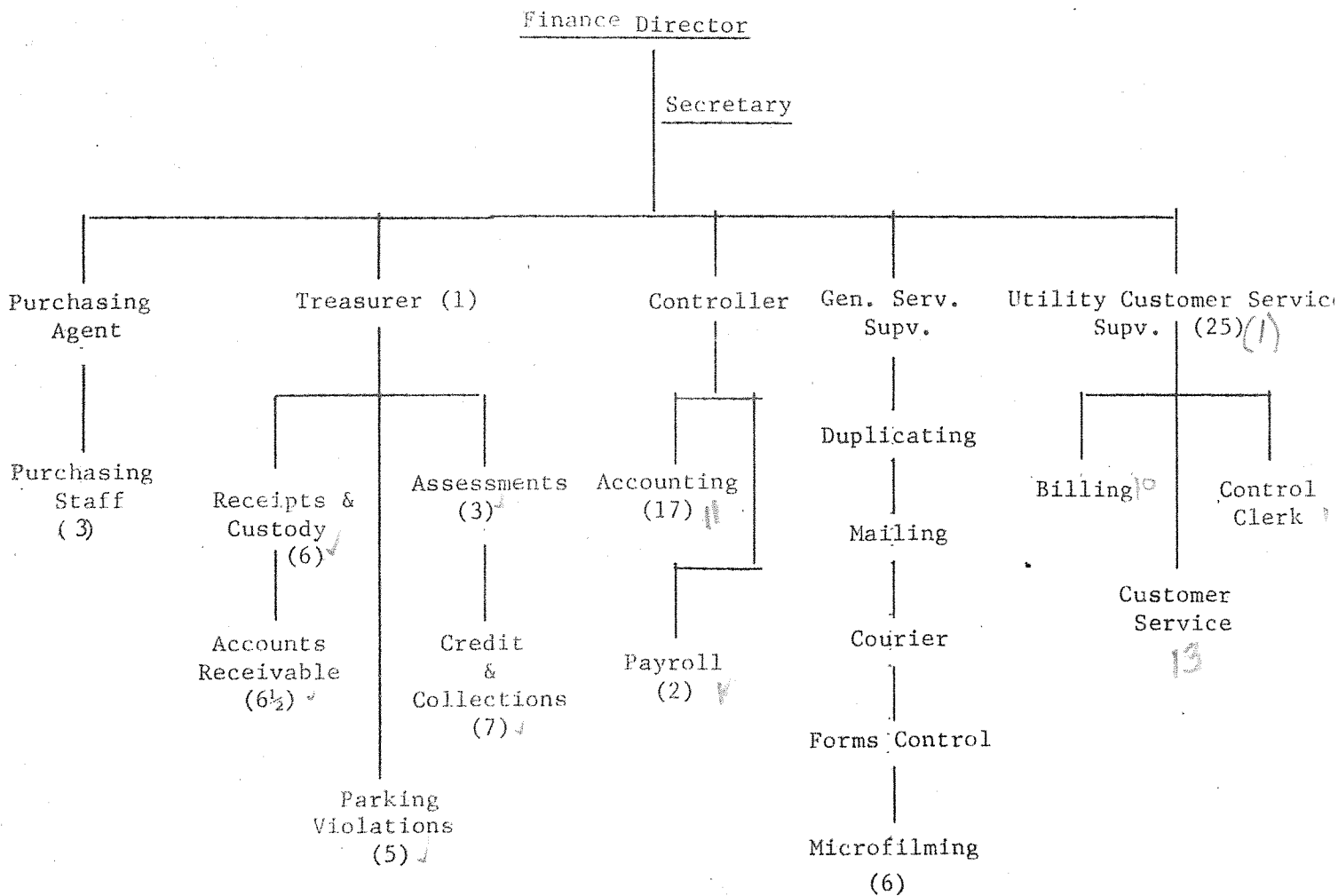


FINANCE DEPARTMENT			SUMMARY		
DIVISIONS	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED
Accounting	117,295	102,407	123,725	116,265	119,720
Treasury	132,607	102,182	134,254	126,000	133,870
Purchasing*	-0-	-0-	-0-	-0-	-0-
General Services	32,631	48,572	77,712	16,045	22,350
Utility Customer Service*	-0-	-0-	-0-	-0-	-0-
<b>Total Department Budget</b>	<b>282,530</b>	<b>253,161</b>	<b>335,691</b>	<b>258,310</b>	<b>275,940</b>

\*Financed through interfund charges completely; other divisions are partially financed by interfund charges.



