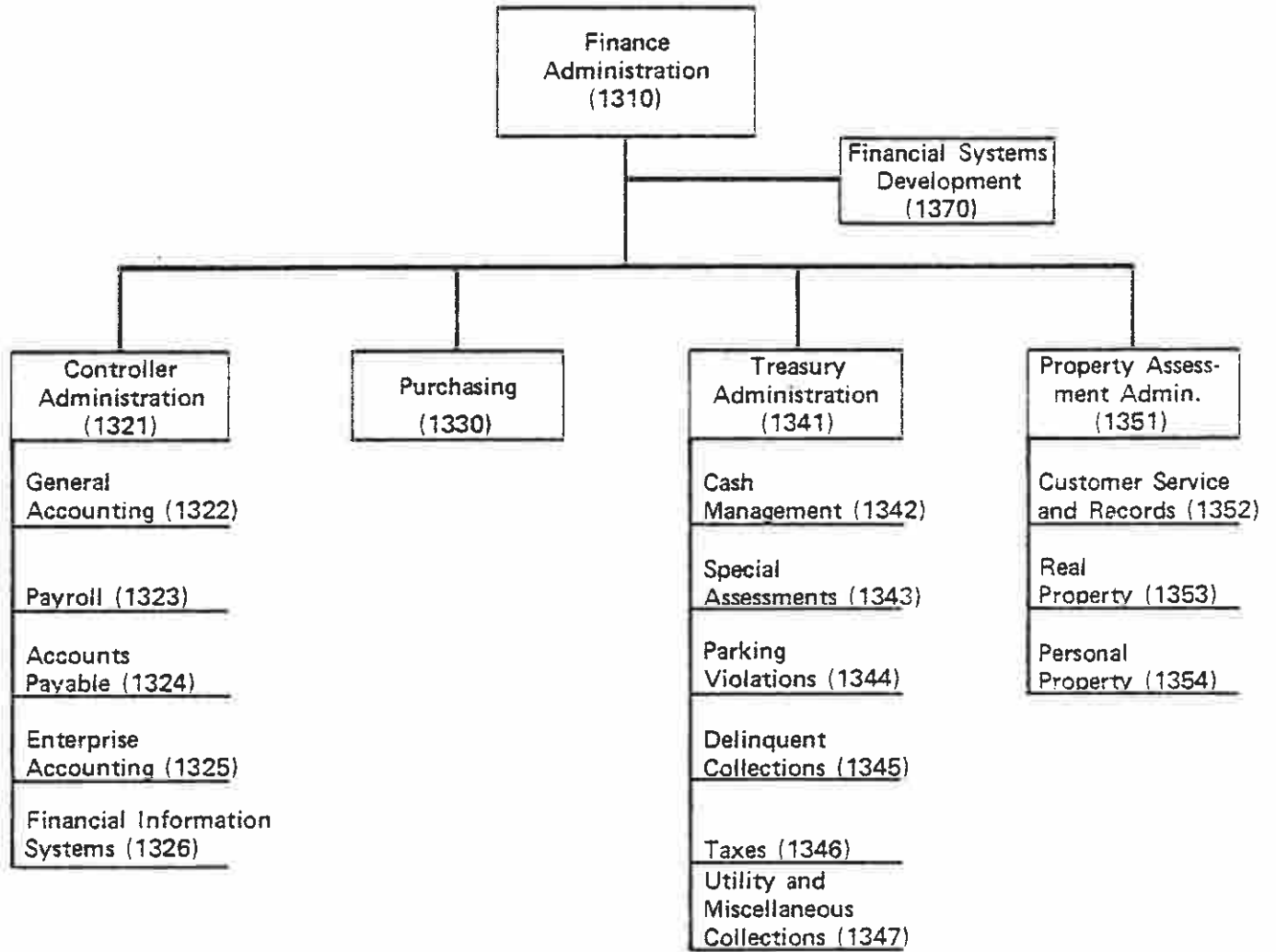


ORGANIZATION CHART
FINANCE DEPARTMENT



FINANCE DEPARTMENT

The Finance Department is responsible for maintaining the fiscal integrity of the Municipality and providing quality support services to the public and Municipal agencies within the statutory provisions of the Anchorage Municipal Charter and the Anchorage Municipal Code.

Finance Administration - This division is responsible for administering the financial affairs and policies of the Municipality and for providing support and direction to the Finance Department. The division also has the responsibility for bonded debt administration.

Controller - The division is responsible for maintaining the financial records of the Municipality on a current and accurate basis and in compliance with statutory provisions; timely and accurate payment of accounts payable; processing bi-weekly payrolls; and producing financial and payroll reports required by various government agencies.

Purchasing - The division is responsible for procurement of supplies, and contracting for services required by the various Municipal departments through a centralized authority. Purchasing is also responsible for surplus property disposal.

Treasury - The division is responsible for collecting all monies due the Municipality. The various sections within Treasury Division maintain records of payments received for taxes, special assessments, parking violations, and utility payments. The Division provides for short-term investment of Municipal funds at the maximum interest earnings available, consistent with Municipal Policy.

Property Appraisal - This division is responsible for annual appraisal of all real and personal property within the Municipality, and for assuring that appraisals are consistent and reflective of current market value.

Financial Systems Development - The division provides for contractual services to assist the Data Processing Division in development of financial systems.

DEPARTMENT

Finance

ACCOUNT NUMBER	DIVISIONS/SECTIONS	1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1310	Administration	230,540	279,630	306,900	306,900	306,900
1321	Controller-Administration	135,620	159,200	201,690	201,690	201,690
1322	General Accounting	543,940	706,690	436,260	433,190	433,190
1323	Payroll	136,860	159,500	184,670	184,670	184,670
1324	Accounts Payable	323,200	324,740	286,550	283,690	283,690
1325	Enterprise Accounting	127,170	159,100	176,550	176,550	176,550
1326	Financial Information Systems	-0-	-0-	266,340	263,280	263,280
1330	Purchasing	428,860	553,710	586,200	581,630	581,630
1341	Treasury Administration	165,850	196,950	208,470	207,670	207,670
1342	Cash Management	112,290	127,240	159,760	107,760	107,760
1343	Special Assessments	103,770	127,960	140,320	140,320	140,320
1344	Parking Violations	112,440	131,370	134,680	134,680	134,680
1345	Delinquent Collections	196,110	258,650	282,640	282,640	282,640
1346	Taxes	149,590	222,510	243,880	243,880	243,880
1347	Utility and Miscellaneous Collection	140,670	225,570	242,580	242,580	242,580
1351	Property Assessment - Administration	109,220	122,110	130,250	130,250	130,250
1352	Customer Service and Records	300,740	344,230	394,780	391,400	391,400
1353	Real Property	975,990	1,187,360	1,244,470	1,232,590	1,232,590
1354	Personal Property	128,740	141,430	187,070	187,070	187,070
1370	Financial Systems Development	87,250	171,000	201,640	201,640	201,640
	Direct Organizational Cost	4,508,850	5,598,950	6,015,700	5,934,080	5,934,080
	Add Intra-governmental Charges	4,352,430	5,714,500	6,780,890	6,804,320	9,244,940
	Total Departmental Cost	8,861,280	11,313,450	12,796,590	12,738,400	15,179,020

