

# ANNUAL BUDGET

**CITY ATTORNEY**



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
LAW	CITY ATTORNEY	10.04.10			C98

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	204,535	236,945	277,047	349,900	456,010	411,150	435,520
Contractural	21,870	26,323	40,058	46,880	48,750	51,210	51,210
Supplies	2,321	10,889	19,059	15,500	21,500	21,500	21,500
Other Costs	11,201	27,664	41,129	20,000	35,000	30,000	30,000
Capital Outlay	13,767	7,436	7,627	8,000	19,500	17,000	17,000
	253,694	309,257	384,919	440,280	580,760	530,860	555,230
Less Interfund Charges	55,772	127,798	147,478	136,950	186,880	186,880	186,880
Total	197,922	181,459	237,442	303,330	393,880	343,980	368,350

DEPARTMENT LAW	DIVISION CITY ATTY.	ACCOUNT TITLE	ACCOUNT NUMBER 10.04.10	WORK PROGRAM <span style="float: right;">099</span>
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NEEDS OR PROBLEMS:

There are two basic problems in the City Attorney's office which must be addressed if, in fact, the City Attorney's office is to continue to provide the same level of services that it has during the past years. The first of which deals with staff salaries. After a serious review, not only of governmental offices, but private law firms as well, it is abundantly clear that the staff attorneys are underpaid to such an extent that unnecessary turn-over has become a major problem.

The other pressing problem deals also with unnecessary turn-over and results from a lack of adequate and proper office space in the attorney's office. If we are to continue to retain top-flight attorneys for more than twelve to eighteen months duration, it is necessary to have somewhat competitive office space and surroundings for them. The City Attorney's office has undoubtedly the smallest, most obsolete offices for attorneys in any public agency within the Anchorage area. The entire office needs to be refurbished and remodelled to reflect the atmosphere of a professional law office.

Another pressing problem that faces the City Attorney is the increasing caseload and severity of those cases in the criminal division. With the increase of vice activity we have acquired a greater percentage of case load involving jury trials. These jury trial cases cannot be decided in the same manner and time frame as a simple red light case. The result of this phenomena is related to the fact that one attorney cannot handle all of the prosecutorial work without an inordinate number of less than favorable results, either through negotiated settlement of cases and/or postponing actions until the case becomes actually non-prosecutable.

AGENCY GOALS:

The goal of the office of the City Attorney is simply to provide the most professional and efficient services for the City of Anchorage and its various departments and organizations at the lowest possible cost.

PROGRESS EVALUATION:

The office of the City Attorney has prosecuted more cases during 1974, tried more civil actions, collected more money for the City, participated in more administrative actions before the Alaska Public Utilities Commission and other administrative agencies, written more legal opinions, offered more legal advice, attended more meetings and spent more total hours in legally related activities than ever before in the history of the City of Anchorage.

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
LAW		CITY ATTORNEY		10.04.10					C100
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
8110	Salaries	216,888	257,517	304,420	272,840	291,500			
8120	Overtime	1,030	1,500	1,500	1,500	1,500			
8130	Accrued Leave & Holiday	-0-	6,213	46,170	41,300	44,200			
8140	Liability & Workmen's Comp. Ins.	2,073	4,050	5,840	5,910	6,300			
8141	Retirement Plans	5,065	18,540	23,380	24,150	25,800			
8142	Life Insurance	1,117	2,050	2,060	2,130	2,200			
8143	Medical Insurance	5,955	9,790	11,940	12,610	12,610			
8144	Social Security	9,393	10,240	10,500	10,710	11,410			
8150	Meal & Clothing Allowance	-0-	-0-	200	-0-	-0-			
8180	Contracted Labor	35,471	40,000	50,000	40,000	40,000			
	Total	277,047	349,900	456,010	411,150	435,520			
<u>CONTRACTUAL</u>									
8241	Interfunds-Courier	-0-	-0-	-0-	900	900			
8202	Job Recruitment	12	-0-	-0-	-0-	-0-			
8211	Duplicating	1,170	2,500	1,500	1,500	1,500			
8212	Licenses, Permits, Notary Bonds	20	100	100	100	100			
8221	Telephone, Telegraph, Switchboard	5,541	5,400	5,500	5,500	5,500			
8235	Tuition Refunds	-0-	1,000	1,000	1,000	1,000			
8251	City Owned Equipment	-0-	2,240	2,000	2,000	2,000			
8252	Other Rentals	12,392	12,800	13,000	13,000	13,000			
8254	Space Rental	9,600	10,450	10,000	11,010	11,010			
8261	Repairs and Maintenance-City Forces	771	1,690	4,200	2,300	2,300			
8262	Other Repairs and Maintenance	222	750	850	4,700	4,700			
8270	Travel	7,410	6,700	7,000	5,600	5,600			
8271	Dues and Subscriptions	2,920	3,250	3,600	3,600	3,600			
	Total	40,058	46,880	48,750	51,210	51,210			
<u>SUPPLIES</u>									
8301	Materials	13,978	10,500	15,500	15,500	15,500			
8303	Office Supplies & Postage	5,081	5,000	6,000	6,000	6,000			
	Total	19,059	15,500	21,500	21,500	21,500			

## CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
LAW		CITY ATTORNEY		10.04.10					C101
CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>OTHER CHARGES</u>								
8432	Contribution to Equipment & Supply	2,350							
8436	Cost of Litigation	38,779	20,000	35,000	30,000			30,000	
	Total	41,129	20,000	35,000	30,000			30,000	
	<u>CAPITAL</u>								
8604	Law Books	4,872	6,000	7,500	7,500			7,500	
8605	Machinery & Equipment	2,755	2,000	12,000	9,500			9,500	
	Total	7,627	8,000	19,500	17,000			17,000	
	Totals	384,919	440,280	580,760	530,860			555,230	
8801	Reimbursable Charges to Others	(147,478)	(136,950)	(186,880)	(186,880)			(186,880)	
	Total Operating Budget	237,442	303,330	393,880	343,980			368,350	
	Funding: General Fund	237,442	275,300	369,200	319,300			343,450	
	Pipeline Impact		28,030	24,680	24,680			24,900	

DEPARTMENT LAW		ACCOUNT TITLE CITY ATTORNEY		ACCOUNT NUMBER 10.04.10		PERSONNEL		C	PAGE C102
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
City Attorney	-	\$34,992	1	1	\$42,000 **	1	35,000	1	40,000
Deputy City Attorney	44	2438-2967	1	1	34,184 **	1	34,184	1	35,500
Asst. City Attorney III	44	2438-2967	1	1	31,752 **	1	31,752	1	34,000
Asst. City Attorney II	41	2165-2637	2	2	57,659 **	2	57,659	2	59,500
Asst. City Attorney I	38	1927-2343	2	2	47,528 **	2	47,528	2	53,136
Admin. Assistant I	23	1068-1301	1	1	16,860	1	16,868	1	17,124
Legal Secretary II	19	915-1112	1	1	14,412	1	14,412	1	14,796
Legal Secretary I	18	878-1068	3	3	37,347	3	37,347	3	40,248
Clerk III	13	721-878	1	1	9,070	1	9,070	1	9,528
File Clerk	8	593-721	1	1	7,474	1/2	3,737	1/2	4,116
Law Clerk (Temporary)*	28	1301-1584	1/2	1/2	4,059	1/2	4,059	1/2	4,281
			14 1/2	14 1/2	302,345	13 3/4	291,608	13 3/4	312,229
New Positions:									
Attorney Prosecutor	41	2165-2637	0	1	31,644	0	-0-	0	-0-
Investigator						1/2	7,500	1/2	7,500
Vacation Replacements:					2,500		2,500		2,500
			0		336,489		10,000		10,000
Less 2% Vacancy Rate					(6,700)		(6,032)		(6,445)
					329,789		295,576		315,784
Accrued Holiday & Vacation Adjustment					(25,369)		(22,736)		(24,284)
<b>TOTAL</b>			14 1/2	15 1/2	304,420	14 1/4	272,840	14 1/4	291,500

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

**COMMENTARY**

\* Law Clerk - 3 Months during summer only

\*\* See Comments in "Work Program"

DEPARTMENT LAW	ACCOUNT TITLE CITY ATTORNEY	ACCOUNT NUMBER 10.04.10	COMMENTARY	D	PAGE C103	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110	<u>Salaries:</u> The only change reflected over the 1974 budget is a \$7,000 increase requested in the City Attorney's salary to bring it into line with other similar local government and state agency positions, and the addition of a full-time prosecutor for the Criminal Division			38,644	7,500	7,500
8120	<u>Overtime:</u> No change from the amount allocated in 1974, and appears to be adequate.			1,500	1,500	1,500
8130	Accrued Leave and Holiday					
8140	Liability and Workmen's Compensation			5,840	5,910	6,300
8141	Retirement Plan (Classified)			23,380	24,150	25,800
8142	Life Insurance			2,060	2,130	2,200
8143	Medical Insurance			11,940	12,610	12,610
8144	Social Security (The above amounts are based on the formula provided in the 1975 Budget Instruction Manual)			10,500	10,710	11,410
8180	<u>Contracted Labor:</u> The amount of \$20,000 budgeted for 1974 was totally inadequate and the City Attorney was forced to request a budget revision for an additional \$20,000 to serve the department through to the end of the year. This office expects additional expenses attendant upon the necessity of providing public defenders funded by the City. At the present time we are employing one full-time and two part-time defenders to take care of the caseload. In addition, the office messenger service experienced an approximate 20% increase for services.			50,000	40,000	40,000

