

CITY OF ANCHORAGE

1964

BUDGET

GENERAL FUND EXPENDITURES

DEPARTMENT Mayor & City Council	DIVISION	ACCOUNT TITLE Mayor & City Council	ACCOUNT NUMBER 1200	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Personal Services	\$11,760	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	12,000
Contractual	40,143	29,061	24,400	28,500	28,650	28,650	25,650
Supplies	462	321	450	300	300	300	300
Unclassified							
Capital	1,354						
Total	53,719	41,382	36,850	40,850	40,950	40,950	37,950
Less							
Interfund Charges	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Grand Total	47,719	35,382	30,850	34,850	34,950	34,950	31,950

*** RECOMMENDED PROGRAM HIGHLIGHTS FOR 1964 ***

1. Primary and secondary road systems
2. Borough formation
3. Port development
4. Telephone expansion program
5. Central business district parking
6. Electric power needs
7. 1967 Centennial celebration
8. Industrial expansion

CITY OF ANCHORAGE

DEPARTMENT		DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	
Mayor & City Council			Mayor & City Council	1200		
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	PERSONAL SERVICES					
11	Salaries	\$12,000	\$12,000	\$12,000	\$12,000	12,000
12	Overtime					
13	Accrued Leave					
	Total	12,000	12,000	12,000	12,000	12,000
	CONTRACTUAL					
20	Miscellaneous Contractural					
21	Advertising		50			
22	Contracted Labor & Equipment					
23	Electricity and Water					
24	Insurance					
25	City Equipment Rental					
26	Other Rentals					
27	Repairs	150	50			
28	Telephone, Telegraph and Tolls	250	450	450	450	450
29	Travel, Dues and Publications	24,000	28,000	28,200	28,200	25,200
	Total	24,400	28,550	28,650	28,650	25,650
	SUPPLIES					
30	Miscellaneous Supplies					
31	Building Materials					
32	Food, Clothing and Medical					
33	Gas, Oil, Grease and Motor Fuels					
34	Heating Fuel					
35	Household and Janitorial					
36	Office Supplies	450	300	300	300	300
37	Postage					
38	Printed Forms					
39	Small Tools					
	Total	450	300	300	300	300

CITY OF ANCHORAGE						
DEPARTMENT		DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	
Mayor & City Council			Mayor & City Council	1200		
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	UNCLASSIFIED					
40						
41						
	Total					
	CAPITAL					
81	Land					
82	Buildings					
83	Improvements Other Than Buildings					
84	Machinery & Equipment					
	Total					
	Total Expense	\$36,850	\$40,850	\$40,950	\$40,950	37,950
	Less Charges to Other Departments or Agencies:					
	Telephone Utility	2,000	2,000	2,000	2,000	2,000
	Electric Utility	2,000	2,000	2,000	2,000	2,000
	Water Utility	2,000	2,000	2,000	2,000	2,000
	Net Budget	30,850	34,850	34,950	34,950	31,950

CITY OF ANCHORAGE									
DEPARTMENT	DIVISION	ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL SCHEDULE			
Mayor & City Council		Mayor & City Council		1200					
POSITION TITLE	PAY RANGE	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964		MANAGER RECOMMENDS 1964		COUNCIL APPROVED 1964	
Mayor	\$2,400	1	1	1	\$2,400	1	\$2,400	1	\$2,400
Councilman	1,200	8	8	8	9,600	8	9,600	8	9,600
		9	9	9	12,000	9	12,000	9	12,000

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
Mayor & City Council		Mayor & City Council	1200	

The municipal Charter provides a 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 act also 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 reviews proposed State legislation in 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>		<u>Members</u>	<u>Monthly Meetings</u>
Board of Examiners & Appeals	9	1	Port Comm.	5	2
Board of Gas Fitters Examiners & Appeals	5	2	Telephone Comm.	5	2
Parking & Traffic Commission	7	1	Transportation Comm.	5	On Call
Parks & Recreation Advisory Board	7	1	Electric Utility Comm.	5	1
Planning Commission	7	2			

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.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM,
Mayor & CityCouncil		Mayor & City Council	1200	

An expense allowance of \$5 for attendance of meetings is allowed each Board or Commission member with a maximum of two paid meetings per month. The expenses of the Port Commission, Electric Utility Commission and Telephone Commission are charged to the Port, ML&P, Telephone Utility, respectively while the expenses of other Boards and Commissions are from this account.

Account .29 provides for the following expenses:

Mayor and Council Expense Allowance	12,220
Commission Expense Allowance	4,500
Allowance for Destitute Displaced Persons Resulting from Condemnation Actions	200
Miscellaneous Travel, Dues and Publications	<u>11,280</u>
	28,200

COUNCIL ADJUSTMENTS

Account .29 is reduced \$3,000 which will require reduction of travel by Council.

DEPARTMENT City Manager	DIVISION		ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201	SUMMARY		
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Personal Services	43,470	49,865	60,491	62,986	78,817	68,569	68,569
Contractual	1,486	11,190	4,105	6,455	6,785	6,785	6,285
Supplies	1,884	1,915	1,800	2,600	2,600	2,600	2,600
Unclassified							
Capital	517			250	600	600	200
Total	47,357	62,970	66,396	72,291	88,802	78,554	77,854
Less							
Interfund Charges	10,000	10,000	15,000	15,000	22,000	15,000	15,000
Grand Total	37,357	52,970	51,396	57,291	66,802	63,554	62,854

*** HIGHLIGHTS OF RECOMMENDED 1964 PROGRAM ***

1. Increased emphasis on public relations, government information, and personnel administration.
2. Continuing organizational studies to improve efficiency and effect economies.
3. Completion of Capital Improvement Program studies.
4. Development and promotion of policies and legislation necessary to the economic growth of the community.
5. Planning and implementation of City utility growth programs.

