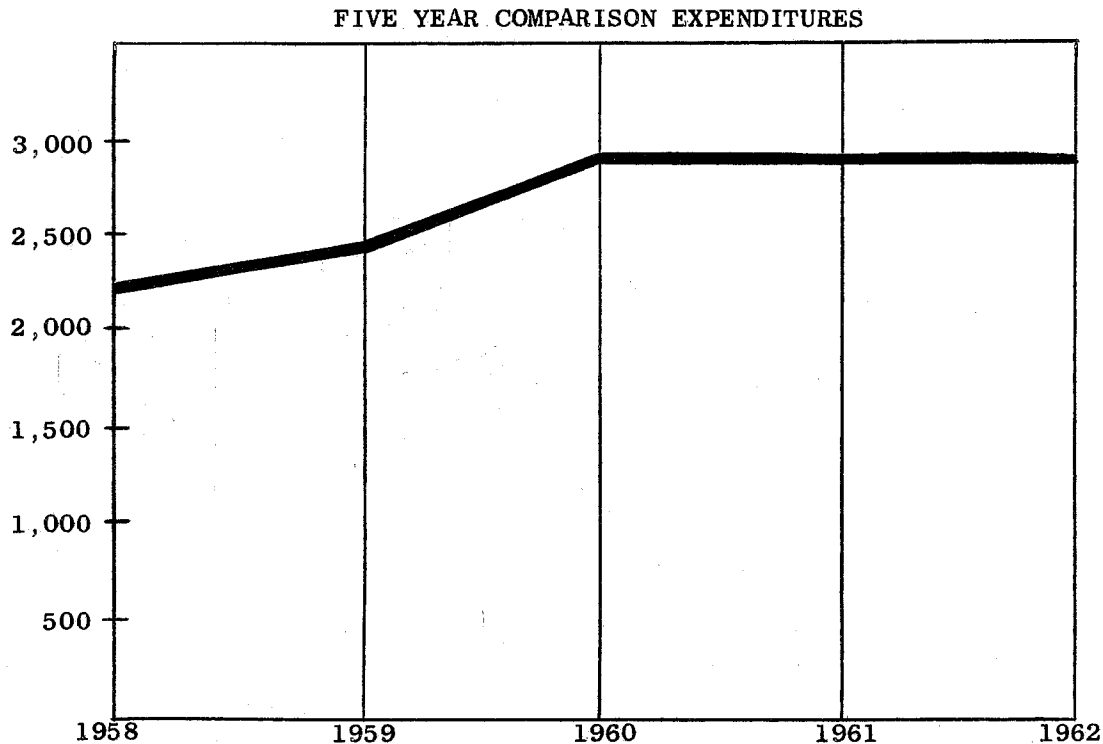
Total Personnel - 77

INDEPENDENT AUDIT  
ACCOUNT 1205

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1205.22 Contractual Labor	\$ 2,925	\$ 2,925

1962 WORK PROGRAM - INDEPENDENT AUDIT

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





TAX ASSESSOR  
ACCOUNT 1206

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1206.1 Personal Services:		
.11 Salaries	\$ 66,089	\$ 75,430
.12 Overtime Wages	750	690
.13 Leave	<u>10,574</u>	<u>12,070</u>
Total . . . . .	\$ <u>77,413</u>	\$ <u>88,190</u>
1206.2 Contractual:		
.21 Advertising	500	600
.25 Equipment Rental (City)	4,800	6,090
.26 Other Rentals	150	200
.27 Machine Repair	120	180
.28 Telephone, Telegraph, Tolls	720	840
.29 Travel, Dues and Publications	<u>600</u>	<u>600</u>
Total . . . . .	\$ <u>6,890</u>	\$ <u>8,510</u>
1206.3 Supplies:		
.36 Office	\$ 1,000	\$ 2,000
.37 Postage	2,500	3,000
.38 Printed Forms	3,000	5,000
.39 Tools and Work Equipment	<u>120</u>	<u>180</u>
Total . . . . .	\$ <u>6,620</u>	\$ <u>10,180</u>
1206.8 Capital:		
.84 Machines and Equipment	\$ 500	-0-
Total . . . . .	\$ <u>500</u>	<u>-0-</u>
 Total Budget . . . . .	 \$ 91,423	 \$ 106,880
 Less: School Portion	 \$ <u>(49,301)</u>	 \$ <u>(56,640)</u>
 Net Budget . . . . .	 \$ 42,122	 \$ 50,240
 Personnel Authorized	 9	 10

1962 WORK PROGRAM - TAX ASSESSOR

During the year 1961 this department was confronted with an additional workload due to the annexation of the Fairview area. In 1962 we will be equally as busy although there haven't been any new areas annexed. In all probability the workload will be greater as we have adopted the policy of evaluating properties on a current yearly basis instead of every five years. This in itself offers a great challenge. The department will meet this challenge with

greater effort in research, new ideas and techniques, modification, etc. in the assessment field. In so doing, we will keep astride with the progress that has been made in the past and maintain the highest standards of service that may be demanded of this office.

In comparison, the 1962 budget reflects an increase of approximately 11% over 1961. The contrasting effect of the increase will be shown in personnel salaries. Since the approval of the 1961 budget we have increased our staff by an additional Property Appraiser, created a position of Assistant Assessor and placed a temporary Clerk on permanent status. A partial percentage of the additional cost of salaries is due to yearly merit increases. Other increases of a minor nature will be found in contractual services, City equipment rental and telephone. We did not provide for any Capital Expenditures at this time as we do not anticipate the need and are hoping that none will be needed.

The Assessor's office is responsible for the appraisal of all real and personal property in the City for assessment and tax purposes. The Property Appraisers are also responsible for the makeup and listing of all taxes due the City under the general property tax ordinance. The 1962 assessment date is January 1; consequently, the first part of the year will be centered on assisting taxpayers in preparing and filing personal property returns. We expect to assist some 6,000 filers with their returns in the office as well as render some assistance to taxpayers in the field. After the close of the filing period all returns must be audited, motor vehicles assessed, indexed, tabulated, addressograph plates cut and filed for future reference and for posting to the assessment roll.

We expect to receive approximately 10,000 returns in 1962. In order to assure the receipt of this number of returns, certain steps must be taken such as confirming the valuations declared on renditions and a maximum effort made to ferret out all persons liable to assessment who have failed to file returns. Checks will be made on all businesses, apartment houses, trailer courts and dwelling houses. Contact will be made with approximately 6,000 individuals in this function. Assessments received or filed as a result of our investigative program will be placed on supplemental assessment rolls for the City in 1962. Preparation for and conducting the Board of Equalization hearings is a function of the Tax Assessor. A great deal of preparatory work and counseling of taxpayers is necessary before the Board convenes for its annual meeting. Several additional hearings will also be required in 1962 to equalize supplemental tax rolls.

The department will also handle the addressograph and billing work for 1962 with the cooperation and assistance of the Accounting Department. This involves a great deal of time and must be very carefully done, as an error can be very costly at this time in our work schedule.

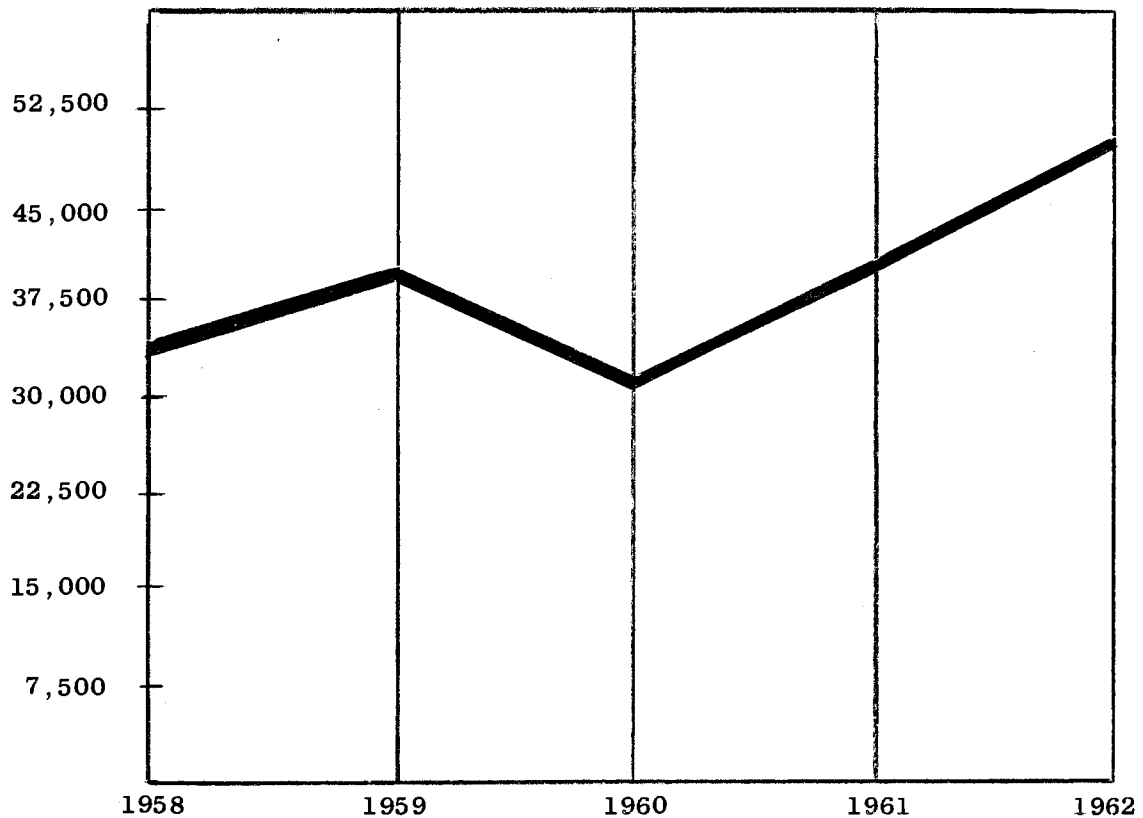
During the last half of 1962, the examination and assessment of real property will be made for the January 1, 1963 assessment date. To accomplish this, we

will inspect approximately 14,000 parcels of land. The topography, surroundings and the character of the property are noted. The zoning, public utilities and street improvements are checked. Ownership and mailing addresses are also verified. The valuation is then examined to see if all contributing factors of value have been included as outlined in the Assessment Manual. If all factors have been properly accounted for, the assessment is established and is then posted to the assessment roll.

The Assessor's office expects to appraise for assessment purposes in 1962, 26,000 structures or buildings. This requires that existing building records be taken into the field, and each building record compared to the physical property to insure the correctness of detail and specifications of the records. If a building has changed, the change is recorded and the record corrected. A note is also made as to the condition of the structure for depreciation purposes. The appraisal record is then evaluated in accordance with the cost schedules contained in the Assessment Manual. The building valuation is combined with the land valuation to arrive at the real property assessment and is then set up for posting to the assessment roll.

November and December are the months when our personal property forms and the instructions for filing are printed. The forms are mailed to all persons with connected City utilities in the corporate limits on January 1, 1962. In those areas where the City does not have at least two connected utilities, the forms are hand-carried door to door.

FIVE YEAR COMPARISON EXPENDITURES



COMPARATIVE TABLES - TAX ASSESSOR

	<u>1962 BUDGET</u>				
	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
<u>NUMBER OF ASSESSMENTS:</u>					
Land	6,775	7,175	9,175	9,925	11,000
Buildings	15,890	16,500	17,500	18,300	22,000
Personal Property	<u>10,000</u>	<u>11,000</u>	<u>11,000</u>	<u>12,000</u>	<u>10,000</u>
Total Assessments	32,665	34,675	37,675	40,225	43,000
Operating Costs - Assessor's Office	\$ 66,921	78,272	89,277	91,423	106,880
Cost Per Assessment	<u>\$ 2.05</u>	<u>2.26</u>	<u>2.37</u>	<u>2.27</u>	<u>2.48</u>
<u>ASSESSMENT BY POPULATION:</u>					
Population of City	33,500*	34,000*	37,500*	44,100*	47,000*
Per Capita Assessment	3,410	3,635	4,000	4,195	4,255
<u>ASSESSED VALUATION BY PER- CENTAGE OF TOTAL \$ VALUATION:</u>					
Land	21%	21%	24%	25%	23%
Buildings	49%	48%	46%	45%	55%
Personal Property	30%	31%	30%	30%	22%
<u>REVENUE PRODUCTION COSTS:</u>					
Total Assessed Value	\$ 114,238,200	123,605,325	150,000,000	185,000,000	200,000,000**
Tax Revenue Produced	2,284,764	2,595,712	3,450,000	4,255,000	4,600,000***
Assessment Cost to Produce One Dollar of Revenue	.0293	.0302	.0258	.0230	.0232

\* Estimated

\*\* Computed at taxable base of 70%

\*\*\* Computed at 23 Mills

CITY CLERK - TREASURER  
ACCOUNT 1207

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>		
1207.1 Personal Services:				
.11 Salaries	\$ 113,970	\$ 138,340		
.12 Overtime Wages	1,500	1,500		
.13 Accrued Leave	18,030	22,130		
Total . . . . .	\$ 133,500	\$ 161,970		
1207.2 Contractual:				
.21 Advertising	\$ 2,000	\$ 2,000		
.22 Labor and Equipment	10,500	12,500		
.24 Insurance	1,080	1,080		
.25 City Equipment Rental	1,200	1,200		
.27 Repairs	400	400		
.28 Telephone, Telegraph, Tolls	2,640	2,640		
.29 Travel, Dues and Publications	430	430		
Total . . . . .	\$ 18,250	\$ 20,250		
1207.3 Supplies:				
.36 Office	\$ 1,300	\$ 1,300		
.37 Postage	5,000	5,000		
.38 Printed Forms	1,000	1,000		
.39 Tools and Work Equipment	200	200		
Total . . . . .	\$ 7,500	\$ 7,500		
1207.6 Cash Over and Short	\$ 300	\$ 300		
1207.8 Capital:				
.84 Machinery and Equipment	\$ 2,190	\$ -0-		
Total . . . . .	\$ 2,190	\$ -0-		
Total Budget	\$ 161,740	\$ 190,020		
Less: Charges to Utilities:	<u>1961</u>	<u>1962</u>		
Telephone Utility	33%	33%	\$ (53,239)	\$ (63,700)
Electric Utility	19%	19%	(30,730)	(36,100)
Water Utility	13%	13%	(21,020)	(24,700)
Total Net Budget	35%	35%	\$ 56,751	\$ 66,520
Personnel Authorized			20	22

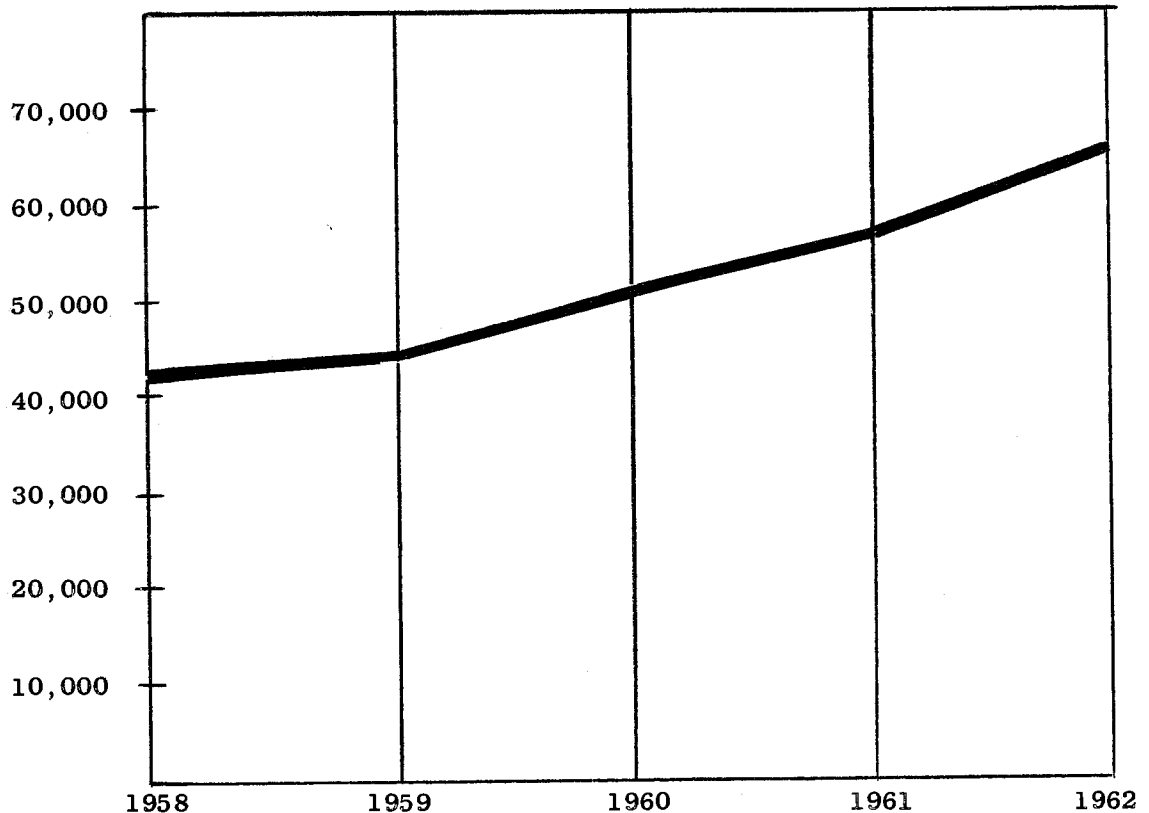
## 1962 WORK PROGRAM - CITY CLERK-TREASURER

The office of the City Clerk-Treasurer performs the services of Clerk of the Council, compiles Council minutes, is custodian of official documents, conducts elections, and is registrar of voters. This official is also custodian of all money received by the City, trustee of City bank accounts, collector of taxes, special assessments, licenses, service charges, utility bills and parking meter collections. The Clerk-Treasurer also approves all checks representing payments by the City.

The increasing volume of City accounts, both personal property and utility accounts, requires the addition of one collector's assistant, which brings the total personnel to 20 plus 2 one-half-time employees.

No capital improvements have been anticipated. However, consideration has been given to the purchase of cash registers after the conversion of utility billing to IBM has been completed. We are hopeful that a time saving would be effected which would postpone for some time the increasing need for an additional cashier.

FIVE YEAR COMPARISON EXPENDITURES



PURCHASING AND WAREHOUSING  
ACCOUNT 1208

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1208.1 Personal Services:		
.11 Salaries	\$ 53,001	\$ 53,060
.12 Overtime Wages	200	480
.13 Accrued Leave	1,830	1,960
Total . . . . .	\$ 55,031	\$ 55,500
1208.2 Contractual:		
.21 Advertising	\$ 900	\$ 900
.22 Labor & Equipment (other than city)	100	1,300
.23 Electricity & Water	0	2,400
.24 Insurance	1,500	1,500
.25 City Equipment Rental	32,300	31,920
.27 Repairs	300	100
.28 Telephone, Telegraph, Tolls	600	600
.29 Travel, Dues & Publications	150	150
Total . . . . .	\$ 35,850	\$ 38,870
1208.3 Supplies:		
.34 Heating Fuel	0	4,200
.35 Household & Janitorial	0	100
.36 Office	300	300
.37 Postage	400	400
.38 Printed Forms	300	300
.39 Tools and Work Equipment	0	100
Total . . . . .	\$ 1,000	\$ 5,400
1208.8 Capital:		
.82 Buildings	0	2,000
.84 Equipment	100	500
Total . . . . .	\$ 100	\$ 2,500
Total Budget	\$ 91,981	\$ 102,270
1208.6 Less Charges to Using Activities	(91,981)	(102,270)
TOTAL NET BUDGET . . . . .	\$ 0	\$ 0
Personnel Authorized	6	6

1962 WORK PROGRAM - PURCHASING AND WAREHOUSING

This department is operated by the Controller who acts as Purchasing Agent.

Two clerical assistants handle the purchasing and stock record functions while three warehousemen and a chief warehouseman handle the materials, pickup of local purchases and delivery of supplies to all City departments.

The three City-owned utilities require purchase and storage of large quantities of specialized materials. Centralized purchasing provides a method of combining departmental requisitions to obtain better prices as a result of volume buying. Perpetual inventory records are maintained. A physical inventory is taken yearly.

Estimated workload for 1962 purchasing, with comparisons for 1960 and 1961 are:

	<u>Actual 1960</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
Price Quotations & Sealed Bids			
Issued	2,593	2,500	2,500
Local Purchase Requisitions Issued	6,023	6,500	6,800
Purchase Orders Issued	796	830	850
Warehouse Material Issues	5,919	5,500	5,500
Freight Received (Tons)	1,491	1,400	1,400
Purchase Value	\$ 2,832,929	\$ 1,500,000	\$ 1,500,000
Value of Warehouse Issues	\$ 595,117	\$ 600,000	\$ 600,000

Inventory Values:

Electric Utility	\$ 208,947	\$ 220,000	\$ 220,000
Telephone Utility	307,579	320,000	320,000
Water Utility	176,925	150,000	150,000
General Fund	<u>55,697</u>	<u>60,000</u>	<u>60,000</u>
Total . . . . .	\$ 749,148	\$ 750,000	\$ 750,000

Beginning in 1961 the department pays rent to the General Fund at the rate of \$2,500 per month and adds this to its normal operating costs. The total cost of Purchasing and Warehousing is returned to the General Fund through an overhead charge on the issues of material from stock. In addition a reduced charge is made for direct purchase of material for a department not going through stock. Large construction contracts and other sizeable purchases of services or equipment for which little purchasing and no warehousing effort is expended has no service charge added.

The service charges are not actually added to each material issue and purchase order, but rather are added to the total issues and purchases for each departmental account each month. This is done mechanically through use of the City's tabulating equipment with little or no additional manual labor. The



overhead rates are closely reviewed at least quarterly to insure that they are sufficient to cover all purchasing and warehousing costs but are not excessive.

For 1962 the separate budgetary account (1217) to cover the cost of maintaining and operating the warehouse building has been eliminated. That expense is included under this account. In addition, the maintenance and operation cost for the old city jail will be carried by the warehouse budget. This accounts for a \$8,100 increase to this account that in past years has been included elsewhere in the General Fund Budget.

\$2,000 has been budgeted to cover the cost of converting the boiler in the warehouse to natural gas during 1962. The saving in fuel cost and the reduced cost of maintenance of the heating system is expected to pay the cost of conversion in a minimum of three years. \$500 is budgeted under capital equipment to provide for purchase during 1962 of steel shelving and two hand trucks for use in the warehouse.

CITY ATTORNEY - LAW  
ACCOUNT 1209

<u>Code</u>		<u>Estimated 1961</u>	<u>Estimated 1962</u>
1209.1	Personal Services:		
	.11 Salaries	\$ 51,524	\$ 60,690
	.12 Overtime Wages	250	250
	.13 Accrued Leave	7,760	9,710
	Total . . . . .	\$ 59,534	\$ 70,650
1209.2	Contractual:		
	.22 Labor & Equipment other than City	\$ 7,000	\$ 6,000
	.27 Repairs	200	250
	.28 Telephone, Telegraph, Tolls	1,700	1,850
	.29 Travel, Dues & Publications	1,600	1,800
	Total . . . . .	\$ 10,500	\$ 9,900
1209.3	Supplies:		
	.36 Office	\$ 725	\$ 800
	.37 Postage	225	250
	.38 Printed Forms	300	250
	Total . . . . .	\$ 1,250	\$ 1,300
1209.4	Miscellaneous:		
	.40 Cost of Litigation	\$ 2,000	\$ 3,500
	Total . . . . .	\$ 2,000	\$ 3,500
1209.8	Capital:		
	.84 Machinery & Equipment	\$ 500	\$ 500
	Total	\$ 500	\$ 500
	Total Budget . . . . .	\$ 73,784	\$ 85,650
1209.6	<u>Less Charges to Utilities</u>	<u>1961</u>	<u>1962</u>
	Telephone Utility	20%	20%
	Electric Utility	22%	22%
	Water Utility	10%	10%
	Port	8%	6%
	Total Net Budget . . . . .	40%	42%
		\$ 29,514	\$ 36,110
	Personnel Authorized	9	9

1962 WORK PROGRAM - CITY ATTORNEY

The City Attorney's office is responsible in representing the City's interest in all courts; furnishing legal advice and counsel to the City Council and

City department heads; preparation of ordinances, resolutions and all other legal documents; filing and processing law suits for the collection of delinquent personal property taxes and delinquent utility accounts; investigation, adjustment, settlement or litigation of all claims for damage against or on behalf of the City; preparation of necessary forms, reports and statements in connection with accidents involving City vehicles; editing all new ordinances as revisions to the Code of Ordinances of the City and supervising publication and distribution to persons holding Code books.

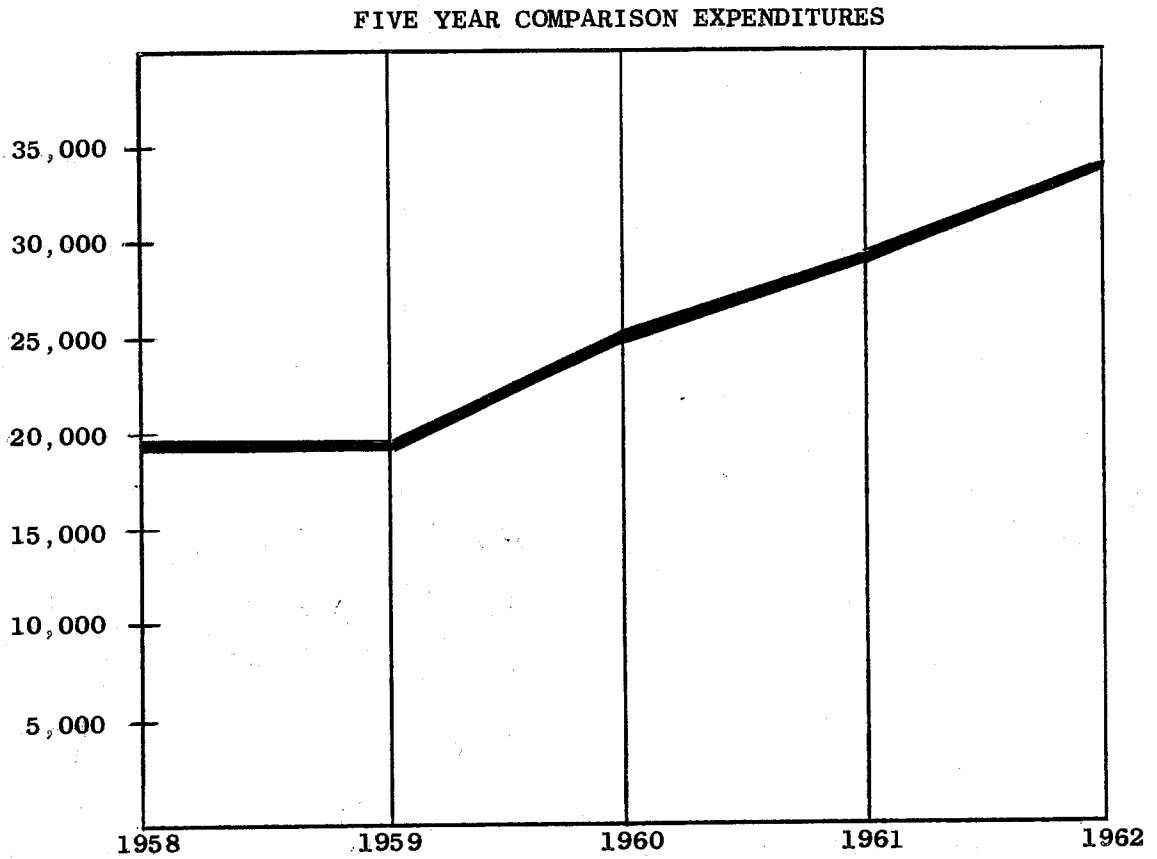
The Right-of-Way Department is attached to the City Attorney's office for administrative purposes. The Right-of-Way Department charges its salaries against each project in proportion to the amount of work done on the project. Generally, the work program for this department consists of obtaining easements and rights of way for improvement projects and includes as well, land acquisition for the City departments. Right-of-Way Department concerns itself with the property management for all City property and is presently compiling a real property inventory for the City. The cost of property management is charged to the account. \$1,000 has been provided for 1962 for property management.

There remains considerable revision required in the Code of Ordinances of the City to bring it in conformity with the home rule charter. Possible amendments to the charter may have to be studied and drafted as well as appearances before the Legislature for legislation to implement the charter and general municipal powers. Parts of the charter may have to be litigated, to determine their validity, or for judicial interpretation. The program of condemning deteriorated and dangerous structures will be continued by agreement with the property owner wherever such agreement can be amicably arranged, otherwise by hearing before the Council as a Board of Adjustment. The City Magistrate Court has been abolished under the State court system and there has been substituted a District Magistrate Court. Prosecutions, even for City ordinance violations, are in the name of the State. The Chief Justice and the Administrative Officer of the State Supreme Court have requested that the City continue the practice of furnishing the prosecuting attorney for ordinance violations. The professional staff of the City Attorney's office will be deputized under the Attorney General's office for this purpose. The number of ordinance violations have been increasing for the past few years at the rate of 30% per year. Because of a provision in the magistrate's act permitting the retention of fines and forfeitures by municipalities, it is anticipated that the City, by agreement with the state, will continue to furnish the court with clerical services and will merely reimburse the state out of the fines and forfeitures for the cost of furnishing a part-time judge. The rate of collection of such fines and forfeitures should permit allocation of part of the cost of furnishing the prosecuting attorney to this service. Approximately ten hours per week is required of this office in connection with City Court (Magistrate Court) matters.

The operation of the three City-owned utilities constitutes approximately 60 percent of the work load for the City Attorney's office. The estimated work load for the various categories of legal work follows:

Number of Court Appearances:	
Magistrate's Court (Criminal & Traffic)	2,000
Magistrate's Court (Civil)	300
Superior Court*	80
Supreme Court	3
Written Opinions	50
Instruments prepared	60
Ordinances & Resolutions	140

\*Includes appeals from the Magistrate's Court.