DEPARTMENT LAW	ACCOUNT TITLE CITY ATTORNEY	ACCOUNT NUMBER 10.04.10	COMMENTARY	D	PAGE C104	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
<u>8211</u>	<u>Duplicating:</u> Since acquisition of an IBM II copier the need for use of the print shop has dropped appreciably and as a result the 1975 budget reflects a \$1,000 decrease in monies for this account.			1,500	1,500	1,500
<u>8212</u>	<u>Licenses, Permits &amp; Notary Fees:</u> No change from 1974 budget			100	100	100
<u>8221</u>	<u>Telephone, Telegraph &amp; Switchboard:</u> No increase over 1974 budget.			5,500	5,500	5,500
<u>8235</u>	<u>Tuition Refunds:</u> No increase over 1974 budget			1,000	1,000	1,000
<u>8251</u>	<u>City-Owned Equipment:</u> Reflects rental on a new sedan automobile for the department to replace the present used patrol car presently in service to this office.			2,000	2,000	2,000
<u>8252</u>	<u>Other Rentals:</u> Rental of 2 Mag-Card II typewriters, 1 mag-card I typewriter and 1 IBM II copier. Reflects a small increase of \$200.00 over the 1974 budget to offset possible increase in rental this year			13,000	13,000	13,000
<u>8254</u>	<u>Space Rental:</u> Reflects a decrease of \$450.00 from the 1974 budget.			10,000	11,010	11,010
<u>8261</u>	<u>Repairs &amp; Maintenance:</u> Renew carpeting, paint offices and install better ventilation system in office of City Attorney III Mis. City Hall Annex Projects			4,200	500 1,800	500 1,800



## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LAW	CITY ATTORNEY	10.04.10			C105

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8262	<u>Other Repairs &amp; Maintenance:</u> To cover maintenance contracts on dictating and transcribing units and typewriters for 1975 Clean Drapes, 200; Carpet, 3,200; Paint, 450	850	850 3,850	850 3,850
8270	<u>Travel:</u> The amount budgeted is for a trip to the Joint Fairbanks-Anchorage Council Meeting, trip to American Bar Convention in Montreal, Canada; 3 Sessions of the Alaska Municipal League; National Institute of Municipal Law Officers Conference in New Orleans; trip for prosecutor to the Southwest Legal Foundation Special Prosecutor's School in Dallas, Texas; Alaska Bar Convention (3 attorneys to attend) in Vancouver, Canada; trips for City Attorney and staff attorneys to Juneau during legislative session for hearings and lobbying; Courses for staff attorneys in Continuing Legal Education at the S. W. Legal Foundation School; trip to Northwest Traffic Institute Seminar in Los Angeles; and allowance for litigation travel to Juneau and Seattle for City Attorney	7,000	5,600	5,600
8271	<u>Dues and Subscriptions:</u> Reflects Alaska Bar Association dues for eight attorneys and a 20% over-all increase in the cost of subscription type publications for the office	3,600	3,600	3,600
8301	<u>Materials:</u> Cost of printing supplements to the Anchorage Municipal Code and cost of entire rewriting of Anchorage traffic code to conform to the new State code	15,500	15,500	15,500