\$\$\$ MAJOR COST VARIATIONS \$\$\$

- | | | |
|---|----------|----------|
| 1. One employee transferred from Attorney | \$ 3,000 | Increase |
| 2. General Salary adjustments | \$ 3,000 | Increase |

CITY OF ANCHORAGE

CITY OF ANCHORAGE						
DEPARTMENT City Manager		DIVISION	ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	PERSONAL SERVICES					
11	Salaries	51,716	53,711	77,817	67,569	67,569
12	Overtime	500	1,000	1,000	1,000	1,000
13	Accrued Leave	8,275	8,275			
	Total	60,491	62,986	78,817	68,569	68,569
	CONTRACTUAL					
20	Miscellaneous Contractural					
21	Advertising					
22	Contracted Labor & Equipment	695	1,195	625	625	625
23	Electricity and Water					
24	Insurance					
25	City Equipment Rental	960	960	960	960	960
26	Other Rentals					
27	Repairs	100	100	100	100	100
28	Telephone, Telegraph and Tolls	1,600	2,950	3,600	3,600	3,600
29	Travel, Dues and Publications	750	1,250	1,500	1,500	1,000
	Total	4,105	6,455	6,785	6,785	6,285
	SUPPLIES					
30	Miscellaneous Supplies					
31	Building Materials					
32	Food, Clothing and Medical					
33	Gas, Oil, Grease and Motor Fuels					
34	Heating Fuel					
35	Household and Janitorial					
36	Office Supplies	900	1,800	1,800	1,800	1,800
37	Postage	700	600	600	600	600
38	Printed Forms	200	200	200	200	200
39	Small Tools					
	Total	1,800	2,600	2,600	2,600	2,600

CITY OF ANCHORAGE

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DEPARTMENT City Manager		DIVISION	ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	UNCLASSIFIED					
40						
41						
	Total					
	CAPITAL					
81	Land					
82	Buildings					
83	Improvements Other Than Buildings					
84	Machinery & Equipment		250	600	600	200
	Total		250	600	600	200
	Total Expense	66,396	72,291	88,802	78,554	77,854
	Less Charges to Other Departments or Agencies:					
	Telephone Utility	5,000	5,000	8,000	5,000	5,000
	Electric Utility	5,000	5,000	8,000	5,000	5,000
	Water Utility	5,000	5,000	6,000	5,000	5,000
	Net Budget	51,396	57,291	66,802	63,554	62,854

Notes:

1. 1963 Classification Change
2. 1st full year
3. Portion of 1963 only - and 50% by City Attorney
4. Replaces \$10,000 in Community Promotion budget.

DEPARTMENT City Manager	DIVISION	ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201	WORK PROGRAM
<p>Under the Charter, the City Manager is appointed by the Council to serve as the chief administrative officer of the municipal government. His basic duties are prescribed in the Charter and in the Code of Ordinances; these are supplemented from time to time by Council policies and special instructions. In addition, in keeping with the normal functions of his profession, the Manager plans, organizes, and directs a variety of management studies and tasks aimed at achieving increasing efficiency and effectiveness in the conduct of the City's business and the performance of its services.</p> <p>The Manager is responsible for coordinating the efforts of all City departments, and is in charge of personnel administration. Preparation of the annual City budget for the Council's consideration is a principal undertaking; administration of the approved budget is a continuing responsibility.</p> <p>The Manager is expected to keep the Council advised of the financial condition and needs of the City; provide reports on specific subjects as the Council may require; see that all laws and ordinances are enforced; and keep the public informed, by issuance of special reports, announcements, and releases, of the operations of the municipal government. He represents the administrative branch of the municipal government in dealings with the public and other government agencies.</p> <p>Although a great deal of consideration was given to budgeting the needed new position of Personnel-Public Information Officer, as indicated in the Departmental Request column, detailed budget reviews show financial limitations on major staff additions for 1964. The Manager therefore, with reluctance, is dropping this recommendation and will attempt improved Personnel-Public Information programming with existing staff during 1964.</p> <p>While continued and expanded use of the Assistant to the City Manager in the Personnel field will reduce his availability for other assignments, the Manager recognizes a real need for improving personnel recruitment, training, and utilization, and will program increase emphasis on these areas in 1964 with primary help from the Assistant, and to some extent, the Management Analyst. Department heads and staffs will be assisted in every way possible to maximize progress within the limits of available facilities.</p> <p>Perhaps even more important is a recognition that public relations has not been given the full attention that is desired by Council and is due our citizens. One of the Administration's weaknesses has been a lack of emphasis in this area which must necessarily be a vital part of the Manager's job. Fresh and direct emphasis will be placed on public relations in 1964 and succeeding years, starting with the Manager and his staff, continuing through the various departments and their employees. This is especially important with Public Works, Customer Service representatives, billing, police, and utilities because of direct public contacts affording daily opportunities for building good relations with taxpayers, customers, residents, and visitors.</p> <p>Improvements in communication with Anchorage citizens on plans, programs, construction projects, and services offered will be translated into releases to the media, informative leaflets, publications, charts, photos, etc. for public interest and guidance. This office will continue to issue the monthly MUNICIPAL BULLETIN and Annual Report. More attention will be given to educational and public relations liaison with as many civic groups as possible. The impact of this increased emphasis will be heightened by the development of public relations training programs within the departments and resultant overall departmental focus on earning public respect in each contact with the public.</p>				

