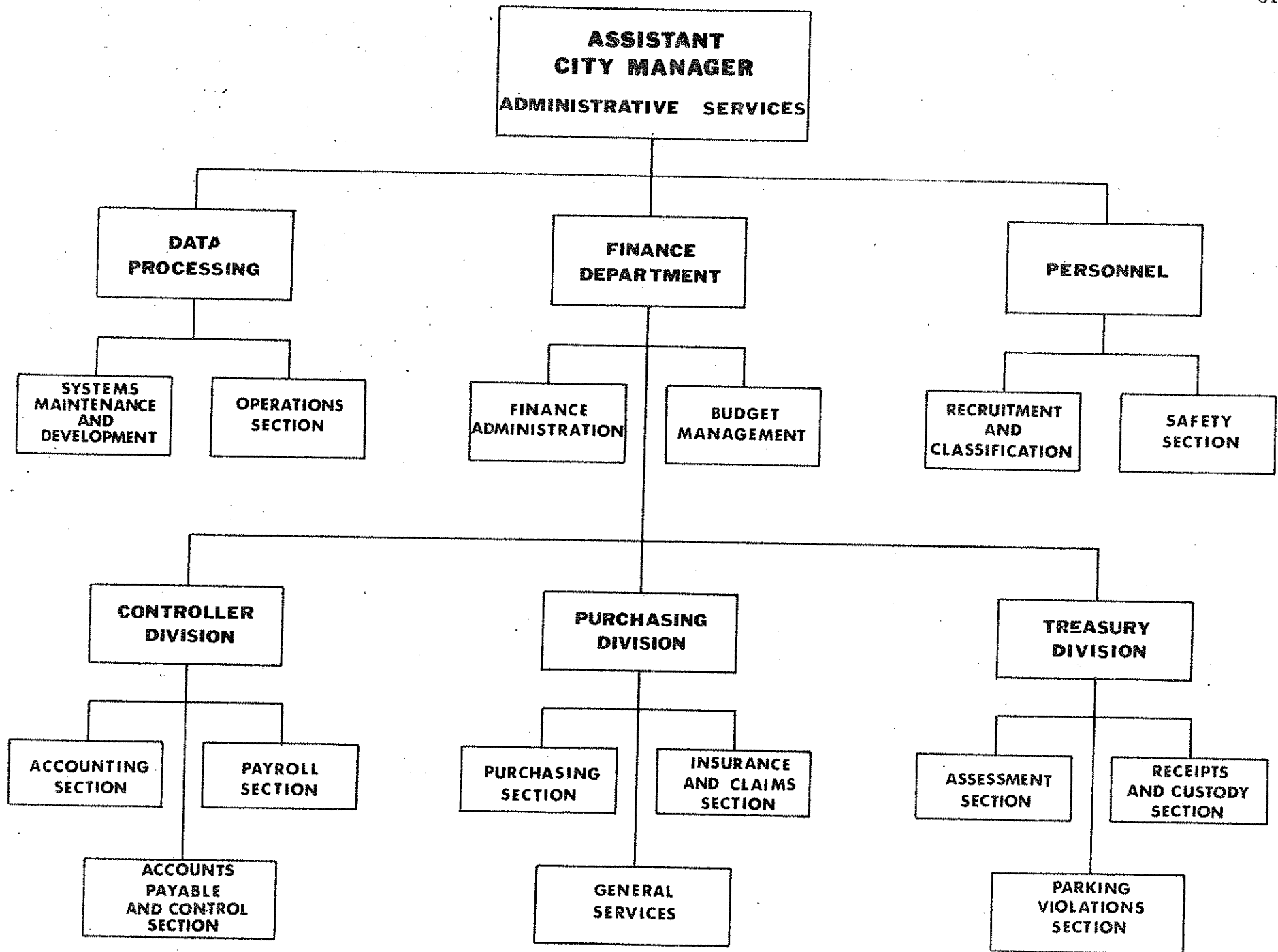


# ANNUAL BUDGET

**CITY MANAGER**





<b>DEPARTMENT</b>	<b>ACCOUNT TITLE</b>	<b>ACCOUNT NUMBER</b>	<b>SUMMARY</b>	<b>A</b>	<b>PAGE</b>
Administrative Services	Administration	1006.10			C129

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	80,587	111,524	115,489	113,880	161,930	166,020	171,540
Contractural	13,964	13,370	13,694	15,400	17,780	20,560	20,560
Supplies	546	594	710	800	900	1,000	1,000
Other Costs	-0-	-0-	-0-	3,570	750	-0-	-0-
Capital Outlay	1,961	476	1,058	1,320	530	1,560	1,560
	97,058	125,964	130,951	134,970	181,890	189,140	194,660
Less Interfund Charges	84,281	110,682	109,644	110,700	128,410	133,540	141,510
<b>Total</b>	<b>12,777</b>	<b>15,282</b>	<b>21,307</b>	<b>24,270</b>	<b>53,480</b>	<b>55,600</b>	<b>53,150</b>

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Administrative Services		Administration		1006.10					C129
CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975					
				REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
8110	Salaries	94,016	86,600	119,350	122,350	126,620			
8120	Overtime	177	400	1,000	500	500			
8130	Accrued Leave & Holiday		11,810	18,100	18,500	19,200			
8140	Liability & Workmen's Comp. Ins.	853	1,400	2,580	2,660	2,700			
8141	Retirement Plans	9,375	6,800	10,340	10,870	11,210			
8142	Life Insurance	591	600	880	1,010	1,030			
8143	Medical Insurance	2,035	2,840	5,110	5,200	5,200			
8144	Social Security	3,352	3,380	4,520	4,880	5,080			
8150	Meal & Clothing Allowance	15	50	50	50	-0-			
8180	Contracted Labor	5,075	-0-	-0-	-0-	-0-			
	Total	115,489	113,880	161,930	166,020	171,540			
<u>CONTRACTUAL</u>									
8211	Duplicating	5,760	4,500	6,000	6,500	6,500			
8221	Telephone, Telegraph, Switchboard	3,317	4,070	4,500	4,800	4,800			
8236	School & Training Programs	46	200	300	300	300			
8241	Inter-Department Charges	16	500	500	500	500			
8253	Private Vehicle Mileage	-0-	50	200	200	200			
8254	Space Rent - City Buildings	2,430	2,680	3,080	4,720	4,720			
8261	Repairs & Maintenance-City	-0-	100	100	140	140			
8262	Other Repairs & Maintenance	182	100	200	500	500			
8270	Travel	1,526	2,800	2,400	2,400	2,400			
8271	Dues & Subscriptions	417	400	500	500	500			
	Total	13,694	15,400	17,780	20,560	20,560			
<u>SUPPLIES</u>									
8303	Office Supplies & Postage	710	800	900	1,000	1,000			

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Administrative Services		Administration		1006.10					C130
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>OTHER CHARGES</u>								
8450	Data Processing Charges	-0-	570	750	-0-	-0-			
8451	Data Processing Development	-0-	3,000	-0-	-0-	-0-			
	Total	-0-	3,570	750	-0-	-0-			
	<u>CAPITAL</u>								
8605	Machinery & Equipment	1,058	1,320	530	1,560	1,560			
	Totals	130,951	134,970	181,890	189,140	194,660			
8801	Reimbursable Charges to Others	(109,644)	(110,700)	(128,410)	(135,540)	(141,510)			
	Total Operating Budget	21,307	24,270	53,480	55,600	53,150			
	Funding: General Fund	21,307	24,270	53,480	28,170	28,170			
	Pipeline Impact				27,430	24,980			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
Administrative Services	Administration	1006.10			C131

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Assistant City Manager Administrative Services	43	2343-2852	1	1	33,443	1	33,443	1	38,173
Budget Officer	34	1646-2002	1	1	24,344	1	24,344	1	26,380
Staff Accountant	32	1523-1851	1	1	21,974	1	21,974	1	19,260
Accountant III	31	1463-1779	1	1	21,348	1	21,348	1	22,956
Administrative Assistant I	28	1301-1584	1	1	15,924	½	7,962	½	7,764
Secretary	17	843-1029	1	1	11,322	1	11,322	1	12,168
Accounting Clerk II (s)	15	780-951	½	0	-0-	0	-0-	0	-0-
Vacation Replacement					944		944		1,028
<u>New Positions</u>			6½	6	129,299	5½	121,337	5½	127,729
Management Analyst	31	1463-1779				½	11,208	½	9,438
Less Accrued Holiday and Vacation Adjustment					(9,949)		132,545 (10,195)		137,167 (10,547)
<b>TOTAL</b>			6½	6	119,350	6	122,350	6	126,620

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

**COMMENTARY**

Management Analyst - Manpower, Space, Equipment programs review and analyze.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
Administrative Services	Administration	1006.10			C132	
				Department Request	Manager Recommends	Council Approved
.8120	<u>Overtime</u> - Approximately \$1,000 in overtime is estimated for typing for budget forms, and for other clerical work requiring immediate action.			1,000	500	500
.8211	<u>Duplicating</u> - For publishing and binding the final 1975 Operating and CIP Budget documents in early 1975 and for the same services for the 1976 Preliminary Budgets published for Council budget work sessions in late 1975.			6,000	6,500	6,500
.8221	<u>Telephone, Telegraph, Switchboard -</u> Switchboard Telephone Tolls & Telegrams			1,080 2,190 <u>1,230</u> 4,500	1,080 2,370 <u>1,350</u> 4,800	1,080 2,370 <u>1,350</u> 4,800
.8241	<u>Inter-Fund Charges</u> - Various charts and graphs professionally prepared by the Public Works Department for inclusion in the Budget Document.			500	500	500
.8262	<u>Repairs &amp; Maintenance-Other -</u> Carpet & Drapes Office machine repairs			300 200	300 200	300 200
.8270	<u>Travel -</u> Region 10 Seattle - 2 trips Municipal Finance Officers Association State Capital-Revenue Sharing & Other Legislative matters			600 1,000 800 <u>2,400</u>	2,400	2,400

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Administration	1006.10			C133
			Department Request	Manager Recommends	Council Approved
.8271 -	<u>Dues &amp; Subscriptions -</u>				
	American Arbitration Association		100		
	Municipal Finance Officers Assn. dues & periodicals		75		
	Municipal World		10		
	Municipal Year Book		20		
	The Bond Buyer & Directory of Bond Dealers		25		
	Technical Books		100		
	Financial Publications		<u>170</u>		
			500	500	500
.8450 -	<u>Data Processing Charges -</u> Processing of Budget data.		750	-0-	-0-
.8605 -	<u>Machinery &amp; Equipment -</u>				
	Desk, Chair- 2		530	1,060	1,060
	Calculator			500	500
.8801 -	<u>Less Charges to Others -</u> Based on duties performed by each individual position.				
	Personnel	3.0	5,090	5,300	5,840
	Data Processing	11.6	19,460	20,240	22,580
	Treasury Division	5.2	8,730	9,080	10,120
	Purchasing Division	4.5	7,460	7,750	8,760
	Controller Division	13.1	22,010	22,890	25,500
	Telephone	13.4	24,740	25,720	26,080
	Electric	6.4	11,820	12,290	12,460
	Water	4.8	9,090	9,460	9,340
	Port	3.2	6,370	6,620	6,230
	Refuse	1.0	1,640	1,700	1,950
	Equipment & Supply	1.0	1,820	1,890	1,950
	Capital Projects	2.4	4,910	5,110	4,670
	Special Assessment Projects	2.8	4,910	5,110	5,450
	Parking	.3	360	380	580
	General Fund	27.3	<u>53,480</u>	<u>55,600</u>	<u>53,150</u>
	Total		181,890	189,140	194,660



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Controller	1006.20			C134

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	242,335	278,737	310,793	334,770	400,870	382,150	401,200
Contractural	58,997	64,363	90,747	70,080	62,080	62,070	64,680
Supplies	7,065	10,908	12,196	14,457	15,500	15,500	15,500
Other Costs	86,359	209,657	257,399	259,290	287,000	341,540	341,540
Capital Outlay	4,962	4,486	2,296	5,653	4,320	4,320	4,320
	399,718	568,151	673,431	684,250	769,770	805,580	827,240
Less Interfund Charges	266,193	379,987	487,315	469,950	546,080	573,810	588,990
Total	133,525	188,164	186,116	214,300	223,690	231,770	238,250

DEPARTMENT  
Administrative Services

DIVISION  
Controller

ACCOUNT TITLE

ACCOUNT NUMBER  
1006.20

WORK PROGRAM

C135

Program Outline

Provide to all departments and divisions a financial history of their operations. Make certain all charges and credits are proper, record all encumbrances against funds, process all obligations of the City in a timely manner, prepare all financial reports and aid all departments in the preparation of financial information required for special projects.

Currently the Controller Division is processing per month the following:

	<u>Quantity</u>
Disbursement Control Sheets	1,600 Each
Voucher Checks	1,522 Each
Payroll Checks	3,550 Each
Journal Vouchers	285 Each
Manual Reports	29 Each (95 pages)
Data Processing Reports	73 Each (39,900 pages)
Payroll Adjustment Forms	800 Each
Personnel Action Forms	800 Each
Purchase Orders & Receiving Reports	1,600 Each
FMS Source Documents	2,000 Each (approximately)
Invoices	4,200 Each (approximately)
Cash Receipts	2,100 Each (approximately)

Goal 1

Re-format computer generated reports.

Objective

Through program changes produce more informative reports.

Progress Evaluation

Quantity of Reports re-formatted to the satisfaction of users of the reports generated.

DEPARTMENT Administrative Services	DIVISION Controller	ACCOUNT TITLE	ACCOUNT NUMBER 1006.20	WORK PROGRAM C136
---------------------------------------	------------------------	---------------	---------------------------	-------------------

Goal 2

Eliminate un-necessary reports.

Objective

Survey all user departments to determine if all present reports are needed and used.

Progress Evaluation

Decrease in number of reports generated.

Goal 3

Re-program the payroll system.

Objective

Eliminate the manual effort presently needed to process the payroll, including the numerous manual adjustments.

Progress Evaluation

Time saved in processing the payroll.

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Administrative Services		Controller		1006.20					C137
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
8110	Salaries	249,175	262,809	277,440	267,500	281,370			
8120	Overtime	22,064	10,400	10,400	10,400	10,400			
8130	Accrued Leave & Holiday		8,551	42,080	40,500	42,700			
8140	Liability & Workmen's Comp. Ins.	2,541	3,710	7,030	6,000	6,300			
8141	Retirement	12,332	19,790	28,120	24,010	25,750			
8142	Life Insurance	1,426	1,730	2,300	2,130	2,270			
8143	Medical Insurance	9,230	12,820	17,920	17,070	17,070			
8144	Social Security	12,046	13,660	14,730	14,190	14,990			
8150	Meal & Clothing Allowance	1,570	500	350	350	350			
8180	Contracted Labor	409	800	500	-0-	-0-			
	Total	310,793	334,770	400,870	382,150	401,200			
<u>CONTRACTUAL</u>									
8211	Duplicating	1,318	1,000	1,500	1,500	1,500			
8221	Telephone, Telegraph, Switchboard	3,055	3,850	4,410	4,410	4,410			
8233	Surety Bond	148	190	150	150	150			
8235	Tuition Refunds	-0-	500	450	450	450			
8236	School & Training Programs	647	500	500	500	500			
8240	Administrative Overhead	47,114	35,960	19,290	22,890	25,500			
8241	Inter-Department Charges	23,663	13,700	15,070	15,070	15,070			
8252	Other Vehicle or Equip. Rental	3,253	2,090	2,440	2,440	2,400			
8253	Private Vehicle Mileage	-0-	100	100	100	100			
8254	Space Rent - City Buildings	9,620	10,500	11,240	11,540	11,540			
8261	Repairs & Maintenance-City Forces			5,000	390	390			
8262	Other Repairs & Maintenance	1,095	890	900	1,640	1,640			
8270	Travel	731	700	930	930	930			
8271	Dues & Subscriptions	103	100	100	100	100			
	Total	90,747	70,080	62,080	62,070	64,680			

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services	Controller	1006.20			C138

CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975		
				REQUEST	RECOMMEND	APPROVED
	<u>SUPPLIES</u>					
8301	Materials	3,968	5,517	6,200	6,200	6,200
8303	Office Supplies & Postage	8,228	8,940	9,300	9,300	9,300
	Total	12,196	14,457	15,500	15,500	15,500
	<u>OTHER CHARGES</u>					
8450	Data Processing Charges	257,399	228,540	287,000	301,880	301,880
8451	Data Processing Development	-0-	30,750		39,660	39,660
	Total	257,399	259,290	287,000	341,540	341,540
	<u>CAPITAL</u>					
8605	Machinery & Equipment	2,296	5,653	4,320	4,320	4,320
	Totals	673,431	684,250	769,770	805,580	827,240
8801	Reimbursable Charges to Others	(487,315)	(469,950)	(546,080)	(573,810)	(588,990)
	Total Operating Budget	186,116	214,300	223,690	231,770	238,250
	Funding: General Fund	162,116	195,880	223,690	231,770	238,250
	Federal Revenue Sharing	24,000	18,420			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
Administrative Services	Controller	1006.20			C139				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Controller	37	1851-2255	1	1	29,110	1	29,110	1	29,475
Clerk Steno II	11	669-812	1	1	8,362	1	8,362	1	9,072
<u>Accounting Section</u>									
Accounting Officer	31	1463-1779	1	1	23,376	1	23,376	1	25,252
Accountant II	27	1252-1523	5	5	88,996	5	88,996	5	92,772
Accountant I	23	1068-1301	2	2	28,224	2	28,224	2	31,056
<u>Accounts Payable-Control Sec.</u>									
Accountant I	23	1068-1301	1	1	13,454	1	13,454	1	15,528
Accounts Payable Supervisor	20	951-1156	1	1	13,344	1	13,344	1	13,416
Accounts Payable Clerk	14	751-915	3	3	29,040	3	29,040	3	31,536
Accounting Clerk III	18	878-1068	1	1	11,016	1	11,016	1	12,168
Accounting Clerk I	12	696-843	2	2	18,418	2	18,418	2	19,056
<u>Payroll Section</u>									
Payroll Specialist	22	1029-1252	1	1	14,372	1	14,372	1	15,536
Payroll Clerk	14	751-915	1	1	12,078	1	12,078	1	13,020
			20	20	289,790	20	289,790	20	307,887
<u>New Position</u>									
Payroll Clerk	14	751-915		1	9,273	0	-0-	0	-0-
Vacation Replacement					1,500		-0-	0	-0-
1% Vacancy					(2,990)		(2,990)		(3,079)
Less Accrued Holiday & Vacation Adjustment					297,573		286,800		304,808
					(20,133)		(19,300)		(23,438)
<b>TOTAL</b>			20	21	277,440	20	267,500	20	281,370
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Controller	1006.20			C140