PLANNING AND ZONING  
ACCOUNT 1210

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1210.1 Personal Services:		
.11 Salaries	\$ 39,847	\$ 48,030
.12 Overtime Wages	200	500
.13 Accrued Leave	6,375	7,670
Total . . . . .	\$ 46,422	\$ 56,200
1210.2 Contractual:		
.21 Advertising	\$ 1,000	\$ 1,000
.22 Labor and Equipment	10,000	9,000
.26 Other Equipment Rental	150	300
.27 Repairs	125	200
.28 Telephone, Telegraph & Tolls	700	700
.29 Travel, Dues and Publications	1,400	900
Total . . . . .	\$ 13,375	\$ 12,100
1210.3 Supplies:		
.36 Office	\$ 1,000	\$ 1,000
.37 Postage	600	500
.38 Printed Forms	2,500	2,000
.39 Tools and Work Equipment	300	300
Total . . . . .	\$ 4,400	\$ 3,800
1210.8 Capital		
.84 Machinery and Equipment	\$ -0-	\$ 1,000
Total Budget	\$ 64,197	\$ 73,100
Personnel Authorized	6	6

1962 WORK PROGRAM - PLANNING AND ZONING

During 1961 the Planning Department completed the most extensive work program heretofore undertaken. With the assistance of Wilsey, Ham & Blair, Planners and Engineers, a 20-year General Plan for the Development of the Anchorage Metropolitan Area was prepared. The planning staff contributed in the research, review and extensive public relations on this program. A third technical bulletin, "Airports and Urban Planning," was also completed. A Capital Improvement Report for 1961 was the third most important report prepared by this Department.

The amount of anticipated work in the Planning Department for 1962 will increase considerably over that of 1961. For this reason, the planning staff

has been authorized an additional planning technician. The Planning Department personnel will consist of four technicians, including the Director, and two secretaries. This decision was based on the anticipated 1962 work program and increase in administrative functions. The following is an outline of that program:

1. Preparation of a new Zoning Ordinance.
2. Preparation of new Subdivision Regulations
3. Technical assistance for specific projects under the Area Redevelopment Act.
4. Detailed review of State highway route selections.
5. Preparation of a Central Business District Plan.
6. Submission of a Five-Year Capital Improvement Program.

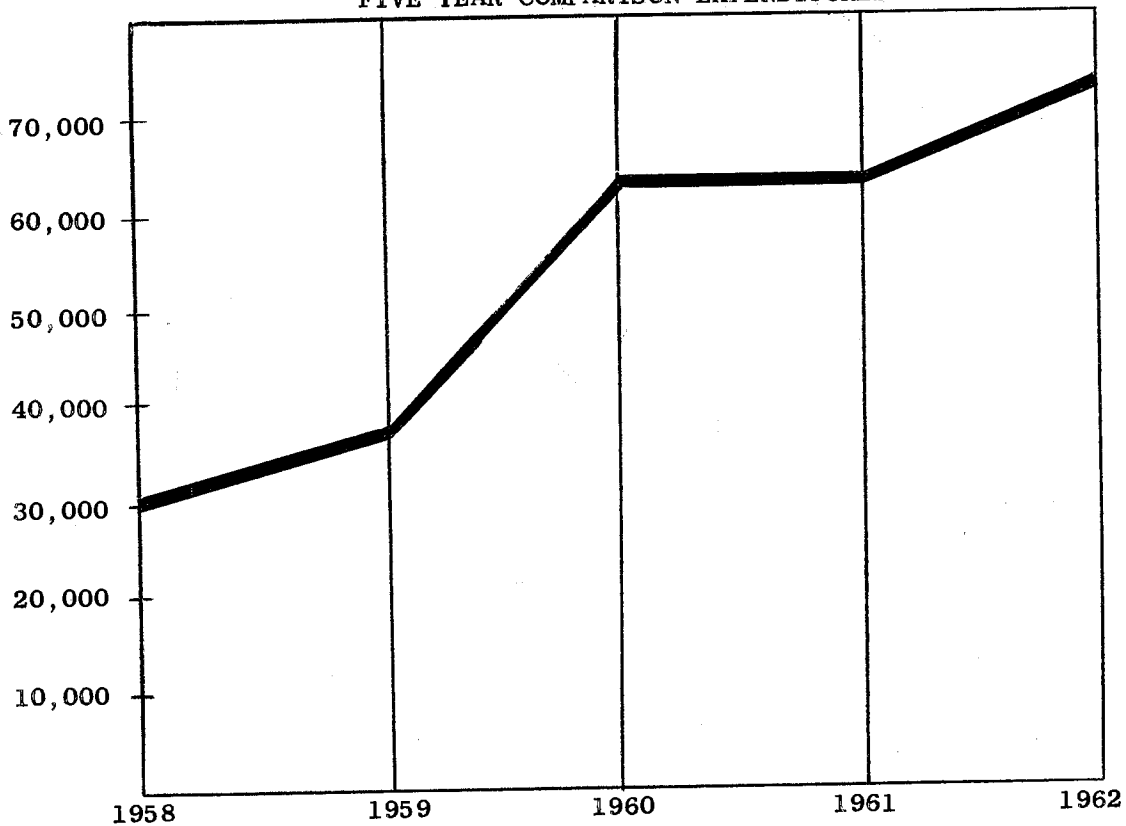
In addition to the above, the administrative functions are anticipated to be at least as intensive as those in the period September 1960 to August 1961, which is as follows:

<u>Case Studies</u>		<u>Inquiries</u>	
Subdivision	11	Subdivision & Platting	425
Resubdivision & Vacation	56	Zoning & Zoning Exception	251
Zoning & Zoning Exception	25	Planning & Miscellaneous	870
	<u>92</u>		<u>1,546</u>
 <u>Meetings</u>		 <u>Administrative &amp; Correspondence</u>	
Regular Commission	24	Commission Minutes	51
Special Commission	27	Commission Resolutions	102
Other (not including		Public Notices	1,646
City Council)	66	Correspondence	1,022
	<u>117</u>		<u>2,821</u>

With the anticipated relocation of the Planning Department office to the City Hall, and due to the fact that the department has been operating since July with half of its authorized technical staff, an additional workload has been placed on the department. However, it is hoped that the two positions now vacant will be filled by January 1 and that the Planning Department will then be in a position to meet its obligations to the public and the City Administration in a highly professional manner.

In addition to the departmental budget increase to accommodate the newly authorized Planning Assistant I position, additional equipment and office furniture will be necessary. By reducing the anticipated needs of postage and printed forms, equipment needs can be offset. The amount found under contracted labor is the City's cash contribution previously authorized for the writing of the Zoning Ordinance and Subdivision Regulations. Reapplication has been made to utilize the same amount of cash contribution, taking advantage of the Area Redevelopment Act.

PLANNING AND ZONING  
FIVE YEAR COMPARISON EXPENDITURES



MUNICIPAL BUILDINGS

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
<b>Contractual:</b>		
.22 Labor and Equipment	\$ 19,740	\$ 18,200
.23 Electricity and Water	16,940	20,400
.24 Insurance	1,600	5,700
.26 Rental	25,920	10,320
.27 Repairs	8,100	4,100
Total . . . . .	\$ 72,300	\$ 58,720
<b>Supplies:</b>		
.34 Heating Fuel	\$ 20,900	\$ 21,000
.35 Household and Janitorial	3,710	6,100
Total . . . . .	\$ 24,610	\$ 27,100
<b>Capital:</b>		
.82 Buildings	\$ 60,000	\$ -0-
Total . . . . .	\$ 60,000	\$ -0-
 Total Budget . . . . .	 \$ 156,910	 \$ 85,820

1962 WORK PROGRAM -- MUNICIPAL BUILDINGS

Municipal buildings are accounted for separately but for the sake of simplicity are presented together herein. The account number, estimated cost and work program for each is as follows:

City Hall - Account 1211 - \$21,200: Normal maintenance and operation consisting of electricity, water, insurance, fuel and janitorial service is anticipated.

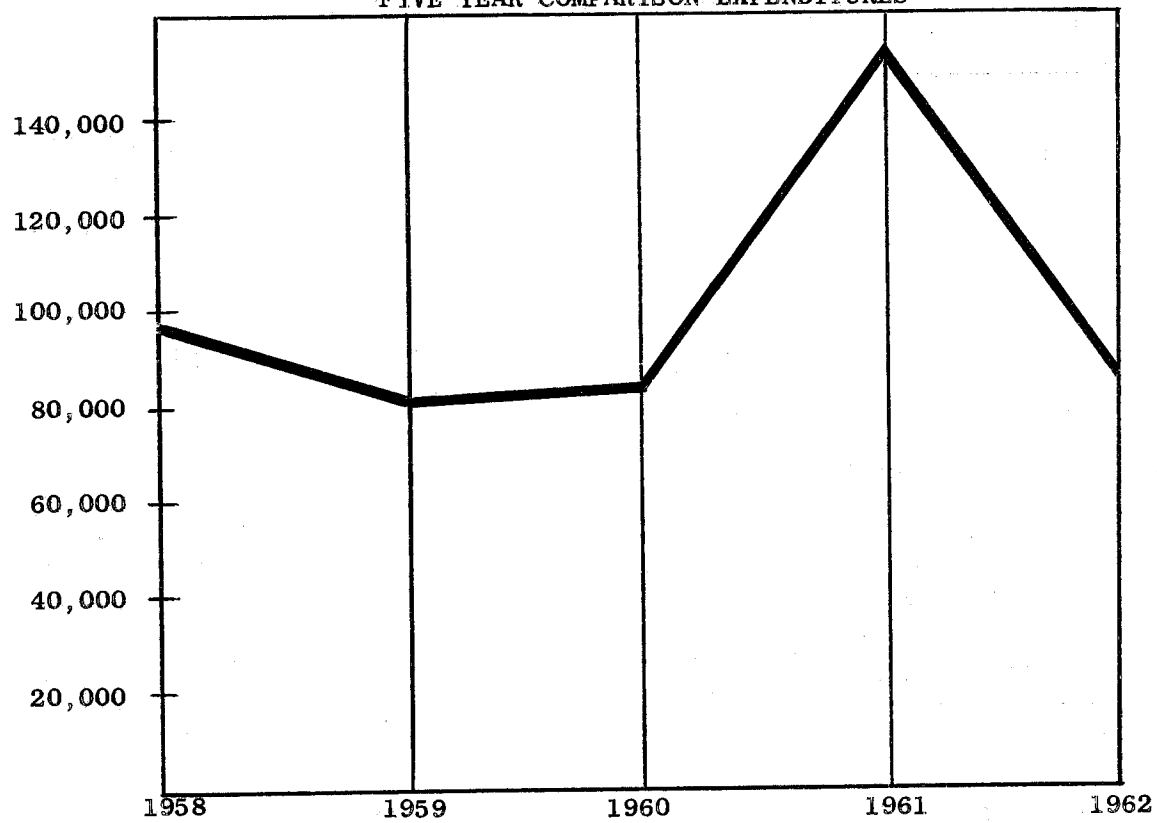
Engineers' Building - Account 1215 - \$22,120: Rent @ \$860 per month and other normal operating expenses are budgeted.

Library Building - Account 1218 - \$18,100: In addition to normal maintenance and operation costs, \$1,500 is budgeted to paint the Library interior.

Public Safety Building - Account 1219 - \$24,000: The major items of expense for this new building are utilities, insurance, janitorial supplies and heating system maintenance.



MUNICIPAL BUILDINGS  
FIVE YEAR COMPARISON EXPENDITURES



COMMUNITY PROMOTION  
ACCOUNT 1212

Code	Estimated 1961	Estimated 1962
1212.2 Contractual:		
.22 Labor and Equipment	\$ 5,600	\$ 4,000
.23 Electricity and Water	200	-0-
.24 Insurance	1,050	1,050
.27 Repairs	100	100
.28 Telephone	620	600
Total . . . . .	7,570	\$ 5,750
1212.3 Supplies:		
.31 Building Materials	\$ 250	\$ 250
.38 Printed Forms	1,000	1,000
Total . . . . .	\$ 1,250	\$ 1,250
1212.8 Capital:		
.83 Improvements other than buildings	\$ 4,600	\$ -0-
Total Budget . . . . .	\$ 13,420	\$ 7,000

1962 WORK PROGRAM - COMMUNITY PROMOTION

The Community Promotion funds are to cover expenses and contributions for community wide functions and programs.

The expenditures authorized by the Council in the past and provided in this budget for 1962 are as follows:

Santa Claus Lane Project	\$ 3,000
Alaska Festival of Music	1,000
Annual Report Publication	1,000
Fire Insurance, Sydney Laurence Auditorium	1,050
Civil Air Patrol Phone	420
Alaska Rescue Group Phone	180
Film and Graphic Materials	250
Repairs to All America City Sign	100
Total . . . . .	\$ 7,000

COMMUNITY PROMOTION  
FIVE YEAR COMPARISON EXPENDITURES



POLICE DEPARTMENT  
ACCOUNT 1220

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1220.1 Personal Services:		
.11 Salaries	\$ 505,640	\$ 522,590
.12 Overtime Wages	250	250
.13 Accrued Leave	80,900	83,620
Total . . . . .	\$ 586,790	\$ 606,460
1220.2 Contractual:		
.21 Advertising	\$ 300	\$ 450
.22 Labor & Equipment (other than City)	5,000	7,000
.24 Insurance	900	1,250
.25 City Equipment Rental	45,000	52,000
.27 Repairs	250	-0-
.28 Telephone, Telegraph & Tools	4,000	4,800
.29 Travel, Dues & Publications	1,000	1,500
Total . . . . .	\$ 56,450	\$ 67,000
1220.3 Supplies:		
.32 Food, Clothing & Medical (Including cleaning allowance)	\$ 200	\$ 2,800
.35 Janitorial	300	-0-
.36 Office Supplies	2,000	2,000
.37 Postage	300	400
.38 Printed Forms & Pamphlets	3,000	3,300
.39 Small Tools & Work Equipment	1,000	1,000
Total . . . . .	\$ 6,800	\$ 9,500
1220.4 Miscellaneous:		
.40 Unclassified	\$ 700	\$ 1,500
.41 Cash Overage & Shortage	50	50
Total . . . . .	\$ 750	\$ 1,550
1220.8 Capital:		
.84 Equipment	\$ 3,000	\$ 5,500
Total . . . . .	\$ 3,000	\$ 5,500
Total Budget . . . . .	\$ 653,790	\$ 690,010
Personnel Authorized	66	66

## 1962 WORK PROGRAM - POLICE DEPARTMENT

A Police Department deals, for the most part, with the actions and behavior of human beings. There are at least four types of criminal behavior; first, there are the so-called major crimes - felonious homicide, rape, robbery, aggravated assault, burglary, larceny, auto theft, forgery, counterfeiting, embezzlement, fraud, blackmail, arson and kidnapping. Second - offenses against public morals - vice, gambling, liquor, drugs and offenses against the family. Third - offenses which have to do with the maintenance of peace; disorderly conduct, possession of weapons, assault, trespassing and vagrancy. And finally there are violations of traffic and other regulations not covered by the first three classifications.

But the Police Department is more than a law enforcement agency; it has a broader responsibility in regards to the offenses mentioned above. Police activities involve:

1. The prevention of criminality. This is one of the newer responsibilities of the police. It is being more and more clearly realized that a constructive approach to the crime problem must go to its very roots, to the factors in the community life which creates criminal tendency and leads the criminal to indulge in anti-social behavior. Studies must be made of actual cases to determine the cause that led to delinquency and on the basis of these facts, attempts must be made to eradicate the causes.

2. Repression of crime. This is a function more firmly imbedded in the police practice. Adequate patrol plus continuous effort toward eliminating or reducing hazards, is stressed as a means of reducing the opportunity for criminal activity.

3. Apprehension of offenders. Apprehension and certain punishment discourages the would-be offenders by making the consequences of crime seem less pleasant. In addition to the repressive influence, apprehension enables society to punish offenders, prevents a repetition of these offenses by restraining their movement and provides an opportunity for their rehabilitation.

4. Recovery of Property. This is an activity intended to reduce the money cost of crime as well as to restrain those who, though not active criminals, might benefit from the gains of crime.

5. Regulation of non-criminal conduct. Many police activities are concerned only incidentally with criminal behavior. Their main purpose is regulation and apprehension and punishment of offenders by means of securing obedience. Other methods used to obtain compliance are, education of the public in the danger inherent in the disobedience of regulations, and the use of warnings - either oral or written - which informs the citizens of the violations but do not penalize him. Examples of such activities are, the regulation of traffic, enforcement of minor regulations of sanitary and

street use. This type of regulation is time-consuming and drains police energies from those tasks which are more important in the public eye.

The goal of the Police Department, in general, is to effectively discharge the five purposes. Any of these specified responsibilities of the department should be evaluated in these terms. It is obvious, however, that without sound management of police activities, without effective utilization of manpower and other sources, without complete and accurate recording of all crimes and actions taken in dealing with them, the Department will not achieve its purposes. In short, there is no effective Police Department where the Police Administration is ineffective.

The most important improvement during 1961, of course, was the occupation of new quarters in the Public Safety Building. Clean, light, roomy working conditions improved not only the quality of work performed, but the morale of the entire department.

Elsewhere in this message we mention some of the new equipment acquired during the past year and we expect to continue to purchase modern equipment to increase the efficiency of the Department.

One of the biggest anticipated projects for 1962 is the microfilming of records. The accumulation of records, over the years, presents a storage problem of some magnitude because no reports, records or documents of any kind may be destroyed. Filing cabinets are expensive and occupy a considerable amount of space, but if the documents are recorded on film the space they occupy will be about one-tenth of the present requirements and it will not be necessary to continuously purchase filing cabinets. Estimated cost of this program is \$3,000.

We also need a comparison microscope for use in the crime laboratory and an electric typewriter is necessary for transcription of dictated reports and material.

To complete the new quarters we need additional chairs and tables and approximately \$1,500 is required to complete the firearms range.

#### OPERATIONS DIVISION:

The Operations Division is the largest in the Police Department and has a total of 59 personnel. This division contains the Patrol Bureau, Traffic Bureau, Investigative Bureau and the 2 Policewomen. The Division is headed by a Captain who is assisted by three Lieutenants and four Sergeants.

Patrol Bureau: Principal functions of the Patrol Bureau are to preserve the peace, prevent violations of laws and ordinances, arrest offenders, and give aid, relief and information to all citizens as circumstances require.

This Bureau is manned by 34 patrolmen, two Lieutenants and three Sergeants. Active patrol around the clock is provided by dividing the number of officers into three shifts: Day shift - 13 men including Sergeant; Swing Shift - 12 men including Sergeant; Graveyard Shift - 12 men including Sergeant.

The Sergeants form the first line of supervision in controlling the activities of the patrolmen and they are responsible for on-the-job training, proper preparation of reports and other duties that may be assigned. Lieutenants assist the Captain in his duties and provide over-all supervision to the shifts. They also provide supervision to other Bureaus when their Commanders are absent.

The daily average strength of each shift is 7 men, due to days off, leave, and one man at the desk.

The City has been divided into six patrol beats enabling the Department to give faster, more efficient service, as expected of a Police Department. We have been unable, with present personnel, to provide and maintain a constant foot patrol, but have been able to provide this service two days a week. This occurs on the swing and graveyard shifts on weekends. There is a need for four additional officers to maintain foot patrol five days a week. A constant foot patrol would save the taxpayer a considerable amount of money, in the main business district, because foot patrol is a deterrent to crime. Foot patrol often enables officers to stop trouble before it begins. The Department has two small radios that are light enough to be carried on the belts of the officers. They have proven to be very valuable on foot patrol and on stakeouts. We plan to utilize these radios on traffic control during functions such as those that occur at the High School.

The program of inspecting homes of persons on vacation has been a great success and has resulted in much favorable comment. Unlocked doors and windows have been discovered, for instance, and probable break-ins and vandalism prevented. Public response to this service has been excellent.

Favorable comment has been made also concerning the discovery of unlocked doors and windows in the business sections of the City. Patrols concentrate in these sections of the City during the hours of darkness. This type of activity helps educate the businessmen in the prevention of crime.

Several items of new equipment have been acquired: a Roll-A-Tape for use at accident scenes to measure skid marks, distance from other objects, etc. The Officers themselves purchased completely new uniforms and the leather jacket is obsolete. Each patrol vehicle is equipped with first aid kit and fire extinguisher so that most emergencies can be handled on the spot. Several restraint belts were purchased and are used when transporting dangerous felons, mentally ill persons and others who might be a source of trouble.

We believe there is a definite need for two full-time officers whose sole duties would be the enforcement of laws governing licensed beverage dispensary establishments. At present we are unable to prosecute many violations that occur in these

places because of lack of man-power. This type of enforcement is a full-time job, but would result in prevention of many cases of serving minors or intoxicated persons and would prevent many fights and disturbances and result in a general up-grading of all such establishments.

Investigative Bureau: The Investigative Bureau of the Anchorage Police Department is composed of one Lieutenant, one Sergeant, six Investigators, one Vice Investigator and one identification employee. The primary functions of this unit are the investigation of felonies and some misdemeanors, vice activities, recovery of stolen property, identification, apprehension and prosecution of offenders.

With the strengthening of the investigative force it will now be possible to assign officers to particular types of crime such as burglary detail, checks and frauds, crimes of violence, larceny, etcetera. It is felt that this will increase efficiency due to the fact that all of a given type of crime will be assigned to one detail, and method of operation can be more closely watched.

Sgt. Anderson successfully completed a training course in the use of the Polygraph machine. A machine was purchased and its use should prove to be of great benefit to the investigative unit as well as other divisions of the Department.

The Field Interrogation Card System has proven very effective and has been the means of solving a number of serious crimes. The system will be continued.

A good recording system has been acquired so that interrogations and statements can be recorded and preserved as evidence. This proves proper conduct on the part of investigators during interrogations and statement taking.

The sharp increase in serious forgery cases has created a work load problem in that type of crime. It is expected that another officer will have to be assigned to assist in that category.

During 1961 one Investigator was assigned for approximately one month on a \$64,000 civil suit against the City. As a result of that investigation the City won the case. It is estimated that most of one officer's time could be utilized in this type of investigation, with good results and at considerable saving to the City.

There are approximately 100 pending cases at this time in the investigative section and this number changes almost daily.

Traffic Bureau: The Traffic Bureau consists of one sergeant, two traffic officers and three parking enforcement officers (female). In addition, two officers, whose salaries are paid by the Traffic Violations Bureau, work full time at serving Warrants for Failure to Appear.



Main functions are: 1) Traffic direction; only a police officer has the authority to direct traffic or change the flow of traffic. 2) Accident investigation. 3) Enforcement; after determining that a traffic law has been violated, to take enforcement action against the violator.

The Traffic Sergeant conducts a daily radio broadcast from Police Headquarters on KENI, covering police activities, safety hints and general notices. He is a member of the speakers' pool and appears before various school and civic groups to discuss traffic safety. The Sergeant and the City Traffic Engineer work together closely in the interest of public safety. A 1-week traffic school is conducted for all new officers. Total hours of school for the year - 120.

At the present time there are 5008 outstanding warrants for Failure to Appear and pay traffic citations; monetary value \$22,459. We are now authorized to make service of warrants outside the City limits, which has resulted in an increased number of warrants served.

The new uniform type ticket, put into effect in 1961, has proven to be successful. We have received several inquiries from outside agencies for information on the citation and the bail schedule. Also inaugurated was a "courtesy ticket" issued to drivers of out-of-State cars, which has received favorable comment.

A new unmarked traffic car with new radar unit, was put into service this year, resulting in an increased number of speeders apprehended.

#### TRAINING AND RECORDS DIVISION

During 1961 the records section was increased from one clerk to a staff of five for the following reasons:

1. To handle "over the counter" complaints.
2. To transcribe reports dictated by officers.
3. Paper work involved in the service of Failure to Appear Warrants.
4. To make the records available at other than regular 8 to 5 working hours.

During 1962 we hope to complete plans for placing records on microfilm, thereby saving space, cost of filing cabinets, etc.

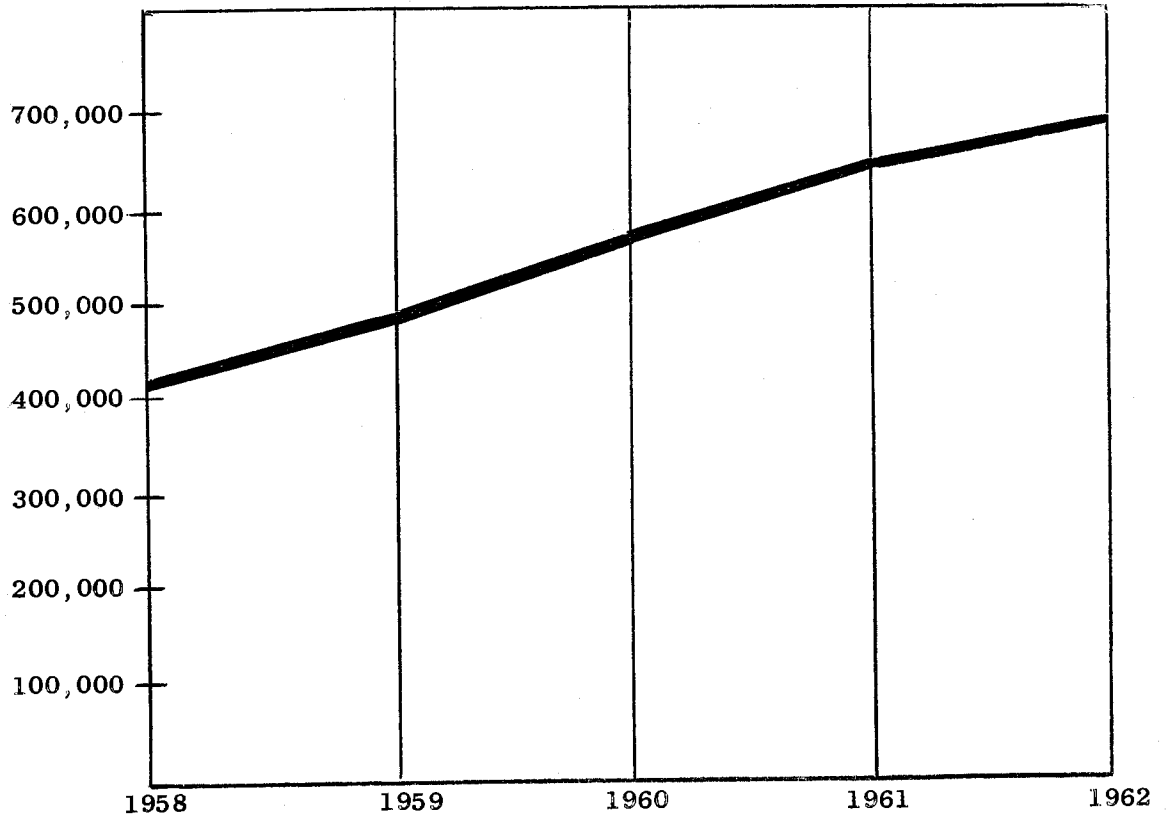
During 1961 new police report forms were devised and put into use. They were devised to simplify police reporting procedures and eight different forms are used, each for a specific type of complaint.

160 hours of Basic Recruit School was conducted for 8 new members of the Department during 1961 and 8 hours instruction in Police Reporting Procedure for 18 members was given.