DEPARTMENT City Manager	DIVISION	ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201	WORK PROGRAM
<p>The Manager's office will administer the sale of water revenue, and sewer and paving general obligation bonds, directing the preparation of an appropriate bond prospectus and its distribution to a broad list of investment houses. The office will monitor closely the various administrative steps necessary to ensure completion of the Accelerated Public Works Program projects from which the City realizes monetary aid.</p>				
<p>The Department's work load can be measured in part by the quantity of letters, memos, speeches turned out, conferences attended, and so on. There is no common denominator, however, ("time required per page," for example) that has any valid use for statistical valuation of the time spent on these things. We know that there was more time devoted to radio and TV material, speech material, graphics, conference background data, tapes, posters, display ads, and the like, in the first three quarters of 1963 than during all of 1962; it appears likely that the trend will not diminish.</p>				
<p>An obvious measure of our increasing workload lies in the area of Council and Interdepartmental Memos. As of the end of September, more than 500 Council Memos and 225 Staff Memos had been prepared. This is considerably in excess of the quantity of documents completed in the same period in 1962. While time-consuming, they do enable the Administration to keep the Council better informed, maintain good communication among the departments, and provide documentation for reference purposes and the guidance of future legislators and administrators. This increased paperwork was possible to accomplish because the Manager's office obtained part-time clerical assistance from the Attorney's office next door. With the change in leadership and work assignments there, the need for the additional stenographer authorized in the Attorney's 1963 budget has gradually diminished, while the employee involved has been given increasing tasks in the Manager's office. She also is performing correspondence and reports for the Mayor, serving as receptionist, and helps with paperwork initiated by the Management Analyst. Her retention on the Manager's staff is proposed in this budget, while the Attorney is reducing his force accordingly.</p>				
<p>Under the City Manager's general direction, the Management Analyst will inquire into special problems and perform research tasks and prepare reports and recommendations as the needs of the service require. A continuing review of the City's systems and procedures is essential to effective operations. The Analyst's work since his hire in May, 1963 has included several projects of importance (the retirement and medical benefits plan, as one example) which had been put off in the past for lack of sufficient staff to tackle such matters. There are numerous other projects lined up for the Analyst from which it is expected that additional improvements in our internal procedures and services to the public will result.</p>				
<p>The \$600 in Capital Improvements is intended to cover purchase of a standard typewriter and typewriter table for the Analyst, small magazine table for visitor reception area, file cabinet, and chairs for Personnel and Analyst offices. In 1963 the "contracted labor" account rose due to the cost of the study made by the actuary during the retirement plan research work. The coming year's expenditures are expected to be limited to reprints of the Employee Handbook, purchase of Service Awards, and car radio rental and maintenance.</p>				
<p>The Manager attends meetings of the several Boards and Commissions in the interest of ensuring proper coordination of activities among these citizen groups and between the groups and the City departments. The Manager will participate in meetings of the Military-Civilian Community Council, which agency provides an excellent medium of cooperation and mutual understanding between the civilian and military communities.</p>				
<p><u>COUNCIL ADJUSTMENTS</u> - A reduction of \$500 in Account .29 will permit travel only to the ICMA Convention. Reduction of Account .84 will cut the typewriter and table.</p>				



DEPARTMENT Law	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Law	29,502	42,560	41,226	44,601	37,504	35,614	35,614
Property Management	-0-	-0-	-0-	-0-	14,126	14,126	13,446
TOTAL	29,502	42,560	41,226	44,601	51,630	49,740	49,060

CITY OF ANCHORAGE

DEPARTMENT Law	DIVISION	ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Personal Services	59,312	71,460	81,204	90,284	64,141	64,141	64,141
Contractual	10,744	13,546	10,050	9,970	9,100	7,900	7,900
Supplies	2,394	1,144	1,400	1,700	1,100	1,100	1,100
Unclassified	689	5,970	3,000	1,400	7,500	5,000	5,000
Capital	650	399	2,500	2,840	1,500	1,000	1,000
Total	73,789	92,519	98,154	106,194	83,341	79,141	79,141
Less							
Interfund Charges	44,287	49,959	56,928	61,593	45,837	43,527	43,527
Grand Total	29,502	42,560	41,226	44,601	37,504	35,614	35,614

*** HIGHLIGHTS OF RECOMMENDED 1964 PROGRAM ***

1. Property Management budgeted separately from law.
2. Review and revise Code of Ordinances.
3. Aid in Borough formation.
4. Increased litigation due to liability self insurance.

\$\$\$ MAJOR COST VARIATIONS \$\$\$

- | | | |
|-----------------------------------|-----------|----------|
| 1. Property Management removed | \$ 15,000 | Decrease |
| 2. One less employee | \$ 6,000 | Decrease |
| 3. Equipment needs down | \$ 1,800 | Decrease |
| 4. Other salary savings | \$ 5,000 | Decrease |
| 5. Cost of litigation for defense | \$ 3,500 | Increase |

Allocations to utilities
appropriately reduced.