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER		SUMMARY		A
Finance	Accounting	1210.1				
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	169,176	162,840	191,015	172,220	190,030	
Contractual	56,822	40,675	26,120	30,660	30,870	
Supplies	8,281	7,144	8,100	8,100	8,100	
Other Charges			50,500	50,500	44,980	
Capital Outlay	1,339	2,310	1,710	1,050	1,710	
(less Charges to Others)	(118,323)	(110,562)	(153,720)	(146,265)	(155,970)	
Total	117,295	102,407	123,725	116,265	119,720	

#### Program Outline

Proposed separation of Accounts Payable from Accounting Unit for better control of Accounts Payable.  
Recording of all charges against accounts  
Provide financial reports to all departments  
Process Payroll  
Maintain the financial history of the City  
Compile annual Financial Report

#### Program Highlights

(1967 threshold: \$105,910)

Two additional accountants are needed. Their services should cause a reduction in outside audit costs and will improve controls and quality of accounting.

Study the feasibility of putting Revenue and Expense Statements on IBM machine listings.

DEPARTMENT Finance		ACCOUNT TITLE Accounting	ACCOUNT NUMBER 1210.1	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	167,664	159,640	188,015	169,220	187,030	
12	Overtime	1,512	3,200	3,000	3,000	3,000	
	Total	169,176	162,840	191,015	172,220	190,030	
	CONTRACTUAL						
21	Advertising						
22	Contracted Services	46,257	28,400	325	3,820	3,820	
23	Utility Services	6,071	6,065	6,000	6,200	6,200	
24	Insurance & Employee Benefits		900	13,580	14,590	15,515	
25	Rentals	3,005	3,600	3,600	3,600	3,600	
27	Repairs	681	600	1,600	1,600	1,600	
28	Travel		700	700	700	-0-	
29	Dues & Subscriptions	808	410	315	150	140	
	Total	56,822	40,675	26,120	30,660	30,870	
	SUPPLIES						
31	Materials						
35	Household and Jani- torial						
36	Office Supplies, Post- age & Printed Forms	8,281	7,144	8,100	8,100	8,100	
39	Small Tools						
	Total	8,281	7,144	8,100	8,100	8,100	
	OTHER CHARGES						
40							
41							
42							
43	Space Charge						
44	Contribution to Garage					6,480	
47	Data Processing Services			50,500	50,500	38,500	
	Total			50,500	50,500	44,980	
84	CAPITAL - Equipment	1,339	2,310	1,710	1,050	1,710	
	Total	235,618	212,969	277,445	262,530	275,690	
60	Less Charges to Others	118,323	110,562	153,720	146,265	155,970	
	Total Operating Budget	117,295	102,407	123,725	116,265	119,720	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL SCHEDULE			
Finance		Accounting		1210.1		C			
POSITION TITLE	GRADE	1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED	
<u>Finance Director's Office</u>									
Finance Director	37	1	19,590	1	20,270	1	20,000	1	20,000
Secretary	16	1	7,730	1	8,030	1	8,030	1	8,030
Systems & Procedures Analyst	30	1	13,830	1	0	0	0	0	-0-
		3	41,150	3	28,300	2	28,030	2	28,030
<u>Controller's Office</u>									
Controller	33	1	15,430	1	14,760	1	14,760	1	14,760
<u>Accounting Section</u>									
Accounting Officer	27	1	11,930	1	12,225	1	12,220	1	12,220
Accountant II	23	2	22,050	2	32,095	2	22,675	3	32,095
Accountant I	20	2	19,760	2	29,440	2	21,060	3	29,440
Accounts Payable Supvr.	20	0	-0-	1	8,380	1	8,380	1	8,380
Accounting Clerk II	16	1	8,560	1	8,855	1	8,855	1	8,855
Accounting Clerk I	12	4	27,260	3	28,285	4	28,280	4	28,280
Clerk II	10	1	6,370	1	6,300	1	6,300	1	6,300
		12	111,360	11	125,580	12	107,770	14	125,570
<u>Payroll Section</u>									
Accountant I	20	1	10,820	1	11,220	1	11,220	1	11,220
Accounting Clerk I	12	1	6,550	1	6,755	1	6,750	1	6,750
		2	17,370	2	17,975	2	17,960	2	17,960
Temporary and Vacation Replacement			1,350		1,400		700		700
		17	171,230	17	188,015	17	169,220	19	187,030

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM- JUSTIFICATION	D
Finance	Accounting	1210.1		

Finance Administrative Charges

\$9,000	Treasury	30%
4,500	UCS	15%
4,500	Purchasing	15%
3,000	General Services	10%
	Controller (\$9,000)	30%
<u>21,000</u>		<u>100%</u>

