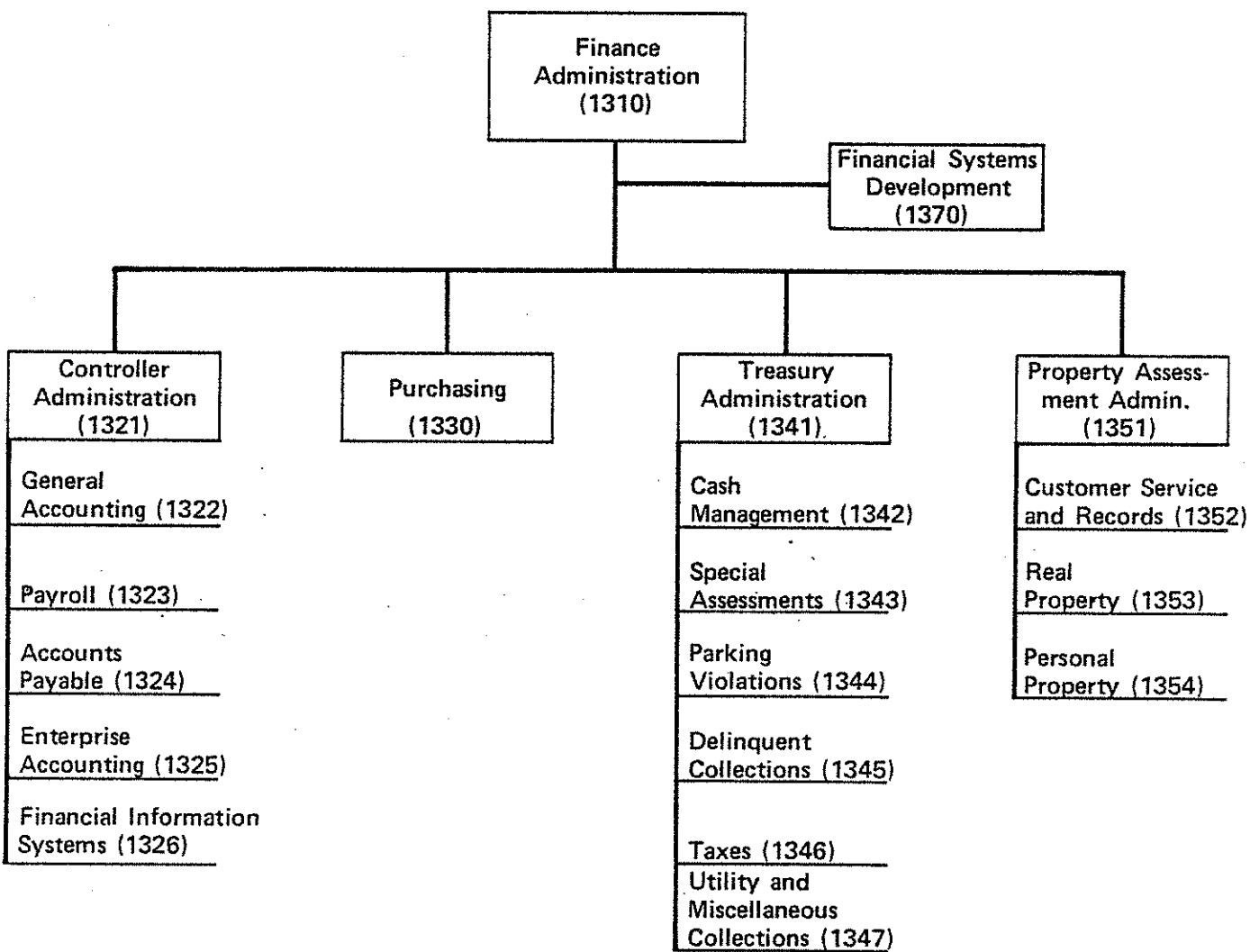


ORGANIZATION CHART FINANCE DEPARTMENT



Finance
Administration
(1310)

Financial Systems
Development
(1370)

Controller
Administration
(1321)

Purchasing
(1330)

Treasury
Administration
(1341)

Property Assess-
ment Admin.
(1351)

General
Accounting (1322)

Payroll (1323)

Accounts
Payable (1324)

Enterprise
Accounting (1325)

Financial Information
Systems (1326)

Cash
Management (1342)

Special
Assessments (1343)

Parking
Violations (1344)

Delinquent
Collections (1345)

Taxes (1346)

Utility and
Miscellaneous
Collections (1347)

Customer Service
and Records (1352)

Real
Property (1353)

Personal
Property (1354)

Department		MAJOR OBJECTIVES FOR 1981	MAJOR OBJECTIVES FOR 1982	MAJOR PROGRAM CHANGES FOR 1982
Finance				
CODE	BUDGET UNIT			
1326	Financial Information Systems	-Provide quality support service through proper and timely input of 30,000 indexes and 75,000 accounting transactions	-Provide quality support service through proper and timely input of 34,000 indexes and 115,000 accounting transactions	-Will assume the responsibility of inputting purchase orders into the system
1330	Purchasing	-Provide timely quality support services by purchasing and contracting for construction, supplies and services through a centralized procurement authority	-Provide timely quality support services by purchasing and contracting for construction, supplies and services through a centralized procurement authority	-Will assume the added responsibility for approximately 160 contracts to construct and implement Project 80's and other State grant-funded contracts
1346	Taxes	-Insure fiscal integrity by acting as the central agency for billing and collecting real and personal property taxes	-Insure fiscal integrity by acting as the central agency for billing and collecting real and personal property taxes	-Reduction of hand work during billing cycles through use of the new computerized tax receivable and billing system
1347	Utility and Miscellaneous Collections	-Insure fiscal integrity by acting as the central receiving agency for payment of utility bills and miscellaneous accounts receivable	-Insure fiscal integrity by acting as the central receiving agency for payment of utility bills and miscellaneous accounts receivable	-Provide more current utilities receivable information through use of a remittance processing machine -Reduction in Data Processing man-hours and reduction of section personnel by one Accounting Clerk I
1370	Financial Systems Development	-Insure fiscal integrity by the development of automated and up-to-date financial systems through contractual services	-Insure fiscal integrity by the development of automated and up-to-date financial systems through contractual services	-Increase the efficiency and timeliness of management reports through enhancements to the Financial Information System -Establish a system to account properly for General Fixed Assets