CITY OF HORAGE

DEPARTMENT Law		DIVISION	ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	PERSONAL SERVICES					
11	Salaries	69,788	78,168	63,891	63,891	63,891
12	Overtime	250	250	250	250	250
13	Accrued Leave	11,166	11,866			
	Total	81,204	90,284	64,141	64,141	64,141
	CONTRACTUAL					
20	Miscellaneous Contractual					
21	Advertising					
22	Contracted Labor & Equipment	6,000	6,000	6,000	4,800	4,800
23	Electricity and Water					
24	Insurance					
25	City Equipment Rental					
26	Other Rentals	200	200			
27	Repairs	250	250	150	150	150
28	Telephone, Telegraph and Tolls	1,600	1,700	1,200	1,200	1,200
29	Travel, Dues and Publications	2,000	1,820	1,750	1,750	1,750
	Total	10,050	9,970	9,100	7,900	7,900
	SUPPLIES					
30	Miscellaneous Supplies					
31	Building Materials					
32	Food, Clothing and Medical					
33	Gas, Oil, Grease and Motor Fuels					
34	Heating Fuel					
35	Household and Janitorial					
36	Office Supplies	800	1,100	700	700	700
37	Postage	350	350	200	200	200
38	Printed Forms	250	250	200	200	200
39	Small Tools					
	Total	1,400	1,700	1,100	1,100	1,100

DEPARTMENT Law		DIVISION	ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	UNCLASSIFIED					
40	Cost of Litigation for Defense	3,000	1,400	7,500	5,000	5,000
41	Total	3,000	1,400	7,500	5,000	5,000
	CAPITAL					
81	Land					
82	Buildings					
83	Improvements Other Than Buildings					
84	Machinery & Equipment	2,500	2,840	1,500	1,000	1,000
	Total	2,500	2,840	1,500	1,000	1,000
	Total Expense	98,154	106,194	83,341	79,141	79,141
	Less Charges to Other Departments or Agencies:					
	Telephone 20%	19,631	21,239	16,668	15,828	15,828
	Electric 20%	21,594	23,363	16,668	15,828	15,828
	Water 10%	9,815	10,619	8,334	7,914	7,914
	Port 5%	5,889	6,372	4,167	3,957	3,957
	Net Budget	41,225	44,601	37,504	35,614	35,614

CITY OF ANCHORAGE

DEPARTMENT Law	DIVISION	ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	PERSONNEL SCHEDULE					
POSITION TITLE	PAY RANGE	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964			
City Attorney	18,000	1	1	1	18,000	1	18,000	1	18,000
Asst. City Atty. II	1081-1265	1	1	1	15,290	1	15,290	1	15,290
Asst. City Atty. I	925-1081	1	1	1	12,000	1	12,000	1	12,000
Legal Steno. II	577- 674	1	1	1	7,368	1	7,368	1	7,368
Legal Steno. I	534- 624	1	1	1	6,733	1	6,733	1	6,733
Clerk Steno. II	456- 534	1	1	0		0		0	
Total		6	6	5	59,391		59,391		59,391
Temporary personnel as needed during vacations					4,500		4,500		4,500
					63,891		63,891		63,891

DEPARTMENT Law	DIVISION	ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	WORK PROGRAM
<p>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.</p> <p>The Property Management Division has been budgeted in 1964 under account 1228, thereby eliminating the difficulty experienced in the past in budgeting and accounting for this function.</p> <p>There remains considerable revision 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 needed municipal legislation. Parts of the charter may have to be litigated, to determine their validity, or for judicial interpretation. The program of abating 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. 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 magistrate. 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.</p> <p>The 1964 budget request and City Manager's recommendations are based on the following:</p> <p><u>Account .11 - Salaries. Assistant City Attorney II</u> - In 1963 the Council recognized the need to establish a salary level for this position which would attract a competent, experienced lawyer to the City law department. The Council then authorized the City Attorney to offer any qualified candidate, who would remain in the position for a reasonable tenure, the maximum pay step E in Grade 31 as the starting salary. The incumbent took office on August 16, 1963, and should be eligible for a step or merit increase in August, 1964. There are only longevity increases remaining in this grade 31 position and the first step has been used as the budget basis for a merit step which would become effective August 16, 1964. As a practical observation, the position should be reclassified in a higher grade in recognition of the fact that the Assistant City Attorney II is or should be, for all intents and purposes, a duplicate of the City Attorney in practically all levels of responsibility and administration. The Manager agrees and intends review with probable salary grade change for this position during 1964.</p> <p><u>Assistant City Attorney I</u> - This increase is justified for the same reasons as is the Assistant Attorney II increase. The primary distinction between this assistant and the other is the generally lower level of responsibility and the need for less professional experience, therefore, the lesser salary, but a sufficient enough salary to attract a competent practicing attorney. At present a specially retained prosecuting attorney is employed at \$750 per month. His position will be terminated if a full-time assistant attorney I is hired.</p>				

