

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT		DEPARTMENT SUMMARY		PAGE
Department of Property Assessment & Management		NO.		195
		30		
DIVISIONS/SECTIONS/SERVICES/PROGRAMS	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76	
			RECOMMENDED	APPROVED
Administration	95,192	112,684	123,440	132,000
Property Management	22,690	76,116	82,420	87,990
Property Appraisal	845,919	1,883,420	1,989,000	2,061,880
Right of Way - Acquisition	116,028	97,428	114,210	124,670
Right of Way - Utility Coordination	-0-	47,268	-0-	-0-
Total Expenditures	1,079,829	2,216,916	2,309,070	2,406,540
Less Reimbursable Charges	58,666	333,496	320,070	344,660
Net Expenditures	1,021,163	1,883,420	1,989,000	2,061,880
COMMENTARY				

GREATER ANCHORAGE AREA BOROUGH							
DEPARTMENT Property Assessment & Management		DIVISION All	SECTION	BUDGET CODE 01-30	SUMMARY	A	PAGE 196
ACCT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			
				RECOMMENDED	APPROVED		
5000	Employee Services	773,897	954,190	976,340	1,055,440		
5100	General & Administrative Expenses	42,647	56,700	71,100	71,100		
5200	Facilities Expenses	233	8,910	300	300		
5300	Professional Services	-0-	1,800	3,940	3,940		
5400	Other Expenses	44,533	65,640	29,370	29,370		
5500	Contractual Services	1,218	3,100	6,820	6,820		
5600	Intragovernmental Charges	210,148	1,120,376	1,212,780	1,231,150		
5700	Construction Costs	837	-0-	-0-	-0-		
5800	Bonded Debt Service	-0-	-0-	-0-	-0-		
5900	Capital Expenditures	6,316	6,200	8,420	8,420		
5951	Other appropriations	-0-	-0-	-0-	-0-		
	Total Expenditures	1,079,829	2,216,916	2,309,070	2,406,540		
	Less Reimbursable Charges	58,666	333,496	320,070	344,660		
	Net Expenditures	1,021,163	1,883,420	1,989,000	2,061,880		
REVENUE GENERATED							
	REVENUES						
	TOTAL REVENUES	-0-	-0-	-0-	-0-		
	NET REQUIREMENTS	1,021,163	1,883,420	1,989,000	2,061,880		
COMMENTARY							

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management		DIVISION Administration	SECTION	BUDGET CODE 01-31	SUMMARY	A	PAGE 197
ACCT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			
				RECOMMENDED	APPROVED		
5000	Employee Services	79,257	95,194	103,950	112,400		
5100	General & Administrative Expenses	560	2,250	3,120	3,120		
5200	Facilities Expenses	-0-	-0-	-0-	-0-		
5300	Professional Services	-0-	-0-	-0-	-0-		
5400	Other Expenses	351	360	410	410		
5500	Contractual Services	-0-	-0-	-0-	-0-		
5600	Intragovernmental Charges	13,693	14,360	15,360	15,470		
5700	Construction Costs	-0-	-0-	-0-	-0-		
5800	Bonded Debt Service	-0-	-0-	-0-	-0-		
5900	Capital Expenditures	1,331	520	600	600		
5951	Other appropriations	-0-	-0-	-0-	-0-		
Total Expenditures		95,192	112,684	123,440	132,000		
Less Reimbursable Charges		10,900	112,684	123,440	132,000		
Net Expenditures		84,292	-0-	-0-	-0-		
REVENUE GENERATED							
REVENUES							
		</					

