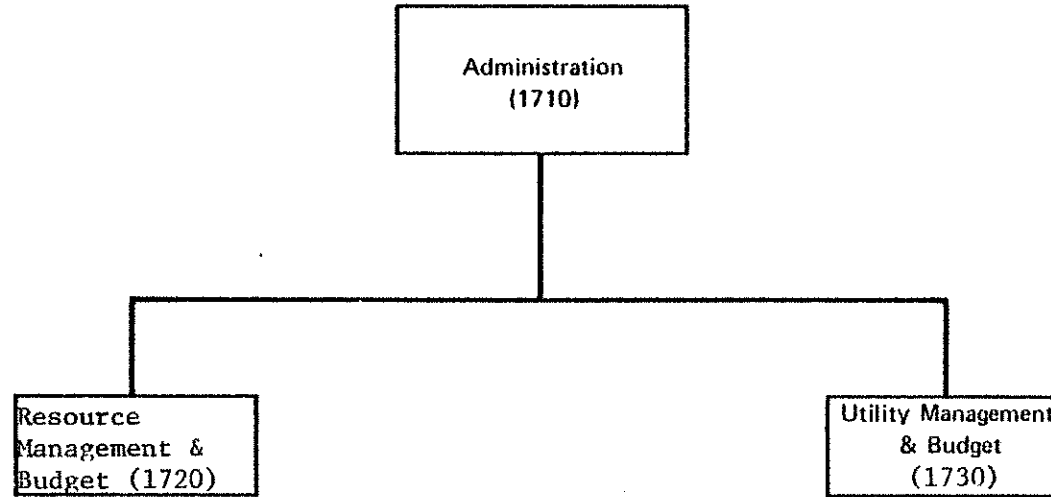


ORGANIZATION CHART
DEPARTMENT OF MANAGEMENT & BUDGET



Department Management & Budget		MAJOR OBJECTIVES FOR 1979	MAJOR OBJECTIVES FOR 1980	MAJOR PROGRAM CHANGES FOR 1980
CODE	BUDGET UNIT			
1710	Administration	(Included in Resource Management & Budget Unit 1720)	<p>Provide departmental leadership</p> <p>Refine and update Three Year Work Plan</p> <p>Design departmental procedures system</p>	<p>Increase emphasis on improving productivity and efficiency</p> <p>Develop written procedures for format and scope</p>
1720	Resource Management & Budget	<p>Improve Municipal financial planning and management through refinement of the budget process.</p> <p>Augment managerial decisions through an Inter-Agency Task Force approach to major financial and management problems and opportunities.</p> <p>Assist operating departments in developing long range marketing and/or financial plans.</p> <p>Facilitate productive utilization of Municipal resources by conducting Resource Management studies and organization reviews.</p> <p>Provide special analysis of Municipal activities on a request basis.</p>	<p>Improve Municipal Financial planning and management through refinement of the budget process.</p> <p>Increase effective citizen participation in the budget process.</p> <p>Design performance reporting system.</p> <p>Develop engineered work standards.</p> <p>Conduct productivity improvement projects.</p> <p>Conduct work measurement/job content analyses.</p>	<p>Expand budget training to Municipal personnel.</p> <p>Publish an approved Budget in Brief; increase staff support to the Municipal Budget Advisory Commission.</p> <p>Monitoring on a formal basis general government agency output.</p> <p>Develop work standards to facilitate improved budgeting and productivity.</p> <p>Analyze staffing requirements for key personnel positions.</p>
1730	Utility Management & Budget	<p>Review and coordinate interface requirements.</p> <p>Assist in the review and assessment of management and organizational needs.</p>	<p>Review and coordinate interface requirements.</p> <p>Assist in the review and assessment of management and organizational needs.</p> <p>Develop Utility Budget/Planning Process.</p> <p>Define and align responsibilities for utility reporting.</p>	<p>Refine established process.</p> <p>Refine established process.</p>

DEPARTMENT						
1700 Management & Budget						
ACCOUNT NUMBER	DIVISIONS/SECTIONS	1978	1979	1980		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1710	Administration	-0-	-0-	-0-	-0-	96,910
1720	Resource Management & Budget	642,870	730,780	798,340	772,540	651,610
1730	Utility Management & Budget	52,620	82,380	89,170	90,260	88,730
	Direct Organizational Cost	695,490	813,160	887,510	862,800	837,250
	Add Intragovernmental Charges	314,860	340,900	360,650	353,520	351,110
	Total Departmental Cost	1,010,350	1,154,060	1,248,160	1,216,320	1,188,360
	Less Intragovernmental Charges	64,630	100,620	108,170	114,520	113,860
	Function Cost	945,720	1,053,440	1,139,990	1,101,800	1,074,500
	Less Revenues	-0-	-0-	-0-	-0-	-0-
	Local Tax Cost	945,720	1,053,440	1,139,990	1,101,880	1,074,500