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8110 - <u>Salaries</u> - Because of the numerous changes required to update employee records due to changes resulting from labor contracts, medical insurance, etc. another Payroll Clerk would eliminate overtime.	9,270	-0-	-0-
.8180 - <u>Contracted Labor</u> - Kelly Girls have been needed when emergency absences of regular employees occur.	500	-0-	-0-
.8221 - <u>Telephone, Telegraph, Switchboard</u> - Telephone & Switchboard rental Telephone Tolls Switchboard Operators Update telephones - Accounts Payable	2,810 250 850 500 <u>4,410</u>	4,410	4,410
.8235 - <u>Tuition Refunds</u> - To cover the cost of continuing education for accountants and interested employees. Three employees @ \$150. These would be night courses.	450	450	450
.8236 - <u>School &amp; Training Programs</u> - Training for 2 supervisors, 3 accountants, accounting officer and controller. These training sessions would be from one to three days duration at an estimated salary and related benefit cost of \$2,000.	500	500	500
.8241 - <u>Inter-Department Charges</u> - Courier Microfilming Financial Records Moving Records	1,320 13,200 550 <u>15,070</u>	15,070	15,070

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
Administrative Services	Controller	1006.20			C141	
				Department Request	Manager Recommends	Council Approved
.8252	<u>Other Vehicles &amp; Equipment Rented</u> - Copies - 12 months @ \$350 Less: Recoveries from Others			4,200 <u>1,760</u> 2,440	2,440	2,440
.8261	<u>Repairs &amp; Maintenance-City Forces</u> - Remove wall - Accounts Payable-Control Sections Repair Carpet Renovate lighting and ceiling - Accounts Payable Stairwell lights Coat Closet Other repairs - Miscellaneous repairs - City Hall			1,400 200 1,260 800 350 990 <u>5,000</u>	390 <u>390</u>	390 <u>390</u>
.8262	<u>Repairs &amp; Maintenance-Other</u> - Office machine maintenance Carpets and Drapes			900	900 <u>740</u> 1,640	900 <u>740</u> 1,640
.8270	<u>Travel</u> - MFOA Conference - Montreal			930	930	930
.8271	<u>Dues &amp; Subscriptions</u> - National Association of Accountants, National MFOA, State MFOA			100	100	100
.8301	<u>Materials</u> - Annual Financial Report - 550 Copies			6,200	6,200	6,200
.8303	<u>Office Supplies &amp; Postage</u> - Office Supplies & Postage for Annual Financial Report, vouchers and payroll checks, source documents, payroll time cards and data processing forms.			9,300	9,300	9,300



## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Controller	1006.20			C142

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8450 - <u>Data Processing Charges</u> - Production and maintenance of Financial Management System.	229,600	301,880	301,880
Production and maintenance of Payroll/Personnel System.	<u>57,400</u>	<u>39,660</u>	<u>39,660</u>
	287,000	341,540	341,540
.8605 - <u>Machinery &amp; Equipment</u> -			
1 Desk - replace desk approximately 20 years old	390		
2 Desks - replace two desks approximately 15 years old	780		
2 Chairs - replace two chairs approximately 7 years old	220		
4 Calculators, electronic, printing w/memory:			
Replaces -			
2 adder-multiplier - purchased 1971	1,410		
2 adder-multiplier - purchased 1972	1,410		
1 Humidifier - Replacement, purchased 1970	<u>110</u>		
	4,320	4,320	4,320

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Controller	1006.20			C143

Computation of Charges to Others

107419

Chavez  
Woods  
278

	Regular Charges		Data Processing Charges			Total	Manager Recommends
			Payroll System	FMS			
Revenue Sharing	3.1%	14,970	2.8%	1,610	2.7%	6,200	23,650
Telephone	21.5%	103,800	24.0%	13,780	23.0%	52,810	178,720
Electric	10.5%	50,690	5.0%	2,870	11.0%	25,260	83,910
Water	9.2%	44,410	5.0%	2,870	9.0%	20,660	71,840
Refuse	3.1%	14,970	3.0%	1,720	3.0%	6,890	24,640
Port & Industrial Park	4.6%	22,210	.8%	460	3.0%	6,890	30,730
Equipment & Supply	4.8%	23,170	3.0%	1,720	3.0%	6,890	32,520
Parking Revenue	1.1%	5,310	.2%	100	1.0%	2,300	8,200
Special Assessments	7.9%	38,140	5.0%	2,870	12.0%	27,550	74,860
G. O. Bonds	5.8%	28,000	4.0%	2,300	4.0%	9,180	40,570
Federal Programs	.3%	1,450	7.0%	4,020			4,170
	<u>71.9%</u>	<u>347,120</u>	<u>59.8%</u>	<u>34,330</u>	<u>71.7%</u>	<u>164,630</u>	<u>573,810</u>
General Fund	28.1%	135,650	40.2%	23,070	28.3%	64,970	231,770

APPROVED

Revenue Sharing	23,990
Telephone - 22.2	183,650
Electric - 10.4	86,030
Water - 8.9	73,620
Refuse	25,640
Port & Industrial Park	31,440
Equipment & Supply	33,920
Parking Revenue	8,270
Special Assessments	76,930
G.O. Bonds	41,360
Federal Programs	4,140
General Fund	<u>238,250</u>
	<u>827,240</u>

58.5

Handwritten notes and calculations:

- 57,400
- 561,690
- 229,600
- 17,112
- 246,740
- 769,770
- 57,070
- 827,240
- 57,112
- 746,690

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Treasury Administration	1006.31			C144

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	24,157	25,939	34,917	40,730	46,650	46,650	50,270
Contractual	3,428	3,434	3,152	3,700	4,250	4,640	4,640
Supplies	140	86	106	150	150	150	150
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	-0-	364	910	-0-	-0-	-0-	-0-
	27,725	29,823	39,085	44,580	51,050	51,440	55,060
Less Interfund Charges	<del>27,725</del>	<del>29,176</del>	<del>37,759</del>	<del>42,490</del>	<del>48,040</del>	<del>48,380</del>	<del>51,760</del>
Total	-0-	647	1,326	2,090	3,010	3,060	3,300

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Administrative Services		Treasury Administration		1006.31					C145
CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975					
				REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
8110	Salaries	30,119	30,690	34,320	34,320	37,100			
8130	Accrued Vacation & Holiday		4,190	5,200	5,200	5,600			
8140	Liability & Workmen's Comp. Ins.	297	500	720	720	800			
8141	Retirement Plans	2,705	2,490	3,030	3,030	3,280			
8142	Life Insurance	189	250	270	270	270			
8143	Medical Insurance	602	1,290	1,710	1,710	1,710			
8144	Social Security	1,005	1,320	1,400	1,400	1,510			
	Total	34,917	40,730	46,650	46,650	50,270			
<u>CONTRACTUAL</u>									
8211	Duplicating	151	200	200	200	200			
8221	Telephone, Telegraph, Switchboard	1,117	1,250	1,250	1,250	1,250			
8233	Surety Bond	906	640	640	640	640			
8253	Private Vehicle Mileage	-0-	50	100	100	100			
8254	Space Rental - City Buildings	370	400	440	490	490			
8262	Other Repairs & Maintenance	74	250	250	590	590			
8270	Travel	476	790	1,050	1,050	1,050			
8271	Dues & Subscriptions	58	120	320	320	320			
	Total	3,152	3,700	4,250	4,640	4,640			
<u>SUPPLIES</u>									
8303	Office Supplies & Postage	106	150	150	150	150			
<u>CAPITAL</u>									
8605	Machinery & Equipment	910	-0-	-0-	-0-	-0-			
	Totals	39,085	44,580	51,050	51,440	55,060			
8801	Reimbursable Charges to Others	(37,759)	(42,490)	(48,040)	(48,380)	(51,760)			
	Total Operating Budget	1,326	2,090	3,010	3,060	3,300			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
Administrative Services	Treasury Administration	1006.31			C146

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Treasurer	34	1645-2002	1	1	26,426	1	26,426	1	28,600
Clerk IV	15	781-950	1	1	10,758	1	10,758	1	11,592
			2	2	37,184	2	37,184	2	40,192
Less Accrued Holiday and Vacation Adjustment					(2,864)		(2,864)		(3,092)
<b>TOTAL</b>			2	2	34,320	2	34,320	2	37,100

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Treasury Administration	1006.31			CL47

	Department Request	Manager Recommends	Council Approved
.8270 - <u>Travel</u> - Municipal Treasurer's Association of U. S. & Canada Board of Director's Meeting and Annual Conference.	1,050	1,050	1,050
.8801 - <u>Reimbursable Charges to Others</u> - Treasury Administration charges have been spread as overhead expenses to the three sections under the Treasury Division and directly to the funds as shown based upon their equity in Investment accounts.			
Receipts & Custody	(8,620)	(8,690)	(9,180)
Parking Violations	(8,620)	(8,690)	(9,180)
Assessments	(8,620)	(8,690)	(9,180)
			(27,540)
Investments:			
Telephone	35% (8,820)	(8,880)	(9,630)
ML&P	18% (4,530)	(4,560)	(4,950)
Water	4% (1,010)	(1,010)	(1,100)
Parking Revenue	3% ( 760)	( 760)	( 830)
Port	3% ( 760)	( 760)	( 830)
Special Assessments	25% (6,300)	(6,340)	(6,880)
	(22,180)	(22,310)	(24,220)
	(47,340)		
.8262 - <u>Other Repairs &amp; Maintenance</u>			
Equipment Repair	250	150	150
Misc. P.W. Projects - City Hall		440	440

*Gov Bureau*

*89  
12  
100*

*51760  
2700  
51490*

*24 220  
3 300  
273 20  
4  
1-0,8 0*

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Treasury Receipts & Custody	1006.32			C148

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	72,451	76,354	84,579	93,000	124,590	124,590	134,030
Contractual	28,615	30,137	34,282	19,470	21,380	22,270	23,110
Supplies	1,900	3,414	4,098	2,600	3,040	3,040	3,040
Other Costs	16,025	26,425	26,183	44,030	35,120	37,550	37,550
Capital Outlay	888	490	-0-	250	2,690	2,690	2,690
	119,879	136,820	149,142	159,350	186,820	190,140	200,420
Less Interfund Charges	<del>88,900</del>	<del>90,648</del>	<del>104,563</del>	<del>130,670</del>	<del>162,570</del>	<del>165,480</del>	<del>174,400</del>
Total	30,979	46,172	44,579	20,680	24,250	24,660	26,020

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Treasury Receipts & Custody		1006.32			C149
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	72,382	67,660	88,810	88,810	95,800	
8120	Overtime		300	-0-	-0-	-0-	
8130	Accrued Vacation & Holiday		9,230	13,400	13,400	14,500	
8140	Liability & Workmen's Comp. Ins.	679	1,040	1,920	1,920	2,070	
8141	Retirement Plans	3,448	5,460	7,860	7,860	8,480	
8142	Life Insurance	409	570	690	690	750	
8143	Medical Insurance	3,804	4,620	6,830	6,830	6,830	
8144	Social Security	3,857	4,120	5,080	5,080	5,600	
	Total	84,579	93,000	124,590	124,590	134,030	
	<u>CONTRACTUAL</u>						
8201	Advertising	150	300	300	300	300	
8211	Duplicating	262	400	500	500	500	
8215	Reimbursable Collection Costs	-0-	300	300	300	300	
8221	Telephone, Telegraph, Switchboard	2,522	1,920	1,920	1,920	1,920	
8235	Tuition Refunds	-0-	180	180	180	180	
8240	Administrative Overhead	26,569	9,670	11,140	11,720	12,560	
8241	Inter-Department Charges	1,484	2,740	2,880	2,880	2,880	
8254	Space Rental - City Buildings	2,740	2,960	2,960	3,270	3,270	
8261	Repairs & Maintenance-City Forces	20	-0-	200	200	200	
8262	Other Repairs & Maintenance	535	1,000	1,000	1,000	1,000	
	Total	34,282	19,470	21,380	22,270	23,110	
	<u>SUPPLIES</u>						
8303	Office Supplies & Postage	4,098	2,600	3,040	3,040	3,040	



## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Treasury Receipts & Custody		1006.32			C150
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>OTHER CHARGES</u>						
8435	Cash Over & Short	115	500	500	500	500	
8439	Other Financial Service Charge	12,067	18,110	18,110	18,110	18,110	
8450	Data Processing Charges	14,001	25,420	16,510	18,940	18,940	
	Total	26,183	44,030	35,120	37,550	37,550	
	<u>CAPITAL</u>						
8605	Machinery & Equipment	-0-	250	2,690	2,690	2,690	
	Totals	149,142	159,350	186,820	190,140	200,420	
8801	Reimbursable Charges to Others	(104,563)	(130,370)	(162,270)	(165,180)	(174,100)	
8803	Reimbursable Collection Costs		(300)	(300)	(300)	(300)	
	Total	(104,563)	(130,670)	(162,570)	(165,480)	(174,400)	
	Total Operating Budget	44,579	20,680	24,250	24,660	26,020	

DEPARTMENT Administrative Services	ACCOUNT TITLE Treasury Receipts and Custody	ACCOUNT NUMBER 1006.32	PERSONNEL	C	PAGE G151
---------------------------------------	---	---------------------------	-----------	---	--------------

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Assistant Treasurer	26	1204-1464	1	1	19,315	1	19,315	1	20,764
Accounting Clerk III	18	880-1069	1	1	14,098	1	14,098	1	15,497
Clerk IV	15	781-950	2	2	23,756	2	23,756	2	25,215
Accounting Clerk II	15	781-950	1	1	10,758	1	10,758	1	11,592
Accounting Clerk I	12	693-844	2	2	17,750	2	17,750	2	19,056
Vacation Replacement					1,955		1,955		2,130
			7	7	87,632	7	87,632	7	94,254
<u>New Position</u>									
Accounting Clerk I	12	693-844		1	8,574	1	8,574	1	9,528
					96,206		96,206		103,782
Less Accrued Holiday and Vacation Adjustment					(7,396)		(7,396)		(7,982)
<b>TOTAL</b>			7	8	88,810	8	88,810	8	95,800

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

**COMMENTARY**

One additional cashier is required to handle the increase in number of utility payments. Vacation replacements include increases in salary for Acting Treasurer and Acting Assistant Treasurer during vacations.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Treasury Receipts & Custody	1006.32			G152

	Department Request	Manager Recommends	Council Approved
.8240 - <u>Administrative Overhead</u> - Treasury Administration	8,620	8,690	9,180
Finance Administration	2,800	3,030	3,380
	<u>11,140</u>	<u>11,720</u>	<u>12,560</u>
.8241 - <u>Interfund Charges</u> - Courier	280		
Microfilming	2,600		
	<u>2,880</u>	2,880	2,880
.8439 - <u>Other Financial Service Charges</u> -			
Utility Station Collection Fees	2,600		
Safekeeping Fees	700		
Armored Car Services	4,000		
Bond & Interest Coupon Paying & Cremation Fees	10,810		
	<u>18,110</u>	18,110	18,110
.8450 - <u>Data Processing Charges</u> - Cash Management System	13,630	15,640	15,640
Miscellaneous Accounts Receivable	2,880	3,300	3,300
	<u>16,510</u>	<u>18,940</u>	<u>18,940</u>
.8605 - <u>Machinery &amp; Equipment</u> -			
3 Adding Machines (2 replacements, 1 new)	900		
1 long carriage (17") Selectric	680		
1 cabinet for security deposits	600		
1 desk with typewriter attachment	400		
1 chair	110		
	<u>2,690</u>	2,690	2,690
.8801 - <u>Reimbursable Charges to Others</u> -			
Telephone	40%	( 72,850)	( 80,050)
ML&P	13%	( 23,680)	( 26,020)
Water	12%	( 21,850)	( 24,010)
Refuse	7%	( 12,750)	( 14,010)
Port	3%	( 5,460)	( 6,000)
Parking Revenue	1%	( 1,820)	( 2,000)
General Fund Bond Projects	7%	( 12,750)	( 14,010)
Equipment and Supply	1%	( 1,820)	( 2,000)
Special Assessments	3%	( 5,460)	( 6,000)
	<u>87%</u>	<u>(162,270)</u>	<u>(174,100)</u>

15%  
35%

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Treasury Parking Violations Sec.	1006.33			C153

