

ANNUAL BUDGET

FINANCE DEPARTMENT



CITY OF ANCHORAGE

DEPARTMENT				DEPARTMENT SUMMARY			PAGE
FINANCE				1265			C-87
DIVISIONS	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Administration				43,390	75,680	73,220	73,170
Controller	236,647	205,095	263,127	280,460	322,990	317,140	316,010
Treasury	261,218	294,826	412,799	409,780	498,660	489,890	487,730
Utility Customer Service	214,898	214,846	230,662	273,500	293,800	306,390	307,970
Purchasing	111,134	56,258	61,514	74,130	82,460	80,540	80,540
Duplicating, Courier	32,631	73,484	143,311	95,720	111,020	109,410	109,410
Less Charges to Others	856,528 (573,371)	844,509 (615,771)	1,111,413 (828,603)	1,176,980 (926,860)	1,384,610 (1,064,330)	1,376,590 (1,121,770)	1,374,830 (1,121,200)
TOTAL	283,157	228,738	282,810	250,120	320,280	254,820	253,630

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	ADMINISTRATION	1265.1			C-88

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services				30,975	58,630	57,060	57,060
Contractual	Included in Controller's Budget			9,945	13,580	12,690	12,640
Supplies				450	500	500	500
Other Costs				2,020	2,970	2,970	2,970
Capital Outlay				43,390	75,680	73,220	73,170
Less Interfund Charges	(((43,340	71,480	69,020	68,970)
TOTAL				-0-	4,200	4,200	4,200

PROGRAM OUTLINE

Continue concentration on complete automation of all accounting and financial operations of the City; including improvement of the operational, management, and financial reporting system. The above program is expected to be realized through development and implementation of the City's Financial Management System.

PROGRAM HIGHLIGHTS

Study, analyze, and review the possibilities of implementing a planned-programmed budgeting system during 1970.

CITY OF ANCHORAGE

CITY OF ANCHORAGE						
DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PAGE
FINANCE		ADMINISTRATION		1265.1		C-89
CODE NO.	EXPENDITURE CLASSIFICATION	1968 ACTUAL	1969 REVISED BUDGET	1970		
				REQUEST	RECOMMEND	APPROVED
	<u>PERSONAL SERVICES</u>	Included in				
110	Salaries	Controller	28,975	56,630	56,060	56,060
120	Overtime	Budget	2,000	2,000	1,000	1,000
	Total		30,975	58,630	57,060	57,060
	<u>CONTRACTUAL</u>					
221	Duplicating		725	730	310	310
241	Telephone, Telegraph, Switchboard		1,925	2,600	1,920	1,920
253	Liability & Workmen's Compensation		260	540	540	540
254	Retirement Plans		940	4,270	4,270	4,270
255	Life Insurance		90	170	170	170
256	Medical Insurance		120	390	390	390
257	Social Security		750	1,500	1,500	1,500
259	School & Training		95			
272	Vehicles & Equipment Not City Owned		1,855			
274	Space Rental-City Building		1,910	2,100	1,990	1,940
281	Repairs & Maintenance		300	300	620	620
291	Travel		700	700	700	700
292	Dues & Subscriptions		275	280	280	280
	Total		9,945	13,580	12,690	12,640
	<u>SUPPLIES</u>					
313	Office Supplies, Postage		450	500	500	500
	Total		450	500	500	500
	<u>CAPITAL</u>					
605	Machinery & Equipment		2,020	2,970	2,970	2,970
	Total		43,390	75,680	73,220	73,170
501	LESS CHARGES TO OTHERS		(43,390)	(71,480)	(69,020)	(68,970)
	Total Operating Budget		-0-	4,200	4,200	4,200

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
FINANCE		ADMINISTRATION		1265.1					G-90
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST	* RECOMMEND	* APPROVED			
Finance Director	37	1388-1689	1	1	19,820	1	19,820	1	19,820
Secretary	16	609-742	1	1	8,874	1	8,874	1	8,874
Sub-Total			2	2	28,694	2	28,694	2	28,694
<u>New Positions</u>									
Budget Officer	32	1141-1388	0	1	13,968	1	13,968	1	13,968
Staff Accountant	32	1141-1388	0	1	13,968	1	13,968	1	13,968
				2	27,936	2	27,936	2	27,936
Less 1% Salary Savings							(566)		(566)
TOTAL			2	4	56,630	4	56,064	4	56,064

* This column used for number of employees in each class.

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	ADMINISTRATION	1265.1			C-91

	Department Request	Manager Recommended	Council Approved
<u>.110 SALARIES - New Positions</u>			
Budget Officer	13,970	13,970	13,970
Staff Accountant	13,970	13,970	13,970
	27,940	27,940	27,940
<u>.241 TELEPHONE, TELEGRAPH AND SWITCHBOARD</u>			
Telephone and Switchboard	2,200	1,520	1,520
Tolls and Telegrams	400	400	400
	2,600	1,920	1,920
<u>.281 REPAIR AND MAINTENANCE</u>			
IBM Maintenance Agreement	225	225	225
Miscellaneous Repairs and Maintenance	75	75	75
Share of Restroom and Lounge Repair	300	320	320
		620	620
<u>.291 TRAVEL</u>			
Municipal Finance Officers Association Conference	700	700	700
<u>.292 DUES AND SUBSCRIPTIONS</u>			
Membership - MFOA	40	40	40
Membership - Inst. of Internal Auditors	40	40	40
Subscription - Anchorage Daily News	27	27	27
Financial Publications	105	105	105
Technical Books	68	68	68
	280	280	280

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	ADMINISTRATION	1265.1			C-92
			Department <u>Request</u>	Manager <u>Recommended</u>	Council <u>Approved</u>
.605	<u>MACHINERY AND EQUIPMENT</u>				
	Desk and Chair	350	350	350	
	Electric Typewriter (Replacement)	490	490	490	
	Secretary Chair (Replacement)	70	70	70	
	File Cabinet - 4 Drawer, Legal	140	140	140	
	Microfilm Reader-Printer	1,500	1,500	1,500	
	Magazine Rack	100	100	100	
	Adding Machine	320	320	320	
		<u>2,970</u>	<u>2,970</u>	<u>2,970</u>	
.501	<u>CHARGES TO OTHERS</u>				
	Treasury	30%	18,510	17,780	17,760
	UCS	25	15,430	14,810	14,800
	Purchasing	15	9,260	8,880	8,880
	Controller	30	<u>18,510</u>	<u>17,780</u>	<u>17,760</u>
			61,710	59,250	59,200
	Budget Officer:				
	Telephone	21%	2,930	2,930	2,930
	Electric	14	1,950	1,950	1,950
	Water	7	980	980	980
	Port	4	560	560	560
	Refuse	4	560	560	560
	Equipment & Supply	3	420	420	420
	Projects	<u>17</u>	<u>2,370</u>	<u>2,370</u>	<u>2,370</u>
	Subtotal	70	9,770	9,770	9,770
	General Fund	<u>30</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
	Total	100	13,970	13,970	13,970

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	CONTROLLER	1265.2			C-93

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966	1967	1968	1969	1970		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services	169,176	156,866	175,711	162,800	185,720	181,590	180,590
Contractual	57,049	36,475	34,552	46,850	61,760	60,550	60,420
Supplies	8,054	9,519	8,217	6,500	6,500	6,000	6,000
Other Costs			42,384	62,590	67,550	65,040	65,040
Capital Outlay	1,339	2,235	2,263	1,720	1,460	3,960	3,960
	235,618	205,095	263,127	280,460	322,990	317,140	316,010
Less Interfund Charges	(118,323)	(117,673)	(149,450)	(145,140)	(177,160)	(234,480)	(233,680)
TOTAL	117,295	87,422	113,677	135,320	145,830	82,660	82,330

PROGRAM OUTLINE

Provide management with essential financial information on a regular and timely basis.
 Continue efforts towards improving systems, procedures and reporting forms as a means of providing more complete control of the City's finances.
 Assist general governmental and utility management on special projects involving financial matters.
 Provide for the disbursement of City funds through regularly scheduled payroll and timely vendor payments.
 Prepare the annual financial report on a basis consistent with MFOA recommendations.
 Assist in the preparation of the Annual Budget.

PROGRAM HIGHLIGHTS

Further modernization of the City's financial structure through the continued development of more advanced data processing systems:

1. Development and implementation of the proposed financial management system.
2. Development and implementation of an integrated payroll-personnel system.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
FINANCE		CONTROLLER		1265.2				C-94
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970				
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED		
	<u>PERSONAL SERVICES</u>							
110	Salaries	171,176	159,164	181,720	178,090	177,090		
120	Overtime	4,535	3,636	4,000	3,500	3,500		
	Total	175,711	162,800	185,720	181,590	181,590		
	<u>CONTRACTUAL</u>							
221	Duplicating		1,600	800	850	850		
222	Contracted Labor and Equipment	4,554	16,110	23,580	22,730	22,740		
241	Telephone, Telegraph, Switchboard	4,358	3,180	3,710	2,610	2,610		
252	Surety Bond		90	90	90	90		
253	Liability & Workmen's Compensation		1,510	1,730	1,730	1,730		
254	Retirement Plans		3,810	10,880	10,880	10,880		
255	Life Insurance	13,387	360	440	440	440		
256	Medical Insurance		1,030	1,030	1,030	1,030		
257	Social Security		6,220	6,550	6,550	6,550		
258	Tuition Refunds		500	500	500	500		
272	Vehicles and Equip. Not City Owned	1,969	2,880	2,100	2,100	2,100		
274	Space Rental-City Building	6,482	7,500	8,250	7,830	7,690		
281	Repairs & Maintenance	2,736	1,500	1,500	2,760	2,760		
291	Travel	667	300	500	350	350		
292	Dues & Subscriptions	399	260	100	100	100		
	Total	34,552	46,850	61,760	60,550	60,420		
	<u>SUPPLIES</u>							
313	Office Supplies, Postage	8,217	6,500	6,500	6,000	6,000		
	Total	8,217	6,500	6,500	6,000	6,000		
	<u>OTHER CHARGES</u>							
461	Data Processing Charges	42,384	40,540	47,160	44,650	44,650		
462	Data Processing Development		22,050	20,390	20,390	20,390		
	Total	42,384	62,590	67,550	65,040	65,040		
	<u>CAPITAL</u>							
605	Machinery & Equipment	2,263	1,720	1,460	3,960	3,960		
	Total	263,127	280,460	322,990	317,140	316,010		
501	<u>LESS CHARGES TO OTHERS</u>	(149,450)	(145,140)	(177,160)	(234,480)	(233,680)		
	Total Operating Budget	113,677	135,320	145,830	82,660	82,330		

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
FINANCE		CONTROLLER		1265.2					C-95
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST		* RECOMMEND		* APPROVED	
Controller	35	1285-1563	1	1	16,766	1	16,766	1	16,766
Accounting Officer	30	1056-1285	1	1	15,346	1	15,346	1	15,346
<u>Accounting Section</u>			2	2	32,112	2	32,112	2	32,112
Accountant II	25	867-1056	4	4	49,468	4	49,468	4	49,468
Accountant I	22	771-938	1	1	10,439	1	10,439	1	10,439
Accounting Clerk II	16	609-742	1	1	8,725	1	8,725	1	8,725
Accounting Clerk I	12	521-633	2	2	13,725	2	13,725	2	13,725
			8	8	82,357	8	82,357	8	82,357
<u>Accounts Payable Section</u>									
Accounts Payable Supervisor	20	712-867	1	1	10,259	1	10,259	1	10,259
Accounts Payable Clerk II	14	564-684	2	2	15,660	2	15,660	2	15,660
Voucher Clerk II	10	481-585	1	1	6,647	1	6,647	1	6,647
Total			4	4	32,566	4	32,566	4	32,566
<u>Payroll Section</u>									
Payroll Specialist	22	771-938	1	1	9,976	1	9,976	1	9,976
Payroll Clerk	14	564-684	1	1	7,476	1	7,476	1	7,476
Total			2	2	17,452	2	17,452	2	17,452
Total Present Personnel			16	16	164,487	16	164,487	16	164,487
<u>Additional Personnel</u>									
Accountant I	22	771-938		1	9,531	1	9,531	1	9,531
Clerk Stenographer III	13	542-659		1	6,702	1	6,702	1	6,702
Vacation Replacement					1,000		1,000		-0-
Less 2% Salary Savings							(3,630)		(3,630)
TOTAL			16	18	181,720	18	178,090	18	177,090
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C-96
			Department Request	Manager Recommended	Council Approved
.110 <u>SALARIES</u> - New Positions					
<p><u>Clerk Stenographer III.</u> At this time there is no permanent position assigned to the Controller Division to perform the functions of typing, filing, dictation, receptionist and other clerical-secretarial work. In the Past these duties have been handled partially by the Finance Director's secretary and partially by temporary hires and by paying overtime during periods of unusual activity. This is particularly true during preparation of the Annual Financial Report and Budget Document. Such a position would eliminate the need of continuously training temporary help and at the same time allow the Finance Director's secretary to concentrate solely on Finance Department work.</p> <p><u>Accountant I.</u> As shown on the attached organizational chart, the accounting section of the Controller Division is divided into specific assignments with each accountant responsible for a particular fund or activity. The substantial increase in financial activity during the past five years (see attached graphs) has expanded the duties of each accountant to such an extent that sufficient time is not available for proper account analysis and maintenance. The new position will be used to reallocate currently assigned duties as a means of providing more professional services to the City departments and utilities in account analysis and special projects, and to aid in reducing the difficulties caused by doubling up of assignments during vacations. With this new position, the accounting staff will be restored to its 1968 personnel level.</p>					

