

DEPARTMENT City Manager	ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201.1	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	104,396	140,780	109,874	97,300	104,430	
Contractual	17,208	16,017	16,400	21,672	21,030	
Supplies	2,500	3,035	3,600	2,000	2,000	
Other Charges					5,580	
Capital Outlay	742	750	750	750	750	
(less Charges to Others)	(25,000)	(65,000)	(65,000)	-0-	-0-	
Total	99,846	95,582	65,624	121,720	133,790	

#### Program Outline

This budget provides for:

1. Relations with City Council.
2. Guidance and coordination of all City Departments.
3. Relations with the public.
4. Research and development of policy recommendations to Council.

#### Program Highlights

(1967 threshold: \$123,000 )

Personnel and Internal Audit have been split apart as separate budgets to show the actual cost of those operations.

Interfund charges for management services have been deleted.

Addition of Administrative Assistant

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER		ACCOUNT TITLE City Manager	ACCOUNT NUMBER 1201.1	DETAIL		B
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED
11	PERSONAL SERVICES					
	Salaries	102,956	139,780	108,374	96,301	103,430
12	Overtime	1,440	1,000	1,500	1,000	1,000
	Total	104,396	140,780	109,874	97,301	104,430
	CONTRACTUAL					
21	Advertising					
22	Contracted Services	5,401	3,922	5,000	7,000	7,000
23	Utility Services	5,037	4,980	4,800	4,000	4,000
24	Insurance & Employee Benefits					5,170
25	Rentals	983	2,030	1,400	1,000	960
27	Repairs	126	400	200		
28	Travel			4,000	3,500	2,900
29	Dues & Subscriptions	5,661	4,685	1,000	1,000	1,000
	Total	17,208	16,017	16,400	21,672	21,030
	SUPPLIES					
31	Materials					
35	Household and Jani- torial					
36	Office Supplies, Post- age & Printed Forms	2,500	3,035	3,600	2,000	2,000
39	Small Tools					
	Total	2,500	3,035	3,600	2,000	2,000
	OTHER CHARGES					
40						
41						
42						
43	Space Charges					5,580
44	Contribution to Garage					
47	Data Processing Services					
	Total					
	CAPITAL					
84	Machines	742	750	750	750	750
	Total	124,846	160,582	130,625	121,720	133,790
60	Less Charges to Others	(25,000)	(65,000)	(65,000)		-0-
	Total Operating Budget	99,846	95,582	65,624	121,720	133,790

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER	ACCOUNT TITLE City Manager			ACCOUNT NUMBER 1201.1		PERSONNEL SCHEDULE			C
POSITION TITLE	GRADE	1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED	
City Manager	- -	1	25,000	1	25,000	1	25,000	1	26,200
Assistant City Manager	33	1	14,720	1	15,267	1	15,267	1	15,266
Capital Improvement Coordinator	32	1	14,750	1	15,365	1	15,365	1	15,365
Management Analyst	30	1	14,890	1	15,120	1	15,120	1	15,120
Administrative Asst.	26	1	8,340	1	11,073	0	-0-	1	3,700
Executive Secretary to City Manager	19	1	9,660	1	10,185	1	10,185	1	10,185
Secretary	16	1	8,250	1	8,160	1	8,160	1	8,160
Clerk Steno 111	13	1	7,640	1	6,704	1	6,704	1	6,704
Vacation Replacements		8	103,250	8	106,874	7	95,801	8	100,700
			1,500		1,500		500		2,730
			104,750		108,374		96,301		103,430

DEPARTMENT CITY MANAGER	ACCOUNT TITLE PERSONNEL	ACCOUNT NUMBER 1201.2	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	Included as part of City Manager's budget in 1966 & 1967. Approximate Cost: \$24,900		66,540	23,740	37,840	
Contractual			25,780	4,410	5,210	
Supplies			925	500	500	
Other Charges					1,860	
Capital Outlay (less Charges to Others)			2,800	1,140	1,140	
Total			96,045	29,790	46,550	

