

DEPARTMENT City Manager	DIVISION		ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201	SUMMARY		
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Personal Services	49,865	62,842	68,769	69,984	85,179	82,087	82,087
Contractual	11,190	7,090	6,285	6,370	6,860	6,860	6,860
Supplies	1,915	2,808	2,600	2,730	3,500	3,500	3,500
Other Charge							
Capital—Equipment		696	200		500	500	500
Total	62,970	73,436	77,854	79,084	96,039	92,947	92,947
Less Charges to Others	10,000	15,000	15,000	15,000	20,000	20,000	20,000
Total Operating Budget	52,970	58,673	62,854	64,084	76,039	72,947	72,947
Capital—Public Improvements (See separate Section for Detail)							
Total Budget	52,970	58,673	62,854	64,084	76,039	72,947	72,947

Highlights of Recommended 1965 Program

1. Continuing and increased recognition that public relations and personnel activities require specialization instead of "do the best we can" approach. A total of 1509 personnel actions were processed through the City Manager's office in 1963, consisting of 578 hire-terminate actions and 931 status changes, with many involving detailed consideration and review with supervisors.
2. Renewed emphasis on continuing Administrative analysis of the entire City organization.
3. Improved integration of utilities with general fund operations for strengthened centralized concept in interests of efficiency and economy.
4. Administrative review of legislation needed for growth and for more efficient use of Councilmanic time in conduct of meetings.
5. Programming for improved annexation procedures and implementation of "step annexation" legislation.

Major Cost Variations

1. Addition of Grade 29 Personnel-Public Relations Officer
2. Additional charge of \$5,000 to Utilities in recognition of increased services provided, resulting in new charges of \$6,000 each to Electric, Telephone and Water, and \$2,000 to Port.

DEPARTMENT City Manager		DIVISION	ACCOUNT TITLE City Manager,	ACCOUNT NUMBER 1201	DETAIL		
CODE	CLASSIFICATION	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965	
	PERSONAL SERVICES						
11	Salaries	67,769	68,984	84,179	81,087*	81,087*	
12	Overtime	1,000	1,000	1,000	1,000	1,000	
	Total	68,769	69,984	85,179	82,087	82,087	
	CONTRACTUAL						
21	Advertising						
22	Contracted Services	625	1,280	700	700	700	
23	Electricity and Water						
24	Insurance and Employee Benefits						
25	City Equipment Rental	960	960	960	960	960	
26	Other Rentals		10				
27	Repairs	100	100	100	100	100	
28	Telephone, Telegraph and Tolls	3,600	3,020	3,600	3,600	3,600	
29	Travel, Dues and Publications	1,000	1,000	1,500	1,500	1,500	
	Total	6,285	6,370	6,860	6,860	6,860	
	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	1,800	1,800	2,300	2,300	2,300	
37	Postage	600	730	700	700	700	
38	Printed Forms	200	200	500	500	500	
39	Small Tools						
	Total	2,600	2,730	3,500	3,500	3,500	
	OTHER CHARGES						
40							
41	Total						
84	CAPITAL—Equipment	200		500	500	500	
	Total			96,039	92,947	92,947	
	Less Charges to Others	15,000	15,000	20,000	20,000	20,000	
	Total Operating Budget	62,854	64,084	76,039	72,947	72,947	

DEPARTMENT City Manager		DIVISION		ACCOUNT TITLE City Manager		ACCOUNT NUMBER 1201		PERSONNEL SCHEDULE		
POSITION TITLE	GRADE	PAY RANGE	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965		MANAGER RECOMMENDS 1965		COUNCIL APPROVED 1965	
City Manager		23,000	1	1	1	23,000	1	23,000	1	23,000
Assistant City Manager	33A	1170 - 1217	1	1	1	14,134	1	14,134	1	14,134
Management Analyst	30B	1081 - 1125	1	1	1	13,324	1	13,324	1	13,324
Secretary to City Manager	18A	648-674	1	1	1	8,010	1	8,010	1	8,010
Secretary	15A	577-600	1	1	1	7,131	1	7,131	1	7,131
Clerk-Steno II	11A	494-513	1	1	1	6,080	1	6,080	1	6,080
Personnel - Public Relations Officer	29	1,000			1	12,000	1	12,000	1	12,000
TOTAL			6	6	7	83,679	7	83,679	7	83,679
Vacation Replacements						500		500		500
Less Salary Savings @ 2 1/2%								(2,092)		(2,092)
TOTAL						84,179		82,087		82,087

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>				
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<p>The need for a personnel officer has been reported to Council for several years. In relation to our City's size, the scope of services offered by the municipal government, and the number and occupational variety of employees on the roster, Anchorage is overdue for adding a Personnel Officer to its staff.</p>				
<p>In the face of severe financial limitations, the Manager last year stated that he would attempt to improve personnel-public information programming with existing staff, and he reluctantly withdrew his recommendation for a Personnel-Public Relations Officer for 1964.</p>				
<p>Improvements in personnel management and public relations have <u>not</u> been achieved with existing staff. The Manager's office is only a 3-man unit, and with the many different facets of municipal administration it gets involved in, can barely keep treading water so far as better personnel and public relations programs are concerned. The processing of basic personnel actions is all the present complement can accomplish; there is no time for devising improvements, or instituting better controls and more effective employee-employer relations.</p>				
<p>For lack of a City Personnel Officer the department heads are devoting more time to personnel matters than they should for the pay grade they are in. For lack of a Personnel Officer, individual employees have no central "neutral" office to turn to on employment problems and on questions relative to working conditions, fringe benefits, and the like.</p>				
<p>It is time for this modern City to stop struggling along trying to provide good personnel management without the staff to devote enough hours to this important service to do it well.</p>				
<p>The recommended budget would provide for a two-hat staff member, a combined Personnel-Public Relations Officer. The Manager believes it possible to hire a man capable of helping in the information field as well as heading up the personnel function.</p>				

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The Manager's office will administer the sale of water revenue bonds and the sale of general obligation bonds for sewer, paving, and general purposes. An appropriate bond prospectus will be prepared and distributed to a broad list of investment houses. The office will monitor closely the various administrative steps necessary to ensure completion of Accelerated Public Works Program projects from which the City realizes monetary aid.

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The workload of the City Manager's office has continued to increase, as shown by the following tally.

	Meetings	Letters issued	Council Memos	Interdepartmental memos	City Manager Regulations	Council Summaries	Press Releases
July-Sept. '63	61	193	228	94	3	13	39
Oct.-Dec. '63	44	408	128	80	5	12	17
Jan.-Mar. '64	54	272	178	58	5	8	26
Apr.-June '64	48*	321	196	68	0	13	132#

* Not counting 41 meetings with City Council occasioned by the disaster, many conferences with Federal officials on recovery problems, and many meetings with national publication, radio, and TV representatives regarding the earthquake.

Including numerous announcements relating to the earthquake.