

DEPARTMENT Planning	DIVISION		ACCOUNT TITLE Planning	ACCOUNT NUMBER 1210	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	39,729	52,043	58,484	58,149	78,666	69,146	69,146
Contractual	3,579	2,926	3,100	14,150	7,050	5,250	5,125
Supplies	2,435	2,907	3,100	2,850	3,650	3,350	3,100
Unclassified							
Capital	74	296	500	500	1,695	845	605
Total	45,817	58,172	65,184	75,469	91,050	78,591	77,976
Less							
Interfund Charges							
Grand Total	45,817	58,172	65,184	75,649	91,051	78,591	77,976

*** HIGHLIGHTS OF RECOMMENDED 1964 PROGRAM ***

1. New Zoning Ordinance and Subdivision Regulations.
2. Plan for revitalization of central business district.
3. New Economic Base Study.
4. Detailed plans for development of each neighborhood.

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

1. Contractual expenses less due to City's 1963 cash contribution to Section 701 Planning Contract \$ 9,000 Decrease
2. Addition of Assistant Planning Director \$ 12,000 Increase

AA
 CLASS
 EMP
 25%

CITY OF ANCHORAGE

DEPARTMENT Planning		DIVISION	ACCOUNT TITLE Planning	ACCOUNT NUMBER 1210	DETAIL		
CODE	CLASSIFICATION	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964	MANAGER RECOMMENDS 1964	COUNCIL APPROVED 1964	
PERSONAL SERVICES							
11	Salaries	40,984	49,649	78,166	68,646	68,646	
12	Overtime	500	500	500	500	500	
13	Accrued Leave	8,000	8,000				
	Total	58,484	58,149	78,666	69,146	69,146	
CONTRACTUAL							
20	Miscellaneous Contractual						
21	Advertising	1,000	1,000	1,100	1,100	1,100	
22	Contracted Labor & Equipment		9,150	3,300	1,500	1,500	
23	Electricity and Water						
24	Insurance						
25	City Equipment Rental		100	100	100	100	
26	Other Rentals	300	150	150	150	150	
27	Repairs	200	200	200	200	200	
28	Telephone, Telegraph and Tolls	700	1,150	1,200	1,200	1,200	
29	Travel, Dues and Publications	900	2,400	1,000	1,000	875	
	Total	3,100	14,150	7,050	5,250	5,125	
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	800	950	900	900	
37	Postage	500	500	550	550	550	
38	Printed Forms	1,500	1,250	2,000	1,750	1,500	
39	Small Tools	300	300	150	150	150	
	Total	3,100	2,850	3,650	3,350	3,100	

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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	500	500	1,695	845	605	
	Total	500	500	1,695	845	605	
	Total Expense	65,184	75,649	91,051	78,591	77,976	
	Less Charges to Other Departments or Agencies:						
	Net Budget	65,184	75,649	91,051	78,591	77,976	

CITY OF ANCHORAGE

DEPARTMENT Planning		DIVISION		ACCOUNT TITLE Planning		ACCOUNT NUMBER 1210		PERSONNEL SCHEDULE	
POSITION TITLE	PAY RANGE	ORIGINAL BUDGET 1963	ADJUSTED BUDGET 1963	DEPARTMENT REQUEST 1964		MANAGER RECOMMENDS 1964		COUNCIL APPROVED 1964	
Planning Director	1125 - 1315	1	1	1	14,440	1	14,400	1	14,400
Assistant Planning Dir.	1040 - 1217			1	12,480	1	12,480	1	12,480
Planning Associate	925 - 1031	1	1	1	11,470	1	11,470	1	11,470
Planning Assistant II	790 - 925	1	1	2	19,162	1	9,682	1	9,682
Planning Assistant I	674 - 790	1	1	1	8,256	1	8,256	1	8,256
Clerk-Steno III	534 - 624	1	1	1	6,534	1	6,534	1	6,534
Clerk-Steno II	456 - 534	1	1	1	5,824	1	5,824	1	5,824
TOTAL		6	6	8	73,166	7	68,646	7	68,646

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FUNCTION

The Planning Department and the City Planning Commission are concerned with many aspects of the present and future development of the City. The Department helps prepare the master plan for future growth through extensive background studies of population changes, the changing uses of land throughout the City, economic development trends, traffic problems, etc. The master plan must be constantly brought up to date to reflect changes which could not be anticipated when it was last prepared.