DEPARTMENT						
Finance						
ACCOUNT NUMBER	DIVISIONS/SECTIONS	1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1310	Administration	247,700	306,900	335,920	333,610	333,610
1321	Controller-Administration	175,670	202,110	238,220	236,670	236,670
1322	General Accounting	575,250	451,600	492,630	489,170	489,170
1323	Payroll	159,590	184,920	206,250	204,840	204,840
1324	Accounts Payable	286,270	296,390	349,360	346,880	346,880
1325	Enterprise Accounting	133,440	177,550	190,760	189,410	189,410
1326	Financial Information Systems	-0-	263,280	308,050	327,300	327,300
1330	Purchasing	469,140	636,100	702,290	674,870	674,870
1341	Treasury Administration	180,420	207,670	236,240	234,460	234,460
1342	Cash Management	122,720	107,760	109,250	108,580	108,580
1343	Special Assessments	115,890	140,320	154,640	153,590	153,590
1344	Parking Violations	102,500	134,680	143,240	142,320	142,320
1345	Delinquent Collections	243,200	282,640	304,520	302,420	302,420
1346	Taxes	171,520	243,880	262,000	260,790	260,790
1347	Utility and Miscellaneous Collection	205,250	261,220	404,810	402,890	402,890
1351	Property Assessment - Administration	113,370	130,250	139,120	138,140	138,140
1352	Customer Service and Records	348,730	391,400	433,700	430,580	430,580
1353	Real Property	1,134,900	1,232,590	1,426,340	1,417,070	1,417,070
1354	Personal Property	147,180	187,070	221,130	219,760	219,760
1370	Financial Systems Development	215,210	201,640	96,000	96,000	96,000
	Direct Organizational Cost	5,147,950	6,039,970	6,754,470	6,709,350	6,709,350
	Add Intragovernmental Charges	5,228,880	9,244,890	9,752,970	9,824,850	9,731,700
	Total Department Cost	10,376,830	15,284,860	16,507,440	16,534,200	16,441,050
	Less Intragovernmental Charges	6,905,900	11,182,210	12,274,420	12,308,860	12,237,070
	Function Cost	3,470,930	4,102,650	4,233,020	4,225,340	4,203,980
	Less Revenues	2,269,870	2,563,860	3,314,880	4,225,340	4,203,980
	Local Tax Cost	1,201,060	1,538,790	918,140	-0-	-0-

1982 WORK PROGRAM

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 1982 LEVEL OF SERVICE

The Chief Fiscal Officer, two Financial Management Specialists, and one Senior Administrative Officer 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	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-All Municipal funds	-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	-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 advise 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; funds not required for current operations invested at highest return

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Accomplish on schedule all services listed above	100%	100%	100%

DEPT. <u>Finance</u>	Unit No. 1300	DIV. Administration	Unit No. 1310	SEC.	Unit No.
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FINANCIAL RESOURCES	1980	1981	1982		
	ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000 Personal Services	239,010	291,700	320,940	320,940	320,940
2000 Supplies	1,170	1,630	1,500	1,500	1,500
3000 Other Services & Charges	7,520	13,220	13,110	10,800	10,800
4000 Debt Service	-0-	-0-	-0-	-0-	-0-
5000 Capital Outlay	-0-	350	370	370	370
DIRECT ORGANIZATIONAL COST	247,700	306,900	335,920	333,610	333,610
6000 Intragovernmental Charges	41,060	62,800	63,720	65,170	62,210
BUDGET UNIT COST	288,760	369,700	399,640	398,780	395,820
7000 Intragovernmental Revenue	202,100	332,710	360,150	358,900	356,230
FUNCTION COST	86,660	36,990	39,490	39,880	39,590
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-	39,880	39,590
TOTAL REVENUES	-0-	-0-	-0-	39,880	39,590
LOCAL TAXES REQUIRED	86,660	36,990	39,490	-0-	-0-
PERSONNEL RESOURCES	RANGE & STEP	1981 BUDGET	1982		
			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 D-E	1	1	1	1
Senior Office Associate	10N F	1	1	1	1
Senior Office Associate	8 B-C	1	1	1	1
TOTAL		6	6	6	6
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:		-0-			

1982 WORK PROGRAM

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 1982 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; an Accountant writes and updates procedures and a Senior Office Associate provides clerical support to the division.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-Six 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 43 employees
-10,000 voucher requests 32,500 checks	-Authorize payment on request for voucher checks and authorization of prepared checks	-Approved vouchers Checks released to Treasury
-Need to insure proper recording and reporting of financial data	-Draft and maintain complete accounting policies and procedures -Coordinate financial training sessions	-Update policies and procedures manuals -Training Sessions

CHANGES FROM CURRENT LEVEL
None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Procedures completed	10	12	12
Training Sessions held	15	12	12
Checks Approved	26,270	31,000	32,500
Performance objectives met	100%	100%	100%
Annual financial report	1	1	1

DEPT.	Unit No.	Div.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Administration	1321	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	160,530	190,850	213,790	213,790	213,790
2000	Supplies	760	1,500	3,500	3,500	3,500
3000	Other Services & Charges	7,820	8,900	9,770	8,220	8,220
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	6,560	860	11,160	11,160	11,160
DIRECT ORGANIZATIONAL COST		175,670	202,110	238,220	236,670	236,670
6000	Intragovernmental Charges	147,680	194,320	178,280	178,740	175,250
BUDGET UNIT COST		323,350	396,430	416,500	415,410	411,920
7000	Intragovernmental Revenue	323,350	396,430	416,500	415,410	411,920
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	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
Controller		22E	1	1	1	1
Accounting Officer		21E	1	1	1	1
Senior Accountant		14 C-D	1	1	1	1
Office Associate		9N C-D	1	1	1	1
TOTAL			4	4	4	4
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 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 1982 LEVEL OF SERVICE

Two Principal Accountants, four Senior Accountants, one Accountant, 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
-18,500 input documents	-Review and verify accuracy and 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 coordinate with external auditors	-Timely report available to Assembly and public

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Review input documents	16,000	16,500	18,500
Verify funds available	400	500	600
Manual reports prepared	240	240	240