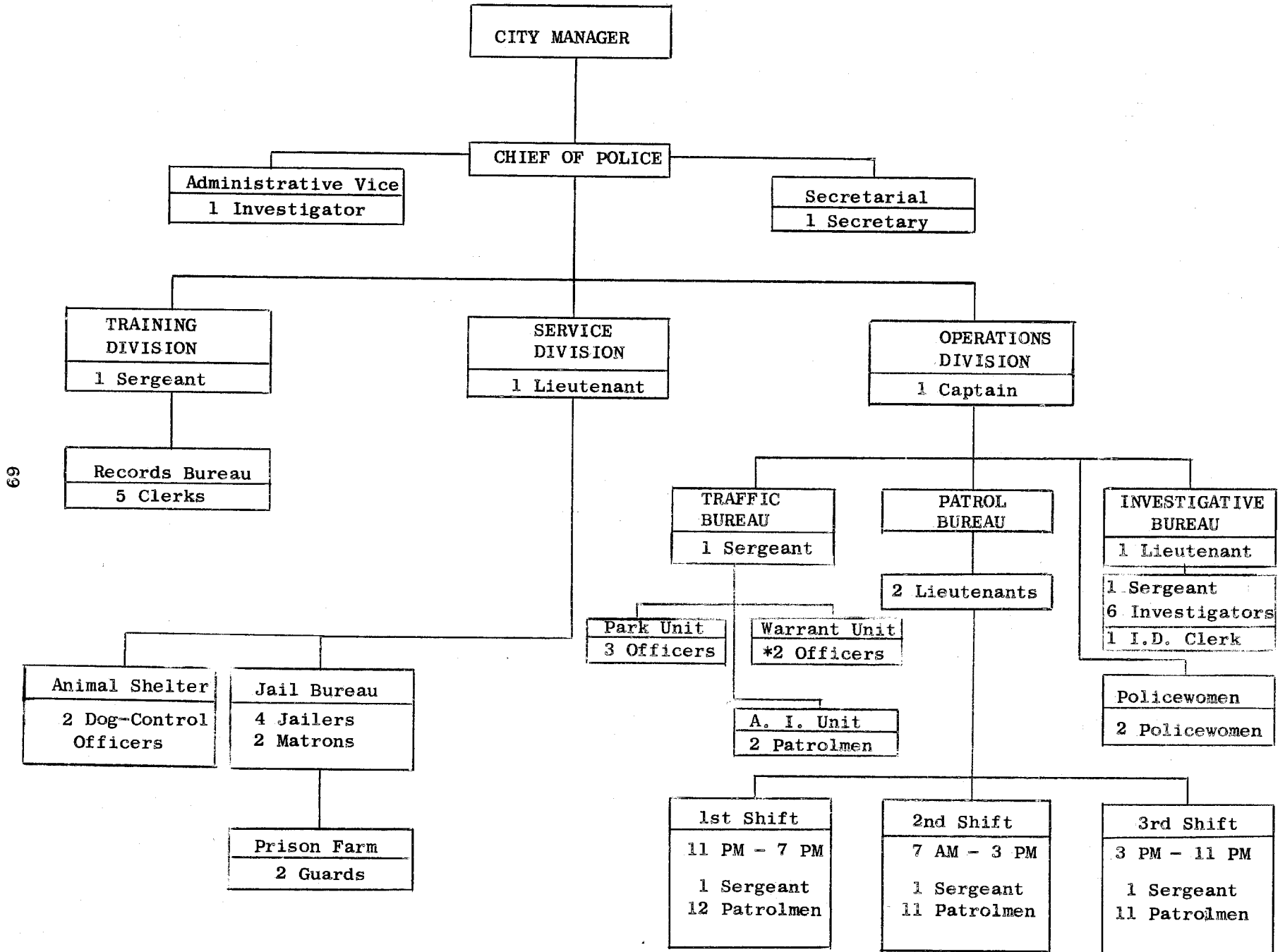
ARREST STATISTICS

<u>Offense</u>	<u>1960</u>	6 months actual - <u>6 months estimated</u> <u>1961</u>
Homicide		
Murder	4	4
Manslaughter by Negligence	1	.
Rape	3	4
Robbery	9	2
Aggravated Assault	22	24
Burglary	48	52
Larceny	9	96
Auto Theft	<u>19</u>	<u>18</u>
TOTAL CLASS I	115	200
Other Assaults	92	102
Forgery-Counterfeiting	4	42
Embezzlement-Fraud, Checks	5	10
Stolen Property - buying, receiving, possessing	2	16
Carrying Concealed Weapon	25	20
Prostitution	23	6
Sex Offenses	3	3
Offenses Against Family	2	2
Narcotics	1	4
Liquor Laws	64	62
Drunk	1,721	1,188
Disorderly	130	130
Vagrancy	130	108
Gambling	77	164
Driving while Intoxicated	320	290
Violating Road and Driving Laws	221	156
Failure to Appear	2,128	4,980
All Other	247	129
Destroying Property, Trespassing	<u>0</u>	<u>32</u>
TOTAL CLASS II	5,195	7,444
Value of Property Stolen	\$ 91,337	\$ 85,625
Value of Property Recovered	\$ 13,697	\$ 15,210
<u>TRAFFIC:</u>		
Total Accidents	1,900	1,906
Fatalities	4	2
Property Damage	\$ 507,037	\$ 501,014

POLICE DEPARTMENT  
FIVE YEAR COMPARISON EXPENDITURES



"ORGANIZATIONAL CHART - ANCHORAGE POLICE DEPARTMENT"



69

\* Charged to Traffic Violations Bureau - TOTAL PERSONNEL 77

CUSTODY OF PRISONERS  
ACCOUNT 1221

<u>Code</u>	<u>Estimated 1960</u>	<u>Estimated 1961</u>
1221.1 Personal Services:		
.11 Salaries	\$ 64,650	\$ 67,290
.13 Accrued Leave	10,340	10,760
Total . . . . .	\$ 74,990	\$ 78,050
1221.2 Contractual:		
.23 Electricity and Water	\$ 3,200	\$ 1,500
.24 Insurance	200	200
.25 City Equipment Rental	3,000	2,000
.27 Repairs	1,500	500
.28 Telephone, Telegraph & Toll	270	-0-
Total . . . . .	\$ 8,170	\$ 4,200
1221.3 Supplies:		
.32 Food, Clothing & Medical	\$ 17,500	\$ 17,500
.34 Heating Fuel	3,000	1,000
.35 Household & Janitorial	1,000	200
.39 Small Tools & Work Equipment	200	200
Total . . . . .	\$ 21,700	\$ 18,900
1221.8 Capital:		
.83 Machinery and Equipment	\$ -0-	\$ 500
Total Budget . . . . .	\$ 104,860	\$ 101,650
Less: Payments by YAA	\$ (3,500)	\$ (7,500)
Net Budget . . . . .	\$ 101,360	\$ 94,150
Personnel Authorized	9	9

1962 WORK PROGRAM - CUSTODY OF PRISONERS

The Services Division is charged with the care and custody of those persons sentenced by the Magistrate to serve time in jail for offenses committed. This Division is supervised by a lieutenant and staffed by six jailers and two matrons.

The 1962 budget for custody of prisoners is slightly less than for the previous year. This is due to the move into new quarters where, for eight

months of the year, all of the prisoners will be housed and cared for at one location, instead of operating both the jail and farm. We propose to close the farm during the winter months and operate it only during the growing and canning season. Even then, if it proves feasible, we will transport the trustees from the jail to the farm daily, for the farm work. This means that all of the services performed in connection with persons in custody can be done at one central location, rather than two separate places. This saves in the cost of preparation of food, in heat, electricity and all other housing expenses. With the Court Room also in the same building, there is a saving in time of personnel of both the jail and general police officers, in that no transportation to and from court is necessary.

During 1960, 26,301 prisoners (man-days) were housed and cared for. Estimated for 1961, 21,054.

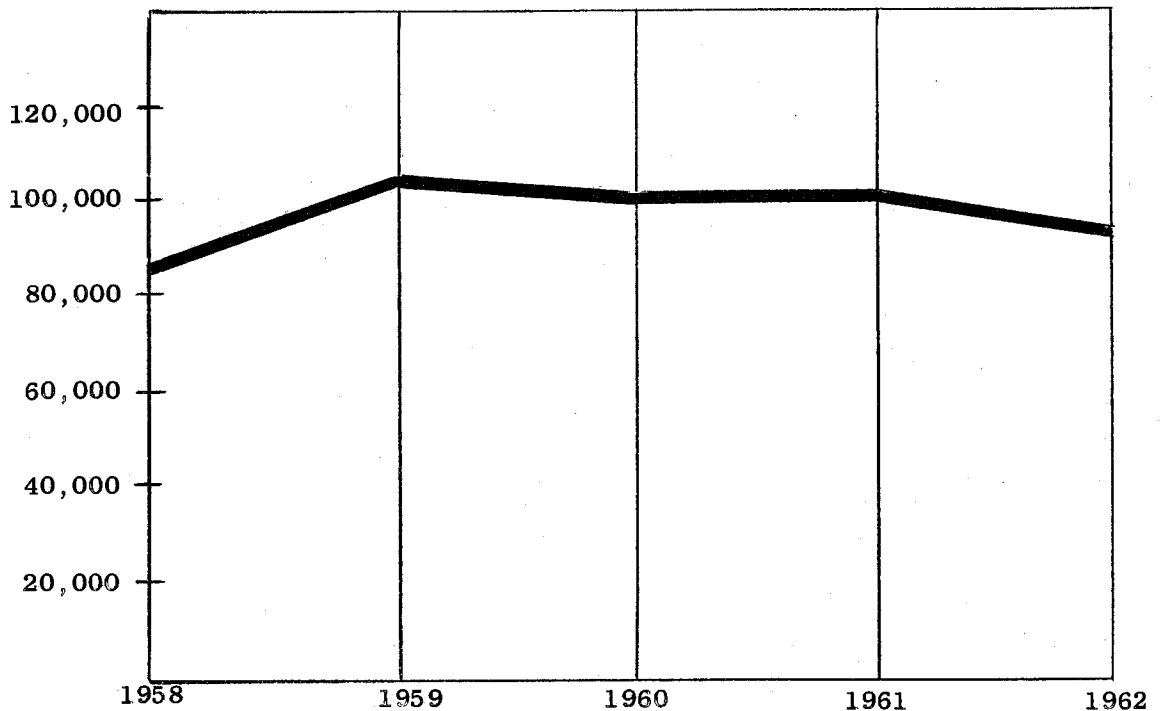
All juveniles in custody are now detained in the City facility at the jail. A new contract has been entered into the Youth-Adult Authority whereby the City received \$7.00 per day for care of juveniles from outside the City, and \$3.50 per day for those who are City residents. This should result in a substantial increase in funds received for such services.

Produce harvested at the Farm:

- 40 T. potatoes
- 3 T. carrots
- 600 lbs. beets

Produce canned at the Farm:

- 800 gal. cabbage
- 175 gal. peas
- 966 gal. beet greens
- 351 gal. beets
- 706 gal. carrots



ANIMAL SHELTER  
ACCOUNT 1222

Code	Estimated 1961	Estimated 1962
1222.1 Personal Services:		
.11 Salaries	\$ 14,650	\$ 14,950
.13 Accrued Leave	2,340	2,390
Total . . . . .	\$ 16,990	\$ 17,340
1222.2 Contractual:		
.23 Electricity and Water	\$ 250	\$ -0-
.25 City Equipment Rental	2,850	2,500
.27 Repairs	100	100
Total . . . . .	\$ 3,200	\$ 2,600
1222.3 Supplies:		
.32 Food, Clothing, Medical	\$ 250	\$ 300
.34 Heating Fuel	400	400
.39 Tools and Work Equipment	100	100
Total . . . . .	\$ 750	\$ 800
 Total Budget . . . . .	 \$ 20,940	 \$ 20,740
 Less: Impoundment Fees Collected	 \$ (3,000)	 \$ (3,000)
 Net Budget . . . . .	 \$ 17,940	 \$ 17,740
 Personnel Authorized	 2	 2

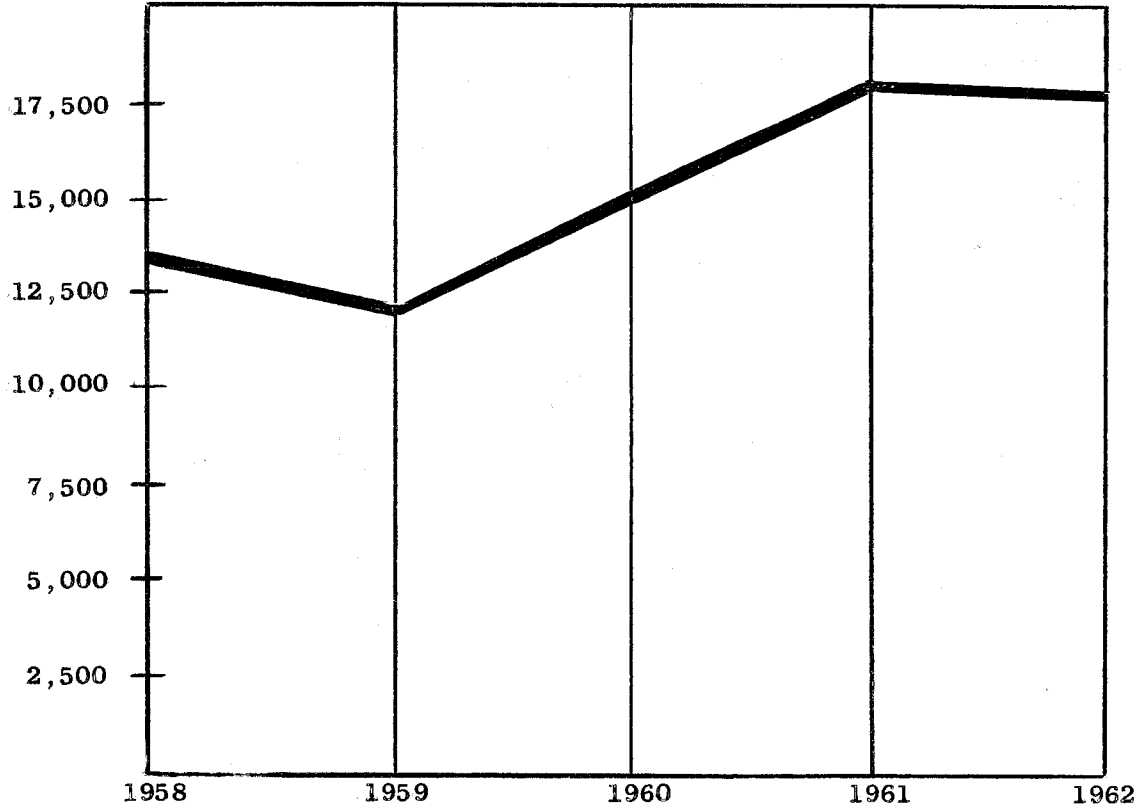
1962 WORK PROGRAM - ANIMAL SHELTER

This unit is staffed by two full time Animal Control Officers. Its function is to operate and maintain the Municipal Pound; secure compliance with ordinances and regulations governing control of animals; collect, keep in custody, care for, and dispose of stray and unlicensed animals.

The following figures are quoted for comparison between the years of 1960 and 1961:

	1960	1961
Dogs Impounded	1,709	1,574
Dogs Destroyed	1,271	1,240
Cats Destroyed	532	516
 Impound Fees	 \$ 2,009.00	 \$ 1,494.00
Licenses	593.50	628.00
Board	963.50	514.00
Disposal	57.50	75.00

ANIMAL SHELTER  
FIVE YEAR COMPARISON EXPENDITURES





FIRE DEPARTMENT  
ACCOUNT 1223

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1223.1 Personal Services:		
.11 Salaries	\$ 332,350	\$ 358,940
.12 Volunteer Salaries	6,500	6,000
.13 Accrued Leave	53,380	57,430
Total . . . . .	\$ 392,230	\$ 422,370
1223.2 Contractual:		
.21 Advertising	\$ 80	\$ -0-
.22 Contracted Labor & Equipment	32,600	32,600
.23 Electricity and Water	20,200	33,000
.24 Insurance	1,000	1,000
.26 Other Rentals	2,190	2,200
.27 Repairs	10,000	7,000
.28 Telephone, Telegraph, Tolls	8,000	8,000
.29 Travel, Dues and Publications	600	600
Total . . . . .	\$ 74,670	\$ 84,400
1223.3 Supplies:		
.31 Building Materials	\$ 500	\$ 500
.32 Food, Clothing, Medical	1,700	1,700
.33 Gas, Oil, Grease, Motor Fuels	2,300	3,300
.34 Heating Fuel	2,550	3,000
.35 Household and Janitorial	500	500
.36 Office	200	200
.37 Postage	100	100
.38 Printed Forms	480	480
.39 Tools and Work Equipment	1,000	1,500
Total . . . . .	\$ 9,330	\$ 11,280
1223.8 Capital:		
.84 Machinery and Equipment	\$ 18,890	\$ 6,000
Total Budget . . . . .	\$ 495,120	\$ 524,050
Personnel Authorized	42	42

## 1962 WORK PROGRAM - FIRE DEPARTMENT

During the past year the Anchorage Fire Department has operated three stations with a crew of 41 paid men. Twenty volunteer firemen augmented the regular fire-fighting forces. A number of volunteer firemen are required to quarter at each station and therefore bolster the number of personnel who respond to each emergency fire call. Department personnel are working a 64-hour work week. A two-platoon system is used, with each shift being on duty for a 24-hour period. The average number of fire calls responded to during the first 9 months was 56. There were 75 calls per month also for ambulance service.

The monthly average fire loss during this same period has been \$51,200 or \$11 per capita. During September 1961, fire in a building occupied by the Alaska Housing Authority constituted the major loss during the 9-month period, amounting to \$100,000. Other large losses during this period included Lou's Processing Plant in Mt. View, \$16,000; Alaska Freight Lines Hanger at Merrill Field, \$30,000; an attempted arson at a dwelling, \$22,000; Anchorage Cold Storage \$15,000; Mt. View Body and Fender Garage and apartments, \$24,650; and the 210 Club and Federal Electric office building, \$10,000.

The three fire stations are strategically located throughout the fire protection area. The headquarters fire station is located in the new Public Safety Building at 7th and C St. in the heart of the Anchorage downtown high value district. It houses for immediate emergencies one 1250-gallons-per-minute pumper; one 1000-gallons-per-minute pumper; one 75-foot aerial ladder truck; one tank truck (1000 gallon capacity); one ambulance; two sedans; and one pick-up truck. To augment the above equipment, and in reserve status, are one 65-foot aerial ladder truck, one 1000 GPM pumper, and one 750 GPM pumper. The 65-foot aerial truck was received during 1961 through the cooperation of the Alaska Railroad and the United States Navy from Monterey, California, the only cost to the City being the freight from California to Seward, Alaska.

Each shift has a complement of 13 men including the chief officers, one fire prevention officer, and one secretary. Station #2, which is located on Government Hill, houses one 750 GPM pumper. Additionally, it has one 500 GPM pumper in a reserve status. The above-mentioned 750 GPM pumper was received during 1961 from the United States Air Force, Elmendorf with the cooperation of the Alaska Railroad. Two men are on duty at this station 24 hours a day, with volunteer firemen assisting on fire calls. Station #3 is located in City View and has a crew of two men on each shift. It provides 24-hour fire protection through this area. It houses one 750 GPM pumper. To furnish fire protection for the Spenard and Turnagain areas the City of Anchorage has contracted with the Spenard Public Utility District and the Spenard Volunteer Fire Department to assist in all fire emergencies.

All equipment contains radios and each station has an intercom with other stations. The headquarters station receives all alarms and dispatches equipment according to the area in which the emergency exists. Equipment from headquarters station responds to all fires in the outlying sectors as a reinforcement for Station #2 and Station #3.

All personnel of the Anchorage Fire Department participate in inside and outside drill training programs throughout the year. Volunteer firemen are required to participate in these drills. The training prepares them for full utilization in event of a major fire. Every effort is made to coordinate the fire training program in all three fire stations. Teamwork and technique often have made up the lack of manpower in the effective extinguishment of fire. The perfection of teamwork can be accomplished only with an effective training program. Inclement weather necessitates indoor training about five months of the year, but the training program is so arranged as to give the personnel the best utilization of their efforts and time.

During the month of September 1961, three fire instructors from the Washington State Vocational Training Department came to Anchorage and conducted an extensive fire fighting training program for four days. The following week, Mr. John Kennedy from Chicago, visited Anchorage for four days to conduct a training program entitled, "Short Course in Investigation of Fires and Arson". This fire training was very effective and will be of great value in the future training of personnel. This type of training program should be encouraged in the future with assistance from the Alaska Department of Education and office of the State Fire Marshal.

The fire prevention program of the Fire Department covers a variety of projects such as public education, inspections, and community clean-up programs. Crews operating out of radio-equipped fire fighting equipment inspect private residences and business sites for the purpose of acquainting the occupants with hazards, and for the department's familiarization with the structure. Residential inspections are made only with the approval of the occupants. A concentrated effort is made each year to teach fire prevention in the schools.

Each classroom is visited by a uniformed Fireman. Poster and essay contests are sponsored in classrooms relative to fire prevention. A "Sparky" television program appears on television once each week, and children are encouraged to join the club as Fire Department "Inspectors" to aid in the prevention of fire. Over 4,000 school children visit the fire stations during the year to become acquainted with the operation of the Fire Department.

During 1962, it is expected that over 4,000 home and business inspections will be made in an effort to minimize the annual fire loss. A constant fire prevention program is being offered to the public through the media of radio, television, newspapers, lectures, and literature. A daily radio program is broadcast directly from the headquarters fire station, a report of fires is given and the cause in each instance. This department has participated in an extensive building condemnation program and this activity has resulted in the demolition of over 100 structures during the past year.

Construction of a new fire station, located at the east end of Merrill Field on Airport Heights Road, should be ready for occupancy by February, 1962.

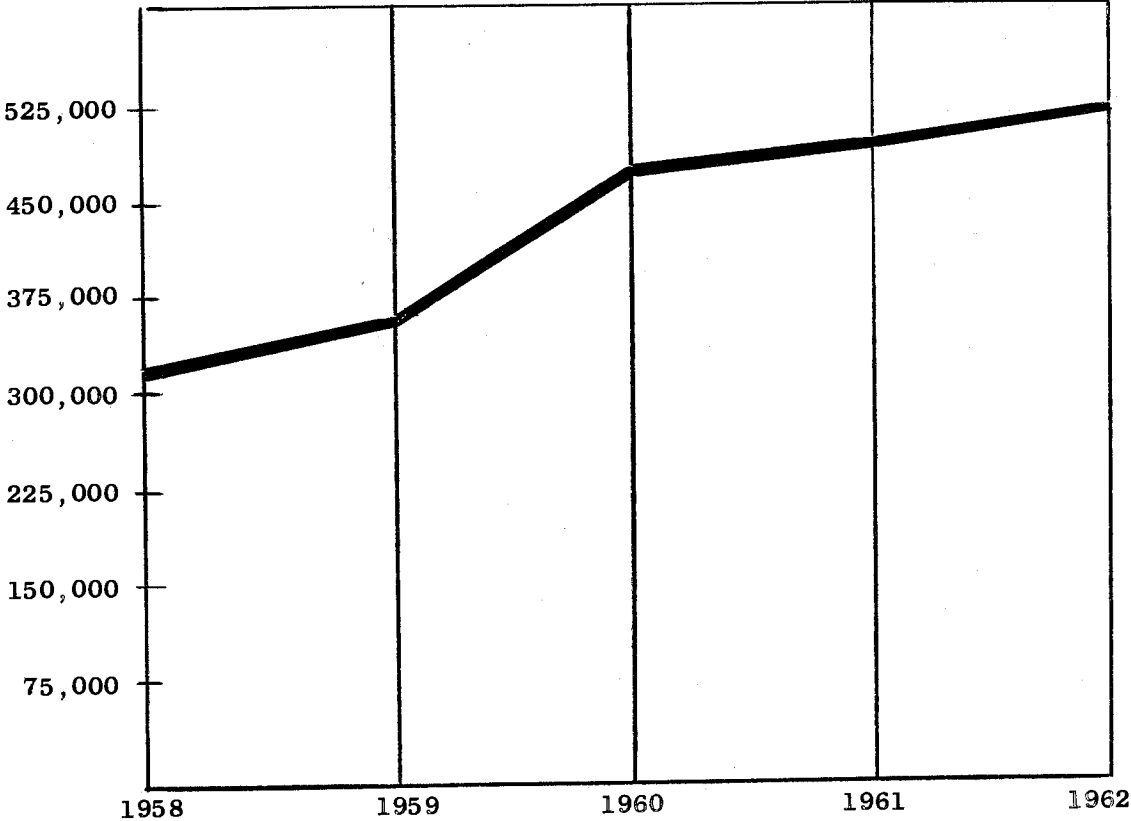
It is the recommendation of Mr. E. C. Adams, District Engineer of the Pacific Fire Rating Bureau, that even though a new sub-station is built in this area, the present City View fire station still remain in operation because it is important to the protection of the Wendler Junior High School, Providence Hospital, Alaska Mental Health Hospital, Alaska Methodist University, and the large residential area that exists nearby. This department is in full accord with the need for another station in the above-mentioned area. Our recommendation would be to keep the present rented building in City View only until another suitable rental unit or permanent station could be available to serve better the area just described. This also would entail hiring a minimum of six additional men to operate the sub-station regardless where it would be located.

Work is gradually progressing on the installation of the fire alarm reporting system. It is anticipated that the system will be in operation in the early months of 1962.

Following is a list of capital expense items:

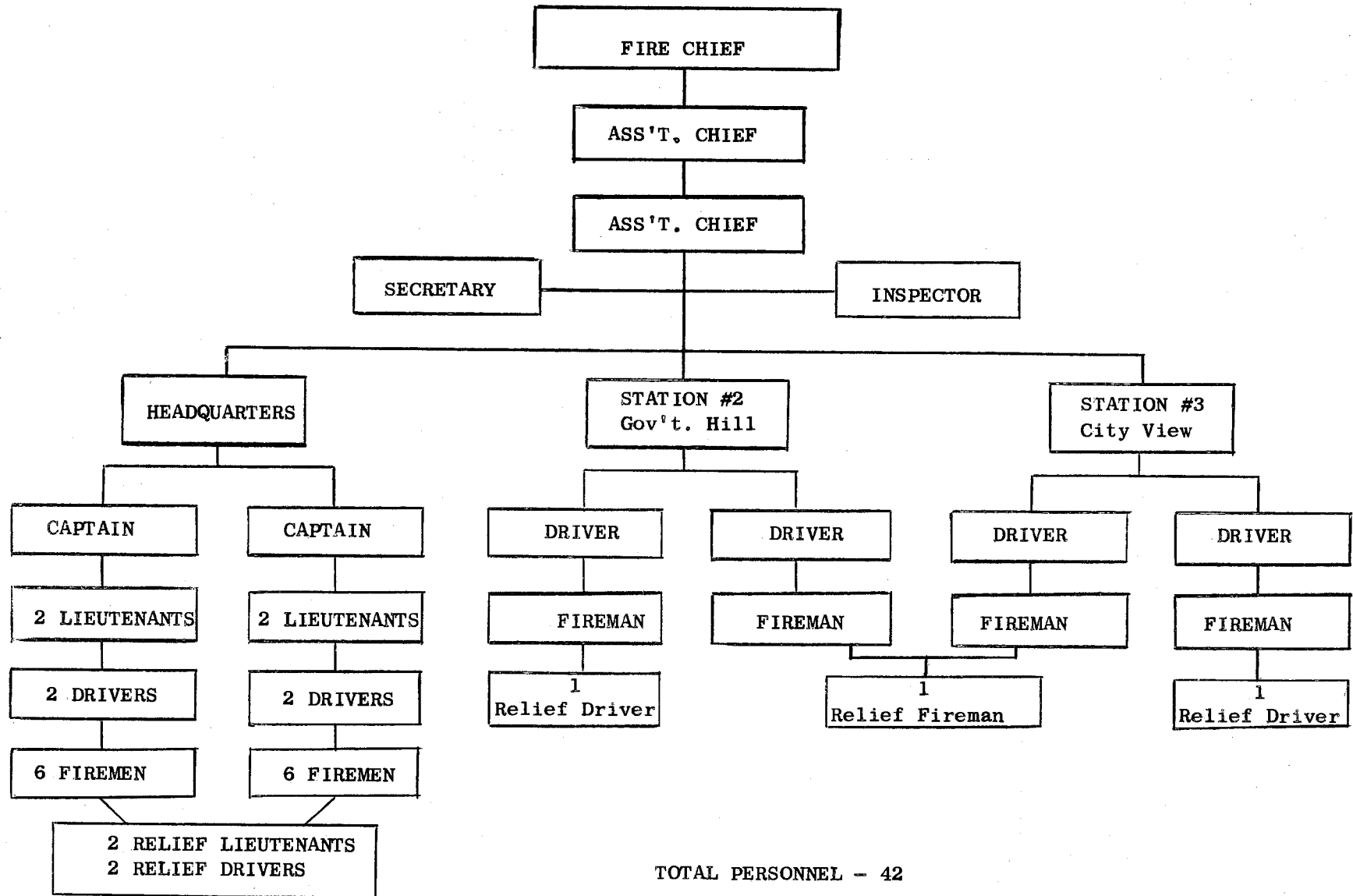
Mobile Radios (3)	\$ 2,050
Remote Radios (1)	500
Hose (1000' - 2 1/2" @ \$1.50/ft.)	
(1000' - 1 1/2" @ \$1.00/ft.)	2,500
Hose Coupling Expander	300
Ladders (1-24' Extionsion @ \$130)	
(1-14' Roof @ \$80)	210
Smoke Ejector and Reel	140
Fire Hose Nozzles (4-2 1/2")	
(4-1 1/2")	<u>300</u>
TOTAL	\$ 6,000

FIRE DEPARTMENT  
FIVE YEAR COMPARISON EXPENDITURES



1962 ORGANIZATIONAL CHART - ANCHORAGE FIRE DEPARTMENT

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BUILDING INSPECTION  
ACCOUNT 1224

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1224.1 Personal Services:		
.11 Salaries	\$ 74,290	\$ 83,440
.13 Accrued Leave	11,870	13,350
Total . . . . .	\$ 86,160	\$ 96,790
1224.2 Contractual:		
.25 Equipment Rental (City)	\$ 4,000	\$ 4,000
.26 Other Rentals	200	700
.27 Repairs	50	50
.28 Telephone, Telegraph, Tolls	900	900
.29 Travel, Dues, Publications	800	700
Total . . . . .	\$ 5,950	\$ 6,350
1224.3 Supplies:		
.36 Office	\$ 300	360
.37 Postage	200	200
.38 Printed Forms	800	600
.39 Tools and Work Equipment	100	200
Total . . . . .	\$ 1,400	\$ 1,360
1224.8 Capital:		
.84 Machinery and Equipment	\$ 300	\$ -0-
Total Budget . . . . .	\$ 93,810	\$ 104,500
Personnel Authorized	10	10

1962 WORK PROGRAM - BUILDING INSPECTION

Every indication points to a continuing building program for 1962, but at a steadier pace than has taken place in the past. In preparing the 1961 building program it was felt that the 1960 high accelerated rate would not continue during 1961. However, both the startings and completions of houses have been in an accelerated pace in 1961. It appears that a more normal pace will continue during 1962. Two national housing contractors that were expected to participate in the building field here during 1961 performed no construction within the City and very little outside. However, it is believed (but unconfirmed) that both contractors now are endeavoring to find suitable land, one for an estimated 150 duplex-type residences near the college, and the other, 30 acres or more in one plot for single type residences.

It is estimated that 1962 will be a good housing year within the City. Most housing is being built by individuals and small contractors who can only achieve one or two jobs a year. In discussing the progress that has been made in the past, and what is in store for the future, every small contractor has indicated that the interest shown in his houses has led him to believe that he will increase his production to probably three to five houses during 1962.

Information is not available at this time for commercial, industrial, or public buildings for 1962. The only definite indication is that three or four church plans are now on the architects' boards. The State is attempting to start construction of a new Courthouse, and half a dozen major companies are anticipating new warehouses during 1962. It is anticipated there will be a steady growth in both the industrial and commercial field, with one to two jobs a month rather than large groups, during the coming construction season. No information is available at this time on co-op housing. It would appear that the projects are still alive, but no firm commitments or acceptance has been granted at this time. There are indications that some of the commercial buildings which have been considered for condemnation in the past have changed hands, and the new owners are anticipating constructing new buildings during 1962. Three new churches are definite at this date.

Due to the late start of the gas server in this area, mechanical permits did not come up to the anticipated number during 1961. However, in 1962 one man may spend 90 per cent of his time on gas inspections alone. There is great interest shown in this commodity, and most of the new plans received in the last three months of 1961 call for heating by gas rather than oil or other fuels.

Water and sewer cut-ins will continue their upward swing during 1962, and it is anticipated that more than 900 sewer permits, and something over 700 water permits will be issued.

Physical inspections become more difficult as the various trades branch into new fields. For instance, the plumbing inspector, handling all water and sewer cut-ins and attempting to do the plumbing inspections at the same time, has found it necessary to fill out all reports in the evening at home. It will be necessary during 1962, during the peak load, to hire another employee to assist in this work. The prime contractor in water and sewer excavations achieved 13 to 18 cut-ins a day when working two to three excavating machines. Due to the large number of other contractors who are doing the groundwork on the property owners' locations, those inspections must be caught on a fill-in basis, whereas the prime contractor's work alone requires the presence of an inspector. Continued upswing of the electrical, building, demolition, and other permits spreads the inspection force thinner each year.