COMMENTARY

Department Management and Budget	Unit No. 1700	Division Administration	Unit No. 1710	Section	Unit No.
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MISSION

To provide leadership and direction to the staff of the Department of Management and Budget; to coordinate development, presentation and maintenance of the budgetary plan including human and fiscal resources; to promote programs which implement established municipal policies and assist in achieving program goals.

SERVICES FOR 1980

Coordinate the budgetary requests of the municipal departments and the projected revenue estimates to provide a fiscally responsible budgetary plan for the Municipality; review the preliminary recommendations developed by resource management studies and assist in the implementation of the approved recommendations; revise and update the departmental three year work plan; assist the supervisory staff of the department in developing their objectives and action plans and provide secretarial and receptionist support.

CHANGES IN SERVICE FROM 1979 LEVEL

- Increased emphasis in budgetary development by the use of Zero Base Budgeting (ZBB) techniques in seven additional departments.
- Development of objectives and action plans.
- Preparation of directives and written procedures.

NEED FOR 1980 LEVEL OF SERVICE

To insure coordination of concerted efforts to carry out the municipal goals and policies.

PERFORMANCE OBJECTIVES	PERFORMANCE MEASUREMENTS			
	DESCRIPTION	1978 ACTUAL	1979 ESTIMATE	1980 PLANNED
1. Supervise and provide direction to the employees of the Management and Budget Department.	Dissimination of goals, policies, procedures and information through improved communications, training sessions and written office procedures			
2. Provide budgetary assistance to the Mayor, Executive Managers and to the Assembly.	Budgetary overview presentations	4	5	6
	Review of budgetary agenda items	N/A	200	200
	Preparation of special reports			
3. Refine and update Three Year Work Plan.	Preparation of three year work plan	0	1	1
	Preparation of first year task outline	0	0	1
4. Review preliminary recommendations developed by resource management studies and assist in the implementation of approved studies.	Preparation of recommendations on preliminary reports	2	3	3
	Direction of staff to assist in implementation of approved study recommendations			

DEPT. Management & Budget		Unit No. 1700	DIV. Administration	Unit No. 1710	SEC.	Unit No.
ACCT. NO.	EXPENDITURE CLASSIFICATION	1978	1979	1980		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1100	Personal Services Salaries & Wages	Included in Resource Management & Budget				68,460
1200	Overtime	(Unit 1720)				500
1300	Differential Compensation					-0-
1400	Personnel Benefits					21,220
1500	Allowances					-0-
1600	Vacancy Factor					-0-
	Total Personal Services					90,180
	Supplies					
2100	Office Supplies					980
2200	Operating Supplies					-0-
2300	Repair & Maint. Supplies					-0-
	Total Supplies					980
	Other Services & Charges					
3100	Professional Services					-0-
3200	Communication					550
3300	Transportation					2,510
3400	Insurance					580
3500	Public Utility Services					-0-
3600	Repairs & Maintenance					380
3700	Rentals					-0-
3800	Miscellaneous					850
	Total Other Services & Charges					4,870
4100	Debt Service					-0-
	Capital Outlay					
5300	Improvements Other Than Bldgs.					-0-
5400	Machinery & Equipment					880
5500	Library Books & Art Objects					-0-
	Total Capital Outlay					880
	Direct Organizational Cost					96,910
6000	Add Intragovernmental Charges					38,860
	Total Budget Unit Cost					135,770
7000	Less Intragovernmental Charges					-0-
	Function Cost					135,770
ACCT. NO.	REVENUE SOURCE					
	Total Revenues					-0-
	Local Taxes Required For Function					135,770

PERSONNEL SUMMARY

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.		
Management & Budget	1700	Administration	1710				
CLASSIFICATION	RANGE & STEP	POSITIONS 1979 BUDGET	1980				
			REQUESTED	RECOMMENDED	APPROVED		
Director	22E	Included in Resource Management & Budget (Unit 1720)	*	*	*		
Senior Office Associate	10N C-D						
Total		-0-	-0-	-0-	-0-	2	65,262

*These columns used for the number of positions in each classification.

COMMENTARY:
 One (1) CETA position supports this budget unit.