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	General Accounting	1322	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	540,010	409,570	468,000	468,000	468,000
2000	Supplies	4,670	3,200	3,400	3,400	3,400
3000	Other Services & Charges	18,150	36,780	19,080	15,620	15,620
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	12,420	2,050	2,150	2,150	2,150
DIRECT ORGANIZATIONAL COST		575,250	451,600	492,630	489,170	489,170
6000	Intragovernmental Charges	472,530	172,910	177,030	195,060	191,430
BUDGET UNIT COST		1,047,780	624,510	669,660	684,230	680,600
7000	Intragovernmental Revenue	1,047,780	624,510	669,660	684,230	680,600
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	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accountant	16N E-F	2	2	2	2
	Senior Accountant	14 E-F	3	3	3	3
	Senior Accountant	14 F	1	1	1	1
	Accountant	13 C-D	1	1	1	1
	Junior Accountant	12 C-F	2	2	2	2
	Accounting Clerk II	9 F	1	1	1	1
TOTAL			10	10	10	10
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 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 1982 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	-82,900 paychecks issued
-750 bi-weekly, monthly, quarterly, and annual reports	-Prepare and review data and issue check requests for payment of liabilities	-750 estimated bi-weekly, monthly, quarterly, and annual reports
-53 payroll clerks	-Training on new procedures	-10 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	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Number of checks issued	81,150	84,100	82,900
Number of hand checks	2,560	1,200	1,200
Overtime dollars	\$ 4,830	\$ 4,300	\$ 3,140
Training sessions	10	12	10
Reports	790	60	750

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Payroll	1323	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	149,350	175,020	194,930	194,930	194,930
2000	Supplies	1,930	2,700	2,700	2,700	2,700
3000	Other Services & Charges	6,880	6,650	7,170	5,760	5,760
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,430	550	1,450	1,450	1,450
DIRECT ORGANIZATIONAL COST		159,590	184,920	206,250	204,840	204,840
6000	Intragovernmental Charges	326,040	536,110	694,930	677,670	673,710
BUDGET UNIT COST		485,630	721,030	901,180	882,510	878,550
7000	Intragovernmental Revenue	485,630	721,030	901,180	882,510	878,550
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	80	-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	80	-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		80	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		(80)	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accountant	16N F	1	1	1	1
	Junior Accountant	12N F	1	1	1	1
	Accounting Clerk IV	11N D-E	1	1	1	1
	Accounting Clerk II	9N C-D	1	1	1	1
	Accounting Clerk II	9 B-C	1	1	1	1
TOTAL			5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 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 1982 LEVEL OF SERVICE

One Senior Accountant supervises an Accountant, three Accounting Clerks III, five Accounting Clerks II, and one Accounting Clerk I in processing all documents necessary to make proper and correct payments of all Municipal liabilities.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-130,000 invoices 40,300 vouchers 32,500 checks	- 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	- Checks for authorization
- Department or vendor complaints/questions	- Research problem payments	- Problems resolved

CHANGES FROM CURRENT LEVEL

None.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Invoices processed	120,000	126,000	130,000
Vouchers processed	34,950	38,500	40,300
Checks processed	26,270	31,000	32,500

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Accounts Payable	1324	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	280,430	271,860	335,350	335,350	335,350
2000	Supplies	2,190	4,190	4,530	4,530	4,530
3000	Other Services & Charges	3,200	18,820	7,820	5,340	5,340
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	450	1,520	1,660	1,660	1,660
DIRECT ORGANIZATIONAL COST		286,270	296,390	349,360	346,880	346,880
6000	Intragovernmental Charges	440,510	291,000	335,360	338,140	333,610
BUDGET UNIT COST		726,780	587,390	684,720	685,020	680,490
7000	Intragovernmental Revenue	726,780	587,390	684,720	685,020	680,490
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	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Senior Accountant	14N D-E	1	1	1	1
	Accountant	13 F	1	1	1	1
	Accounting Clerk III	10 D-F	3	3	3	3
	Accounting Clerk II	9 A-F	4	5	5	5
	Accounting Clerk I	8 C-D	1	1	1	1
TOTAL			10	11	11	11
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 WORK PROGRAM

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 1982 LEVEL OF SERVICE

One Principal Accountant supervises two Senior Accountants and one Accountant who prepare needed management reports, review and verify input entries, review accuracy of rate change application 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
-15,800 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, Administration, and public

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Journal entries	8,600	8,600	10,000
Work order estimate sheets	6,000	6,000	6,000
Financial Reports	600	600	600
Fund Verification	600	600	750

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Enterprise Accounting	1325	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	124,090	174,690	188,350	188,350	188,350
2000	Supplies	1,850	600	640	640	640
3000	Other Services & Charges	1,100	2,260	1,770	420	420
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	6,400	-0-	-0-	-0-	-0-
DIRECT ORGANIZATIONAL COST		133,440	177,550	190,760	189,410	189,410
6000	Intragovernmental Charges	219,500	92,870	103,130	104,130	102,690
BUDGET UNIT COST		352,940	270,420	293,890	293,540	292,100
7000	Intragovernmental Revenue	352,940	270,420	293,890	293,540	292,100
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	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Senior Administrative Officer	15N E	1	1	1	1
	Senior Accountant	14 B-E	2	2	2	2
	Accountant	13 F	1	1	1	1
TOTAL			4	4	4	4
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT: -0-						

1982 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 1982 LEVEL OF SERVICE

A Principal Accountant supervises two Senior Accountants, one Junior Accountant, four Senior Accounting Clerks, and one Accounting Clerk 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
-34,000 indexes	- Input and maintain current indexes	- Timely and correct processing of subsystems transactions
-115,000 accounting transactions	- Control of input of accounting transaction	- Accurate and timely monthly reports
-Enhancements to converted subsystems	- Definition, testing, coordination and implementation of enhancements to converted subsystems	- More accurate and meaningful subsystem processing and reporting