9,000 Federal Programs - recovery of salary expense  
30,000

Interfund Charges

Administration Charges	\$30,000
Telephone	52,900
Electric	35,270
Water	17,640
Port	10,080
Refuse	10,080
	<u>\$155,970</u>

DEPARTMENT FINANCE	ACCOUNT TITLE Treasury	ACCOUNT NUMBER 1210.2	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	189,832	223,310	294,232	267,050	251,850	
Contractual	57,569	55,015	59,272	58,200	57,570	
Supplies	11,707	12,274	12,740	10,550	10,550	
Other Charges	1,506	1,500	50,861	50,860	55,980	
Capital Outlay	1,009	2,170	3,910	3,400	3,320	
(less Charges to Others)	(129,016)	(192,087)	(286,761)	(264,060)	(245,400)	
Total	132,607	102,182	134,254	126,000	133,870	

Program Outline

Receipt and custody of City funds.  
Investment of funds.  
Credit and collection activities.  
Special Assessment collections.  
Parking violation collections.

Program Highlights

(1967 threshold: \$354,296)

1. To maintain Treasury program with at least equal level of service, off-setting increased workload with increases in personnel.
2. In cooperation with Utility Managers, study implementation of organizational changes which if implemented should result in improved service and reduced costs.
3. In cooperation with Data Processing and with approval of City Manager, plan system changes within capabilities of new equipment to effect further reductions of workload and personnel in 1969.

DEPARTMENT Finance		ACCOUNT TITLE Treasury	ACCOUNT NUMBER 1210.2		DETAIL B	
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED
	<b>PERSONAL SERVICES</b>					
11	Salaries	187,010	221,810	291,232	264,050	248,850
12	Overtime	2,822	1,500	3,000	3,000	3,000
	<b>Total</b>	<b>189,832</b>	<b>223,310</b>	<b>294,232</b>	<b>267,050</b>	<b>251,850</b>
	<b>CONTRACTUAL</b>					
21	Advertising	(867)	700	100	100	100
211	Advance Payment of Reimbursible Adv. Fees			1,500	1,500	1,500
22	Contracted Services	45,933	42,185	18,000	20,000	20,000
221	Advance Payment of Reimbursible Court Costs			6,000	6,000	6,000
23	Utility Services	10,868	9,930	10,000	9,500	9,500
24	Insurance and Employee Benefits	402	750	20,642	18,190	18,300
25	Rentals	789	800	1,680	1,560	900
27	Repairs	130	200	700	700	700
28	Travel					
29	Dues & Subscriptions	314	450	650	650	570
	<b>Total</b>	<b>57,569</b>	<b>55,015</b>	<b>59,272</b>	<b>58,200</b>	<b>57,570</b>
	<b>SUPPLIES</b>					
31	Materials					
35	Household & Janitorial					
36	Office Supplies, Postage and Printed Forms	11,707	12,274	12,540	10,500	10,500
39	Small Tools			200	50	50
	<b>Total</b>	<b>11,707</b>	<b>12,274</b>	<b>12,740</b>	<b>10,550</b>	<b>10,550</b>
	<b>OTHER CHARGES</b>					
40	Cash Over & Short	101	300	300	300	300
41	Assessment Discounts	1,405	1,200			
42						
43	Space Charge					5,120
44	Contribution to Garage Fund					
47	Data Processing Services			50,561	50,560	50,560
	<b>Total</b>	<b>1,506</b>	<b>1,500</b>	<b>50,861</b>	<b>50,860</b>	<b>55,980</b>
	<b>CAPITAL</b>	<b>1,009</b>	<b>2,170</b>	<b>3,910</b>	<b>3,400</b>	<b>3,320</b>
	<b>Total</b>	<b>261,623</b>	<b>294,269</b>	<b>421,015</b>	<b>390,060</b>	<b>379,270</b>
60	Less Charges to Utilities	129,016	192,087	279,261	256,560	237,900
61	Reimbursement of Advertis- ing Fees			1,500	1,500	1,500
62	Reimbursement of Court Costs			6,000	6,000	6,000
	<b>Total</b>	<b>129,016</b>	<b>192,087</b>	<b>286,761</b>	<b>264,060</b>	<b>245,400</b>
	<b>Total Operating Budget</b>	<b>132,607</b>	<b>102,182</b>	<b>134,254</b>	<b>126,000</b>	<b>133,870</b>