COMMENTARY

DEPARTMENT						
Finance						
ACCOUNT NUMBER	DIVISIONS/SECTIONS	1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
	Less Intragovernmental Charges	5,878,660	7,640,550	8,601,900	8,630,080	11,076,320
	Function Cost	2,982,620	3,672,900	4,194,690	4,108,320	4,102,700
	Less Revenues	1,586,460	1,865,980	2,204,110	2,563,860	2,563,860
	Local Tax Cost	1,396,160	1,806,920	1,990,580	1,544,460	1,538,840
COMMENTARY						

DEPT. Finance	UNIT NO. 1300	DIV. Administration	UNIT NO. 1310	SEC.	UNIT NO.
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MISSION

To insure the fiscal integrity of the Municipality and to provide quality support services to the public and to the Municipal agencies within the statutory provisions of the Anchorage Municipal Charter and the Anchorage Municipal Code.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

The Chief Fiscal Officer, two Financial Management Specialists, and one Senior Administrative Officer to administer the financial affairs of the Municipality by providing supervision and assistance to all Finance Divisions. Two clerical positions provide support to this activity.

WORKLOAD

All Municipal funds

WORK ACTIVITIES

Administer financial affairs of Municipality including accounting for receipts and disbursements of all funds and supervision of tax assessments and purchasing functions of the government

SERVICE PRODUCTS/OUTCOME

Statutory requirements of the Municipality maintained without a detrimental effect on public response and assistance

All Finance Division employees

Administer Municipal policies and provide direction to all employees of Finance Department

Dissemination of goals and policies thru improved communications, training sessions and written procedures

Financial information at all detail levels

Provide fiscal advice and assistance to the Mayor, Assembly and all other requesting agencies

Financial information readily available; all expenditures of Municipal funds made within appropriations

Funding for all Capital Improvement Program projects

Provide for debt administration and investment of Municipal funds

Capital funding obtained on schedule and in sufficient amount; idle funds invested at highest return

CHANGES FROM CURRENT LEVEL

The Finance Department will strive to meet the growing needs of the Municipality by enhancing the quality of service offered in 1980 with existing resources.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Accomplish on schedule all services listed above	100%	100%	100%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Administration	1310			
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	218,250	269,200	293,040	293,040	293,040
2000	Supplies	1,230	1,530	1,630	1,630	1,630
3000	Other Services & Charges	9,530	8,900	11,880	11,880	11,880
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,530	-0-	350	350	350
DIRECT ORGANIZATIONAL COST		230,540	279,630	306,900	306,900	306,900
6000	Intragovernmental Charges	36,660	53,910	77,260	62,380	62,800
BUDGET UNIT COST		267,200	333,540	384,160	369,280	369,700
7000	Intragovernmental Revenue	152,290	240,480	268,910	332,350	332,710
FUNCTION COST		114,910	93,060	115,250	36,930	36,990
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		114,910	93,060	115,250	36,930	36,990
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Chief Fiscal Officer	23E	1	1	1	1
	Financial Management Specialist	17N B-F	2	2	2	2
	Senior Administrative Officer	15N C-D	1	1	1	1
	Senior Office Associate	10N F	1	1	1	1
	Senior Office Assistant	8 C-D	1	1	1	1
TOTAL			6	6	6	6
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Controller	UNIT NO. 1320	SEC. Administration	UNIT NO. 1321
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MISSION

To insure fiscal integrity of the Municipality by providing quality support services to the Municipal agencies through direction and guidance in the maintenance of the financial records of the Municipality on a current and accurate basis and in compliance with statutory provisions.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

A Controller and Accounting Officer supervise the Controller Division Sections to insure compliance with all laws and ordinances, process necessary documents, review policies and procedures for necessary changes, schedule training sessions and assist other departments as required; one Accountant writes and updates procedures and a Senior Office Associate provides clerical support to the Division.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Five sections	Administer the functions of the controller division to assure the compliance with local ordinances, state and federal laws, and to meet division objectives	Supervision of 41 employees
10,000 voucher requests	Authorization of payment on request for voucher checks and authorization of prepared checks	Approved vouchers Checks released to treasury
31,000 checks	Draft and maintain complete accounting policies and procedures	Update policies and procedures manuals
Need to insure proper recording and reporting of financial data	Coordinate financial training sessions	Training sessions

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Procedures completed	3	10	12
Training sessions held	0	6	12
Checks approved	28,000	31,000	34,000
Performance objectives met	0	100%	100%
Annual financial report	1	1	1

RESOURCE SUMMARY

FUND: 0101 Areawide General

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Administration	1321	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	129,160	150,660	191,720	191,720	191,720
2000	Supplies	2,000	750	1,500	1,500	1,500
3000	Other Services & Charges	4,060	7,790	7,610	7,610	7,610
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	400	-0-	860	860	860
DIRECT ORGANIZATIONAL COST		135,620	159,200	201,690	201,690	201,690
6000	Intragovernmental Charges	121,840	162,230	202,210	192,890	194,320
BUDGET UNIT COST		257,460	321,430	403,900	394,580	396,010
7000	Intragovernmental Revenue	257,460	321,430	403,900	394,580	396,010
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Controller	22E	1	1	1	1
	Accounting Officer	21E	1	1	1	1
	Senior Accountant	14 B-C	-0-	1	1	1
	Senior Office Associate	10N B-C	-0-	1	1	1
	Office Associate	9N A-B	1	-0-	-0-	-0-
TOTAL			3	4	4	4
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1981 WORK PROGRAM

DEPT. Finance	UNIT NO. 1300	DIV. Controller	UNIT NO. 1320	SEC. General Accounting	UNIT NO. 1322
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MISSION

To provide quality support services to Municipal agencies by maintaining the financial records of the Municipality in compliance with statutory provisions and producing accurate, timely reports.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