CHANGES FROM CURRENT LEVEL

This function will assume the responsibility of inputting purchase orders into the system.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Current indexes maintained	30,000	32,000	34,000
Transactions controlled and input	1,300,000	1,100,000	1,400,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Controller	1320	Financial Information Systems	1326	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	Included	251,720	294,310	315,780	315,780
2000	Supplies	in Budget	1,840	2,470	2,470	2,470
3000	Other Services & Charges	Unit 1322	8,220	9,670	7,450	7,450
4000	Debt Service	in 1980	-0-	-0-	-0-	-0-
5000	Capital Outlay		1,500	1,600	1,600	1,600
DIRECT ORGANIZATIONAL COST			263,280	308,050	327,300	327,300
6000	Intragovernmental Charges		1,039,000	1,264,210	1,324,220	1,316,030
BUDGET UNIT COST			1,302,280	1,572,260	1,651,520	1,643,330
7000	Intragovernmental Revenue		1,302,280	1,572,260	1,651,520	1,643,330
FUNCTION COST			-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property		-0-	-0-	-0-	-0-
	Licenses and Permits		-0-	-0-	-0-	-0-
	Fines and Forfeitures		-0-	-0-	-0-	-0-
	Charges for Services		-0-	-0-	-0-	-0-
	Other Local Revenue		-0-	-0-	-0-	-0-
	Total Local Revenue		-0-	-0-	-0-	-0-
	State Revenue		-0-	-0-	-0-	-0-
	Federal Revenue		-0-	-0-	-0-	-0-
	Fund Balance Appropriated		-0-	-0-	-0-	-0-
TOTAL REVENUES			-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Accountant	16N E-F	1	1	1	1
	Senior Accountant	14N C-D	1	1	1	1
	Senior Accountant	14 B-C	1	1	1	1
	Junior Accountant	12 E-F	1	1	1	1
	Accounting Clerk II	9 D-E	2	4	4	4
	Accounting Clerk I	8 B-C	2	-0-	-0-	-0-
	Office Assistant	7 C-D	1	1	1	1
TOTAL			9	9	9	9
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 WORK PROGRAM

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 1982 LEVEL OF SERVICE

One Purchasing Officer, one Principal Buyer, one Senior Buyer, six Buyers and nine Clerical full-time positions provide support services to the public and the Municipality by purchasing property, contracting for services and disposing of surplus property through a centralized procurement authority.

WORKLOAD

- 12,000 requisitions
- Sale and disposal of equipment and found or confiscated materials
- State and Federal grant project funding
- Requests for Proposal
- Research for materials, services and methods

WORK ACTIVITIES

- Process 12,000 requisitions through the bid, quote and open market procedures
- Arrange and conduct disposal by sale, auction or bid
- Contract for supplies, services and future operations
- Prepare and distribute approximately 100 Requests for Proposals, monitor and assist in evaluation, negotiations and selection
- Assist units in job related research to improve methods and procedures

SERVICE PRODUCTS/OUTCOME

- Purchase budgeted supplies and services for all Municipal departments
- Arrange for the removal of found, confiscated or surplus materials. Collection of revenue from sales and auctions for Utilities and general fund deposit
- Approximately 160 contracts to construct and implement construction of capital improvement projects
- Publish, distribute, receive and assist in evaluation and award of request for proposals
- Reduced expenditure and/or improve methods and procedures for divisions and departments

CHANGES FROM CURRENT LEVEL

Additional buyer and clerical full-time positions to improve overall job performance, decrease lead time, ensure maintenance of code requirements, improve ability to meet day-to-day operational requirements and decrease overtime. One clerical position has been transferred to a centralized data input center.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Formal Bids Issued (Complex)	200	225	250
Quotations Issued (Non-Complex)	430	350	400
Requests for Proposals Issued	101	115	120
Construction Contracts Issued	71	95	110
Purchase Orders Issued	6,521	7,500	8,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.		
Finance	1300	Purchasing	1330				
FINANCIAL RESOURCES			1980	1981	1982		
			<i>ACTUAL</i>	<i>REVISED</i>	<i>REQUESTED</i>		
					<i>RECOMMENDED</i>		
					<i>APPROVED</i>		
1000	Personal Services		416,560	531,640	631,670	610,200	610,200
2000	Supplies		10,290	11,000	12,650	12,650	12,650
3000	Other Services & Charges		42,290	93,460	54,610	48,660	48,660
4000	Debt Service		-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay		-0-	-0-	3,360	3,360	3,360
DIRECT ORGANIZATIONAL COST			469,140	636,100	702,290	674,870	674,870
6000	Intragovernmental Charges		360,600	208,390	225,210	226,470	218,710
BUDGET UNIT COST			829,740	844,490	927,500	901,340	893,580
7000	Intragovernmental Revenue		826,050	844,490	927,500	901,340	893,580
FUNCTION COST			3,690	-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		2,850	-0-	-0-	-0-	-0-
	Other Local Revenue		840	-0-	-0-	-0-	-0-
	Total Local Revenue		3,690	-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			3,690	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES			<i>RANGE & STEP</i>	<i>1981 BUDGET</i>	<i>1982</i>		
					<i>REQUESTED</i>	<i>RECOMMENDED</i>	<i>APPROVED</i>
	Purchasing Officer	21E	1	1	1	1	1
	Principal Administrative Officer	16N F	1	1	1	1	1
	Senior Administrative Officer	15N C-D	1	1	1	1	1
	Administrative Officer	14 B-F	1	4	4	4	4
	Junior Administrative Officer	12 A-D	4	2	2	2	2
	Senior Office Associate	10 B-C	1	1	1	1	1
	Office Associate	9 C-D	1	1	1	1	1
	Senior Office Assistant	8 B-F	5	6	6	6	6
	Office Assistant	7 B-C	1	1	1	1	1
TOTAL				16	18	18	18
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:					-0-		

1982 WORK PROGRAM

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 for all money due to the Municipality.

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE

The Treasurer and two Senior Administrative Officers intermediately supervise the functions of six sections and an Office Associate and Accounting Clerk II who perform secretarial, payroll and administrative clerical duties.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-6 Treasury sections	-Administer the functions of the Treasury to assure compliance with municipal policies and state laws	-Compliance with municipal policies, ordinances and state laws
-Daily cash requirement	-Schedule cash flow to meet daily needs of the Municipality	-Available funds to cover municipal expenditures
-Funds not required for current operations	-Invest funds not required for current operations	-Maximum interest earnings

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Compliance with audit recommendations	100%	100%	100%
Available funds to cover daily expenditures	100%	100%	100%
Interest received as reported in Treasurer's monthly report--General fund	\$ 6,751,011	Dependent upon market	
Restricted funds	\$12,798,382	conditions	