OTHER PERSONAL SERVICES COMMENTARY		ESTIMATED HOURS	1980		
ACCT NO.	EXPLANATION		REQUESTED	RECOMMENDED	APPROVED
1200 Overtime 1201 Overtime		40	Included in Resource Management & Budget (Unit 1720)		500
1400 Personnel Benefits 31% x Salaries & Wages					20,230

Department		Unit No.	Division		Unit No.	Section		Unit No.
Management & Budget		1700	Administration		1710			
ACCOUNT NUMBER	LINE ITEM EXPLANATION	1979			1980			
		Revised	Department Requested	Mayor Recommended	Assembly Approved			
2100	Office Supplies				Included in Resource Management & Budget (Unit 1720)		980	
3200	Communication						550	
	Long Distance Tolls	-0-	-0-	400				
	Postage	-0-	-0-	150				
3300	Transportation						2,510	
3301	Travel Expense, Per Diem and Other Costs							
	Director - Legislative Support	-0-	-0-	400				
	Municipal Finance Officers Association Conference and Board Meeting - Phoenix, Arizona	-0-	-0-	980				
	Municipal Finance Officers Board-Chicago, Illinois	-0-	-0-	660				
	Alaska Municipal Finance Officers Association Spring Workshop - Juneau, Alaska	-0-	-0-	470				
3400	Insurance						580	
3404	General Liability .0083 x Salaries, Wages & Overtime							
3600	Repairs and Maintenance						380	
	Maintenance contract on calculators and typewriters							
3800	Miscellaneous						850	
3805	Dues, Subscriptions and Memberships							
	Municipal Finance Officers Association of United States and Canada	-0-	-0-	150				
	Technical publications and reference material	-0-	-0-	700				
5400	Machinery and Equipment						880	
	2-Calculators (replacement)	-0-	-0-	320				
	1-Dictaphone	-0-	-0-	560				

Department	Unit No.	Division	Unit No.	Section	Unit No.	
Management & Budget	1700	Administration	1710			
ACCOUNT NUMBER	LINE ITEM EXPLANATION	1979			1980	
		Revised	Department Requested	Mayor Recommended	Assembly Approved	
<u>Intragovernmental Charges From Others</u>						
1020 6052	Clerk	-0-	-0-	-0-	100	
1322 6103	General Accounting	-0-	-0-	-0-	210	
1323 6104	Payroll	-0-	-0-	-0-	350	
1324 6105	Accounts Payable	-0-	-0-	-0-	70	
1330 6107	Purchasing	-0-	-0-	-0-	90	
1370 6118	Financial Systems Development	-0-	-0-	-0-	3,500	
1422 6133	Mailroom & Courier	-0-	-0-	-0-	310	
1423 6134	Switchboard	-0-	-0-	-0-	1,460	
1424 6135	Custodial	-0-	-0-	-0-	1,430	
1425 6136	Records Management	-0-	-0-	-0-	430	
1426 6144	Space Management	-0-	-0-	-0-	6,500	
1428 6146	Building Maintenance	-0-	-0-	-0-	2,620	
1432 6139	Print Shop	-0-	-0-	-0-	4,250	
1433 6141	Illustrations	-0-	-0-	-0-	-0-	
1435 6137	Forms Management	-0-	-0-	-0-	4,180	
1436 6143	Copy	-0-	-0-	-0-	1,910	
1450 6148	Data Processing	-0-	-0-	-0-	-0-	
1620 6172	Civil Law	-0-	-0-	-0-	1,010	
1730 6068	Utility Management & Budget	-0-	-0-	-0-	6,780	
1830 6073	Personnel	-0-	-0-	-0-	840	
7470 6747	Equipment Maintenance	-0-	-0-	-0-	2,820	
		-0-	-0-	-0-	38,860	

Department Management & Budget	Unit No. 1700	Division Management & Budget	Resource Management & Budget	Unit No. 1720	Section	Unit No.
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MISSION Responsible for planning, publishing and managing the municipal budget, for promoting programs which carry out established municipal policies, for monitoring individual department progress in achieving program goals and for assisting departments in applying program planning methods to the budget process, for improving the municipal operations by providing assistance to all departments concerned with developing their internal management abilities, and coordinating state and federal grant assistance.