GREATER ANCHORAGE AREA BOROUGH

GREATER ANCHORAGE AREA BOROUGH											
DEPARTMENT Property Assessment & Management		DIVISION Administration		SECTION		BUDGET CODE 01-31		DETAIL		B	PAGE 198
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76							
				PROPOSED	RECOMMENDED	APPROVED					
	<u>Employee Services</u>										
5001	Salaries	67,380	84,321	88,610	88,610	88,610					
5003	Overtime	1,087	155	1,320	1,320	1,160					
	Total Current Salaries	68,467	84,476	89,930	89,930	89,770					
	Less Vacancy Factor	-0-	2,395	2,520	2,520	8,860					
5010	Accrued Leave	1,175	983	1,060	1,060	1,060					
	Total Salary Costs	69,642	83,064	88,470	88,470	81,970					
5015	Contributions-Employee Retirement	4,065	4,800	6,190	6,190	7,380					
5020	Social Security	2,633	2,840	3,090	3,090	3,090					
5030	Workmen's Compensation	516	910	780	780	990					
5040	Group Insurance	2,401	3,580	5,260	5,420	5,420					
5051	Employee Services Reserve	-0-	-0-	-0-	-0-	13,550					
	Total Employee Services	79,257	95,194	103,790	103,950	112,400					
	<u>General & Administrative Expenses</u>										
5110	Dues & Subscriptions	165	230	300	300	300					
5115	Employee Bonding Expense	-0-	60	-0-	-0-	-0-					
5120	Equipment Rental - Office	52	100	100	100	100					
5125	Equipment Repair - Office	103	230	300	300	300					
5130	Liability Insurance	-0-	250	470	470	470					
5145	Printed Materials	13	-0-	-0-	-0-	-0-					
5150	Professional Development	-0-	1,080	1,550	1,550	1,550					
5160	Supplies - Office	227	300	400	400	400					
	Total General & Administrative Expenses	560	2,250	3,120	3,120	3,120					
	<u>Facilities Expenses</u>										
5201	Building Remodeling	-0-	-0-	-0-	-0-	-0-					
	<u>Other Expenses</u>										
5474	Supplies - Other	51	-0-	-0-	-0-	-0-					
5483	Travel - Mileage Expense	200	-0-	-0-	-0-	-0-					
5484	Travel	94	260	310	310	310					
5499	Miscellaneous Expense	6	100	100	100	100					
	Total Other Expenses	351	360	410	410	410					

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management		DIVISION Administration		SECTION		BUDGET CODE 01-31		DETAIL		B		PAGE 199	
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76									
				PROPOSED	RECOMMENDED	APPROVED							
	<u>Intragovernmental Charges</u>												
5604	Mayor - Data Processing	63	-0-	-0-	-0-	-0-							
5612	Administration - Operations	12,415	13,040	14,310	13,930	14,120							
5614	Administration - Personnel	-0-	1,210	1,400	1,430	1,350							
5622	Finance - Controller	1,215	-0-	-0-	-0-	-0-							
5683	Service Pool - Special Services	-0-	-0-	1,470	-0-	-0-							
5689	Equipment Pool	-0-	110	-0-	-0-	-0-							
	Total Intragovernmental Charges	13,693	14,360	17,180	15,360	15,470							
	<u>Capital Expenditures</u>												
5930	Office Equipment	1,331	520	600	600	600							
	Total Expenditures	95,192	112,684	125,100	123,440	132,000							
	Less Reimbursable Charges	10,900	112,684	125,100	123,440	132,000							
	Net Expenditures	84,292	-0-	-0-	-0-	-0-							

GREATER ANCHORAGE AREA BOROUGH									
DEPARTMENT Assessment & Management	DIVISION Administration	SECTION	BUDGET CODE 01-31	PERSONNEL		C	PAGE 200		
CLASSIFICATION	RANGE AND STEP	EMPLOYEES CURRENT *BUDGET	1975-76						
			* PROPOSED		* RECOMMENDED		* APPROVED		
Director	33 F	1	1	38,491	1	38,491	1	38,491	
Senior Administrative Officer (1)	27 F	1	1	26,112	1	26,112	1	26,112	
Administrative Specialist	16 F - F	1	1	14,874	1	14,874	1	14,874	
Principal Clerk	9 B - C	1	1	9,126	1	9,126	1	9,126	
TOTAL		4	4	88,603	4	88,603	4	88,603	

* THIS COLUMN USED FOR NUMBER OF EMPLOYEES IN EACH CLASS.

COMMENTARY

(1) Title Change from Assistant Director

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT	PROPERTY	DIVISION	SECTION	BUDGET CODE	COMMENTARY	D	PAGE
Assessment & Management		Administration		01-31			201
					<u>Department Request</u>	<u>Mayor Recommends</u>	<u>Assembly Approved</u>
5003	Overtime				1,320	1,320	1,160
	Fifty-two meetings have been budgeted for the Assistant Director. 50 hours of overtime have also been budgeted for the Administrative Specialist for attendance at Board of Equalization Meetings and other Board workload.						
5110	Dues and Subscriptions				300	300	300
	This account includes dues for the Director and Assistant Director as follows:						
	International Association of Assessing Officers at \$25						
	Dues to American Right of Way Association at \$50						
	Alaska Association of Assessing Officers at \$10						
	Subscriptions:						
	Appraisal Journal, The Appraiser, IAAO Legal Reporter						
5125	Equipment Repair - Office				300	300	300
	Maintenance Contract for Selectric II, \$65; for IBM Dictaphone System, \$207; plus \$25 for repair of 1 Victor Adding Machine, if necessary.						
5150	Professional Development				1,550	1,550	1,550
	Director to IAAO Conference in Washington D.C. and pre-conference schools.						
	2 Civil Service Commission/General Management Training Institute Courses.						
5484	Travel				310	310	310
	One trip to Juneau has been budgeted, just in case we must send a representative to testify to legislation the Assembly would like to see enacted.						
5930	Office Equipment				600	600	600
	1 Cassette Recorder, \$200; 1 Electronic Calculator, \$400.						