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	42,302	45,020	48,839	51,100	71,270	69,680	74,330
Contractural	15,115	14,515	16,319	13,300	15,700	16,140	16,960
Supplies	8,006	12,833	12,847	11,480	15,000	13,500	13,500
Other Costs	52,939	55,170	65,882	59,080	86,630	86,630	86,630
Capital Outlay	300	-0-	189	160	600	600	800
	118,662	127,538	144,076	135,120	189,200	186,550	192,020
Less Interfund Charges	-0	-0-	-0-	-0-	-0-	-0-	-0-
<b>Total</b>	118,662	127,538	144,076	135,120	189,200	186,550	192,020

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Treasury Parking Violations Sec.		1006.33			C154
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	42,956	37,610	50,550	49,350	52,720	
8120	Overtime		260				
8130	Accrued Vacation & Holiday		5,130	7,600	7,400	8,000	
8140	Liability & Workmen's Comp. Ins.	401	540	1,090	1,070	1,140	
8141	Retirement Plans	1,967	2,970	4,470	4,370	4,670	
8142	Life Insurance	196	320	400	400	410	
8143	Medical Insurance	990	2,040	4,270	4,270	4,270	
8144	Social Security	2,242	2,230	2,890	2,820	3,120	
8180	Contracted Labor	87	-0-				
	Total	48,839	51,100	71,270	69,680	74,330	
	<u>CONTRACTUAL</u>						
8235	Tuition Refunds			320	320	320	
8211	Duplicating	464	600	700	700	700	
8221	Telephone, Telegraph, Switchboard	860	1,100	1,100	1,100	1,100	
8240	Administrative Overhead	13,300	9,600	11,420	11,710	12,530	
8241	Inter-Department Charges	110	120	140	140	140	
8254	Space Rental-City Buildings	1,240	1,380	1,520	1,670	1,670	
8261	Repairs & Maintenance-City	71	200	200	200	200	
8262	Other Repairs & Maintenance	274	300	300	300	300	
	Total	16,319	13,300	15,700	16,140	16,960	
	<u>SUPPLIES</u>						
8303	Office Supplies & Postage	12,847	11,480	15,000	13,500	13,500	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Treasury Parking Violations Sec.		1006,33			C155
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>OTHER CHARGES</u>						
8435	Cash Over & Short	-0-	50	50	50	50	
8439	Other Financial Service Charges	2,618	3,360	3,600	3,600	3,600	
8450	Data Processing Charges	63,264	55,670	69,230	69,230	69,230	
8451	Data Processing Development			3,500	13,750	13,750	
	<b>Total</b>	<b>65,882</b>	<b>59,080</b>	<b>86,630</b>	<b>86,630</b>	<b>86,630</b>	
	<u>CAPITAL</u>						
8605	Machinery & Equipment	189	160	600	600	600	
	<b>Total Operating Budget</b>	<b>144,076</b>	<b>135,120</b>	<b>189,200</b>	<b>186,550</b>	<b>192,020</b>	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
Administrative Services	Treasury Parking Violations Section	1006.33			C156

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Specialist in Charge Parking Violations	23	1069-1301	1	1	17,174	1	17,174	1	17,939
Clerk III	13	722-880	1	1	10,121	1	10,121	1	11,038
Accounting Clerk I	12	693-844	2	2	17,689	2	17,689	2	19,056
Clerk II	11	669-811	1	1	8,474	1	8,474	1	9,072
Vacation Replacement					1,308		-0-		
					54,766		53,458		57,105
Less Accrued Holiday and Vacation Adjustment					(4,216)		(4,108)		(4,385)
<b>TOTAL</b>			5	5	50,550	5	49,350	5	52,720

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

**COMMENTARY**

Vacation replacement includes increase in salary for Acting Specialist in Charge of Parking Violations.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Treasury Parking Violations Sec.	1006.33			C157

	Department Request	Manager Recommends	Council Approved
.8240 - <u>Administrative Overhead</u> - Treasury Administration	8,620	8,690	9,160
Finance Administration	<u>2,800</u>	<u>3,020</u>	<u>3,370</u>
	11,420	11,710	12,530
.8241 - <u>Interfund Charges</u> - Courier	140	140	140
.8605 - <u>Machinery &amp; Equipment</u> - 1 typewriter (Selectric)	600	600	600
.8439 - <u>Other Financial Service Charge</u> -	3,600	3,600	3,600
Vehicle registration tapes	1,800		
Vehicle registration microfiche	1,800		



CITY OF ANCHORAGE

<b>DEPARTMENT</b> Administrative Services	<b>ACCOUNT TITLE</b> Treasury Assessment Section	<b>ACCOUNT NUMBER</b> 1006.34	<b>SUMMARY</b>	<b>A</b>	<b>PAGE</b> C158
--	--	----------------------------------	----------------	----------	---------------------

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	37,575	37,870	40,756	50,730	54,190	52,510	56,120
Contractural	19,065	15,754	17,882	20,380	22,830	23,270	24,080
Supplies	3,840	1,208	3,800	4,000	7,000	6,000	6,000
Other Costs	7,260	15,229	24,734	22,040	33,960	33,960	33,960
Capital Outlay	300	197	921	-0-	1,170	1,170	1,170
	68,040	70,258	88,093	97,150	119,150	116,910	121,330
Less Interfund Charges	34,195	42,448	53,156	82,920	101,670	99,760	103,520
<b>Total</b>	<b>33,845</b>	<b>27,810</b>	<b>34,937</b>	<b>14,230</b>	<b>17,480</b>	<b>17,150</b>	<b>17,810</b>

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Treasury Assessment Section		1006.34			C159
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	35,717	37,810	39,020	37,670	40,370	
8120	Overtime		200	-0-	-0-	-0-	
8130	Accrued Vacation & Holiday		5,160	5,900	5,700	6,120	
8140	Liability & Workmen's Comp. Ins.	333	550	840	810	870	
8141	Retirement Plans	2,058	2,750	3,380	3,330	3,580	
8142	Life Insurance	157	290	300	300	320	
8143	Medical Insurance	731	1,740	2,560	2,560	2,560	
8144	Social Security	1,760	2,230	2,190	2,140	2,300	
	<b>Total</b>	<b>40,756</b>	<b>50,730</b>	<b>54,190</b>	<b>52,510</b>	<b>56,120</b>	
	<u>CONTRACTUAL</u>						
8203	Reimbursable Advertising Costs	1,250	1,800	1,800	1,800	1,800	
8211	Duplicating	232	400	800	800	800	
8215	Reimbursable Collection Costs	15	500	500	500	500	
8221	Telephone, Telegraph, Switchboard	1,298	1,200	1,200	1,200	1,200	
8235	Tuition Refunds	111	-0-	-0-	-0-	-0-	
8240	Administrative Overhead	13,300	9,620	11,420	11,720	12,530	
8241	Inter-Department Charges	140	5,000	5,170	5,170	5,170	
8254	Space Rental-City Buildings	1,240	1,360	1,360	1,500	1,500	
8261	Repairs & Maintenance-City	-0-	100	180	180	180	
8262	Other Repairs & Maintenance	296	400	400	400	400	
	<b>Total</b>	<b>17,882</b>	<b>20,380</b>	<b>22,830</b>	<b>23,270</b>	<b>24,080</b>	
	<u>SUPPLIES</u>						
8303	Office Supplies & Postage	3,800	4,000	7,000	6,000	6,000	

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Treasury Assessment Section		1006,34			C160
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>OTHER CHARGES</u>						
8435	Cash Over & Short	16	50	50	50	50	
8439	Other Financial Service Charges	-0-	200	300	300	300	
8450	Data Processing Charges	13,995	21,790	33,610	33,610	33,610	
8451	Data Processing Development	10,723	-0-				
	Total	24,734	22,040	33,960	33,960	33,960	
	<u>CAPITAL</u>						
8605	Machinery & Equipment	921	-0-	1,170	1,170	1,170	
	Totals	88,093	97,150	119,150	116,910	121,330	
8801	Reimbursable Charges to Others	(51,551)	(80,620)	(99,070)	(97,160)	(100,920)	
8802	Reimbursable Advertising Costs	(917)	(1,800)	(1,800)	(1,800)	(1,800)	
8803	Reimbursable Collection Costs	(688)	(500)	(800)	(800)	(800)	
	Total Operating Budget	34,937	14,230	17,480	17,150	17,810	

DEPARTMENT Administrative Services	ACCOUNT TITLE Treasury Assessment Section	ACCOUNT NUMBER 1006.34	PERSONNEL	C	PAGE C161
---------------------------------------	---	---------------------------	-----------	---	--------------

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Specialist in Charge Assessments	23	1069-1301	1	1	17,174	1	17,174	1	17,939
Assessment Clerk II	17	844-1027	1	1	13,577	1	13,577	1	14,758
Assessment Clerk I	15	781-950	1	1	10,059	1	10,059	1	11,037
Vacation Replacement					1,456		-0-		
			3	3	42,266	3	40,810	3	43,734
Less Accrued Holiday and Vacation Adjustment					(3,246)		(3,140)		(3,364)
<b>TOTAL</b>			3	3	39,020	3	37,670	3	40,370

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

**COMMENTARY**

Vacation replacement includes increase in salary for Acting Specialist in Charge of Assessments.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Treasury Assessment Section	1006.34			C162

	Department Request	Manager Recommends	Council Approved
.8203 - <u>Reimbursable Advertising Costs</u> - Assessment Foreclosure publication to be collected from property owner.	1,800	1,800	1,800
.8240 - <u>Administrative Overhead</u> - Treasury Administration Finance Administration	8,620 <u>2,800</u> 11,420	8,690 <u>3,030</u> 11,720	9,160 <u>3,370</u> 12,530
.8241 - <u>Interfund Charges</u> - Courier Microfilming	170 <u>5,000</u>	170 <u>5,000</u>	170 5,000
.8303 - <u>Office Supplies &amp; Postage</u> - Increased by \$2,000 to cover costs of new forms required by Data Processing system.	7,000	6,000	6,000
.8439 - <u>Other Financial Service Charges</u> - Tax roll microfiche	300	300	300
.8605 - <u>Machinery &amp; Equipment</u> - 1 calculator 1 Selectric typewriter	570 <u>600</u> 1,170	1,170	1,170
.8801 - <u>Reimbursable Charges to Others</u> - Water Utility ( costs for processing and collecting permits, mortgages and assessments.) Special Assessment Fund	55% 30% <u>(99,070)</u>	(64,100) <u>(34,970)</u> (97,160)	( 65,300) <u>( 35,620)</u> (100,920)

85

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Purchasing	1006.51			C163

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	83,675	92,856	94,789	135,140	157,250	157,250	166,660
Contractural	25,580	40,593	40,180	52,300	52,880	53,890	54,900
Supplies	3,856	5,573	6,146	6,510	5,000	5,000	5,000
Other Costs	1,029	17,155	29,803	29,820	35,490	38,950	38,950
Capital Outlay	5,455	3,600	1,769	2,700	680	680	680
	119,595	159,777	172,687	226,470	251,300	255,770	266,190
Less Interfund Charges	(119,653)	(154,628)	(167,471)	(226,470)	(251,300)	(255,770)	(266,190)
<b>Total</b>	(58)	5,149	5,216	-0-	-0-	-0-	-0-

35020  
 17810  
 \$3450  
 1800  
 800  
 56030

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Purchasing		1006.51			C164
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	82,529	98,950	113,400	113,400	120,160	
8120	Overtime	257	300				
8130	Accrued Vacation & Holiday		13,490	17,200	17,200	18,200	
8140	Liability & Workmen's Comp. Ins.	770	1,830	2,400	2,400	2,600	
8141	Retirement Plans	3,739	8,500	9,820	9,820	10,740	
8142	Life Insurance	426	920	910	910	940	
8143	Medical Insurance	2,948	5,380	7,670	7,670	7,670	
8144	Social Security	3,700	5,770	5,850	5,850	6,350	
8180	Contracted Labor	420	-0-				
	Total	94,789	135,140	157,250	157,250	166,660	
	<u>CONTRACTUAL</u>						
8201	Advertising	3,936	3,000	3,000	3,000	3,000	
8211	Duplicating	1,282	1,500	2,500	2,500	2,500	
8221	Telephone, Telegraph, Switchboard	6,059	4,700	6,000	6,000	6,000	
8222	Light - ML&P	396	1,200	1,200	1,200	1,200	
8223	Heat	350	-0-				
8224	Water	97	-0-				
8225	Refuse	207	-0-				
8235	Tuition Refunds	-0-	100				
8240	Administrative Overhead	15,410	7,620	7,750	7,750	8,760	
8241	Inter-Department Charges	450	1,000	1,000	1,100	1,100	
8252	Other Equipment Rented	2,522	5,440	6,480	6,480	6,480	
8253	Private Vehicle Mileage	73	200	200	200	200	
8255	Land & Buildings Leased	7,750	21,390	20,610	20,610	20,610	
8261	Repairs & Maintenance-City Forces	1,000	3,900	2,580	3,490	3,490	
8262	Other Repairs & Maintenance	453	1,500	760	760	760	
8270	Travel	55	600	650	650	650	
8271	Dues & Subscriptions	140	150	150	150	150	
	Total	40,180	52,300	52,880	53,890	54,900	

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Administrative Services		Purchasing		1006.51					C165
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>SUPPLIES</u>								
8303	Office Supplies & Postage	6,146	6,510	5,000	5,000	5,000			
	<u>OTHER CHARGES</u>								
8450	Data Processing Charges	29,803	29,820	35,490	38,950	38,950			
	<u>CAPITAL</u>								
8605	Machinery & Equipment	1,769	2,700	680	680	680			
	Totals	172,687	226,470	251,300	255,770	266,190			
8801	Reimbursable Charges to Others	(167,471)	(226,470)	(251,300)	(255,770)	(266,190)			
	Total Operating Budget	5,216	-0-	-0-	-0-	-0-			



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
Administrative Services	Purchasing	1006.51			C166				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Purchasing Agent	35	1711-2082	1	1	26,733	1	26,733	1	27,820
Senior Buyer	30	1405-1711	1	1	18,825	1	18,825	1	19,824
Junior Buyer	25	1156-1405	2	2	30,155	2	30,155	2	30,396
Secretary	17	843-1029	1	1	10,431	1	10,431	1	13,416
Clerk III	13	721-878	1	1	10,431	1	10,431	1	11,040
Clerk Steno II	12	696-843	1	1	9,244	1	9,244	1	9,528
Clerk II	11	669-812	1	1	8,452	1	8,452	1	9,072
Clerk I	9	619-751	1	1	8,577	1	8,577	1	9,072
					122,848		122,848	9	130,168
Less Accrued Holiday and Vacation Adjustment					(9,448)		(9,448)		(10,008)
<b>TOTAL</b>			9	9	113,400	9	113,400	9	120,160
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Purchasing	1006.51			C167

	Department Request	Manager Recommends	Council Approved
8240 - <u>Administrative Overhead</u> - Finance Administration	7,750	7,750	8,760
8241 - <u>Inter-Department Charges</u> - Courier 500 Microfilm 500	1,000	600 500	600 500
8252 - <u>Other Equipment Rented</u> - IBM Copier, 200 per month Telex, 125 per month Mag-Card writer, 205 per month	6,360	6,360	6,360
8261 - <u>Repairs &amp; Maintenance</u> - City Forces Janitorial	2,580	3,820	3,820
8262 - <u>Other Repairs &amp; Maintenance</u> - Office Equipment	760	760	760
8270 - <u>Travel</u> - National Institute of Government Purchasing Agents - Philadelphia, PA	700	700	700
8605 - <u>Machinery &amp; Equipment</u> - 1 Typewriter - Replacement	680	680	680
8801 - Reimbursable Charges to Other Departments - Charge based on dollar value of purchase order: Purchase Orders \$40 or less - \$2 minimum Purchase Orders \$41-2,000 - 5% Purchase Orders \$2,001-100,000 - \$100 plus .0025% Purchase Orders \$100,000 and over \$345 maximum			

CITY OF ANCHORAGE

<b>DEPARTMENT</b>	<b>ACCOUNT TITLE</b>	<b>ACCOUNT NUMBER</b>	<b>SUMMARY</b>	<b>A</b>	<b>PAGE</b>
Administrative Services	Purchasing - Print Shop	1006.53			C167A

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	26,636	33,468	35,343	41,370	47,640	47,640	50,190
Contractual	14,911	11,682	22,793	32,050	30,130	26,610	26,610
Supplies	18,978	23,775	25,621	23,500	25,000	27,000	27,000
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	5,761	1,443	458	-0-	-0-	-0-	-0-
	66,286	70,368	84,215	96,920	102,770	101,250	103,800
Less Interfund Charges	(42,399)	(66,771)	(88,282)	(96,920)	(102,770)	(101,250)	(103,800)
<b>Total</b>	<b>23,887</b>	<b>3,597</b>	<b>(4,067)</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Administrative Services		Purchasing - Print Shop		1006.53					C168
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
8110	Salaries	30,302	27,600	31,160	31,160	33,040			
8120	Overtime	317	1,800	1,800	1,800	1,800			
8130	Accrued Vacation & Holiday		3,760	4,720	4,720	5,000			
8140	Liability & Workmen's Comp. Ins.	284	450	670	670	710			
8141	Retirement Plans		1,750	2,700	2,700	2,930			
8142	Life Insurance	148	250	250	250	260			
8143	Medical Insurance	534	1,680	2,560	2,560	2,560			
8144	Social Security	1,782	1,900	1,980	1,980	2,090			
8150	Meal & Clothing Allowance	15	130						
8180	Contracted Labor	1,961	2,050	1,800	1,800	1,800			
	Total	35,343	41,370	47,640	47,640	50,190			
	<u>CONTRACTUAL</u>								
8221	Telephone, Telegraph, Switchboard	220	400	300	300	300			
8251	City Owned Equipment	128	800						
8252	Other Equipment Rented	9,134	10,640	9,150	9,150	9,150			
8254	Space Rental - City Buildings	8,640	9,450	10,400	9,160	9,160			
8261	Repairs & Maintenance - City	104	1,760	2,280	-0-	-0-			
8262	Other Repairs & Maintenance	4,567	9,000	8,000	8,000	8,000			
	Total	22,793	32,050	30,130	26,610	26,610			
	<u>SUPPLIES</u>								
8301	Materials	25,621	23,500	25,000	27,000	27,000			
	<u>CAPITAL</u>								
8605	Machinery & Equipment	458	-0-	-0-	-0-	-0-			
	Totals	84,215	96,920	102,770	101,250	103,800			
8801	Reimbursable Charges to Others	(88,282)	(96,920)	(102,770)	(101,250)	(103,800)			
	Total Operating Budget	(4,067)	-0-	-0-	-0-	-0-			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
Administrative Services	Purchasing - Print Shop	1006.53			C169				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Print Shop Supervisor	18	878-1068	1	1	12582	1	12,582	1	14,087
Dup. Equipment Operator II	16	812-988	1	1	11597	1	11,597	1	12,168
Dup. Equipment Operator I	14	751-915	1	1	9584	1	9,584	1	9,528
					33763	3	33,763	3	35,783
Less Accrued Holiday and Vacation Adjustment					(2603)		(2,603)		(2,743)
<b>TOTAL</b>			3	3	31160	3	31,160	3	33,040
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Purchasing - Print Shop	1006.53			C170