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C-97
			Department Request	Manager Recommended	Council Approved
.222	<u>CONTRACTED LABOR AND EQUIPMENT</u>				
	Courier	470	350	350	
	Finance Dept. Administration	18,510	17,780	17,760	
	Numeric Check Sorting	300	300	300	
	Financial Report Printing	2,000	2,000	2,000	
	Microfilming Records	2,000	2,000	2,030	
	Moving Furniture and Sorting Records for Microfilming	300	300	300	
		23,580	22,730	22,740	
.241	<u>TELEPHONE, TELEGRAPH, SWITCHBOARD</u>				
	Telephone - Monthly Charges	1,350	1,350	1,350	
	Telephone - Tolls	110	110	110	
	Switchboard - Salaries	1,600	500	500	
	Switchboard - Equipment Rental	650	650	650	
		3,710	2,610	2,610	
.272	<u>RENTALS</u>				
	Xerox Model 2400. 12 @ \$300 per month	3,600	3,600	3,600	
	Less: Recovered from other users	(1,500)	(1,500)	(1,500)	
		2,100	2,100	2,100	
.281	<u>REPAIRS AND MAINTENANCE</u>				
	IBM and Burroughs Maintenance Contracts, plus miscellaneous service calls.	1,500	1,500	1,500	
	Share of Restroom and Lounge Repairs		1,260	1,260	
.291	<u>TRAVEL</u>		2,760	2,760	
	Controller and Accounting Workshops	500	350	350	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C-98
			Department Request	Manager Recommended	Council Approved
.292	<u>DUES AND SUBSCRIPTIONS</u>				
	Professional Books and Publications	100	100	100	
.313	<u>OFFICE SUPPLIES, POSTAGE</u>				
	Office Supplies, Postage and Forms including approximately 34,000 Voucher and Payroll checks	6,500	6,000	6,000	
.461	<u>DATA PROCESSING CHARGES</u>				
		<u>Production</u>	<u>Maintenance</u>		
	Payroll	29,090	4,930		
	General Accounting	<u>10,680</u>	<u>2,460</u>		
		39,770	7,390	47,160	44,650
.462	<u>DATA PROCESSING DEVELOPMENT CHARGES</u>				
	Payroll - Personnel System	20,390	20,390	20,390	
.605	<u>MACHINERY AND EQUIPMENT</u>				
	Chairs for Conference Table (6)	200	200	200	
	Electric Typewriter	490	490	490	
	Data-Rack for Post Binders (2)	120	120	120	
	Adding Machines (2)	650	650	650	
	Carpet Floors		<u>2,500</u>	<u>2,500</u>	
		1,460	3,960	3,960	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CONTROLLER	1265.2			C-99

		<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
.501 CHARGES TO OTHERS				
Federal and Other Programs		12,480	12,480	12,480
	<u>%</u>		<u>%</u>	
Projects		17	53,910	53,720
Telephone	21	65,250	21	66,600
Electric	14	43,500	14	44,400
Water	7	21,750	7	22,200
Equipment & Supply	3	9,320	3	9,510
Port	4	12,430	4	12,690
Refuse	4	12,430	4	12,690
General Fund	47	146,030	30	-0-
	100	323,190	100	234,480
				233,680