The Planning Department and Commission help guide the construction of public facilities according to the master plan through the annual capital improvement program and through supervision of urban renewal work carried out by the Alaska State Housing Authority. Private land development and building is guided by its control of land subdivision and resubdivision, street vacation, and zoning.

Major Tasks in 1964

Time Required in
Man-Years

New Zoning Ordinance*

Review, edit and adopt new ordinance and zone map based on draft prepared by consultant. .7

Central Business District Plan*

Complete plan for revitalizing downtown to compete successfully with suburban shopping areas - including proposals for parking and new civic center. .7

Economic Base Study*

Complete comprehensive study of Anchorage area economy and proposals for economic development program. .5

New Subdivision Regulations*

Revise present regulations to incorporate modern standards and encourage more flexible subdivision design. .2

*Each of the above programs is being done in conjunction with the Alaska State Housing Authority under Section 701 Federal Planning Assistance Contract. Extensive City staff participation is needed to assure that each of the above projects actually meets the City's needs.

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<u>Zoning and Subdivision Administration</u>				3.2
The single most time-consuming function resulting from a large volume of construction activity; considerable time must be spent on the average with every person calling or inquiring about a development problem and in processing every application. Present time-requirement is at least 2.7 man years; extra load from explaining unfamiliar new zoning ordinance and processing cases thereunder will demand minimum of .5 additional man years.				
<u>1965-70 Capital Improvement Program</u>				.1
Revised procedures instituted in 1963 should speed completion of this task in 1964 and following years.				
<u>Detailed Neighborhood Plans</u>				1.0
The 1980 General Plan is a broad guide to development which was intended to be followed up with detailed Neighborhood Plans which would guide specific developments. The Chester Creek Park Plan expected to be published before the end of 1963 is the first such specific plan. Acutely needed are plans for such areas as Section 16, Merrill Field and the B.L.M. Tracts south of the field, and the many rapidly redeveloping areas throughout the City, including urban renewal projects. (See also Extraordinary Requirements below for an additional major reason for completing such planning as quickly as possible in conjunction with the transportation planning program.)				
<u>Special Studies</u>				.3
Special studies are frequently demanded of the Planning Department in regard to specific problems such as the low-cost housing issue in 1963. The volume of such studies (which may include new cemetery and dump locations, Merrill Field's future use, highway problems, housing inventory data and population studies) is unpredictable, but the volume should be reduced by progress on the detailed neighborhood plans above.				
<u>Miscellaneous</u>				.5
Because of its relationship to many municipal functions, the Planning Department proves an attractive repository for many miscellaneous and time-consuming tasks such as making charts and promotional material and coordinating the highly-involved street address change-over program. The Department also must staff the 30-member Citizens Council for Community				

DEPARTMENT
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WORK PROGRAM

Improvement and coordinate Urban Renewal activities for the City. Furthermore, the Area Redevelopment Commission, required under Federal regulations, if the City is to get Area Redevelopment Administration financial assistance, is now dormant for lack of staff support; if the City is to get further aid, the Commission must be reactivated and the Planning Department is a likely department to staff it in conjunction with its economic study programs.

TOTAL MAN YEARS 7.2WORK STATISTICS

	<u>1961</u>	<u>1962</u>	<u>1963*</u>
<u>Number of Meetings</u>			
Regular	24	24	24
Special	27	24	24
Others	66	71	91
Totals	<u>117</u>	<u>119</u>	<u>139</u>

	<u>1961</u>	<u>1962</u>	<u>1963*</u>
<u>Case Studies</u>			
Subdivision	11	20	11
Resubdivision & Vacation	56	44	43
Zoning & Exception	25	39	42
Totals	<u>92</u>	<u>103</u>	<u>96</u>

*Data for 12 months preceding August 31 each year.