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
LAW	CITY ATTORNEY	10.04.10			C106	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8303	<u>Office Supplies and Postage:</u> Reflects an increase of \$1,000 over 1974 budget to meet inflatted costs of office supplies			6,000	6,000	6,000
8436	<u>Cost of Litigation:</u> Because of an over-all increase in litigation involving the City the 1974 figure is not deemed adequate to meet the needs of this office. As the community expands and population increases the number of cases filed by and against the City increases proportionately.			35,000	30,000	30,000
8604	<u>Law Books:</u> Reflects an increase in order that the office can acquire the Alaska Reports and Digest and also reflects a 20% increase in the cost of new volumes to presently existing Reporters and Treatises.			7,500	7,500	7,500
8605	<u>Machinery &amp; Equipment:</u> This includes the sum of \$6,000 to convert the dictating and transcribing equipment from the present obsolete IBM equipment to a Lanier Cassette system. This is not only far more versatile than the present system but will tie in with the system being installed in the Court and will make it possible for the office to obtain instant transcripts at a minimal cost, rather than having to wait for typewritten transcripts of court proceedings, thereby saving the office considerable sums in this area alone. The remainder budgeted in this account is to furnish the new quarters provided for the City Prosecutor in the new State Court Building. The present furniture in the Prosecutor's office consists largely of cast-offs from other departments and lacks both adequate					

CITY OF ANCHORAGE

DEPARTMENT LAW	ACCOUNT TITLE CITY ATTORNEY	ACCOUNT NUMBER 10.04.10	COMMENTARY	D	PAGE C107
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	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
filing system, file storage system and contains no bookcases at all in which to house necessary texts and reporters for use by the prosecutor.	12,000	9,500	9,500

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LAW	CITY ATTORNEY	10.04.10			C108

8801 CHARGES TO OTHERS				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
	<u>Retainer</u>	<u>Est. Hrs. at \$60/Hr.</u>	<u>Cost</u>			
Telephone	9,000	1260	\$75,600	\$84,600	84,600	84,600
ML&P	9,000	732	43,920	52,920	52,920	52,920
Port	5,000	200	12,000	17,000	17,000	17,000
Water	5,000	216	12,960	17,960	17,960	17,960
	<u>28,000</u>	<u>2408</u>	<u>\$144,480</u>	<u>\$172,480</u>	<u>172,480</u>	<u>172,480</u>
P.W. Projects		150	9,000	9,000	9,000	9,000
Refuse		30	1,800	1,800	1,800	1,800
Parking		10	600	600	600	600
Equip. & Supply		40	2,400	2,400	2,400	2,400
Industrial Park		10	600	600	600	600
				14,400	14,400	14,400
				TOTAL:	\$186,880	186,880

The retainer is for the maintenance of basic files and reference library. The per hour charge of \$60.00 is interfunded on an actual use of legal services and is \$20.00 less per hour than the average fee charged in private practice in Anchorage for this type of work.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
LAW	Property Management	1004.20			C109

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1971 ACTUAL	1972 ACTUAL	1973 ACTUAL	1974 REVISED BUDGET	1975		
					REQUEST	RECOMMEND	APPROVED
Personal Services	64,970	74,778	99,967	115,580	131,580	131,580	137,350
Contractural	11,614	9,378	10,200	17,110	19,360	18,110	18,110
Supplies	424	674	972	700	1,000	1,000	1,000
Other Costs	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Capital Outlay	1,433	-0-	433	200	300	300	300
Total	78,441	84,830	111,572	133,590	152,240	150,990	156,760
Less Interfund Charges	50,652	37,523	54,498	91,000	71,000	71,000	73,700
Total	27,789	47,307	57,074	42,590	81,240	79,990	83,060

WORK PROGRAM1. Needs or Problems

The Property Management Office acts as a service agency for all City Departments and Administration. This includes the acquisition of rights in real property for various departmental programs. This office is in constant contact with the public at large, public and private agencies. As a consequence, we act as a "clearing house" and/or intermediary between the City and such persons or agencies in the many problems and coordinating functions that arise. This office is part of the City Administrative "team" that submits comments relating to consulting reports, Borough reports, State and Federal Legislation and other data relevant to the City operations. Periodic "deluge" of such material makes it impossible to provide studied analysis within the time framework allotted.

2. Program Goals

In the 1973 budget, our goal was a "better evaluation and control of City-owned and/or operated real estate". Employment of a staff appraiser was budgeted. Due to inability to attract an appraiser for the money offered, we have not accomplished this goal. We will continue to seek this goal with existing personnel; however, without the appraiser, only a portion can be completed.

DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM	
LAW	PMO		1004.20		C110

3. Program Objectives

Our objectives closely parallel goals as follows:

- a) Evaluation of City real estate.
- b) Increased coordination between all City Departments relating to their Capital Improvement Programs as they affect each other.
- c) Cooperation - A vital objective of this office has been and will continue to be an attempt to obtain a cooperative effort by and between City Departments internally and other agencies externally. Due to proprietary attitudes and "tunnel vision" evident in many of these groups, this objective has been very difficult to accomplish.
- d) Anything, within our prerogatives, toward better public relations.