If the Chief Building Inspector is allowed to retain a plan checker, 90 per cent of this man's time will be spent in the office checking plans, assisting at the counter, and receiving telephone calls. Each year counter customers



and the telephone load increases. Approximately eight hours a day could be spent during the May to October season on checking plans alone. In the past year a great part of this was done at night during the construction season. By being free of this load, the Chief Building Inspector will have time to review the major plans, make policy decisions, confer with the architects and engineers, handle a portion of the complaints, and yet perform some of the physical inspections in the field, pursue new codes, and make recommendations and studies for their adoption. He would also be able to produce a more efficient office and field working staff.

It will be necessary for the condemnation and rehabilitation inspector to spend the major part of his time during the construction season on physical inspections as a building inspector. Our experience late in 1961 has shown that it is preferable in many cases to negotiate favorable agreements with the owners and agents of buildings rather than go thru the more involved formal condemnation process. It is firmly believed that if this program continues in 1962, better results will be achieved, better public opinions will result. The year 1961 did not produce as many agreements or condemnations of buildings in the City as should have been completed.

A breakdown of the individual housing permits and their value for the past three years is as follows:

1959	187 units	\$ 4,747,356
1960 (thru September)	191 units	5,167,518
1961 (thru September)	203 units	3,692,486
1962 (estimate)	150 units	3,000,000

The number of inspections were as follows:

1959	13,123
1960 (thru September)	12,461
1961 (thru September)	9,923
1962 (estimate)	17,000

New building plans received were as follows:

1959	236
1960 (thru September)	189
1961 (thru September)	230
1962 (estimate)	200

The following is a comparative record of 1959, 1960, 1961 to date, and an estimate of the 1962 work load:

	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Building permits	853	818	924	900
Value on above permits	\$11,938,485	\$ 18,746,743	\$ 11,423,659	\$ 15,000,000
Electrical permits	875	900	854	600
Plmbg., Oil Burner, Tank	621	700	580	600
Moving permits	228	302	260	200
Sign, Fence permits	135	200	225	300
Water cut-ins	416	520	578	700
Sewer cut-ins	532	520	946	900
Gas Installation permits				550

During 1962 the City will again attempt to adopt three new codes, one building, one heating and mechanical, and perhaps an air-conditioning code. The mechanical committees worked for a number of days on these projects, but due to the pressure of work in the outlying areas by some of the members of the board, everything was shelved and no progress has been made to this date. However, the Uniform Plumbing Code Association has published and adopted both of the above codes and it is felt that these codes will be adopted by the City for use during 1962.

During 1961, adoption of the 1959 National Electric Code without amendments was initiated, retaining the existing electrical fee which is not stated in the booklet itself. This task is incomplete, and an ordinance for the adoption of the 1959 booklet is not ready yet. It is essential that this project be completed soon due to the obsolescence of the 1956 National Electric Code, (the 1956 code is out of print and we are unable to secure more) and because within 12 to 18 months the 1962 code will be forthcoming. The 1959 National Electrical Code should be adopted immediately for use as of January 1, 1962.

Certain amendments supplementing the 1958 Uniform Plumbing Code have been prepared which have not yet been adopted by Ordinance. Now the City should consider adopting the 1960 Uniform Plumbing Code, copies of which are available, retaining also the existing amendments we have to the 1958 code plus those proposed amendments which have been forwarded to the City Attorney in recent months.

This office has been working with the Anchorage General Contractor Section to try to adopt a straight forward licensing ordinance for the City of Anchorage covering general contractors and the major sub-contractors affected by some items of the Uniform Building Code. A committee of the A.G.C. staff was appointed early in 1961 to review the code, however, due to the strike and the pressure of their business, this has not been carried out. It is felt that someone from the Building Inspector's office should immediately set up work

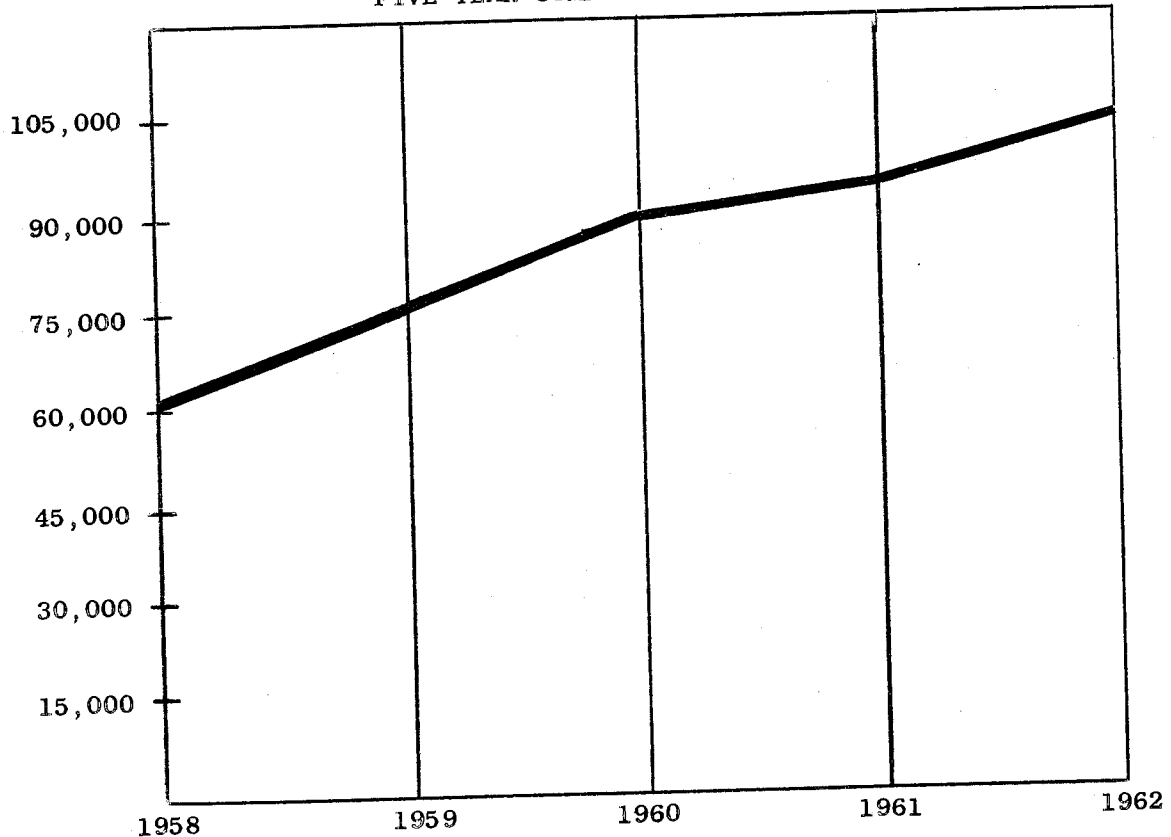
sessions with A.G.C. to present a new short revised license code to the City Council for adoption.

A continued high rate of inspections will be required during 1962. During 1961 there was a carry-over from 1960 of something like \$10,000,000 in work. This condition gave us for the first time a full year in which continued inspections were required by all personnel during the winter months. There was no slack season in the office during the winter of 1960-61, and the same will be true for this winter. There are plans for approximately 25 jobs in our office, or on the drawing boards yet to be submitted this year. This will require full inspection through late February on the work in sight at the time this is written in mid-October.

During 1962 between sixteen and eighteen thousand inspections may be performed by the City forces. There is no indication of the slacking of the work during 1962 over what has gone on in 1961.

As stated previously, there are no large buildings in sight other than the projected State Courthouse. However, the outlook among all the lumber dealers, architects, and material supply men is for a good year continuing through 1962. A continued increase in the population and more companies moving into this area and bringing up their personnel from the other states, leads one to believe that the building program will continue its steady climb through 1962.

FIVE YEAR COMPARISON EXPENDITURES

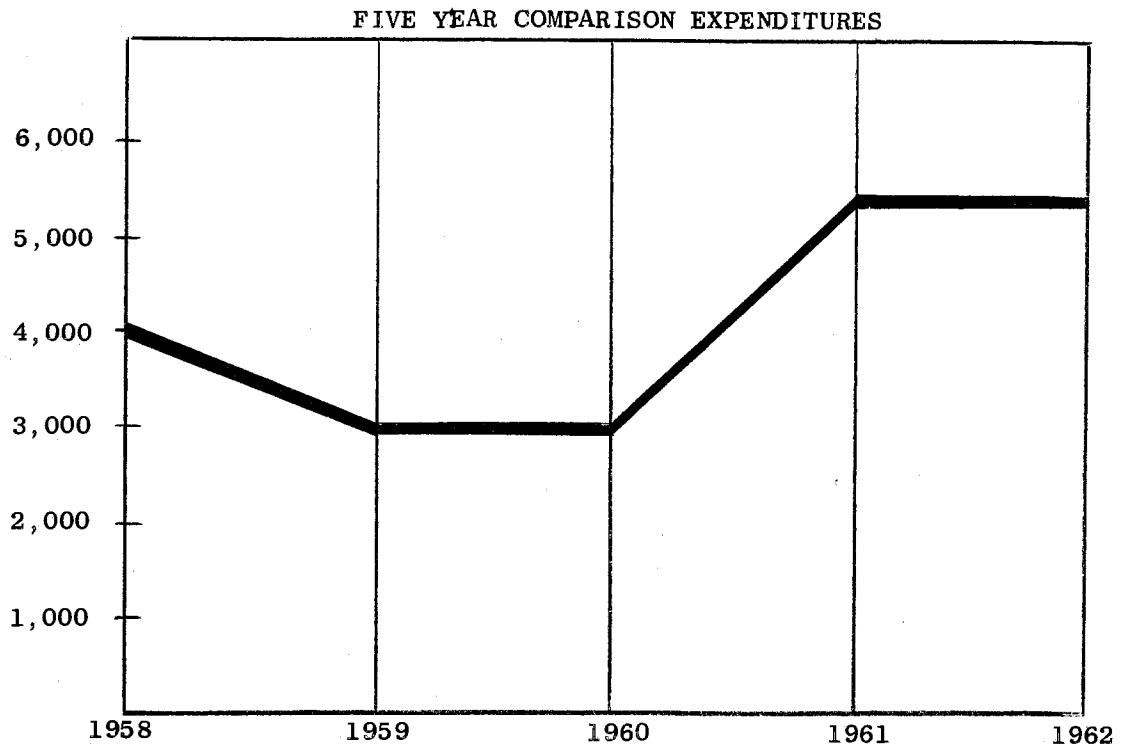


CIVIL DEFENSE  
ACCOUNT 1225

Code	Estimated 1961	Estimated 1962
1225.2 Contractual:		
.27 Repairs	\$ 500	\$ 500
.28 Telephone, Telegraph, Tolls	5,000	5,000
Total . . . . .	\$ 5,500	\$ 5,500
 Total Budget . . . . .	 \$ 5,500	 \$ 5,500

1962 WORK PROGRAM - CIVIL DEFENSE

The Civil Defense Program has been limited in this budget to providing only the emergency alarm service. The large single item is for the telephone cable rentals and power requirements.



ENGINEERING AND PUBLIC WORKS  
ACCOUNT 1230

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1230.1 Personal Services:		
.11 Salaries	\$ 117,220	\$ 133,770
.12 Overtime Wages	2,500	1,200
.13 Accrued Leave	<u>18,760</u>	<u>21,400</u>
Total . . . . .	\$ 138,480	\$ 156,370
1230.2 Contractual:		
.22 Contractual Labor & Equipment	\$ 1,000	\$ 480
.23 Electricity & Water	200	-0-
.25 Rental - City Equipment	4,000	10,500
.26 Rental - Other than City	650	600
.27 Repairs to Buildings & Equipment	2,400	1,200
.28 Telephone, Telegraph, Tolls	3,000	4,000
.29 Travel, Dues & Publications	500	900
.20 Misc. Contractual Services(Radio)	<u>5,500</u>	<u>-0-</u>
Total . . . . .	\$ 17,250	\$ 17,680
1230.3 Supplies:		
.31 Building Materials	\$ 1,300	\$ 240
.32 Food, Clothing & Medical Supplies	100	-0-
.34 Heating Fuel	250	-0-
.36 Office Supplies	3,500	4,000
.37 Postage	400	400
.38 Printed Forms or Pamphlets	300	240
.39 Small Tools & Work Equipment	<u>1,200</u>	<u>3,500</u>
Total . . . . .	\$ 7,050	\$ 8,380
1230.8 Capital:		
.83 Improvements other than Buildings	\$ 1,200	\$ -0-
.84 Machinery & Equipment	<u>3,870</u>	<u>1,000</u>
Total . . . . .	\$ 5,070	\$ 1,000
Total Budget . . . . .	\$ 167,850	\$ 183,430
Less: Charges to Departments	\$ (10,000)	\$ (4,000)
Less: Charges to Water Utility	(38,250)	(36,430)
Less: Charges to Projects	(28,600)	(25,000)
TOTAL NET BUDGET . . . . .	\$ 91,000	\$ 118,000

Personnel Authorized

See Work Program

## 1962 WORK PROGRAM - ENGINEERING AND PUBLIC WORKS

This account includes supervisory personnel and office help for the Public Works Maintenance Division and all Engineering personnel who have time chargeable against General Budget and Public Works office and supervisory personnel.

Account .20, Miscellaneous Contractual Services, was for radio service which is now included under Account .25, Rental - City Equipment. Account .28, Telephone, has been raised to include Telephone and Telegraph charges formerly carried under the Building Official's budget. Account .39, Small Tools and Work Equipment, is higher this year due to the wearing out of small tools in the Survey Section, which have been carried over from 1960 into 1961.

The increase in the budget is primarily due to the increase in Survey Section for work that cannot possibly be charged against a project or another department. There has been no money budgeted for the completion of the Government Hill Annexation Survey nor for lot surveys required on closed project accounts nor for preparation of descriptions and possible annexation surveys.

This budget is prepared on the basis of a medium amount of construction work during 1962 and, obviously, the less construction work undertaken, the higher the general budget will have to be inasmuch as certain personnel ordinarily are required at all times.

### ENGINEERING DIVISION

Hydraulic Design Section: The design of \$750,000 to \$1,000,000 worth of new construction may be done as well as bringing maps, records and as-built drawings up to date. A general review of the water system and the sanitary sewer system is also planned for the eventual rehabilitation of parts of the systems that are worn out and/or cause a high maintenance cost.

Street Design Section: Storm Sewer design may be continued during 1962 since such sewers are required before or in conjunction with street improvement work. Street grade information required for building grades and depths of sewer and water systems and for drainage patterns will be continued. Miscellaneous projects for Merrill Field, Parks and Playgrounds, and the water front access road to the Port are also included in this section.

Survey & Mapping Section: Control survey, both horizontal and vertical, is the responsibility of this section as well as making and keeping up to date 500 scale maps which are used for the purpose of showing the general layout of water lines, sewer lines, streets, house numbers, subdivisions, block numbers, etc.; 100 scale maps which show the property by lot, block and subdivision, street rights-of-way and alleys; 50 scale maps which are used to show location in detail of water, sewer, electric, gas and other utility lines on one map.

Blueprinting is done under this section for the Public Works Department and other departments within the City. The general budget for the Survey Section has been increased this year because of the increasing amount of work that cannot be charged to construction projects such as checking of proposed plats, control survey for the preparation of 100 scale maps and the maintenance and preservation of monuments and block pointers and lot surveys required on closed sewer, water and paving accounts.

Miscellaneous: Dissemination of public information has been increasing continuously. This runs from grade requests and questions regarding assessments, to requests for maps and plans. Part of this can be handled by the secretaries, however most is of a technical nature and personnel from the Engineering sections must spend an increasing amount of time handling these questions. An average of 150 phone calls are received daily, during the winter, and 400 during the summer, at least 75% of which are requests for information.

Capital Accounts: Capital requests for this year are for twelve straight chairs for the Director's office and twelve drafting chairs and one drafting table for the Engineering Division.

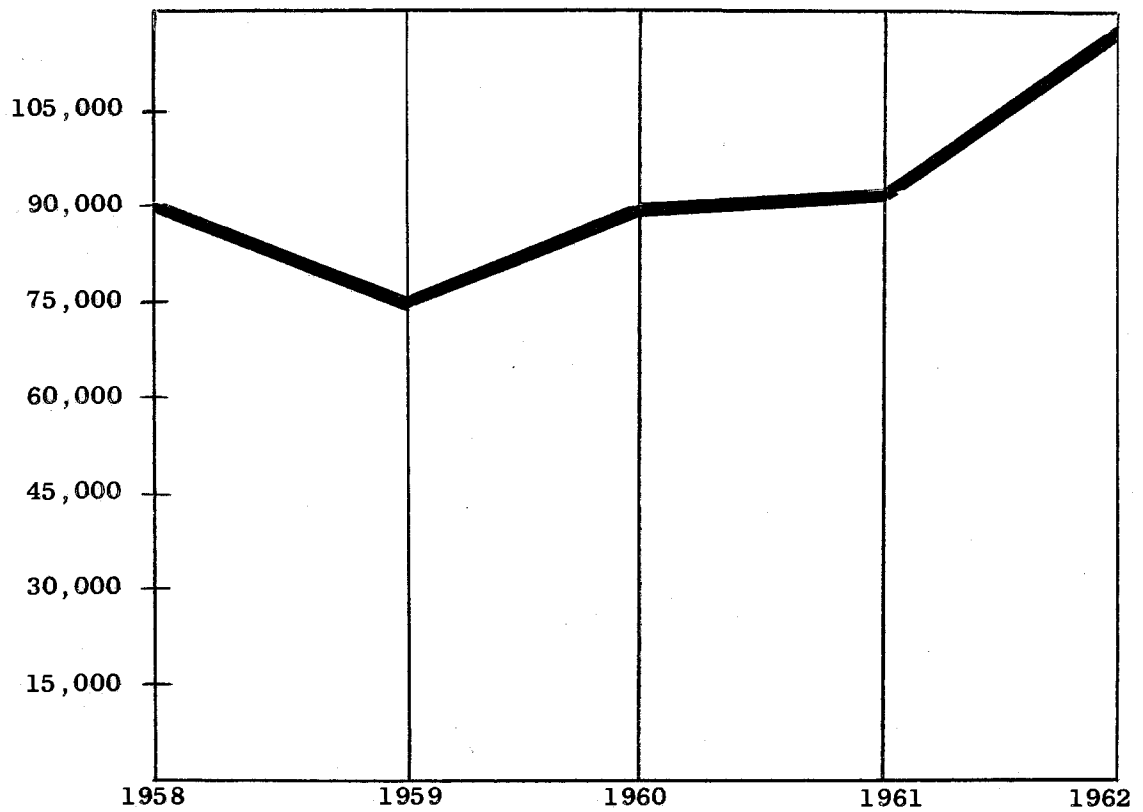
There is a total of 122 personnel budgeted for 1962 for the Water Utility and Public Works Program. Following are the accounts covered and the number of full time personnel regularly charged to each account:

<u>Account No.</u>		<u>Personnel</u>
1230	Engineering and Public Works	9
1231	Paved Streets	0
1232	Unpaved Streets	0
1233	Sidewalks and Crosswalks	0
1234	Snow and Ice Removal	0
1235	Traffic Engineering and Control	1/2
1236	Street Lighting	0
1237	Parking Meters and Off Street Parking	2 1/2
1240	Street Cleaning	0
1241	Dust Prevention	0
1242	Street Drainage	0
1243	Garbage Collection	20
1244	Sewers and Sewage Disposal	4
1245	Cemetery	0
1252	Merrill Field Airport	2
1253	Parks and Recreation	4
	Water Utility	12

Additionally, 38 Engineering personnel are employed whose salaries are charged in part to Account 1230 and in part to specific construction projects.

The Public Works labor pool consists of 30 men who are assigned to work as needed throughout the Water and Public Works field. Their time is charged to the particular account benefited.

FIVE YEAR COMPARISON EXPENDITURES





PAVED STREETS  
ACCOUNT 1231

<u>Code:</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1231.1 Personal Services:		
.11 Salaries	\$ 10,250	\$ 10,640
.12 Overtime Wages	410	400
.13 Accrued Leave	1,640	1,700
Total . . . . .	\$ <u>12,300</u>	\$ <u>12,740</u>
1231.2 Contractual:		
.25 Rental of City Equipment	\$ 4,400	\$ 3,800
Total . . . . .	\$ <u>4,400</u>	\$ <u>3,800</u>
1231.3 Supplies:		
.31 Building Materials	\$ 2,600	\$ 2,200
.39 Tools and Work Equipment	300	500
Total . . . . .	\$ <u>2,900</u>	\$ <u>2,700</u>
1231.8 Capital:		
.83 Improvements other than buildings	\$ <u>6,400</u>	\$ <u>1,000</u>
Total Budget . . . . .	\$ 26,000	\$ 20,240
Personnel Authorized (See Account 1230)	0	0

1962 WORK PROGRAM - PAVED STREETS

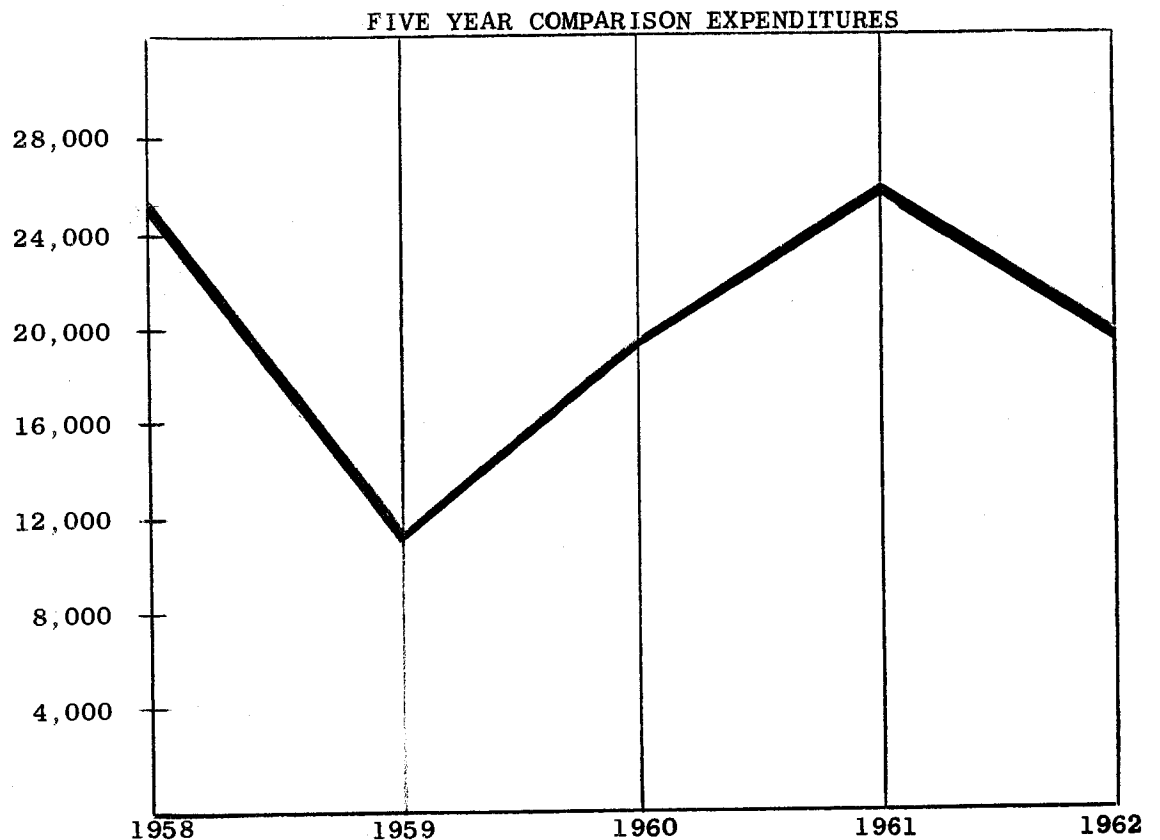
At the present time there are 48 miles of paved streets maintained by the City. During 1961 there was no construction program for additional paving of streets by the City, the only work being performed was the construction of paving in the College Village Subdivision. This work was performed under a contract by the developers on a matching fund basis, the City's one-third share being provided from paving bond funds and the work was supervised by City forces. Approximately fifteen miles of the paved streets are maintained by City forces under an annual Maintenance Agreement between the City and the State of Alaska. This agreement is on a fiscal year basis and there is some question as to whether or not it will be renewed in July of 1962. No provision has been made in the general fund budget for the City to assume the maintenance of the State route system within the City limits in the event that this agreement is terminated by the State.

At the present time there is no new pavement construction programmed for 1962 due to the depletion of funds in the paving bond account. It is expected that, due to the failure of the sales tax referendum, the paving and storm sewer

bonds authorized by the voters in 1960 will not be sold for 1962 construction due to the debt service requirement obligation without the availability of additional revenue. The City expects to renew its request to the State for the reconstruction of Spenard Road from Hillcrest and Northern Lights Boulevard and the resurfacing of Northern Lights Boulevard from Lois Drive to the Alaska Railroad tracks and the intersection of Northern Lights Boulevard and Minnesota Drive. The pavement in these areas has reached the stage of critical deterioration and it is felt that the only economical means of salvaging the surface is a complete recapping of the streets.

No funds appear to be available for the maintenance seal-coating during 1962 and this work is not included in the budget. The work program consists primarily of normal maintenance and repair, such as crack sealing and patching.

Funds have been provided for the painting of approximately 75 blocks of center lines and lane lines as was done during 1961. The limitation of funds indicates that it is only feasible to stripe the streets once during the summer and this work will be done during May or June. One thousand dollars has been provided under Capital Improvements for the annual payment to the Alaska Railroad for the City's share of the C Street Bridge. It is proposed that the balance of the City's one-third share of the improvements on Hidden Lane and Kobuk Court and the one-third contribution toward the cost of the improvements in College Village and Fireweed Manor Subdivision be paid out of the residue on the bond fund account.



UNPAVED STREETS  
ACCOUNT 1232

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1232.1 Personal Services:		
.11 Salaries	\$ 32,000	\$ 29,640
.12 Overtime Wages	1,200	1,200
.13 Accrued Leave	5,120	4,740
Total . . . . .	\$ <u>38,320</u>	\$ <u>35,580</u>
1232.2 Contractual:		
.25 City Equipment Rental	\$ <u>36,000</u>	\$ <u>32,000</u>
1232.3 Supplies:		
.31 Building Materials	\$ 600	\$ 500
.39 Tools and Work Equipment	200	100
Total . . . . .	\$ <u>800</u>	\$ <u>600</u>
Total Budget . . . . .	\$ 75,120	\$ 68,180
Personnel Authorized (See Account 1230)	0	0

1962 WORK PROGRAM -- UNPAVED STREETS

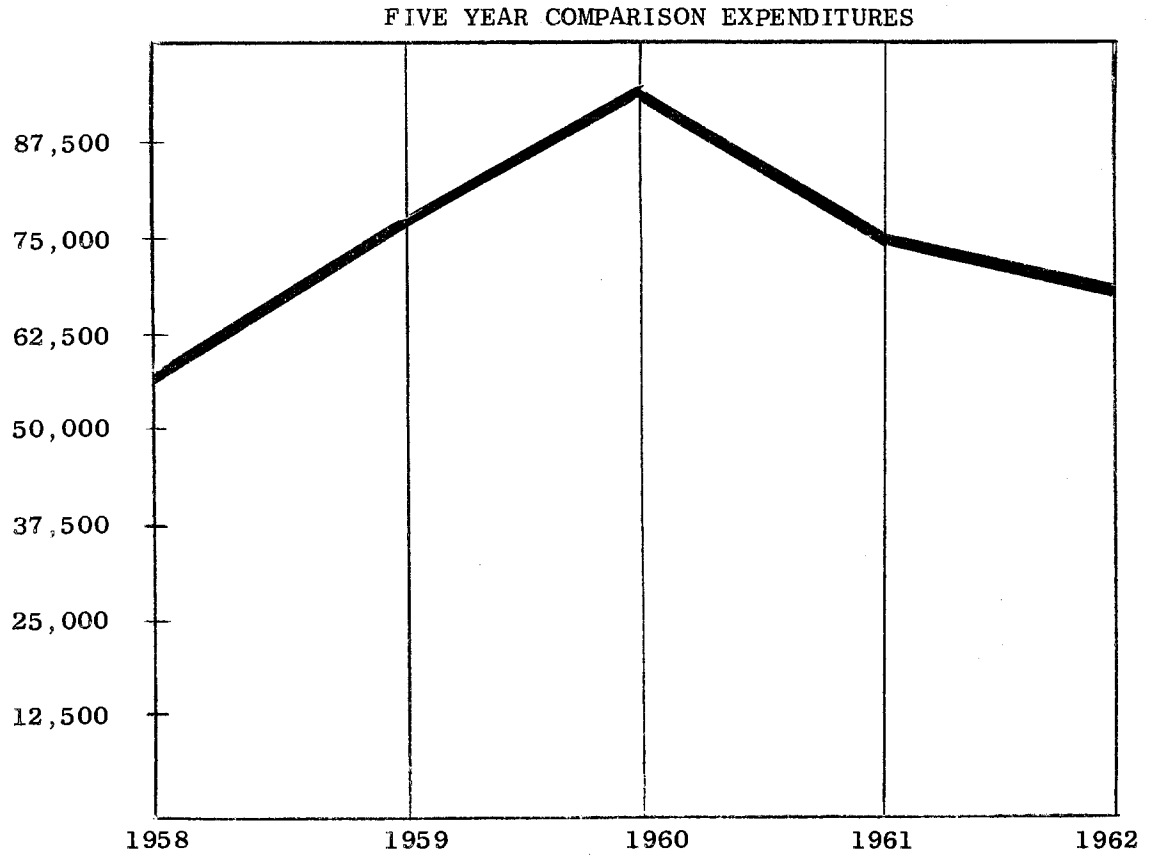
A total of 85.4 miles of unpaved streets and 32 miles of unpaved alleys are presently being maintained by the City.