DEPARTMENT Finance	ACCOUNT TITLE Treasury		ACCOUNT NUMBER 1210.2		PERSONNEL SCHEDULE				C
POSITION TITLE	GRADE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED				
<u>Treasurer</u>	31	1	16,170	1	17,280	1	17,280	1	17,280
Assistant Treasurer	28	0		1	11,994	0		0	
<u>Supervisor, Credit and Collections</u>	30	1	11,370	1	15,876	1	15,880	1	15,880
Collection Manager	26	1	11,280	1	12,032	1	12,030	1	12,030
Investigator	23	1	10,710	2	21,126	2	21,130	1	10,090
Clerk III	13	1	7,220	1	7,602	1	7,600	1	7,600
Accounting Clerk I	12	1	6,930	1	6,558	1	6,560	1	6,560
Clerk-Steno II	11	2	13,210	3	18,996	3	18,990	2	12,830
<u>Supervisor, Accounts Receivable</u>	20	1	8,750	1	9,252	1	9,250	1	9,250
Clerk IV	15	5	38,690	6	48,202	5½	44,700	5½	44,700
<u>Supervisor, Receipts &amp; Custody</u>	20	1	10,030	1	10,940	1	10,940	1	10,940
Accounting Clerk II	16	1	7,930	1	7,852	1	7,850	1	7,850
Clerk IV	15			1	7,191	1	7,190	1	7,190
Clerk III	13	1	7,220	1	8,532	1	8,530	1	8,530
Accounting Clerk I	12	2	13,860	2	13,511	2	13,510	2	13,510
<u>Supervisor, Special Assessments</u>	20	1	10,160	1	10,716	1	10,720	1	10,720
Clerk IV	15			1	7,191	0	-0-	0	-0-
Clerk III	13	2	14,440	2	13,997	2	14,000	2	14,000



CITY OF ANCHORAGE

DEPARTMENT Finance		ACCOUNT TITLE Treasury		ACCOUNT NUMBER 1210.2		PERSONNEL SCHEDULE				C
POSITION TITLE	GRADE	1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED		
Supervisor, Parking Violations	17	1	8,670	1	9,268	1	9,270	1	9,270	
Clerk III	13	1	7,220	1	7,577	1	7,580	1	7,580	
Accounting Clerk I	12	1	6,930	1	6,387	1	6,390	1	6,390	
Clerk II	10	2	13,310	2	12,242	2	12,240	2	12,240	
Sub Total		25	210,640	33	284,322	30½	261,640	28½	244,440	
Part Time Clerk I	6	½	2,340	½	2,410	½	2,410	½	2,410	
Temporary & Vacation Replacement			4,140		4,500		-0-		2,000	
Total		25½	217,120	33½	291,232	31	264,050	29	248,850	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM- JUSTIFICATION	D
Finance	Treasury	1210.2		

.60 Charges to Other Departments - These charges were based upon the evaluation of service performed by individual employees, resulting in the following charges:

	<u>1966</u>	<u>1967</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Telephone	\$85,636	\$137,639	128,479	118,396
Electric	32,512	41,031	38,180	35,552
Water	57,480	73,136	64,303	61,023
Refuse	11,320	25,186	23,780	21,104
Port	1,160	2,269	1,818	1,822

Receipts and Custody Section - This section is responsible for the receipt, disbursement and custody of all utility and miscellaneous funds due the City; approval and recording of all checks issued, management and recording of investments of available cash. One of the greatest increases in the work load of the Treasurer has been that of investments with the maintenance of the associated collateral records. The work of this section has also increased by the division of miscellaneous bills for collection from one control account into six control accounts for the general fund and for each of the utility funds. Two cashiers and one deposit refund and control clerk have been able to keep pace with the increasing work load only with the assistance of AMU students provided by a Federal program. We feel that reliance on occasional help creates a dangerous situation and a misuse of this type of program. These students should not be employed to meet the minimum necessary work load standards, but should be used for specialized programs which could not otherwise be accomplished. Utility accounts have been increasing yearly, but no additional personnel has been requested for these jobs since the cashier positions were originally established. We are requesting an additional clerk to provide relief for these four positions.