**FINANCE DEPARTMENT
CONTROLLER DIVISION**

(1) CONTROLLER

(1) ACCOUNTING OFFICER

PAYROLL SECTION

(1) PAYROLL SPEC.
(1) PAYROLL CLERK

ACCOUNTING SECTION

GENERAL FUND
TRUST & AGENCY

(1) ACCOUNTANT II

ELECTRIC UTILITY
NEIGHBORHOOD YOUTH
CAPITAL PROJECTS
(1) ACCOUNTANT II

SPECIAL ASSESSMENTS
EQUIPMENT & SUPPLY
BANK ACCOUNTS
(1) ACCOUNTANT II

TELEPHONE UTILITY
PORT+INDUSTRIAL PARK

(1) ACCOUNTANT II

WATER UTILITY
REFUSE UTILITY

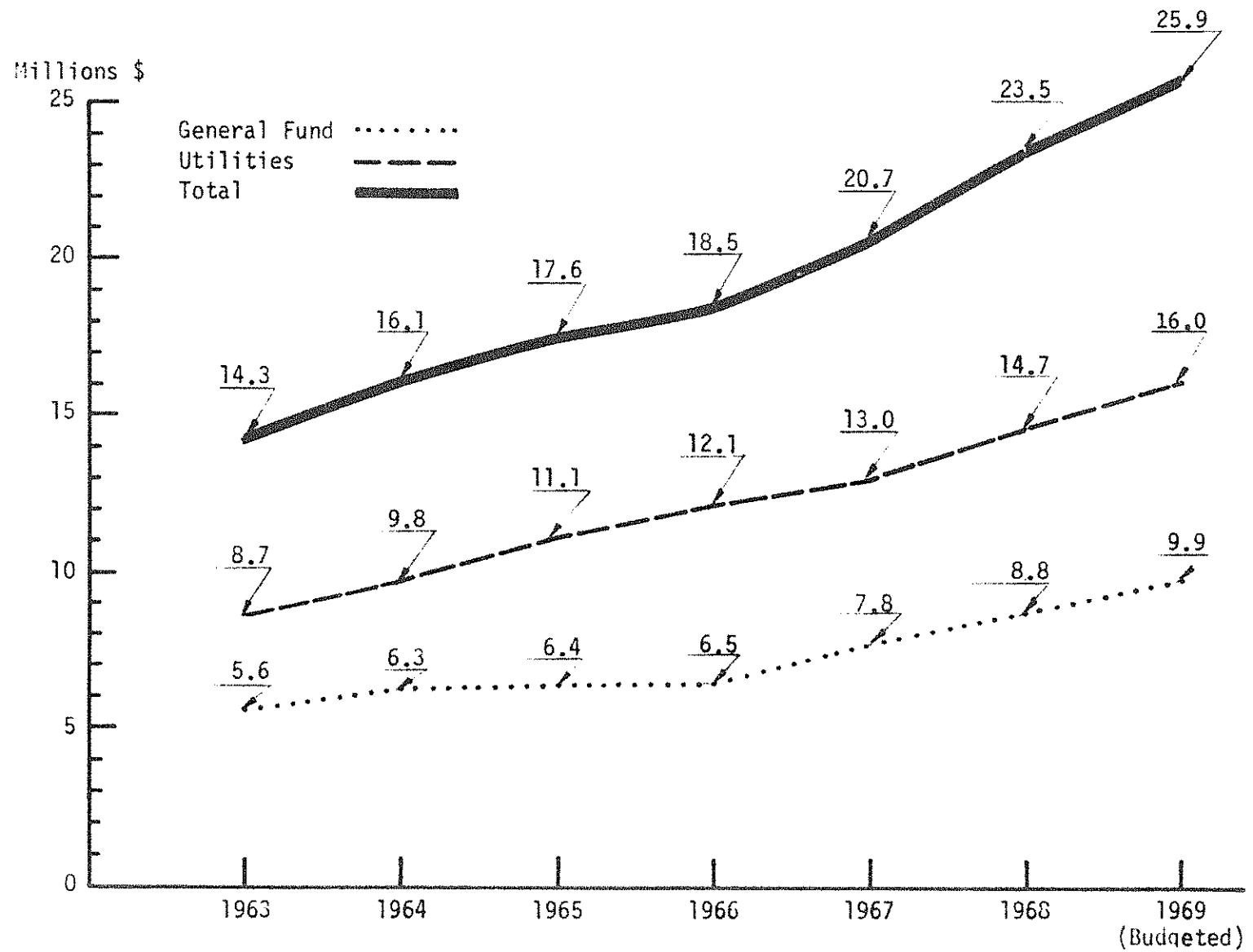
(1) ACCOUNTANT I

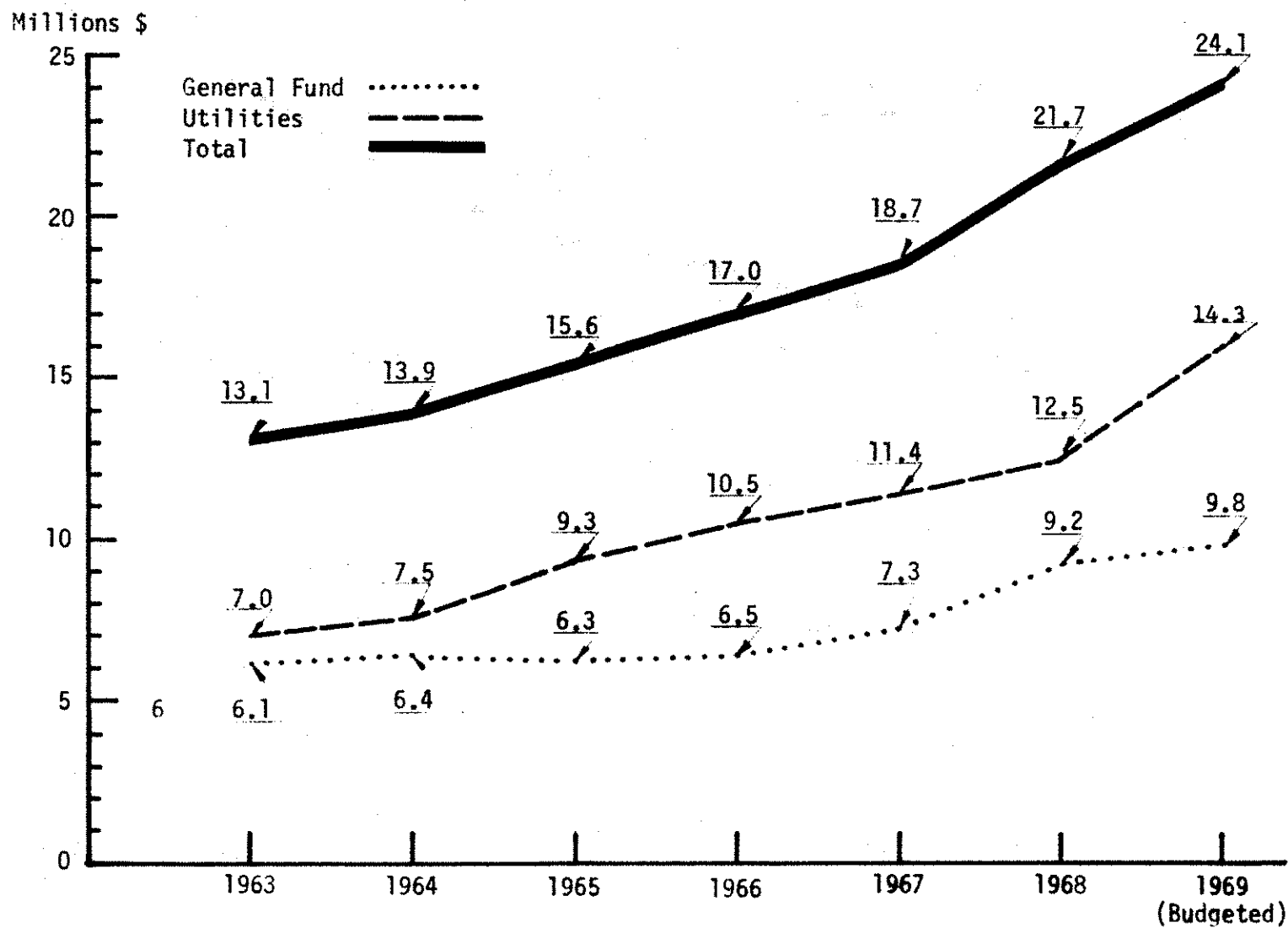
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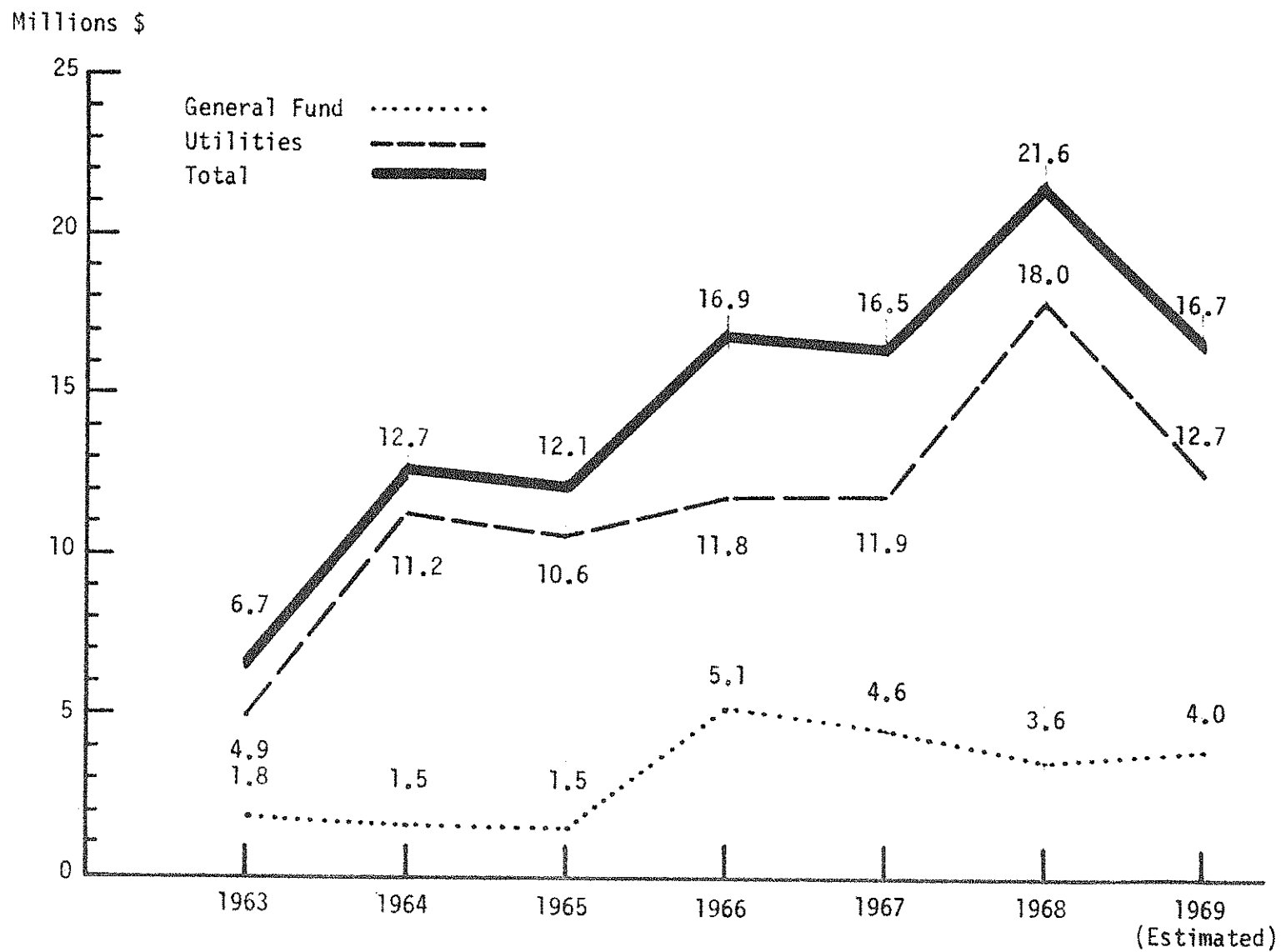
(1) ACCOUNTING CLERK II
(2) ACCOUNTING CLERK I

ACCOUNTS PAYABLE SECTION

(1) ACCOUNTS PAYABLE SUPVR.
(2) ACCOUNTS PAYABLE CLERK
(1) VOUCHER CLERK







DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	TREASURY	1265.3			C-104

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	189,832	224,005	263,215	272,650	283,900	276,850	274,850
Contractual	57,569	56,886	59,902	83,780	108,620	105,210	105,050
Supplies	11,707	12,429	14,657	13,550	18,500	21,380	21,380
Other Costs	1,506	125	71,913	37,550	70,980	67,950	67,950
Capital Outlay	1,009	1,381	3,112	2,250	16,660	18,500	18,500
	261,623	294,826	412,799	409,780	498,660	489,890	487,730
Less Interfund Charges	(129,016)	(192,087)	(296,804)	(294,980)	(328,410)	(321,930)	(320,630)
TOTAL	132,607	102,739	115,995	114,800	170,250	167,960	167,100

CITY OF ANCHORAGE

CITY OF ANCHORAGE									
DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
FINANCE		TREASURY		1265.3					C-105
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
110	Salaries	260,764	269,650	280,900	275,350			273,350	
120	Overtime	2,451	3,000	3,000	1,500			1,500	
	Total	263,215	272,650	283,900	276,850			274,850	
	<u>CONTRACTUAL</u>								
210	Advertising			150	150			150	
211	Legal Notice	138	250	250	250			250	
214	Reimb. Advertising Costs	728	1,350	1,350	1,350			1,350	
221	Duplicating		2,000	2,000	1,090			1,090	
222	Contracted Labor and Equipment	18,201	22,240	37,080	34,100			34,080	
224	Outside Collection Costs		6,000	6,000	6,000			6,000	
225	Reimb. Collections Costs	8,126	10,000	10,000	10,000			10,000	
241	Telephone, Telegraph, Switchboard	6,954	7,400	7,400	7,400			7,400	
252	Surety Bond		750	850	850			850	
253	Liability & Workmen's Compensation	18,553	2,600	2,860	2,860			2,860	
254	Retirement Plans		5,090	13,590	13,590			13,590	
255	Life Insurance		880	900	900			900	
256	Medical Insurance		2,380	1,900	1,900			1,900	
257	Social Security		10,540	10,560	10,560			10,560	
258	Tuition Refunds		150	220	220			220	
259	School & Training		1,500						
271	City Owned Vehicles or Equipment	900	890	900	900			900	
273	Private Vehicle Mileage			100	100			100	
274	Space Rental-City Building	5,114	7,830	9,000	8,170			8,030	
281	Repairs & Maintenance	732	1,300	2,500	3,810			3,810	
291	Travel		280	610	610			610	
292	Dues & Subscriptions	456	350	400	400			400	
	Total	59,902	83,780	108,620	105,210			105,050	
	<u>SUPPLIES</u>								
313	Office Supplies, Postage	14,657	13,500	18,500	21,380			21,380	
314	Small Tools		50						
	Total	14,657	13,550	18,500	21,380			21,380	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
FINANCE		TREASURY		1265.3				C-106
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970				
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED		
	<u>OTHER CHARGES</u>							
441	Cash Over & Short	32	300	300	300	300		
461	Data Processing Charges	71,881	29,110	56,220	53,190	53,190		
462	Data Processing Development		8,140	14,460	14,460	14,460		
	Total	71,913	37,550	70,980	67,950	67,950		
	<u>CAPITAL</u>							
605	Machinery & Equipment	3,112	2,250	16,660	18,500	18,500		
	Total	412,799	409,780	498,660	489,890	487,730		
	<u>LESS CHARGES TO OTHERS</u>							
501	Reimbursable Charges to Other Departments	(288,148)	(283,630)	(317,060)	(310,580)	(309,280)		
502	Reimbursable Advertising Costs	(183)	(1,350)	(1,350)	(1,350)	(1,350)		
503	Reimbursable Collection Costs	(8,473)	(10,000)	(10,000)	(10,000)	(10,000)		
	Total	(296,804)	(294,980)	(328,410)	(321,930)	(320,630)		
	Total Operating Budget	115,995	114,800	170,250	167,960	167,100		

CITY OF ANCHORAGE

CITY OF ANCHORAGE								
DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B
FINANCE		TREASURY		1265.3				Detail
BY SECTIONS								C-107
CODE NO.	EXPENDITURE CLASSIFICATION	Treasury Admin.	Receipts & Custody	Parking Violations	Assessments	Accounts Receivable	Collections	Total
	<u>PERSONAL SERVICES</u>							
.110	Salaries	18,590	53,850	34,170	29,800	62,320	74,620	273,350
.120	Overtime		50	150	650	500	150	1,500
	TOTAL	18,590	53,900	34,320	30,450	62,820	74,770	274,850
	<u>CONTRACTUAL</u>							
.210	Advertising					150		150
.211	Legal Notice		250					250
.214	Reimb. Advertising Costs				1,350			1,350
.221	Duplicating		280	130	140	270	270	1,090
.222	Contracted Labor and Equipment	170	16,480	3,850	5,900	4,020	3,660	34,480
.224	Outside Collection Costs						6,000	6,000
.225	Reimb. Collection Costs						10,000	10,000
.241	Telephone, Telegraph, Switchboard	300	1,600	1,000	750	1,750	2,000	7,400
.252	Surety Bond	850						850
.253	Liability & Workmen's Compensation Insurance	190	570	370	300	650	780	2,860
.254	Retirement Plans	1,910	4,060	1,290	1,290	950	4,090	13,590
.255	Life Insurance	60	180	115	95	205	245	900
.256	Medical Insurance	75	530	180	265	445	405	1,900
.257	Social Security	375	2,200	1,450	1,125	2,515	2,895	10,560
.258	Tuition Refunds			55	55	55	55	220
.271	City Owned Vehicles or Equipment						900	900
.272	Vehicles and Equipment Not City Owned	100						100
.274	Space Rental-City Bldg.	250	1,490	1,060	820	2,210	2,200	8,030
.281	Repairs & Maintenance	190	1,180	650	650	380	760	3,810
.291	Travel	500					110	610
.292	Dues & Subscriptions	40	10	10	10	190	140	400
	TOTAL	5,010	28,830	10,160	12,750	13,790	34,510	105,050
	<u>SUPPLIES</u>							
.313	Office Supplies, Postage		740	6,260	2,160	10,920	1,300	21,380
			740	6,260	2,160	10,920	1,300	21,380

CITY OF ANCHORAGE

CITY OF ANCHORAGE								
DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		
FINANCE		TREASURY BY SECTIONS		1265.3		B Detail		C-108
CODE NO.	EXPENDITURE CLASSIFICATION	Treasury Admin.	Receipts & Custody	Parking Violations	Assessments	Accounts Receivable	Credit & Collections	Total
	<u>OTHER CHARGES</u>							
.441	Cash Over & Short		200	50	50			300
.461	Data Processing Charges			53,190				53,190
.462	D.P. Development		14,460					14,460
	TOTAL		14,660	53,240	50			67,950
	<u>CAPITAL</u>							
.605	Machinery & Equipment	330	10,150	5,840	250	670	1,260	18,500
	TOTAL	330	10,150	5,840	250	670	1,260	18,500
	TOTAL BUDGET	23,930	108,280	109,820	45,660	88,200	111,840	487,730
	<u>LESS CHARGES TO OTHERS</u>							
.501	Reimbursable Charges to Other Departments	(16,750)	(77,130)		(27,400)	(88,200)	(99,800)	(309,280)
.502	Reimbursable Collection Costs				(1,350)			(1,350)
.503	Reimbursable Collection Costs						(10,000)	(10,000)
	TOTAL	(16,750)	(77,130)		(28,750)	(88,200)	(109,800)	(320,630)
	TOTAL OPERATING BUDGET	7,180	31,150	109,820	16,910	-0-	2,040	167,100

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
Finance		Treasury		1265.3					C-109
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST		* RECOMMEND		* APPROVED	
Treasurer	33	1187 - 1443	1	1	19,044	1	19,044	1	19,044
Credit & Collection Supervisor	30	1056 - 1285	1	1	14,474	1	14,474	1	14,474
Collection Manager	26	902 - 1098	1	1	12,152	1	12,152	1	12,152
Investigator	23	802 - 976	1	1	10,649	1	10,649	1	10,649
Collection Officer	21	742 - 902	1	1	9,816	1	9,816	1	9,816
Assistant Treasurer	24	834 - 1016	1	1	13,416	1	13,416	1	13,416
Accounts Receivable Supervisor	23	802 - 976	1	1	10,824	1	10,824	1	10,824
Special Assessments Supervisor	23	802 - 976	1	1	12,888	1	12,888	1	12,888
Parking Violations Supervisor	23	802 - 976	1	1	12,298	1	12,298	1	12,298
Accounting Clerk III	18	659 - 802	1	1	9,316	1	9,316	1	9,316
Accounting Clerk II	16	609 - 742	2	2	16,266	2	16,266	2	16,266
Accounting Clerk I	12	521 - 633	3	3	22,068	3	22,068	3	22,068
Customer Service Rep. II	17	633 - 771	5	5	46,722	5	46,722	5	46,722
Clerk IV	15	585 - 712	2	2	17,828	2	17,828	2	17,828
Clerk III	13	542 - 659	5	5	37,448	5	37,448	5	37,448
Clerk II	10	481 - 585	1	1	7,020	1	7,020	1	7,020
Clerk I	6	412 - 502	1	1	5,442	1	5,442	1	5,442
Total			29	29	277,671	29	277,671	29	277,671
Temp. & Vacation Replacement					3,233		3,233		1,233
Less 2% salary savings							(5,553)		(5,553)
TOTAL			29	29	280,904	29	275,351	29	273,351

* This column used for number of employees in each class.