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Administration	1341	
FINANCIAL RESOURCES			1980	1981	1982	
			ACTUAL	REVISED	REQUESTED	APPROVED
1000	Personal Services		170,750	196,520	224,260	224,260
2000	Supplies		1,730	1,800	2,180	2,180
3000	Other Services & Charges		7,680	8,480	9,800	8,020
4000	Debt Service		-0-	-0-	-0-	-0-
5000	Capital Outlay		260	870	-0-	-0-
DIRECT ORGANIZATIONAL COST			180,420	207,670	236,240	234,460
6000	Intragovernmental Charges		117,990	151,440	123,760	124,680
BUDGET UNIT COST			298,410	359,110	360,000	359,140
7000	Intragovernmental Revenue		297,050	359,110	360,000	359,140
FUNCTION COST			1,360	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property		-0-	-0-	-0-	-0-
	Licenses and Permits		-0-	-0-	-0-	-0-
	Fines and Forfeitures		-0-	-0-	-0-	-0-
	Charges for Services		1,360	-0-	-0-	-0-
	Other Local Revenue		-0-	-0-	-0-	-0-
	Total Local Revenue		1,360	-0-	-0-	-0-
	State Revenue		-0-	-0-	-0-	-0-
	Federal Revenue		-0-	-0-	-0-	-0-
	Fund Balance Appropriated		-0-	-0-	-0-	-0-
TOTAL REVENUES			1,360	-0-	-0-	-0-
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-
PERSONNEL RESOURCES			RANGE & STEP	1981 BUDGET	1982	
					REQUESTED	APPROVED
	Municipal Treasurer		21E	1	1	1
	Senior Administrative Officer		15N B-E	2	2	2
	Office Associate		9N F	1	1	1
	Accounting Clerk II		9N C-D	1	1	1
TOTAL				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 1982 LEVEL OF SERVICE

One Accounting Clerk IV and two Accounting Clerks II sign and process checks to vendors and employees and coordinate municipal receipts and deposits.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
<ul style="list-style-type: none"> - Approximately 80,200 payroll checks, 25,560 accounts payable checks and 13,000 utility refund checks - Approximately 42,000 municipal cash receipts, bank transfers and bank deposits 	<ul style="list-style-type: none"> - Sign and disperse all checks to vendors and employees - Receive, register and balance municipal receipts to bank deposits and internal accounting records 	<ul style="list-style-type: none"> - Approximately 80,200 payroll checks, 25,560 accounts payable checks and 13,000 utility refund checks signed and dispersed - Approximately 42,000 municipal cash receipts and bank transfers processed and balanced to bank deposits

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Cash receipts and bank transfers processed and balanced to deposits	41,806	42,000	42,000
Sign and disperse payroll checks	80,207	80,200	80,200
Sign and disperse accounts payable checks	25,560	25,560	25,560

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Cash Management	1342	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	82,130	93,430	93,750	93,750	93,750
2000	Supplies	1,250	1,100	1,180	1,180	1,180
3000	Other Services & Charges	38,010	13,060	14,090	13,420	13,420
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,330	170	230	230	230
DIRECT ORGANIZATIONAL COST		122,720	107,760	109,250	108,580	108,580
6000	Intragovernmental Charges	139,200	73,270	83,000	84,760	83,440
BUDGET UNIT COST		261,920	181,030	192,250	193,340	192,020
7000	Intragovernmental Revenue	261,920	181,030	192,250	193,340	192,020
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	10	-0-	-0-	-0-	-0-
	Other Local Revenue	(110)	-0-	-0-	-0-	-0-
	Total Local Revenue	(100)	-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		(100)	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		100	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Accounting Clerk IV	11N D-E	1	1	1	1
	Accounting Clerk II	9N B-F	2	2	2	2
TOTAL			3	3	3	3
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:						-0-

1982 WORK PROGRAM

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 1982 LEVEL OF SERVICE

One Accounting Section Supervisor, one Accounting Clerk III and three Accounting Clerks II work closely with Public Works and Water Utility to maintain, bill, collect and foreclose on special assessments due to the Municipality on a timely and efficient basis.

WORKLOAD

- 7,500 estimated payments
- 4,000 estimated adjustments to accounts
- 1,700 estimated lien releases
- 10,500 estimated special assessments accounts and agreements
- 15,000 estimated historical accounts

WORK ACTIVITIES

- Verify payments received against generated bills; code cash transactions for processing
- Record adjustments as per memos from Public Works
- Research assessment development and payment history (detail) and type lien releases.
- Verify machine generated bills to account status report; stuff and mail bills
- Verify accuracy of historical entries into master file

SERVICE PRODUCTS/OUTCOME

- 7,500 estimated payments recorded and processed
- 4,000 estimated adjustments recorded
- 1,700 estimated releases typed and issued
- 10,500 estimated bills generated and mailed
- 15,000 historical accounts entered into master file

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Payments recorded and deposited	6,112	6,559	7,500
Adjustments recorded	3,587	5,420	4,000
Lien releases issued	1,321	1,654	1,700
Bills mailed timely	9,372	10,065	10,500
Historical accounts entered into master file	Not applicable	Not available	15,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.		
Finance	1300	Treasury	1340	Special Assessments	1343		
FINANCIAL RESOURCES			1980	1981	1982		
			ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services		110,620	131,830	145,840	145,840	145,840
2000	Supplies		1,430	2,460	2,000	2,000	2,000
3000	Other Services & Charges		2,850	5,380	6,070	5,020	5,020
4000	Debt Service		-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay		990	650	730	730	730
DIRECT ORGANIZATIONAL COST			115,890	140,320	154,640	153,590	153,590
6000	Intragovernmental Charges		325,610	171,950	169,780	166,720	164,980
BUDGET UNIT COST			441,500	312,270	324,420	320,310	318,570
7000	Intragovernmental Revenue		423,440	312,270	314,420	310,310	308,570
FUNCTION COST			18,060	-0-	10,000	10,000	10,000
Local Revenue:							
	Taxes Other Than Property		18,060	-0-	10,000	10,000	10,000
	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		18,060	-0-	10,000	10,000	10,000
	State Revenue		-0-	-0-	-0-	-0-	-0-
	Federal Revenue		-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated		-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES			18,060	-0-	10,000	10,000	10,000
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES			RANGE & STEP	1981 BUDGET	1982		
					REQUESTED	RECOMMENDED	APPROVED
	Accountant		13N B-C	1	1	1	1
	Accounting Clerk III		10N B-C	1	1	1	1
	Accounting Clerk II		9N B-E	3	3	3	3
TOTAL				5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:					-0-		

1982 WORK PROGRAM

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 the central receiving agency for payment of parking violation fines.