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT	DIVISION	SECTION	BUDGET CODE	COMMENTARY	D	PAGE
Property Assessment	Administration		01-31			202

Reimbursable Charges to Others

Department
Request

Mayor
Recommends

Assembly
Approved

Charges from this division of the Department of Assessment and Management are allocated on estimates of time expended to the other divisions and sections of this Department.

<u>Budget Code</u>	<u>Division/Section</u>	<u>Percentages</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
32	Property Management	40.0%	50,040	49,380	52,800
33	Property Appraisal	52.5%	65,680	64,800	69,300
34.01	Right of Way - Acquisition	5.5%	6,880	6,790	7,260
43.32	Land Trust	<u>2.0%</u>	<u>2,500</u>	<u>2,470</u>	<u>2,640</u>
		100.0%	125,100	123,440	132,000

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT		Property	DIVISION	SECTION		BUDGET CODE		SUMMARY		A	PAGE
Assessment & Management		Property Management				01-32					203
ACCT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76							
				RECOMMENDED	APPROVED						
5000	Employee Services	17,782	21,296	24,330	26,310						
5100	General & Administrative Expenses	762	3,210	1,540	1,540						
5200	Facilities Expenses	-0-	-0-	-0-	-0-						
5300	Professional Services	-0-	-0-	-0-	-0-						
5400	Other Expenses	771	900	680	680						
5500	Contractual Services	-0-	100	100	100						
5600	Intragovernmental Charges	3,375	50,060	54,640	58,230						
5700	Construction Costs	-0-	-0-	-0-	-0-						
5800	Bonded Debt Service	-0-	-0-	-0-	-0-						
5900	Capital Expenditures	-0-	550	1,130	1,130						
5951	Other appropriations	-0-	-0-	-0-	-0-						
	Total Expenditures	22,690	76,116	82,420	87,990						
	Less Reimbursable Charges	4,354	76,116	82,420	87,990						
	Net Expenditures	18,336	-0-	-0-	-0-						
REVENUE GENERATED											
	REVENUES										
	TOTAL REVENUES	-0-	-0-	-0-	-0-						
	NET REQUIREMENTS	18,336	-0-	-0-	-0-						
COMMENTARY											

GREATER ANCHORAGE AREA BOROUGH													
DEPARTMENT		DIVISION		SECTION		BUDGET CODE		DETAIL		B		PAGE	
Property Assessment & Management		Property Management				01-32						204	
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76									
				PROPOSED	RECOMMENDED	APPROVED							
	<u>Employee Services</u>												
5001	Salaries	17,244	19,197	20,840	20,840	20,840							
5003	Overtime	-0-	-0-	-0-	-0-	-0-							
	Total Current Salaries	17,244	19,197	20,840	20,840	20,840							
	Less Vacancy Factor	-0-	545	590	590	2,080							
5010	Accrued Leave	-0-	224	250	250	250							
	Total Salary Costs	17,244	18,876	20,500	20,500	19,010							
5015	Contributions-Employee Retirement	-0-	1,090	1,440	1,440	1,710							
5020	Social Security	-0-	770	830	830	830							
5030	Workmen's Compensation	218	160	200	200	260							
5040	Group Insurance	320	400	1,320	1,360	1,360							
5051	Employee Services Reserve	-0-	-0-	-0-	-0-	3,140							
	Total Employee Services	17,782	21,296	24,290	24,330	26,310							
	<u>General & Administrative Expenses</u>												
5110	Dues and Subscriptions	40	40	50	50	50							
5115	Employee Bonding Expense	-0-	30	-0-	-0-	-0-							
5120	Equipment Rental - Office	-0-	1,410	1,690	-0-	-0-							
5125	Equipment Repair - Office	76	130	150	420	420							
5130	Liability Insurance	-0-	100	120	120	120							
5135	Fire Insurance	496	-0-	-0-	-0-	-0-							
5150	Professional Development	100	1,200	550	550	550							
5160	Supplies - Office	50	300	400	400	400							
	Total General & Administrative Expenses	762	3,210	2,960	1,540	1,540							
	<u>Other Expenses</u>												
5451	Recorder's Office Information	35	50	50	50	50							
5471	Supplies - Duplication	-0-	100	100	100	100							
5483	Travel - Mileage Expense	736	700	450	450	450							
5499	Miscellaneous Expense	-0-	50	80	80	80							
	Total Other Expense	771	900	680	680	680							
	<u>Contractual Services</u>												
5550	Mapping System Maintenance	-0-	100	100	100	100							