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8252 - <u>Other Equipment Rented</u>	9,147	9,150	9,150
1. I.B.M. Copier           2,400			
2. 2650 Offset Multilith 2,494			
3. 1250 Offset Multilith 1,816			
4. 805 Master Imager    2,437			
Items 2, 3 & 4 - third year of five year lease purchase agreement			
8261 - <u>Repairs and Maintenance</u>	2,276	-0-	-0-
Janitorial			
8262 - <u>Other Repairs and Maintenance</u>	8,000	8,000	8,000
Equipment Maintenance Contracts			
8301 - <u>Materials</u>	25,000	27,000	27,000
Paper and other duplicating supplies			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Purchasing-General Services	1006.54			C171

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	18,694	23,444	39,083	45,200	36,990	36,990	36,990
Contractural	4,494	9,540	14,709	8,860	4,960	4,960	4,960
Supplies	55,480	73,961	79,177	80,000	40,000	40,000	40,000
Other Costs	-0-	-0-	-0-	6,300	-0-	-0-	-0-
Capital Outlay	-0-	-0-	-0-	-0-	-0-	-0-	-0-
	78,668	106,945	132,969	140,360	82,050	82,050	82,050
Less Interfund Charges	( 75,446 )	( 106,754 )	( 133,099 )	( 140,360 )	( 82,050 )	( 82,050 )	( 82,050 )
<b>Total</b>	<b>3,222</b>	<b>191</b>	<b>(130)</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Purchasing-General Services		1006.54			C172
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
<u>PERSONAL SERVICES</u>							
8110	Salaries	35,240	34,731	25,870	25,870	25,870	
8120	Overtime	220	700				
8130	Accrued Vacation & Holiday		719	3,900	3,900	3,900	
8140	Liability & Workmen's Comp. Ins.	372	420	560	560	560	
8141	Retirement Plans	-0-	3,740	2,240	2,240	2,240	
8142	Life Insurance	189	210	220	220	220	
8143	Medical Insurance	979	2,590	2,560	2,560	2,560	
8144	Social Security	2,078	1,770	1,640	1,640	1,640	
8150	Meal & Clothing Allowance	5	50				
8180	Contracted Laobr		270				
Total		39,083	45,200	36,990	36,990	36,990	
<u>CONTRACTUAL</u>							
8221	Telephone, Telegraph, Switchboard	29	110				
8222	Light - ML&P	394	130				
8223	Heat	350	-0-				
8224	Water	83	30				
8225	Refuse	177	60				
8251	City Owned Equipment	3,561	3,200	4,380	4,380	4,380	
8252	Other Equipment Rented	569	550	340	340	340	
8254	Space Rental-City Buildings	-0-	-0-				
8255	Land & Buildings Leased	7,750	2,840				
8261	Repairs & Maintenance-City	1,000	690				
8262	Other Repairs & Maintenance	796	1,250	240	240	240	
Total		14,709	8,860	4,960	4,960	4,960	



DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Purchasing-General Services	1006.54			C173
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>SUPPLIES</u>					
8301	Materials	26	-0-			
8303	Office Supplies & Postage	79,143	80,000	40,000	40,000	40,000
8304	Small Tools	8	-0-	100	100	100
	Total	79,177	80,000	40,100	40,100	40,100
	<u>OTHER CHARGES</u>					
8432	Contribution to Equipment & Supply		6,300			
	Totals	132,969	140,360	82,050	82,050	82,050
8801	Reimbursable Charges to Others	(133,099)	(140,360)	(82,050)	(82,050)	(82,050)
	Total Operating Budget	(130)	-0-	-0-	-0-	-0-

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
Administrative Services	Purchasing-General Services	1006.54			C174

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
General Services Utility Man	15	780-951	1	1	9806	1	9,806	1	10,512
Courier	13	721-878	2	2	18227	2	18,227	2	19,056
					28033		28,033		29,568
Less 5% Vacancy Less Accrued Holiday and Vacation Adjustment					(2163)		(2,163)		(1,535)
									(2,163)
<b>TOTAL</b>			3	3	25,870	3	25,870	3	25,870

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Purchasing - General Services	1006.54			C175

	Department Request	Manager Recommends	Council Approved
8251 - <u>City Owned Vehicles or Equipment</u>	4,380	4,380	4,380
2 Courier Vehicles \$125/month each			
1 Courier Vehicle \$115/month each			
8252 - <u>Other Vehicles or Equipment Rented</u>	340	340	340
2 each Postage Machines			
8262 - <u>Other Repairs and Maintenance</u>	240	240	240
Postage Machine Maintenance			
8303 - <u>Office Supplies &amp; Postage</u>	40,000	40,000	40,000
Postage for Central Mailing			

ADMINISTRATIVE SERVICES-GENERAL SERVICES

COURIER ESTIMATED DISTRIBUTION

1006.54

C176

8801 - INTERFUND CHARGES

City Manager	1,200
Human Relations	660
City Attorney	900
Property Management	660
Personnel	900
Internal Audit	660
Data Processing	660
City Clerk	900
Municipal Court	660
Finance-Controller	1,320
Finance-Treasury	590
Finance-Purchasing	600
Utility Customer Service	2,340
Police	900
Fire	900
Civil Defense	600
Traffic	900
Public Works-Administration	1,200
Engineering	1,200
Merrill Field	660
Maintenance	900
Equipment and Supply	900
Museum	660
Library	1,200
Parks & Recreation	1,200
Refuse	660
Water Utility	1,200
Municipal Light & Power	1,200
Port of Anchorage	1,200
Telephone Utility	13,830
	41,360
Central Mailing & Warehouse	40,690
	82,050

STEPS  
 TO  
 BE  
 DONE  
 BY  
 THE  
 CITY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Administrative Services	Insurance & Claims	1006.55			C177

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services			20,355	28,960	38,060	38,060	41,100
Contractural			1,446	2,830	5,410	5,410	5,410
Supplies			254	300	500	500	500
Other Costs			-0-	-0-	-0-	-0-	-0-
Capital Outlay			1,224	600	840	840	840
			23,279	32,700	44,810	44,810	47,850
Less Interfund Charges			11,894	17,980	24,650	24,650	26,330
<b>Total</b>			11,385	14,720	20,160	20,160	21,520

DEPARTMENT Administrative Services	DIVISION Insurance/Claims	ACCOUNT TITLE 1006.55	ACCOUNT NUMBER	WORK PROGRAM C178
---------------------------------------	------------------------------	--------------------------	----------------	----------------------

NEEDS

- A. Maintain for the City of Anchorage a financially sound program of Risk Management designed to keep the annual cost of risk to a minimum.
- B. Maintain a coordinated claim and loss control program in order to reduce the frequency and severity of losses.
- C. Maintain a fully coordinated program of employee insurance benefits.

GOALS FOR 1975

- A. Establishment of a Risk Management policy, confirmed by management and Council, which will give guidelines and direction to the efforts of the Insurance/Claims section.
- B. Establish an insurance manual to delineate the insurance coverages, exclusions, reporting requirements, and claim guidelines.
- C. Develop an annual "Cost Of Risk" report to accurately demonstrate the ascending or declining cost of risk.

PROGRAM OBJECTIVES FOR 1975 (In Relation To The Above Goals)

- Goal A - To confirm the policy of the City of Anchorage toward Risk Management, so as to deal effectively with limits of self-insured retentions, deductibles, and un-insured losses. Establishing a limit to self insured losses financially absorbable by the City, guides the Insurance/Claims section in proper placement of insurance coverages.
- Goal B - An insurance manual designed to acquaint management with the entire realm of risk, and what part insurance plays in reducing the financial impact of risk.
- Goal C - The annual "Cost of Risk" report, prepared for the first time for year 1974, will be assembled from not only loss records, premiums, and budget figures, but reports and analyses prepared by our major brokers, including predictions of market conditions or factors likely to effect future risk management decisions.

PROGRESS EVALUATION

The "Cost of Risk" report will be designed to effectively evaluate the effectiveness of the Risk Management program and the fiscal soundness of the basic premise upon which it is built. The year 1974 will be the first year, and where possible, comparisons to prior years will be made. Establishing 1974 as a base year will enable management to compare future years to the base year, to more precisely evaluate future performance.

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Purchasing Insurance and Claims		1006.55			C179
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	17,703	23,780	27,600	27,600	29,890	
8130	Accrued Vacation & Holiday	-0-	290	4,180	4,180	4,530	
8140	Liability & Workmen's Comp. Ins.	214	370	600	600	640	
8141	Retirement Plans	449	1,730	2,390	2,390	2,650	
8142	Life Insurance	117	180	220	220	240	
8143	Medical Insurance	885	1,370	1,710	1,710	1,710	
8144	Social Security	987	1,240	1,360	1,360	1,440	
	Total	20,355	28,960	38,060	38,060	41,100	
	<u>CONTRACTUAL</u>						
8212	Licenses, Permits & Notary Public			30	30	30	
8211	Duplicating	46	300	300	300	300	
8221	Telephone, Telegraph, Switchboard	-0-	200	200	200	200	
8235	Tuition Refunds	-0-	40				
8253	Private Vehicle Mileage	-0-	200	200	200	200	
8255	Land & Buildings Leased	1,400	1,000	2,880	2,880	2,880	
8262	Other Repairs & Maintenance	-0-	140	210	210	210	
8270	Travel	-0-	850	980	980	980	
8271	Dues & Subscriptions	-0-	100	280	280	280	
8261	Repairs & Maintenance-City Forces			330	330	330	
	Total	1,446	2,830	5,410	5,410	5,410	
	<u>SUPPLIES</u>						
8303	Office Supplies & Postage	254	300	500	500	500	
	<u>CAPITAL</u>						
8605	Machinery & Equipment	1,224	600	840	840	840	
	Totals	23,279	32,700	44,810	44,810	47,850	
8801	Reimbursable Charges to Others	(11,894)	(17,980)	(24,650)	(24,650)	(26,330)	
	Total Operating Budget	11,385	14,720	20,160	20,160	21,520	

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE				
Administrative Services	Insurance & Claims	1006.55			C180				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Insurance/Claims Officer	32	\$1523-\$1851	1	1	19,947	1	19,947	1	21,864
Claims Clerk	14	751-\$915	1	1	9,961	1	9,961	1	10,512
			2	2	29,908	2	29,908	2	32,376
Less Accrued Holiday and Vacation Adjustment					(2,308)		(2,308)		(2,486)
<b>TOTAL</b>			2	2	27,600	2	27,600	2	29,890
* This column used for number of employees in each class.									
COMMENTARY									



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Insurance/Claims	1006.55			C181

		Department Request	Manager Recommends	Council Approved
8211	<u>Duplicating</u> Printing of specifications and bulletins	300	300	300
8212	<u>Licenses, Permits, Notary Public Commissions</u> Initial cost of Notary for Claims Clerk	30	30	30
8221	<u>Telephone, Telegraph, Switchboard</u> Normal operations	200	200	200
8253	<u>Private Vehicle Mileage</u> Reimburse Insurance Officer on town travel	200	200	200
8255	<u>Land and Building Leased</u> Proportion of rent on 600 W. 6th Avenue	2,880	2,880	2,880
8261	<u>Janitorial</u> Proportion of janitorial on 600 W. 6th Avenue	330	330	330
8262	<u>Other Repairs and Maintenance</u> Office machine maintenance contracts	210	210	210
8270	<u>Travel</u> Annual Conference - American Society of Insurance Management (ASIM), April 1975, Dallas, Texas.	980	-0-	-0-
8271	<u>Dues and Subscriptions</u> Dues - ASIM - American Society of Insurance Management \$65 Subscriptions to - Risk Management Manual 48 Risk Management Report 60 John Liner Letter 48 Fire, Casualty, Surety Bulletins 60	280	280	280

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
	Insurance & Claims	1006.55			C182

			Department Request	Manager Recommends	Council Approved
8303	<u>Office Supplies &amp; Postage</u> Normal requirement		500	500	500
8605	<u>Machinery &amp; Equipment</u> File cabinet - filing of 1973 claims and forms storage Typewriter - replace existing IBM.	\$156 681	840	840	840
8801	<u>Charges to Others</u> Based on estimated claims activity \$28,230				
	Telephone 18%		5,080	5,080	5,420
	ML&P 25%		7,060	7,060	7,540
	Water 4%		1,130	1,130	1,210
	Port 1%		280	280	300
	Equipment & Supply 1%		280	280	300
	Refuse 6%		1,690	1,690	1,800
	<u>55%</u>		<u>15,520</u>	<u>15,520</u>	<u>16,570</u>

1914  
30145

The insurance activity is a direct interfund and the claims will be interfunded on a percentage of actual claims.

	Insurance Activity \$16,580				
	Telephone 15%		2,490	2,490	2,660
	M L & P 15%		2,490	2,490	2,660
	Water 5%		830	830	890
	Port 10%		1,660	1,660	1,770
	Equipment & Supply 5%		830	830	890
	Refuse 5%		830	830	890
	<u>55%</u>		<u>9,130</u>	<u>9,130</u>	<u>9,760</u>

1124  
17705

47100  
14710  
32910  
6.787

**CITY OF ANCHORAGE**

<b>DEPARTMENT</b>	<b>ACCOUNT TITLE</b>	<b>ACCOUNT NUMBER</b>	<b>SUMMARY</b>	<b>A</b>	<b>PAGE</b>
Administrative Services	Personnel	1006.60			C183

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	78,793	100,910	101,506	195,360	232,540	200,370	212,430
Contractual	14,648	23,390	25,856	34,740	43,520	47,570	47,710
Supplies	3,366	4,100	6,843	4,500	4,500	4,500	4,500
Other Costs	4,625	231	499	9,700	10,700	10,700	10,700
Capital Outlay	4,264	1,024	1,737	2,910	2,890	2,890	2,890
	105,696	129,655	136,441	247,210	294,150	266,030	278,230
Less Interfund Charges	(29,478)	(35,408)	(41,057)	(63,280)	(104,040)	(94,920)	(98,400)
<b>Total</b>	<b>76,218</b>	<b>94,247</b>	<b>95,384</b>	<b>183,930</b>	<b>190,110</b>	<b>171,110</b>	<b>179,830</b>

RECRUITMENT AND EXAMINING

PROBLEM

The Personnel Office recruits for approximately 500 positions annually. To insure successful placement of qualified persons and maintain merit selection principles as embodied in the City Charter, interested people are individually interviewed and examined to determine whether or not they meet the minimum qualifications for positions. The yearly number of applicants for 1974 is projected to be 5,000. Over 170 position vacancies were announced on a promotional basis, allowing City employees an opportunity for career development in the City service, an increase of 70% over last year. This is a clear indication of the success of our goal to further the career approach toward City employment. The recruitment-selection process is also a key area in reducing turn-over. Turn-over during the first half of 1974 was 9.8% which projects for an annual rate of 19.6%, a substantial reduction over 1973. E.E.O. criteria regarding uniform selection procedures and validation of employment examinations has had increased impact on recruiting techniques and is expected to continue.

GOALS

To provide departments with an adequate number of qualified applicants from which to select employees within a workable time frame.

To further the career approach toward City employment by making employees aware of advancement opportunities.

To insure the provision of job opportunities without artificial barriers to employment.

To further encourage minorities throughout the community to consider career opportunities with City.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
Administrative Services	Personnel		1006.60	C184

OBJECTIVE

To continue to individually interview applicants for City positions to insure applicants' ability to meet agency needs.

To coordinate recruitment requests with departments to insure promotional opportunities are well publicized for City employees.

To assist departments in identifying manpower needs to insure timely recruitment efforts.

To develop target recruitment programs to make minorities throughout the City more aware of employment opportunities.

CLASSIFICATION AND PAYPROBLEM

Reclassification of existing positions due to changed or increased duties, review of position classification due to reorganization of departments and creation of new classes to meet changing responsibilities of City programs remains a substantial element of the classification section's workload. The need to have an on-going review of all positions to insure pay equity within the City, to determine that duties are portrayed accurately, qualifications are realistic and pay levels are competitive continues to be important. 189 positions were reviewed by the section in the first three quarters of 1974, an increase of 27% over the total number of positions reviewed in 1973. The section also conducts salary surveys to elicit pay and benefits data for use in negotiations and to insure competitiveness of current salaries. Last year the section conducted a comprehensive Anchorage area survey of 45 selected classes in which personal visits were made to all area government agencies and 25 major private firms to insure the accuracy of the survey data. This was the most extensive such survey conducted by the division since its inception. Further emphasis is to be placed on restructuring job series to insure promotional opportunities for City employees by developing consistently progressive minimum qualifications.