Two Principal Accountants, three Senior Accountants, two Accountants, two Junior Accountants, and one Senior Accounting Clerk furnish needed management reports, review and verify input entries, assist all departments with accounting problems.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
16,000 input documents	Review and verify accuracy fund availability	Accurate and complete monthly reports
240 (estimated) manual reports	Draft reports based on monthly computer reports	240 (estimated) accurate financial informational reports available to users
Prepare annual audited financial report	Draft, verify, and correct report	Timely report available to Assembly and public

CHANGES FROM CURRENT LEVEL

The function for Financial Information Systems is separated into Budget Unit 1326.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Review input documents	15,000	16,000	16,500
Verify funds available	300	400	500
Manual reports prepared	240	240	240

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	General Accounting	1322	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	517,970	623,590	414,520	411,450	411,450
2000	Supplies	4,350	4,480	3,200	3,200	3,200
3000	Other Services & Charges	18,530	78,110	16,490	16,490	16,490
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	3,090	510	2,050	2,050	2,050
DIRECT ORGANIZATIONAL COST		543,940	706,690	436,260	433,190	433,190
6000	Intragovernmental Charges	351,600	411,780	201,080	212,070	172,910
BUDGET UNIT COST		895,540	1,118,470	637,340	645,260	606,100
7000	Intragovernmental Revenue	895,540	1,118,470	637,340	645,260	606,100
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accountant	16N C-F	4	2	2	2
	Senior Accountant	14 B-F	5	3	3	3
	Accountant	13 B-F	3	2	2	2
	Junior Accountant	12 B-E	3	2	2	2
	Senior Accounting Clerk	9 B-F	2	1	1	1
	Accounting Clerk	8 A-B	2	-0-	-0-	-0-
TOTAL			19	10	10	10
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1981 WORK PROGRAM

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DEPT. Finance	UNIT NO 1300	DIV. Controller	UNIT NO 1320	SEC. Payroll	UNIT NO. 1323
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MISSION

To insure financial integrity of the payroll records of the Municipality of Anchorage by providing timely and accurate payment and reporting of employees wages.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Principal Accountant supervises a Junior Accountant, one Principal Accounting Clerk and two Senior Accounting Clerks in reviewing and processing payroll documents to insure correct payments to employees and correct liability payments.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
3,100 employees	Processing, reviewing and balancing payroll data for issuance of computer checks	84,000 paychecks issued
60 estimated monthly, quarterly, and annual reports required	Prepare and review data	60 estimated monthly, quarterly, and annual reports required
55 payroll clerks	Training on new procedures and changes in law	12 training sessions
Payroll system problems	Identification and analysis of problems for data processing correction	Problems resolved

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Number of checks issued	83,600	84,000	84,000
Number of hand checks	2,900	200	1,200
Overtime dollars	\$5,000	\$4,300	\$4,300
Training sessions	8	10	12
Reports	60	60	60

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Payroll	1323	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	118,950	147,950	175,800	175,800	175,800
2000	Supplies	2,310	2,500	2,700	2,700	2,700
3000	Other Services & Charges	14,760	8,370	5,620	5,620	5,620
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	840	680	550	550	550
DIRECT ORGANIZATIONAL COST		136,860	159,500	184,670	184,670	184,670
6000	Intragovernmental Charges	358,120	400,010	484,970	545,100	536,110
BUDGET UNIT COST		494,980	559,510	669,640	729,770	720,780
7000	Intragovernmental Revenue	494,980	559,510	669,640	729,770	720,780
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accountant	16N E-F	-0-	1	1	1
	Senior Accountant	14N C-D	1	-0-	-0-	-0-
	Junior Accountant	12N F	1	1	1	1
	Principal Accounting Clerk	11N C-D	1	1	1	1
	Senior Accounting Clerk	9N F	1	1	1	1
	Senior Accounting Clerk	9 F	1	1	1	1
TOTAL			5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:				-0-		

1981 WORK PROGRAM

DEPT. Finance	UNIT NO. 1300	DIV. Controller	UNIT NO. 1320	SEC. Accounts Payable	UNIT NO. 1324
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MISSION

To insure the fiscal integrity of the Municipality by paying all accounts payable in a timely manner in compliance with financial procedures and to provide support services to the public and Municipal agencies.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Senior Accountant supervises an Accountant, seven Senior Accounting Clerks, and one Accounting Clerk in processing all documents necessary to make proper and correct payments to all Municipal liabilities.

WORKLOAD

126,000 invoices
38,500 vouchers
31,000 checks

Department or vendor complaints/questions

WORK ACTIVITIES

Receive invoices, vouchers, and receiving reports, verify accuracy of completion of form, match invoices with proper documents, prepare documents for computer input, match checks with backup documents

Research problem payments

SERVICE PRODUCTS/OUTCOME

Checks for authorization

Problems resolved

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Invoices processed	114,000	69,000	126,000
Vouchers processed	35,000	6,000	38,500
Checks processed	28,000	31,000	31,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Accounts Payable	1324	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	244,690	285,680	276,000	273,140	273,140
2000	Supplies	2,200	3,880	4,190	4,190	4,190
3000	Other Services & Charges	70,800	35,180	4,840	4,840	4,840
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	5,510	-0-	1,520	1,520	1,520
DIRECT ORGANIZATIONAL COST		323,200	324,740	286,550	283,690	283,690
6000	Intragovernmental Charges	301,490	391,140	349,800	297,840	291,000
BUDGET UNIT COST		624,690	715,880	636,350	581,530	574,690
7000	Intragovernmental Revenue	624,660	715,880	636,350	581,530	574,690
FUNCTION COST		30	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	30	-0-	-0-	-0-	-0-
	Total Local Revenue	30	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		30	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Senior Accountant	14N D-E	1	1	1	1
	Accountant	13 F	1	1	1	1
	Senior Accounting Clerk	9 B-F	7	7	7	7
	Accounting Clerk	8 A-B	2	1	1	1
TOTAL			10	10	10	10
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1981 WORK PROGRAM

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DEPT. Finance	UNIT NO. 1300	DIV. Controller	UNIT NO. 1320	SEC. Enterprise Accounting	UNIT NO. 1325
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MISSION