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management		DIVISION Property Management		SECTION		BUDGET CODE 01-32		DETAIL		B		PAGE 205	
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76									
				PROPOSED	RECOMMENDED	APPROVED							
	<u>Intragovernmental Charges</u>												
5602	Mayor & Public Information	31	-0-	-0-	-0-	-0-							
5610	Administration - Operations	2,712	2,860	2,850	2,780	2,820							
5614	Administration - Personnel	-0-	240	330	340	320							
5623	Finance - Purchasing	607	1,890	2,230	2,140	2,290							
5631	Property Assessment & Management												
	Administration	-0-	45,070	50,040	49,380	52,800							
5650	Legal	25	-0-	-0-	-0-	-0-							
5689	Equipment Pool	-0-	-0-	190	-0-	-0-							
	Total Intragovernmental Charges	3,375	50,060	55,640	54,640	58,230							
	<u>Capital Expenditures</u>												
5930	Office Equipment	-0-	550	-0-	1,130	1,130							
	Total Expenditures	22,690	76,116	83,670	82,420	87,990							
	Less Reimbursable Charges	4,354	70,016	83,670	78,280	83,590							
	Net Expenditures	18,336	6,100	4,180	4,120	4,400							
	Transfer of School Charge to Non-Departmental	-0-	6,100	4,180	4,120	4,400							
		18,336	-0-	-0-	-0-	-0-							

GREATER ANCHORAGE AREA BOROUGH													
DEPARTMENT Property Assessment & Management		DIVISION Property Management		SECTION		BUDGET CODE 01-32		PERSONNEL C		PAGE 206			
CLASSIFICATION				RANGE AND STEP		EMPLOYEES CURRENT *BUDGET		1975-76					
								* PROPOSED		* RECOMMENDED	* APPROVED		
Property Management Agent (1)				21 F		1		1	20,836	1	20,836	1	20,836
TOTAL						1		1	20,836	1	20,836	1	20,836

* THIS COLUMN USED FOR NUMBER OF EMPLOYEES IN EACH CLASS.

COMMENTARY

(1) Reclassification from Administrative Assistant (Range 20)

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management	DIVISION Property Management	SECTION	BUDGET CODE 01-32	COMMENTARY	D	PAGE 207
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	<u>Department Request</u>	<u>Mayor Recommends</u>	<u>Assembly Approved</u>
5110 Dues and Subscriptions Dues to American Right of Way Association.	50	50	50
5120 Equipment Rental - Office One-half of the rental fee for an Executive Magnetic Card Typewriter, shared with Property Appraisal.	1,690	1,690	1,690
5125 Equipment Repair - Office Maintenance agreement cost for 1 Selectric IBM Typewriter and Magnetic Card Typewriter plus repair for 1 Cannon Calculator.	150	420	420
5150 Professional Development 1 American Right of Way Course for Norma Coleman; 1 American Right of Way Course for Robert Wilks	550	550	550
5483 Travel - Mileage Expense Calculated at an average monthly mileage of 145 at .25 per mile.	450	450	450
5499 Miscellaneous Notary fees and bond costs are included in this account.	80	80	80

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT	Property Assessment & Management	DIVISION	Property Management	SECTION		BUDGET CODE	01-32	COMMENTARY		D	PAGE	208
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Reimbursable Charges to Others

These charges are based upon workload projections.

<u>Fund</u>	<u>Department</u>	<u>Percentage</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
01	<u>General Fund</u>				
	33 Property Appraisal	6%	16,730	4,950	5,280
	41 Health - Office of the Director	5%	1,670	4,120	4,400
	64 Planning - Comprehensive Planning	5%	-0-	4,120	4,400
	91 Environmental Quality - Administration	2%	-0-	1,650	1,760
14	<u>Service Area 13 Fund</u>				
	78.01 Public Safety - Fire Suppression	3%	-0-	2,470	2,640
32	<u>Roads & Drainage Capital Improvement Program</u>				
	88 General	2%	850	1,650	1,760
33	<u>Parks & Recreation Capital Improvement Program</u>				
	97.01 Park Acquisition	52%	43,510	42,860	45,750
43	<u>Land Trust Fund</u>				
	32 Property Management	20%	16,730	16,480	17,600
	Sub-Total		79,490	78,300	83,590
01- 07	School District	5%	4,180	4,120	4,400
	Total	100%	83,670	82,420	87,990