The following comparison indicates the increase in work load during the first six months of the year:

	<u>1966 (1st 6 months)</u>	<u>1967 (1st 6 months)</u>
Disbursements - General fund & bond funds	\$19,427,209	\$24,710,855
Value of Utility bills collected	6,160,404	7,046,304
Value of deposits collected	133,280	134,014
Value of deposits refunded	110,263	132,903
Receipts from telephone pay station	71,883	82,859
Receipts from parking meter collections	102,034	101,881
Receipts from miscellaneous bills for collection	280,599	459,172
Interest earned on investments	94,202	261,335

Assessment Section - This section is responsible for the billing and collection of all special assessments for water, paving, and sewer and for conducting the annual foreclosure proceedings. One additional clerk is being requested to meet the demands of the increasing work load. At the present time most of the work of this section is a manual procedure. Data Processing furnishes the original billing on assessment districts but all follow up work and the subsidiary control on assessment accounts is maintained by this section. Subsidiary ledgers on all property must be maintained currently and immediately for the

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM- JUSTIFICATION	D
Finance	Treasury	1210.2		

use in title searches. All water or sewer extensions outside the City must be processed and billed on individual basis, quarterly per year. Penalty and interest must be computed on all delinquent notices on assessments or mortgage payments. Because of many changes in laws and procedures the work of this section has become extremely complicated, requiring a lengthy training period for any new employee in this section.

The following receivables are being collected in this section:

<u>Assessment Districts</u>		<u>Mortgages</u>	
20 Water Districts	\$ 54,057.24	Wonder Park Sewer	\$ 62,766.50
32 Paving Districts	1,073,080.51	Water	349,207.82
12 Sewer Districts	335,685.57	Sewer Agreements (Park Lane, AMU, Providence Hospital)	55,160.62

The following assessments have been indexed to our records as pending:

Street Improvement Districts	18
Sewer Improvement Districts	7
Water Improvement Districts	8
	33

These assessment districts will be in addition to any sewer or water extensions outside the City which may be constructed in 1968.

Parking Violation Section - This section is responsible for the collection of all equipment and non-moving violations. The work in this section has been seriously hampered and collections decreased during 1967 by inadequate registration information. This is expected to improve in 1968 by the programmed use of computer tapes prepared by the State Department of Revenue, updated and furnished to the City of Anchorage monthly. We expect a sizable increase in the number of citations for 1968 because of the increase in metered zones and because of the proposed addition of one meter enforcement officer. We believe one additional clerk will be necessary to meet this work load. The increasing work load of this section is shown by the following statistics for the first eight months:

Year	<u>Parking Citations Issued</u>		<u>Notices Issued</u>		<u>Warrants Issued</u>	
	Number	Amount	Number	Amount	Number	Amount
1966			11,980	42,822	5,446	46,662
1967	86,350	\$123,818	13,776	54,787	6,291	62,129
1968(Est)	110,350	159,818				

CITY MANAGER NOTE: The addition of 2 meter enforcement officers in the Police Department and this clerk will increase revenues \$63,800 for an additional cost of \$25,960 in this division and the Police Department, will provide better enforcement of the parking regulations, and more curb turnover will be achieved.

DEPARTMENT Finance	ACCOUNT TITLE Treasury	ACCOUNT NUMBER 1210.2	WORK PROGRAM- JUSTIFICATION	D
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Accounts Receivable Section - This section provides service to all utility customers with explanation of billing or answers to other questions of customer, and maintains a control of all delinquent utility accounts. It is their responsibility to treat customer accounts, to notify the customer prior to a disconnect for non-payment and to disconnect utilities when necessary. This work has been mechanized and streamlined as much as possible with the present system and the services which have been provided by Data Processing. Considering the growth in the number of accounts, the five clerks in this section can provide only what we consider the minimum service. To relieve some of the pressure on these jobs we propose to add one clerk to the staff. This will reduce the number of accounts handled by each clerk to approximately 5,000 each. (Bell Telephone standards recommend a maximum of 2,500 each.) The increased work load of this section is indicated by the following statistics:

	<u>January 1965</u>	<u>January 1966</u>	<u>January 1967</u>
Total utilities billed for the month	\$847,375	\$872,149	\$1,058,744
Total number of accounts	19,087	18,532	26,761

Credit & Collections Section - All bills due the City which cannot be collected in the normal process are referred to the Credit & Collections Section. This section also conducts credit investigations on new accounts, approves credit for deposit refunds and approves and issues telephone credit cards. Throughout 1967 the Treasurer's office and the City Attorney's office have stressed the need for the employment of an additional investigator in this section. We are again requesting this position as a part of the 1968 budget plus an additional steno to assist in carrying out the work load.

In the statistics above, we have shown the tremendous increase in utility billing. Following are other indications of the increase in work load:

	<u>January 1965</u>	<u>September 1967</u>
Final Accounts	\$77,635	\$311,627

This is in addition to miscellaneous bills for collection, NSF checks, and the regular credit work for the utilities. In addition to a needed division of this work load in the office, help is needed for the job of the investigator who is at present required to serve all legal papers such as summons and executions, do all outside skip-tracing work, deliver notices for utility service disconnections when the customer cannot be reached in any other manner and to investigate claims for the City.