To provide quality support services to enterprise organizations by providing fiscal information that is consistent with sound fiscal policies and complies with applicable governing agency regulations and statutory provisions.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Senior Administrative Officer supervises two Senior Accountants and one Accountant who prepare needed management reports, review and verify input entries and assist all enterprise departments with accounting problems.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
13 enterprise activities to be reported	Monthly reconciliation and accruals each month	Monthly financial reports
Coordination between utilities and controller division	Monthly utility meetings	Awareness of new policies and procedures and sharing of information
1,300 input documents	Review all input	Accurate and complete financial information system reports
Annual audited financial reports	Assure that all reconciliations and accruals are done, review and correct reports	Timely report available to Assembly and public

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Journal entries	3,600	1,300	1,300
Work order estimate sheets	3,600	1,300	1,300
Balance sheets	144	156	156
Statement of revenue and expense	144	156	156
Operational summary	48	48	48
Assembly Memorandums and travel requests	180	180	190

DEPT. Finance	Unit No. 1300	DIV. Controller	Unit No. 1320	SEC. Enterprise Accounting	Unit No. 1325
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FINANCIAL RESOURCES	1979	1980	1981		
	ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000 Personal Services	125,010	157,780	175,480	175,480	175,480
2000 Supplies	260	280	600	600	600
3000 Other Services & Charges	1,780	1,040	470	470	470
4000 Debt Service	-0-	-0-	-0-	-0-	-0-
5000 Capital Outlay	120	-0-	-0-	-0-	-0-
DIRECT ORGANIZATIONAL COST	127,170	159,100	176,550	176,550	176,550
6000 Intragovernmental Charges	131,520	249,770	179,470	92,660	92,870
BUDGET UNIT COST	258,690	408,870	356,020	269,210	269,420
7000 Intragovernmental Revenue	258,690	408,870	356,020	269,210	269,420
FUNCTION COST	-0-	-0-	-0-	-0-	-0-
Local Revenue:					
Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
Licenses and Permits	-0-	-0-	-0-	-0-	-0-
Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
Charges for Services	-0-	-0-	-0-	-0-	-0-
Other Local Revenue	-0-	-0-	-0-	-0-	-0-
Total Local Revenue	-0-	-0-	-0-	-0-	-0-
State Revenue	-0-	-0-	-0-	-0-	-0-
Federal Revenue	-0-	-0-	-0-	-0-	-0-
Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES	-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED	-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES	RANGE & STEP	1980 BUDGET	1981		
			REQUESTED	RECOMMENDED	APPROVED
Senior Administrative Officer	15N F	1	1	1	1
Senior Accountant	14 B-D	2	2	2	2
Accountant	13F	1	1	1	1
TOTAL		4	4	4	4

NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT: -0-

1981 WORK PROGRAM

DEPT. Finance	UNIT NO. 1300	DIV. Controller	UNIT NO. 1320	SEC. Financial Information Systems	UNIT NO. 1326
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MISSION

To provide quality support service to Municipal agencies through proper and timely input of financial information in compliance with statutory provisions.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

A Principal Accountant supervises two Senior Accountants, one Junior Accountant, two Senior Accounting Clerks, and two Accounting Clerks in providing support services to other sections of the controller division and other departments to assure the accurate and timely production of management reports.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
30,000 indexes	Input and maintain current indexes	Timely and correct processing of subsystem transactions
75,000 accounting transactions	Control of input of accounting transactions	Accurate and timely monthly reports

CHANGES FROM CURRENT LEVEL

This function is separated from General Accounting Budget Unit 1322.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Current indexes maintained	28.000	30.000	32.000
Transactions controlled and input	900.000	1.000.000	1.101.000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Financial Information Systems	1326	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services			255,930	252,870	252,870
2000	Supplies	Included in Budget Unit 1322		1,840	1,840	1,840
3000	Other Services & Charges			7,070	7,070	7,070
4000	Debt Service			-0-	-0-	-0-
5000	Capital Outlay			1,500	1,500	1,500
DIRECT ORGANIZATIONAL COST				266,340	263,280	263,280
6000	Intragovernmental Charges			898,580	935,860	1,039,000
BUDGET UNIT COST				1,164,920	1,199,140	1,302,280
7000	Intragovernmental Revenue			1,164,920	1,199,140	1,302,280
FUNCTION COST				-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property			-0-	-0-	-0-
	Licenses and Permits			-0-	-0-	-0-
	Fines and Forfeitures			-0-	-0-	-0-
	Charges for Services			-0-	-0-	-0-
	Other Local Revenue			-0-	-0-	-0-
	Total Local Revenue			-0-	-0-	-0-
	State Revenue			-0-	-0-	-0-
	Federal Revenue			-0-	-0-	-0-
	Fund Balance Appropriated			-0-	-0-	-0-
TOTAL REVENUES				-0-	-0-	-0-
LOCAL TAXES REQUIRED				-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accountant	16N D-E	-0-	1	1	1
	Senior Accountant	14 B-F	-0-	2	2	2
	Junior Accountant	12 D-E	-0-	1	1	1
	Senior Accounting Clerk	9 B-D	-0-	2	2	2
	Accounting Clerk	8 A-C	-0-	2	2	2
TOTAL			-0-	8	8	8
			-0-			

NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT: -0-

DEPT. Finance	UNIT NO. 1300	DIV. Purchasing	UNIT NO. 1330	SEC.	UNIT NO.
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MISSION

To ensure fiscal integrity within budget guidelines and to provide timely quality support services to the public and Municipal agencies by purchasing and contracting for construction, supplies and services, and disposal of surplus property through a centralized procurement authority.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

Sixteen full-time positions to provide support services to the public and Municipality by purchasing, contracting and disposing of surplus property through a centralized procurement authority.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
12,000 requisitions	Process 12,000 requisitions through the bid, quote, and open market purchasing procedures	Purchase budgeted supplies and services by all Municipal departments
Surplus equipment and materials list from departments	Arrange and conduct three surplus sales	Disposal of surplus, found and confiscated articles by appropriate means
List of found and confiscated articles from Anchorage Police Department	Arrange and conduct one confiscated property sale	
List of found bicycles from Anchorage Police Department	Arrange and conduct two found property sales	
Request for proposals from all departments	Prepare and distribute requests for proposal information on approximately 100 request for proposals	Publish, distribute, receive, and assist in evaluation and award of request for proposals

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Encouraging disadvantaged contractors to participate in the procurement process by addressing conferences and seminars.	10	12	12
Staff meetings to emphasize courtesy in dealing with the general public.	12	12	12