GREATER ANCHORAGE AREA BOROUGH

PROGRAM	SERVICE	FUNCTION	BUDGET CODE	COMMENTARY	D	PAGE
Property Appraisal			01-33			209

Department
Request

Mayor
Recommends

Assembly
Approved

GOALS AND OBJECTIVES

The Department of Property Assessment and Management will continue to implement a three appraisal cycle during the upcoming budget year. By implementing the Computer Assisted Appraisal Program in 1975, effective for the 1976 assessment year, our appraisals will be made more expeditiously and accurately, and we will be able to retrieve, from the computer, detail information useful to the Borough and other government entities. This was not possible before without extensive hand searching. Our next step will be to computerize commercial properties, market approach to value, and the personal property assessing function.

We will continue to perform in the Property Management function by acquiring and disposing of property as requested by other Borough departments. Our Right of Way Division will also act as directed by others for the acquisition or disposal of land.

GREATER ANCHORAGE AREA BOROUGH							
PROGRAM Property Appraisal		SERVICE	FUNCTION	BUDGET CODE 01-33	SUMMARY	A	PAGE 210
ACCT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			
				RECOMMENDED	APPROVED		
5000	Employee Services	585,967	729,734	771,450	834,060		
5100	General & Administrative Expenses	39,052	45,950	59,310	59,310		
5200	Facilities Expenses	-0-	8,630	-0-	-0-		
5300	Professional Services	-0-	1,800	3,940	3,940		
5400	Other Expenses	40,667	61,110	27,500	27,500		
5500	Contractual Services	847	2,000	6,220	6,220		
5600	Intragovernmental Charges	174,704	1,029,466	1,114,440	1,124,710		
5700	Construction Costs	-0-	-0-	-0-	-0-		
5800	Bonded Debt Service	-0-	-0-	-0-	-0-		
5900	Capital Expenditures	4,682	4,730	6,140	6,140		
5951	Other appropriations	-0-	-0-	-0-	-0-		
	Total Expenditures	845,919	1,883,420	1,989,000	2,061,880		
	Less Reimbursable Charges	-0-	-0-	-0-	-0-		
	Net Expenditures	845,919	1,883,420	1,989,000	2,061,880		
REVENUE GENERATED							
	REVENUES						
	TOTAL REVENUES	-0-	-0-	-0-	-0-		
	NET REQUIREMENTS	845,919	1,885,870	1,989,000	2,061,880		
COMMENTARY							

GREATER ANCHORAGE AREA BOROUGH

PROGRAM		SERVICE	FUNCTION		BUDGET CODE	DETAIL	B	PAGE
Property Appraisal					01-33			211
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76				
				PROPOSED	RECOMMENDED	APPROVED		
	<u>Employee Services</u>							
5001	Salaries	481,941	633,545	641,860	641,860	642,910		
5003	Overtime	14,982	2,950	7,960	7,960	7,000		
	Total Current Salaries	496,923	636,495	649,820	649,820	649,910		
	Less Vacancy Factor	-0-	17,992	18,230	18,230			
5010	Accrued Leave	8,759	7,387	7,700	7,700	64,290		
	Total Salary Costs	505,682	625,890	639,290	639,290	7,710		
						593,330		
5015	Contributions-Employee Retirement	30,232	36,180	44,750	44,750			
5020	Social Security	23,239	28,690	30,230	30,230	30,230		
5030	Workmen's Compensation	5,322	6,404	5,200	5,200	6,610		
5040	Group Insurance	21,492	32,570	50,420	51,980	51,990		
5051	Employee Services Reserve	-0-	-0-	-0-	-0-	98,500		
	Total Employee Services	585,967	729,734	769,890	771,450	834,060		
	<u>General & Administrative Expenses</u>							
5105	Advertising Other than Legal	1,541	1,000	2,640	2,640	2,640		
5110	Dues and Subscriptions	4,500	3,040	3,580	3,580	3,580		
5115	Employee Bonding Expense	-0-	410	-0-	-0-	-0-		
5120	Equipment Rental - Office	2,685	1,410	1,690	-0-	-0-		
5125	Equipment Repair - Office	437	750	1,500	1,770	1,770		
5130	Liability Insurance	-0-	2,880	6,410	3,190	3,190		
5140	Postage	13,389	15,500	22,560	22,560	22,560		
5145	Printed Material	8,748	11,000	14,000	14,000	14,000		
5150	Professional Development	5,164	5,760	7,700	7,700	7,700		
5155	Publications, postings & Hearings	76	1,200	-0-	-0-	-0-		
5160	Office Supplies	2,512	2,750	3,570	3,570	3,570		
5165	Training Aids	-0-	250	300	300	300		
	Total General & Administrative Expenses	39,052	45,950	63,950	59,310	59,310		
	<u>Facilities Expenses</u>							
5201	Building Remodeling	-0-	8,630	-0-	-0-	-0-		
5235	Telephone	-0-	-0-	-0-	-0-	-0-		
	Total Facilities Expenses	-0-	8,630	-0-	-0-	-0-		
	<u>Professional Services</u>							
5390	Systems Consultants	-0-	1,800	3,940	3,940			