Program Outline

Personnel Control  
 Counseling  
 Classification & Pay  
 Recruitment  
 Safety  
 Training  
 Union Relations

Program Highlights

(1967 threshold: \$29,000)

Classification review  
 Improved Recruitment and Testing Procedures  
 Health & Safety Program  
 Training for Supervisory Positions

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER		ACCOUNT TITLE Personnel	ACCOUNT NUMBER 1201.2		DETAIL		B
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
11	PERSONAL SERVICES						
12	Salaries	\$21,480	\$21,480	\$66,365	\$23,640	\$37,740	
	Overtime			175	100	100	
	Total	\$21,480	\$21,480	\$66,540	\$23,740	\$37,840	
21	CONTRACTUAL						
22	Advertising			1,500	200	200	
23	Contracted Services			2,460	2,120	2,120	
24	Utility Services			350	350	350	
25	Insurance & Employee Benefits			18,596	1,100	1,900	
27	Rentals						
28	Repairs			80	40	40	
29	Travel			1,820	-0-	-0-	
	Dues & Subscriptions			974	600	600	
	Total			\$25,780	\$4,410	\$5,210	
31	SUPPLIES						
35	Materials						
36	Household and Jani- torial						
39	Office Supplies, Post- age & Printed Forms			925	500	500	
	Small Tools						
	Total			925	500	500	
40	OTHER CHARGES						
41							
42							
43	Space Charges					1,860	
44	Contribution to Garage						
47	Data Processing Services						
	Total					1,860	
	CAPITAL Mach. & Equip.			2,800	1,140	1,140	
	Total			\$96,045	\$29,790	\$46,550	
60	Less Charges to Others						
	Total Operating Budget			\$96,045	\$29,790	\$46,550	

CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER DEPT.	ACCOUNT TITLE Personnel		ACCOUNT NUMBER 1201.2		PERSONNEL SCHEDULE				C
POSITION TITLE	GRADE	1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED	
Personnel Director	31	1	\$13,930	1	\$15,708	1	\$15,710	1	\$15,710
Personnel Secretary	16	1	7,550	1	7,927	1	7,930	1	7,930
Personnel Specialist	26	0	-0-	1	11,484	0	-0-	1	11,485
Personnel Specialist	26	0	-0-	1	11,484	0	-0-	0	-0-
Safety Supervisor	26	0	-0-	1	11,484	0	-0-	0	-0-
Clerk II	10	0	-0-	1	5,664	0	-0-	0	-0-
Clerk I (Part-time)	6	0	-0-	½	2,614	0	-0-	½	2,615
		2	\$21,480	6½	\$66,365	2	\$23,640	3½	\$37,740

## CITY OF ANCHORAGE

DEPARTMENT City Manager	ACCOUNT TITLE Internal Audit	ACCOUNT NUMBER 1201.3	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services			61,160	43,670	\$43,670	
Contractual			6,970	5,660	5,660	
Supplies			450	450	450	
Other Charges					1,810	
Capital Outlay			1,590	1,310	1,310	
(less Charges to Others)			(35,085)	(25,545)	(25,550)	
Total			35,085	25,545	27,350	

Program Outline

1. Perform more extensive operational audits.
2. Review and analyze revenue and expenditure procedures and recommend improved controls.
3. Provide assistance to outside audit firm during internal control and financial audits. Follow up on Management Letter recommendations.
4. Conduct internal audits as directed by Council and City Manager. Assist the various City departments on special internal audit services as required.

Program Highlights

(1967 threshold: \$41,040 )

Continue developing a standard City of Anchorage internal audit program, which will strengthen management controls, reduce cost of outside audit, and assist in reorganization of finance department.

This budget has been split from the City Manager budget.