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Purchasing	1330			
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	373,190	451,840	538,720	534,150	534,150
2000	Supplies	12,170	10,990	11,000	11,000	11,000
3000	Other Services & Charges	42,550	90,880	36,480	36,480	36,480
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	950	-0-	-0-	-0-	-0-
DIRECT ORGANIZATIONAL COST		428,860	553,710	586,200	581,630	581,630
6000	Intragovernmental Charges	279,470	352,340	186,910	200,910	208,390
BUDGET UNIT COST		708,330	906,050	773,110	782,540	790,020
7000	Intragovernmental Revenue	708,240	906,050	773,110	782,540	790,020
FUNCTION COST		90	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	90	-0-	-0-	-0-	-0-
	Total Local Revenue	90	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		90	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Purchasing Officer	21E	1	1	1	1
	Special Administrative Assistant	21E	1	-0-	-0-	-0-
	Principal Administrative Officer	16N F	-0-	1	1	1
	Senior Administrative Officer	15N B	1	1	1	1
	Administrative Officer	14 B-D	4	4	4	4
	Senior Office Associate	10N F	1	1	1	1
	Office Associate	9 B	1	1	1	1
	Senior Office Assistant	8 B-E	4	5	5	5
	Office Assistant	7 C-D	2	2	2	2
	Office Aide	6 B-C	1	-0-	-0-	-0-
TOTAL			16	16	16	16
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Treasury	UNIT NO. 1340	SEC. Administration	UNIT NO. 1341
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MISSION

To insure the fiscal integrity of the Municipality by receiving, collecting and serving as custodian of all money due to the Municipality.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

The Treasurer, two Senior Administrative Officers intermediately supervising functions of six sections, an Office Associate and Senior Accounting Clerk performing secretarial, payroll and administrative clerical duties.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Six Treasury Sections	To meet performance objectives and administer the functions of the Treasury to assure they are in compliance with Municipal policies, ordinances and state laws	Compliance with Municipal policies, ordinances and state laws
Daily cash requirement	Scheduling cash flow to meet daily needs of the Municipality	Available funds to cover Municipal expenditures
	Investment of idle funds	Maximum interest earnings

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Compliance with audit recommendations	100%	100%	100%
Available funds to cover expenditures on a daily basis	100%	100%	100%
Interest received as reported in Treasurer's monthly report	\$13,390,767	To be determined based upon market conditions	

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Administration	1341	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	148,630	187,910	197,420	197,420	197,420
2000	Supplies	880	1,790	1,800	1,800	1,800
3000	Other Services & Charges	12,670	6,950	8,380	7,580	7,580
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	3,670	300	870	870	870
DIRECT ORGANIZATIONAL COST		165,850	196,950	208,470	207,670	207,670
6000	Intragovernmental Charges	85,020	134,960	174,120	150,580	151,440
BUDGET UNIT COST		250,870	331,910	382,590	358,250	359,110
7000	Intragovernmental Revenue	247,230	331,910	382,590	358,250	359,110
FUNCTION COST		3,640	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	3,640	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	3,640	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		3,640	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Municipal Treasurer	21E	1	1	1	1
	Senior Administrative Officer	15N C-D	2	2	2	2
	Office Associate	9N F	1	1	1	1
	Senior Accounting Clerk	9N C-D	1	1	1	1
TOTAL			5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Treasury	UNIT NO. 1340	SEC. Cash Management	UNIT NO. 1342
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MISSION

To insure fiscal integrity by providing accountability for daily Municipal cash flow.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Principal Accounting Clerk and two Senior Accounting Clerks working 40 hours per week processing checks to vendors and employees and coordinating Municipal receipts.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Approximately 88,000 payroll checks, 25,000 accounts payable checks and 14,000 utility refund checks	Sign and disperse all checks to vendors and employees	Approximately 88,000 payroll checks, 25,000 accounts payable checks and 14,000 utility refund checks signed and dispersed
Approximately 50,400 Municipal cash receipts, bank transfers and bank deposits	Receive, register and balance Municipal receipts to bank deposits and internal accounting records	Approximately 50,400 Municipal cash receipts and bank transfers processed and balanced to bank deposits

CHANGES FROM CURRENT LEVEL

Contractual requirement for cash collection services for People Mover fare vaults is transferred to Transit Budget Unit 3210.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Cash receipts and bank transfers processed and balanced to bank deposits	42,925	50,400	50,400
Sign and disperse payroll checks timely	87,000	88,100	88,000
Sign and disperse accounts payable checks timely	26,000	25,250	25,250

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Cash Management	1342	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	74,490	84,680	93,860	93,860	93,860
2000	Supplies	960	880	1,100	1,100	1,100
3000	Other Services & Charges	36,490	40,190	64,630	12,630	12,630
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	350	1,490	170	170	170
DIRECT ORGANIZATIONAL COST		112,290	127,240	159,760	107,760	107,760
6000	Intragovernmental Charges	110,600	143,340	75,150	74,450	73,270
BUDGET UNIT COST		222,890	270,580	234,910	182,210	181,030
7000	Intragovernmental Revenue	222,890	270,580	234,910	182,210	181,030
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accounting Clerk	11N F	1	1	1	1
	Senior Accounting Clerk	9N F	2	2	2	2
TOTAL			3	3	3	3
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Treasury	UNIT NO. 1340	SEC. Special Assessments	UNIT NO. 1343
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MISSION

To insure fiscal integrity through collecting revenue for repayment of general obligation bonds for local improvement projects.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Accountant and four Senior Accounting Clerks working closely with Public Works and Water Utility to efficiently maintain records for 10,500 estimated accounts and agreements.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
8,200 estimated payments	Verify payments received against generated bills; code cash transactions for processing	8,200 estimated payments recorded and processed
8,700 estimated adjustments to accounts	Record adjustments as per memos from Public Works	8,700 estimated adjustments recorded
2,100 estimated lien releases	Research assessment development and payment history (detail) and type lien releases	2,100 estimated releases typed and issued
10,500 estimated special assessment accounts and agreements	Verify machine generated bills to account status report; stuff and mail mills	10,500 estimated bills generated and mailed

CHANGES FROM CURRENT LEVEL

Currently working on a new conceptual design for special assessment receivables

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Payments recorded and deposited	6,559	8,200	8,200
Adjustments recorded	5,420	8,700	8,700
Lien releases issued	1,654	2,100	2,100
Bills mailed timely	10,065	10,500	10,500