Extensive storm sewer construction during 1961 is expected to relieve part of the burden of maintenance, particularly in the Fairview area. A very limited construction program is also expected for 1962 so that the streets and alleys will not carry as heavy a burden of construction as has been experienced over the last several years and they should be in better condition during 1962 and take less work to maintain. An extremely wet season experienced during 1961 together with the construction program aggravated the maintenance problem, however it is expected that the bulk of the excavations made in streets during 1962 would be primarily for the sewer and water connection program and whatever connections and main extensions might be made by the Gas Company.

Further investigations will be carried out as time permits to develop a maintenance headquarters site in the southern portion of the City.

General maintenance will be accomplished with the same basic equipment as utilized during 1960 and 1961 which includes six graders, one front-end loader

and five trucks during the break-up period and three graders plus such other equipment as is necessary during the remainder of the season.



SIDEWALKS & CROSSWALKS  
ACCOUNT 1233

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1233.1 Personal Services:		
.11 Salaries	\$ 2,850	\$ 2,230
.12 Overtime Wages	50	-0-
.13 Accrued Leave	460	360
Total . . . . .	\$ 3,360	\$ 2,590
1233.2 Contractual:		
.25 City Equipment Rental	\$ 1,000	\$ 600
1233.3 Supplies:		
.31 Building Materials	\$ 350	\$ 350
.39 Tools and Work Equipment	200	100
Total . . . . .	\$ 550	\$ 450
1233.8 Capital:		
.83 Improvements other than Buildings	\$ 590	\$ 890
Total Budget . . . . .	\$ 5,500	\$ 4,530
Authorized Personnel (See Account 1230)	0	0

1962 WORK PROGRAM - SIDEWALKS AND CROSSWALKS

The 1962 work program will consist of the normal patching and maintenance work as found to be necessary. It is proposed to continue the maintenance on the minor defects in the downtown commercial area by patching with asphaltic materials where complete reconstruction is not necessary.

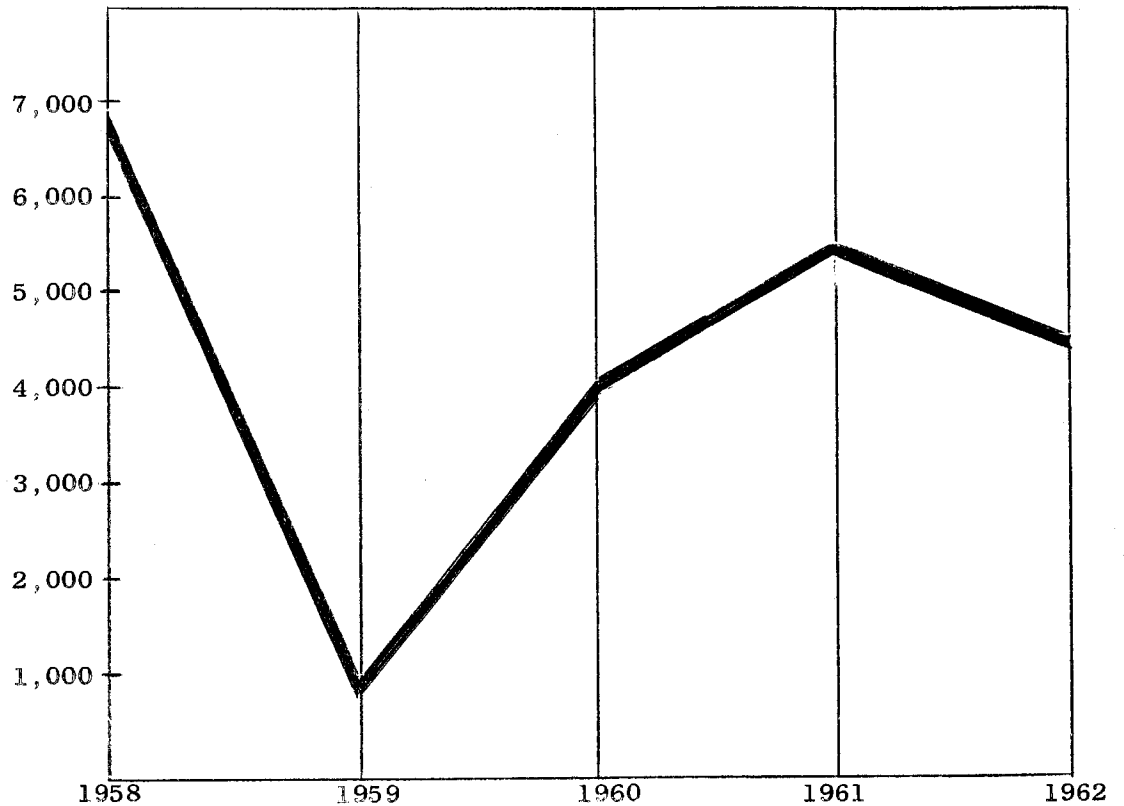
During 1961 a program of mandatory reconstruction by property owners was undertaken in order to restore critically defective portions of sidewalk and abandoned curb cuts, particularly in the Fourth and Fifth Avenue areas of high pedestrian traffic. This work was brought about by the high incidence of damage claims filed against the City for persons injured in falls on sidewalks. The operating policy has been to assess 100% of cost of sidewalk reconstruction against the fronting property. The cost of reconstruction of sidewalk at intersections and the restoration of curb and gutter is proposed to be done at a 100% City cost.

There are several blocks of deteriorated curb and gutter in the downtown area that should be replaced, however it is proposed that this work be included in the bond fund program as a major capital improvement.

The only new sidewalks constructed during 1961 were those installed in the College Village Subdivision and are about 90% completed. The balance of the work will be finished during the construction season of 1962, however no maintenance of these new sidewalks is expected for several years.

No funds have been budgeted in this account for the City's one-third share of the sidewalks on Hidden Lane, Kobuk Court, College Village or Fireweed Manor. It is proposed that the City's share be paid up in lump sum from the street bond account. School crossings and pedestrian crosswalks in the downtown area and on heavily traveled streets will be painted as was done during 1961, however this work will be included under the Paved Streets budget.

FIVE YEAR COMPARISON EXPENDITURES



SNOW & ICE REMOVAL  
ACCOUNT 1234

Code	Estimated 1961	Estimated 1962
1234.1 Personal Services:		
.11 Salaries	\$ 58,000	\$ 77,980
.12 Overtime Wages	7,450	7,450
.13 Accrued Leave	9,280	12,480
Total . . . . .	\$ 74,730	\$ 97,910
1234.2 Contractual:		
.22 Contracted Labor & Equipment	\$ 75,000	\$ 35,000
.25 City Equipment Rental	61,150	73,600
Total . . . . .	\$ 136,150	\$ 108,600
1234.3 Supplies:		
.31 Building Materials	\$ 9,000	\$ 12,000
.39 Tools and Work Equipment	100	100
Total . . . . .	\$ 9,100	\$ 12,100
 Total Budget . . . . .	 \$ 219,980	 \$ 218,610
 Authorized Personnel (See Account 1230)	 0	 0

1962 WORK PROGRAM - SNOW AND ICE REMOVAL

There is a total of 133 miles of streets and 32 miles of alleys currently maintained in the City system including approximately 15 miles on the State Highway system within the City limits. No funds have been included in this budget for the snow removal on State routes, since snow removal in the State Highway system is provided for in the maintenance agreement between the City and the State Department of Public Works with work to be performed by City forces. The budget is based on the anticipation of sufficient State funds to continue this work through 1962, however there is no definite assurance that the maintenance agreement will be extended past July.

The contractor proposing snow removal with the melting equipment has been granted the right to utilize his equipment during the remainder of 1961 in order to demonstrate his ability to perform the work. This being a somewhat doubtful operation however, the funds have been allocated based on the City's performance of all operations. If the contractor proves successful, the funds will have to be transferred from the labor and equipment accounts to the contract account in order to provide for the service. In that event, the City forces would be utilized on snow removal in the residential and

outlying areas. Moving and removal of snow in the outlying areas is based primarily upon the capacity for the streets to contain the bladed snow while maintaining two-lane traffic in all areas. The removal and disposal of the windrows will be on a funds and time available basis with priority being given to the downtown areas.

No funds have been allocated in this account for the special handling of snow during the Fur Rendezvous activities. Funds for this purpose are normally provided in the Community Promotion account.

City Equipment to be utilized in the snow removal operation will consist of approximately the same as that used during 1961. This will include six graders with two standby units, one Athey belt loader, two front-end loaders, three sand trucks, five six-to-ten yard trucks and one truck mounted belly blade. The above equipment will be operated on a two-shift basis as required. During the snow season a night shift of six men will be on steady duty for sanding and salting and this crew will be enlarged as necessary to handle snow hauling or in the event of adverse weather. Additional personnel and equipment are added on an overtime and rental basis as conditions warrant.

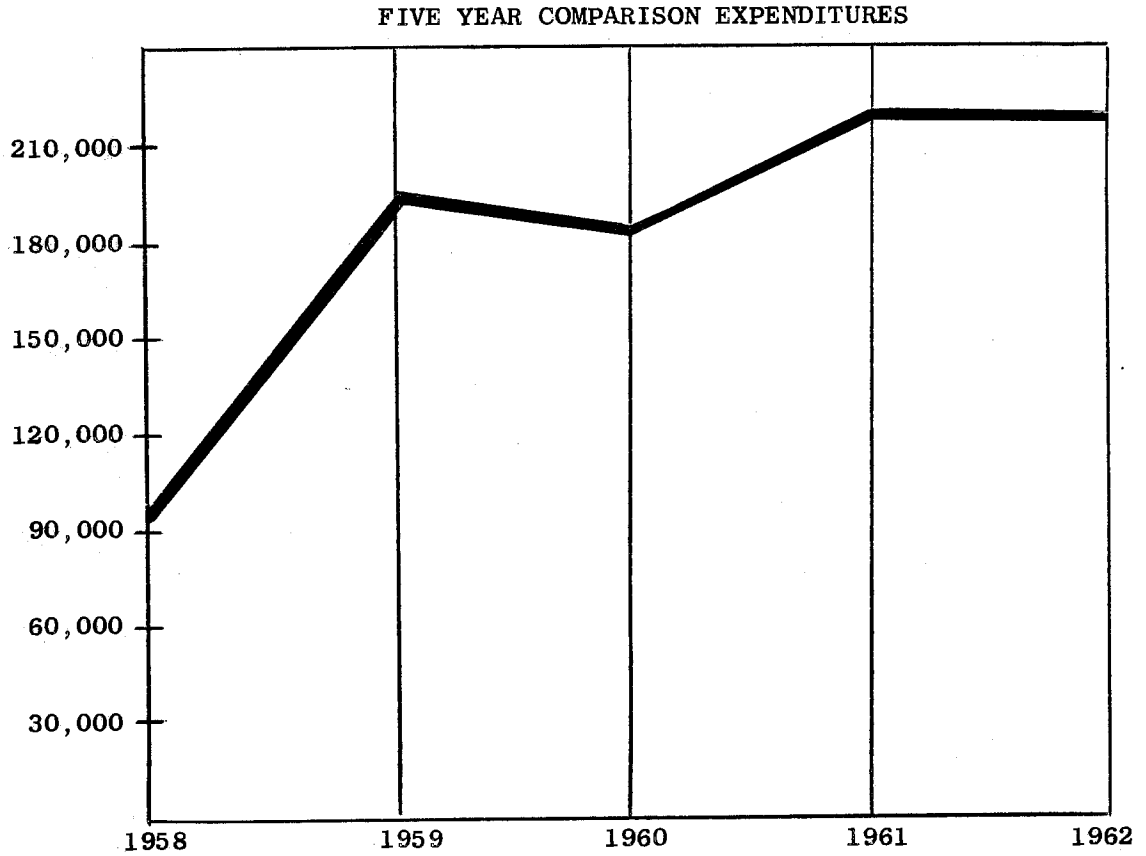
No provision has been made for cleaning driveways, private entrances or parking facilities. Snow removal on the off-street parking lots will be accomplished by contract and the contractor will make available other equipment as necessary for City operations under the approved rental schedule.

The budget is based on the anticipation of an average snowfall, however total snowfall, severity of storms, frequency of storms and temperatures will all affect the unit cost of snow handling and it is impossible to make a precise determination on a cost per inch of seasonal snowfall. An overall average based on prior years performance is used for planning purposes for the work program. Due to these variables, it is felt that supplementary equipment on a rental basis is more economical for the City's use rather than attempting to increase the inventory of City equipment to handle all contingencies.

Pre-storm salting is not performed due to the difficulty of advance forecasting and the high cost of chemicals for this use. It is estimated that approximately 60 tons of chloride and 100 tons of salt will be used, primarily in connection with the sanding operation since it is found that a straight chloride or salt application is extremely expensive due to the high cost of freight and handling. Straight salt application is used in limited quantities in critical areas only as needed. The major ice control program consists of spreading sand, screened by the City, at the Merrill Field pit. A heavy sand application is necessary during moderate winters due to the alternate freezing and thawing and tends to counteract the savings in cost for snow removal during these periods of moderate winter weather.



The City is not planning to purchase any sand for abrasive spreading due to the successful operation by City forces in the Merrill Field pit through the use of the vibrating screen which was recently purchased by the Department.



TRAFFIC ENGINEERING AND CONTROL  
ACCOUNT 1235

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1235.1 Personal Services:		
.11 Salaries	\$ 17,520	\$ 19,720
.12 Overtime	-0-	400
.13 Accrued Leave	2,800	3,160
Total . . . . .	\$ 20,320	\$ 23,280
1235.2 Contractual:		
.23 Electricity and Water	\$ 120	\$ 120
.25 City Equipment Rental	36,000	38,500
.26 Other Rentals	300	300
.27 Repairs	150	200
.29 Travel, Dues and Publications	100	100
Total . . . . .	\$ 36,670	\$ 39,220
1235.3 Supplies:		
.31 Building Materials	\$ 5,000	\$ 8,700
.38 Printed Forms	200	200
.39 Tools and Work Equipment	150	150
Total . . . . .	\$ 5,350	\$ 9,050
1235.8 Capital:		
.84 Machinery and Equipment	\$ 500	\$ -0-
Total Budget . . . . .	\$ 62,840	\$ 71,550
Personnel Authorized (See Account 1230)	1/2	1/2

1962 WORK PROGRAM - TRAFFIC ENGINEERING AND CONTROL

This account covers the cost of salaries, materials and supplies needed for the design, installation, and maintenance of traffic signs, signals, and other traffic control devices. It also covers the cost of record keeping, traffic counting and related activities which are needed to obtain data regarding traffic accidents, volume, congestion, and speed. This data is vital in the engineering analysis of the need for and effect of various traffic control measures.

During 1962 it is proposed to install new traffic signals at the following locations:

Seventh Avenue and C Street (fire station remote control)

First Avenue and C Street (fixed time controller and FM receiver)  
Sixth Avenue and Gambell St. (fixed time controller and FM receiver)  
Proposed freeway & Bragaw St. (actuated controller and detectors)

It is also proposed to modernize the following existing signals:

Fourth Avenue and Gambell St. (complete rebuild with FM receiver)  
Fifth Avenue and Gambell St. (complete rebuild with FM receiver)  
Ninth Avenue and Gambell St. (complete rebuild with FM receiver)  
(this will permit fire-lane extension)  
27th Ave. & Spenard Road (relocate, rebuild with actuated controller  
and pedestrian heads)  
Northern Lights Blvd. & Spenard Road (complete rebuild with actuated  
controller)  
E. Fifth Avenue & Airport Heights Road (revise to handle freeway traffic)  
15th and Gambell St. (Add lighted NO LEFT TURN signs)

All traffic signal equipment is purchased and installed by the Municipal Light and Power Department and charged to the traffic engineering and control account on a monthly charge. This monthly charge is based on the cost of electrical energy, the maintenance charge, and a straight line depreciation over a ten year period.

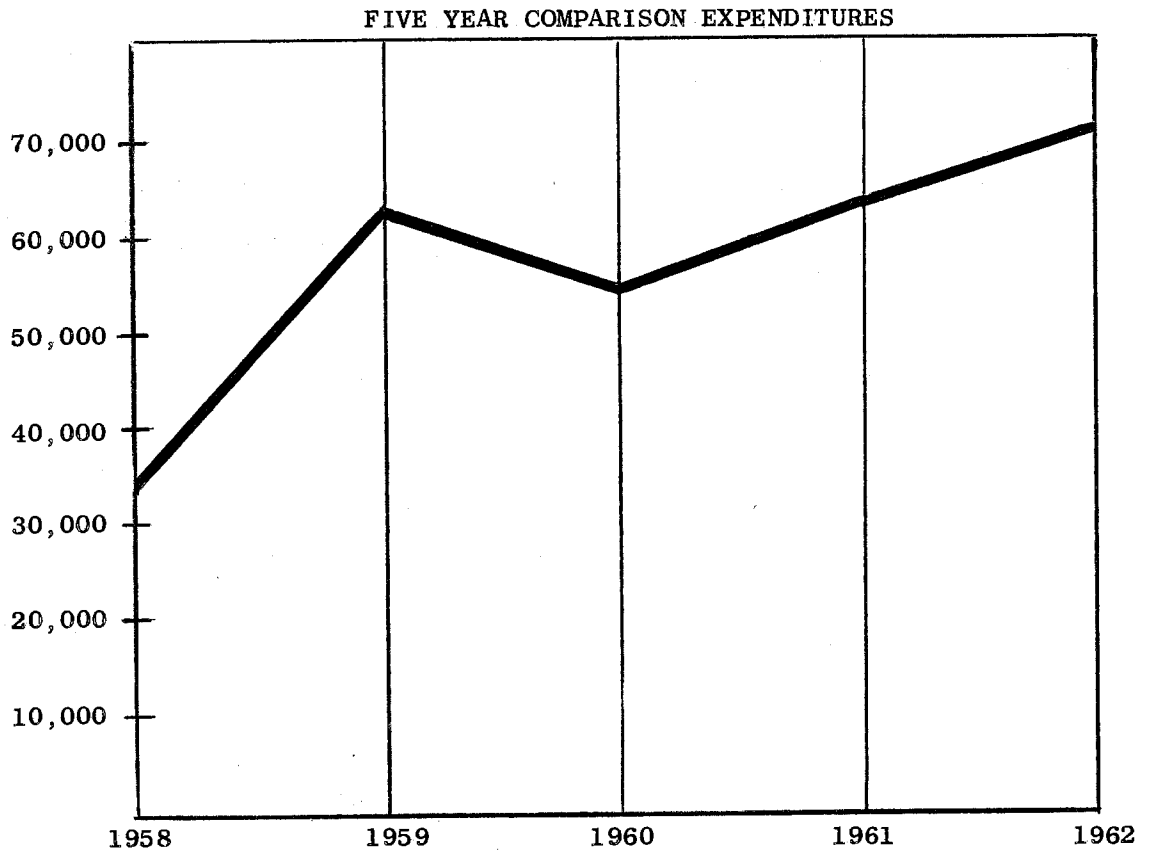
The major sign project planned for 1962 is the installation of street name signs in those areas of Spenard and Fairview which were annexed after the present street name signs had been ordered and installed. In addition to this major project, our existing traffic signs will require routine maintenance.

It is anticipated that the program of pavement marking will be continued. The direct costs of this work are budgeted under 'paved streets'; however, it is mentioned here because it is an integral part of traffic engineering and the design and layout will be done under the traffic account.

The accident and sign maintenance records require a considerable amount of time spent on routine record keeping and filing and the personal services item includes a half-time file clerk. It is hoped that during the coming construction season the Traffic Engineer, with the help of the Construction Engineer will be able to continue the establishment of a better and more complete system of barricading and signing for detours and for other traffic provisions in the vicinity of construction projects.

In addition to these major projects the Traffic Engineer's duties also include coordination with the Police Department in the relieving of traffic problems, investigation and answering of requests and complaints from the public, analysis of traffic and parking problems in order to determine what remedial engineering measures can be taken, drafting of suggested traffic

ordinances, public appearances to explain traffic engineering matters, liaison with the Street Engineer and with the various engineers of other governmental bodies, and the expenditure of a considerable amount of time actually driving the streets of the City and watching the traffic conditions in order to keep abreast of any and all changes in traffic conditions and keep an eye on the condition of traffic control devices.



STREET LIGHTING  
ACCOUNT 1236

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1236.2 Contractual:		
.23 Street Lighting	\$ <u>132,000</u>	\$ <u>143,200</u>
Total Budget . . . . .	\$ 132,000	\$ 143,200

1962 WORK PROGRAM - STREET LIGHTING

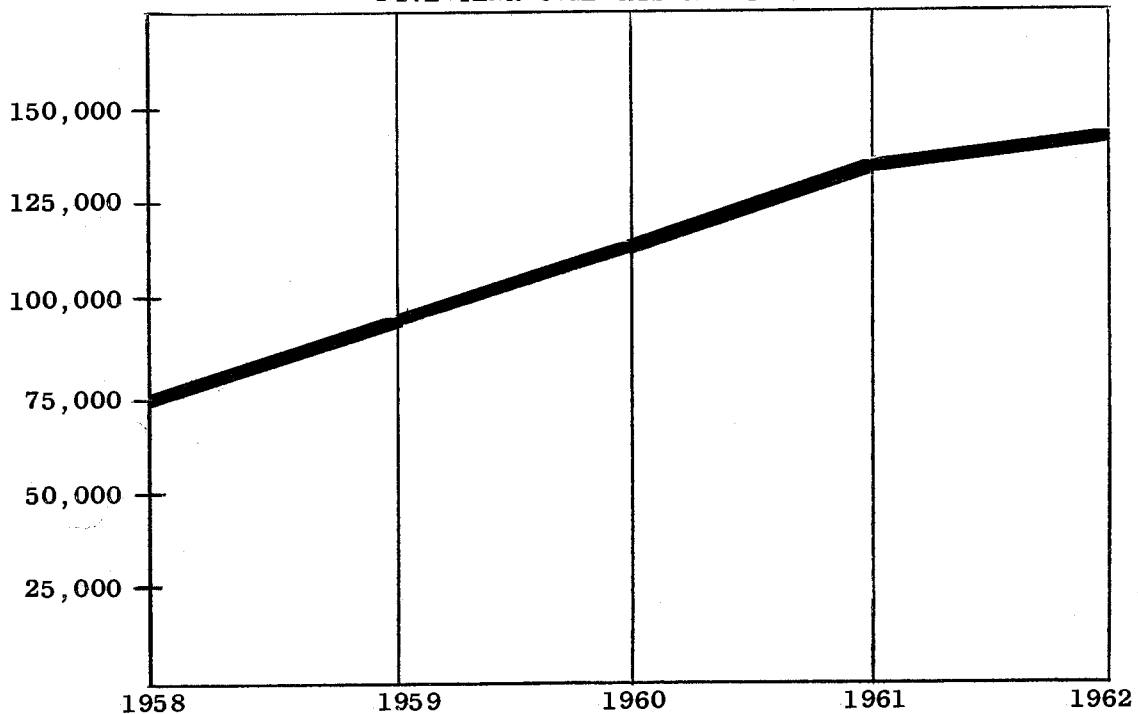
Street lights are installed and maintained by the Municipal Light and Power Department. A charge is levied against this account for the power and maintenance cost of the street lights.

In addition to the City-owned facilities, the City View, Mountain View, Fireweed Lane, Green Acres, Fairview and portions of the Spenard areas are served by 150 street lights owned, installed and maintained by the Chugach Electric Association on a monthly charge basis of \$8.00 per month for 250-watt lights and \$9.00 per month for 400-watt lights.

There are 51 Mercury Vapor lights, 1 crosswalk light and 1 traffic signal on borderline streets in the Spenard area for which the City pays 50% of the charges.

Increased costs are due to additional lights which have been installed and an increase in operating charges by the Municipal Light and Power Department.

FIVE YEAR COMPARISON EXPENDITURES



PARKING METERS AND OFF-STREET PARKING  
ACCOUNT 1237

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1237.1 Personal Services:		
.11 Salaries	\$ 23,880	\$ 27,130
.13 Accrued Leave	3,820	4,340
Total . . . . .	\$ 27,700	\$ 31,470
1237.2 Contractual:		
.22 Labor and Equipment	\$ 5,000	\$ 5,000
.23 Electricity and Water	240	120
.25 City Equipment Rental	3,600	1,800
.26 Other Rentals	1,200	420
.27 Repairs	600	600
.28 Telephone, Telegraph, Tolls	240	240
.29 Travel, Dues and Publications	200	200
Total . . . . .	\$ 11,080	\$ 8,380
1237.3 Supplies:		
.31 Building Materials	\$ 2,060	\$ 2,040
.34 Heating Fuel	400	400
.36 Office Supplies	-0-	500
.38 Printed Forms	100	100
.39 Tools and Work Equipment	600	600
Total . . . . .	\$ 3,160	\$ 3,640
1237.4 Unclassified (payment in lieu of taxes)	\$ 2,400	\$ 2,400
1237.8 Capital:		
.82 Buildings	\$ 750	\$ -0-
.83 Improvements other than buildings	34,910	64,110
.84 Machinery and Equipment	35,000	5,000
Total . . . . .	\$ 70,660	\$ 69,110
 Total Budget . . . . .	 \$ 115,000	 \$ 115,000
 Personnel Authorized (See Account 1230)	 2 1/2	 2 1/2

1962 WORK PROGRAM - PARKING METERS AND OFF-STREET PARKING

The parking meter and off-street parking account includes the operation and maintenance of all parking meters, both the street meters and off-street parking lot meters. This function also provides for the improvement and maintenance of off-street parking facilities and the acquisition of additional

parking lots and meters. The traffic engineer also acts as secretary to the Parking Commission. Parking meter collection is provided by the City Clerk.

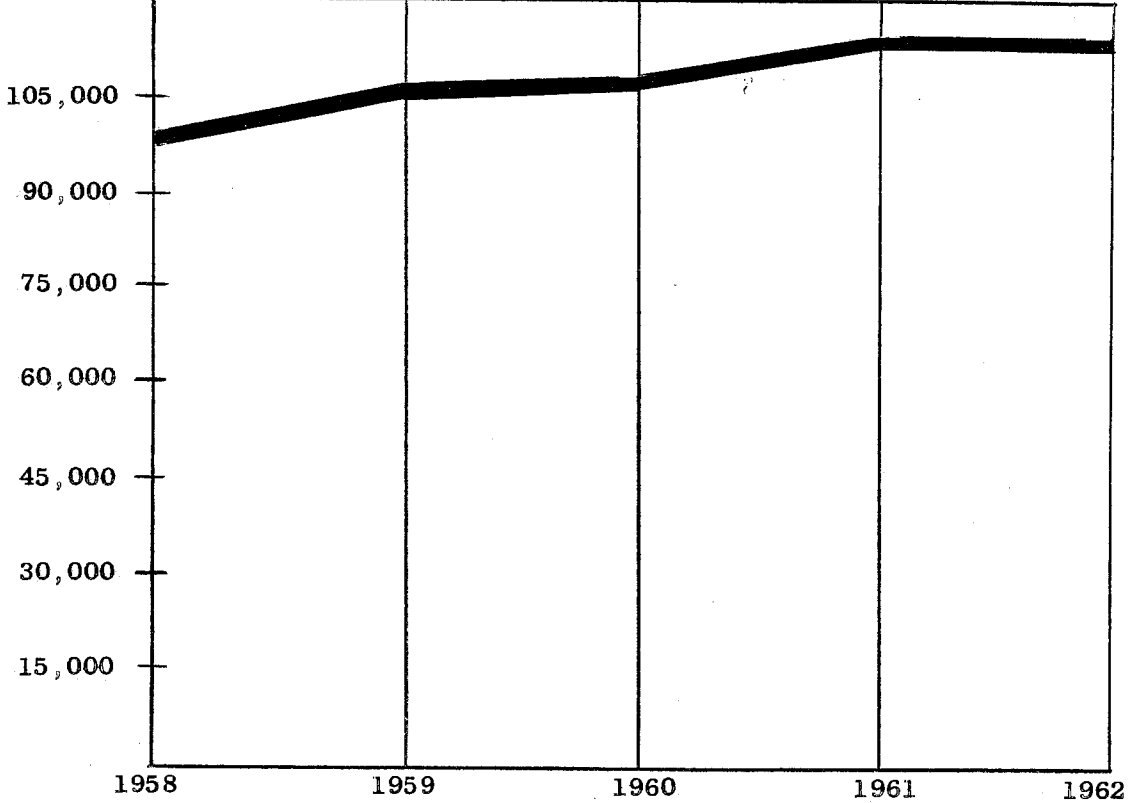
The estimated revenue to be collected from parking meters equals the \$115,000 requested to be appropriated in this budget. The City Council policy has been established that all parking meter revenue will be used for the installation and maintenance of parking meters and for the acquisition and improvement of off-street parking lots.

At the present time there are 1450 parking meters installed on the streets and 425 parking meters installed in city owned parking lots. The present parking meter maintenance program includes the checking each day of each meter for damage, the winding of the meters at least once a week, the investigation of complaints from the public of malfunction and the complete dismantling and cleaning of each meter on a routine program basis. The accomplishment of these functions requires one man for each seven hundred meters. The City now employs one half-time and two full time parking meter repairmen.

The capital budget items contain \$8,000 for possible grading in the parking lot on Seventh Avenue near G Street and for either a stair-way on the north side of Third Avenue between C and D Streets or expenditures which may be required in connection with the proposed parking structure on the south side of Third Avenue between C and E Streets. The machinery and equipment item contains \$5,000 for 100 additional parking meters. No specific location for these meters has been determined; however, it is anticipated that requests for meters will be received during the year. The remainder of the capital budget is unencumbered and it is anticipated that this item will be available at the end of the year for transfer to the parking meter reserve fund. At the present time the reserve fund contains \$137,524 and at the end of 1961 it is anticipated that there will be an additional \$60,000 to be transferred, making a total of \$197,524.

The proposed multi-story parking structure project has progressed during 1961. A subsurface investigation and report was made by the Arctic Alaska Testing Laboratories. This report along with other available information has been furnished to several prospective bidders for this project. The Parking Commission is asking these firms to make preliminary proposals for construction, financing and/or operation of this proposed facility. It is anticipated that during 1962 these proposals will be ready for consideration by the Commission and by the City Council.