	<u>1961</u>	<u>1962</u>	<u>1963*</u>
<u>Inquiries</u>			
Subdivision & Platting	425	671	567
Zoning & Exception	251	532	562
Planning & Miscellaneous	870	1,501	1,678
Totals	<u>1,546</u>	<u>2,704</u>	<u>2,807</u>

	<u>1961</u>	<u>1962</u>	<u>1963*</u>
<u>Administrative Activities</u>			
Commission Minutes	51	48	46
Resolutions	102	117	139
Public Notice	1,646	1,319	1,492
Correspondence	1,022	859	1,300
CCCI Minutes		15	8
CCCI Notices		168	15
Committee Notices		3	
Totals	<u>2,821</u>	<u>2,529</u>	<u>3,000</u>

DEPARTMENT
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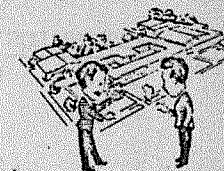
ACCOUNT TITLE
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WORK PROGRAM

EXTRAORDINARY REQUIREMENTSIntegrated Transportation PlanningTime Required in
Man-Years

1.5

The Federal Aid Highway Act of 1962 requires that, commencing in 1965, no Federal highway aid funds may be appropriated in metropolitan areas of over 50,000 population which do not have an integrated land and transportation planning program in effect at that time; this is intended to prevent waste of local and Federal funds through lack of complete coordination of highway and other construction activities. The Planning Commission, Parking and Traffic Commission, and Transportation Commission have agreed upon a joint program to initiate such integrated transportation planning in the Anchorage area. The first phase requires detailed land planning and estimated 1985 population density for each area in the entire Greater Anchorage area as a basis for the second phase which would be calculation of the traffic flow to result from each area according to the plan; the third phase would determine how the traffic demand could best be served, including public transportation as well as highways. It is imperative that the land planning phase be accomplished in 1964 to lay the groundwork for the following phases in 1965. Such planning for land inside the City Limits is included in the regular 1964 work program above; additional manpower is required to accomplish the necessary planning outside the City in the A.I.S.D. area. Failure to implement this program may jeopardize Anchorage's obtaining Federal Highway aid after 1964. However, the City Manager believes that a program-in-progress should suffice to show City's intent.

New Zoning Ordinance

(2.0)

Because of the rapid growth and maturation of the City, a much more sophisticated zoning ordinance will replace the present ordinance. It is imperative that special zoning enforcement personnel be assigned to work with the new ordinance because it will be too complex to be enforceable by part-time attention from building inspectors. Zoning enforcement officers who can spend full time with the ordinance will gain the depth of knowledge necessary to interpret and use it and they would be better able to enforce it since that would be their only official function. These officers should continue to be a part of the Building Inspector's office to provide speedy review of building applications and to coordinate enforcement of other building activities with the Building Inspector. Request for the two zoning officers is included in the budget of the Building Inspection Division, Public Works Department.

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JUSTIFICATIONPersonal Services

The 1964 work program manpower requirements listed above, if undertaken, demonstrate the need for at least two additional staff members. The manpower requirements are highly conservative and there is no possibility of completing the program without the staff additions. New positions proposed are an Assistant Planning Director, sorely needed to assist in administration of the department program, and a second Planning Assistant II for the planning program outside the City limits. The City Manager recommends completion of the inside study in 1964 and program outside with either borough or State (Federal) assistance for 1965. This deletes the Planning Assistant.

The Section 701 Planning Assistance Program is a \$58,000 project. The City has invested \$9,000 in cash in the program, \$7,700 in labor prior to the execution of the contract and \$5,500 in additional labor is required under the contract with the Alaska State Housing Authority and the Federal Government. With this extensive financial commitment, the City cannot afford to reduce its staff participation in the program below the minimum indicated in the work program. Therefore, failure to provide the additional man required for the total 1964 program within the City would necessitate a deliberate cut-back of other portions of the program than the 701 commitments and full realization that the Planning Department would not be able to honor many present demands for its services.