COMMENTARY

No increase in personnel requested.

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY	1265.3			C-110
			<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
.210	<u>ADVERTISING</u>				
	One notice to be sent with utility bills notifying customers of various collection stations and of night depository.	150	150	150	
.211	<u>LEGAL NOTICE</u>				
	One newspaper publication of outstanding and unclaimed checks to be cancelled.	250	250	250	
.214	<u>REIMBURSABLE ADVERTISING COSTS</u>				
	Assessment foreclosure publication to be collected from property owner.	1,350	1,350	1,350	
.222	<u>CONTRACTED LABOR & EQUIPMENT</u>				
	Finance Department Administration	18,510	17,780	17,760	
	Switchboard salaries	2,000	-0-	-0-	
	Courier	600	350	350	
	Utility Stations collection fees (banks, etc)	2,500	2,500	2,500	
	Mortgage recording	500	500	500	
	Youth Corp and A.M.U. Students	1,950	1,950	1,950	
	Safekeeping fees and Misc.	660	660	660	
	Micro filming	1,860	1,860	1,860	
	Armoured Car Service	3,500	3,500	3,500	
	Bond & Interest Coupon Paying fees	5,000	5,000	5,000	
		37,080	34,100	34,080	
.224	<u>OUTSIDE COLLECTION COSTS</u>				
	Percentage charges paid to collection agencies.				
	Amount will depend on collections received.	6,000	6,000	6,000	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY	1265.3			C-111
			Department Request	Manager Recommended	Council Approved
.225	<u>REIMBURSABLE COLLECTION COSTS</u>				
	Court costs, service fees, etc., which will be added to the total amount due from the customer	10,000	10,000	10,000	
.281	<u>REPAIRS AND MAINTENANCE</u>				
	IBM and Burroughs maintenance contracts plus miscellaneous calls. 43 machines including cash registers, check protector and envelope opening machine.	2,500	2,500	2,500	
	Share of Restroom and Lounge Repair		<u>1,310</u>	<u>1,310</u>	
.291	<u>TRAVEL AND BUSINESS MEETINGS</u>		3,810	3,810	
	Anchorage Credit Association meetings and	170	170	170	
	Investment Advisory Commission meetings	360	360	360	
	Other business meetings	80	80	80	
		<u>610</u>	<u>610</u>	<u>610</u>	
.292	<u>DUES AND SUBSCRIPTIONS</u>				
	Secretarial Seminar	35	35	35	
	Anchorage Legal Record	200	200	200	
	Polk Directory	75	75	75	
	Credit Assoc. dues	25	25	25	
	Municipal Treasurer's Assoc. dues	40	40	40	
	Supervisory pamphlets	25	25	25	
		<u>400</u>	<u>400</u>	<u>400</u>	
.313	<u>OFFICE SUPPLIES AND POSTAGE</u>				
	Increased to provide forms and postage for friendly reminder notices to utility customers under D.P. program for acceleration of collections, also to provide necessary revision of assessment ledgers and bills to allow for longer payment periods, inclusion of bond interest costs and revised discount schedules.	18,500	16,000	16,000	
	Accounts Receivable Register		3,980	3,980	
	Final Notices		<u>1,400</u>	<u>1,400</u>	
			21,380	21,380	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	TREASURY	1265.3			C-112
			Department Request	Manager Recommended	Council Approved
.461	<u>DATA PROCESSING CHARGES</u>				
	Parking violation processing. New license plates will be issued by the State in 1970. Estimated charges will vary according to the frequency of updated information received from the State.	56,220	53,190	53,190	
.462	<u>D.P. DEVELOPMENT</u>				
	Systems study of punch-tape system for receipting of utility and parking violations payments to eliminate key-punch costs.	14,460	14,460	14,460	
.605	<u>MACHINERY & EQUIPMENT</u>				
	2 adding machines	500	250	250	
	2 typewriters	500	250	250	
	2 cash registers with punch-tape provisions	10,000	10,000	10,000	
	2 punch-tape converters for cash registers on hand	5,400	5,400	5,400	
	1 set shelves for DP records	100	100	100	
	1 typewriter stand	50	-0-	-0-	
	1 chair, executive type	100	-0-	-0-	
	Carpet floors		2,500	2,500	
		16,650	18,500	18,500	
.501	<u>REIMBURSABLE CHARGES TO OTHER DEPARTMENTS</u>				
		%			
	Telephone utility	.311	152,310	148,830	148,210
	M. L. & P.	.103	50,200	49,290	49,080
	Water utility	.167	81,670	79,920	79,580
	Refuse utility	.059	28,640	28,230	28,120
	Port	.009	4,240	4,310	4,290
	Sub Total	.649	317,060	310,580	309,280
	General Fund	.351	170,800	167,960	167,260
		1.000	487,860	478,540	476,540

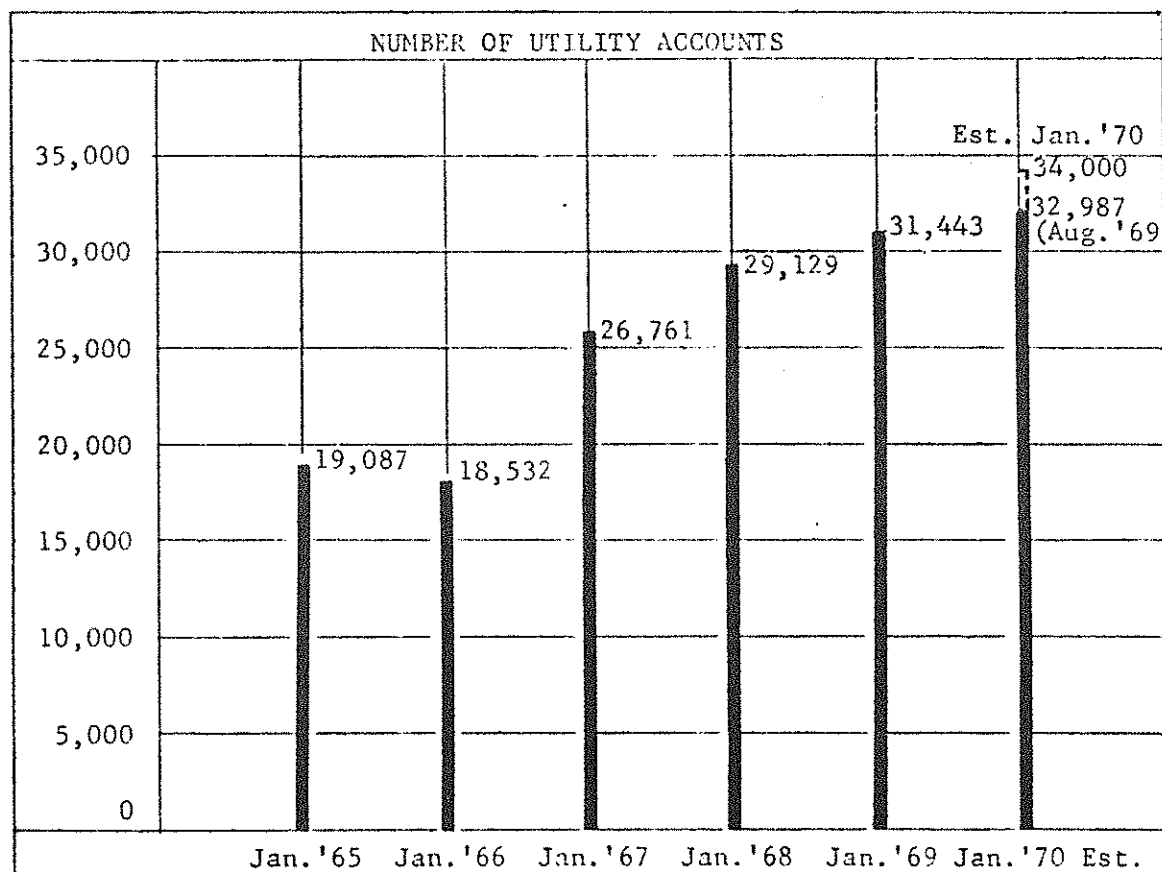
FINANCE

TREASURY

1265.3

Accounts Receivable Section: This section provides service to all utility customers with explanation of billing or answers to other questions of the 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 for non-payment and to disconnect utilities when necessary.

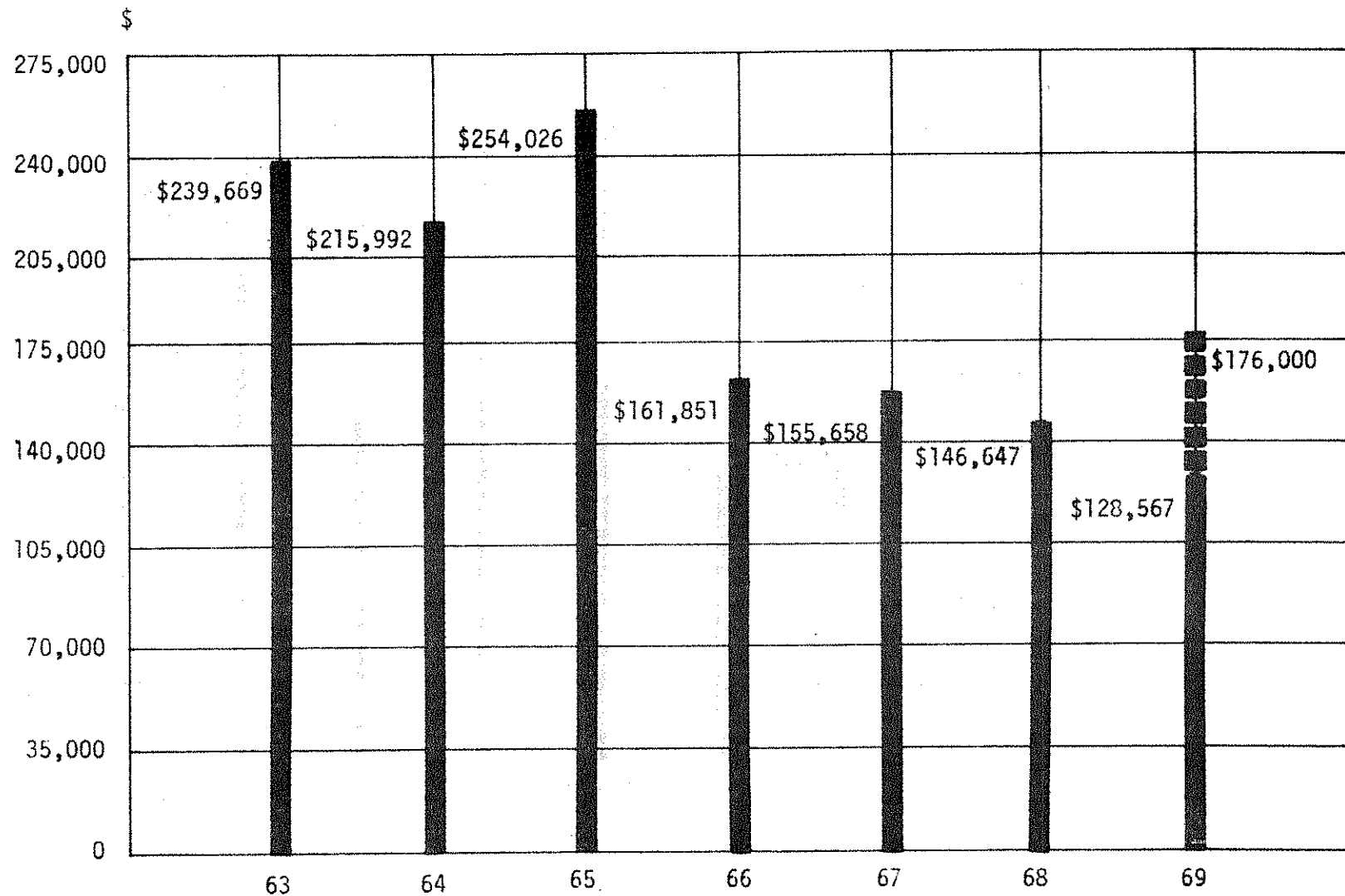
At this time, Data Processing and Treasury are working on a revision of the procedures which will provide current information on the status of accounts, aging of delinquent accounts and credit information.