## CITY OF ANCHORAGE

DEPARTMENT City Manager		ACCOUNT TITLE Internal Audit	ACCOUNT NUMBER 1201.3		DETAIL		B
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
11	PERSONAL SERVICES	Included	Included				
12	Salaries	in	in	60,960	43,470	43,470	
	Overtime			200	200	200	
	Total	Finance	City	61,160	43,670	43,670	
21	CONTRACTUAL						
22	Advertising	Department	Manager				
23	Contracted Services	Budget	Budget	850	850	850	
24	Utility Services			740	740	740	
25	Insurance & Employee	1966	1967	4,640	3,330	3,330	
26	Benefits						
27	Rentals						
28	Repairs			100	100	100	
29	Travel			560	560	560	
	Dues & Subscriptions			80	80	80	
	Total			6,970	5,660	5,660	
31	SUPPLIES						
35	Materials						
36	Household and Jani-						
37	torial						
38	Office Supplies, Post-			450	450	450	
39	age & Printed Forms						
	Small Tools						
	Total			450	450	450	
40	OTHER CHARGES						
41							
42							
43	Space Charge					1,810	
44	Contribution to Garage						
45	Data Processing						
46	Services						
	Total					1,810	
84	CAPITAL			1,590	1,310	1,310	
	Total			70,170	51,090	52,900	
60	Less Charges to Others			35,085	25,545	25,550	
	Total Operating Budget			35,085	25,545	27,350	



CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER	ACCOUNT TITLE Internal Audit		ACCOUNT NUMBER 1201.3		PERSONNEL SCHEDULE				C
POSITION TITLE	GRADE	1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED	
Internal Auditor	30	1	\$14,260	1	\$14,880	1	\$14,880	1	\$14,880
Senior Auditor	26	1	6,250	1	12,220	1	12,220	1	12,220
Junior Auditor	20	0	-0-	3	26,240	1	8,750	1	8,750
Audit Clerk I	16	1	7,630	1	7,620	1	7,620	1	7,620
		3	\$28,140	6	\$60,960	4	\$43,470	4	\$43,470

Charges to other departments will be based on actual audit costs.  
The following allocations are estimates:

Port	\$3,000
Telephone	7,000
M.L. & P.	7,000
Water	7,000
Refuse	1,550

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER	ACCOUNT TITLE Comm.Promotion	ACCOUNT NUMBER 1201.4	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	\$1,173	-0-	-0-	\$6,000	\$6,000	
Contractual	28,096	20,800	24,495	23,145	21,960	
Supplies	5,124	8,000	1,800	1,800	1,800	
Other Charges	3,735			600	600	
Capital Outlay (less Charges to Others)				(6,000)		
Total	38,128	28,800	26,295	25,545	30,360	

Program Outline

1. Advertising of Anchorage to attract tourists.
2. Publication of reports explaining City service.
3. Membership in State and National organizations of municipalities.

Program Highlights

(1967 threshold: \$29,000)

1. Publication of 1968 edition of Guide to City Services.
2. Six editions of Municipal Bulletin.
3. Continuation of annual report format used in 1967.

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER		ACCOUNT TITLE	ACCOUNT NUMBER		DETAIL		B
		Community Promotion	1201.4				
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
11	PERSONAL SERVICES						
12	Salaries	\$1,173			\$6,000	\$6,000	
	Overtime						
	Total	\$1,173	-0-	-0-	\$6,000	\$6,000	
21	CONTRACTUAL						
22	Advertising	1,744	1,500	1,900	500	500	
23	Contracted Services	10,209	7,000	9,100	9,100	9,100	
24	Utility Services	1,132	850	750	750	750	
25	Insurance & Employee Benefits						
27	Rentals	97					
28	Repairs						
29	Travel			120	120	120	
	Dues & Subscriptions	14,914	11,450	12,625	12,675	11,490	
	Total	\$28,096	\$20,800	\$24,495	\$23,145	\$21,960	
31	SUPPLIES						
35	Materials	1,084	500	600	600	600	
36	Household and Jani- torial						
39	Office Supplies, Post- age & Printed Forms	4,040	7,500	1,200	1,200	1,200	
	Small Tools						
	Total	\$5,124	\$8,000	\$1,800	\$1,800	\$1,800	
40	OTHER CHARGES						
41	Unclassified	3,735					
42							
43							
44	Contribution to Garage						
47	Data Processing Services				600	600	
	Total	\$3,735			600	600	
	CAPITAL						
	Total		\$28,800	\$26,295	\$31,545	\$30,360	
60	Less Charges to Others				(6,000)		
	Total Operating Budget	\$38,128	\$28,800	\$26,295	\$25,545	\$30,360	