SERVICES FOR 1980

- . Issue procedures, coordinate and develop 1981 operating and capital improvement budgets and 1981-87 long range capital and fiscal plans. Continue preparation and distribution of the Budget-In-Brief and the Six-Year Fiscal Outlook.
- . Manage 1980 budget and monitor departmental progress in achieving program goals through work programs and productivity reviews.
- . Assist the departments with the development of their internal management abilities by providing support to resource management studies and performance audits.
- . Coordinate state and federal grant assistance through dissemination of grant information, guidelines and regulations and the A-95 review process.
- . Review all cost projections for labor agreements.
- . Review all word processing equipment acquisitions prior to the initiation of purchasing activity.

CHANGES IN SERVICE FROM 1979 LEVEL

Refinements are planned in the following areas:

- . Improvement of the budgeting skills of municipal personnel by expanding budgeting training.
- . Review of the Budgeting Process including the expansion and refinement of zero based budgeting techniques.
- . Expansion and improvement of the Six Year Fiscal Outlook with the development of a long range fiscal model.
- . Publication of a Preliminary Budget-In-Brief and an approved Budget-In-Brief.
- . Development of work standards and performance reporting.
- . Faster dissemination of information on state and federal grants.

NEED FOR 1980 LEVEL OF SERVICE

In addition to the legal mandates, recent public opinion surveys have illustrated a demand by the Anchorage taxpayer for more efficient and effective governmental services at a minimum tax level. Application of concerted efforts to enhance management systems is needed in order to meet municipal goals of improved management and productivity.

PERFORMANCE OBJECTIVES	PERFORMANCE MEASUREMENTS			
	DESCRIPTION	1978 ACTUAL	1979 ESTIMATE	1980 PLANNED
1. Improve Municipal financial planning and management through refinement of the budget process.	# of training sessions	3	4	5
	# of departments using Zero Based Budgeting	1	4	7
	# of quarterly budget reviews to Administration	0	3	4
2. Increase effective citizen participation in the budget process.	# of public opinion surveys conducted	0	1	1
	# of Budgets-In-Brief published	1	1	2
3. Design a performance reporting system for general government departments.	Design	0	0	1
4. Develop engineered work standards for two operational areas.	# of work standards	0	0	2
5. Conduct two productivity improvement projects	# of projects	2	2	2
6. Conduct six work measurement/job content analyses.	# of analyses	2	5	6

DEPT. Management & Budget		Unit No. 1700	DIV. Resource Management & Budget		Unit No. 1720	SEC.	Unit No.
ACCT. NO.	EXPENDITURE CLASSIFICATION	1978	1979	1980			
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED	
Personal Services							
1100	Salaries & Wages	369,760	429,820	455,700	436,320	359,290	
1200	Overtime	18,180	9,250	10,240	10,240	9,740	
1300	Differential Compensation	-0-	-0-	-0-	-0-	-0-	
1400	Personnel Benefits	84,100	124,510	141,260	135,250	111,370	
1500	Allowances	-0-	-0-	-0-	-0-	-0-	
1600	Vacancy Factor	-0-	-0-	-0-	-0-	(10,940)	
	Total Personal Services	472,040	563,580	607,200	581,810	469,460	
Supplies							
2100	Office Supplies	4,410	4,200	4,900	4,900	3,920	
2200	Operating Supplies	-0-	-0-	-0-	-0-	-0-	
2300	Repair & Maint. Supplies	-0-	-0-	-0-	-0-	-0-	
	Total Supplies	4,410	4,200	4,900	4,900	3,920	
Other Services & Charges							
3100	Professional Services	128,330	126,200	150,000	150,000	150,000	
3200	Communication	4,030	3,700	3,500	3,500	2,950	
3300	Transportation	3,820	10,480	11,340	10,930	7,570	
3400	Insurance	-0-	4,870	3,670	3,670	3,090	
3500	Public Utility Services	-0-	-0-	-0-	-0-	-0-	
3600	Repairs & Maintenance	1,840	1,650	2,000	2,000	1,620	
3700	Rentals	130	1,260	-0-	-0-	-0-	
3800	Miscellaneous	24,260	13,110	12,820	12,820	10,970	
	Total Other Services & Charges	162,410	161,270	183,330	182,920	176,200	
4100	Debt Service	-0-	-0-	-0-	-0-	-0-	
Capital Outlay							
5300	Improvements Other Than Bldgs.	-0-	-0-	-0-	-0-	-0-	
5400	Machinery & Equipment	4,010	1,730	2,910	2,910	2,030	
5500	Library Books & Art Objects	-0-	-0-	-0-	-0-	-0-	
	Total Capital Outlay	4,010	1,730	2,910	2,910	2,030	
	Direct Organizational Cost	642,870	730,780	798,340	772,540	651,610	
6000	Add Intragovernmental Charges	303,920	322,660	341,650	329,260	287,120	
	Total Budget Unit Cost	946,790	1,053,440	1,139,990	1,101,800	938,730	
7000	Less Intragovernmental Charges	1,070	-0-	-0-	-0-	-0-	
	Function Cost	945,720	1,053,440	1,139,990	1,101,800	938,730	
ACCT. NO. REVENUE SOURCE							
Total Revenues		-0-	-0-	-0-	-0-	-0-	
Local Taxes Required For Function		945,720	1,053,440	1,139,990	1,101,880	938,730	