The supervisor of this section was rehired on a short-time basis for the primary purpose of training and imparting his knowledge derived from long years of work in this field. Because of the pressure of the accounts he has been working, he has been unable to devote his time to training as we had anticipated.

CITY OF ANCHORAGE

DEPARTMENT Finance	ACCOUNT TITLE Treasury	ACCOUNT NUMBER 1210.2	WORK PROGRAM- JUSTIFICATION	D
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The City has had an enviable record in uncollectible accounts with charge-offs less than one-third of one per cent. If additional help cannot be approved the increasing work load will inevitably increase the amount of the uncollectible accounts which must be charged as an expense to utilities.

	<u>1964</u>	<u>1965</u>	<u>1966</u>
Total write-off	\$44,622	\$49,420	\$56,152
Less recoveries	<u>(13,801)</u>	<u>(12,430)</u>	<u>(13,070)</u>
Net Write-off	\$30,821	\$36,990	\$43,082
Total yearly amount billed	10,298,318	\$10,801,072	\$13,481,714
Percentage	.299 of 1%	.342 of 1%	.319 of 1%

CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE PURCHASING	ACCOUNT NUMBER 1210.3	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	87,865	44,213	37,415	37,420	37,420	
Contractual	17,286	10,423	12,485	12,980	12,960	
Supplies	4,121	3,478	4,000	3,500	3,500	
Other Charges					3,130	
Capital Outlay	1,751	860	550	580	580	
(less Charges to Others)	(111,023)	(59,156)	(54,450)	(54,480)	(57,590)	
Total	0	0	0	0	0	

Program Outline

Centralized purchasing for General Fund Departments and Utilities.

Program Highlights

(1967 threshold:                   \$59,450.00                  )

No Change in Program

CITY OF ANCHORAGE

DEPARTMENT FINANCE		ACCOUNT TITLE PURCHASING	ACCOUNT NUMBER 1210.3	DETAIL			B
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
	PERSONAL SERVICES						
11	Salaries	85,060	44,113	37,415	37,420	37,420	
12	Overtime	2,805	100				
	Total	87,865	44,213	37,415	37,420	37,420	
	CONTRACTUAL						
21	Advertising	2,653	2,000	1,500	1,500	1,500	
22	Contracted Services	7,610	4,100	4,500	5,000	5,000	
23	Utility Services	3,732	2,973	3,000	3,000	3,000	
24	Insurance & Employee Benefits			2,510	2,510	2,510	
25	Rentals	2,734	450				
27	Repairs	170	150	225	220	220	
28	Travel						
29	Dues & Subscriptions	387	750	500 250	500 250	500 230	
	Total	17,286	10,423	12,485	12,980	12,960	
	SUPPLIES						
31	Materials	344	20				
35	Household and Jani- torial						
36	Office Supplies, Post- age & Printed Forms	3,668	3,448	4,000	3,500	3,500	
39	Small Tools	109	10				
	Total	4,121	3,478	4,000	3,500	3,500	
	OTHER CHARGES						
40							
41							
42							
43	Space Charge						
44	Contribution to Garage						
47	Data Processing Services					3,130	
	Total					3,130	
	CAPITAL	1,751	860	550	580	580	
	Total	111,023	58,974	54,450	54,480	57,590	
60	Less Charges to Others	111,023	59,156	54,450	54,480	57,590	
	Total Operating Budget	0	(182)	0	0	0	

CITY OF ANCHORAGE

DEPARTMENT FINANCE		ACCOUNT TITLE PURCHASING		ACCOUNT NUMBER 1210.3		PERSONNEL SCHEDULE				C
POSITION TITLE		GRADE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED		
Purchasing Agent		30	1 14,300	1	13,356	1	13,356	1	13,361	
Senior Buyer		25	1 9,710	1	10,956	1	10,956	1	10,956	
Clerk Steno III		13	1 6,802	1	6,806	1	6,806	1	6,806	
Clerk Steno II		11	1 6,456	1	6,297	1	6,297	1	6,297	
			4 37,268	4	37,415	4	37,420	4	37,420	
			1965		1966		1967 Est.		1968 Est.	
General P.O.'s Issued			3,601		3,426		3,500		3,500	
Value of General P.O.'s Issued			\$4,454,902		\$4,813,858		\$4,000,000		\$5,000,000	
Local P.O.'s Issued			8,796		4,709		2,000		1,500	
Value of Local P.O.'s Issued			\$217,930		\$112,728		\$50,000		\$37,500	
Material Issues			5,835		5,469					
Value of Material Issues			\$747,944		\$415,630					
Blanket P.O.'s Issued							75		75	
Value of Blanket P.O.'s Issued							\$180,000		\$200,000	