GOALS

To accurately determine the duties of City positions to insure job-related qualifications and competitive pay.

To maintain internal pay equity.

To elicit, analyze and maintain salary and benefits data from other area employers to insure the City's competitiveness as an employer.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM	
Administrative Services	Personnel		1006.60		C185

### OBJECTIVES

To systematically classify and reclassify positions according to established priorities in order to maintain both internal equity and external competitiveness.

To conduct regular and special wage and benefits surveys to obtain current, valid pay data.

To review, on a regular basis, all City positions to insure the accuracy of established specifications and to revise existing qualifications where necessary to insure job-relatedness.

### RECORDS

### PROBLEM

Personnel records, due to the substantial increase in recent years of the City workforce and increased complexity due to contract changes and general benefits changes, are an essential facet of personnel operations. Timely processing and accurate auditing of personnel actions, retirement calculations, maintenance of current and historical employee files, and position control systems remain major priorities of the records section. Actions processed have increased from 6,000 in 1973 to 8,848 in 1974, an increase of 47%, largely due to general benefits changes approved this year. The number of Data Processing informational reports on employees used by this section have also increased over 1973.

### GOALS

To insure the timely and accurate processing of documents dealing with all phases of employee status changes.

To maintain accurate and complete files on all City employees from initial hire through promotion to termination/retirement.

To provide departments with pertinent information regarding employee turnover, minority status, etc., on an as-needed basis.

### OBJECTIVES

To supplement active employee filing system with employee status summaries for more rapid extraction of information

To orient all new employees to basic City benefits.

To coordinate data input with payroll and data processing to maintain position control.

To serve as focal point for answering employees' inquiries concerning status and benefits.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM	
Administrative Services	Personnel		1006.60	WORK PROGRAM	C186

SAFETYPROBLEM

In the year July, 1973, through July, 1974, City employees suffered from 229 on-the job accidents that required medical attention. There were 91 who received workmen's compensation totalling \$19,737. The City's "hidden costs" of these accidents are estimated at \$98,685. There were 229 City vehicles damaged this year costing \$27,544.

The number of vehicles have increased which resulted in many more miles of exposure yet the accident/vehicle ratio has been reduced 7%. In the year 1972 through 1973 we operated 640 vehicles with 225 accidents. This year we are operating 810 vehicles with 229 accidents.

Increased personnel have resulted in 808 more hours of exposure each day yet the number of employees receiving workmen's compensation has been reduced from 117 last year to 91 this year, a reduction of 22%.

In addition to reducing the accident/employee and accident/vehicle ratios the cost of accidents has been substantially reduced. In the period July, 1972, through July, 1973, injured employees received \$44,748 in workmen's compensation. This year's cost is \$25,050, less a reduction of 56% and vehicle damage is down \$17,247, a reduction of 38%.

GOALS

To provide the Defensive Driving course to all new employees and to current employees involved in accidents or receiving moving citations.

To provide the Employers Insurance of Wausau Supervisors Improvement course to keep line supervisors aware of their responsibility toward safety.

To provide monthly publications from the National Safety Council for City employees and supervisors to keep them alerted to safety problems and abreast of emerging trends.

To promote increased agency/employee participation in regular safety meetings and to provide films and materials to supervisors to assist them in presenting short meetings for their personnel.

To provide first aid training to supervisors and field crews.

OBJECTIVE

To keep supervisors aware of their responsibility for the safety of all those working for them through continued training and information dissemination.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM	
Administrative Services	Personnel		1006.60	WORK PROGRAM	C187

To make every effort to furnish a safe working place and safe equipment through continuous on-site surveys.

To provide initial first aid training and refresher training to 400 employees.

To reduce accidents and injuries, therefore, reducing suffering and costs.

#### PROGRAM SUPPORT

#### PROBLEM

The Personnel Director is required to provide staff support for employee contract negotiations and to insure satisfactory administration of negotiated agreements. The Director has been involved in this activity on a continuing basis since July, 1973. This has necessitated substantial lack of ready availability of the Director for resolution of day-to-day operational problems for both section staff and departmental supervisors. The addition of the Suggestion Prg., the CETA Program, the continued IPA Program and EEA Programs, have all placed demands on the Director's time as has the change to the State of Alaska's retirement plan, necessitating retirement counselling of employees and coordination of benefits applications with the State. It is not anticipated that these programs will diminish in scope.

#### GOALS

To establish a means of providing back-up support to the Director whereby daily operational problems encountered by the sections may be resolved readily and operational problems of a non-policy nature of the departmental supervisors may be dealt with promptly.

To establish a focal point for coordination of special programs assigned to the division.

To strengthen individual section capabilities by planning and leading major projects.

#### OBJECTIVES

To establish procedures for systematic work flow among sections.

To insure program consistency through resolution of technical non-policy problems encountered by section staff and departmental supervisors.

To provide project leadership on sensitive, complex projects and/or projects involving close coordination among the sections.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Personnel		1006.60			C188
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975			
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED	
	<u>PERSONAL SERVICES</u>						
8110	Salaries	89,240	119,129	150,550	127,190	136,460	
8120	Overtime	162	300	300	300	300	
8130	Accrued Vacation & Holiday	-0-	1,681	22,830	19,200	20,600	
8140	Liability & Workmen's Comp. Ins.	829	1,760	3,270	2,750	2,960	
8141	Retirement Plans	4,250	8,100	13,070	11,260	12,080	
8142	Life Insurance	369	820	1,230	1,040	1,070	
8143	Medical Insurance	2,184	5,440	9,380	8,130	8,130	
8144	Social Security (FICA)	4,472	5,230	7,910	6,500	6,830	
8180	Contracted Labor	-0-	52,900	24,000	24,000	24,000	
	Total	101,506	195,360	232,540	200,370	212,430	
	<u>CONTRACTUAL</u>						
8240	Administrative Overhead						
8202	Job Recruitment	4,970	4,000	5,000	5,000	5,000	
8211	Duplicating	3,199	4,000	6,000	6,000	6,000	
8221	Telephone, Telegraph, Switchboard	3,592	2,750	3,500	3,500	3,500	
8235	Tuition Refunds	321	800	800	800	800	
8236	School & Training Programs	215	2,300	2,000	2,000	2,000	
8241	Inter-Department Charges	410	410	500	6,200	6,340	
8251	City Owned Vehicles or Equipment	1,241	1,380	1,380	1,380	1,380	
8252	Other Vehicles or Equipment Rented	861	720	1,000	1,000	1,000	
8253	Private Vehicle Mileage	32	80				
8255	Land & Building Leased	8,492	11,840	15,840	15,840	15,840	
8261	Repairs & Maintenance-City Forces	687	2,400	2,460	2,610	2,610	
8270	Travel	619	2,600	3,000	1,200	1,200	
8271	Dues & Subscriptions	1,217	1,460	2,040	2,040	2,040	
	Total	25,856	34,740	43,520	47,570	47,710	
	<u>SUPPLIES</u>						
8303	Office Supplies & Postage	6,843	4,500	4,500	4,500	4,500	



CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
Administrative Services		Personnel	1006.60			C189
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>OTHER CHARGES</u>					
8450	Data Processing Charges	499	700	700	700	700
8451	Data Processing-Development	-0-	4,000	2,000	2,000	2,000
8456	Contingencies-Suggestion Program	-0-	5,000	8,000	8,000	8,000
	Total	499	9,700	10,700	10,700	10,700
	<u>CAPITAL</u>					
8605	Machinery & Equipment	1,737	2,910	2,890	2,890	2,890
	Totals	136,441	247,210	294,150	266,030	278,230
	<u>LESS CHARGES TO OTHERS (CREDITS)</u>					
8801	Reimbursable Charges to Others	(41,057)	(63,280)	(104,040)	(94,920)	(98,400)
	Total Operation Budget	95,384	183,930	190,110	171,110	179,830
	Funding: General Fund	85,150	165,480	176,030	157,030	165,140
	Federal Shared Revenue	10,234			-0-	-0-
	Pipeline Impact		18,450	14,080	14,080	14,690

<b>DEPARTMENT</b> Administrative Services	<b>ACCOUNT TITLE</b> Personnel	<b>ACCOUNT NUMBER</b> 1006.60	<b>PERSONNEL</b>	<b>C</b>	<b>PAGE</b> C190
--	-----------------------------------	----------------------------------	------------------	----------	---------------------

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Personnel Director	36	1778-2164	1	1	22,668	1	22,668	1	26,000
Safety Coordinator	31	1462-1778	1	1	20,282	1	20,282	1	21,864
Personnel Specialist III	28	1299-1581	2	2	36,532	2	36,532	2	39,696
Personnel Specialist I	22	1027-1250	1	1	13,124	½	6,562	½	7,044
Safety Technician	20	950-1155	1	1	12,020	1	12,020	1	12,780
Personnel Secretary	16	812-988	1	1	10,906	1	10,960	1	11,040
Clerk III	13	722-878	1	1	9,488	1	9,488	1	9,072
Clerk II	11	667-812	2	2	16,979	1½	12,735	1½	13,284
			10	10	141,999	9	131,247	9	140,780
<u>New Positions</u>									
Personnel Specialist IV	31	1462-1778		1	17,892	0	-0-	0	-0-
Personnel Specialist I (Temp)	22	1027-1250		1/2	6,540	½	6,540	½	7,044
				1 1/2	24,432	½	6,540		
Less 2% Vacancy Rate					(3,329)		-0-		-0-
Accrued Vacation and Holiday Adjustment					(12,552)		(10,597)		(11,364)
<b>TOTAL</b>			10	11 1/2	150,550	9½	127,190	9½	136,460

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

**COMMENTARY**

\* This position is to provide City participation in a college work-study program. A Student participating in Personnel/Public Management studies with the university of Alaska would work part-time (less than 6 months) with this office to gain practical experience. Work with the City will encompass Personnel Management functions and will provide the City with an individual capable of performing special project assignments not now available within existing resources.

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
Administrative Services	Personnel	1006.60			C191	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.8110	- <u>Salaries</u> - Personnel Specialist IV - The function of labor unions in the City structure has grown over the past years to the point where the Personnel Director has been almost continuously involved in providing negotiating supportive services since August of 1973. This, coupled with special program support such as, the Suggestion Program and the CETA Program and administrative reorganization and interpreting and handling grievances for six contracts has required that 25-35% of the Director's time be spent on duties external to the office. A specialist, experienced in recruitment, examining, classification and federal personnel programs could provide needed technical support to each section on operational problems, coordinate daily work flow between sections and respond rapidly to non-policy problems of departmental supervisors. This position could also add valuable depth to the Personnel Division by serving as projects officer on new programs assigned through Council or administrative action to insure appropriate project design and timely completion.			17,892	-0-	-0-
	Personnel Specialist I - The University of Alaska sponsors a work-study program in which a student majoring in public/Personnel management would work part-time, less than six months, with the Personnel Division to gain practical experience. The employee could be assigned to assist in activities of all sections giving valuable exposure to the field of public administration while relieving section staff of more routine assignments.			6,540	6,540	7,044
.8180	- <u>Contracted Labor</u> - Physicals for new employees, budgeted amount based on 400 new employees per year @\$60 each.			24,000	24,000	24,000
.8202	- <u>Job Recruitment</u> - Estimated costs for announcing job opportunities with the City using newspaper media, professional publications, and City publications.			5,000	5,000	5,000
.8236	- <u>Schools and Training Programs</u> - Local Seminars and Conferences Civil Service Commission Courses Supervisory Development Seminar Upper Management Seminar			2,000	2,000	2,000

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Personnel	1006.60			C192
			Department Request	Manager Recommends	Council Approved
.8251 -	<u>City Owned Vehicles - 1 Sedan for Safety</u>		\$ 1,380	1,380	1,380
.8252 -	<u>Other Equipment Rented - A. B. Dick Machine</u>		1,000	1,000	1,000
.8270 -	<u>Travel -</u>				
	Safety Coord. Assoc. 900			-0-	-0-
	National Safety Congress 900			-0-	-0-
	Personnel Director - IPMA				
	West Coast Seminar 600			600	600
	Personnel Director - Fair Labor				
	Conf, West Coast 600		3,000	600	600
.8271 -	<u>Dues &amp; Subscriptions - Magazines</u>	100			
	BNA Collective Bargaining 250				
	Public Personnel Assoc. 300				
	BNA Safety Industrial Sup. 300				
	National Safety Council 510				
	AMA 100				
	American National Safety Standards 200				
	Industrial Supervisor 280		2,040	2,040	2,040
.8303 -	<u>Office Supplies &amp; Postage - Personnel</u>				
	Action Forms, Service Safety Awards, Postage, Supplies, Defensive Driving Films, and other Safety material		4,500	4,500	4,500
.8605 -	<u>Machinery &amp; Equipment</u>				
	1 Desk (72" x 36") 384				
	2 Chairs, Swivel w/o arms 210				
	4 Chairs, side w/o arms 200				
	1 Calculator 415				
	1 Typewriter, Selectric I 580				
	1 Typing Table 63				
	1 4-Drawer Legal File 207				
	4 Filing Cabinets Letter Size 828		2,887	2,890	2,890
	4 Drawer w/lock				
.8241 -	<u>Interfunds</u>				
	ACM-Admin. Services, 5,840; Courier, 900		500	6,200	6,340

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Administrative Services	Personnel	1006.60			C193

Department Request      Manager Recommends      Council Approved

.8801 - Reimbursable Charges to Other Departments - Employee/Labor Relations, Records, Safety and Training costs distributed on percentage of total employees authorized.

175,290

Telephone	28.5%
ML&P	4.8%
Water	4.3%
Port.	.9%
Refuse	2.6%
Equipment & Supply	2.4%
Parking	.3%
	<u>43.8%</u>

37.6  
 ALL OTHERS = 62.4  
 100

(52,810)	(47,760)	(49,950)
( 8,900)	( 8,890)	( 8,410)
( 7,970)	( 7,200)	( 7,540)
( 1,670)	( 1,510)	( 1,580)
( 4,820)	( 4,350)	( 4,560)
( 4,450)	( 4,030)	( 4,210)
( 560)	( 500)	( 530)
<u>(81,180)</u>	<u>(74,240)</u>	<u>(76,780)</u>

Recruitment and Classification Costs distributed on percentage of total classified/JCC employees authorized.

102,940

Telephone	6.2%
ML&P	1.7%
Water	5.1%
Port	1.2%
Refuse	3.5%
Equipment & Supply	3.3%
	<u>21.0%</u>

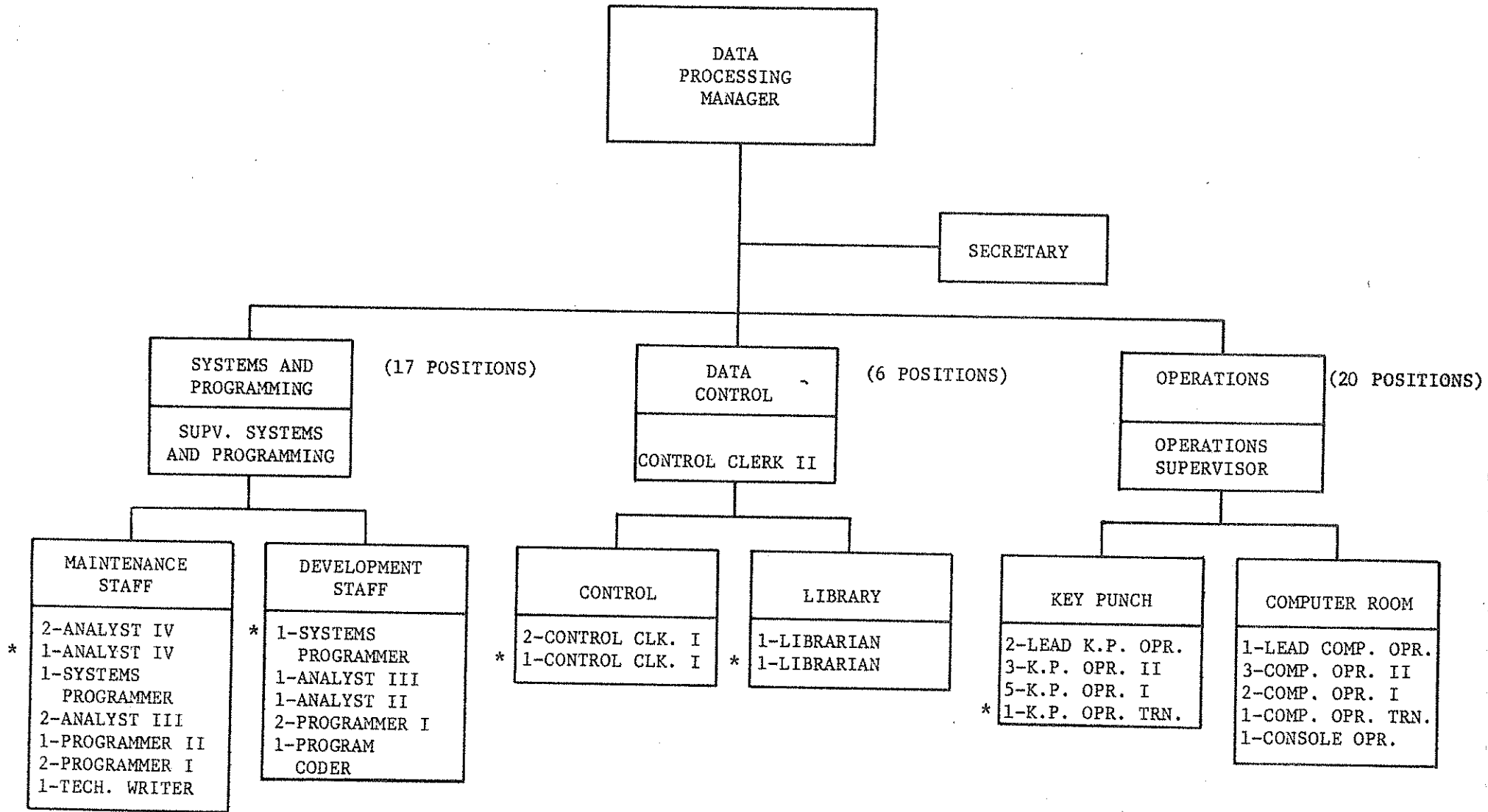
13.0  
 ALL OTHERS = 87.0  
 100

( 6,750)	( 6,100)	( 6,380)
( 1,850)	( 1,680)	( 1,750)
( 5,550)	( 5,020)	( 5,250)
( 1,310)	( 1,190)	( 1,190)
( 3,810)	( 3,440)	( 3,440)
( 3,590)	( 3,250)	( 3,250)
<u>(22,860)</u>	<u>(20,680)</u>	<u>(21,620)</u>