DEPT.	Unit No.	DIV. Resource	Unit No.	SEC.	Unit No.			
Management & Budget	1700	Management & Budget	1720					
CLASSIFICATION	RANGE & STEP	POSITIONS 1979 BUDGET	1980					
			REQUESTED	RECOMMENDED	APPROVED			
Director (1)	22E	1	1	48,340	1	48,340	-0-	Included in Unit 1710
Budget Officer	21 E	1	1	37,500	1	37,500	1	37,500
Management Systems Officer	21 E	1	1	31,044	1	31,044	1	31,044
Principal Administrative Officer	16N C-F	3	3	105,424	3	105,424	3	105,424
Senior Administrative Officer	15N B-D	5	5	146,528	5	146,528	5	146,528
Administrative Officer	14N C-D	-0-	1	25,860	-0-	-0-	-0-	-0-
Principal Accounting Clerk	11N B-C	1	1	20,311	1	20,311	1	20,311
Senior Office Associate (1)	10N C-D	1	1	16,922	1	16,922	-0-	Included in Unit 1710
Total		13	13	431,929	13	406,069	11	340,807

*These columns used for the number of positions in each classification.

COMMENTARY:

(1) Lateral transfer to Management & Budget - Administration (Unit 1710)
 One (1) CETA position supports this budget unit.

OTHER PERSONAL SERVICES COMMENTARY		ESTIMATED HOURS	1980		
ACCT NO.	EXPLANATION		REQUESTED	RECOMMENDED	APPROVED
1200 Overtime 1201 Overtime	For Preparation and Maintenance of the Capital and Operating Budgets, work sessions with the Administration and Assembly, Resource Management Study reviews	460	10,240	10,240	9,740
1400 Personnel Benefits 31% x Salaries & Wages			133,900	125,880	105,650
1600 Vacancy Factor			-0-	-0-	(10,940)

DEPT.	Unit No.	DIV.	Resource	Unit No.	SEC.	Unit No.
Management & Budget	1700	Management & Budget	Management & Budget	1720		
ACCOUNT NO.	LINE ITEM EXPLANATION	1980				
		Department Requested	Mayor Recommended	Assembly Approved		
2100	Office Supplies	4,900	4,900	3,920		
3100	Professional Services	150,000	150,000	150,000		
	Resource Management Projects					
	135,000					
	Zero Base Budgeting Project					
	9,500					
	Computer Time Sharing					
	5,500					
3200	Communication	3,500	3,500	2,950		
	Long distance tolls					
	Grants	2,000				
	General	800	800	400		
	Resource Management Projects					
	500					
	Postage	200	200	50		
3300	Transportation	11,340	10,930	7,570		
3301	Travel Expense, Per Diem and Other Costs					
	Director - Legislative Support					
	1,250	1,250	-0-			
	Municipal Finance Officers Association					
	Conference and Board Meeting - Phoenix					
	Arizona	980	980	-0-		
	Municipal Finance Officers Board -					
	Chicago, Illinois	660	660	-0-		
	Alaska Finance Officers Association					
	Meeting - Fairbanks	830	420	420		
	Negotiation with Federal Agencies on					
	Indirect Cost Allocation Plan					
	460					
	Alaska Municipal Finance Officers					
	Association Spring Workshop - Juneau					
	Alaska	470	470	-0-		
	Management Systems Officer Seminar on					
	Efficiencies & Effectiveness Measures					
	930					
	Coordination of A-95 Plan-Juneau, Alaska					
	460					
	Review of Grant Sources, A-95 and					
	Indirect Cost Allocation Plan -					
	Washington, D.C.	780				
	Region X A-95 Coordination - Seattle					
	Washington	460				
	Seminar on Capital Planning and					
	Budgeting	980				
3302	Mileage	3,080				
	11,000 miles x .28/mile					
3400	Insurance	3,670	3,670	3,090		
3404	General Liability					