GREATER ANCHORAGE AREA BOROUGH

PROGRAM		SERVICE	FUNCTION		BUDGET CODE	DETAIL	B	PAGE
Property Appraisal					01-33			212
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76				
				PROPOSED	RECOMMENDED	APPROVED		
	<u>Other Expenses</u>							
5401	Board of Equalization Expenses	-0-	8,800	8,800	8,800	8,800		
5421	Equipment Rental - Machinery & Vehicles	-0-	-0-	41,400	-0-	-0-		
5425	Equipment Repair - Machinery & Vehicles	-0-	-0-	4,000	-0-	-0-		
5451	Recorder's Office Information	6,000	7,000	9,600	9,600	9,600		
5471	Duplication Supplies	64	600	600	600	600		
5474	Supplies - Other	2,267	4,000	5,400	5,400	5,400		
5483	Travel - Mileage	32,173	39,310	5,130	2,600	2,600		
5484	Travel	-0-	1,000	-0-	-0-	-0-		
5499	Miscellaneous Expense	163	400	500	500	500		
	Total Other Expenses	40,667	61,110	75,430	27,500	27,500		
	<u>Contractual Services</u>							
5550	Mapping System Maintenance	711	2,000	2,000	2,000	2,000		
5572	Microfilm Service	136	-0-	4,220	4,220	4,220		
	Total Contractual Services	847	2,000	6,220	6,220	6,220		
	<u>Intragovernmental Charges</u>							
5601	Assembly & Clerk	-0-	84,399	28,160	28,110	28,720		
5601	Citizen Information	-0-	-0-	1,810	1,810	2,150		
5602	Mayor-Mayor & Public Information	69,060	25,460	23,580	23,620	25,970		
5603	Mayor - Internal Audit	-0-	2,130	3,580	3,230	2,710		
5604	Mayor - Data Processing	-0-	126,320	198,220	189,320	201,190		
5606	Equal Employment	-0-	-0-	5,990	5,750	6,620		
5612	Administration - Operations	65,985	94,963	79,880	77,830	78,810		
5613	Administration-Admin. Services	-0-	-0-	3,920	3,870	4,130		
5614	Administration - Personnel	-0-	11,650	13,930	14,310	13,670		
5615	Administration - Duplication	-0-	870	1,220	1,040	940		
5621	Finance-Admin.-Budget & Insurance	-0-	5,020	24,360	5,050	5,460		
5622	Finance-Controller	21,376	85,520	49,910	42,530	21,810		
5623	Finance - Purchasing	-0-	14,640	17,230	16,590	17,770		
5624	Finance - Collections	-0-	101,653	115,610	106,940	114,450		
5625	Finance-Receipts & Custody-Admin.	-0-	-0-	4,600	4,600	4,600		
5625	Finance-Receipts & Custody-							
	Tax Receipts	-0-	257,167	340,670	336,620	337,430		
5631	Property Assessment & Management-Administration	-0-	59,164	65,680	64,800	69,300		

GREATER ANCHORAGE AREA BOROUGH

PROGRAM		SERVICE	FUNCTION	BUDGET CODE	DETAIL	B	PAGE
Property Appraisal				01-33			213
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			
				PROPOSED	RECOMMENDED	APPROVED	
5632	Property Assessment & Management-						
	Property Management	-0-	22,890	16,730	4,950	5,280	
5650	Legal	13,814	103,290	105,460	104,390	102,060	
5662	Planning-Technical Services	-0-	33,240	25,740	25,260	27,820	
5682	Service Pool - Administration	3,783	-0-	-0-	-0-	-0-	
5689	Equipment Pool	686	1,090	10,950	53,820	53,820	
	Total Intragovernmental Chgs	174,704	1,029,466	1,137,230	1,114,440	1,148,150	
	<u>Capital Expenditures</u>						
5930	Office Equipment	4,682	4,230	5,010	6,140	6,140	
5942	Maps and Books	-0-	500	-0-	-0-	-0-	
	Total Capital Expenditures	4,682	4,730	5,010	6,140	6,140	
	Total Expenditures	845,919	1,883,420	2,061,670	1,989,000	2,061,880	
	Less Reimbursable Charges	-0-	-0-	-0-	-0-	-0-	
	Net Expenditures	845,919	1,883,420	2,061,670	1,989,000	2,061,880	