Prior to making the separate request for additional man to plan for areas outside the City under the Integrated Transportation Planning Program, investigation was made of the possibility of doing the task with State or Federal assistance. A Section 701 planning assistance contract is theoretically possible but it takes over a year to have such a contract approved and the necessary work could not possibly be done in time. The City Manager recommends that this possibly be explored in 1965 programming.

The probable creation of some kind of borough government covering the Greater Anchorage area has direct bearing on the above proposals. It is presumed that in any event, the City will maintain its own Planning Department through 1964. Completion of an up-to-date detailed land use plan for the Greater Anchorage area will greatly assist the borough planning department; likewise the borough government would make the plan meaningful by its implementation thereof through zoning and capital improvements. Finally, the increased City planning staff would be a temporary burden to the City presuming the planning staff is transferred to the borough after 1964. If the borough is not created or the City planning staff is not transferred thereto, the planning staff could be reduced in 1965 assuming the 1964 work program is completed as scheduled and no substantial additional projects are assigned to the department in 1965.

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<u>Contractual</u>				
<p>Account .22 in 1963 included the \$9,000 case outlay for the current Section 701 planning assistance contract. \$3,000 is requested in 1964 for the service of public stenographers to augment the two permanent clerk-stenographers. This request presumes a staff increase indicated above which will generate the need for additional stenographic services; there would not be space in the planning office for another stenographer on a part-time basis and a public stenographer's services could be used whenever the workload necessitated it. The balance of the account is for recording fees for plats and documents in the District Recorders' office. The City Manager recommends \$1500 to include stenographic and recording fees.</p>				
<p>Account .26 provides for occasional office equipment rentals such as for calculating machines.</p>				
<p>Account .29 includes dues in two professional societies which provide extensive services to the planning department, \$250 in necessary additions to the department's still meager technical library, and funds to permit attendance at pertinent planning conferences and conventions.</p>				
<u>Supplies</u>				
<p>Account .38 provides funds for printing the zoning ordinance, subdivision regulations and various planning reports as projects are completed. More reports are expected to be published in 1964, overcoming a 1963 backlog resulting from lack of staff and consequent delays in completing projects, plus delays in executing the Section 701 contract. Small increases in Accounts .36 and .37 reflect the increasing volume of activity plus the demands of additional staff.</p>				
<u>Capital</u>				
<p>Capital requests include: \$85 for a four-drawer legal file cabinet needed to house the expanding subdivision and zoning case files plus a large volume of material now stored in boxes and temporary files for lack of proper drawer space; \$240 for a 10-space adding machine to replace the present surplus 5-digit machine which has proven highly undependable.</p>				
<p>\$90 is requested for a planimeter, a measuring instrument for calculating the total area of irregular parcels of land on a map. This is an essential planning tool.</p>				
<p>The conference area in the Planning Department is the only one in City Hall and is used by other departments when the need arises. \$80 is requested for two additional conference chairs matching the majority of the chairs around the table to provide a set of eight matching chairs. The manufacturer has only 18 of these particular chairs left.</p>				

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Capital (Cont'd)

\$700 is requested for aerial photographs of the Anchorage area. The Department's present mosaic dates from 1959; up-to-date aerials are a basic planning requirement needed for a multitude of purposes. The request includes \$550 for an 800-scale wall mosaic of the entire Greater Anchorage area and \$150 for a series of 200-scale screen transparencies of area inside the City only, which would permit making blue line copies for any planning project. The City Manager has deleted the mosaic.

To accomodate the proposed additional personnel, \$400 is requested for two (?) office desks and chairs and \$100 for carpentry work in removing counter and relocating storage space to provide additional room in the present quarters. The City Manager reduced the furniture request to \$200 and deleted \$100 for carpentry.

COUNCIL ADJUSTMENTS

Account .29 is reduced \$125 to eliminate all travel except National Planners Conference.

Account .38 is reduced \$250 to cut funds available for report printing.

Account .84 is reduced \$240 which will defer the requested adding machine.