DEPT.	Unit No.	DIV. Resource	Unit No.	SEC.	Unit No.
Management and Budget	1700	Management & Budget	1720		
ACCOUNT NO.	LINE ITEM EXPLANATION	1980			
		Department Requested	Mayor Recommended	Assembly Approved	
3600	Repairs and Maintenance Maintenance contract on calculators and typewriters	2,000	2,000	1,620	
3800	Miscellaneous	12,820	12,820	10,970	
3801	Boards and Commissions 9 members x 16 meetings x 10 meetings 1,440 Other boards, commissions and community councils 1,500 School Budget Advisory Commission - 11 members x 12 meetings 1 10 per meeting 1,320				
3803	Printing and Binding Budget in Brief 4,500 Printing and Binding 1,500				
3805	Dues, Subscriptions and Memberships Municipal Finance Officers Association of United States and Canada 150 150 -0- Municipal Finance Officers of Alaska 30 Revenue Sharing News 50 Federal Register 50 BNA Contract Reports 280 Technical publications and reference material 1,000 1,000 300				
3806	Tuition & Registration Fees 1,000 1,000 -0- Reimbursement for job related courses				
5400	Machinery and Equipment 2-Calculators (replacement) 640 640 320 1-Chair-(replacement) 210 1-Dictaphone 560 560 -0- 1-Credenza 380 1-File,5-drawer lateral 650 1-Microfiche reader (portable) 100 1-Calculator, pocket portable 30 2-Tables 18x60 240 1-Humidifer 100	2,910	2,910	2,030	

Department	Unit No.	Division	Unit No.	Section	Unit No.
Management & Budget	1700	Resource Management & Budget	1720		
ACCOUNT NUMBER	LINE ITEM EXPLANATION	1979	1980		
		Revised	Department Requested	Mayor Recommended	Assembly Approved
<u>Intragovernmental Charges From Others</u>					
1020 6052	Clerk	-0-	-0-	100	-0-
1322 6103	General Accounting	3,240	4,110	3,860	2,710
1323 6104	Payroll	1,480	2,410	2,060	1,940
1324 6105	Accounts Payable	1,350	1,690	1,440	1,370
1330 6107	Purchasing	230	1,990	1,910	1,710
1370 6118	Financial Systems Development	-0-	-0-	3,500	-0-
1422 6133	Mailroom & Courier	2,600	1,500	1,500	1,250
1423 6134	Switchboard	24,150	9,900	9,470	8,140
1424 6135	Custodial	7,710	8,160	9,030	7,340
1425 6136	Records Management	400	400	420	-0-
1426 6144	Space Management	35,950	34,110	39,930	33,380
1428 6146	Building Maintenance	7,510	11,740	16,880	13,460
1432 6139	Print Shop	31,300	26,180	28,180	24,020
1433 6141	Illustrations	6,720	5,500	6,050	6,030
1435 6137	Forms Management	850	3,930	4,120	-0-
1436 6143	Copy	12,860	11,820	12,510	10,670
1450 6148	Data Processing	167,390	192,370	172,560	170,520
1620 6172	Civil Law	1,170	1,040	1,090	-0-
1730 6068	Utility Management & Budget	10,460	16,830	6,790	-0-
1830 6073	Personnel	4,470	5,150	5,040	4,580
7470 6747	Equipment Maintenance	2,820	2,820	2,820	-0-
		322,660	341,650	329,260	287,120

Department Management & Budget	Unit No. 1700	Division Utility Management & Budget	Unit No. 1730	Section	Unit No.
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MISSION

Facilitate the formation and submission of Municipal Utilities Operational and Capital Budgets; review and assess utility management and organizational needs.

SERVICES FOR 1980

Interpret, formulate and monitor Municipal policies and procedures for the Anchorage Municipal Utilities. Prepare objective evaluations at the request of Municipal Management and refine the utility budget/planning process.

CHANGES IN SERVICE FROM 1979 LEVEL

More emphasis will be placed upon refining the Utility Capital Improvement Planning Process as well as developing a framework for a more comprehensive spending plan. Considerable emphasis will be placed upon mechanizing the current budget/planning process in order to eliminate manual efforts and save costs.

NEED FOR 1980 LEVEL OF SERVICE

Due to the uniqueness of utility operations, transition complications can occur when interfacing regulatory controlled utilities within a Municipal organization. This service is required in order to identify and coordinate specific interface requirements as well as budget related activities between general government and the utilities.