TREASURY

1265.3

Parking Violations Section: The Parking Violations Section is responsible for the collection of all equipment and non-moving violations. If a violation has not been paid after a notice has been sent, a warrant is prepared and the violation then becomes the responsibility of the court.

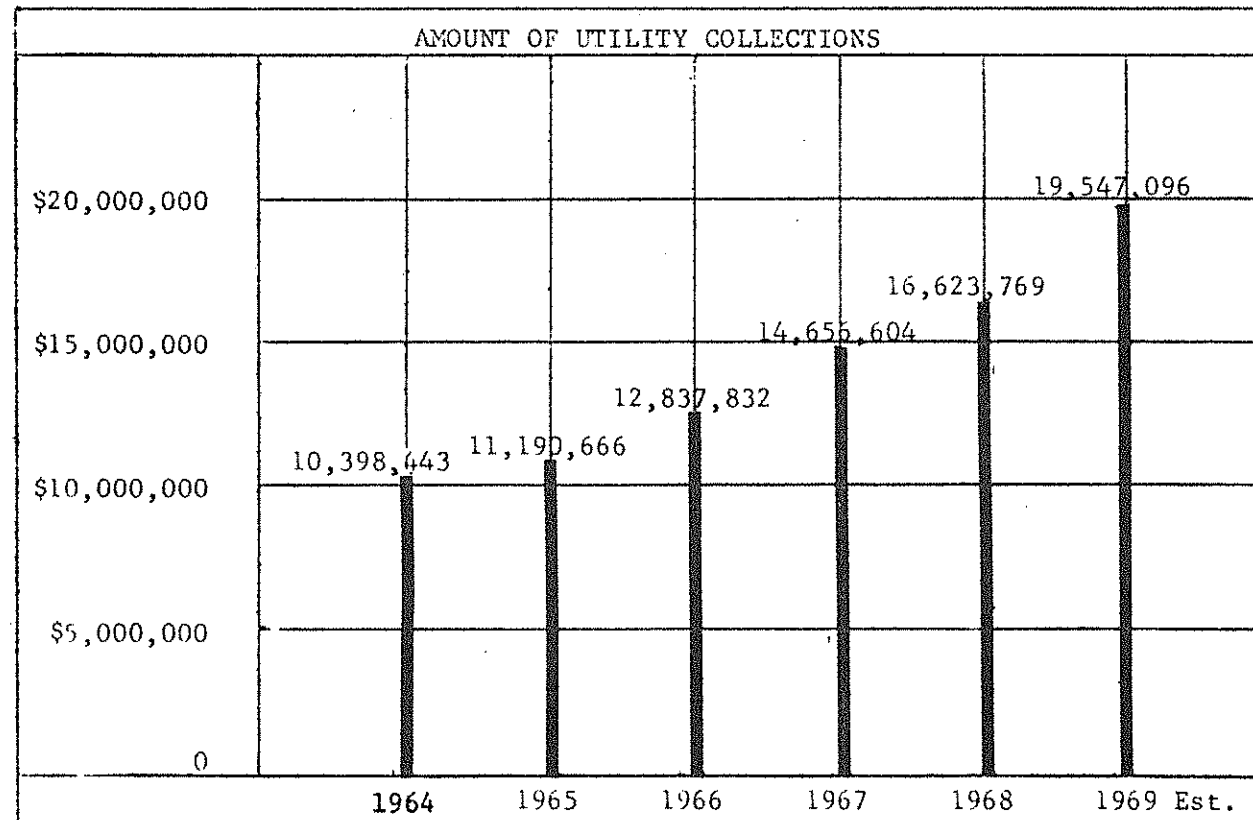


TREASURY

1265.3

C-115

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.



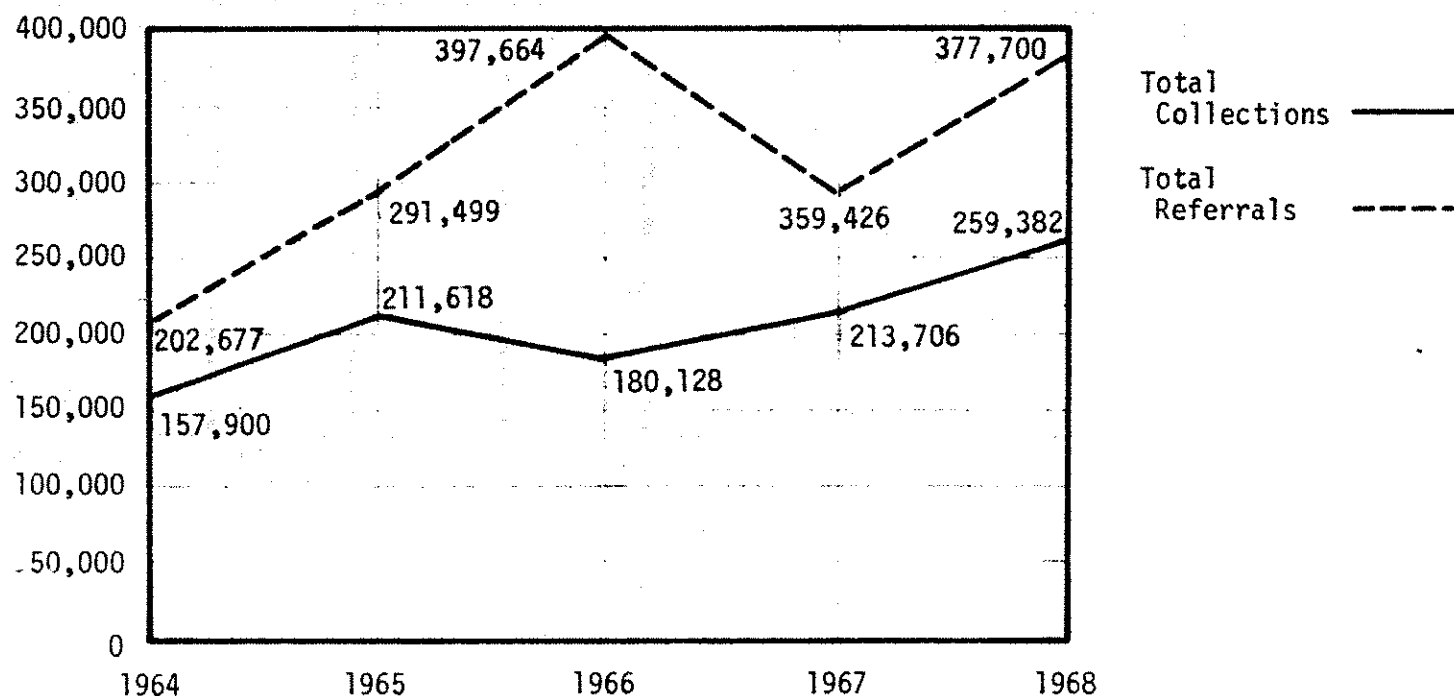
Treasury

1265.3

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. Prior to the end of 1969 we expect to have programmed by Data Processing an account controlled by year, of those accounts transferred to reserves for uncollectables for each utility. Recoveries will also be shown by utility and credited to the uncollectable reserve for the appropriate year.

Following is a comparative statement of the uncollectable losses of the City:

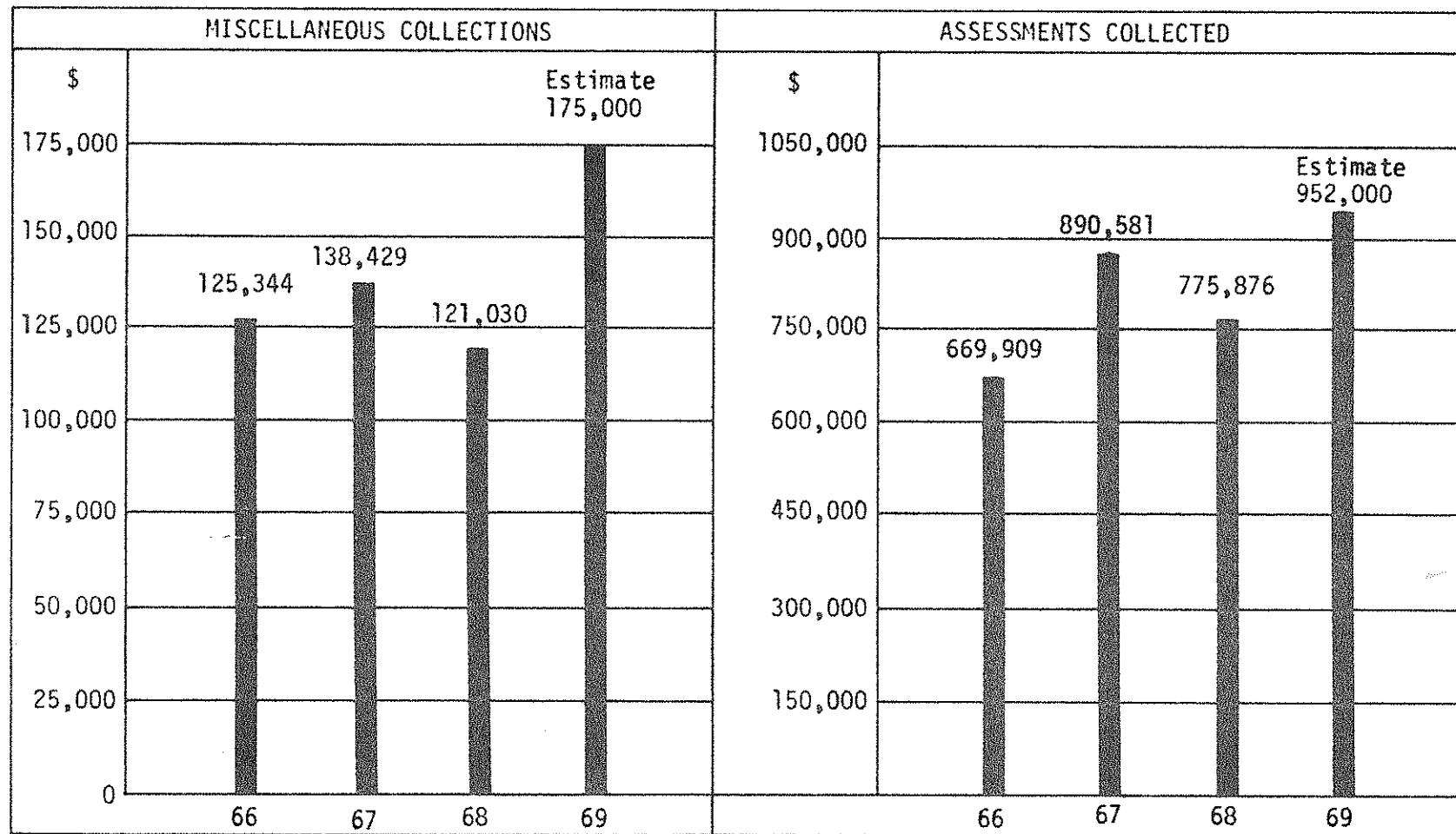
	1964	1965	1966	1967	1968
Total write-off	\$ 44,622	\$ 49,420	\$ 56,152	\$ 105,394	\$ 157,066
Less recoveries	<u>(13,801)</u>	<u>(12,430)</u>	<u>(13,070)</u>	<u>(7,785)</u>	<u>(17,470)</u>
Net write-off	\$ 30,821	\$ 36,990	\$ 43,082	\$ 97,609	139,595
Total yearly amount billed	\$ 10,298,318	\$ 10,801,072	\$ 13,481,714	\$ 15,676,916	17,753,614
Percentage	.299 of 1%	.342 of 1%	.319 of 1%	.62 of 1%	.79 of 1 %