DEPARTMENT Finance	ACCOUNT TITLE Gen. Services	ACCOUNT NUMBER 1211	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	16,399	39,267	120,830	46,325	46,620	
Contractual	8,958	20,810	36,700	38,098	38,100	
Supplies	7,274	12,230	55,700	45,220	45,220	
Other Charges					6,310	
Capital Outlay			2,500	670	670	
(Less Charges to Others)		(23,735)	(138,018)	(114,568)	(114,570)	
<b>Total</b>	<b>32,631</b>	<b>48,572</b>	<b>77,712</b>	<b>16,045</b>	<b>22,350</b>	

Program Outline

1. Duplicating services for all City Departments.
2. Forms Management City Wide Program.
3. Steno Pool using MTST equipment supplemented by PABX Dictation System.
4. Records Retention & Reference Library Section City Wide Program
5. Create Courier - General Fund Stockroom & Delivery Section to provide full day courier schedule & Stock delivery City wide.

Program Highlights

(1967 threshold: \_\_\_\_\_)

Expansion of centralized service to include forms management, steno pool, and records retention.

CITY OF ANCHORAGE

DEPARTMENT Finance		ACCOUNT TITLE Gen. Services	ACCOUNT NUMBER 1211		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	16,243	38,957	117,830	46,325	46,320	
12	Overtime	156	310	3,000	300	300	
	<b>Total</b>	<b>16,399</b>	<b>39,267</b>	<b>120,830</b>	<b>46,625</b>	<b>46,620</b>	
21	CONTRACTUAL Advertising						
22	Contracted Services	1,289	10,900	5,000	17,000	17,000	
23	Utility Services	172	200	200	200	200	
24	Insurance and Employee Benefits			10,300	4,598	4,598	
25	Rentals	7,214	9,010	19,000	14,100	14,100	
27	Repairs	262	700	2,200	2,200	2,200	
28	Travel						
29	Dues & Subscriptions	21					
	<b>Total</b>	<b>8,958</b>	<b>20,810</b>	<b>36,700</b>	<b>38,098</b>	<b>38,100</b>	
31	SUPPLIES Materials						
35	Household and Janitorial						
36	Office Supplies, Postage and Printed Forms	7,274	12,230	55,500	45,120	45,120	
39	Small Tools			200	100	100	
	<b>Total</b>	<b>7,274</b>	<b>12,230</b>	<b>55,700</b>	<b>45,220</b>	<b>45,220</b>	
40	OTHER CHARGES						
41							
42							
43	Space Charge					6,310	
44	Contribution to Garage Fund						
47	Data Processing Services						
	<b>Total</b>					<b>6,310</b>	
84	CAPITAL			2,500	670	670	
	<b>Total</b>	<b>32,631</b>	<b>72,307</b>	<b>215,730</b>	<b>130,613</b>	<b>136,920</b>	
60	Less Charges to Others		23,735	138,018	(114,568)	(114,570)	
	<b>Total Operating Budget</b>	<b>32,631</b>	<b>48,572</b>	<b>77,712</b>	<b>16,045</b>	<b>22,350</b>	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL SCHEDULE				
Finance	General Services		1211						
POSITION TITLE	GRADE	1967 REVISED BUDGET		1968 DEPARTMENT REQUEST		1968 MANAGER RECOMMENDS		1968 COUNCIL APPROVED	
General Services Supervisor	33	1	13,839	1	15,120	1	14,390	1	14,390
Administrative Assistant	25			1	10,638		-0-	0	-0-
Insurance Admin.	25			1	10,638		-0-	0	-0-
General Service Utilityman	13	1	7,164	2	14,137		-0-	0	-0-
Duplicating Opr. I	13	1	7,344	1	7,344	1	7,340	1	7,340
Duplicating Opr. II	10			2	11,832	1	5,915	1	5,910
Switchboard Opr. I	11	1	5,496	1	6,373	1	5,800	1	5,800
Switchboard Opr. II	10	1	5,316	1	6,000	1	5,400	1	5,400
Forms Mgmt. Clerk	16			1	7,476		-0-	0	-0-
Records Retention Clerk	16			1	7,476	1	7,480	1	7,480
Reference Librarian	13			1	6,660		-0-	0	-0-
Steno Pool Oper. I	16			1	7,476		-0-	0	-0-
Steno Pool Opr. II	13			1	6,660		-0-	0	-0-
		5	39,159	15	117,830	6	46,325	6	46,320