DEPARTMENT Law	DIVISION	ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	WORK PROGRAM														
<p><u>Legal Stenographers II and I</u> - The increases in these items are attributable to the reclassification of the positions in 1963.</p> <p><u>Account .22 - Contracted Labor & Equipment</u> - This account considers the Code supplement publishing costs, estimated to be \$4,800 and \$1,200 for additional help if the press of affairs in the law department demands it. The City Manager recommends reduction to the .22 account to \$4,800 with temporary help to be budgeted as salaries.</p> <p><u>Account .40 - Cost of Litigation for Defense</u> - This account has been increased in order to have an identifiable fund for which Council authorized cash settlements for civil law suits or claims may be tapped. \$5,000 is allocated for this figure. The \$2,500 balance is to be used for payment of subpoenaed witness or expert witness fees, depositions, investigations, medical examinations, and tangible or documentary evidence procurement costs which may be incurred in civil litigation as well as Superior Court and Supreme Court appeal costs. City Manager suggests \$5,000 for cost of litigation in insurance program contemplated. This program provides general liability insurance on a self insurance basis with major claims covered by surplus policies. This account will be charged for settlements under this program.</p> <p><u>Account .84 - Machinery and Equipment</u> - Furniture and equipment needs during 1964 are as follows:</p> <table><tr><td>4 reception room chairs</td><td>\$ 200</td></tr><tr><td>2 filing cabinets</td><td>400</td></tr><tr><td>Dictaphone</td><td>500*</td></tr><tr><td>Book Shelves</td><td>200</td></tr><tr><td>Conference table</td><td>150</td></tr><tr><td>Coat and hat rack</td><td>50</td></tr><tr><td></td><td><u>\$1,500</u></td></tr></table> <p>*Manager deletes based on 1963 acquisition from available funds.</p> <p>It should be noted that no consideration has been given to budgeting any amounts for work or materials which may be expended by the Law Department due to the formation of a local Borough. The City's participation in it can be expected to result in some legal costs. Since the actuality of a Borough is not certain at this time, it is suggested that when and if a local Borough becomes a reality that a 15% factor be added to this budget from the general fund. The 15% figure is an estimate which considers employment of additional clerical and part-time professional help as well as supplies, postage and travel. The City Manager recognizes the validity of this position and would recommend that if such need should arise, sufficient transfers of funds would be possible from the contingency account.</p> <p>The charges to other departments is based upon the combination of legal work required for collection of delinquent accounts and general legal representation of the various departments of the City. It is considered that the \$35,614 amount remaining as a cost to the general fund is an amount appropriate for a city the size of Anchorage if the ownership of utilities did not exist. The percentage charges to the utilities and Port, therefore, is the best available estimate of value received.</p>					4 reception room chairs	\$ 200	2 filing cabinets	400	Dictaphone	500*	Book Shelves	200	Conference table	150	Coat and hat rack	50		<u>\$1,500</u>
4 reception room chairs	\$ 200																	
2 filing cabinets	400																	
Dictaphone	500*																	
Book Shelves	200																	
Conference table	150																	
Coat and hat rack	50																	
	<u>\$1,500</u>																	

DEPARTMENT Law	DIVISION Property Management	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1228	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Personal Services					43,635	43,635	43,635
Contractual					2,960	2,960	2,280
Supplies					700	700	700
Unclassified							
Capital					400	400	400
Total					47,695	47,695	47,015
Less							
Interfund Charges					33,569	33,569	33,569
Grand Total					14,126	14,126	13,446

*** HIGHLIGHTS OF RECOMMENDED 1964 PROGRAM ***

1. Property Management budgeted separately from Law.
2. Improved method of allocating cost to utilities.
3. Continuing emphasis on efficient management of City properties.
4. Cooperation with other departments on abatement of nuisance cases.

CITY OF ANCHORAGE

CITY OF ANCHORAGE						
DEPARTMENT Law		DIVISION Property Management	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1228	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	PERSONAL SERVICES					
11	Salaries			43,385	43,385	43,385
12	Overtime			250	250	250
13	Accrued Leave					
	Total			43,635	43,635	43,635
	CONTRACTUAL					
20	Miscellaneous Contractual					
21	Advertising					
22	Contracted Labor & Equipment					
23	Electricity and Water					
24	Insurance					
25	City Equipment Rental			2,080	2,080	1,500
26	Other Rentals					
27	Repairs			150	150	150
28	Telephone, Telegraph and Tolls			480	480	480
29	Travel, Dues and Publications			250	250	150
	Total			2,960	2,960	2,280
	SUPPLIES					
30	Miscellaneous Supplies					
31	Building Materials					
32	Food, Clothing and Medical					
33	Gas, Oil, Grease and Motor Fuels					
34	Heating Fuel					
35	Household and Janitorial					
36	Office Supplies			450	450	450
37	Postage			150	150	150
38	Printed Forms			100	100	100
39	Small Tools					
	Total			700	700	700

[illegible]

NOTE: All 1963 personnel costs were budgeted under Account 1209. Authorized personnel in 1963 budget are shown here for comparison purposes.

CITY OF ANCHORAGE

WORK PROGRAM

DEPARTMENT

Law

DIVISION

Property Management

ACCOUNT TITLE

Property Management

ACCOUNT NUMBER

1228

Work program is comprised of three elements, as follows:

- a. Property management function. Appraisal, acquisition by purchase or otherwise, and disposal of real estate, buildings, utilities, and other non-expendable property; out-leasing City property at Merrill Field, Lake Spenard, and elsewhere, and in-leasing as required by other departments; performing negotiations, preparing and recording legal documents, and preparing correspondence and reports relating to the foregoing; establishment and maintenance of historical records of City-owned land, buildings and utilities, and related transactions and documents.
- b. Right of way acquisition function. Acquisition, by negotiation, purchase or condemnation (including related appraisal work), of rights of way for all City public works and public utility projects, inside and outside the City boundaries; similar acquisition for State and Federal projects, as requested; preparing and recording legal instruments, preparing correspondence and reports; maintaining files and records for reference by other departments and the public.
- c. Abatement of nuisance cases. Coordination of activities from initial building, fire and health inspections through final abatement, either by agreement with property owners or by formal condemnation procedures. Includes review of evidence, preparation and recording of legal documents, correspondence, and maintenance of files and records.

Note: Sections a. and b. above, in particular, require field work involving considerable travel by City-owned and/or private vehicles; they also necessitate extensive telephone, personal and correspondence contacts with property owners, other government and private agencies, and the general public.

Extraordinary Requirements

There is a strong possibility of another Accelerated Public Works Program developing during the late spring or early summer of 1964, and in this event it may become necessary to employ a temporary right of way agent for approximately four months between May and September, involving the expenditure of some \$3,036.00 for salary. This should not be included as a firm budget figure at this time, but the possibility should be considered.