278,230

*Handwritten notes:*  
 1975  
 1975  
 1975

DATA PROCESSING TABLE OF ORGANIZATION (1975)

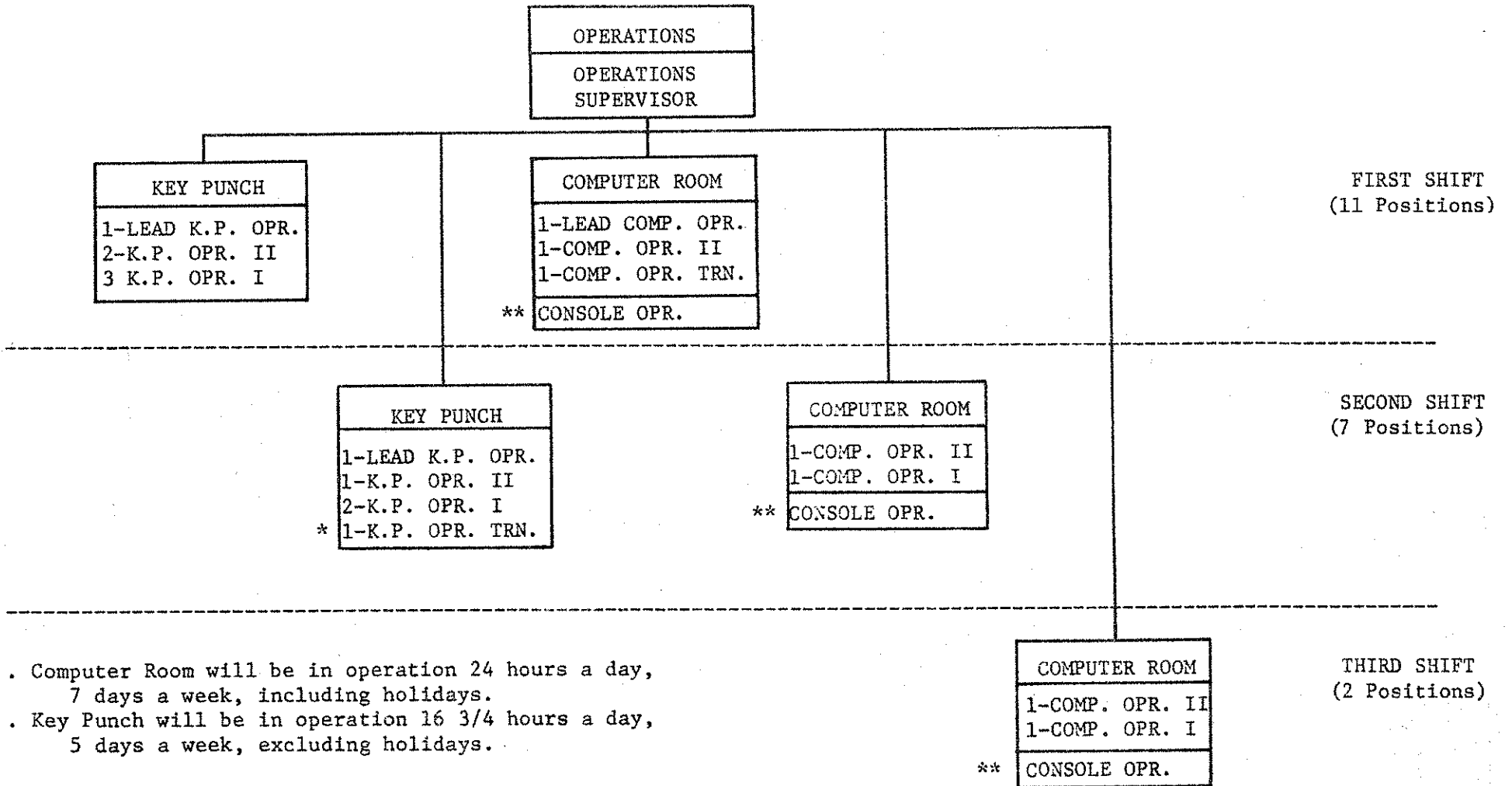


\* - New Positions

TOTAL 45 POSITIONS

DATA PROCESSING - OPERATIONS

TABLE OF ORGANIZATION - 1975

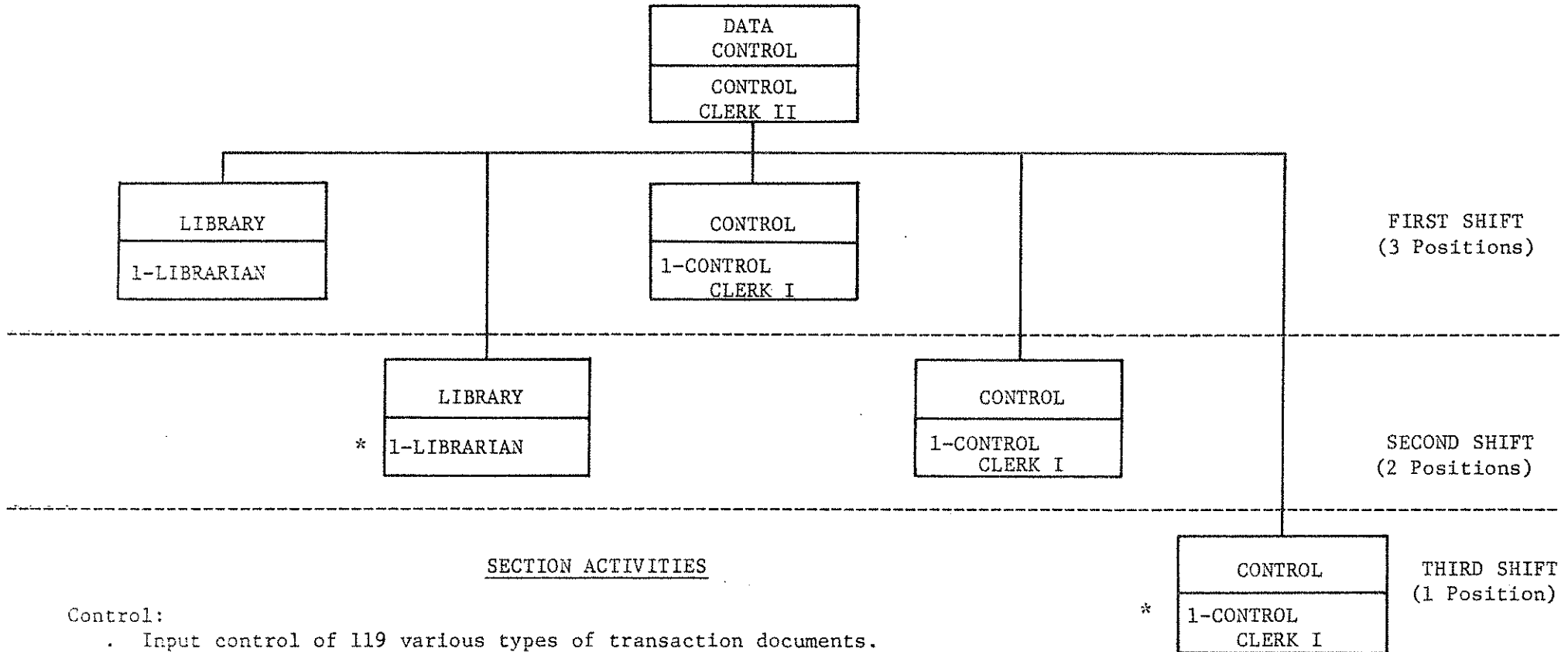


- . Computer Room will be in operation 24 hours a day, 7 days a week, including holidays.
- . Key Punch will be in operation 16 3/4 hours a day, 5 days a week, excluding holidays.

\* New Position

\*\* Temporary Part-Time (Weekend), equivalent to (1) Full Time Position

TABLE OF ORGANIZATION (1975)



SECTION ACTIVITIES

Control:

- . Input control of 119 various types of transaction documents.
- . Balancing, control, and distribution of 291 output production reports.
- . Monitors production schedules and data quality assurance.
- . Maintains security of documents and reports.

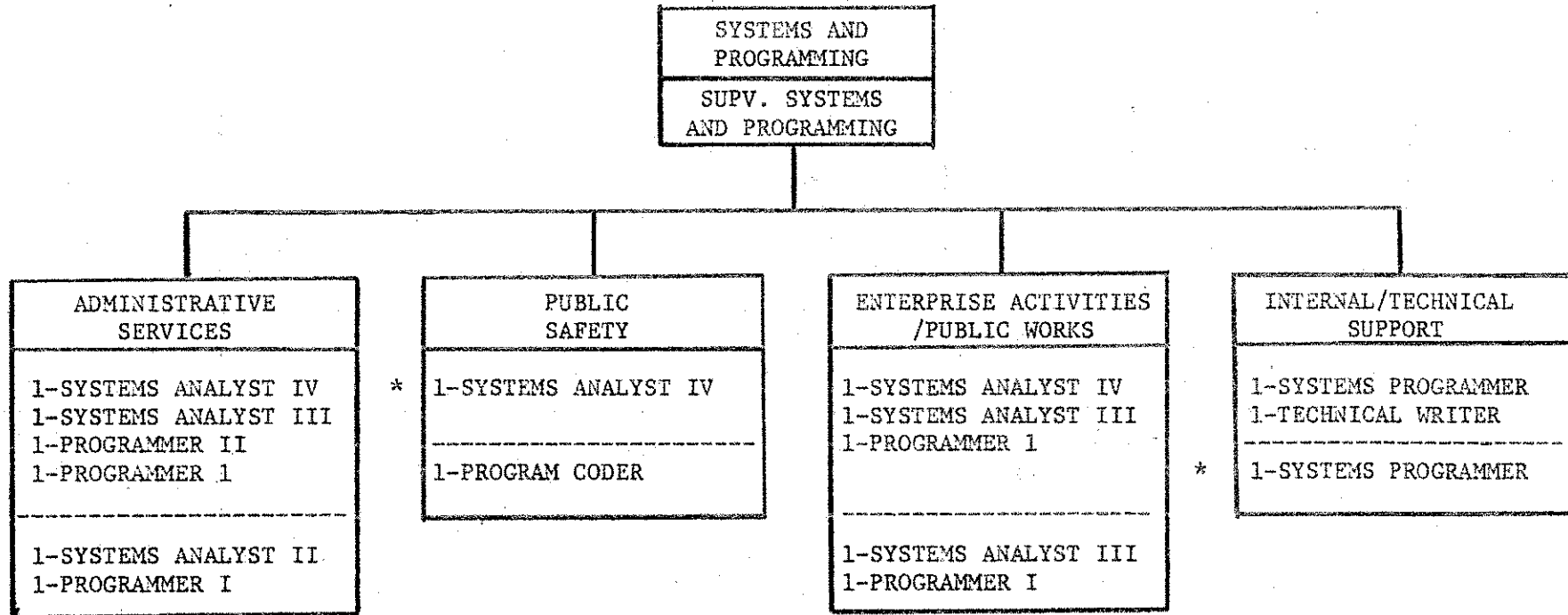
Library:

- . Control of 923 internally stored data files (punched cards, magnetic tapes, magnetic disks).
- . Maintains vault and off-premises storage for control of security and disaster recovery data.
- . Controls computer program and related documentation libraries.

\* New Position



TABLE OF ORGANIZATION - 1975



PROJECTED 1975 MAN HOUR REQUIREMENTS:

<u>ACTIVITY</u>	<u>REQUESTED</u>	<u>RECOMMENDED</u>
Project Development	9,660 Man Hours	5,430 Man Hours
Project Maintenance	15,020 " "	15,020 " "
Internal Planning and Software Maintenance	3,150 " "	3,150 " "
	<u>27,830 Man Hours</u>	<u>23,600 Man Hours</u>
Divided by 1620 Productive Man Hours - Per Employee, Per Year	17.2 Man Years	14.6 Man Years

\* - New Positions

CITY OF ANCHORAGE  
 INFORMATION SYSTEM  
 SUPPORT DISTRIBUTION 1975

C198

	ADMINISTRATIVE SERVICES	ENTERPRISE ACTIVITIES/ <del>PUBLIC UTILITIES</del>	PUBLIC SAFETY/VARIOUS
PRODUCTION	. FINANCIAL MANAGEMENT SYSTEM . ACCOUNTS PAYABLE . PURCHASING . UTILITY FINANCIAL INVENTORIES . WORK ORDER ACCOUNTABILITY . GENERAL LEDGER . MISC. ACCOUNTS RECEIVABLE . PAYROLL/LABOR DISTRIBUTION . SPECIAL ASSESSMENTS A/R . CASH MANAGEMENT . UTILITY FIXED ASSETS . PERSONNEL TURNOVER STATISTICS . PARKING VIOLATIONS . PROPERTY CONTROL	. UTILITY INFORMATION SYSTEM . MASTER RECORDS SYSTEM . UTILITY BILLING . UTILITY ACCOUNTS RECEIVABLE . UTILITY ON-LINE RECORDS . DIRECTORY ADVERTISING BILLING . TELEPHONE, TELEGRAM TOLL BILLING . ML&P METERED BILLING . ATU-PRORATED BILLING . WATER/REFUSE PRORATED BILLING . TELEPHONE CREDIT CARD CONTROL . A/R CHARGE-OFF REGISTER . ASSESSMENT CALCULATIONS & BILLING . <del>SANITARY LANDFILL BILLING</del> . <del>FLEET MANAGEMENT SYSTEM</del> . UTILITY RATE REVISIONS (ATU-REFUSE)	. ALPIN (ANCHORAGE LOCAL POLICE INFORMATION NETWORK) . APD-MANPOWER RESOURCE ALLOCATION . EMERGENCY NUMBER 911 . UFIRS (UNIFORM FIRE INCIDENT REPORTING SYSTEM) . ELECTION TABULATION . MUSEUM MAILING LIST . TRAFFIC ACCIDENT STATISTICS
DEVELOPMENT ACTIVITY CONTINUATION FROM 1974	. REVISED TRAFFIC CODE . PERSONNEL STATISTICS . PCN CONTROL BY ORGANIZATION . PERSONNEL BUDGET CONTROL . GENERAL LEDGER SUB-FILE ACCOUNTING . W/O COST CENTER ACCOUNTING . QUARTERLY FILE AUDITS . YEAR-END DUAL FILE PROCESS . PAYROLL SYSTEM REVISIONS	(*) ML&P BILLING METHODS/STATISTICS (*) WATER UTILITY/SERVICE STATISTICS (*) <del>REFUSE SERVICE STATISTICS</del> . ATU-COMMERCIAL SERVICE RECORDS	. INTERNAL AUDIT STATISTICS
NEW DEVELOPMENT ACTIVITY 1975	. ML&P FIXED ASSETS	(*) ELECTRIC LOAD FLOW ANALYSIS (*) <del>STATE PLANE COORDINATES</del> (*) AUTOMATIC SERVICE ORDER PROCESSING . ON-LINE TOLL HISTORY . ACCOUNTS RECEIVABLE (REVISION) . ATU-SPT AND PT BILLING . <del>FLEET MANAGEMENT SYSTEM</del>	. LIBRARY CATALOG, INVENTORY CONTROL SYSTEM . E.E.O.C. REPORTING