PERFORMANCE OBJECTIVES	PERFORMANCE MEASUREMENTS			
	DESCRIPTION	1978 ACTUAL	1979 ESTIMATE	1980 PLANNED
1. Develop comprehensive spending plan	Plan	0	0	1
2. Mechanize operational budgets	# budget units	0	4	2
3. Conduct post implementation audit on utility reorganizations	# audits	0	0	2
4. Conduct management training sessions: a. Management by Objective b. Project Management c. Utility Capital Budgeting/Spending	# training sessions	0	0	3
5. Improve utility financial planning process and develop written procedures	# training sessions # procedures	0 0	1 1	1 1
6. Update financial projections for utilities	# projections	0	4	4

DEPT. Management & Budget		Unit No. 1700	DIV. Utility Management & Budget		Unit No. 1730	SEC.		Unit No.
ACCT. NO.	EXPENDITURE CLASSIFICATION	1978	1979	1980				
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED		
Personal Services								
1100	Salaries & Wages	33,540	54,230	58,350	59,190	58,020		
1200	Overtime	30	850	900	900	900		
1300	Differential Compensation	-0-	-0-	-0-	-0-	-0-		
1400	Personnel Benefits	9,500	15,370	18,080	18,330	17,970		
1500	Allowances	-0-	-0-	-0-	-0-	-0-		
1600	Vacancy Factor	-0-	-0-	-0-	-0-	-0-		
	Total Personal Services	43,070	70,450	77,330	78,420	76,890		
Supplies								
2100	Office Supplies	590	700	890	890	890		
2200	Operating Supplies	-0-	-0-	-0-	-0-	-0-		
2300	Repair & Maint. Supplies	-0-	-0-	-0-	-0-	-0-		
	Total Supplies	590	700	890	890	890		
Other Services & Charges								
3100	Professional Services	-0-	2,400	3,600	3,600	3,600		
3200	Communication	200	400	430	430	430		
3300	Transportation	5,810	2,770	2,990	2,990	2,990		
3400	Insurance	-0-	590	470	470	470		
3500	Public Utility Services	-0-	-0-	-0-	-0-	-0-		
3600	Repairs & Maintenance	90	500	540	540	540		
3700	Rentals	-0-	3,300	2,600	2,600	2,600		
3800	Miscellaneous	250	300	320	320	320		
	Total Other Services & Charges	6,350	10,260	10,950	10,950	10,950		
4100	Debt Service	-0-	-0-	-0-	-0-	-0-		
Capital Outlay								
5300	Improvements Other Than Bldgs.	-0-	-0-	-0-	-0-	-0-		
5400	Machinery & Equipment	2,610	970	-0-	-0-	-0-		
5500	Library Books & Art Objects	-0-	-0-	-0-	-0-	-0-		
	Total Capital Outlay	2,610	970	-0-	-0-	-0-		
Direct Organizational Cost								
6000	Add Intragovernmental Charges	52,620	82,380	89,170	90,260	88,730		
	Total Budget Unit Cost	10,940	18,240	19,000	24,260	25,130		
	Total Budget Unit Cost	63,560	100,620	108,170	114,520	113,860		
7000	Less Intragovernmental Charges	63,560	100,620	108,170	114,520	113,860		
	Function Cost	-0-	-0-	-0-	-0-	-0-		
ACCT. NO.	REVENUE SOURCE							
	Total Revenues	-0-	-0-	-0-	-0-	-0-		
	Local Taxes Required For Function	-0-	-0-	-0-	-0-	-0-		

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.			
Management & Budget	1700	Utility Management & Budget	1730					
CLASSIFICATION	RANGE & STEP	POSITIONS 1979 BUDGET	1980					
			REQUESTED	RECOMMENDED	APPROVED			
Utility Management and Budget Officer	21E	1	1	39,000	1	39,000	1	39,000
Office Associate	9NC-D	1	1	16,300	1	16,300	1	16,300
Total		2	2	55,300	2	55,300	2	55,300
*These columns used for the number of positions in each classification.								
COMMENTARY:								
OTHER PERSONAL SERVICES COMMENTARY		ESTIMATED HOURS	1980					
ACCT NO.	EXPLANATION		REQUESTED	RECOMMENDED	APPROVED			
1200 Overtime	1201 Overtime	77	900	900	900			
1400 Personnel Benefits	31% x Salaries & Wages		17,140	17,140	17,140			