4. The work load of this office increases, at least proportionately, when related to the City Capital Improvement Program and City staff work required in studies, legislation, consultant studies, etc.

CITY OF ANCHORAGE

DEPARTMENT LAW	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1004.20	DETAIL	B	PAGE C111
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CODE NO.	EXPENDITURE CLASSIFICATION	1973	1974	1975		
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
<u>PERSONAL SERVICES</u>						
8110	Salaries	86,312	90,674	92,720	92,720	96,990
8120	Overtime	362	300	500	500	500
8130	Accrued Leave and Holiday		4,166	14,060	14,060	14,700
8140	Liability & Workmen's Comp	865	1,340	2,020	2,020	2,100
8141	Retirement Plans	5,229	6,540	8,080	8,080	8,580
8142	Life Insurance	492	620	740	740	760
8143	Medical Insurance	2,765	4,240	5,120	5,120	5,120
8144	Social Security (FICA)	3,554	3,950	4,340	4,340	4,600
8180	Contracted Labor	388	3,750	4,000	4,000	4,000
	Total	99,967	115,580	131,580	131,580	137,350
<u>CONTRACTUAL</u>						
8201	Advertising	232	250	400	400	400
8211	Duplicating	2,056	1,300	1,800	1,800	1,800
8212	Licenses, Permits & Notary Public Commissions	-0-	-0-	100	100	100
8221	Telephone, Telegraph, Switch- board	1,821	2,500	2,500	2,500	2,500
8235	Tuition Refunds	57	100	100	100	100
8236	School & Training Programs	-0-	500	500	500	500
8241	Interfund Charges	106	2,500	-0-	660	660
8251	City-Owned Vehicles Or Equip.	-0-	2,160	4,200	4,200	4,200
8254	Space Rental - City Buildings	5,090	5,530	6,080	4,870	4,870
8261	Repairs & Maintenance - City Forces	-0-	1,090	1,500	800	800
8262	Other Repairs & Maintenance	-0-	-0-	200	200	200
8270	Travel	585	950	1,700	1,700	1,700
8271	Dues & Subscriptions	253	230	280	280	280
	Total	10,200	17,110	19,360	18,110	18,110

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
LAW		Property Management		1004.20					C112
CODE NO.	EXPENDITURE CLASSIFICATION	1973 ACTUAL	1974 REVISED BUDGET	1975					
				REQUEST	RECOMMEND	APPROVED			
	<u>SUPPLIES</u>								
8303	Office Supplies & Postage	972	700	1,000	1,000				1,000
	<u>CAPITAL OUTLAY</u>								
8605	Machinery & Equipment	433	200	300	300				300
	Totals	111,572	133,590	152,240	150,990				156,760
8801	Reimbursable Charges to Others	(54,498)	(91,000)	(71,000)	(71,000)				(73,700)
	Total Operating Budget	57,074	42,590	81,240	79,990				83,060
	Funding: General Fund	57,074	42,590	81,240	79,990				83,060



DEPARTMENT LAW	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1004.20	PERSONNEL	C	PAGE C113				
CLASSIFICATION	RANGE	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1975					
				* REQUEST	* RECOMMEND	* APPROVED			
Property Management Officer	33	1584-1927	21,965	1	25,436	1	25,436	1	27,839
Chief ROW Agent	26	1204-1463	17,358	1	19,312	1	19,312	1	19,820
ROW Agent	25	1156-1405	30,348	2	34,366	2	34,366	2	35,100
Legal Steno I	17	843-1029	10,282	1	11,938	1	11,938	1	12,780
Clerk II	11	696-843	7,938	1	9,392	1	9,392	1	9,528
		TOTAL		6	100,444	6	100,444	6	105,067
Accrued Holiday and Vacation Adjustment					(7,724)		(7,724)		(8,077)
<b>TOTAL</b>				6	92,720	6	92,720	6	96,990
* This column used for number of employees in each class.									
COMMENTARY									

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
LAW	Property Management	1004.20			C114	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8110	<u>Salaries</u> For 1975 the PMO office will operate with existing positions.  Requests for reclassification of several positions will be made under separate cover.			92,720	92,720	96,990
8120	<u>Overtime</u> In past years this section has requested a minimum amount of overtime pay. This has varied from \$500 to \$1,000 per annum.  To date (July 1974) we have not utilized this fund. However, to care for contingency and/or emergency, we request \$500.00 in the 1975 budget.			\$ 500	500	500
8180	<u>Contracted Labor</u> Miscellaneous appraisals, engineering service, title research, litigation reports, etc.  In addition to the above items, shown in past budgets, we request funds for appraisal re-view by some local appraisal firm. (1974 budget--\$1,500.)			4,000	4,000	4,000
8201	<u>Advertising</u> Miscellaneous lease, sale, or other property advertising			400	400	400