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE

One Accounting Clerk IV, two Accounting Clerks I, one Senior Office Assistant and one Office Assistant, working 40 hours per week, process payments for parking violations fines, mail out delinquent notices and issue complaints.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
<ul style="list-style-type: none"> - Payments received on citations issued by the Police Department - Unpaid citations 	<ul style="list-style-type: none"> - Receive, balance and deposit funds - Make adjustments to receivables, mail out notices prepare summonses for issue 	<ul style="list-style-type: none"> - Funds received are balanced and deposited - Receivables maintained, notices mailed on unpaid citations, summonses prepared for unpaid citations

CHANGES FROM CURRENT LEVEL

Acquisition of Alaska Justice Information System terminal to provide current vehicle registration information.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Citations paid	97,222	64,000	64,000
Notices mailed	38,335	38,000	38,000
Summonses prepared	14,946	18,000	18,000
Adjustments made	17,516	12,000	12,000

RESOURCE SUMMARY

FUND: 0101 Areawide General

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Parking Violations	1344	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	100,010	129,160	127,130	127,130	127,130
2000	Supplies	1,160	1,600	1,600	1,600	1,600
3000	Other Services & Charges	1,170	3,580	14,000	13,080	13,080
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	160	340	510	510	510
DIRECT ORGANIZATIONAL COST		102,500	134,680	143,240	142,320	142,320
6000	Intragovernmental Charges	158,410	183,890	220,550	223,140	220,880
BUDGET UNIT COST		260,910	318,570	363,790	365,460	363,200
7000	Intragovernmental Revenue	260,890	318,570	363,790	365,460	363,200
FUNCTION COST		20	-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	20	-0-	-0-	-0-	-0-
	Total Local Revenue	20	-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		20	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Accounting Clerk IV	11N C-D	1	1	1	1
	Senior Office Assistant	8N B-C	1	1	1	1
	Accounting Clerk I	8N B-D	2	2	2	2
	Office Asisstant	7N F	1	1	1	1
TOTAL			5	5	5	5
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 WORK PROGRAM

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 in the Municipality.

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE
One Senior Collector, five Collectors, one Accounting Clerk I and one Office Associate collect an estimated \$9,155,000 on delinquent accounts.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
- 1,300 miscellaneous accounts receivable	- 2,000 telephone calls per month;	- \$400,000 collected per month on miscellaneous accounts receivable and taxes
- 6,000 business and personal property tax accounts	- 2,900 letters/notices mailed per month; and	
	- 83 credit checks per month	
- 47 hotel/motel tax accounts	- Receipt payments and make collection efforts on unpaid accounts	- \$1.9 million collected per year in hotel/motel taxes
- 6,000 ambulance bills	- Creating and mailing ambulance bills, processing necessary insurance applications and collection of delinquent accounts	- \$290,000 collected per year for ambulance service

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE			
DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Hotel/motel tax collected	\$1,771,885	\$1,945,000	\$1,945,000
Ambulance bills collected	\$230,505	\$245,000	\$ 290,000
Credit checks run	1,000	1,100	1,100
Receivable reduced	\$6,751,742	\$7,045,000	\$7,045,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Delinquent Collections	1345	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	237,270	271,210	291,810	291,810	291,810
2000	Supplies	1,230	2,000	2,000	2,000	2,000
3000	Other Services & Charges	3,210	7,900	10,350	8,250	8,250
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,490	1,530	360	360	360
DIRECT ORGANIZATIONAL COST		243,200	282,640	304,520	302,420	302,420
6000	Intragovernmental Charges	117,360	169,370	153,180	162,820	160,060
BUDGET UNIT COST		360,560	452,010	457,700	465,240	462,480
7000	Intragovernmental Revenue	352,040	452,010	449,200	456,740	453,980
FUNCTION COST		8,520	-0-	8,500	8,500	8,500
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	8,520	-0-	8,500	8,500	8,500
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	8,520	-0-	8,500	8,500	8,500
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		8,520	-0-	8,500	8,500	8,500
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Senior Collector	13N F	1	1	1	1
	Collector	12N B-F	5	5	5	5
	Accounting Clerk II	9N B-C	1	1	1	1
	Senior Office Assistant	8N C-D	1	1	1	1
TOTAL			8	8	8	8
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

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

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

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE

One Accounting Section Supervisor, two Accounting Clerks III and three Accounting Clerks II bill property tax accounts, recover tax dollars and/or foreclose 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
- 115,000 payments received	- Record and deposit payments	- Payments processed and deposited
- 18,000 estimated adjustments to accounts	- Record adjustments	- Receivable maintained accurately and in timely manner
- 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 accounts	- Research tax payment histories	- Tax payment histories confirmed
- Foreclosure proceedings	- List and edit accounts for publication, redemption certificates and court filings	- 100% recovery of taxes or property deemed to the Municipality

CHANGES FROM CURRENT LEVEL

A new computerized tax receivable and billing system is to be operational by early 1982 that will reduce the presently required hand work during the billing cycles.

Contract for one temporary employee to help with conversion from the current receivable system to the new tax receivable and billing system.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Bills mailed timely	122,853	124,000	124,000
Tax certificates issued	815	920	920
Replats certified	202	250	250
Adjustments processed	15,524	28,000	18,000
Payments recorded and deposited	111,277	115,000	115,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Treasury	1340	Taxes	1346	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	114,910	155,530	166,920	166,920	166,920
2000	Supplies	1,080	1,230	3,280	3,280	3,280
3000	Other Services & Charges	53,540	85,640	90,730	89,520	89,520
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,990	1,480	1,070	1,070	1,070
DIRECT ORGANIZATIONAL COST		171,520	243,880	262,000	260,790	260,790
6000	Intragovernmental Charges	241,890	3,821,880	3,861,870	3,855,020	3,833,970
BUDGET UNIT COST		413,410	4,065,760	4,123,870	4,115,810	4,094,760
7000	Intragovernmental Revenue	312,050	-0-	-0-	-0-	-0-
FUNCTION COST		101,360	4,065,760	4,123,870	4,115,810	4,094,760
Local Revenue:						
	Taxes Other Than Property	99,110	860,450	838,750	838,750	838,750
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	2,270	2,150	2,300	2,300	2,300
	Other Local Revenue	(20)	160,000	276,370	208,850	208,850
	Total Local Revenue	101,360	1,022,600	1,117,420	1,049,900	1,049,900
	State Revenue	-0-	1,043,880	1,885,080	1,885,080	1,885,080
	Federal Revenue	-0-	93,880	93,880	93,880	93,880
	Fund Balance Appropriated	-0-	403,500	200,000	1,086,950	1,065,900
TOTAL REVENUES		101,360	2,563,860	3,296,380	4,115,810	4,094,760
LOCAL TAXES REQUIRED		-0-	1,501,900	827,490	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Accounting Section Supervisor	13N B-C	1	1	1	1
	Accounting Clerk III	10N B-E	2	2	2	2
	Accounting Clerk I	8N B-D	3	3	3	3
TOTAL			6	6	6	6
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT. — Finance	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 1982 LEVEL OF SERVICE