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Special Assessments	1343	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	96,340	119,390	132,430	132,430	132,430
2000	Supplies	3,320	2,410	2,460	2,460	2,460
3000	Other Services & Charges	3,500	5,080	4,780	4,780	4,780
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	610	1,080	650	650	650
DIRECT ORGANIZATIONAL COST		103,770	127,960	140,320	140,320	140,320
6000	Intragovernmental Charges	216,690	373,470	241,870	170,360	171,950
BUDGET UNIT COST		320,460	501,430	382,190	310,680	312,270
7000	Intragovernmental Revenue	312,710	501,430	382,190	310,680	312,270
FUNCTION COST		7,750	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	7,720	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	30	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	7,750	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		7,750	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Accountant	13N B-C	-0-	1	1	1
	Principal Accounting Clerk	11N E-F	1	-0-	-0-	-0-
	Senior Accounting Clerk	9N B-D	4	4	4	4
TOTAL			5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Treasury	UNIT NO. 1340	SEC. Parking Violations	UNIT NO. 1344
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MISSION

To insure fiscal integrity by serving as central receiving agency for payment of parking violation fines.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Principal Accounting Clerk, two Accounting Clerks, one Senior Office Assistant and one Office Assistant working 40 hours per week processing payments for parking violation fines, mailing out delinquent notices and issuing complaints and summons.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Citations issued by the Police Department	Receive, balance and deposit funds	Funds received are balanced and deposited
Payments received daily	Mail out notices	Notices mailed on unpaid citations
	Prepare summons for issue	Summons prepared for unpaid citations
	Make adjustments to receivable	Receivable maintained

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Number citations paid	63,183	64,000	70,000
Number notices mailed	37,569	38,000	38,000
Number summons prepared	17,113	18,000	18,000
Number adjustments made	11,200	12,000	13,200

RESOURCE SUMMARY

FUND: 0101 Areawide General

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.		
Finance	1300	Treasury	1340	Parking Violations	1344		
FINANCIAL RESOURCES			1979	1980	1981		
			ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services		105,520	123,400	129,750	129,750	129,750
2000	Supplies		1,340	2,960	1,600	1,600	1,600
3000	Other Services & Charges		3,390	4,730	2,990	2,990	2,990
4000	Debt Service		-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay		2,190	280	340	340	340
DIRECT ORGANIZATIONAL COST			112,440	131,370	134,680	134,680	134,680
6000	Intragovernmental Charges		132,030	176,660	204,320	183,900	183,890
BUDGET UNIT COST			244,470	308,030	339,000	318,580	318,570
7000	Intragovernmental Revenue		244,470	308,030	339,000	318,580	318,570
FUNCTION COST			-0-	-0-	-0-	-0-	-0-
Local Revenue:							
	Taxes Other Than Property		-0-	-0-	-0-	-0-	-0-
	Licenses and Permits		-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures		-0-	-0-	-0-	-0-	-0-
	Charges for Services		-0-	-0-	-0-	-0-	-0-
	Other Local Revenue		-0-	-0-	-0-	-0-	-0-
	Total Local Revenue		-0-	-0-	-0-	-0-	-0-
	State Revenue		-0-	-0-	-0-	-0-	-0-
	Federal Revenue		-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated		-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES			-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES			RANGE & STEP	1980 BUDGET	1981		
					REQUESTED	RECOMMENDED	APPROVED
	Principal Accounting Clerk		11N F	1	1	1	1
	Senior Office Assistant		8N F	1	1	1	1
	Accounting Clerk		8N B-C	2	2	2	2
	Office Assistant		7N F	1	1	1	1
TOTAL				5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:					-0-		

DEPT. Finance	UNIT NO. 1300	DIV. Treasury	UNIT NO. 1340	SEC Delinquent Collections	UNIT NO. 1345
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MISSION

To reduce the loss of monies due the Municipality through collection efforts and to provide credit information to requesting departments of the Municipality.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Senior Collector, five Collectors, one Senior Accounting Clerk and one Senior Office Assistant to collect an estimated \$9,155,000 per year.

WORKLOAD

WORK ACTIVITIES

SERVICE PRODUCTS/OUTCOME

420 miscellaneous accounts
receivable

2,000 telephone calls per
month

\$600,000 collected per month
-miscellaneous accounts
receivable and taxes

44 hotel/motel tax accounts

2,900 letters/notices mailed
per month

\$1.74 million collected per
year - hotel/motel taxes

3,500 ambulance receivables

7 door to door collections
per month

\$215,000 collected per
year - ambulance

10,420 business and per-
sonal property tax accounts

80 credit checks per month

CHANGES FROM CURRENT LEVEL

To more extensively employ the services of a local collection agency (at no additional cost), thereby anticipating to collect more money, reducing write-off amount.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Hotel/motel tax collected	\$1,087,822	\$1,740,000	\$1,740,000
Ambulance bill collected	\$193,287	\$215,000	\$215,000
Door to door collections	\$119,500	\$130,000	\$130,000
Credit checks run	943	960	960
Receivables reduced	\$6,109,985	\$7,500,000	\$7,500,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Delinquent Collections	1345	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	190,810	247,250	272,460	272,460	272,460
2000	Supplies	1,350	2,170	2,000	2,000	2,000
3000	Other Services & Charges	2,380	7,640	6,650	6,650	6,650
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,570	1,590	1,530	1,530	1,530
DIRECT ORGANIZATIONAL COST		196,110	258,650	282,640	282,640	282,640
6000	Intragovernmental Charges	95,690	149,370	174,870	168,550	169,370
BUDGET UNIT COST		291,800	408,020	457,510	451,190	452,010
7000	Intragovernmental Revenue	277,380	408,020	457,510	451,190	452,010
FUNCTION COST		14,420	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	14,420	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	14,420	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		14,420	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Senior Collector	13N F	1	1	1	1
	Collector	12N C-F	5	5	5	5
	Senior Accounting Clerk	9N D-E	1	1	1	1
	Senior Office Assistant	8N B-C	1	1	1	1
TOTAL			8	8	8	8
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT.	UNIT NO.	DIV.	UNIT NO.	SEC.	UNIT NO.
Finance	1300	Treasury	1340	Taxes	1346

MISSION

To insure fiscal integrity by acting as the central agency for billing and collecting real and personal property taxes.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Accountant, two Office Associates, and three Senior Office Assistants, functioning together as a unit, billing property tax accounts, recovering tax dollars and/or foreclosing on real property when taxes due the Municipality are not paid.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
124,000 estimated current and delinquent tax bills	Mail bills	124,000 estimated tax bills processed and mailed
	Record and deposit payments	131,000 estimated payments processed and deposited
20,000 estimated adjustments to accounts	Record adjustments	20,000 estimated adjustments recorded
920 estimated mobile home tax certificates	Research tax history and type certificates	920 estimated tax certificates issued
250 estimated replats	Set up cross-reference indexes by account numbers, names and legal descriptions	250 estimated replats certified
2,500 estimated tax accounts	Research tax payment histories	
Foreclosure proceedings	Listing and editing of accounts for publication, redemption certificates, court filings	100% recovery of taxes or property deeded to the Municipality