(\*) SYSTEM STUDY ONLY

DATA PROCESSING

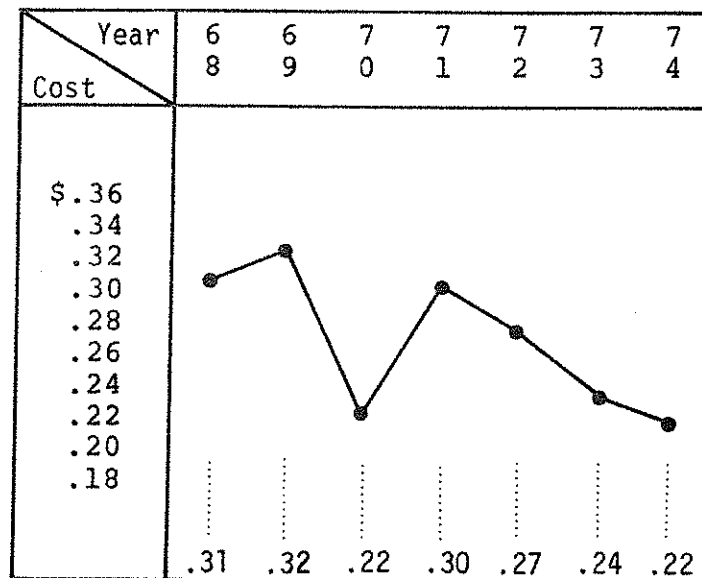
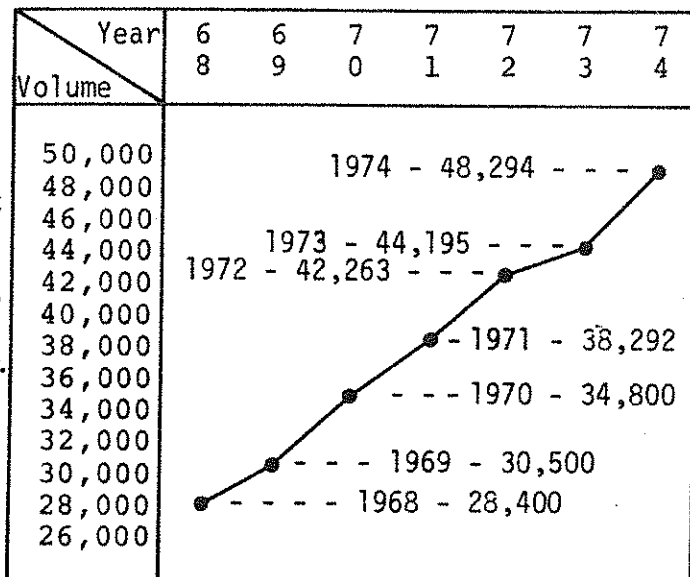
1975 - SYSTEM DEVELOPMENT PROGRAM

	<u>Man-Months</u>	<u>Project Cost Estimate</u>	<u>Recommend</u>
<u>Continuation of 1974 Activity</u>			
<u>Administrative Services</u>			
General Ledger Sub-File Accounting	3.5	\$ 8,500.	\$ 8,500.
Quarterly File Audits	1.9	4,600.	4,600.
Work Order Cost Center Accounting	2.7	6,500.	6,500.
Year-End Dual File Process	3.4	8,300.	8,300.
PCN Control By Organization	1.3	3,230.	3,230.
Personnel Budget Control	1.3	3,230.	3,230.
Personnel Statistics	.4	1,000.	1,000.
Revised Traffic Code	4.3	13,750.	13,750.
Payroll System Revisions	2.6	8,240.	8,240.
<u>Enterprise Activities</u>			
Electric Billing - Methods/Service Statistics Study	4.1	7,500.	7,500.
Water Utility - Service Statistics Study	2.9	5,200.	5,200.
ATU - Commercial Service Records	4.3	7,730.	7,730.
<u>Public Works</u>			
Refuse Service Statistics Study	1.4	2,500.	2,500.
<u>City Manager</u>			
Internal Audit Studies	.5	900.	900.
E.E.O.C. Statistics	.4	700.	700.
Total Continued Activity	35.0	\$ 81,880.	\$81,880. *
<u>New Development 1975</u>			
<u>Enterprise Activities</u>			
Utility Accounts Receivable - Revised System	10.1	\$ 24,600.	\$ -0-
Automatic Service Order Processing Study	4.7	8,500.	-0-
ATU On-Line Toll History	5.2	12,600.	12,600.
ATU SPT and PT Billing	5.3	12,960.	-0-
ML&P Load Flow Analysis Study	1.0	1,750.	-0-
ML&P Fixed Assets	5.7	13,920.	-0-
<u>Public Works</u>			
State Plane Coordinates Study	1.2	2,160.	-0-
Fleet Management System - Expansion	8.2	19,900.	-0-
<u>Human Services</u>			
Library Catalog, Inventory Control System	3.7	8,960.	-0-
Total New Development	45.1	\$105,350.	\$12,600. *
Total 1975 Development Program	80.1	\$187,230.	\$94,480. **

# PRODUCTION VOLUME / COST HISTORY

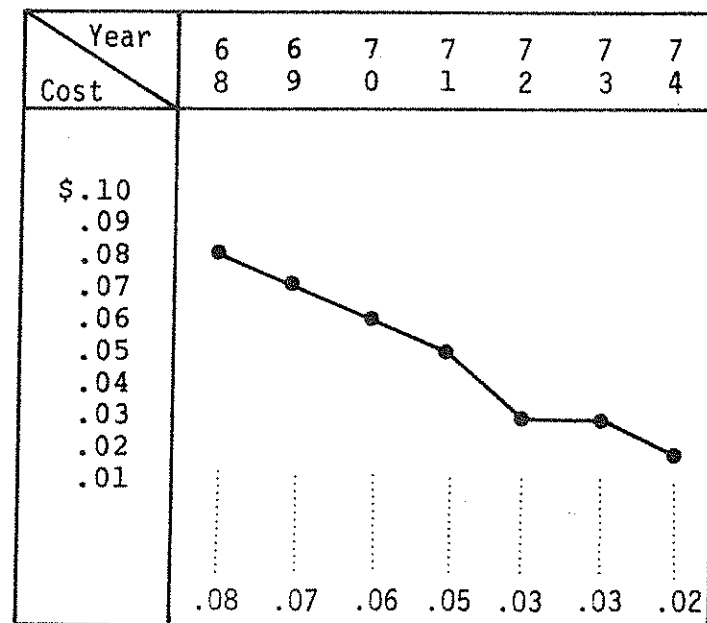
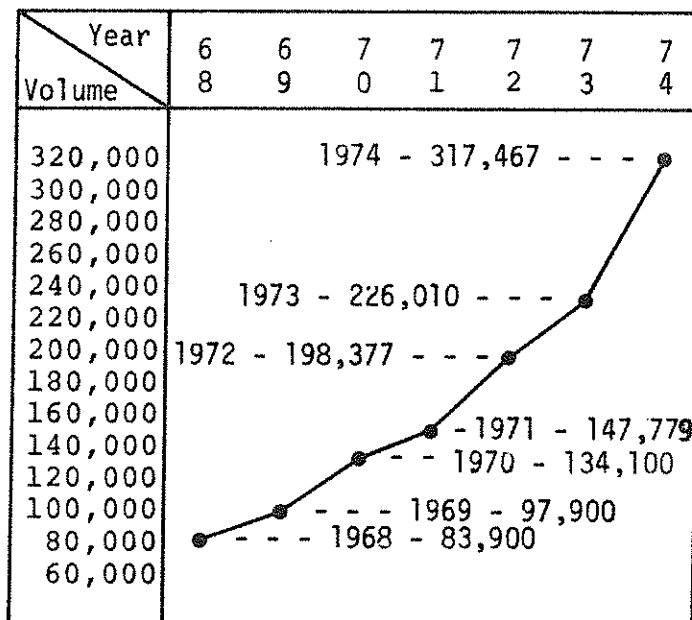
## CONSOLIDATED UTILITY BILLING AND ACCTS REC

Composite statistics reflect average number of customers billed and unit processing cost per month. Figures include ATU, ML&P, Water and Refuse Billing and accounts receivable processing averaged for the first seven months of each year.



## TELEPHONE TOLLS/TELEGRAMS

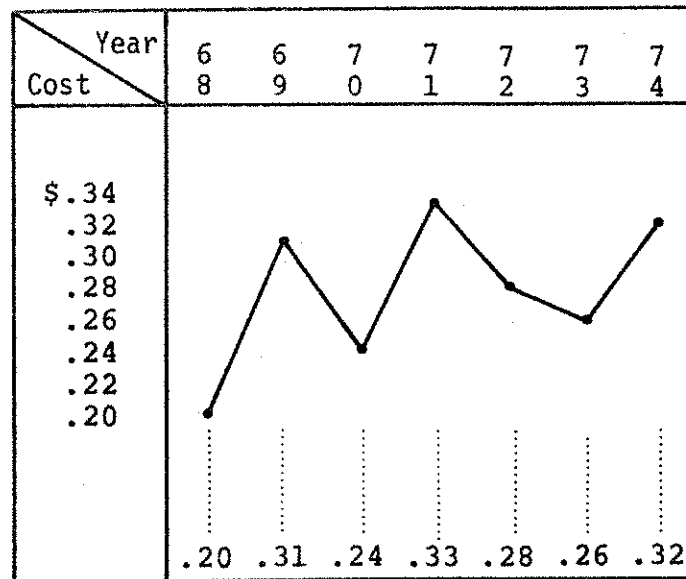
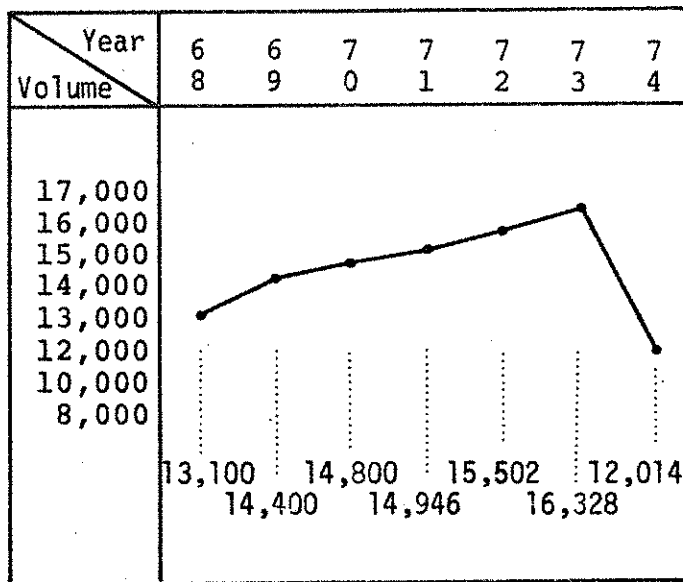
Statistics reflect monthly average transaction volume and per unit processing cost, averaged for the first seven months of each year.



# PRODUCTION VOLUME / COST HISTORY

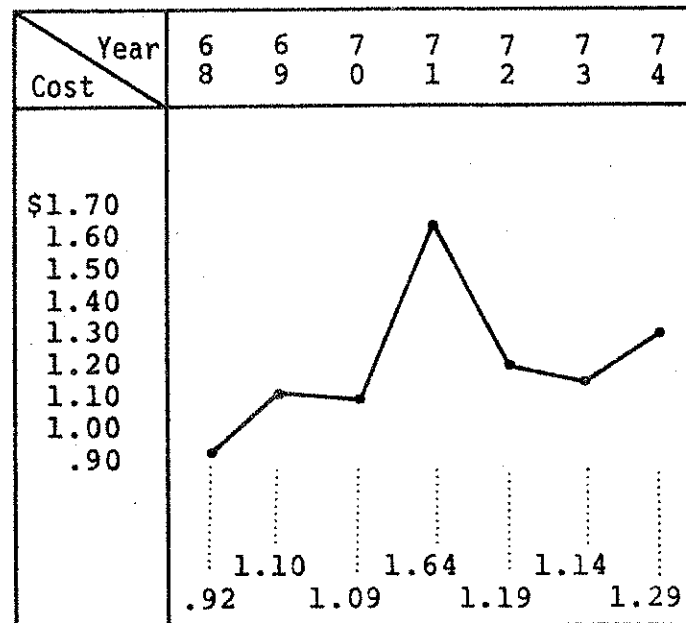
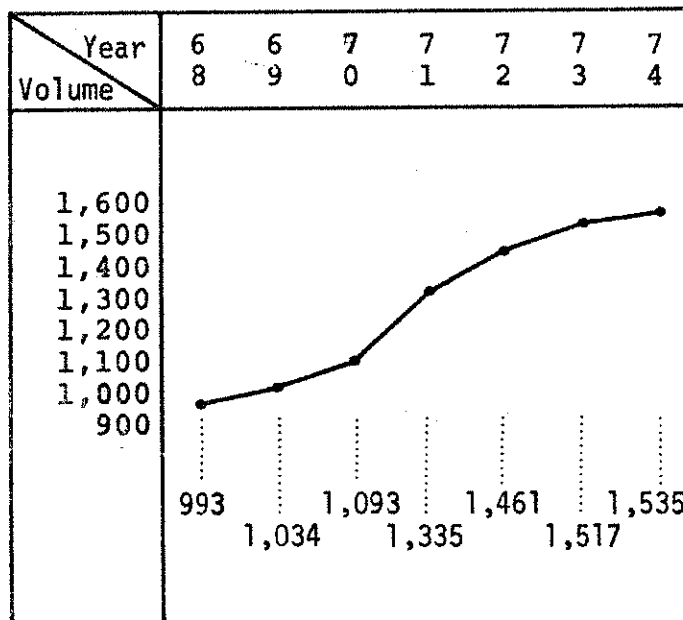
## PARKING VIOLATIONS

Statistics reflect monthly average transaction volume and per unit processing cost, averaged for the first seven months of each year.



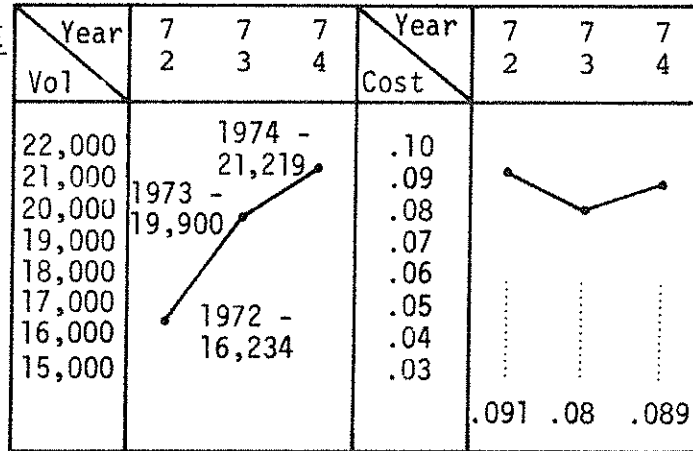
## PAYROLL, PERSONNEL AND LABOR DISTRIBUTION

Statistics reflect average number of active personnel, and respective unit processing costs per pay period. Processing includes payroll and related earnings and deduction registers, personnel statistics and labor distribution, employer costs, quarterly social security reports, and W-2's,

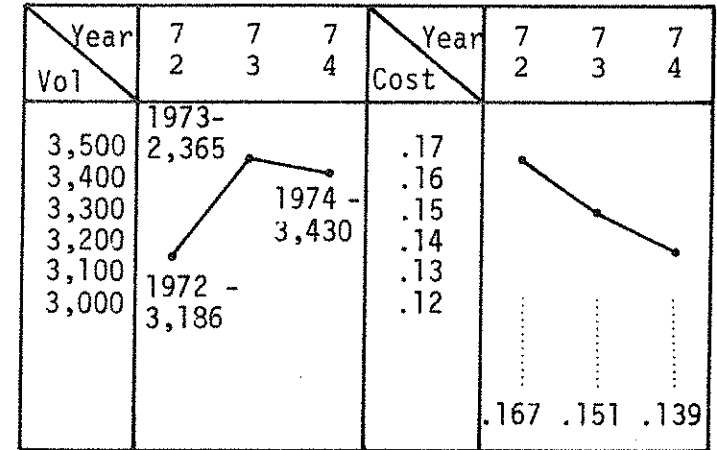


# PRODUCTION VOLUME / COST HISTORY

ACCOUNTS PAYABLE  
Includes encumbrance and disbursement transactions.

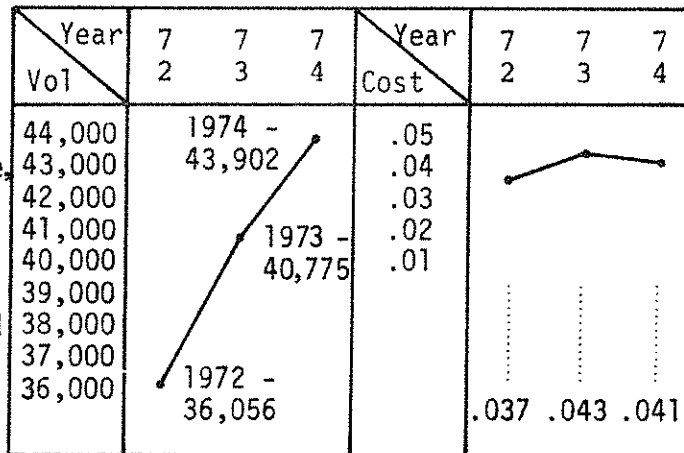


INVENTORY  
Includes warehouse issues, receipts, return to stock and adjustment transactions.

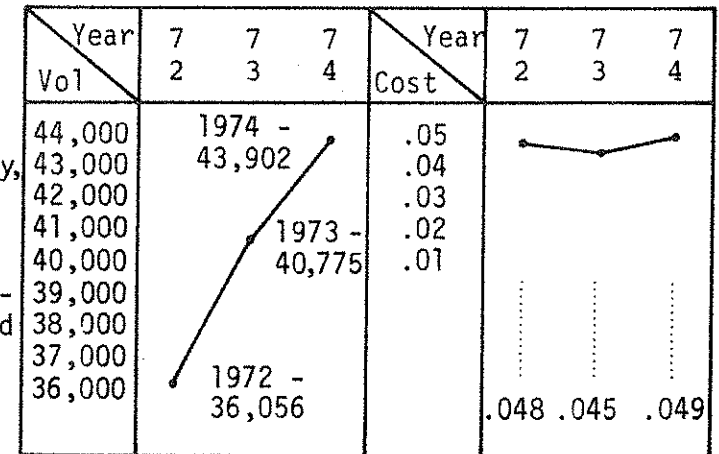


Statistics reflect monthly average transaction volume and per unit processing cost, averaged for the first nine months of each year.

GENERAL LEDGER  
Includes appropriations encumbrances, accounts payable, inventory, cash receipts, bills for collection, payroll equipment rental, and journal entry transactions.