PARKING METERS AND OFF-STREET PARKING  
FIVE YEAR COMPARISON EXPENDITURES





STREET CLEANING  
ACCOUNT 1240

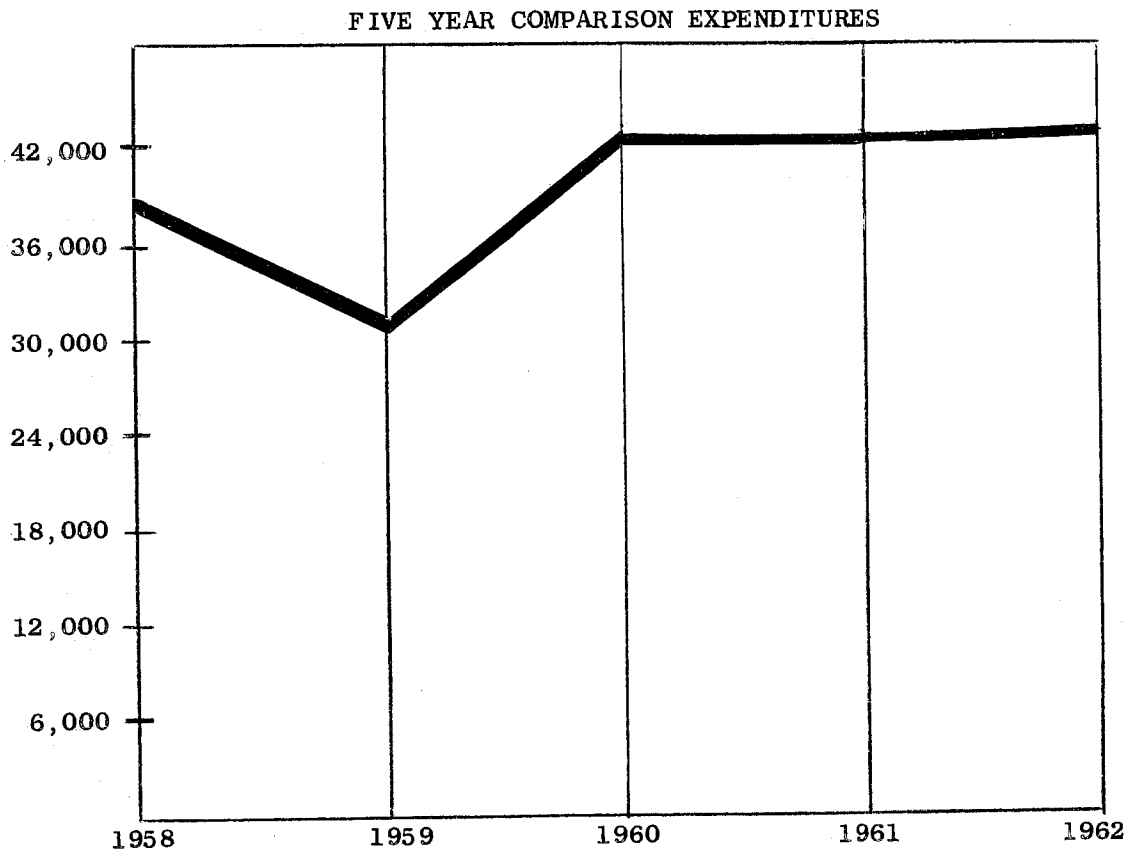
<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1240.1 Personal Services:		
.11 Salaries	\$ 19,500	\$ 19,150
.12 Overtime Wages	2,000	2,000
.13 Accrued Leave	3,000	3,060
Total . . . . .	\$ 24,500	\$ 24,210
1240.2 Contractual:		
.25 City Equipment Rental	\$ 17,700	\$ 18,500
Total . . . . .	\$ 17,700	\$ 18,500
1240.3 Supplies:		
.39 Tools and Work Equipment	\$ 300	\$ 300
Total . . . . .	\$ 300	\$ 300
1240.8 Capital:		
.83 Improvements other than Buildings	\$ 600	\$ 600
Total . . . . .	\$ 600	\$ 600
 Total Budget . . . . .	 \$ 43,100	 \$ 43,610
 Authorized Employees (See Account 1230)	 0	 0

1962 WORK PROGRAM - STREET CLEANING

During 1962 it is anticipated that a savings of approximately \$12,000 over costs for 1961 will be affected by the efficiency of the two Mobil sweepers recently purchased by the City. It has been found that very little, if any, hand work was necessary for clean-up of streets following the winter sanding operations as the two sweepers were able to pick up the accumulation of sand with very little difficulty. No basic change of operation is anticipated in this account.

Work is expected to be performed by two hand sweepers for gutters and trash boxes on a five-day week. Two mechanical sweepers will be utilized on a six-day week. Except during the periods immediately following the spring break-up, it is planned to sweep the residential areas once a week. Service in all residential areas, particularly in the outlying districts, is severely hampered due to the large number of parked cars on the streets, especially during the night time hours. In order to sweep the residential streets without posting restrictive parking signs it will be necessary to perform this work during

the daylight hours. All sweeping in the downtown commercial areas is programmed to be operated at night in those sections posted for restrictive parking on alternate nights. This operation is coordinated with the Police Department for the tow-away districts and the "No Parking" restrictions are rigidly enforced during the sweeping periods.



DUST PREVENTION  
ACCOUNT 1241

Code	Estimated 1961	Estimated 1962
1241.1 Personal Services:		
.11 Salaries	\$ 15,150	\$ 14,870
.12 Overtime Wages	4,850	4,500
.13 Accrued Leave	<u>2,425</u>	<u>2,380</u>
Total . . . . .	\$ 22,425	\$ 21,750
1241.2 Contractual:		
.25 City Equipment Rental	\$ 15,325	\$ 14,220
Total . . . . .	\$ 15,325	\$ 14,220
1241.3 Supplies:		
.31 Building Materials	\$ 8,000	\$ 6,200
.39 Tools and Work Equipment	<u>250</u>	<u>100</u>
Total . . . . .	\$ 8,250	\$ 6,300
Total Budget . . . . .	\$ 46,000	\$ 42,270
Authorized Personnel (See Account 1230)	0	0

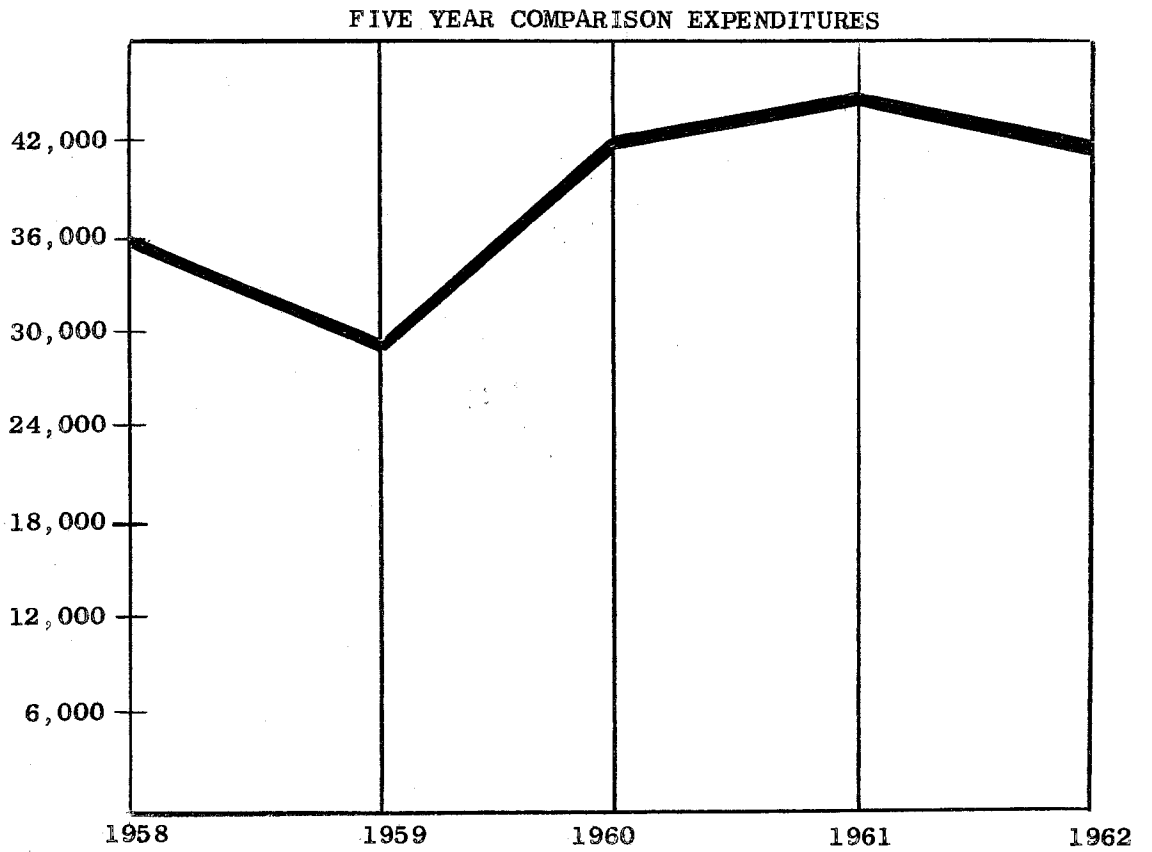
1962 WORK PROGRAM - DUST PREVENTION

Dust prevention on the 85 miles of unpaved streets within the City limits is performed by water sprinkling. A chemical wetting agent is applied with the water through the sprinkling trucks and has the effect of forming a crust and stabilizing the surface after two or three weeks of application which reduces the dust condition and the frequency of sprinkling.

It is expected to reduce the budget approximately \$3,700 over the 1961 budget by cutting back to a single shift operation on Saturdays and Sundays and through the lower anticipated cost of the wetting agent which has been obtained locally. The work program will be similar to that performed during 1961 and it is planned to use four sprinklers on a two shift basis during week days and single shifts on weekends. The total cost of operation is, of course, a variable being dependent on the weather and amount of rain encountered during the summer season.

Some additional experimental work is anticipated to be tried on the more heavily traveled streets through the use of a special dust palliative oil

as recommended by the asphalt suppliers. Since the budget does not include a factor for extended use of this material, the experimental work will be carried on on a funds-permitting basis.



STREET DRAINAGE  
ACCOUNT 1242

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1242.1 Personal Services:		
.11 Salaries	\$ 22,500	\$ 24,800
.12 Overtime Wages	4,000	6,300
.13 Accrued Leave	3,600	3,970
Total . . . . .	\$ 30,100	\$ 35,070
1242.2 Contractual:		
.25 City Equipment Rental	\$ 14,400	\$ 14,400
1242.3 Supplies:		
.31 Building Materials	\$ 3,250	\$ 2,250
.39 Tools and Work Equipment	250	250
Total . . . . .	\$ 3,500	\$ 2,500
 Total Budget . . . . .	 \$ 48,000	 \$ 51,970
 Authorized Personnel (See Account 1230)	 0	 0

1962 WORK PROGRAM - STREET DRAINAGE

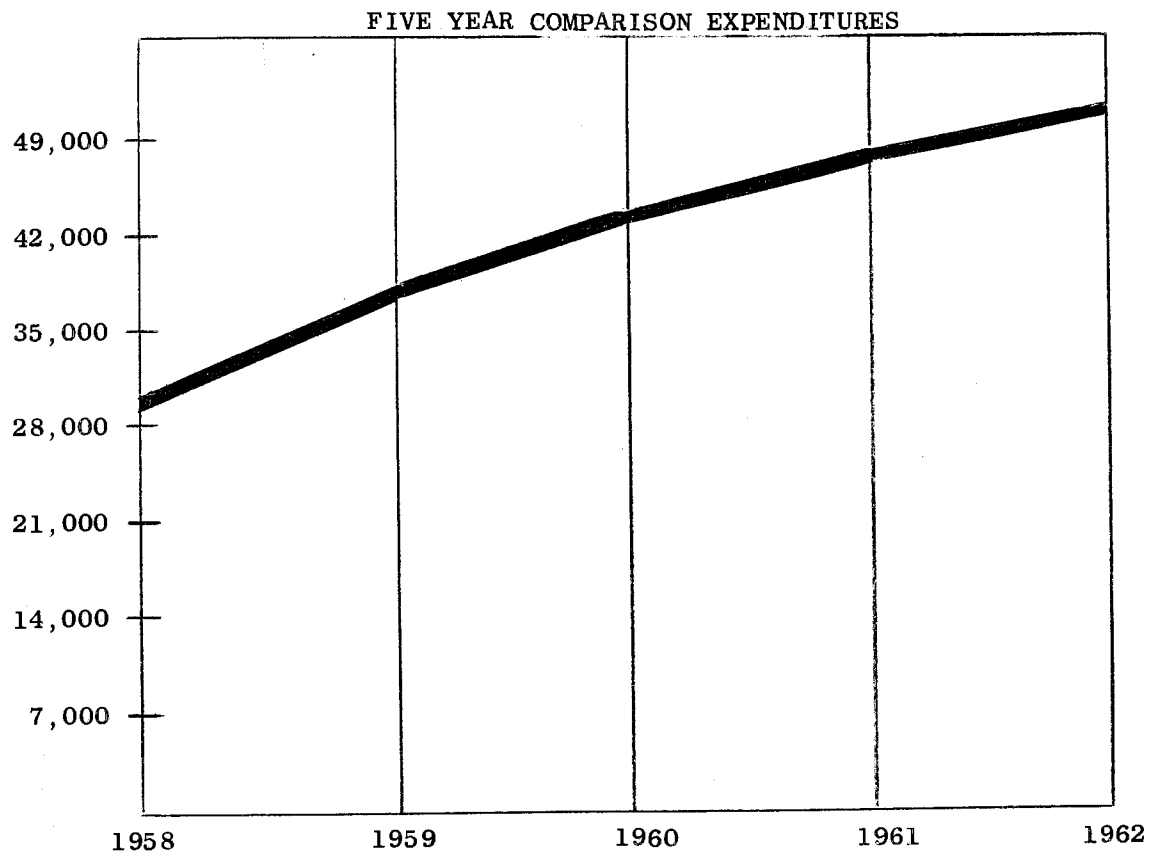
It is anticipated that it will require approximately \$4,000 more in 1962 than was budgeted for 1961. This is felt to be necessary due to the fact that the 1961 budget was overspent and additional funds were transferred from accounts in Public Works that had under-runs. The primary source of difficulty is in some of the newly annexed areas where critical drainage problems still exist due to the uncontrolled development when those areas were unincorporated.

Many of the serious drainage deficiencies were corrected during 1961 by the construction of approximately two miles of storm sewers in the Fireweed Manor and Grandview areas, College Village Subdivision and the critical areas of Fairview. Construction of the storm sewers, particularly in the Fairview area, is expected to relieve some serious conditions which have existed in the area between 7th and 10th Avenues east of Gambell Street. Many properties had been subject to serious flooding in previous years due to the complete lack of drainage facilities in this district and this excessive property damage should be corrected through the 1961 construction.

Areas that will need considerable attention until a storm sewer system is constructed are the North Spenard areas from Fireweed Lane to the Bluff and

west of C Street, the area east of the High School and several districts in the Turnagain area. It is planned to conduct engineering surveys in these areas as time and funds permit and proposals will be included in the Capital Improvement program recommendations for the construction in these areas.

No capital improvements have been included in this account other than minor culvert additions in the more aggravated areas. Construction of the major drainage works will be done as a part of the capital improvement program which is dependent on the availability of bond funds. The City is presently responsible for the maintenance of 20.6 miles of storm drains and 576 catch basins including the two miles of drains and 47 catch basins constructed during 1961.



GARBAGE COLLECTION  
ACCOUNT 1243

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1243.1 Personal Services:		
.11 Salaries	\$ 154,650	\$ 159,300
.12 Overtime Wages	40,150	38,230
.13 Accrued Leave	23,550	23,880
Total . . . . .	\$ 218,350	\$ 221,410
1243.2 Contractual:		
.20 Miscellaneous Contracted Services	\$ 125	\$ 125
.22 Labor and Equipment	19,200	23,040
.25 City Equipment Rental	43,750	39,650
.27 Repairs	650	1,800
Total . . . . .	\$ 63,725	\$ 64,615
1243.3 Supplies:		
.33 Gas, Oil, Grease, Motor Fuels	\$ 250	\$ 250
.38 Printed Forms	75	150
.39 Tools and Work Equipment	250	100
Total . . . . .	\$ 575	\$ 500
1243.8 Capital:		
.84 Machinery and Equipment	\$ 17,400	\$ -0-
Total Budget . . . . .	\$ 300,050	\$ 286,525
Authorized Personnel (See Account 1230)	20	20

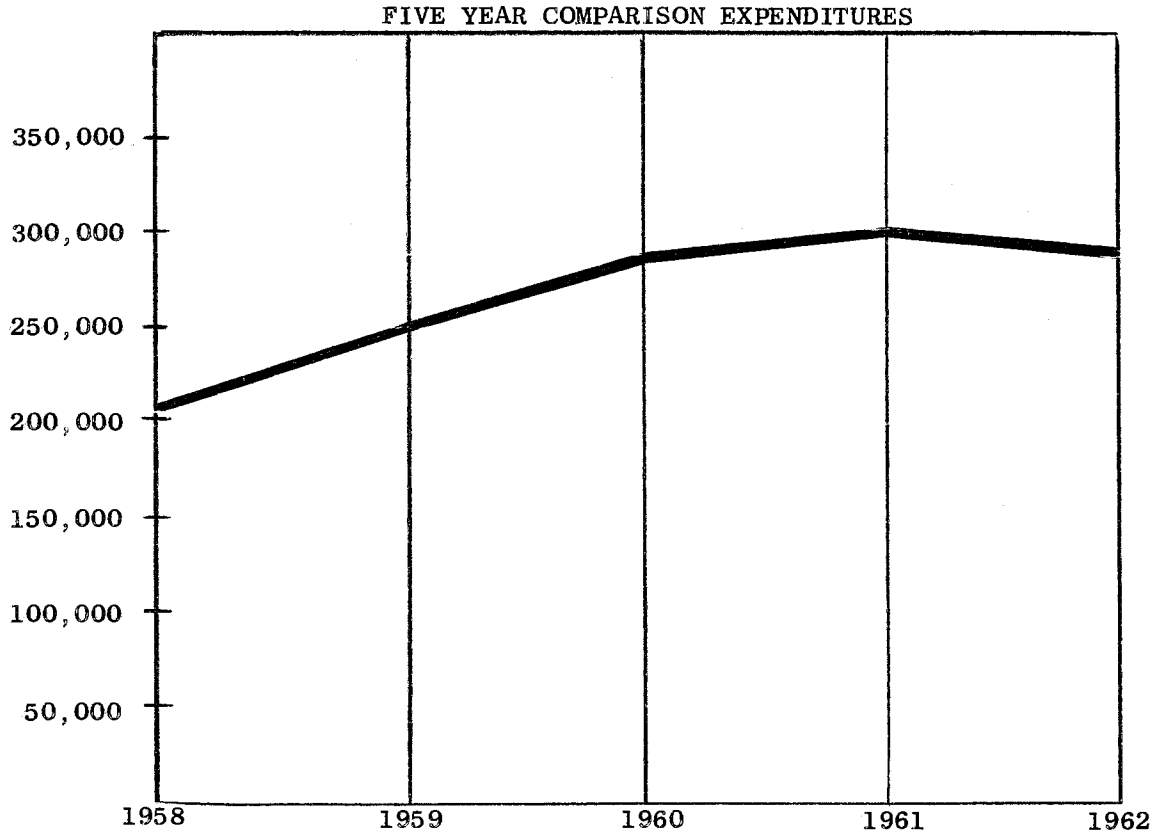
1962 WORK PROGRAM - GARBAGE COLLECTION

The work program for 1962 will be essentially the same as that provided during 1961. Forty additional Dempster dump cans are being ordered during the latter part of this year and it is expected to be able to service them without the necessity of using additional equipment, however it may be necessary to extend the hours of work in order to provide the additional service. A new Dumpmaster truck is being ordered by the garage as replacement equipment and the older unit will be retained as a standby to be called on when needed. Funds have been provided for spring clean-up on a two weeks operation. Saturday operation time has been reduced from six to four hours which would reduce the overtime salary costs. This saving was brought about by the use of larger trucks and a reduction in the total amount of garbage hauled.

During 1962 the operation will consist of the following men and equipment:

- 1 Foreman - 1 Pickup truck, five-day week, 4 hours Saturday
- 5 Drivers - 10 Swampers - 2 15-yard Packer trucks, 3 20-yard Packer trucks -  
5 days per week, plus 4 hours Saturday
- 2 Drivers - 2 Dempster Dumpmaster 24-yard trucks
- 1 Garbage Inspector - 1 vehicle, 12 months
- 1 Dump Collector - 6 days per week

The City dump at Merrill Field is maintained by a private operator under contract with the City. The cost of his operation is paid for partly by dumping fees collected at the dump, however the collections have dropped off somewhat over the last several years resulting in a higher percentage of the charge being applied against this account.





SEWERS AND SEWAGE DISPOSAL  
ACCOUNT 1244

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1244.1 Personal Services:		
.11 Salaries	\$ 23,600	\$ 26,860
.12 Overtime Wages	2,400	1,800
.13 Accrued Leave	3,776	4,300
Total . . . . .	\$ <u>29,776</u>	\$ <u>32,960</u>
1244.2 Contractual:		
.22 Contracted Labor & Equipment	\$ 500	\$ 250
.23 Electricity and Water	2,250	3,300
.24 Insurance	-0-	130
.25 City Equipment Rental	7,500	6,200
.26 Other Rentals	200	200
.27 Repairs to Buildings or Equipment	300	1,400
Total . . . . .	\$ <u>10,750</u>	\$ <u>11,480</u>
1244.3 Supplies:		
.31 Building Materials	\$ 1,650	\$ 1,150
.34 Heating Fuel	350	250
.39 Tools and Work Equipment	950	950
Total . . . . .	\$ <u>2,950</u>	\$ <u>2,350</u>
1244.8 Capital:		
.83 Improvements other than buildings	\$ <u>26,800</u>	\$ <u>36,800</u>
Total Budget . . . . .	\$ 70,276	\$ 83,590
Authorized Personnel (See Account 1230)	4	4

1962 WORK PROGRAM - SEWERS AND SEWAGE DISPOSAL

At the present time the City operates and maintains 103 miles of sanitary sewers and four lift stations. The system was increased during 1961 by the construction of ten additional miles of sanitary sewers. It is estimated that there is a total of 4,570 service connections including approximately 780 connections which we anticipate will be completed by the end of the construction season in 1961.

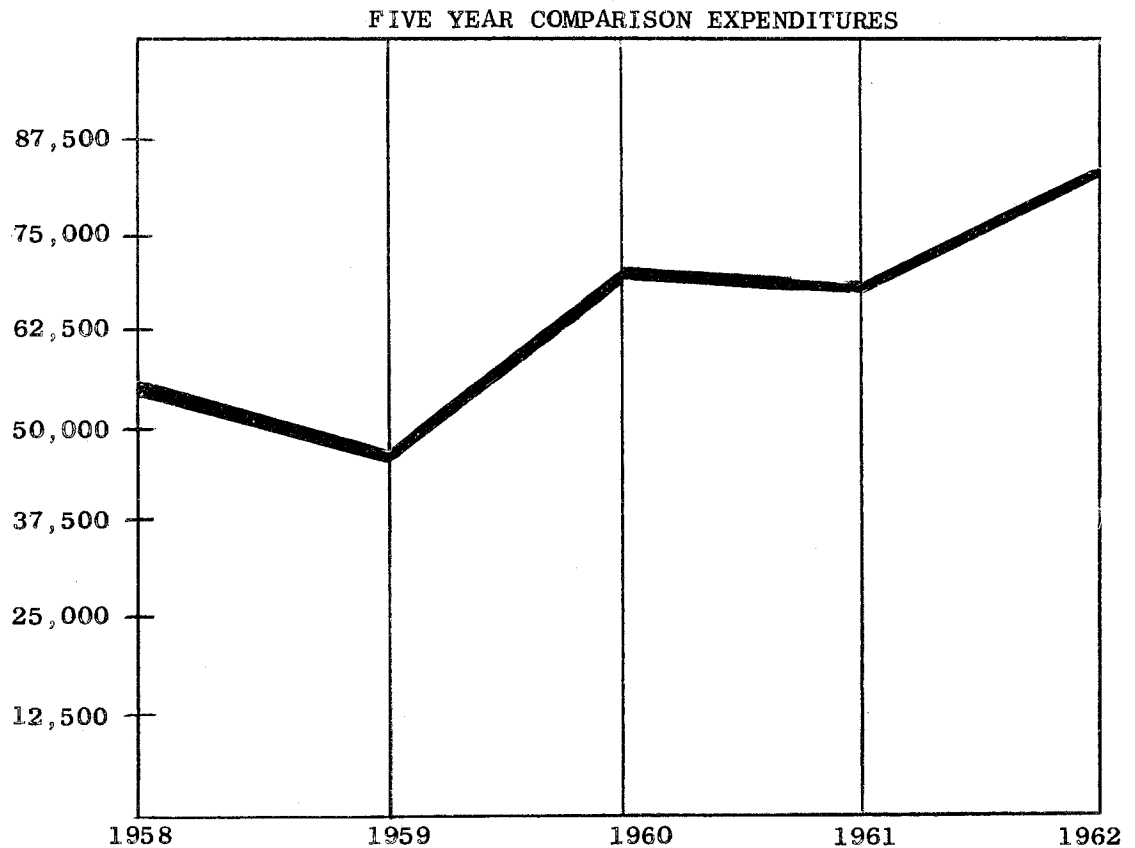
Twelve sanitary sewer contracts were designed and put out to contract during 1961 and will be substantially complete by the end of the season with the largest single area being in Fairview where nearly six miles of sanitary sewers were constructed. Due to the rather indefinite work program with which

we started this construction season and the fact that many of the smaller sewer projects were initiated by the property owners well into the construction season, many of these projects were not completed until late in the season, however there will be very little work that will be necessary to carry over into 1962.

It is expected that much of the work of calculating and levying assessments will be done during the spring of 1962 including the \$600,000 project in the North Spenard area which was held open for the addition of some minor extensions during 1961.

As a result of the mandatory sewer connection ordinance which was passed by the City Council in September of 1961 and the late completion of the sewer projects in some of the critical areas, it is anticipated that we will make a minimum of one thousand sewer connections during 1962 and funds have been provided in the Capital account for this purpose. If the number of connections should exceed this amount the expense will be offset by the additional revenue.

Bond fund construction during 1962 is expected to be limited to the completion of projects already under contract and a limited number of comparatively minor extensions as required.



CEMETERY  
ACCOUNT 1245

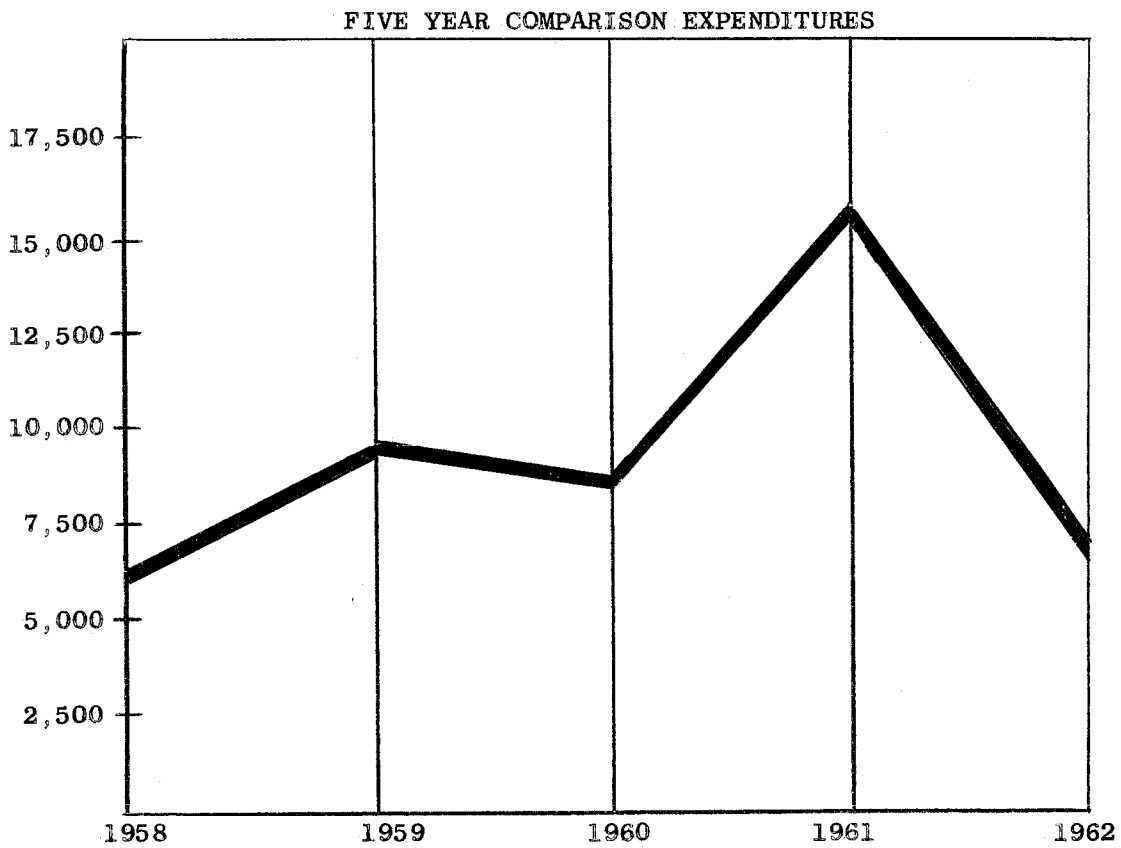
Code	Estimated 1961	Estimated 1962
1245.1 Personal Services:		
.11 Salaries	\$ 5,250	\$ 4,500
.12 Overtime Wages	200	200
.13 Accrued Leave	840	720
Total . . . . .	\$ <u>6,290</u>	\$ <u>5,420</u>
1245.2 Contractual:		
.25 City Equipment Rental	\$ 1,500	\$ 1,500
.27 Repairs	50	50
Total . . . . .	\$ <u>1,550</u>	\$ <u>1,550</u>
1245.3 Supplies:		
.31 Building Materials	\$ 50	\$ 50
.33 Gas, Oil, Grease, Motor Fuels	20	20
.39 Tools and Work Equipment	75	50
Total . . . . .	\$ <u>145</u>	\$ <u>120</u>
1245.8 Capital:		
.83 Improvements other than Buildings	\$ 8,000	\$ -0-
Total . . . . .	\$ <u>8,000</u>	\$ <u>-0-</u>
 Total Budget . . . . .	 \$ 15,985	 \$ 7,090
 Authorized Personnel (See Account 1230)	 0	 0

1962 WORK PROGRAM - CEMETERY

The budget provides for a full time caretaker during the summer months and for grave preparation during the entire year. City service consists of grave excavation and steam thawing of the ground during the winter months. Maintenance of the grounds is provided in the City section. Grounds maintenance in organizational areas is the responsibility of the appropriate group.