CHANGES FROM CURRENT LEVEL

A new computerized tax receivable and billing system is anticipated to be operational by late 1981 that will hopefully reduce the presently required hand work during the billing cycles.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Bills mailed timely	122,337	106,000	124,000
Tax certificates issued	661	920	920
Replats certified	257	250	250
Adjustments processed	18,147	20,000	20,000
Payments recorded and deposited	115,094	131,000	131,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Taxes	1346	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	124,980	135,900	156,230	156,230	156,230
2000	Supplies	1,010	1,200	1,230	1,230	1,230
3000	Other Services & Charges	21,130	83,340	84,940	84,940	84,940
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	2,470	2,070	1,480	1,480	1,480
DIRECT ORGANIZATIONAL COST		149,590	222,510	243,880	243,880	243,880
6000	Intragovernmental Charges	331,020	372,190	424,960	622,320	3,821,830
BUDGET UNIT COST		480,610	594,700	668,840	866,200	4,065,710
7000	Intragovernmental Revenue	478,330	522,200	616,690	814,050	-0-
FUNCTION COST		2,280	72,500	52,150	52,150	4,065,710
Local Revenue:						
	Taxes Other Than Property	-0-	70,000	50,000	50,000	860,450
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	2,280	2,500	2,150	2,150	2,150
	Other Local Revenue	-0-	-0-	-0-	-0-	160,000
	Total Local Revenue	2,280	72,500	52,150	52,150	1,022,600
	State Revenue	-0-	-0-	-0-	-0-	1,043,880
	Federal Revenue	-0-	-0-	-0-	-0-	93,880
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	403,500
TOTAL REVENUES		2,280	72,500	52,150	52,150	2,563,860
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	1,501,850
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accounting Clerk	11N F	1	-0-	-0-	-0-
	Accountant	13N D-E	-0-	1	1	1
	Office Associate	9N C-E	2	2	2	2
	Senior Office Assistant	8N C-D	3	3	3	3
TOTAL			6	6	6	6
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. -	UNIT NO. 1300	DIV. Treasury	UNIT NO. 1340	SEC. Utility and Miscellaneous Collections	UNIT NO. 1347
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MISSION

To insure fiscal integrity by serving as the central receiving agency for payment of utility bills and miscellaneous accounts receivable.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Principal Accounting Clerk and five Accounting Clerks working a 40 hour week at Treasury headquarters; three Senior Accounting Clerks and one Accounting Clerk working a 40 hour week as cashiers in two Phone Center Stores and at 600 East 38th.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Approximately 3,200 utility bill payments per day	Receive mail and counter payments	Approximately 3,200 payments recorded and deposited daily
Receive miscellaneous accounts receivable payments	Balance and deposit funds Research unidentified payments	Collection and receipting of miscellaneous accounts receivable payments

CHANGES FROM CURRENT LEVEL

None.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Items processed daily and funds deposited	3,163	3,200	3,200

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Utility and Miscellaneous Collections	1347	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	136,710	220,360	236,740	236,740	236,740
2000	Supplies	930	940	1,050	1,050	1,050
3000	Other Services & Charges	3,030	3,820	4,450	4,450	4,450
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	450	340	340	340
DIRECT ORGANIZATIONAL COST		140,670	225,570	242,580	242,580	242,580
6000	Intragovernmental Charges	81,970	112,020	125,350	117,640	118,580
BUDGET UNIT COST		222,640	337,590	367,930	360,220	361,160
7000	Intragovernmental Revenue	222,640	337,590	367,930	360,220	361,160
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accounting Clerk	11N B-C	1	1	1	1
	Senior Accounting Clerk	9N B-F	3	3	3	3
	Accounting Clerk	8N B-F	6	6	6	6
TOTAL			10	10	10	10
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Property Appraisal	UNIT NO. 1350	SEC. Administration	UNIT NO. 1351
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MISSION

To assure the responsibility for the annual assessment roll as required by Alaska Statute 29.53.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Division Manager, a secretary and a clerk, who as a team provide daily administrative functions necessary to administer the work of the Property Appraisal Division.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Administrative problems Three property budget units	Daily administration of the Property Appraisal sections	A legal and equitable assessment roll annually

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Real parcels appraised	63,000	66,000	68,000
Personal property accounts appraised	29,046	22,700	23,000
Equity ratio	85%	90%	92%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Property Appraisal	1350	Administration	1351	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	102,930	119,230	127,790	127,790	127,790
2000	Supplies	3,480	320	350	350	350
3000	Other Services & Charges	2,810	2,560	2,110	2,110	2,110
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	-0-	-0-	-0-	-0-
DIRECT ORGANIZATIONAL COST		109,220	122,110	130,250	130,250	130,250
6000	Intragovernmental Charges	33,570	69,770	102,670	97,230	97,420
BUDGET UNIT COST		142,790	191,880	232,920	227,480	227,670
7000	Intragovernmental Revenue	141,910	191,880	232,920	227,480	227,670
FUNCTION COST		880	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	380	-0-	-0-	-0-	-0-
	Other Local Revenue	500	-0-	-0-	-0-	-0-
	Total Local Revenue	880	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		880	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Property Appraisal Manager	21E	1	1	1	1
	Senior Office Associate	10N F	1	1	1	1
	Senior Office Assistant	8 C-D	1	1	1	1
TOTAL			3	3	3	3
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Property Appraisal	UNIT NO. 1350	SEC. Real Property	UNIT NO. 1353
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MISSION

To appraise 68,00 parcels of real property as directed by Assembly action using accepted appraisal practices.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

Using a Chief Appraiser, four Principal Appraisers, and 22 Appraisers complete the reappraisal of 68,000 parcels of real estate for tax year 1982.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Appraise 68,000 land parcels	Inventory parcels and calculate values using market approach to value	Full and true market value on all land
Appraise 40,200 real property improvements	Appraise all improvements using cost, market and income approaches to value	Full and true value on all improvements
Special Appraisal	Estimate market value for Municipal departments	Full value estimates for all Municipal agencies
Board of Equalization case presentations	Prepares sales data and writeups for Board a taxpayers	An equalized assessment roll