WORK ORDER  
Includes encumbrances, accounts payable, inventory, cash receipts, bills for collection, payroll, equipment rental and journal entry transactions



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C203

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	339,987	431,264	517,647	662,160	897,700	857,980	882,980
Contractural	204,165	239,244	295,468	337,930	403,240	416,570	391,570
Supplies	31,677	34,009	35,381	41,050	64,750	64,750	64,750
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	17,135	2,595	5,605	34,680	4,910	4,910	4,910
	592,964	707,112	854,101	1,075,820	1,370,600	1,344,210	1,344,210
Less Interfund Charges	(560,641)	(656,793)	(864,141)	(1,075,820)	(1,370,600)	(1,344,210)	(1,344,210)
Total	32,323	50,319	(10,040)	-0-	-0-	-0-	-0-

Problems

- (1) Maintaining on-going objectives in continually changing environment:
- . Security of pertinent corporate files and facilities
  - . Complying with and improving production schedules
  - . Maintaining high Quality Control Standards
  - . Maintaining capabilities to process increased volume
  - . Training personnel to initiate new technologies where applicable.

Goal - 1

Implement a plan of selective programs for continuous evaluation of operating efficiency, and to monitor established security and quality control procedures.

Objective 1975

Implement an operations training program to orient personnel in a changing environment of new technologies (on-line processing).

Objective 1975

Apply self-audit and evaluating techniques to maintain secure and effective operations.

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
ADMINISTRATIVE SERVICES		DATA PROCESSING		1006.70					C204
CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975					
				REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
8110	Salaries	447,281	511,150	584,260	556,780	572,300			
8120	Overtime	3,694	3,500	10,500	10,500	11,500			
8130	Accrued Leave & Holiday		13,850	88,130	84,400	86,800			
8140	Liability & Workmen's Comp. Ins.	4,378	7,500	12,990	12,270	12,400			
8141	Retirement Plans	18,037	36,700	51,950	49,090	50,650			
8142	Life Insurance	2,522	3,600	4,830	4,600	4,800			
8143	Medical Insurance	13,180	24,520	37,530	35,400	35,400			
8144	Social Security (FICA)	20,585	25,270	29,790	27,220	31,410			
8150	Meal and Clothing Allowance	280	300	500	500	500			
8180	Contracted Labor	7,690	35,770	77,220	77,220	77,220			
	Total	517,647	662,160	897,700	857,980	882,980			
<u>CONTRACTUAL</u>									
8261	Repairs & Maintenance-City Forces				15,170	15,170			
8211	Duplicating	1,296	1,450	1,150	1,150	1,150			
8221	Telephone, Telegraph, Switchboard	13,694	9,550	8,840	8,840	8,840			
8232	Insurance - All Risk	-0-	-0-	5,000	5,000	5,000			
8235	Tuition Refunds	377	470	620	620	620			
8236	School and Training	72	2,070	1,960	1,960	1,960			
8240	Administrative Overhead			19,460	20,240	22,580			
8241	Interfund Charges	470	600	660	660	660			
8251	City Owned Equipment	-0-	1,070	1,340	1,340	1,340			
8252	Other Equipment Rental	231,514	273,950	322,420	322,420	295,080			
8253	Private Vehicle Mileage	156	600	600	600	600			
8254	Space Rental-City Buildings	44,299	44,300	36,000	32,430	32,430			
8262	Other Repairs and Maintenance	1,261	1,950	2,860	4,240	4,240			
8270	Travel	2,119	1,470	1,880	1,450	1,450			
8271	Dues and Subscriptions	210	450	450	450	450			
	Total	295,468	337,930	403,240	416,570	391,570			



CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL	B	PAGE
ADMINISTRATIVE SERVICES		DATA PROCESSING	1006.70			C205
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
	<u>SUPPLIES</u>					
8301	Materials	-0-	1,000	-0-	-0-	-0-
8303	Office Supplies and Postage	35,349	40,000	64,700	64,700	64,700
8304	Small Tools	32	50	50	50	50
	Total	35,381	41,050	64,750	64,750	64,750
	<u>CAPITAL</u>					
8603	Improvements	3,475	21,740	-0-	-0-	-0-
8605	Machinery and Equipment	2,130	12,940	4,910	4,910	4,910
	Total	5,605	34,680	4,910	4,910	4,910
	Totals	854,101	1,075,820	1,370,600	1,344,210	1,344,210
8801	Reimbursable Charges to Others	(864,141)	(1,075,820)	(1,370,600)	(1,344,210)	(1,344,210)
	Total Operating Budget	10,040	-0-	-0-	-0-	-0-

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
ADMINISTRATIVE SERVICES		DATA PROCESSING		1006,70					G206
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
<u>ADMINISTRATION</u>									
Data Processing Manager	37	1851-2255	1	1	28,954	1	28,954	1	29,960
Secretary	17	843-1029	1	1	11,634	1	11,634	1	10,512
<u>SYSTEMS MAINTENANCE AND DEVELOPMENT</u>									
Sys. & Prog. Supervisor	34	1646-2002	1	1	25,706	1	25,706	1	26,750
<u>.MAINTENANCE STAFF</u>									
Systems Analyst IV	33	1584-1927	2	2	45,396	2	45,396	2	47,176
Systems Programmer	33	1584-1927	1	1	21,636	1	21,636	1	22,956
Systems Analyst III	31	1463-1779	2	2	41,308	2	41,308	2	42,780
Programmer II	29	1353-1646	1	1	21,727	1	21,727	1	22,952
Programmer I	26	1204-1463	2	2	35,489	2	35,489	2	35,568
Technical Writer	19	915-1112	1	1	12,660	1	12,660	1	13,416
<u>.DEVELOPMENT STAFF</u>									
Systems Analyst III	31	1463-1779	1	1	18,947	1	18,947	1	19,824
Systems Analyst II	29	1353-1646	1	1	18,337	1	18,337	1	19,824
Programmer I	26	1204-1563	2	2	32,499	2	32,499	2	35,568
Program Coder	24	1112-1353	1	1	14,016	1	14,016	1	15,528
(*) Programmer Trainee	18	878-1068			873		873		873
<u>CONTROL SECTION (3 shifts - 5 days per week)</u>									
Data Control Clerk II	18	878-1068	1	1	12,462	1	12,462	1	12,780
Librarian	16	812- 988	1	1	11,597	1	11,597	1	12,168
Data Control Clerk I	14	751 - 915	2	2	21,664	2	21,664	2	23,184
<b>TOTAL</b>									
* This column used for number of employees in each class.									
COMMENTARY									

DEPARTMENT ADMINISTRATIVE SERVICES	ACCOUNT TITLE DATA PROCESSING	ACCOUNT NUMBER 1006.70	PERSONNEL	C	PAGE C207
---------------------------------------	----------------------------------	---------------------------	-----------	---	--------------

CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
<u>OPERATIONS (3 shifts - 7 days per week)</u>									
Operations Supervisor	31	1463-1779	1	1	22,896	1	22,896	1	24,050
<u>.COMPUTER OPERATIONS</u>									
Lead Computer Operator	26	1204-1463	1	1	15,220	1	15,220	1	16,308
Computer Operator II	23	1068-1301	3	3	41,088	3	41,088	3	40,356
Computer Operator I	18	878-1608	2	2	23,137	2	23,137	2	24,336
Computer Operator Tr.	15	750- 951	1	1	10,573	1	10,573	1	11,040
Console Operator	15T	780	1	1	9,360	1	9,360	1	10,008
<u>.DATA ENTRY</u>									
Lead Keypunch Operator	15	780- 951	2	2	22,110	2	22,110	2	22,680
Keypunch Operator II	13	731- 878	3	3	29,365	3	29,365	3	31,080
Keypunch Operator I	12	696- 812	5	5	45,252	5	45,252	5	47,664
			40	40	593,906	40	593,906	40	619,339
(*) Funded for CETA Program									
<u>NEW POSITIONS</u>									
Systems Analyst IV	33	1584-1927		1	19,380	0	-0-	0	-0-
Systems Programmer	33	1584-1927		1	19,380	0	-0-	0	-0-
Librarian	16	812- 988		1	10,023	0	-0-	0	-0-
Data Control Clerk I	14	751- 915		1	9,273	1	9,273	1	9,528
Keypunch Operator Tr.	9	619- 751		1	7,635	0	-0-	0	-0-
				5	65,418	1	9,273	1	9,528
LESS 4% VACANCY FACTOR					(26,373)				(8,867)
Accrued Holiday & Vac. Adj.					(48,691)		(46,399)		(47,700)
<b>TOTAL</b>			40	45	584,260	41	556,780	41	572,300

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

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			G208

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110 <u>SALARIES</u>			
Increased technical services requirement in support of requested new application development and systems maintenance activity:			
1 Systems Analyst IV	19,380	-0-	-0-
1 Systems Programmer	19,380	-0-	-0-
New positions required to support increased production volumes and internal control and security for evening and graveyard shift operations:			
1 Librarian	10,020	-0-	-0-
1 Data Control Clerk I	9,270	9,270	9,528
1 Key punch Operator Trainee	7,640	-0-	-0-
	<u>65,690</u>	<u>9,270</u>	<u>9,528</u>
8120 <u>OVERTIME</u>			
Key punch and Computer Operators	6,500		
Data Control, Secretary, and Clerical Personnel	1,500		
Emergency Call Back - Computer Programmers	2,500		
	<u>10,500</u>	10,500	10,500
8150 <u>MEAL AND CLOTHING ALLOWANCE</u>			
Meal Allowance in conjunction with overtime requirements	500		
	<u>500</u>	500	500

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C209
				<u>Department Request</u>	<u>Manager Recommends</u>
					<u>Council Approved</u>
8180	<u>CONTRACTED LABOR</u>				
	Keypunch services/new project support and overflow production work		5,200		5,200
	Microfiche Service				
	Utility Billing and Accounts Receivable Reporting		23,400		
	Financial Management Reporting		15,600		
	Technical Consultant Services				
	Contractual Programming - Special Projects		4,500		
	Field Engineering - Hardware Maintenance		8,420		
	Systems Engineering Support (IBM 60 hours @ \$35.00)		2,100		
	Consulting Services - Long Range Planning				
	Five-year Information Systems Planning Study		18,000		
			<u>77,220</u>	77,220	77,220
8211	<u>DUPLICATING</u>				
	Regular (Schedules and Procedures)		800		
	Special Publications		350		
			<u>1,150</u>	1,150	1,150
8221	<u>TELEPHONE, TELEGRAPH, SWITCHBOARD</u>				
	Telephone and Switchboard		8,840		
			<u>8,840</u>	8,840	8,840

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C210
			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8232	<u>INSURANCE - ALL RISK</u>				
	Estimated premium for coverage of facilities and contents, including program and data libraries and potential loss of operation continuance due to disaster. This estimate is contingent upon placement of value on facility contents, recovery costs in the event of disaster and facility improvements to reduce risk potential.		5,000		
			<u>5,000</u>	5,000	5,000
8235	<u>TUITION REFUNDS</u>				
	Reimbursement of job related education (4 employees attending technical night school courses)		620		
			<u>620</u>	620	620
8236	<u>SCHOOL AND TRAINING PROGRAMS</u>				
	Technical training and management education: Operation system (DOS) facility management, virtual storage management and control, data base management/teleprocessing concepts		1,960		
			<u>1,960</u>	1,960	1,960
8240	<u>Administrative Overhead</u>				
	Interfund Assistant City Manager, Admin. Services		19,460	20,240	22,580

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C211

	Department Request	Manager Recommends	Council Approved
8241 <u>INTERFUND CHARGES</u>			
Courier Service	660		
	660	660	660
8251 <u>VEHICLES - CITY OWNED</u>			
One (1) station wagon to provide for frequent and routine transport of various production related materials.	1,340		
	1,340	1,340	1,340
8252 <u>OTHER VEHICLES AND EQUIPMENT RENTED</u>			
Keypunch and Unit Record Equipment	30,310		
<u>Main Storage and Processing Devices - Computer Equipment Rental - Present Configuration</u>	169,300		
Additional main storage to support increased teleprocessing activity - Upgrade from 192K to 240K	8,780		
<u>Peripheral Disk and Magnetic Tape Storage Devices - Computer Equipment Lease - Present Configuration</u>	70,810		
Additional disk storage to support on-line Telephone Toll History - Two 3340 modules at 70 megabytes each	10,010		
<u>Communication Devices - Computer Equipment Rental - Present Configuration</u>	13,580		
Local hardware required to support teleprocessing equipment at utility and customer service locations	4,600		
Hardware Dependent Program Products	15,030		
	322,420	322,420	295,080

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C212	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8253	<u>PRIVATE VEHICLE MILEAGE</u>					
	Travel to City, Borough, and State offices for planning, coordinating, implementing, and maintaining City Information Systems		600			
			<u>600</u>	600		600
8254	<u>SPACE RENTAL - CITY BUILDINGS</u>					
	Data Processing facilities located in ML&P Warehouse building - includes janitorial and maintenance		36,000			
			<u>36,000</u>	32,430		32,430
8262	<u>OTHER REPAIRS AND MAINTENANCE</u>					
	Carpet - Key punch & Decollating Rooms			1,380		1,380
	Laundry - Smocks, Door Mats		380	380		380
	Annual maintenance for typewriters, adding machines and calculators		900	900		900
	Annual maintenance for Addressograph/Multigraph Copier		500	500		500
	Fire extinguisher inspection and maintenance		80	80		80
	One recharge of HALON 1301 fire suppression system		<u>1,000</u>	<u>1,000</u>		<u>1,000</u>
			2,860	4,240		4,240
8261	<u>Repairs &amp; Maintenance-City Forces</u>					
	Security Remodeling			15,020		15,020
	Documental Cabinet			<u>150</u>		<u>150</u>
				15,170		15,170



## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C213

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8270 <u>TRAVEL</u>			
Data Processing Management Association International Conference and Business Exposition - Atlanta, Georgia	840	840	840
Data Processing Management Association Regional Meetings (Per Diem and Lodging)	270	270	270
Alaska Municipal League	180	-0-	-0-
Local Chamber of Commerce, DPMA, and American Society for Public Administration business meetings	250	-0-	-0-
Air Fare and Per Diem for Technical Specialist to attend specialized courses in Data Base Management and Data Communications Concepts	340	340	340
	<u>1,880</u>	<u>1,450</u>	<u>1,450</u>
8271 <u>DUES AND SUBSCRIPTIONS</u>			
Memberships and Technical Publications	<u>450</u>	450	450
	450		
8303 <u>OFFICE SUPPLIES AND POSTAGE</u>			
Office Supplies	3,060		
Postage	1,020		
Magnetic Tapes (300 @ \$13.00)	3,900		
Printer Ribbons (144 @ \$19.96)	2,880		
Cards	8,700		
Continuous Mailing Label Stock	650		
Stock Forms	41,780		
Purchasing Surcharge	2,260		
Freight	450		
	<u>64,700</u>	64,700	64,700

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006,70			C214

	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8304 <u>SMALL TOOLS</u>			
Hand Tools	50		
	<u>50</u>	50	50
8605 <u>MACHINERY AND EQUIPMENT</u>			
Data Reference Table (1 each)	200		
Office Chairs (5 @ \$80.00)	400		
Computer Schedule Board and Accessories	325		
Magnetic Tape Cabinets (3 @ \$350)	1,050		
File Cabinet (2 drawer legal)	150		
File Cabinet (4 drawer letter)	180		
Typewriter Correcting Selectric 13" (Dual Pitch)	725		
Calculator, electronic with memory bank	680		
Book Cases (3 each)	390		
Chair, swivel with arms (2 each)	240		
Desks, double pedestal (2 each)	570		
	<u>4,910</u>	4,910	4,910

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
ADMINISTRATIVE SERVICES	DATA PROCESSING	1006.70			C215

8801 REIMBURSABLE CHARGES TO OTHERS

<u>DEPARTMENT</u>	<u>REGULAR</u>	<u>DEVELOPMENT</u>	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
City Council					
City Clerk	2,020		2,020	2,240	2,240
City Manager's Office					
Internal Audit	610	900	1,510	1,530	1,530
E.E.O.C.	850	700	1,550	1,580	1,580
	<u>1,460</u>	<u>1,600</u>			
Public Safety Functions					
Police Department	108,600		108,600	118,330	118,330
Fire Department	7,570		7,570	8,230	8,230
	<u>116,170</u>				
Human Services Functions					
Museum	370		370	380	380
Library	8,380	8,960	17,340	-0-	-0-
	<u>8,750</u>	<u>8,960</u>			
Administrative Services					
Administration	2,040	3,230	5,270	-0-	-0-
Controller Division	275,150	36,140	311,290	341,540	341,540
Treasury	111,740	13,750	125,490	135,530	135,530
Purchasing Division	36,310		36,310	38,950	38,950
Personnel Division	2,370	4,230	6,600	6,910	6,910
	<u>427,610</u>	<u>57,350</u>			
Public Works					
Engineering - Design	5,120		5,120	5,620	5,620
Engineering - Construction	4,660	2,160	6,820	5,130	5,130
Maintenance Operations	13,730	19,900	33,630	14,990	14,990
Sanitary Landfill	6,750		6,750	7,360	7,360
Refuse Operation	33,640	2,500	36,140	38,990	38,990
Traffic Engineering	5,700		5,700	6,240	6,240
	<u>69,600</u>	<u>24,560</u>			
Enterprise Activities					
Utility Customer Service	76,240	45,700	121,940	95,920	95,920
Telephone Utility	299,700	20,690	320,390	330,390	330,390
Municipal Light & Power	94,390	23,170	117,560	105,070	105,070
Water Utility	67,970	5,200	73,170	79,280	79,280
	<u>538,300</u>	<u>94,760</u>			
			<u>1,351,140</u>	<u>1,344,210</u>	<u>1,344,210</u>