During the winter months the caretaker works on sidewalks and performs other duties with Public Works Maintenance and is transferred to grave preparation as needed.

There are no capital improvements planned for the Cemetery during 1962.



HEALTH DEPARTMENT  
ACCOUNT 1250

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1250.1 Personal Services:		
.11 Salaries	\$ <u>2,700</u>	\$ <u>3,300</u>
1250.2 Contractual:		
.22 Services from Greater Anchorage Health District	\$ <u>52,500</u>	\$ <u>52,500</u>
Less: Credit for Rental of Health Center Bldg	\$ <u>(12,000)</u>	\$ <u>-0-</u>
Net Contractual . . . . .	\$ 40,500	\$ 52,500
Total Budget . . . . .	\$ 43,200	\$ 55,800

1962 WORK PROGRAM - HEALTH DEPARTMENT

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

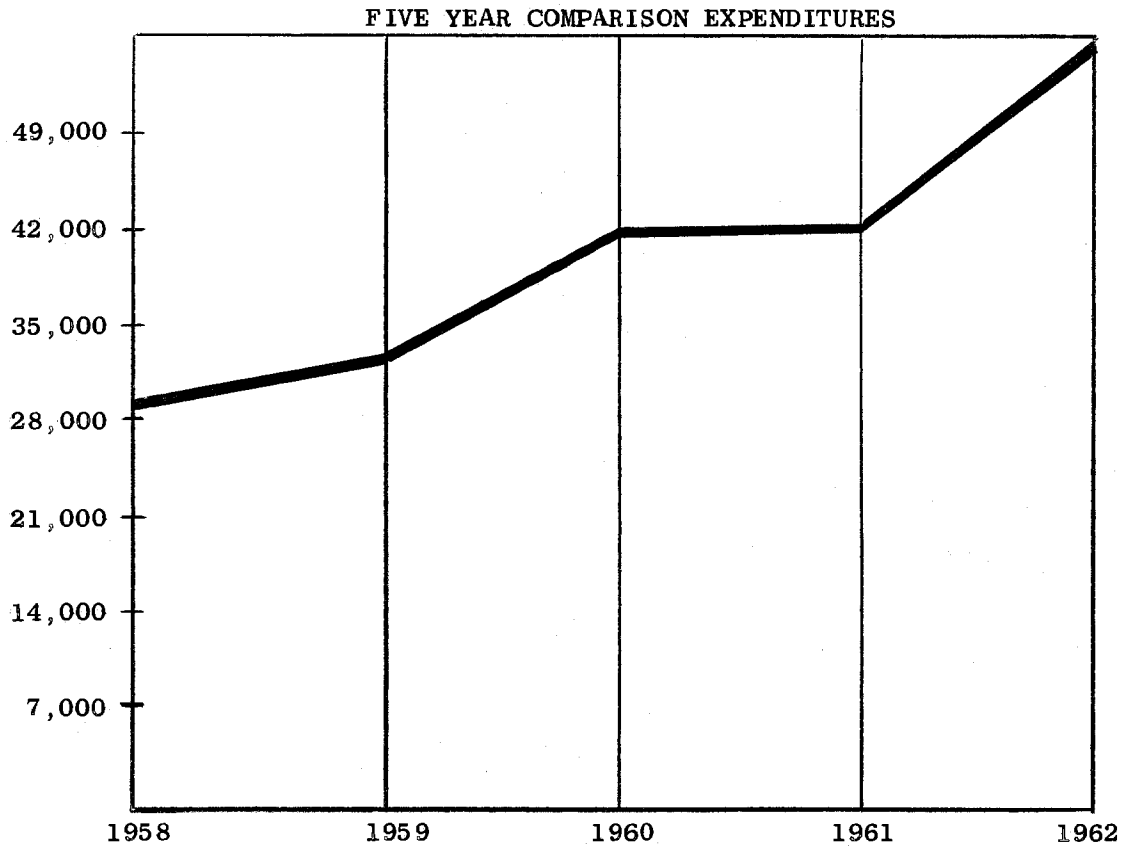
The public health function is provided by the Greater Anchorage Health District through contract with the State of Alaska. This budget recommendation provides for a total appropriation of \$52,500 for the operation. The work program is outlined by the Health Officer to include the following:

- Communicable Disease Control
- Vital Statistics
- Environmental Sanitation
- Health Education
- Promotion of Individual Health
- Laboratory Services

The State agrees to provide salary and services of a qualified physician acceptable to the City, said physician to accept the appointment of the City Health Officer for the City and to assume all the rights and privileges of that office as stated in the ordinances of the City and to faithfully perform and discharge said duties. It is understood that such appointment is necessary for the enforcement of the health ordinances and regulations of the City. It is also further understood that if said Health Officer shall lawfully appoint an agent to act for and on his behalf as the City Health Officer, then said agent will be acceptable to the City.

It is understood and agreed that the State will render the above services to the limits of personnel and funds available, subject however to such services being increased and additional services rendered as additional personnel and funds become available. It is the understanding between both parties to this agreement that the State will provide public health services to Anchorage and those portions of the Greater Anchorage Area outside of Anchorage on the basis of total health needs and requirements.

The total budget for the District for Fiscal year 1961-62 is \$171,000 and for Fiscal Year 1962-63 is \$214,000. Since the City's budget year is one half of each District year, the total budget for calendar 1962 is \$192,500. The City's share of \$52,500 equals 27%. Copies of the District budget are available to the Council and others interested.



LIBRARY  
ACCOUNT 1251

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1251.1 Personal Services:		
.11 Salaries	\$ 52,800	\$ 55,500
.13 Accrued Leave	8,800	8,880
Total . . . . .	\$ 61,600	\$ 64,380
1251.2 Contractual:		
.27 Repairs	\$ 500	\$ 100
.28 Telephone, Telegraph, Tolls	230	400
.29 Travel, Dues, and Publications	2,000	2,500
Total . . . . .	\$ 2,730	\$ 3,000
1251.3 Supplies:		
.36 Office	\$ 150	\$ 80
.37 Postage	330	400
.38 Printed Forms	400	400
.39 Tools and Working Equipment	1,600	1,600
Total . . . . .	\$ 2,480	\$ 2,480
1251.8 Capital:		
.83 Improvements other than buildings	\$ 12,000	\$ 12,000
.84 Machinery and Equipment	1,500	2,000
Total . . . . .	\$ 13,500	\$ 14,000
 Total Budget	 \$ 80,310	 \$ 83,860
 Personnel Authorized	 10	 10

1962 WORK PROGRAM - LIBRARY

A work analysis of the types of work performed by the Anchorage Z. J. Loussac Public Library staff includes:

- (1) Circulation of books and other reading materials.
- (2) Classifying and cataloging new books and gift books.
- (3) Selecting new books for purchase and keeping book collections up to standards required by the Anchorage public.
- (4) Selecting and buying new books that are in demand.
- (5) Providing reference service, both by telephone and through personal contact.
- (6) Providing a reader's advisory service.
- (7) Collecting information materials on special study questions for individuals, classes, and clubs.

- (8) Preparation of special bibliographies for adult classes or clubs.
- (9) Prepare publicity to advise the public of the new books and items of unusual interest that are available at the library.
- (10) Give book talks to groups upon request.
- (11) Conduct classes of school children through the library, explaining what is available and how to use the library. One person to to to schools to give talks during Book Week and Library Week.
- (12) Providing story hour for pre-school children at various times of the year.
- (13) Schedule meetings and supervise the groups that meet in the basement.
- (14) Take an inventory of books.

LABOR BROKEN DOWN INTO HOURS ON  
YEARLY BASIS

	<u>HOURS 1962</u>
Supervising staff and meeting rooms	800
Desk	4,500
Registering new card holders	200
Typing	5,000
Book selection	500
Cataloging and book processing	1,000
Reference and readers' advisory	500
Shelving	3,000
Overdues and reserves	1,100
Book mending, dusting and keeping rooms in order	700
Filing	600
Counting fines and deposits, statistical reports, publicity, and processing purchase orders	700
Inventory	200
Classes for school children	300
Leave	1,440
Total . . . . .	<u>20,540</u>

The library staff includes the City Librarian, one Assistant City Librarian, four Library Assistants, two of which work part time and equal one full time person, and five Clerks, for a total of ten. No increase in personnel over 1961 is anticipated.

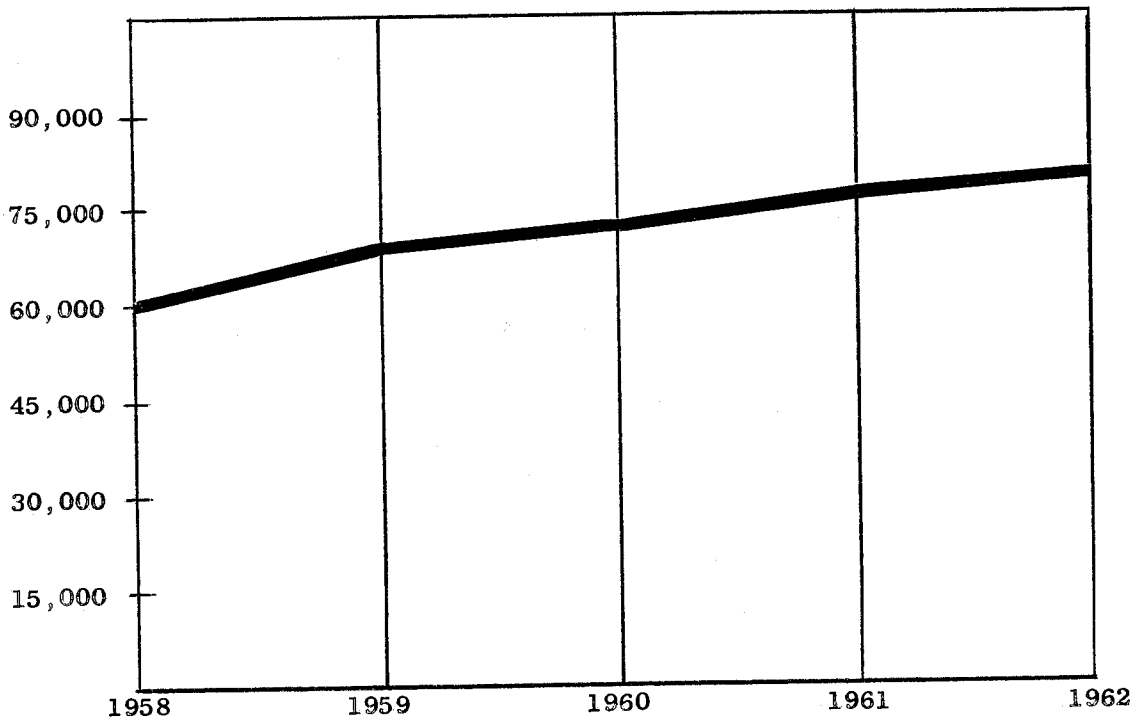
Capital expenditures for 1962 will include: Improvements other than buildings - \$12,000. This will cover purchase of approximately 5,000 new books. The machinery and equipment budget of \$2,000 will provide additional shelving and filing cabinets.



The library services are continuing to be more utilized by the public as is shown by the statistical comparison of work units shown below:

	Actual 1960	Estimated 1961	Estimated 1962
Membership cards issued	2,474	2,495	2,495
Number of volumes in library	41,940	45,000	48,000
New books added	4,412	3,455	3,455
Books withdrawn	1,062	500	500
Circulation	180,440	200,000	200,000
Reference questions processed	3,591	3,500	3,500
Northern special collection books used as reference	1,307	1,347	1,347
Back issues of periodicals used as reference	14,607	15,000	15,000
Books reserved	1,518	1,600	1,600
Sunday attendance	8,237	8,000	8,000
Number of periodical subscriptions	283	266	266
Number of newspaper subscriptions	35	32	32
Number of school classes visiting library & classrooms visited	127	100	100
Books repaired	5,398	5,500	5,500
Catalog cards processed & filed	15,990	17,000	17,000
Overdue books processed	17,099	18,000	18,000
Books renewed	6,885	9,000	9,000
Number of meetings held in meeting rooms	1,046	1,000	1,000

#### FIVE YEAR COMPARISON EXPENDITURES



MERRILL FIELD AIRPORT  
ACCOUNT 1252

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1252.1 Personal Services:		
.11 Salaries	\$ 18,022	\$ 16,780
.12 Overtime Wages	200	-0-
.13 Accrued Leave	2,213	2,680
Total . . . . .	\$ 20,435	\$ 19,460
1252.2 Contractual:		
.22 Labor and Equipment	\$ 2,900	\$ -0-
.23 Electricity and Water	1,450	1,950
.24 Insurance	20	200
.25 City Equipment Rental	5,656	6,870
.26 Other Rental	2,400	2,400
.27 Repairs	100	980
.28 Telephone, Telegraph, Tolls	936	1,020
.29 Travel, Dues and Publications	500	350
Total . . . . .	\$ 13,962	\$ 13,770
1252.3 Supplies:		
.34 Heating Fuel	\$ 600	\$ 1,200
.35 Household & Janitorial	-0-	350
.36 Office	25	120
.37 Postage	15	-0-
.38 Printed Forms	20	-0-
.39 Tools and Work Equipment	10	-0-
.30 Miscellaneous	670	300
Total . . . . .	\$ 1,340	\$ 1,970
1252.8 Capital:		
.83 Improvements other than buildings	\$ 59,250	\$ 30,000
.84 Machinery & Equipment	-0-	680
Total . . . . .	\$ 59,250	\$ 30,680
Total Budget . . . . .	\$ 94,987	\$ 65,880
Personnel Authorized - (See Account 1230)	1	2

1962 WORK PROGRAM - MERRILL FIELD AIRPORT

Merrill Field is operated by the City of Anchorage on a self-supporting basis. Part of the Field is owned by the City and part is leased from the State on a long-term lease. The Airport receives its revenue from ground leases to

private operators, gasoline and oil taxes on aviation products sold at the Field, off-Airport users desiring access to the Field, and landing fees to aircraft weighing 20,000 pounds or more. Merrill Field is primarily set up for operation of small aircraft and there is no landing fee for aircraft under 20,000 pounds.

All available cleared land at the Airport is under lease and additional land will be cleared next year for additional leases.

Personnel at the Airport consists of an Airport Manager and five part-time employees. The Manager works five, eight-hour days a week and is on call 24 hours a day. The five part-time employees work one at a time, four hours daily Monday through Friday and six to eight hours Saturday and Sunday.

In the coming year we plan to drop the part-time help and hire an equipment operator. At present there is a dire need for improvement on the Field requiring an equipment operator. During the summer months Public Works men and equipment are busy and a delay in maintenance causes extra work and expense. During the winter he will be available to remove snow from the taxi-ways and runways immediately when needed. The operator could keep up with routine maintenance on the Airport, rather than letting work pile up. The equipment operator will also be trained to take the Airport Manager's place when he is on leave or away from the Field handling other matters.

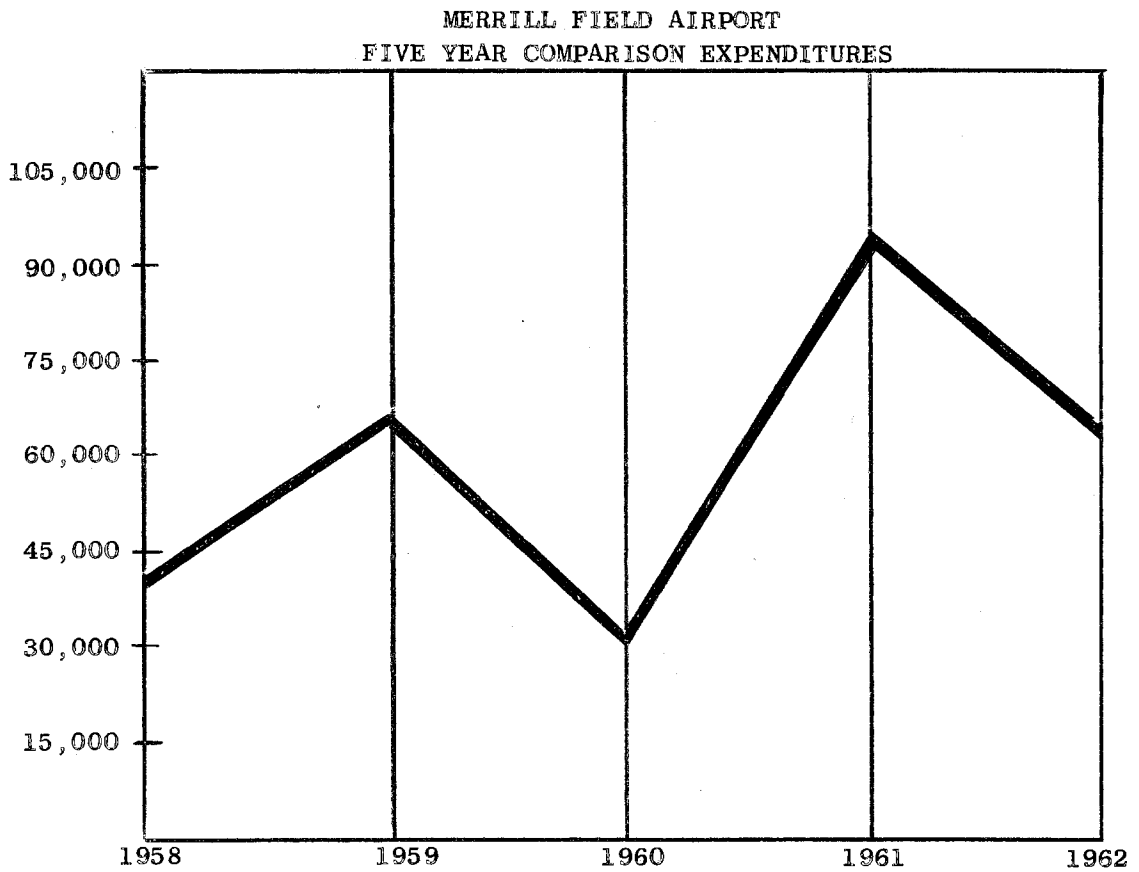
During 1961 the new control tower will be 90% completed and will be finished by the spring of 1962. This building will include a waiting room, a room for pilots and a flight desk in the lobby with direct connections to F.A.A. and Weather Bureau offices.

Under sponsorship of Federal Aid for capitol improvements we expect to construct a paved taxi-way on the south side of the East-West runway at a cost of approximately \$80,000. The City's share of this project will be \$30,000 and the Federal Government will pay the remainder of \$50,000. This is based on contribution from the Federal Government of 62 1/2% of the total cost.

	Actual <u>1960</u>	Estimated <u>1961</u>	Estimated <u>1962</u>
Total Air Traffic	136,451	150,000	170,000
Ground Leases	24	29	30
Paved Runway	4,000'	4,000'	4,000'
Unpaved Runway	2,900'	2,900'	2,900'
Paved Taxi-ways	4,000'	8,000'	8,000'
Unpaved Taxi-ways	6,900'	2,900'	2,900'

Total air traffic count consists of three types of operations:

1. Air Carrier: Scheduled and unscheduled charter trips where passengers are hauled for hire.
2. Civilian and Military Itinerant: Aircraft coming from another location, using Merrill Field and departing..
3. Local: Aircraft remaining in traffic pattern, making landings and take-offs.



PARKS AND RECREATION  
ACCOUNT 1253

Code	Estimated 1961	Estimated 1962
1253.1 Personal Services:		
.11 Salaries	\$ 68,266	\$ 86,020
.12 Overtime	600	-0-
.13 Accrued Leave	6,410	8,210
Total . . . . .	\$ <u>75,276</u>	\$ <u>94,230</u>
1253.2 Contractual:		
.22 Contr. Labor & Equipment	\$ 9,400	\$ 500
.23 Electricity and Water	1,800	1,800
.24 Insurance	450	250
.25 Rental City Equipment	7,000	9,000
.27 Repairs - Building or Equipment	710	850
.28 Telephone, Telegraph, Tolls	474	620
.29 Travel, Dues, Publications	100	100
Total . . . . .	\$ <u>19,934</u>	<u>13,120</u>
1253.3 Supplies:		
.30 Miscellaneous Supplies	\$ 2,500	\$ 4,000
.31 Building Materials	485	500
.32 Food, Clothing, Medical	25	20
.33 Gas, Oil, Motor Fuel	10	-0-
.34 Heating Fuel	2,600	2,600
.35 Household and Janitorial	150	200
.36 Office	50	50
.37 Postage	20	20
.39 Tools and Work Equipment	3,000	4,000
Total . . . . .	\$ <u>8,840</u>	\$ <u>11,390</u>
1253.8 Capital:		
.82 Buildings	\$ -0-	\$ 1,500
.83 Improvements other than building	3,500	49,500
.84 Machinery and Equipment	2,050	-0-
Total . . . . .	\$ <u>5,550</u>	\$ <u>51,000</u>
Total Budget . . . . .	\$ 109,600	\$ 169,740
Personnel Authorized (See account 1230)	6	4

## 1962 WORK PROGRAM - PARKS AND RECREATION

The department has two primary functions: 1) the acquisition, development and maintenance of park and recreation areas; and 2) the administration and operation of a well-rounded recreation program.

Park and Recreation Areas Include:

1. The Park Strip - an area of approximately 24 acres between 9th and 10th Avenues, A to P Streets. Facilities located along the strip include baseball field, two Little League diamonds, four softball diamonds, five tennis courts, wading pool, hockey and skating rinks and a play hut. The four blocks from I to N Streets have been landscaped with lawn, flower beds, shrubs and trees. Picnic areas and a shelter are included. Plans for 1962 include seeding from O to P streets and fencing the Little League diamond at N Street.
2. The Goose Lake Recreation Area is located east of Lake Otis Road on Northern Lights Blvd. and consists of nearly 100 acres. Facilities include a bathhouse, sand beach, swimming area and float, picnic areas, volleyball court and concession. During the winter months a part of the lake is kept clear for skating and the building available for warm-up. A caretaker is on duty 24 hours a day. Plans for 1962 include two tennis courts (\$6,500) and some landscaping around the building.
3. Russian Jack Springs - 320 acres of land located near Boniface and Debarr. Recreational facilities include a picnic area and a small trailer park. This season's improvements include a larger picnic area near the south border to include toilet facilities, a picnic shelter, tables and ovens. These facilities, plus a parking area, will involve funds of approximately \$3,000.
4. The Chester Creek lands are divided into three areas: a) Chester Creek, from Gambell to Arctic Blvd. along Chester Creek, containing some 100 acres. This area includes Mulcahy Stadium which is expected to be ready for play by June, 1962, complete with stadium, fence, dugouts, water and sewer. b) Westchester, 100 acres extending from Spenard Road to the Inlet, is the site of a proposed lagoon. A feasibility study is requested for this year. c) Chester Creek East is 30 acres located between Lake Otis Road and Goose Lake. A Little League diamond is located on East 20th Street and the department has had a request for assistance in building a Pony League diamond in the area.
5. Small areas developed as scenic parks and small play areas, involving a total of about 16 acres, are:
  - a) Elderberry Park located at 5th and M. This is a beautiful inlet-view spot with play apparatus, picnic areas, rock gardens and flower beds. Rest rooms are planned for this year.
  - b) Nichols Park, located in Grandview Gardens. This park is used essentially as a Little League diamond. A small play area is located in the Southwest corner of the park.

c) McKinley View Park and Brown's Point - Two small parks on Government Hill serving as view parks for Mt. McKinley and Cook Inlet. A new attractive fence will border these parks.

The park improvement and maintenance program has been under the Public Works department during 1961. The Parks and Recreation Board is recommending that that this again be made a part of the Parks and Recreation Department. The personnel involved includes a Park Foreman, three full-time maintenance men, 5 part-time maintenance workers and the Goose Lake caretaker.

The Mountain View Community Building is located at Peterkin and Price Streets in Mt. View. This is the only City-owned building available for community type activities. It is used extensively by the Mt. View people. During the summer one of the supervised playgrounds is held there and a community skating rink is maintained nearby during the winter months. Groups regularly using the building include: Scouts, Toastmistress, Homemakers, Folk and Square dance groups, Teen-agers and community political organizations. Also there are occasional users who complete the calendar of nightly use. A kitchen addition was built last fall with the using groups contributing the stove, refrigerator, cupboards, flooring and inside painting. A black-topped play area is needed for this season plus painting of the exterior and some landscaping.

#### RECREATION

##### Summer Activities:

a) Supervised Playgrounds. There were five supervised playgrounds open during the ten-week 1961 summer season. These were located at 10th and E, Mt. View, Airport Heights School, Fairview School and the Turnagain School. Each playground was supervised by a Recreation Leader and an Assistant. The program planning, operation and supervision was under the Recreation Supervisor. Activities included sports, games, drama, music, crafts, dancing and special events and activities. Attendance for the 1961 season was estimated at 118,000. In the summer of 1962 we hope to establish a teen-age center plus continuing the operation of the five established playgrounds.

b) Swimming. Again the City cooperated with the Spa in carrying on a learn-to-swim program. Individual help and instructions were offered by the Lifeguards at Goose Lake. The Goose Lake bathing facilities were most popular but the weather was, as a whole, not too condusive to swimming or sun-bathing. The bathhouse and beach facilities opened on May 27 and Lifeguards were on duty daily from 10 a.m. to 8 p.m. through August 13. Estimated attendance for the season: June 55,000; July 45,000; August 10,000 for a total of approximately 110,000 people bathing, swimming and picnicking.

c) Picnicking - picnic areas are found at Goose Lake, Russian Jack Springs, Elderberry Park and on the Park Strip. Larger groups made reservations, which shows a definite need for a large picnic area. Plans call for clearing an area near the southern border of Russian Jack Springs to include a picnic shelter as well as toilet facilities, ovens and tables, plus a parking area.

d) Organized athletics. Diamonds for organized ball teams are furnished and maintained by the City. Little League diamonds are located at 9th and C, 9th and N, Nichols Park, and at East 20th. An additional diamond is planned for Government Hill and a new fence for the diamond at 9th and N. Four softball diamonds are located along the Park Strip between E and I Streets. Baseball players, both Jr. and Sr. are using the temporary field at 9th and A, but Mulcahy Stadium is expected to be ready for play in 1962.

Tennis courts are located at 9th and D and at 9th and O. Plans call for two new tennis courts at Goose Lake.

Winter Activities:

a) Skating. There are two supervised skating areas, one at 10th and E Street and the other at Goose Lake. These are maintained daily and open during the hours from 7 p.m. to 10 p.m. each day and from 1 p.m. to 5 p.m. on Saturdays, Sundays and holidays. Facilities include warm-up area, lights, music and skates for rent. Fees are \$1.00 for renting skates and 25¢ adult admission. Estimated attendance figures during the 1960-61 season are: 10th and E, 25,000 children and 4,700 adults; Goose Lake, 6,000 children and 5,000 adults. Small neighborhood rinks were set up at the Mt. View Community Building area, near Martin Arms Apartments, 9th and O, Nichols Park, Turnagain and Government Hill. These were kept clear of snow and resurfaced but not attended and had no warm-up facilities.

b) Skiing. The Romig Hill ski slope was in operation for less than a week during November 1960. Lack of snow prevented use of the slope for the remainder of the winter. Expansion of the slope is planned this season.