TREASURY

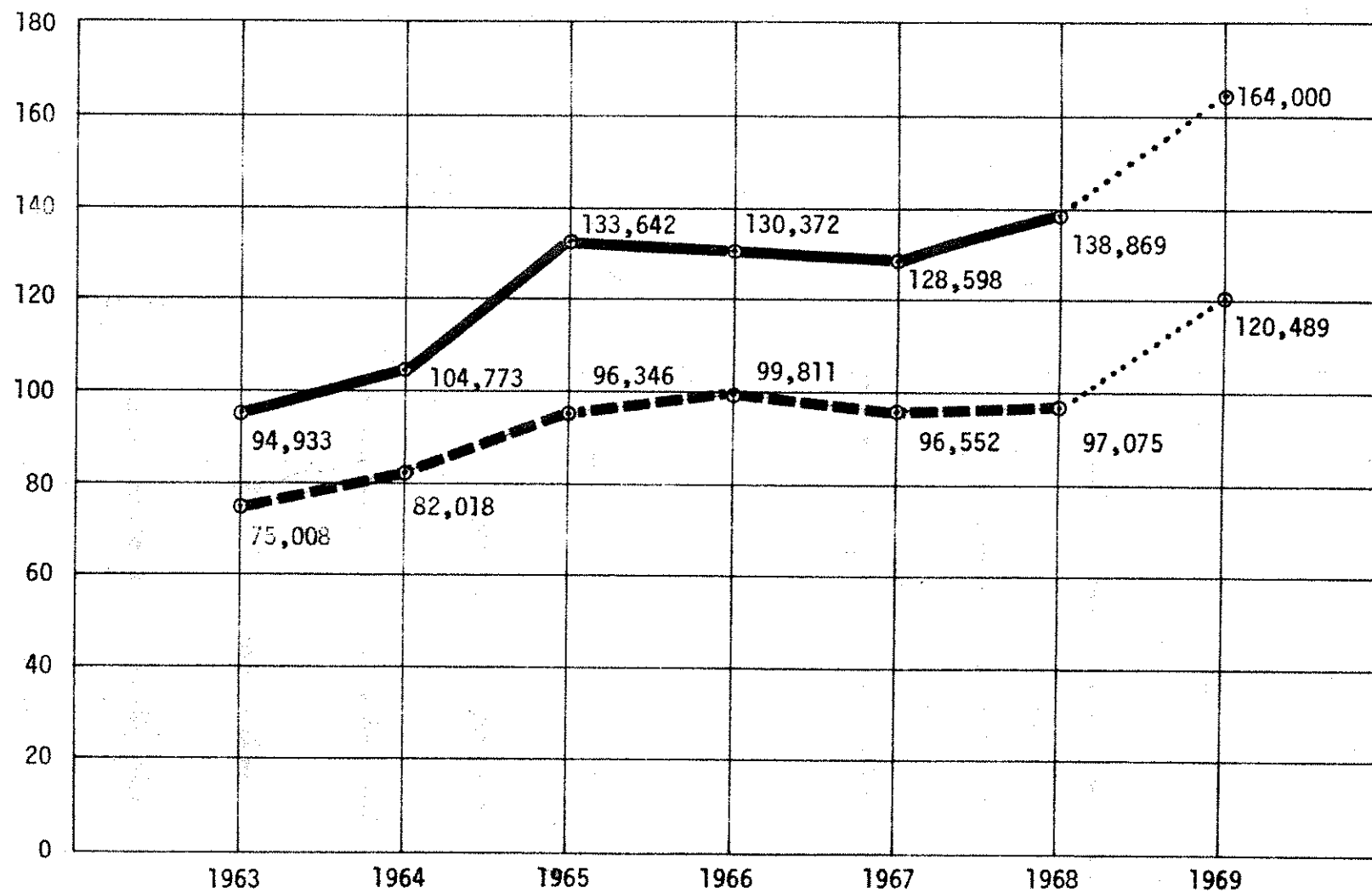
PAGE
C-117

Assessment Section: This section is responsible for the billing and collection of all special assessments for water, sewer and paving and for conducting the annual foreclosure proceedings. At the present time most of the work of this section is a manual procedure. This section assumed the function of processing sewer and water permits for connections to these utilities in 1969, as of October 15, 1969 a total of 1,679 permits have been issued. In approximately 40 cases it was necessary to compute costs for pavement break, curb and gutter and/or sidewalk replacement costs before issuing a connection permit. A street closure form was required to be filled out and signed by customer for each permit issued for a connection within the City.



PARKING VIOLATIONS

Thousands \$



Number of Citations Issued

Number of Citations Paid

Number Estimated

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C-119

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	195,147	195,166	197,361	192,480	207,140	203,080	203,080
Contractual	11,828	9,565	27,586	46,850	60,610	72,420	74,000
Supplies	7,480	8,954	5,585	8,400	8,750	12,330	12,330
Other Costs				25,270	16,800	16,530	16,530
Capital Outlay	443	1,161	130	500	500	2,030	2,030
	214,898	214,846	230,662	273,500	293,800	306,390	307,970
Less Interfund Charges	(214,898)	(218,054)	(230,471)	(273,500)	(293,800)	(306,390)	(307,970)
TOTAL	-0-	(3,208)	191	-0-	-0-	-0-	-0-

PROGRAM OUTLINE

In coordination with Data Processing, develop and implement automation of Utility Customer Service master records systems. Continue to increase efficiency of centralized customer service for all City utilities through automation of systems and "service" to each customer. Promote development of a telecommunications system from UCS to the various City utilities with a long range direct access program to Data Processing.

Recommend reorganization of UCS by transferring Tolls and Telephone Billing to ATU; transfer Utility Accounts Receivable Section and Credit & Collection to UCS from the Treasury Division.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
FINANCE		UTILITY CUST. SERV.		1265.4				C-120
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970				
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED		
	<u>PERSONAL SERVICES</u>							
110	Salaries	191,016	188,480	203,140	199,080	199,080		
120	Overtime	6,345	4,000	4,000	4,000	4,000		
	Total	197,361	192,480	207,140	203,080	203,080		
	<u>CONTRACTUAL</u>							
221	Duplicating		960	900	640	640		
222	Contracted Labor & Equipment	8,443	15,050	22,480	17,900	17,900		
241	Telephone, Telegraph, Switchboard	6,969	7,500	7,200	7,200	8,980		
253	Liability & Workmen's Compensation		1,810	1,970	1,970	1,970		
254	Retirement Plans		950	6,990	6,990	6,990		
255	Life Insurance	11,744	560	540	540	540		
256	Medical Insurance		980	980	980	980		
257	Social Security		8,170	8,620	8,620	8,620		
258	Tuition Refunds		80	100	100	100		
271	City Owned Vehicles or Equip.				600	600		
272	Vehicles & Equip. not City Owned				9,290	9,290		
273	Private Vehicle Mileage		30					
274	Space Rental - City Building		10,080	10,080	10,510	10,310		
281	Repairs & Maintenance	430	650	700	7,030	7,030		
292	Dues & Subscriptions		30	50	50	50		
	Total	27,586	46,850	60,610	72,420	74,000		
	<u>SUPPLIES</u>							
313	Office Supplies, Postage	5,585	8,400	8,750	12,330	12,330		
	Total	5,585	8,400	8,750	12,330	12,330		
	<u>OTHER CHARGES</u>							
461	Data Processing Charges		2,330	5,310	5,040	5,040		
462	Data Processing Development		22,940	11,490	11,490	11,490		
	Total		25,270	16,800	16,530	16,530		

CITY OF ANCHORAGE									
DEPARTMENT FINANCE		ACCOUNT TITLE UTILITY CUST. SERV.		ACCOUNT NUMBER 1265.4		DETAIL		B	PAGE C-121
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
605	<u>CAPITAL</u> Machinery & Equipment	130	500	500	2,030	2,030			
	Total	230,662	273,500	293,800	306,390	307,970			
501	<u>LESS CHARGES TO OTHERS</u>	(230,471)	(273,500)	(293,800)	(306,390)	(307,970)			
	Total Operating Budget	191	-0-	-0-	-0-	-0-			

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
FINANCE		UTILITY CUSTOMER SERVICE		1265.4					C-122
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST		* RECOMMEND		* APPROVED	
<u>Charged to Telephone Utility Only:</u>									
Billing Section Supervisor	19	684-834	1	1	10,728	1	10,728	1	10,728
Clerk III									
(4 Billing & 3 Toll)	13	542-659	7	7	53,787	7	53,787	7	53,787
Teletype Operator	11	502-609	1	1	7,308	1	7,308	1	7,308
<u>Charged to All Utilities:</u>									
UCS Division Supervisor	28	976-1187	1	1	14,156	1	14,156	1	14,156
Cust. Serv. Sec. Supervisor	23	802-976	1	1	11,169	1	11,169	1	11,169
Cust. Serv. Rep. II	17	633-771	9	9	80,507	9	80,507	9	80,507
Clerk II (Receptionist)	10	481-585	1	1	6,389	1	6,389	1	6,389
Clerk II (Service Order Control Clerk)	10	481-585	1	1	6,389	1	6,389	1	6,389
Temporary					1,500		1,500		1,500
Vacation Replacement and Training					4,500		4,500		4,500
			22	22	196,433	22	196,433	22	196,433
<u>New Position</u>									
Clerk III (Toll Clerk)	13	542-659	0	1	6,702	1	6,702	1	6,702
Less 2% Salary Savings							(4,060)		(4,060)
TOTAL			22	23	203,135	23	199,075	23	199,075
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C-123

		Department Request	Manager Recommended	Council Approved
.110	<u>SALARIES</u> - New Position	203,140	199,080	199,080
	Request one additional Clerk III (Toll Clerk). The increase in tolls over 1968 is 29.03 percent. The present toll clerks (3) are unable to process and maintain office efficiency with this present increase.			
.222	<u>LABOR AND EQUIPMENT</u>			
	Finance Administration	15,430	14,810	14,810
	Courier Service	720	460	460
	Switchboard	3,700	-0-	-0-
	Alaska Methodist University	800	800	800
	Micro-filming Toll Records	1,200	1,200	1,200
	Micro-film Reader (Yearly Rental) @ \$52 mo.	630	630	630
		<u>22,480</u>	<u>17,900</u>	<u>17,900</u>
.271	<u>CITY OWNED EQUIPMENT</u>			
	Telephone Cable Rental	600	600	600
.272	<u>VEHICLES & EQUIPMENT NOT CITY OWNED</u>			
	Telecommunication Equipment:	Per Unit Per Month		
	UCS	166 x 12	1,990	1,990
	Telephone	152 x 12	1,830	1,830
	ML&P	152 x 12	1,830	1,830
	Water	152 x 12	1,820	1,820
	Refuse	152 x 12	1,820	1,820
			<u>9,290</u>	<u>9,290</u>

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C-124
			Department Request	Manager Recommended	Council Approved
.281	<u>REPAIRS</u>				
	Share of Restroom & Lounge Repair			1,690	1,690
	Maintenance Contract with Yukon Office Supply	370	370		370
	Maintenance Contract with Arctic Office Supply	210	210		210
	Misc. Repairs on Office Equipment not under contract	120	120		120
	Door Opening & Remove men's restroom		3,000		3,000
	Soundproof Room		1,640		1,640
		700	7,030		7,030
.292	<u>DUES AND SUBSCRIPTIONS</u>				
	Dartness Corp. Publications	22	22		22
	Bilikin Chapter	28	28		28
		50	50		50
.313	<u>OFFICE SUPPLIES, POSTAGE</u>				
	Utility Bills		3,580		3,580
	Operating Supplies	8,750	8,750		8,750
			12,330		12,330
.461	<u>DATA PROCESSING CHARGES - REGULAR</u>	5,310	5,040		5,040
.462	<u>DATA PROCESSING CHARGES - DEVELOPMENT</u>	11,490	11,490		11,490