Justification

The Property Management Division, in the past, has been considered for budgetary purposes in the City Attorney's general budget. In order to better identify the cost of Property Management, Right of Way, and Abatement functions, this division is herein set forth separately. Any question regarding past costs should be considered along with the Law Department budget account 1209.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
Law	Property Management	Property Management	1228	
<p>Account .11 - This division, due to our extremely heavy workload, found it necessary to employ an additional Right of Way Agent from April 1st through December 31st of this year. The \$7,110 paid this agent was not reflected in the 1963 budget. It will be necessary in 1964 to continue the services of this agent at a salary of \$9,759.</p> <p>It is requested that consideration be given to the upgrading of the two clerical positions in this office. At present their grades are Clerk-Stenographer II and Clerk III. The person now holding the Clerk III position, at the time of the personnel survey last spring, held one of the two positions in the City Attorney's office which were classified as Legal Stenographer I, Grade 9. The survey upgraded the Legal Stenographer I position to Grade 13, but downgraded this job in this division to Grade 12. This is believed erroneous, because stenographic skill is definitely important and is being used on the job as necessary to expedite work production and save my time and that of the Right of Way Agents. The employee is performing unusually difficult and responsible legal-oriented work. This position calls for the independent composing of legal documents in four different fields -- nuisance abatement cases, eminent domain proceedings, real estate transactions and right of way acquisition.</p> <p>Due to the difficulty of the duties performed and the fact that the position calls for the exercise of a considerable amount of initiative and independent judgment, it is submitted that it is nothing more than fair that this job title and grade reflect the kind, and the difficulty, of the work being performed, and that this could be accomplished by reclassifying the job as Legal Stenographer with a grade of at least 13. The total difference in pay amounts to only \$157 for the budget year 1964. The City Manager indicates that review with the City Attorney will justify reclassification of this Clerk III position and Legal Stenographer I, and is so recommended.</p> <p>The Clerk-Stenographer II position at the time of the survey was Grade 8. The survey upgraded all Clerk-Steno II positions to Grade 9. It is my belief that it did not take into consideration that this particular position demands from the employee work of much more than average difficulty, with less supervision. The employee holding this position has to deal more and more, as time goes on, with legal documents such as easements, deeds, agreements, leases, and other right of way documents to be processed. They are all legal papers, recorded against private or public property, and errors or omissions can and do adversely affect the owners' interests. If a mistake is made, it is very difficult to correct, and may ultimately become costly to the City.</p> <p>Because of the volume of work accomplished by our Right of Way Agents, the complexity of the legal land descriptions, and the special provisions often required in right of way documents, our agents depend greatly on the incumbent of this position to perform finished work, including composition of accurate and complete wording from extremely rough notes or verbal discussions. She is also expected to use independent judgment in questioning discrepancies and correcting errors, utilizing thorough familiarity with correct legal terminology and land description formats.</p>				

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
Law	Property Management	Property Management	1228	

It appears that there is an excessive gap between the grade of Clerk-Steno II, Grade 9, at \$438 per month, and Clerk-Steno III, Grade 13, at \$534 per month, and that a normal organizational structure might include an intermediate Grade 11, at \$494 per month. The jump then would be \$38 per month in Step A, as against \$78 per month, and the pattern of progression in grade would be more reasonable as well as more flexible. City Manager review shows questionable validity to change in this classification, and recommends no change at present time pending further studies.

The \$250 requested for overtime is an estimate of the amount that will be required to pay the agents for necessary evening calls in order to obtain easements.

Account .25 - This division is requesting two used vehicles for the right of way agents. To date they have been using their own vehicles for City work. We have found this to be a very unsatisfactory method of operation in that when one of the vehicles is in the garage for repairs, one-half of the right of way function ceases. This has been the case in the past and has led to poor public relations, among other things, in that when the agents make appointments in advance which they are unable to keep, they are forced to postpone them or ride double in the other agent's car. This of course, takes the time of two men rather than just the one agent involved with the appointment. Approximately 90% of the rent charged for the vehicles can be charged to the various departments for which this division works. The budgeted amount requested for 1964 compares to private car use payments of \$1,500 during 1963. City Manager indicates that a review of work load and necessity indicates desirable programming and would so recommend in 1964.

Account .27 - This figure has been included in the 1964 budget to cover the cost of repairs to typewriters, calculator, and other office equipment.

Account .29 - This is to be used to cover purchases for the division's library and dues for the Society of Residential Appraisers for the Property Management Officer. Since a considerable amount of the Property Management Officer's time is being used for appraisal purposes, I feel that he should be allowed to join a professional appraising society and thus benefit the City by the information gained from this society. The City Manager recognizes need and so recommends.

Account .36 - This supply account has been combined with the City Attorney's in the past. It was estimated that \$450 would be required during 1964 for the Property Management function.

Account .38 - This account is used to cover all printed easements and work forms, cards, and other printed forms.

CITY OF ANCHORAGE

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
Law	Property Management	Property Management	1228	

Account .84 - The capital account budget has been requested to cover the acquisition of two chairs and two filing cabinets for this office. Some of our present chairs are not only unsightly but actually unsafe. Presently in the process is the compiling of all easements which the City has acquired during past years, plus those from Chugach Electric Association which cover telephone facilities. Additional filing space will be required for these prior records, as well as for the accumulation of all future documents to keep the files current at all times.