CHANGES FROM CURRENT LEVEL

Additional 2,000 appraisals that will be made due to growth.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Equity and value ratio checks, land	63,000	66,000	68,000
Equity and value ratio checks, building	37,000	39,000	40,200
Municipal agency appraisals	75	100	125
Value reductions by Board of Equalization	30%	25%	20%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.
Finance	1300	Property Appraisal	1350	Real Property	1353

FINANCIAL RESOURCES	1979	1980	1981		
	ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000 Personal Services	886,560	1,034,260	1,110,770	1,100,360	1,100,360
2000 Supplies	6,370	20,800	23,440	23,440	23,440
3000 Other Services & Charges	80,490	130,300	109,960	108,490	108,490
4000 Debt Service	-0-	-0-	-0-	-0-	-0-
5000 Capital Outlay	2,570	2,000	300	300	300
DIRECT ORGANIZATIONAL COST	975,990	1,187,360	1,244,470	1,232,590	1,232,590
6000 Intragovernmental Charges	1,182,530	1,491,120	1,923,270	1,937,760	1,329,410
BUDGET UNIT COST	2,158,520	2,678,480	3,167,740	3,170,350	2,562,000
7000 Intragovernmental Revenue	-0-	-0-	-0-	-0-	2,562,000
FUNCTION COST	2,158,520	2,678,480	3,167,740	3,170,350	-0-
Local Revenue:					
Taxes Other Than Property	417,360	750,500	788,550	810,450	-0-
Licenses and Permits	-0-	-0-	-0-	-0-	-0-
Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
Charges for Services	120	-0-	-0-	-0-	-0-
Other Local Revenue	1,060	-0-	-0-	160,000	-0-
Total Local Revenue	418,540	750,500	788,550	970,450	-0-
State Revenue	1,050,650	949,800	1,238,540	1,022,250	-0-
Federal Revenue	88,060	93,180	93,180	93,880	-0-
Fund Balance Appropriated	-0-	-0-	-0-	403,500	-0-
TOTAL REVENUES	1,557,250	1,793,480	2,120,270	2,490,080	-0-
LOCAL TAXES REQUIRED	601,270	885,000	1,047,470	680,270	-0-

PERSONNEL RESOURCES	RANGE & STEP	1980 BUDGET	1981		
			REQUESTED	RECOMMENDED	APPROVED
Real Estate Appraiser Supervisor	16N F	1	1	1	1
Principal Appraiser	15N E-F	4	4	4	4
Senior Appraiser	14 B-F	15	15	15	15
Appraiser	12 C-E	7	6	6	6
Engineering Technician II	9 C-D	1	1	1	1
TOTAL		28	27	27	27

NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT: -0-

DEPT. Finance	UNIT NO. 1300	DIV. Property Appraisal	UNIT NO. 1350	SEC. Personal Property	UNIT NO. 1354
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MISSION

To establish and maintain an equalized tax base on personal property for the Municipality.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

Using one Auditor Appraiser and four Appraisers, prepare two tax rolls on personal property. Perform all valuation and customer service related activities necessary for roll preparation and certification. One temporary appraiser to inventory mobile home courts.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Evaluate 16,000 personal property assessment returns	Inventory and appraise all items on forms	Complete personal property tax roll
Evaluate 7,200 business personal property reviews	Inventory, depreciate and evaluate all items on forms	A complete business personal property tax roll
Provide customer service for 18,000 taxpayer inquiries	Answer all questions and assist in completing forms	A more informed public
Board of Equalization case presentations	Secure back up data on appraisals for the Board and taxpayers	Equalized assessment rolls for all personal property

CHANGES FROM CURRENT LEVEL

An expected additional 500 individual personal property accounts.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Additioanl personal property accounts			
individual	14,466	15,500	16,000
Business personal property accounts	7,218	7,200	7,200
Customer contacts	18,000	18,000	18,000
Value adjustments by Board of Equalization	25%	25%	25%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Property Appraisal	1350	Personal Property	1354	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	112,740	122,510	161,670	161,670	161,670
2000	Supplies	1,930	2,310	3,100	3,100	3,100
3000	Other Services & Charges	14,070	15,200	21,570	21,570	21,570
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	1,410	730	730	730
DIRECT ORGANIZATIONAL COST		128,740	141,430	187,070	187,070	187,070
6000	Intragovernmental Charges	463,510	600,350	672,480	661,820	450,880
BUDGET UNIT COST		592,250	741,780	859,550	848,890	637,950
7000	Intragovernmental Revenue	-0-	-0-	-0-	-0-	637,950
FUNCTION COST		592,250	741,780	859,550	848,890	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	31,690	21,630	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	31,690	21,630	-0-
LOCAL TAXES REQUIRED		592,250	741,780	827,860	827,260	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Appraiser	15N F	1	1	1	1
	Appraiser	12 F	2 1T	3 1T	3 1T	3 1T
TOTAL			3+1T	4+1T	4+1T	4+1T
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. Finance	UNIT NO. 1300	DIV. Administration	UNIT NO. 1310	SEC. Financial Systems Development	UNIT NO. 1370
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MISSION

To insure fiscal integrity of the Municipality by providing services responsive to public and Municipal agencies in the most efficient manner, by the development of automated and up-to-date financial systems through contractual services.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

Contractual services are required to supplement Municipal data processing resources to accomplish the design and implementation of the taxes receivable system.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Need for automated taxes receivable system	Taxes receivable system - define requirements, request and review bids, and manage project team for design and implementation of system	Conceptual design document and implementation of new system

CHANGES FROM CURRENT LEVEL

Increase the efficiency of tax collections and record keeping by use of the new system.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Develop interface requirements for the taxes receivable billing system	Not applicable	Not applicable	100%
Acceptance by the Municipality of the system	Not applicable	Not applicable	100%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Administration	1310	Financial Systems Development	1370	
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	-0-	-0-	-0-	-0-	-0-
2000	Supplies	-0-	-0-	-0-	-0-	-0-
3000	Other Services & Charges	87,250	171,000	201,640	201,640	201,640
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	-0-	-0-	-0-	-0-
DIRECT ORGANIZATIONAL COST		87,250	171,000	201,640	201,640	201,640
6000	Intragovernmental Charges	480	4,660	3,440	1,760	1,140
BUDGET UNIT COST		87,730	175,660	205,080	203,400	202,780
7000	Intragovernmental Revenue	-0-	88,580	205,080	203,400	202,780
FUNCTION COST		87,730	87,080	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		87,730	87,080	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
TOTAL			-0-	-0-	-0-	-0-
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			