## CITY OF ANCHORAGE

DEPARTMENT LAW	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1004.20	COMMENTARY	D	PAGE C115	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8211	<u>Duplicating</u> As of mid-year 1974, we have expended 60% of 1974 budget item. Due to probable increased costs in 1975, we request an increase of \$500.00 over 1974 budget. (1974--\$1,300.00)			\$ 1,800	1,800	1,800
8212	<u>Licenses, Permits &amp; Notary Public Commissions</u>			100	100	100
8221	<u>Telephone, Telegraph, Switchboard</u> No change from 1974 budget			2,500	2,500	2,500
8235	<u>Tuition Refunds</u> Community College courses in Real Estate Law & Negotiations. No change from 1974 budget.			100	100	100
8236	<u>School &amp; Training Programs</u> <u>AR/WA Educational Courses</u> (Course study could include some of the following: Principles of R/W Acquisition, Communications, Interpersonal Relations, Management, Economics of R/W Valuation, Etc.  One to four employees participating, depending upon 1975 course offerings. (Salary continuance \$300.00 to \$1,500.00 depending on course offerings).			500	500	500
8251	<u>City-Owned Vehicles</u> <u>Rented from Equipment &amp; Supply</u> 2 cars @ \$175.00 each per month			4,200	4,200	4,200

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LAW	Property Management	1004.20			C116

		Department Request	Manager Recommends	Council Approved
8254	<u>Space Rental - City Building</u>	\$ 6,080	4,870	4,870
8261	<u>Repairs &amp; Maintenance</u> Paint office space Incidental office furniture repair	\$ 1,500	800	800
8262	<u>Other Repairs &amp; Maintenance</u> Contractual accounts for repair of office machines.	200	200	200
8270	<u>Travel</u> Cost of International Right of Way Associa- tion Seminar in New York, NY	\$900		

The Property Management Officer was recently appointed to the position of Regional Chairman, Region 7, Professional Development Committee, American Right of Way Association. This Committee is composed of one member from each of 9 regions in the U.S., Canada, and Puerto Rico. Region 7 is composed of Alaska, Washington, Oregon, Idaho, and Montana. This Committee, in conjunction with executive staff, is the policy body for some 10,000 AR/WA members in provision of an on-going program for development of the right of way profession.

I would request consideration of transportation to two meetings held by this Committee in 1975. Other expenses, including use of annual leave time, to be the responsibility of Property Management Officer.

Transportation

800

1,700

1,700

1,700

DEPARTMENT LAW	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1004.20	COMMENTARY	D	PAGE C117
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			<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
8271	<u>Dues &amp; Subscriptions</u> American Right of Way Association Dues	\$ 165			
	Miscellaneous subscriptions, appraisal journal, periodicals, etc.	<u>115</u>	\$ 280	280	280
8303	<u>Office Supplies &amp; Postage</u> Due to increased cost of this item, we have expended 65% of our 1974 budget at mid-year. We, therefore, request a \$300.00 increase for 1975.		1,000	1,000	1,000
8605	<u>Machinery &amp; Equipment</u> Miscellaneous office equipment that needs replacement due to breakage and/or obsolescence		300	300	300
8801	<u>Charges to Others</u>  Public Works Projects including Traffic Engineering \$30,000  ML&P 6,000 ATU 15,000 Parks & Recreation 8,000 Port 1,000 <hr/> 60,000				(62,700)

In the 1974 budget, an item in an amount of \$19,000 was included for real estate appraisal charges. This item was specifically entered to cover the costs of an appraiser proposed for staff. We were unable to employ an appraiser under the

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LAW	Property Management	1004.20			C118

<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
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8801 wage scale set for the position. Rather than continue the attempt to hire an appraiser, we propose (under Account 8180) to contract with a local appraiser to re-view controversial appraisals.

Reimbursable Charges to Others

Retainers from Property Management Records

Public Works	4,000
ATU	4,000
ML&P	1,000
Water	1,500
Port	500

\$11,000

\$ 71,000

(71,000)

(11,000)

(73,700)

This item was inserted in the 1974 budget to cover incidental office costs relating to office record keeping for the various departments.