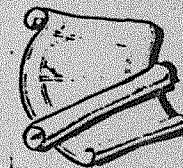
The \$400 figure set up for this account should cover the cost of the chairs at between \$55 and \$60 each, and the filing cabinets at approximately \$135 to \$140 each.

Charges to Other Departments. The right of way work done for the various City utilities and other departments will be invoiced monthly on the basis of actual agents time required. This will provide for the department requiring the work a clear, concise statement of work performed and cost involved. In order to allow a billing of secretarial cost and other office overhead which properly should be applied, the agents' time will be billed at approximately \$8.50 per hour.

The remaining \$14,126 charge to the General Fund represents the property management and nuisance abatement costs properly chargeable to the general government function.

COUNCIL ADJUSTMENTS

Account .25 is reduced to \$1,500 which will require continued use of private vehicles rather than two city vehicles as requested. Account .29 is reduced to \$100 which reduces the acquisition of technical publications.



CITY OF ANCHORAGE

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Clerk	23,639	23,350	22,271	35,532	39,793	39,793	39,343
Elections	6,717	24,418	18,624	18,624	11,830	11,830	11,830
	30,356	47,768	40,895	54,156	51,623	51,623	51,173

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE Election	ACCOUNT NUMBER 1203	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
Personal Services	4,272	7,239	5,044	2,344	5,000	5,000	5,000
Contractual	1,200	3,167	1,980	4,680	1,980	1,980	1,980
Supplies	1,245	1,366	850	850	850	850	850
Unclassified							
Capital		16,771	12,750	12,750	12,800	12,800	12,800
Total	6,717	28,543	20,624	20,624	20,630	20,630	20,630
Less							
Interfund Charges		4,125	2,000	2,000	8,800	8,800	8,800
Grand Total	6,717	24,418	18,624	18,624	11,830	11,830	11,830

*** HIGHLIGHTS OF RECOMMENDED 1964 PROGRAM ***

1. One general election planned.
2. Voter registrations to be updated based on street name changes.

\$\$\$ MAJOR COST VARIATIONS \$\$\$

1. Cost allocation increased to State and AISD

\$ 6,800 Decrease

Election Clerks and judges budgeted as personal services rather than contractual.

CITY OF ANCHORAGE

DEPARTMENT City Clerk		DIVISION	ACCOUNT TITLE Election	ACCOUNT NUMBER 1203	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	PERSONAL SERVICES					
11	Salaries	3,659	959	4,200	4,200	4,200
12	Overtime	800	800	800	800	800
13	Accrued Leave	585	585			
	Total	5,044	2,344	5,000	5,000	5,000
	CONTRACTUAL					
20	Miscellaneous Contractural					
21	Advertising	1,000	1,000	1,000	1,000	1,000
22	Contracted Labor & Equipment	250	2,950	250	250	250
23	Electricity and Water					
24	Insurance	100	100	100	100	100
25	City Equipment Rental	200	200	200	200	200
26	Other Rentals	300	300	300	300	300
27	Repairs	50	50	50	50	50
28	Telephone, Telegraph and Tolls	80	80	80	80	80
29	Travel, Dues and Publications					
	Total	1,980	4,680	1,980	1,980	1,980
	SUPPLIES					
30	Miscellaneous Supplies					
31	Building Materials					
32	Food, Clothing and Medical					
33	Gas, Oil, Grease and Motor Fuels					
34	Heating Fuel					
35	Household and Janitorial					
36	Office Supplies	100	100	100	100	100
37	Postage	100	100	100	100	100
38	Printed Forms	650	650	650	650	650
39	Small Tools					
	Total	850	850	850	850	850

CITY OF ANCHORAGE							
DEPARTMENT City Clerk		DIVISION	ACCOUNT TITLE Election	ACCOUNT NUMBER 1203	DETAIL		
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964	
40	UNCLASSIFIED						
41							
		Total					
		CAPITAL					
81		Land					
82		Buildings					
83		Improvements Other Than Buildings					
84		Machinery & Equipment	12,750	12,750	12,800	12,800	12,800
		Total	12,750	12,750	12,800	12,800	12,800
		Total Expense	20,624	20,624	20,630	20,630	20,630
	Less Charges to Other Departments or Agencies:						
	State of Alaska	2,000	2,000	7,200	7,200	7,200	
	Anch. Ind. School Dist.			1,600	1,600	1,600	
	Net Budget	18,624	18,624	11,830	11,830	11,830	

CITY OF ANCHORAGE

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE Election	ACCOUNT NUMBER 1203	PERSONNEL SCHEDULE				
POSITION TITLE	PAY RANGE	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964		
ALL PERSONNEL ARE TEMP.								
Clerk Steno II (Approx. 2 months)				1,000	1,000	1,000		
Election Clerks & Judges 87 required				2,700	2,700	2,700		
Personnel for street name changes				500	500	500		
Total				4,200	4,200	4,200		

DEPARTMENT
City Clerk

DIVISION

ACCOUNT TITLE
ElectionACCOUNT NUMBER
1203

WORK PROGRAM

The City Clerk is registrar of voters and conducts all City of Anchorage elections. One general election is anticipated and budgeted for 1964.

An identification of election cost is as follows:

Account .11 - Salaries. This includes the normal required stenographic help and election clerks and judges. An additional \$500 is requested to provide for temporary personnel to update the voter registration records as the result of the street name and house number changes in process.

Account .12 - Overtime. This provides for overtime work required by clerks in the office to update voter registration records and other personnel during the conduct of registration and the election.

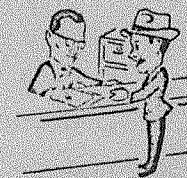
Account .22 - Contracted Labor & Equipment. This provides for the transportation of voting machines as required.