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER	ACCOUNT TITLE Human Relations	ACCOUNT NUMBER 1201.5	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services		12,580	18,632	17,710	17,710	
Contractual		2,086	6,456	3,334	2,780	
Supplies		200	1,230	500	500	
Other Charges					640	
Capital Outlay			500	180	180	
(less Charges to Others)						
Total		14,866	27,318	21,724	21,810	

Program Outline

## The Human Relations Commission

1. Endeavor to correct discrimination.
2. Attempt to establish good will between races.
3. Receive and investigate complaints and resolve them by conciliation.
4. Provide counseling and refer people to agencies where they may obtain help.
5. Organize, develop and conduct City wide projects in race relations.
6. Serve as consultant to organized groups, plan special programs, meetings and projects.

Program Highlights

(1967 threshold: \$23,500)

Increase in educational program.

## CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER		ACCOUNT TITLE Human Relations	ACCOUNT NUMBER 1201.5		DETAIL		B
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
11	PERSONAL SERVICES						
12	Salaries		\$12,480	\$18,432	\$17,610	\$17,610	
	Overtime		100	200	100	100	
	Total		\$12,580	\$18,632	\$17,710	\$17,710	
21	CONTRACTUAL						
22	Advertising			500	500	500	
23	Contracted Services			100	100	100	
24	Utility Services		130	600	380	380	
25	Insurance & Employee Benefits		1,626	3,726	824	820	
27	Rentals		335	720	720	720	
28	Repairs		30	60	60	60	
29	Travel			500	500	-0-	
	Dues & Subscriptions		100	250	250	200	
	Total		\$2,221	\$6,456	\$3,334	\$2,780	
31	SUPPLIES						
35	Materials						
36	Household and Janitorial						
	Office Supplies, Postage & Printed Forms		170	1,230	500	500	
	Machinery & Equipment		25	500			
	Total		195	1,730	500	500	
40	OTHER CHARGES						
41							
42							
43	Space Charge						
44	Contribution to Garage					640	
47	Data Processing Services						
	Total					640	
.84	CAPITAL		25	500	180	180	
	Total		14,996	27,318	21,724	21,810	
60	Less Charges to Others						
	Total Operating Budget		14,996	27,318	21,724	21,810	

CITY OF ANCHORAGE

DEPARTMENT CITY MANAGER		ACCOUNT TITLE Human Relations		ACCOUNT NUMBER 1201.5		PERSONNEL SCHEDULE				C
POSITION TITLE		GRADE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED				
Executive Director Clerk-Steno	26 11	1	\$11,192	1	\$12,000	1	\$11,250	1	\$11,250	
		1	6,252	1	6,252	1	6,360	1	6,360	
				2	\$18,252	2	\$17,610	2	\$17,610	

## CITY OF ANCHORAGE

DEPARTMENT City Manager	ACCOUNT TITLE Data Processing Services	ACCOUNT NUMBER 1202	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	120,771	167,960	212,901	192,560	192,565	
Contractual	46,423	63,705	146,078	145,830	145,810	
Supplies	50,363	43,129	25,683	24,210	24,210	
Other Charges	-0-	-0-	-0-	-0-	-0-	
Capital Outlay	1,835	3,520	2,175	2,170	2,170	
(less Charges to Others)	(219,392)	(278,314)	(386,837)	(364,770)	(364,755)	
Total	-0-	-0-	-0-	-0-	-0-	

Program Outline : Data Processing's proposed 1968 Budget is composed of two separate and distinct requirements - CURRENT PRODUCTION and NEW DEVELOPMENT. CURRENT PRODUCTION represents the expense required to operate and maintain 1967 Data Processing Services for 1968. NEW DEVELOPMENT represents the expense required to develop and implement NEW PROJECTS which have been requested by USER DEPARTMENTS.