PARKS AND RECREATION DEPARTMENT  
CAPITAL IMPROVEMENTS  
1962

Little League Ball Park - 9th and N

With the projected seeding of the O to P area on the Park Strip, the present ball diamond at 9th and N should be improved with a permanent fence and backstop. \$ 3,000

Re-surface tennis courts (6)

The three courts at 9th and D, two at 9th and O, and one on the ARR property on Government Hill are in poor repair and only a complete re-surfacing would now suffice. \$ 5,000

Restroom Facilities - Elderberry Park - 5th and M

This park is now one of the City's most attractive areas. Two small pre-fab facilities would solve the restroom problem. Buildings @ \$375 each plus fixtures, foundations and plumbing. \$ 6,500

Tennis Courts (2) - Goose Lake

There is a need for additional tennis courts. Standards call for one court per 5,000 population, therefor two additional courts are needed in another area of the City. \$ 6,500

Large Picnic Area - Russian Jack Springs

Clearing and parking area, \$1,000; Restrooms and picnic shelter, \$1,500; Ovens and tables, \$500. There has been a demand in the last few years for an area for use by large organizations for picnics and the south section of Russian Jack Springs would lend itself nicely. \$ 3,000

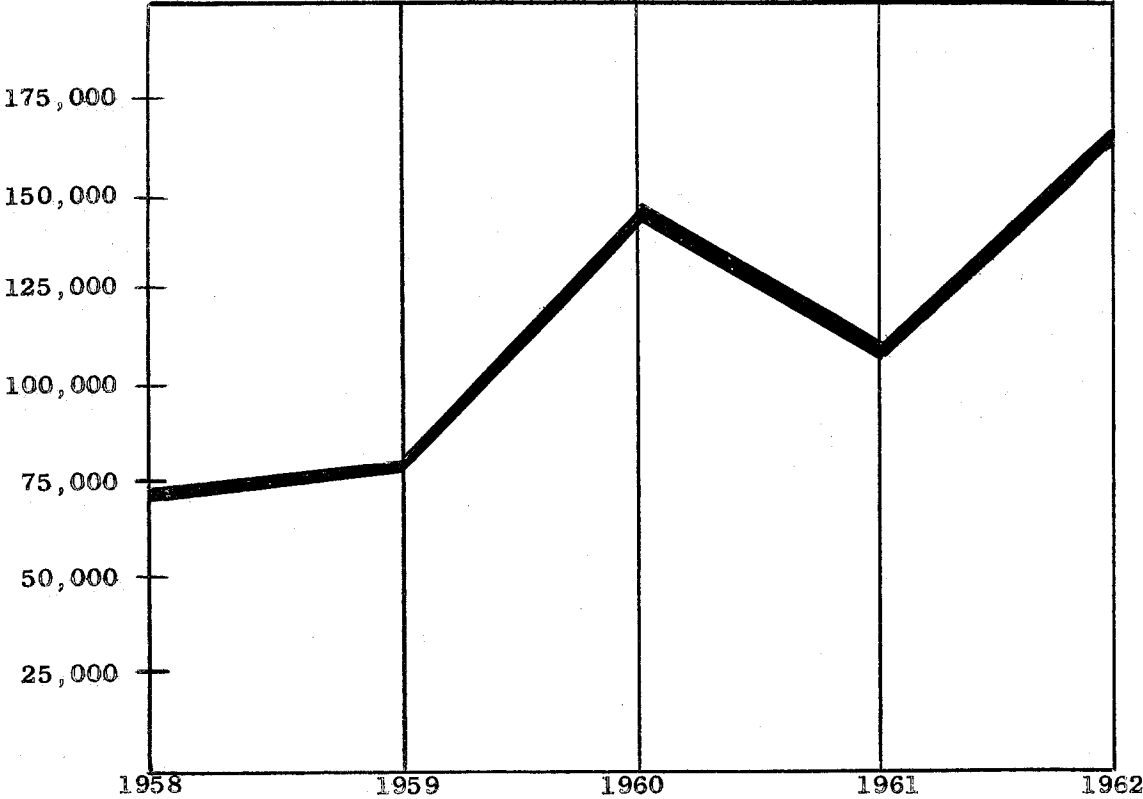
Mt. View Building Improvements

What with a kitchen addition and repairs to the original building, painting of the outside and black-topping the play area, plus some landscaping, would make this a facility of which the City could well be proud. \$ 1,800

Smith Park - Mulcahy Stadium

Sewer System . . . . .	\$	4,200	
Fence . . . . .		10,000	
Repair grandstand & build dugouts		10,000	
Seeding and finish grading		1,000	
Restrooms		<u>5,000</u>	
Total . . . . .			\$ <u>30,200</u>
Total Capital Improvements			\$ 51,000

PARKS AND RECREATION  
FIVE YEAR COMPARISON EXPENDITURES

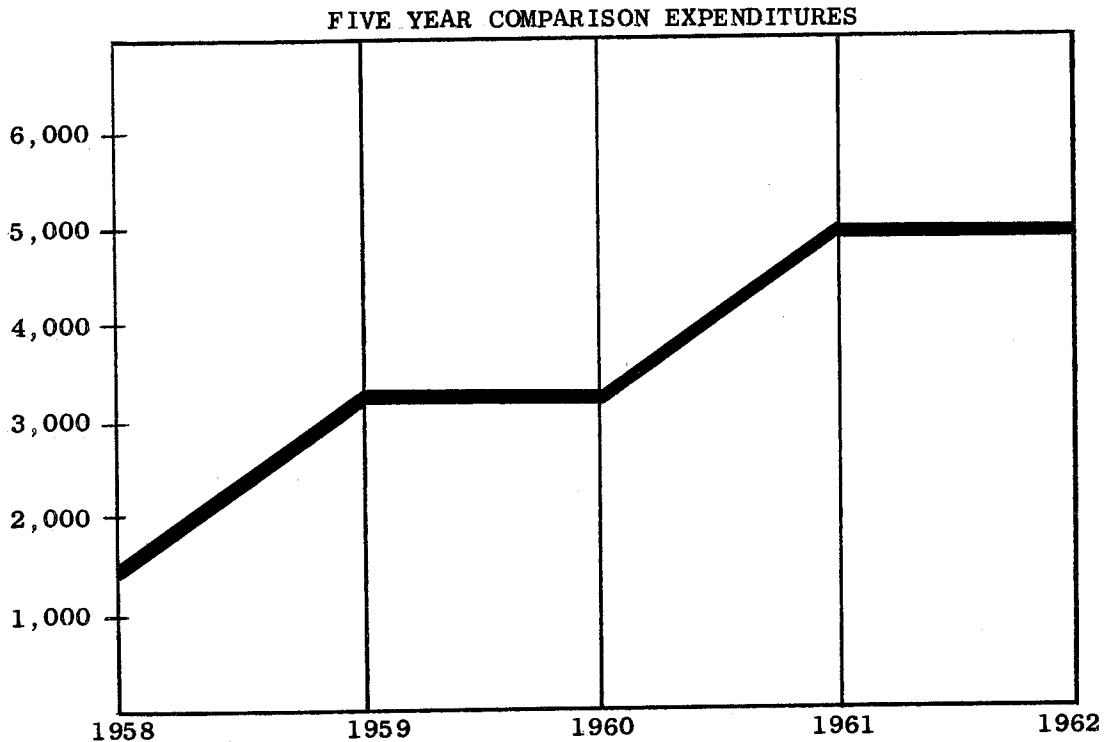


JUDGMENTS AND LOSSES  
ACCOUNT 1260

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1260.24 Insurance	\$ 5,000	\$ 5,000

1962 WORK PROGRAM - JUDGMENTS AND LOSSES

The amount provided in this account is for payments of judgments and losses incurred in 1962. As it is impossible to predict the extent of loss, a nominal amount is budgeted to cover small cases. A special appropriation must be made to cover any major judgment or loss at the time it may be incurred.



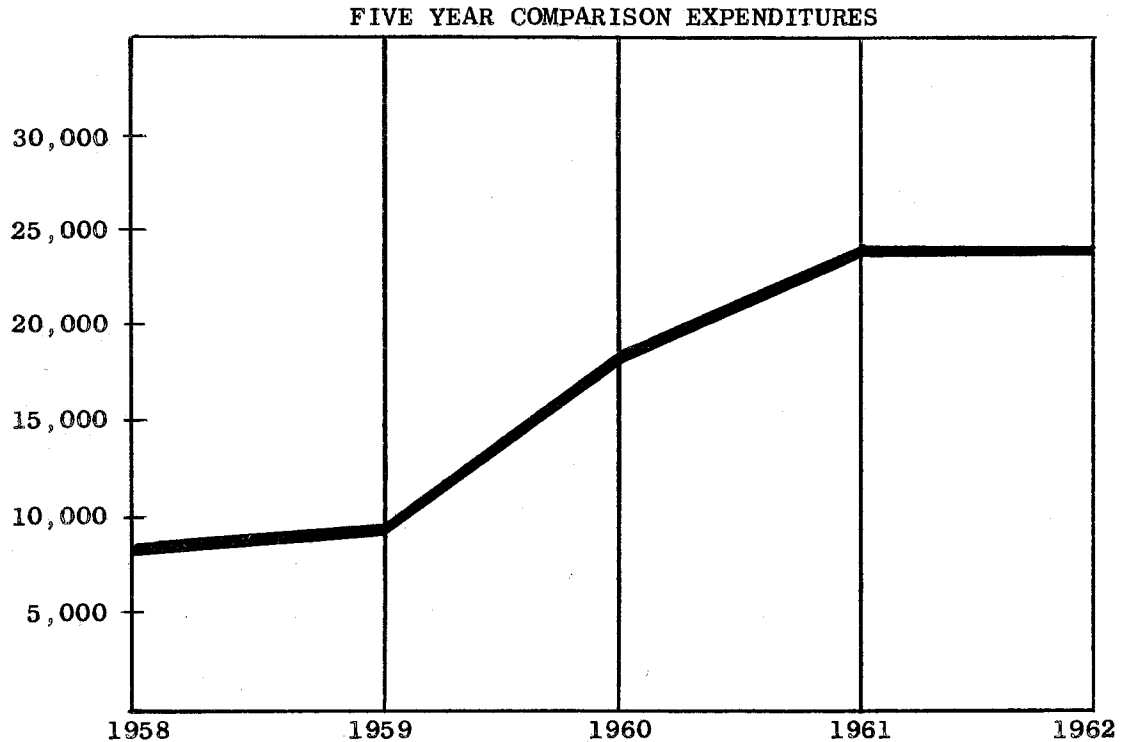
WORKMEN'S COMPENSATION  
ACCOUNT 1261

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1261.24 Insurance	\$ 24,000	\$ 24,000

1962 WORK PROGRAM - WORKMEN'S COMPENSATION

The City operates as a self-insurer under the Alaska Workman's Compensation Act, with large losses insured with Lloyd's. This type of coverage allows a substantial reduction in costs, providing the loss experience is favorable. The last several years have shown a favorable loss experience. It is hoped that the cooperation of all employees will enable the City to retain and better this rating. If this can be done, a substantial part of the estimated 1962 cost will be refunded in 1963.

The cost of insurance is divided between the General Fund and Utilities in proportion to actual payroll costs.



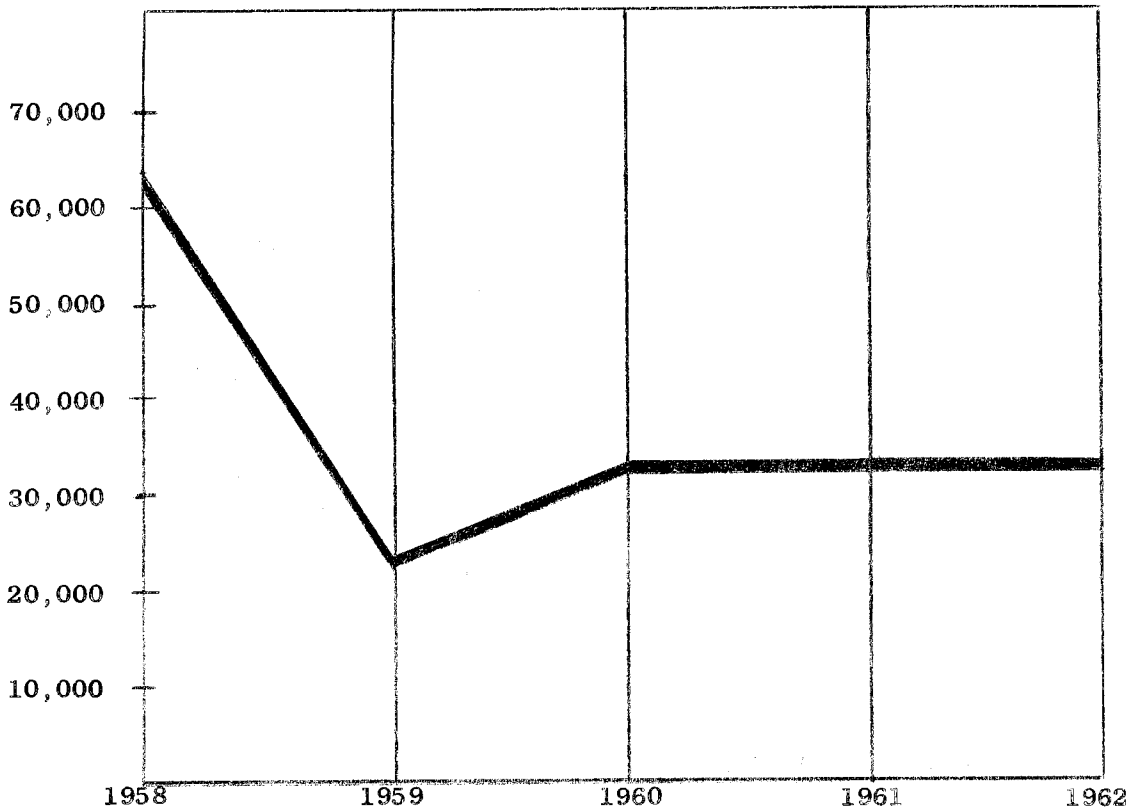
UNCOLLECTIBLE EXPENSE  
ACCOUNT 1262

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1262.40	\$ 32,500	\$ 32,500

1962 WORK -- UNCOLLECTIBLE EXPENSE

\$30,000 has been budgeted for uncollectible personal property taxes, and \$2,500 for uncollectible garbage and miscellaneous accounts. These sums are set aside in a reserve account, against which uncollectible items are charged off by Council action.

FIVE YEAR COMPARISON EXPENDITURES

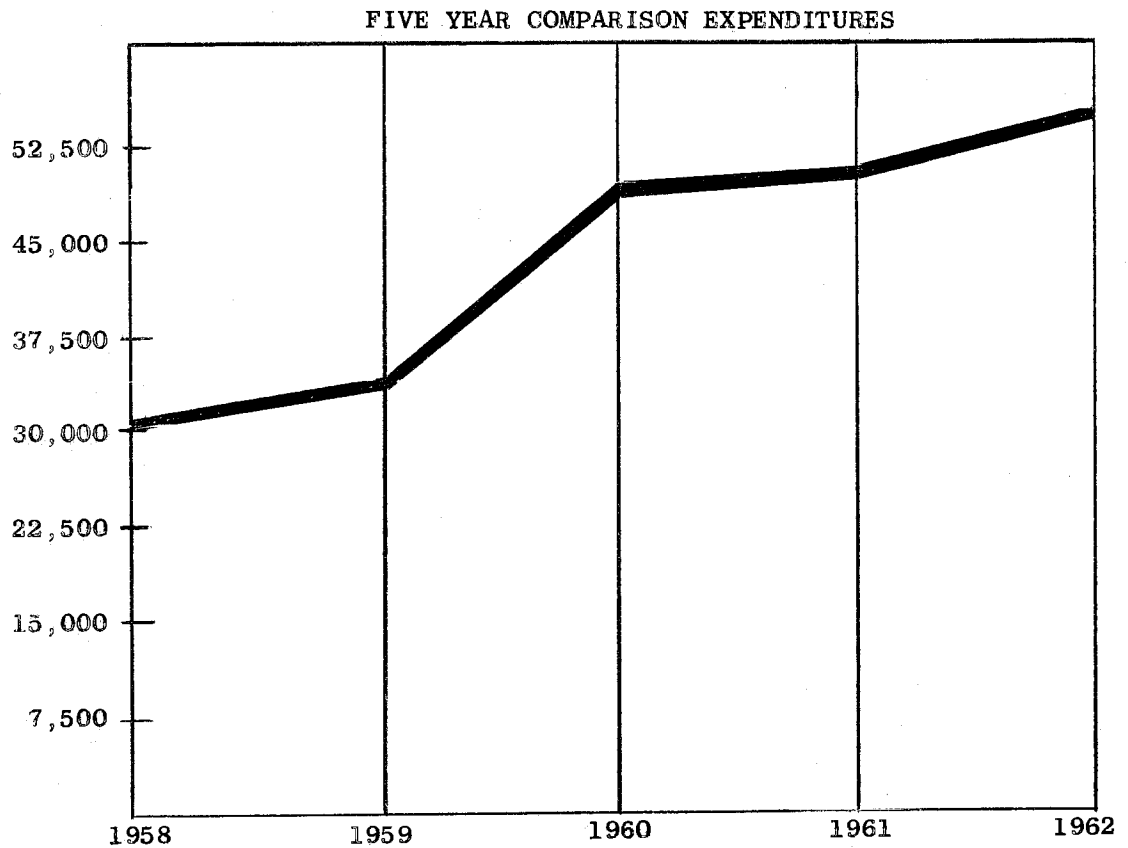


SOCIAL SECURITY  
ACCOUNT 1264

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1264.24 Insurance	\$ 51,000	\$ 55,000

1962 WORK PROGRAM - SOCIAL SECURITY

This appropriation reflects that part of the total Social Security costs charged to General Fund activities, based on 3 1/8% of the first \$4,800 in earnings. Each utility bears its share of the cost of this expense in its operating accounts.

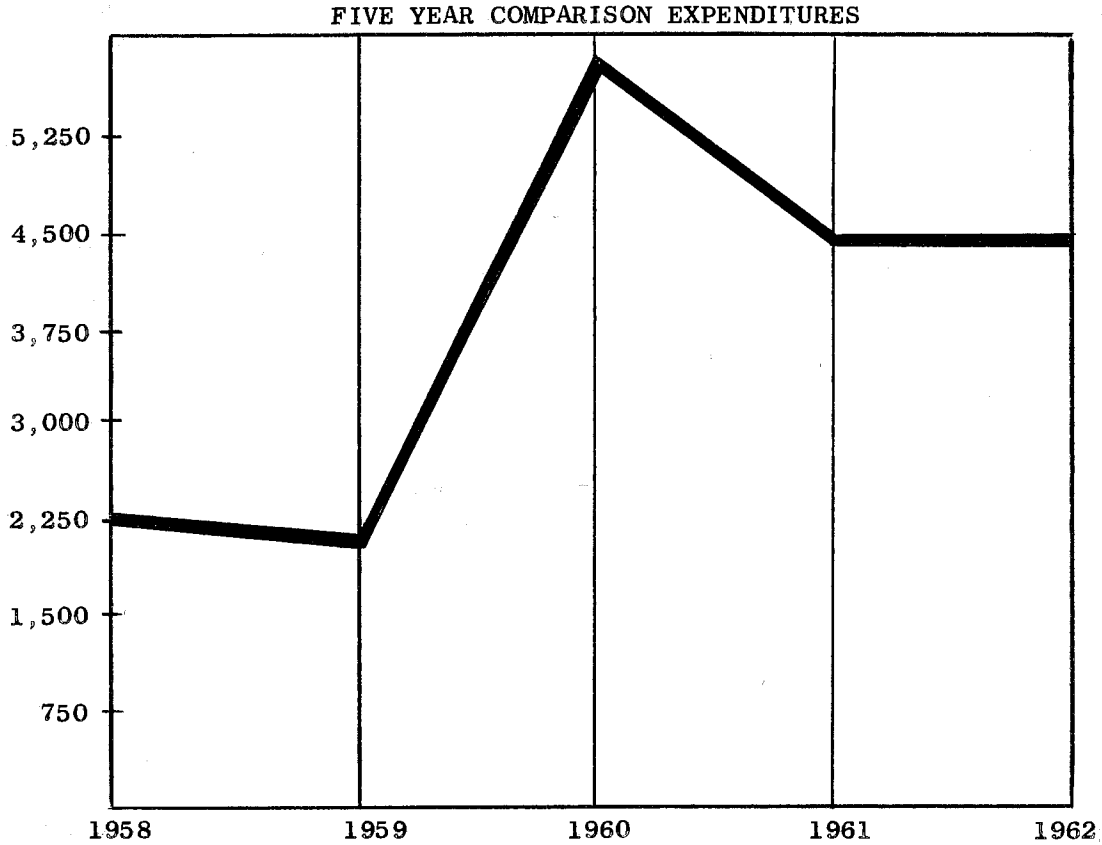


DISCOUNTS ON SPECIAL ASSESSMENTS  
ACCOUNT 1265

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1265.20 Miscellaneous Contractual Services	\$ 4,500	\$ 4,500

1962 WORK PROGRAM - DISCOUNTS ON SPECIAL ASSESSMENTS

The City bills sewer assessments over a five year period and paving assessments over a nine year period. A discount equal to one-half of one percent (1/2%) per year is allowed for each installment paid at least one year in advance of the due date. This acts to encourage the prepayment by property owners of their assessments and thereby allows more rapid retirement of bonds which in turn reduces the interest requirements.



URBAN RENEWAL  
ACCOUNT 1267

<u>Code</u>	<u>Estimated 1961</u>	<u>Estimated 1962</u>
1267.81	\$ 98,000	\$ 43,070

1962 WORK PROGRAM - URBAN RENEWAL

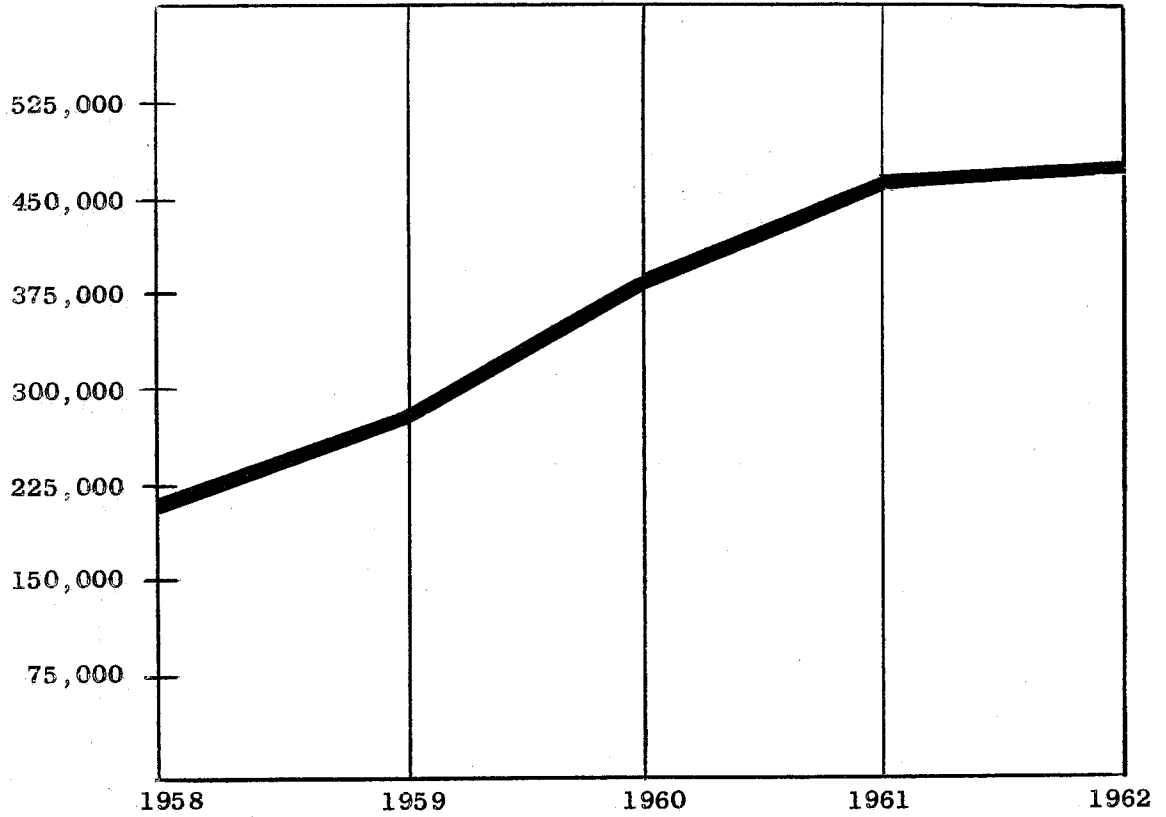
In 1961, the City contributed \$98,000 toward construction of the Northern Lights Project. The proposed Eastchester Project should be in the active stage in 1962. Consequently, \$43,070 has been budgeted as the City's contribution thereto.



INTEREST EXPENSE  
ACCOUNT 1280

<u>Code</u> 1280.20	<u>Estimated</u> 1961	<u>Estimated</u> 1962
<u>General Purpose Bonds</u>		
1936 Municipal Building	\$ 200	\$ 120
1953 Library	12,383	11,583
1954 Auditorium	4,469	3,794
1956 Parks & Recreation	4,690	4,340
1956 Warehouse, (50-A-60)	1,950	1,750
1956 Fire Station No. 2, (50-A-61)	1,060	940
1960 Public Safety Building	45,225	43,125
1960 Parks & Recreation	5,662	5,138
1961 Public Safety Building	10,283	30,100
1961 Parks & Recreation	1,788	5,017
	\$ 87,710	\$ 105,907
<u>Special Assessment Bonds</u>		
1949 Outfall Sewer	\$ 4,406	\$ 4,031
1956 Sewer (APW 50-A-178)	783	643
1956 Sewer (APW 50-A-179, Unit 1)	225	45
1956 Sewer	2,438	1,788
1958 Sewer (APW 50-A-179, Unit 2)	2,150	1,450
1958 Sewer	6,975	6,475
1959 Sewer (APW 291)	1,020	720
1959 Sewer	25,138	19,513
1960 Sewer	35,100	27,300
1960 Sewer (APW-50-A-254)	11,125	9,983
1960 Sewer Acquisition	8,580	8,140
1961 Sewer Series A and B	10,519	29,488
1954 Street Improvement	27,696	21,746
1954 Paving (APW 50-A-56)	150	-0-
1955 Street Improvement	4,650	3,750
1956 Street Improvement	32,195	26,995
1956 Street Improvement	2,071	1,721
1958 Street Improvement	3,238	2,713
1959 Street Improvement	49,800	43,500
1960 Street Improvement	62,625	55,125
1961 Street Improvement	5,735	16,587
	\$ 296,619	\$ 281,713
<u>Port Bonds</u>		
1958 Port Improvement	\$ 84,919	\$ 82,260
Total Budget . . . . .	\$ 469,248	\$ 469,880

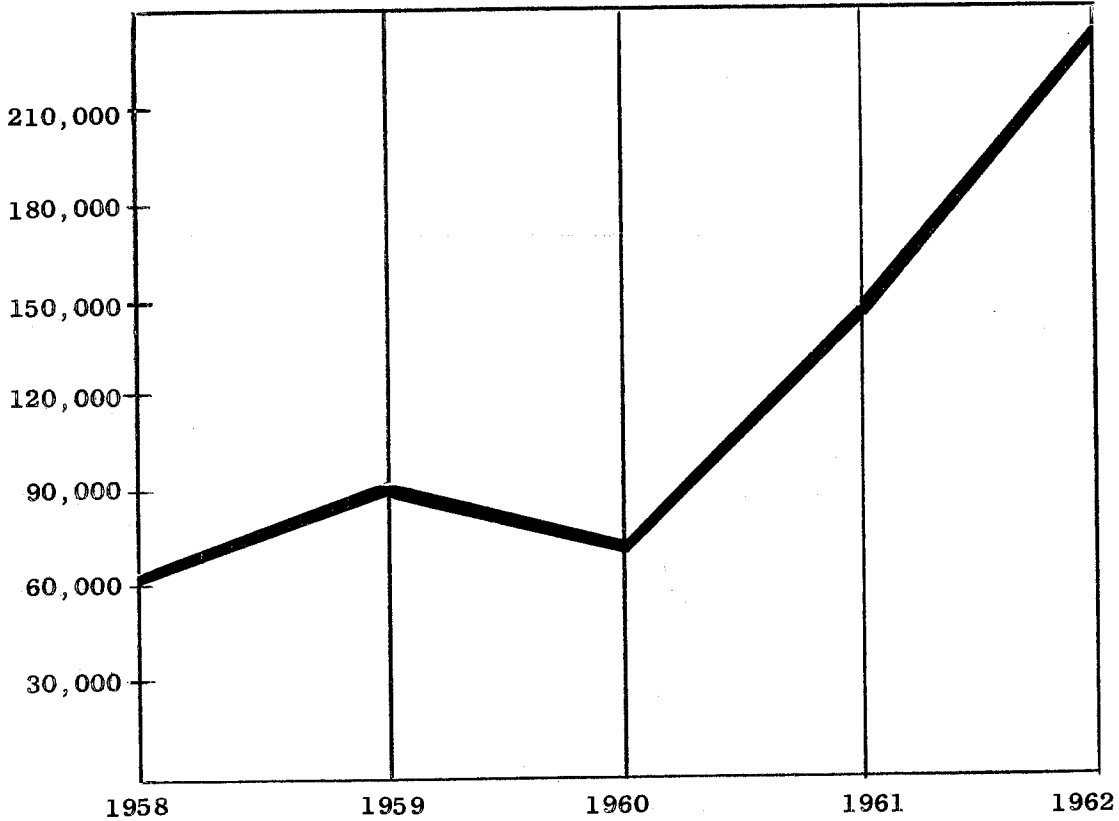
INTEREST EXPENSE  
FIVE YEAR COMPARISON EXPENDITURES



GENERAL FUND BOND MATURITIES  
ACCOUNT 1281

<u>Code</u>		<u>Estimated 1961</u>	<u>Estimated 1962</u>
1281.82	1936 Municipal Building	\$ 2,000	\$ 2,000
	1953 Library	16,000	16,000
	1954 Auditorium	15,000	15,000
	1956 Parks & Recreation	10,000	10,000
	1956 Warehouse (APW 50-A-60)	10,000	10,000
	1956 Fire Station #2 (APW 50-A-61)	6,000	6,000
	1958 Port Improvement	40,000	55,000
	1960 Parks & Recreation	10,000	10,000
	1960 Public Safety Building	40,000	40,000
	1961 Parks & Recreation	-0-	20,000
	1961 Public Safety Building	-0-	50,000
	Totals . . . . .	<u>\$ 149,000</u>	<u>\$ 234,000</u>

FIVE YEAR COMPARISON EXPENDITURES



CONTRIBUTION TO SPECIAL ASSESSMENT FUNDS  
ACCOUNT 1282

<u>CODE .40</u>	<u>ACTUAL</u> <u>1961</u>	<u>BOND</u> <u>MATURITIES</u>	<u>ASSESSMENT</u> <u>COLLECTIONS</u>	<u>ESTIMATED</u> <u>1962</u>
1949 Sewer Bonds	\$ 4,037	\$ 10,000	\$ -0-	\$ 10,000
1956 Sewer Bonds	-0-	20,000	20,000	-0-
1956 Sewer (APW 178)	-0-	7,000	7,000	-0-
1956 Sewer (APW 179)	-0-	9,000	9,000	-0-
1958 Sewer (APW 179-2)	(11,858)	35,000	35,000	-0-
1958 Sewer Bonds	-0-	10,000	10,000	-0-
1959 Sewer (APW 291)	15,000	15,000	15,000	-0-
1959 Sewer Bonds (APW-254)	-0-	58,000	58,000	-0-
1960 Sewer Bonds	20,000	125,000	105,000	20,000
1960 Sewer Acquisition Bonds	11,000	11,000	-0-	11,000
1960 Sewer Bonds	100,000	200,000	100,000	100,000
1961 Sewer Bonds	-0-	191,000	114,600	76,400
1953 Street Improvement Bonds	(14,200)	-0-	14,200	(14,200)
1954 Paving (APW 56)	-0-	5,652	5,652	-0-
1954 Street Improvement Bonds	57,000	140,000	-0-	140,000
1955 Street Improvement Bonds	-0-	30,000	30,000	-0-
1956 Street Improvement Bonds	148,000	160,000	90,000	70,000
1956 Bridge Bonds	10,000	10,000	-0-	10,000
1958 Street Improvement Bonds	-0-	15,000	9,000	6,000
1959 Street Improvement Bonds	39,000	120,000	81,000	39,000
1960 Street Improvement Bonds	67,000	150,000	83,000	67,000
1961 Street Improvement Bonds	-0-	50,000	30,000	20,000
<b>TOTALS</b>	<b>\$ 444,979</b>	<b>\$ 1,371,652</b>	<b>\$ 816,452</b>	<b>\$ 555,200</b>