One Accounting Clerk IV, four Accounting Clerks II and five Accounting Clerks I process utility bill payments in the Hill Building and at three branch locations.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
<ul style="list-style-type: none"> - Approximately 3,200 utility bill payments per day - Miscellaneous accounts receivable payments 	<ul style="list-style-type: none"> - Process mail and counter payments on remittance processing machine - Research unidentified payments - Receipt payments 	<ul style="list-style-type: none"> - Approximately 3,200 payments recorded and deposited daily - Collection and receipting of miscellaneous accounts receivable

CHANGES FROM CURRENT LEVEL

Acquisition of a remittance processing machine will create a tape for direct application to the utilities receivable, reduce Data Processing man-hours required and reduce section personnel by one Accounting Clerk I.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Items processed daily	3,200	3,200	3,200

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Utility and Miscellaneous Collections	Unit No.	
Finance	1300	Treasury	1340			1347	
FINANCIAL RESOURCES			1980	1981	1982		
			ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services		200,170	254,290	266,520	266,520	266,520
2000	Supplies		1,040	1,050	1,130	1,130	1,130
3000	Other Services & Charges		3,670	5,540	6,660	4,740	4,740
4000	Debt Service		-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay		370	340	130,500	130,500	130,500
DIRECT ORGANIZATIONAL COST			205,250	261,220	404,810	402,890	402,890
6000	Intragovernmental Charges		104,340	118,580	140,150	141,230	139,700
BUDGET UNIT COST			309,590	379,800	544,960	544,120	542,590
7000	Intragovernmental Revenue		310,250	379,800	544,960	544,120	542,590
FUNCTION COST			(660)	-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		(660)	-0-	-0-	-0-	-0-
	Total Local Revenue		(660)	-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			(660)	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES			RANGE & STEP	1981 BUDGET	1982		
					REQUESTED	RECOMMENDED	APPROVED
	Accounting Clerk IV	11N C	1	1	1	1	1
	Accounting Clerk II	9N C-F	4	4	4	4	4
	Accounting Clerk I	8N B-D	6	5	5	5	5
TOTAL				11	10	10	10
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:					-0-		

1982 WORK PROGRAM

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

To provide the annual assessment roll as required by Alaska Statute 29.53 which deals with the entire ad valorem tax structure.

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE

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

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-Administrative duties	-Daily administration of the Property Appraisal sections.	-A legal and equitable assessment roll annually
-Customer-related problems	-Administer public relations program	-Provide community information and customer problem solving
-Four property appraisal budget units	-To maintain the cost containment program	-More efficient use of allocated resources

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Real parcels appraised	66,000	68,000	72,000
Personal property accounts appraised	22,700	23,000	25,000
Equity ratio of appraised value to actual sales prices	90%	92%	95%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Property Appraisal	1350	Administration	1351	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	111,190	127,220	135,050	135,050	135,050
2000	Supplies	120	350	380	380	380
3000	Other Services & Charges	2,060	2,680	2,890	1,910	1,910
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	-0-	800	800	800
DIRECT ORGANIZATIONAL COST		113,370	130,250	139,120	138,140	138,140
6000	Intragovernmental Charges	63,240	97,420	104,270	100,680	97,910
BUDGET UNIT COST		176,610	227,670	243,390	238,820	236,050
7000	Intragovernmental Revenue	176,530	227,670	243,390	238,820	236,050
FUNCTION COST		80	-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	80	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	80	-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		80	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Property Appraisal Manager	21E	1	1	1	1
	Senior Office Associate	10N F	1	1	1	1
	Senior Office Assistant	8 D-E	1	1	1	1
TOTAL			3	3	3	3
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 WORK PROGRAM

DEPT. — Finance	UNIT NO. 1300	DIV. Property Appraisal	UNIT NO. 1350	SEC. Customer Service and Records	UNIT NO. 1352
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MISSION

To maintain the real and personal property records, and provide efficient service to customers as requested.

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE

Fifteen clerks and a supervisor maintain all records on a daily basis as well as provide answers to public inquiries.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-Property record maintenance	-Maintain records on a daily basis	-Provides current records for all to use
-Market data collection	-Collect sales data through letter mailout	-Provides current sales information for appraisers
-Customer service	-Provide record information and answers to the public inquiries	-More informed public

CHANGES FROM CURRENT LEVEL

Due to Municipal growth, we estimate an additional 4,000 records will have to be maintained and 2,000 map parcels will be added.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Daily maintenance of basic records	85,000	89,000	100,000
Daily map maintenance by number of parcels	66,000	68,000	70,000
Market sales collected	7,500	7,500	10,000
Customers served	42,000	42,000	51,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.		
Finance	1300	Property Appraisal	1350	Customer Service and Records	1352		
FINANCIAL RESOURCES			1980	1981	1982		
			ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services		342,540	383,330	425,220	425,220	425,220
2000	Supplies		1,630	3,250	3,360	3,360	3,360
3000	Other Services & Charges		2,520	2,760	3,960	840	840
4000	Debt Service		-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay		2,040	2,060	1,160	1,160	1,160
DIRECT ORGANIZATIONAL COST			348,730	391,400	433,700	430,580	430,580
6000	Intragovernmental Charges		69,620	78,360	89,390	89,310	85,620
BUDGET UNIT COST			418,350	469,760	523,090	519,890	516,200
7000	Intragovernmental Revenue		417,510	469,760	523,090	519,890	516,200
FUNCTION COST			840	-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		840	-0-	-0-	-0-	-0-
	Total Local Revenue		840	-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			840	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED			-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES			RANGE & STEP	1981 BUDGET	1982		
					REQUESTED	RECOMMENDED	APPROVED
	Administrative Officer		14N C-D	1	1	1	1
	Office Associate		9 F	1	1	1	1
	Accounting Clerk II		9 F	1	1	1	1
	Senior Office Assistant		8 B-F	12	12	12	12
	Office Assistant		7 C-D	1	1	1	1
TOTAL				16	16	16	16
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:					-0-		

1982 WORK PROGRAM

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

To appraise parcels of real property annually as directed by Assembly Resolution in accordance with Alaska Statute 29.53.095, using accepted appraisal practices.