## I. CURRENT PRODUCTION

- A. Actual Processing Volumes
- B. Personnel Requirements
- C. Overtime Requirements

## III. USER ACCEPTANCE OF 1968 PROGRAM

- A. Method of Developing Inter-fund Charges
- B. Detail of Interfund Charges

## II. NEW DEVELOPMENT

- A. Off Premises Data Processing
- B. Systems Development 1968

Program Highlights C. Personnel Requirements

(1967 threshold: \$340,663)

Major expenditures required for 1968 which were not included in the 1967 Data Processing Budget are rental and maintenance of new facilities (\$18,575), employee benefits (\$12,886), increased machine rental of new computer (\$51,963), and the processing of 1967 Off Premises applications (Payroll, \$17,000 - Special Assessment Calculation, \$3,500).

CITY OF ANCHORAGE

DEPARTMENT City Manager		ACCOUNT TITLE Data Process- ing Services	ACCOUNT NUMBER 1202		DETAIL		B
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
11	PERSONAL SERVICES						
12	Salaries	108,610	164,160	210,401	191,060	191,065	
	Overtime	12,161	3,800	2,500	1,500	1,500	
	Total	120,771	167,960	212,901	192,560	192,565	
21	CONTRACTUAL						
22	Advertising	226	-0-	200	200	200	
23	Contracted Services	3,817	4,000	4,350	5,280	5,280	
24	Utility Services	1,492	1,300	2,304	2,300	2,300	
25	Insurance & Employee Benefits	-0-	-0-	12,886	12,340	12,340	
27	Rentals	43,493	56,505	123,768	123,770	123,770	
28	Repairs	2,907 CR	900	296	300	300	
29	Travel	302	1,000	2,130	1,500	1,500	
	Dues & Subscriptions	-0-	-0-	144	140	120	
	Total	46,423	63,705	146,078	145,830	145,810	
31	SUPPLIES						
35	Materials	-0-	-0-	82	80	80	
36	Household and Jani- torial	-0-	-0-	3,575	3,580	3,580	
39	Office Supplies, Post- age & Printed Forms	50,363	43,129	21,901	20,430	20,430	
	Small Tools	-0-	-0-	125	120	120	
	Total	50,363	43,129	25,683	24,210	24,210	
40	OTHER CHARGES						
41							
42							
43							
44	Contribution to Garage						
47	Data Processing Services						
	Total	-0-	-0-	-0-	-0-	-0-	
	CAPITAL						
	Machinery & Equip- ment	1,835	3,520	2,175	2,170	2,170	
	Total	219,392	278,314	386,837	364,770	364,755	
60	Less Charges to Others	219,392	278,314	386,837	364,770	364,755	
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-	