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.
Management & Budget	1700	Utility Management & Budget	1730		
ACCOUNT NO.	LINE ITEM EXPLANATION	1980			
		Department Requested	Mayor Recommended	Assembly Approved	
2100	Office Supplies	890	890	890	
3100	Professional Services Time Share contract with General Electric continued services required for the mechanization of the Utility Operating Budgets and Planning systems	3,600	3,600	3,600	
3200	Communication Long distance tolls	430	430	430	
3300	Transportation	2,990	2,990	2,990	
3301	Travel Expense, Per Diem and Other Costs 19th Annual Regulatory Conference - Ames, Iowa 1,080 Management Audits in Public Utilities - Denver, Colorado 1,160				
3302	Mileage 750 2,680 miles x .28/mile				
3400	Insurance	470	470	470	
3404	General Liability .0083 x Salaries, Wages & Overtime				
3600	Repairs and Maintenance	540	540	540	
3700	Rentals Computer terminal equipment consisting of the following: Dedicated telephone line, Data link, Teletype Model 43 teleprinter	2,600	2,600	2,600	
3800	Miscellaneous	320	320	320	
3805	Dues, Subscriptions and Memberships Memberships: Association of MBA Executives 25 Planning Executives Institute 50 Subscriptions: Electric Power Statistics 20 Public Utilities Fortnightly 60 Business Horizons 20 Nation Cities 10 Telephone Engineer & Management 20 Textbooks 115				

Department	Unit No.	Division	Unit No.	Section	Unit No.
Management & Budget	1700	Utility Management & Budget	1730		

ACCOUNT NUMBER	LINE ITEM EXPLANATION	1979	1980		
		Revised	Department Requested	Mayor Recommended	Assembly Approved
<u>Intragovernmental Charges From Others</u>					
1322 6103	General Accounting	330	340	330	310
1323 6104	Payroll	210	340	320	350
1324 6105	Accounts Payable	140	150	130	140
1330 6107	Purchasing	180	180	170	170
1422 6133	Mailroom & Courier	280	750	750	780
1423 6134	Switchboard	1,210	1,390	5,410	5,480
1424 6135	Custodial	1,100	1,180	1,280	1,240
1426 6144	Space Management	5,110	4,930	5,640	5,640
1428 6146	Building Maintenance	1,070	1,700	1,560	2,270
1432 6139	Print Shop	4,820	4,440	4,780	4,790
1433 6141	Illustrations	2,240	1,840	2,020	2,020
1435 6137	Forms Management	620	610	650	660
1436 6143	Copy	290	410	440	440
1830 6073	Personnel	640	740	780	840
		18,240	19,000	24,260	25,130

Department		Unit No.	Division		Unit No.	Section		Unit No.
Management & Budget		1700	Utility Management & Budget		1730			
ACCOUNT NUMBER	LINE ITEM EXPLANATION	1979			1980			
		Revised	Department Requested	Mayor Recommended	Assembly Approved			
<p><u>Intragovernmental Charges to Others</u> All Section charges will be allocated upon the following percentage estimates except for 30% of the Office Associate wages and benefits which will be charged to the Office of Management and Budget. The following percentages are based upon 1978 actual allocations.</p>								
		Requested %	Recommended %	Approved %				
1710 7067	Management and Budget- 30% of Office Associate's Salaries and Benefits				10,460	6,680	6,790	6,780
1710 7067	Management and Budget 10	0	0	0	-0-	10,150	-0-	-0-
8100 7810	Enterprise Activities 14	15.4	15.4	15.4	180	14,210	16,590	16,490
8210 7821	UCS - Administration 0	0	0	0	100	-0-	-0-	-0-
8220 7822	Customer Service 0	0	0	0	1,890	-0-	-0-	-0-
8230 7823	Credit and Collections 0	0	0	0	1,530	-0-	-0-	-0-
8240 7824	Phone Store #2 0	0	0	0	180	-0-	-0-	-0-
8300 7830	Anchorage Telephone Utility 30	34.0	34.0	34.0	48,780	30,440	36,630	36,410
8500 7850	Municipal Light & Power 20	22.0	22.0	22.0	20,730	20,300	23,700	23,560
8700 7870	Anchorage Water Utility 14	15.4	15.4	15.4	6,760	14,210	16,590	16,490
9300 7930	Anchorage Sewer-SA 40 12	13.2	13.2	13.2	9,200	12,180	14,220	14,130
9500 7950	Anchorage Sewer-SA 50 0	0	0	0	450	-0-	-0-	-0-
9700 7970	Anchorage Sewer-SA 60 0	0	0	0	360	-0-	-0-	-0-
100		100.0	100.0	100.0	100,620	108,170	114,520	113,860