SUMMARY DESCRIPTION OF 1982 LEVEL OF SERVICE

A Chief Appraiser, four Principal Appraisers, and 22 Appraisers complete the reappraisal of real estate for tax year 1982.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-Appraise 68,700 land parcels	-Inventory parcels and calculate values using market approach to value	-Full and true market value on all land
-Appraise 42,200 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	-Prepare sales data and writeup for Board and taxpayers	-An equalized assessment roll
-Prepare tax maps	-Daily drafting of recorded information	-Set of current tax maps

CHANGES FROM CURRENT LEVEL

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

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Equity and value ratio checks, land	66,000	66,700	68,700
Equity and value ratio checks, building	38,700	40,200	42,200
Municipal agency appraisals	80	50	0
Cases presented to Board of Equalization	300	400	83
Cases resulting in value reduction	75	80	15

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Property Appraisal	1350	Real Property	1353	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	983,020	1,095,210	1,258,460	1,258,460	1,258,460
2000	Supplies	10,620	23,440	25,150	25,150	25,150
3000	Other Services & Charges	132,760	113,640	128,730	119,460	119,460
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	8,500	300	14,000	14,000	14,000
DIRECT ORGANIZATIONAL COST		1,134,900	1,232,590	1,426,340	1,417,070	1,417,070
6000	Intragovernmental Charges	1,378,620	1,329,410	1,446,190	1,450,790	1,437,890
BUDGET UNIT COST		2,513,520	2,562,000	2,872,530	2,867,860	2,854,960
7000	Intragovernmental Revenue	-0-	2,562,000	2,872,530	2,867,860	2,854,960
FUNCTION COST		2,513,520	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	420,130	-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	420,130	-0-	-0-	-0-	-0-
	State Revenue	1,628,310	-0-	-0-	-0-	-0-
	Federal Revenue	88,180	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		2,136,620	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		376,900	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Real Estate Appraisal Supervisor	16N F	1	1	1	1
	Principal Appraiser	15N D-F	4	4	4	4
	Senior Appraiser	14 B-F	18	18	18	18
	Appraiser	12 C-F	3	3	3	3
	Engineering Technician II	12 B-C	1	1	1	1
TOTAL			27	27	27	27
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

1982 WORK PROGRAM

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 1982 LEVEL OF SERVICE

One Auditor Appraiser and three Appraisers prepare two tax rolls on personal property and perform all valuation and customer service-related activities necessary for roll preparation and certification. One temporary appraiser conducts an inventory of mobile home courts.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-Evaluate 16,500 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	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Individual personal property accounts	15,500	16,000	16,500
Business personal property accounts	7,200	7,200	7,200
Customer contacts	18,000	18,000	18,000
Cases presented to Board of Equalization	5,280	840	480
Cases resulting in value reduction	1,320	210	120

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Property Appraisal	1350	Personal Property	1354	
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	128,560	160,940	188,800	188,800	188,800
2000	Supplies	8,790	3,100	3,400	3,400	3,400
3000	Other Services & Charges	8,440	22,300	28,580	27,210	27,210
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	1,390	730	350	350	350
DIRECT ORGANIZATIONAL COST		147,180	187,070	221,130	219,760	219,760
6000	Intragovernmental Charges	503,030	450,880	317,800	314,950	310,680
BUDGET UNIT COST		650,210	637,950	538,930	534,710	530,440
7000	Intragovernmental Revenue	-0-	637,950	538,930	534,710	530,440
FUNCTION COST		650,210	-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		650,210	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
	Principal Appraiser	15N F	1	1	1	1
	Senior Appraiser	14 C-E	2	2	2	2
	Appraiser	12 C-D	1 1T	1 1T	1 1T	1 1T
TOTAL			4+1T	4+1T	4+1T	4+1T

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

1982 WORK PROGRAM

DEPT. — Finance	UNIT NO. 1300	DIV. Financial Systems Development	UNIT NO. 1370	SEC.	UNIT NO.
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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 1982 LEVEL OF SERVICE

Contractual services are required to supplement Municipal Data Processing resources to accomplish the design and modification of various data processing systems.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
-Need for modification of Financial Information System	-Define requirements, requests and review bids, and manage Project Team for design and implementation of system.	-Improved management reports due to system enhancements.
-Establishment of General Fixed Asset System	-Monitor and record all General Government fixed asset purchases and disposals and properly record them into the Municipal ledgers.	-Recommended handling of General Fixed Assets would exist.

CHANGES FROM CURRENT LEVEL

Increase in the efficiency and timeliness of management reports and establishment of a system to account properly for General Fixed Assets.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1980 ACTUAL	1981 BUDGETED	1982 PLANNED
Modification of Financial Information System	Not Applicable	Not applicable	100%
Establish General Fixed Asset System	Not Applicable	Not applicable	100%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Finance	1300	Financial Systems Development	1370			
FINANCIAL RESOURCES		1980	1981	1982		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	-0-	-0-	-0-	-0-	-0-
2000	Supplies	-0-	-0-	-0-	-0-	-0-
3000	Other Services & Charges	215,210	201,640	96,000	96,000	96,000
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	-0-	-0-	-0-	-0-
DIRECT ORGANIZATIONAL COST		215,210	201,640	96,000	96,000	96,000
6000	Intragovernmental Charges	1,650	1,140	1,160	1,150	1,130
BUDGET UNIT COST		216,860	202,780	97,160	97,150	97,130
7000	Intragovernmental Revenue	129,590	202,780	46,000	46,000	46,000
FUNCTION COST		87,270	-0-	51,160	51,150	51,130
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-	51,150	51,130
TOTAL REVENUES		-0-	-0-	-0-	51,150	51,130
LOCAL TAXES REQUIRED		87,270	-0-	51,160	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1981 BUDGET	1982		
				REQUESTED	RECOMMENDED	APPROVED
TOTAL			-0-	-0-	-0-	-0-
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			