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	UTILITY CUSTOMER SERVICE	1265.4			C-125
			Department Request	Manager Recommended	Council Approved
.605	<u>MACHINERY AND EQUIPMENT</u>				
	Twelve-drawer Metal File (Tolls)	430	430	430	
	Steno Chair (Replacement)	70	70	70	
	Carpet Floors		1,530	1,530	
		500	2,030	2,030	
.501	<u>INTERFUND CHARGES</u>				
	Telephone 74.2%	218,000	220,000	221,170	
	Electric 8.9	26,150	26,390	26,530	
	Water 9.6	28,200	28,470	28,620	
	Refuse 7.3	21,450	21,640	21,760	
	100.0	293,800	296,500	298,080	
	Telecommunications & Cable Rental:				
	UCS Share:				
	Telephone 74.2%		1,920	1,920	
	ML & P 8.9		230	230	
	Water 9.6		250	250	
	Refuse 7.3		190	190	
	100.0		2,590	2,590	
	Telecommunications Direct Charge:				
	Telephone		1,830	1,830	
	ML & P		1,830	1,830	
	Water		1,820	1,820	
	Refuse		1,820	1,820	
			7,300	7,300	
	Total Charges to Others		306,390	307,970	

UTILITY CUSTOMER SERVICE COST DISTRIBUTION COMPUTATION FOR 1970

PAGE

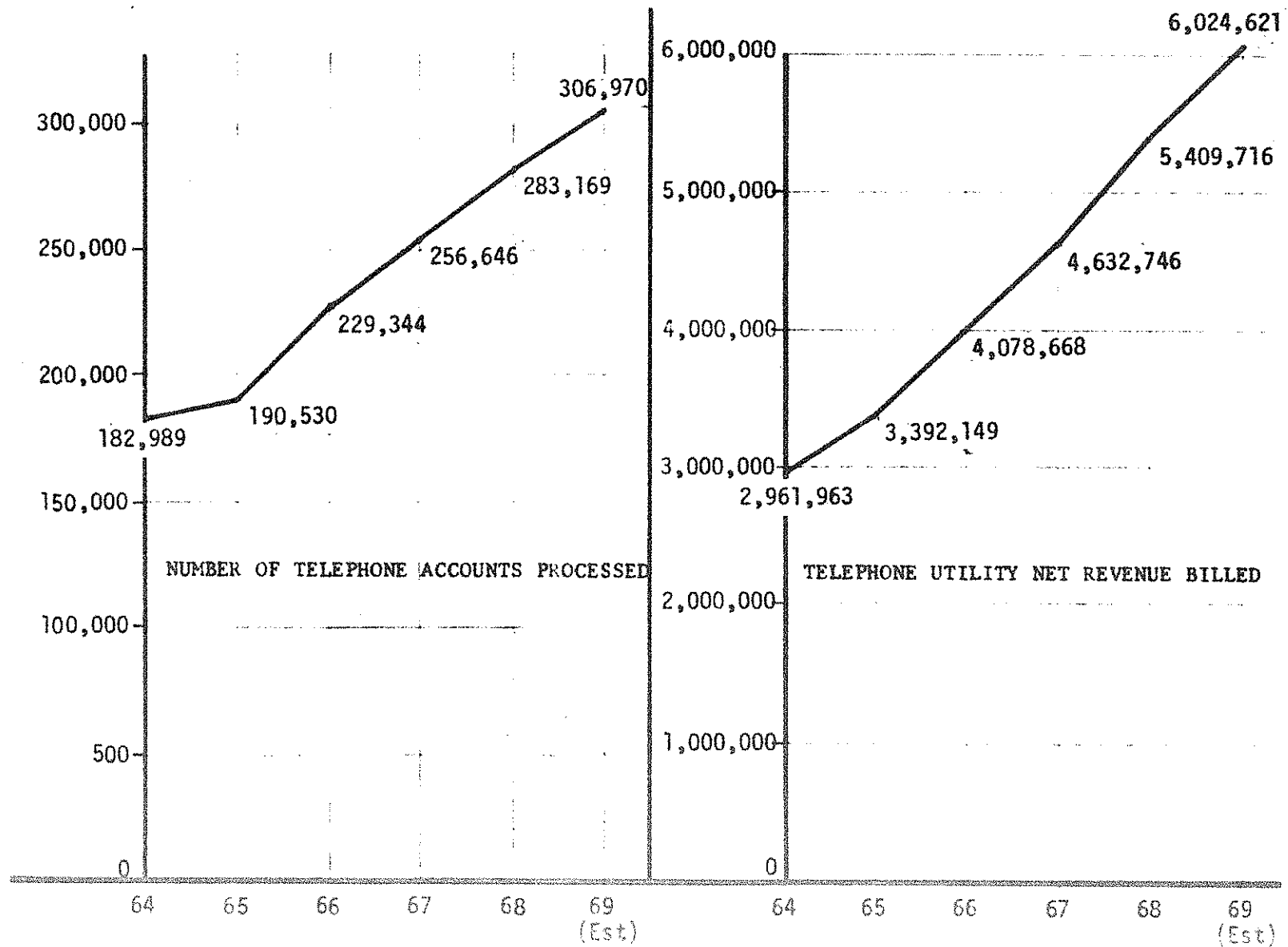
C-126

	<u>Telephone</u>	<u>Water</u>	<u>Refuse</u>	<u>Electric</u>	<u>Total</u>
Number of Work Orders Thru July 1969	17,709	6,006	4,580	5,552	33,847
* + 25%	<u>4,427</u>				<u>4,427</u>
Total	22,136	6,006	4,580	5,552	38,274
Percent	57.83	15.69	11.97	14.51	100%
UCS Salaries Times Above % Telephone Only	72,062	19,551	14,916	18,081	124,610
	<u>78,525</u>	<u>(Billing Tolls)</u>			<u>78,525</u>
Total	150,587	19,551	14,916	18,081	203,135
Percent	74.2	9.6	7.3	8.9	100%
Total Budget	306,390				
Times above % to each utility	227,340	29,410	22,370	27,270	306,390

* The one-fourth percent addition to the Telephone Utility is attributed to the time involved in obtaining required information to initiate a service order.

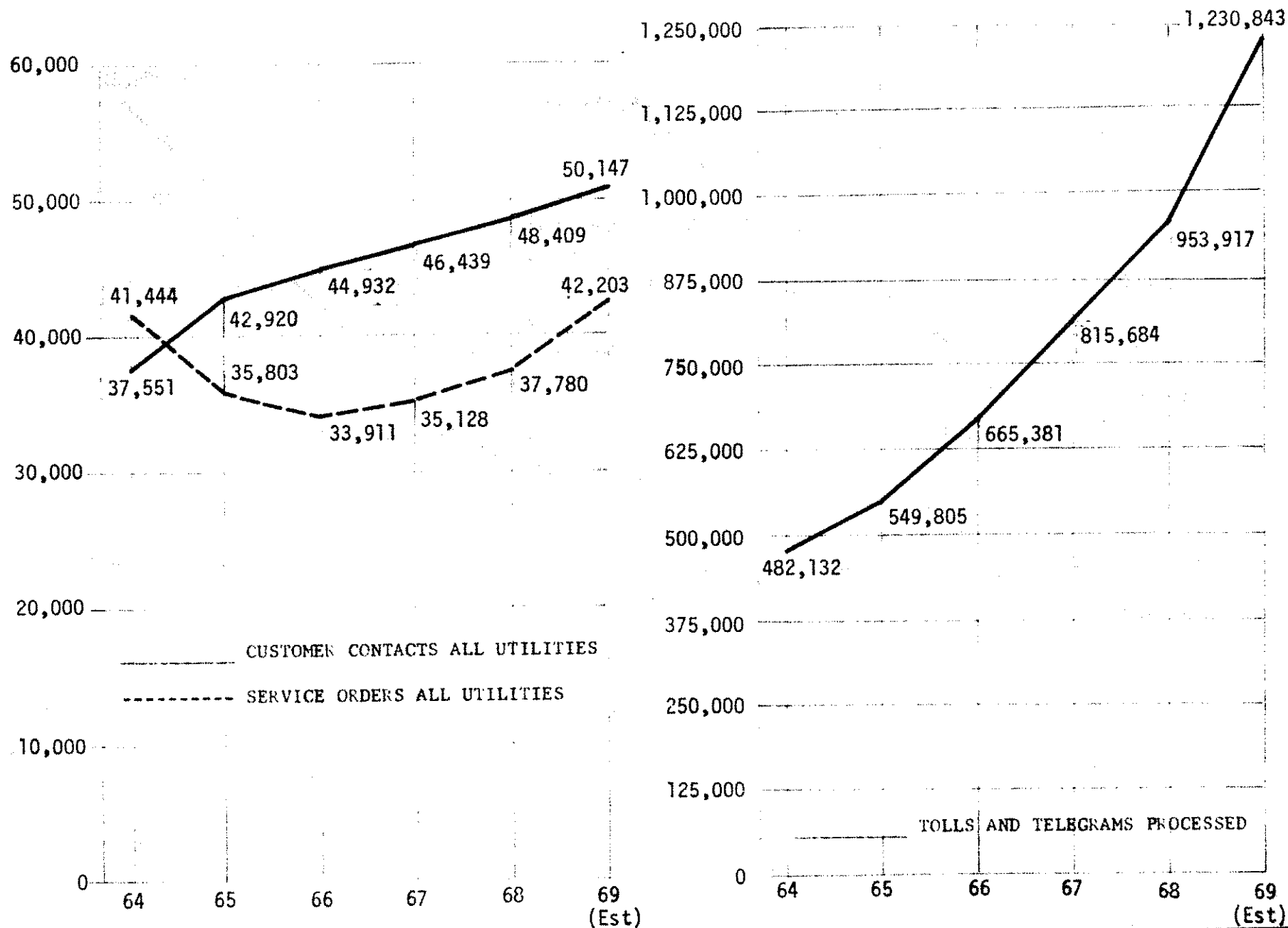
UTILITY CUSTOMER SERVICE DIVISION

C-127



UTILITY CUSTOMER SERVICE DIVISION

C-128



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE	PURCHASING	1265.5			C-129

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	87,865	44,030	40,678	46,360	48,570	48,090	48,090
Contractual	17,397	7,598	15,149	22,800	29,140	27,700	27,700
Supplies	4,121	3,550	4,262	4,500	4,500	4,500	4,500
Other Costs							
Capital Outlay	1,751	1,080	1,425	470	250	250	250
	111,134	56,258	61,514	74,130	82,460	80,540	80,540
Less Interfund Charges	(111,134)	(63,533)	(61,514)	(74,130)	(82,460)	(80,540)	(80,540)
TOTAL	-0-	(7,275)	-0-	-0-	-0-	-0-	-0-

PROGRAM OUTLINE

Continued use of blanket purchase orders for use of all City departments for small but frequent needs.
 Increase use of annual contracts for increased savings and availability of material.
 Continued use of State of Alaska contracts wherever utilization affords the City of Anchorage a greater savings.
 Expand on construction bidding procedures.
 Continued efforts in the savings of dollars, paper work and time.