## CITY OF ANCHORAGE

DEPARTMENT City Manager		ACCOUNT TITLE Data Processing Services		ACCOUNT NUMBER 1202		PERSONNEL SCHEDULE				C
POSITION TITLE	GRADE		1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED	
Data Processing Manager	33	1	16,520	1	17,154	1	16,980	1	16,980	
Senior Systems Analyst	33	0	0	1	14,364	1	14,364	1	14,364	
Systems Analyst III	31	1	8,360	1	15,708	1	15,708	1	15,708	
Systems Analyst II	28	0	0	1	11,820	1	11,820	1	11,820	
Programmer	26	2	23,190	2	24,450	2	24,450	2	24,450	
Operations Supervisor	31	1	13,280	1	15,708	1	15,708	1	15,708	
Lead Operator	26	1	7,160	1	11,562	1	11,562	1	11,562	
Operator II	23	1	9,620	1	10,574	1	10,574	1	10,574	
Operator I	18	2	17,400	1	8,248	0	0	0	0	
Data Control Supervisor	26	0	0	1	10,914	0	0	0	0	
Data Control Clerk	14	1	6,800	1	7,092	1	7,092	1	7,092	
Secretary	16	1	6,220	1	7,368	1	7,368	1	7,368	
Lead Key Punch Operator	15	1	8,260	1	7,387	1	7,387	1	7,387	
Key Punch Operator II	11	3	19,900	3	18,916	3	18,916	3	18,916	
Key Punch Operator I	9	5	28,450	5	29,136	5	29,136	5	29,136	
		20	164,160	22	210,401	20	191,060	20	191,065	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM- JUSTIFICATION	D
City Manager's Office	Data Processing Services	1202		

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## I. CURRENT PRODUCTION

A. Actual Processing Volumes

Monthly averages of Utility Customers, Telephone/Telegraph Tolls and Directory Advertising to date, appear below.

	<u>1966</u>	<u>1967</u>	<u>Percent</u>
Utility Customers	24,000	27,750	+15.625%
Tolls	55,000	66,800	+21.454%
Directory Advertising	1,133	1,291	+13.945%

Improved Internal Controls make these statistics readily available. However, it should be noted that Volume Increases, such as the above, have resulted in Volume Increases in other transactions, particularly in the Accounts Receivable, Security Deposit and Accounting Systems.

B. Personnel Requirements

Implementation of better Internal Controls has been rewarding to City audit specifications, but has required assignment of a computer operator to work in the Control Section.

The Data Control Section is responsible for receiving, recording and controlling 75 different types of City documents, and for the control and distribution of 205 reports. These documents vary from Daily Traffic Violations to Employee Payroll Checks.

RECOMMEND Data Processing replace a COMPUTER OPERATOR I - GRADE 18 with a DATA CONTROL SUPERVISOR - GRADE 26 (Net additional expense - \$2,634).

C. Overtime Requirements

During 1966, overtime averaged \$1,000 per month. To date, overtime is averaging less than \$125 monthly.

RECOMMEND that a nominal amount of overtime money be budgeted to meet unexpected situations.

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City Manager's Office	Data Processing Services	1202		

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## II. NEW DEVELOPMENT

A. Off Premises Data Processing

The following applications were Contracted Expenditures in 1967 which will be processed by the City's installation in 1968.

1. Municipal Light & Power - \$5,000. This expenditure is budgeted in 1968 for performing rate studies and developing statistics for rate analysis. This will be accomplished by City Data Processing with the new equipment.
2. Public Works - \$3,000. This expenditure is for special assessment calculations and reporting previously done by a local bureau. Expenditure in 1967 was \$3,500.
3. Payroll - \$17,000. This amount would be a conservative minimum expenditure required for 1968 Payroll Service thru an outside firm. Current requirements to produce payroll are CONTRACTED machine time for calculation and OVERTIME in machine room operations.
4. Data Processing - \$4,800. This expenditure represents 6 1/2 hours of monthly computer rental (1st National Bank) to begin in October 1967 for processing traffic Notices and Warrants using a Magnetic Tape master file of Vehicle Registrations.
5. Municipal Bulletin - \$600. Addressing services.

B. Systems Development 1968

From the written requests for services received by Data Processing, the SYSTEMS DEVELOPMENT effort for 1968 will be in the following areas: (Order of priority to be established by the City Manager.)