GREATER ANCHORAGE AREA BOROUGH

PROGRAM Property Appraisal	SERVICE	FUNCTION	BUDGET CODE 01-33		PERSONNEL		C	PAGE 214
CLASSIFICATION	RANGE AND STEP	EMPLOYEES CURRENT *BUDGET	1975-76					
			* PROPOSED		* RECOMMENDED		* APPROVED	
Chief Real Estate Appraiser	26 C-D		0	-0-	0	-0-	1	22,020
Principal Appraiser (1)	23 D-F	5	6	134,102	6	134,102	5	113,132
Senior Appraiser	21 A-F	15	14	262,432	14	262,432	14	262,432
Appraiser	19 A-F	7+1PT	7+1 PT	108,286	7+1	108,286	7+1	108,286
Senior Administrative Assistant	18 F	1	1	18,520	1	18,520	1	18,520
Senior Engineering Technician	17 B-C	1	1	12,876	1	12,876	1	12,876
Secretary	11 F	1	1	12,801	1	12,801	1	12,801
Associate Accounting Clerk	11 F	1	1	12,794	1	12,794	1	12,794
Principal clerk	9 B-F	7	7	71,794	7	71,794	7	71,794
Senior Clerk	7 B-C	1	1	8,249	1	8,249	1	8,249
TOTAL		39+1PT	39+ 1PT	641,854	39+ 1PT	641,854	39+ 1PT	642,904

* THIS COLUMN USED FOR NUMBER OF EMPLOYEES IN EACH CLASS.

COMMENTARY

(1) Reclassification of one Senior Appraiser (Range 21 to 23).

GREATER ANCHORAGE AREA BOROUGH

PROGRAM Property Appraisal		SERVICE	FUNCTION	BUDGET CODE 01-33	COMMENTARY	D	PAGE 215
					Department Request	Mayor Recommends	Assembly Approved
5003	Overtime				7,960	7,960	7,000
	We have budgeted for overtime for Board of Equalization Meetings which some appraisers must attend and for clerical overtime during peak periods.						
5105	Advertising Other than Legal				2,640	2,640	2,640
	Notification of deadline for filing Personal Property Assessment Returns; alerting Senior Citizens of filing for real property exemption; new residents of tax obligations; and notices to all taxpayers that valuation notices have been mailed.						
5110	Dues and Subscriptions				3,580	3,580	3,580
	Dues:						
	28 members/International Association of Assessing Officers Agency Membership						
	28 Members/Society of Auditor-Appraisers.						
	Subscriptions:						
	Multiple Listing Service (1)						
	Marshall & Swift (17)						
	Older Equipment Values (Equipment Guide-Book) (2)						
	Forke Bros. Blue Book (1)						
	U.S. Civil Aircraft Register (January & July)						
	NADA Official Used Car Guide (1)						
	Aircraft Price Digest (1)						
	ABOS Trade-In Guide						
	Green Guides Vol. 1 & 2 (3) Equipment Guide-Book Co.						
	Truck And Trailers (2) Equipment Guide-Book Co.						
	Kelly Blue Book (1) plus 7 Jan./Feb. issues.						
	Recreational Vehicle (1) plus 2 Jan./Feb. issues						
	Truck Blue Book (1)						
	Mobile Home Edition (1)						
	Aircraft Blue Book, 1st Quarter (2)						
	Trade-A-Plane Yellow Book (1)						
	Trade-A-Plane Service (1)						
	Equipment Advertiser (1)						
	Worldwide Aviation Marketing						
	NADA Mobile Home Appraisal (1)						
	Miscellaneous subscriptions plus increase in costs.						