Account .24 - Insurance. Provides for fire and extended coverage insurance for the voting machines.

Account .26 - Other Rentals. Provides for the rental of polling places.

Account .38 - Printed Forms. Machine ballots cost is estimated at \$400, while manual ballots will cost \$250.

Account .84 - Machinery & Equipment. Thirty-two voting machines were purchased during 1962 with payment in 1962 of \$16,329.60 and additional payments in 1963, 1964, and 1965 of \$12,700.80 each year. Total cost \$54,432. Since the machines are used for City, School District, and State elections, the total cost will be shared as shown in charges to other agencies. An additional \$100 is requested to purchase two electric heaters for use in polling places.



CITY OF ANCHORAGE

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE City Clerk	ACCOUNT NUMBER 1213	SUMMARY			
CLASSIFICATION	ACTUAL COST 1961	ACTUAL COST 1962	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	Estimate	Estimate					
Personal Services	22,315	22,000	21,971	34,112	36,053	36,053	36,053
Contractual	650	650		1,120	2,050	2,050	2,050
Supplies	674	700	300	300	885	885	885
Unclassified							
Capital					805	805	355
Total	23,639	23,350	22,271	35,532	39,793	39,793	39,343
Less							
Interfund Charges							
Grand Total	23,639	23,350	22,271	35,532	39,793	39,793	39,343

*** HIGHLIGHTS OF RECOMMENDED 1964 PROGRAM ***

1. Continued administration of City Clerk function.
2. Review of official document files.

\$\$\$ MAJOR COST VARIATIONS \$\$\$

- | | |
|----------------------------------|----------|
| 1. Personnel | \$ 2,000 |
| 2. New and replacement equipment | \$ 800 |

CITY OF ANCHORAGE						
DEPARTMENT City Clerk		DIVISION	ACCOUNT TITLE City Clerk	ACCOUNT NUMBER 1213	DETAIL	
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964
	PERSONAL SERVICES					
11	Salaries	18,941	31,182	36,053	36,053	36,053
12	Overtime					
13	Accrued Leave	3,030	2,930			
	Total	21,971	34,112	36,053	36,053	36,053
	CONTRACTUAL					
20	Miscellaneous Contractural					
21	Advertising		800	900	900	900
22	Contracted Labor & Equipment					
23	Electricity and Water					
24	Insurance			460	460	460
25	City Equipment Rental					
26	Other Rentals					
27	Repairs		70			
28	Telephone, Telegraph and Tolls		250	690	690	690
29	Travel, Dues and Publications					
	Total		1,120	2,050	2,050	2,050
	SUPPLIES					
30	Miscellaneous Supplies					
31	Building Materials					
32	Food, Clothing and Medical					
33	Gas, Oil, Grease and Motor Fuels					
34	Heating Fuel					
35	Household and Janitorial					
36	Office Supplies	200	200	485	485	485
37	Postage	100	100	300	300	300
38	Printed Forms			100	100	100
39	Small Tools					
	Total	300	300	885	885	885

[illegible]

DEPARTMENT - City Clerk	DIVISION	ACCOUNT TITLE City Clerk	ACCOUNT NUMBER 1213	PERSONNEL SCHEDULE					
POSITION TITLE	PAY RANGE	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964			
City Clerk	14,400	1	1	1	14,400	1	14,400	1	14,400
Clk. Steno III	534 - 624	1	1	1	6,814	1	6,814	1	6,814
Acct. Clk. II	577 - 674	1	1	1	7,932	1	7,932	1	7,932
Clk. II	438 - 513	1	1	1	5,539	1	5,539	1	5,539
Sub Total		4	4	4	34,685	4	34,685	4	34,685
Vac. relief 3 mos. @ 456					1,368		1,368		1,368
Total					36,053		36,053		36,053

DEPARTMENT City Clerk	DIVISION	ACCOUNT TITLE City Clerk	ACCOUNT NUMBER 1213	WORK PROGRAM
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The City Clerk performs the services of Clerk of the Council, compiles Council minutes, is custodian of official documents, conducts elections, and is registrar of voters.

During 1963 a separate City Treasurer was designated to operate the Treasury Division within the Finance Department. This permitted the identification of separate budgetary accounts for City Clerk and Treasury Division which previously had been consolidated in one account. For this reason, the 1961 and 1962 actual costs for the City Clerk function are estimated. The 1963 original budgeted costs were necessarily estimated for the same reason.

A review of the 1964 budget request points out the adjustment of cost requirements as the result of 1963 experience under the separate accounting.

Account .21 - Advertising. This provides for the required legal advertising of City ordinances, hearings and other official matters.

Account .24 - Insurance. The Code of Ordinances requires the City Clerk to provide a corporate surety bond in such sum as Council shall direct. A \$100,000 bond is provided at an annual cost of \$460.

Account .28 - Telephone, Telegraph & Tolls. As the result of the occupation of separate offices in the City Hall Annex and the separation of Clerk and Treasurer, the cost of telephone service is \$50 per month plus tolls.

Account .36 - Office Supplies. This account is increased to provide \$285 for 50 rolls of magnetic tape to replenish the supply for recording Council sessions.

Account .94 - Machinery & Equipment. Equipment needs include the following:

Tape Recorder (Replacement)	\$210
4-Drawer legal file cabinet (new)	145
Electric Typewriter (Replacement)	<u>450</u>
	\$805



COUNCIL ADJUSTMENTS

Account .84 was reduced \$450 to eliminate purchase of the requested replacement electric typewriter.