Management Reporting - City Manager  
Municipal Light & Power  
Telephone  
Water  
Refuse  
Finance  
Personnel  
Municipal Court  
Traffic Engineering  
Public Works

C. Personnel Requirements

Presently, the City is staffed with one Systems Analyst. To enhance new development and keep up with the City's needs and user requests, it is recommended that the Systems staff be increased from one to three Analysts.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM- JUSTIFICATION	D
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### III. USER ACCEPTANCE OF 1968 PROGRAM

#### A. Method of Developing Interfund Charges

Charges to user departments were developed from thorough analysis of the following four points:

1. Monthly and Annual Production Costs for 1967. Data Processing implemented a new system, "Distribution of Data Processing Charges" in July of 1967. This system makes it possible to isolate and cost out all data processing effort for each department. Monthly costs of keypunching effort, auxiliary equipment operations, computer processing, and labor and maintenance costs for all current effort, as well as quarterly and annual reports are available. All existing applications are gradually being identified with a unique charge number to provide a further cost breakdown within each department. Future reports from this system will be distributed to each department for analysis and review.
2. Estimated Production Costs for 1968 (1967 applications). The computer upgrade, new facilities and the normal growth of existing applications will substantially increase the Data Processing operating costs in 1968. An increase in the computer hourly rate in proportion to the corresponding increase in cost (\$30,660 to \$91,812), would result in charging the using departments an additional 70% in 1968. However, Data Processing is undertaking a vigorous development program to off-set the bulk of this additional cost by increasing production in the form of new applications. Based on this approach, the estimated cost of processing existing applications in 1968 will be 15% higher than the actual cost in 1967.
3. Contracted Data Processing Effort. All previously contracted Data Processing effort or anticipated new effort will be processed in the City's Data Processing Department in 1968. Money normally budgeted to Contracted Services (Object Code .22) should be relocated to Data Processing Services (Object Code .47).
4. New Development Costs. A complete study would be necessary to develop a realistic cost for each new application requested. In the absence of a study and the time necessary to conduct a study, we offered some guide lines to those departments who have requested new development or anticipate new development in 1968. All new applications will be developed for the new System/360 Computer. Effort required for a new application would include a feasibility study, a systems study, design, programming, operating instructions, programming and systems documentation and computer checkout. If Data Processing devoted its entire systems and programming staff toward the development of a new application, it would cost approximately \$8,000 per month. The development of a large or complex system could require several months effort. The sum of money allocated for new development does not constitute a blank check for Data Processing. This money will not and can not be used until a cost estimate has been prepared, reviewed and accepted with the signed approval of the Requesting Manager, Data Processing Manager and the City Manager. Progress of the

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM- JUSTIFICATION	D
CITY MANAGER	Data Pro- cessing Services	1202		

III. A. 4. New Development Costs (Continued)

newly approved application will be controlled by the daily recording of all Data Processing effort and supported by monthly reports reflecting the estimated cost, expended effort, remaining balance and the percentage of completion. The Requesting Manager and the City Manager will receive copies of this report.

B. Detail of Interfund Charges

The 1968 Budget for Data Processing Services will be the total of three separate figures---cost of processing current applications, effort previously contracted out, and new development.

DATA PROCESSING SERVICES	Current Prod.	New Development	Council Approved
<u>GENERAL FUND</u>			
Comm. Prom.	600	-0-	600
Municipal Court	-0-	8,000	8,000
Finance Department	81,640	12,000	93,640
Traffic Engineering	3,260	1,900	5,160
Public Works	<u>3,120</u>	<u>8,000</u>	<u>11,120</u>
<u>TOTAL GENERAL FUND</u>	88,620	29,900	118,520
<u>UTILITIES</u>			
Telephone Utility	148,815	4,732	153,547
Municipal Light & Power	36,687	15,000	51,687
Water Utility	26,645	2,000	28,645
Refuse Utility	<u>12,351</u>	<u>-0-</u>	<u>12,351</u>
<u>TOTAL UTILITIES</u>	224,498	21,732	246,230
<u>TOTAL DATA PROCESSING SERVICES</u>	313,118	51,632	364,750