Charges to Others (Summary)

All using departments of duplicating service	\$ 54,176
All utilities for utility bill processing & mailing	28,066
All using departments of switchboard service	12,580
All utilities & Port for courier and handling and delivery of General Fund stock	13,536
All departments & utilities forms management service	2,226
All Departments and utilities records retention and reference library service	3,984
All departments and utilities insurance management service	-0-
	<u>\$114,568</u>

DEPARTMENT Finance	ACCOUNT TITLE UCS	ACCOUNT NUMBER 1212	SUMMARY			A
EXPENDITURE TYPE	1966 ACTUAL EXPENDITURE	1967 ADJUSTED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
Personal Services	195,147	197,770	214,627	208,110	208,110	
Contractual	11,828	11,080	26,260	29,260	29,260	
Supplies	7,480	7,738	11,000	8,000	8,000	
Other Charges						
Capital Outlay	443	1,500	1,500	1,230	1,230	
(less Charges to Others)	(214,898)	(218,088)	(253,387)	(246,600)	(246,600)	
Total	-0-	-0-	-0-	-0-	-0-	

Program Outline

Initial customer contact for sign-up of City Utilities, processing of cut-ins, cut-outs, and transfer of services.

Program Highlights

\$240,031

(1967 threshold: \_\_\_\_\_)

No change in program

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER		DETAIL		B
Finance		UCS	1212				
CODE No.	EXPENDITURE CLASSIFICATION	1966 ACTUAL EXPENDITURE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED	
11	PERSONAL SERVICES						
	Salaries	189,273	193,770	210,627	204,113	204,110	
12	Overtime	5,874	4,000	4,000	4,000	4,000	
	Total	195,147	197,770	214,627	208,110	208,110	
	CONTRACTUAL						
21	Advertising						
22	Contracted Services	1,061	1,000	5,500	8,500	8,500	
23	Utility Services	9,949	9,380	8,000	8,000	8,000	
24	Insurance and Employee Benefits			12,060	12,060	12,060	
25	Rentals						
27	Repairs	730	600	600	600	600	
28	Travel						
29	Dues & Subscriptions	88	100	100	100	100	
	Total	11,828	11,080	26,260	29,260	29,260	
	SUPPLIES						
31	Materials						
35	Household and Janitorial						
36	Office Supplies, Postage and Printed Forms	7,480	7,738	11,000	8,000	8,000	
39	Small Tools						
	Total	7,480	7,738	11,000	8,000	8,000	
	OTHER CHARGES						
40							
41							
42							
43							
44	Contribution to Garage Fund						
47	Data Processing Services						
	Total						
84	CAPITAL	443	1,500	1,500	1,230	1,230	
	Total	443	1,500	1,500	246,600	246,600	
60	Less Charges to Others	214,898	218,088	253,387	(246,600)	(246,600)	
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL SCHEDULE				
Finance	UCS		1212		C				
POSITION TITLE	GRADE	1967 REVISED BUDGET	1968 DEPARTMENT REQUEST	1968 MANAGER RECOMMENDS	1968 COUNCIL APPROVED				
<u>Charged to Telephone Utility Only</u>									
Billing Unit Supvr. (Accounting Clerk II)	16	1	8,810	1	8,904	1	8,904	1	8,904
Accounting Clerk I	12	8	48,250	9	62,252	8	56,204	8	56,204
Clerk II - Teletype Operator	10	2	12,620	1	6,071	1	6,071	1	6,071
<u>Charged to all Utilities</u>									
Utility Customer Service Supervisor	27	1	12,950	1	13,785	1	13,785	1	13,785
Utility Customer Serv. Supervisor (Acct. I)	20	1	9,750	1	10,247	1	10,247	1	10,244
Service Representative	15	10	78,190	11	85,908	10	78,972	10	78,972
Clerk II (Receptionist)	10	1	6,190	1	6,105	1	6,105	1	6,105
Clerk II (Typist)	10	1	6,080	1	6,066	1	6,066	1	6,066
Clerk I	6	1	5,180	1	5,209	1	5,209	1	5,209
		25	188,020	27	204,547	25	191,563	25	191,560
Temporary			1,550		1,500		7,970		7,970
Vacation Replacement			4,200		4,580		4,580		4,580
			193,770		210,627		204,113	25	204,110

Interfund Charges:

	1968	
Telephone	\$183,719	74.5%
Electric	21,948	8.9%
Water	22,934	9.3%
Refuse	18,002	7.3%
	<u>\$246,600</u>	100%