PROGRAM HIGHLIGHTS

Purchasing now functioning as a complete centralized purchasing division for purchase of materials, sale of surplus and the added responsibility of construction bids.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
FINANCE		PURCHASING	1265.5			C-130
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
110	<u>PERSONAL SERVICES</u>					
	Salaries	40,678	46,360	48,570	48,090	48,090
	Total	40,678	46,360	48,570	48,090	48,090
	<u>CONTRACTUAL</u>					
213	Bid	823	1,500	1,500	1,500	1,500
221	Duplicating		750	1,500	750	750
222	Contracted Labor and Equipment	5,798	7,350	10,710	9,730	9,730
241	Telephone, Telegraph, Switchboard	2,294	3,000	3,000	3,000	3,000
253	Liability & Workmen's Compensation	} 2,158	450	470	470	470
254	Retirement Plans		1,400	2,820	2,820	2,820
255	Life Insurance		150	130	130	130
256	Medical Insurance		240	290	290	290
257	Social Security		1,740	1,740	1,740	1,740
273	Private Vehicle Mileage		200	200	200	200
274	Space Rental-City Building	3,132	4,760	5,480	4,970	4,970
281	Repairs & Maintenance	186	350	390	1,190	1,190
291	Travel	588	800	800	800	800
292	Dues & Subscriptions	170	110	110	110	110
	Total	15,149	22,800	29,140	27,700	27,700
	<u>SUPPLIES</u>					
313	Office Supplies, Postage	4,262	4,500	4,500	4,500	4,500
	Total	4,262	4,500	4,500	4,500	4,500
	<u>CAPITAL</u>					
605	Machinery & Equipment	1,425	470	250	250	250
	Total	61,514	74,130	82,460	80,540	80,540
501	<u>LESS CHARGES TO OTHERS</u>	(61,514)	(74,130)	(82,460)	(80,540)	(80,540)
	Total Operating Budget	-0-	-0-	-0-	-0-	-0-

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
FINANCE		PURCHASING		1265.5					C-131
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST	* RECOMMEND		* APPROVED		
Purchasing Agent	34	1235-1502	1	1	16,444	1	16,444	1	16,444
Senior Buyer	25	867-1056	1	1	11,693	1	11,693	1	11,693
Clerk IV	15	585-712	1	1	7,369	1	7,369	1	7,369
Clerk Steno II	11	502-609	1	1	6,905	1	6,905	1	6,905
Clerk I	6	412-502	1	1	5,162	1	5,162	1	5,162
Vacation Replacement Less 1% Salary Savings					47,573		47,573		47,573
					1,000		1,000		1,000
							(486)		(486)
TOTAL			5	5	48,573	5	48,087	5	48,087
* This column used for number of employees in each class.									
COMMENTARY									

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	PURCHASING	1265.5			C-132
			Department Request	Manager Recommended	Council Approved
.222	<u>CONTRACTED SERVICES</u>				
	Microfilming	500	500	500	
	Finance Administration Fees	9,260	8,880	8,880	
	Courier Service	450	350	350	
	Switchboard	504	-0-	-0-	
		10,710	9,730	9,730	
.281	<u>REPAIRS & MAINTENANCE</u>				
	Miscellaneous	390	390	390	
	Share of Restrooms & lounge Repairs		800	800	
			1,190	1,190	
.291	<u>TRAVEL</u>				
	National Institute of Governmental Purchasing Agents Seminar, September 27th thru 30th, Washington, D. C. and Chamber of Commerce Meetings	800	800	800	
.292	<u>DUES AND SUBSCRIPTIONS</u>				
	National Institute of Governmental Purchasing Agents dues and business periodicals	110	110	110	
.605	<u>MACHINERY AND EQUIPMENT</u>				
	Replacement of ten year old adding machine	250	250	250	
.501	<u>INTERFUND CHARGES</u>				
	Recovery of Purchasing costs as shown in this budget are based upon the assumption that each participating department will pay an appropriate service charge for each purchasing transaction.	82,460	80,540	80,540	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
FINANCE - PURCHASING	GENERAL SERVICES	1265.6			C-133

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	16,399	35,923	62,280	23,960	30,810	30,500	30,500
Contractual	8,958	22,620	36,881	28,220	22,910	21,610	21,610
Supplies	7,274	13,705	42,193	39,740	57,300	57,300	57,300
Other Costs							
Capital Outlay		1,236	1,957	3,800			
	32,631	73,484	143,311	95,720	111,020	109,410	109,410
Less Interfund Charges	(24,404	90,364	95,720	111,020	109,410	109,410
TOTAL	32,631	49,080	*52,947	-0-	-0-	-0-	-0-

* Includes Microfilming in 1968

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
FINANCE - PURCHASING		GENERAL SERVICES		1265.6				C-134
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970				
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED		
	<u>PERSONAL SERVICES</u>							
110	Salaries	61,934	23,410	30,110	29,800	29,800		
120	Overtime	346	550	700	700	700		
	Total	62,280	23,960	30,810	30,500	30,500		
	<u>CONTRACTUAL</u>							
222	Contracted Labor and Equipment	10,522	9,470	1,000	1,000	1,000		
241	Telephone, Telegraph, Switchboard	834	400	440	440	440		
253	Liability & Workmen's Compensation		220	1,030	1,030	1,030		
254	Retirement Plans		440	1,540	1,540	1,540		
255	Life Insurance	3,956	50	30	30	30		
256	Medical Insurance		180	260	260	260		
257	Social Security		1,090	1,490	1,490	1,490		
271	City Owned Vehicles or Equipment	14,737	920	820	820	820		
272	Vehicles & Equipment Not City Owned		6,260	5,980	5,980	5,980		
274	Space Rental-City Building	6,320	6,660	7,680	5,960	5,960		
281	Repairs & Maintenance	512	2,490	2,640	3,060	3,060		
292	Dues & Subscriptions		40					
	Total	36,881	28,220	22,910	21,610	21,610		
	<u>SUPPLIES</u>							
311	Materials	42,142	39,640	57,300	57,300	57,300		
314	Small Tools	51	100					
	Total	42,193	39,740	57,300	57,300	57,300		
	<u>CAPITAL</u>							
605	Machinery & Equipment	1,957	3,800					
	Total	143,311	95,720	111,020	109,410	109,410		
501	<u>LESS CHARGES TO OTHERS</u>	(90,364)	(95,720)	(111,020)	(109,410)	(109,410)		
	Total Operating Budget	52,947	-0-	-0-	-0-	-0-		

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B DETAIL	C-135
FINANCE - PURCHASING		GENERAL SERVICES		1265.6				
CODE NO.	EXPENDITURE CLASSIFICATION	DUPLICATING	UTILITY BILL MAILING	CENTRAL MAILING	GENERAL SERVICE WAREHOUSE	COURIER	TOTAL	
	<u>PERSONAL SERVICES</u>							
.110	Salaries	16,670	3,430	1,520	1,150	7,030	29,800	
.120	Overtime	400	300				700	
	TOTAL	17,070	3,730	1,520	1,150	7,030	30,500	
	<u>CONTRACTUAL</u>							
.222	Contracted Labor and Equipment	1,000					1,000	
.241	Telephone, Telegraph Switchboard	330	110				440	
.253	Liability & Workmen's Compensation Insurance	680	40	20	20	270	1,030	
.254	Retirement Plans	170	400	150	120	700	1,540	
.255	Life Insurance	30					30	
.256	Medical Insurance	140	20	10	30	60	260	
.257	Social Security	830	180	80	60	340	1,490	
.271	City Owned Vehicles or Equipment					820	820	
.272	Vehicles and Equipment Not City Owned	5,600	190	190			5,980	
.274	Space Rental-City Bldg.	3,400	1,910	300		350	5,960	
.281	Repairs & Maintenance	2,360	610	90			3,060	
	TOTAL	14,540	3,460	840	230	2,540	21,610	
	<u>SUPPLIES</u>							
.311	Materials	10,000	30,200	17,000		100	57,300	
	TOTAL	10,000	30,200	17,000		100	57,300	
	TOTAL	41,610	37,390	19,360	1,380	9,670	109,410	
.501	LESS CHARGES TO OTHERS	(41,610)	(37,390)	(19,360)	(1,380)	(9,670)	(109,410)	
	TOTAL OPERATING BUDGET	-0-	-0-	-0-	-0-	-0-	-0-	

DEPARTMENT FINANCE		ACCOUNT TITLE GENERAL SERVICES		ACCOUNT NUMBER 1265.6		PERSONNEL		C	PAGE C-136
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST		* RECOMMEND		* APPROVED	
Duplicating Operator II	14	564 - 684	1	1	8,208	1	8,208	1	8,208
Courier	13	542 - 659	1	1	6,978	1	6,978	1	6,978
Duplicating Operator I	13	542 - 659	1	1	6,842	1	6,842	1	6,842
Utilityman	15	585 - 712	1	1	7,577	1	7,577	1	7,577
Vacation Replacement					500		500		500
Less 1% Salary Savings							(301)		(301)
TOTAL			4	4	30,105	4	29,804	4	29,804
* This column used for number of employees in each class.									
COMMENTARY									

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	DUPLICATING	1265.6			C-137

		<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
.110	<u>SALARIES</u>	16,840	16,670	16,670
	20% of the General Service Utilityman's wages is charged to Duplicating	1,520		
.272	<u>VEHICLES AND EQUIPMENT NOT CITY OWNED</u>			
	Collator	1,820	1,820	1,820
	Multilith Offset 1250	1,140	1,140	1,140
	Bruning 2000	1,200	1,200	1,200
	Bruning 2100	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>
		5,600	5,600	5,600
.281	<u>REPAIRS AND MAINTENANCE</u>			
	Share of Restrooms & entrance repairs	420	420	420
	Equipment Repairs		<u>1,940</u>	<u>1,940</u>
			2,360	2,360

CITY OF ANCHORAGE

DEPARTMENT FINANCE	ACCOUNT TITLE UTILITY BILL MAILING	ACCOUNT NUMBER 1265.6	COMMENTARY	D	PAGE C-138
		<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
.110	<u>SALARIES</u> 45% of General Service Utilityman's wages charged to Utility Bill Mailing	3,470	3,430	3,430	
.272	<u>VEHICLES AND EQUIPMENT NOT CITY OWNED</u> Postage Meter rental	190	190	190	
.313	<u>OFFICE SUPPLIES AND POSTAGE</u> Office Supplies Postage	200 <u>30,000</u> 30,200	200 <u>30,000</u> 30,200	200 <u>30,000</u> 30,200	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	CENTRAL MAILING	1263.6			C-139

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
.110 <u>SALARIES</u>	1,540	1,520	1,520
20% of General Service Utilityman's wages charged to Central Mailing			
.272 <u>VEHICLES AND EQUIPMENT NOT CITY OWNED</u>	190	190	190
Postage meter rental			
.313 <u>OFFICE SUPPLIES AND POSTAGE</u>			
Office Supplies	200	200	200
Postage	<u>16,800</u>	<u>16,800</u>	<u>16,800</u>
	17,000	17,000	17,000

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
FINANCE	GENERAL SERVICE WAREHOUSE	1265.6			C-140

	<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
.110 <u>SALARIES</u>	1,160	1,150	1,150
15% of General Service Utilitman's wages charged to warehouse			

FINANCE - GENERAL SERVICES

ESTIMATED DISTRIBUTION

1265.6

C-141

.501 INTERFUND CHARGES

	<u>Duplicating</u>	%	<u>Courier</u>	%	<u>Utility Bill</u>	<u>Mailing</u>	%	<u>Central</u>	<u>Mailing</u>	%	<u>Total</u>
Mayor/Council	5,900	.1478						100	.0052		6,000
City Manager	5,600	.1409	320	.0354				200	.0104		6,120
Personnel	5,100	.1204	320	.0354				1,210	.0622		6,630
Internal Audit	100	.0023	320	.0354							420
Community Promotion	130	.0030									130
Human Relations	590	.0139						50	.0026		640
Data Processing	880	.0209	320	.0354							1,200
City Clerk	860	.0203	320	.0354				350	.0181		1,530
City Clerk - Election								400	.0207		400
City Attorney	1,170	.0276						350	.0181		1,520
Property Management	600	.0143						150	.0078		750
Municipal Court	430	.0101	320	.0354				100	.0052		850
Finance Administration	310	.0074						50	.0026		360
Finance Controller	850	.0200	350	.0354				400	.0207		1,600
Finance Treasury	1,090	.0257	350	.0354				8,920	.4637		10,360
Finance Purchasing	310	.0074	350	.0354				2,330	.1191		2,990
Utility Customer Service	640	.0152	460	.0473				560	.0285		1,660
Finance Warehouse	1,820	.0429									1,820
Police	1,490	.0352	350	.0354							1,840
Police Prisoners	340	.0080									340
Fire	1,550	.0367	350	.0354							1,900
Fire Prevention	130	.0032									130
Civil Defense	120	.0029	350	.0353							470
Traffic	170	.0039	350	.0354				100	.0052		620
Public Works - Administration	40	.0009			200	.0053		710	.0363		950
Engineer	1,800	.0425	350	.0354				150	.0078		2,300
Structures	560	.0132						50	.0026		610
Building								450	.0233		450
Survey	40	.0010									40
Building Safety	770	.0182									770
Maintenance	450	.0106	350	.0354							800
Equip. & Supply	30	.0008	350	.0354							380
Library	550	.0131						860	.0440		1,410
Parks & Recreation	2,140	.0506	350	.0354				1,060	.0544		3,550

FINANCE - GENERAL SERVICES

ESTIMATED DISTRIBUTION

1265.6

.501 INTERFUND CHARGES (Continued)

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