GREATER ANCHORAGE AREA BOROUGH

PROGRAM		SERVICE	FUNCTION	BUDGET CODE	COMMENTARY	D	PAGE
Property Appraisal				01-33			216
					Department Request	Mayor Recommends	Assembly Approved
5120	Equipment Rental - Office				1,690	-0-	-0-
	One half of the rental fee for an Executive Magnetic Card shared with Property Management.						
5125	Equipment Repair - Office				1,500	1,770	1,770
	Maintenance agreement for 3 Selectrics, & 1 Magnetic Type-writers, 4 Victor Electronic Calculators, plus we have approximately 25 Cannon Electronic desk and portable calculators not covered under maintenance contracts. We also have Polaroid Cameras which need repairing occassionally.						
5140	Postage				22,560	22,560	22,560
	In 1974 we mailed 150,395 pieces of 1st class mail; this included Personal Property Assessment Returns, Valuation Notices, and the brochure "What Current Assessment Means to You" in addition to miscellaneous material, Since this budget is for mailing the 1976 valuation notices, we have increased the total number of pieces by 25% and taken into consideration the proposed increase in first class postage to 12¢ per piece.						
5145	Printed Material Other than Office Supplies				14,000	14,000	14,000
	Includes Personal Property Returns, Valuation Notices, Property Record Cards, Change of Address and Ownership forms, "What Current Assessment Means to You" brochure. We have increased this account by 25% totake care of increased cost and increase in number of forms ordered. Miscellaneous maps and books previously included in Account 5942 are now a part of this account.						
5150	Professional Development				7,000	7,000	7,000
	Funding for 10 appraisers to attend SREA, AIREA, and IAAO Courses at \$650 each and for 10 correspondence schools and nine Civil Service Commission/General Management Training Institute classes which are held in Anchorage.						
5165	Training Aids				300	300	300
	Film Strips, tapes, records used for inhouse training classes.						

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT	DIVISION	SECTION	BUDGET CODE	COMMENTARY	D	PAGE
Property Appraisal			01-33			217

		<u>Department Request</u>	<u>Mayor Recommends</u>	<u>Assembly Approved</u>
5390	System Consultants One person for approximately one week to assist in the development of our Computer Assisted Appraisal Program and a consultant for a day or so to help with the initial set up of our Micro- fiche system.	3,940	3,940	3,940
5401	Board of Equalization 18 meetings for Board members at \$350 per meeting, plus a secretary's salary. Other expenses include	8,800	8,000	8,000

GREATER ANCHORAGE AREA BOROUGH

PROGRAM Property Appraisal		SERVICE	FUNCTION	BUDGET CODE 01-33	COMMENTARY	D	PAGE 218
				<u>Department Request</u>	<u>Mayor Recommends</u>	<u>Assembly Approved</u>	
mylars, appeal binders, 35 mm film and processing costs, etc.							
5451	Recorder's Office Information			9,600	9,600	9,600	
	By 1976 we will be averaging 4800 copies per month if the current trend continues at 20¢ per copy						
5471	Duplication Supplies			600	600	600	
	We share a zerox machine with Legal and the Mayor's Office and are expected to purchase supplies as necessary.						
5474	Supplies-Other			5,400	5,400	5,400	
	Motor Vehicle Register from the State, approximately \$1900; Business License from the State, approximately \$200; Airplane Register; Polaroid film, approximately \$2500; 100' and 50' measuring tapes; plus other small articles used by the Appraisers,						
5483	Travel-Mileage			5,130	2,600	2,600	
	Mileage for those in appraising that travel and do not have leased vehicles available for their use.						
5550	Mapping System Maintenance			2,000	2,000	2,000	
	Maintenance and updating of the Assessor's Maps and \$600 for new two-foot aerial, contour maps						
5572	Microfilm Service			4,220	4,220	4,220	
	Conversion of our records from property record cards to microfiche. The microfiche system would make this virtually impossible. The initial costs will be \$2,515 approximately, with a weekly update running about \$32.50 per week. After we are on the system, the yearly cost will be approximately \$1700.						
5930	Capital Expenditures-Office Equipment			5,010	6,140	6,140	
	2 Electronic Calculators (replacement)	1,100					
	1 IBM Correcting Selectric	700					

GREATER ANCHORAGE AREA BOROUGH

PROGRAM	SERVICE	FUNCTION	BUDGET CODE	COMMENTARY	D	PAGE
Property Appraisal			01-33			219

		<u>Department Request</u>	<u>Mayor Recommends</u>	<u>Assembly Approved</u>
5930	Capital Expenditures (cont'd)			
	2 Swivel Chairs	260		
	5 Viewers for Microfiche System	900		
	1 Reader/Printer for Microfiche System	1,900		
	2 Storage Devices for Microfiche System	150		
		5,010		
	Conversion from rental of typewriter to lease-purchase	1,130		
		6,140		

Reimbursable Charges to Others
None

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management		DIVISION Right of Way	SECTION Acquisition	BUDGET CODE 01-34-01	SUMMARY	A	PAGE 220
ACCT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			
				RECOMMENDED	APPROVED		
5000	Employee Services	90,891	73,888	76,610	82,670		
5100	General & Administrative Expenses	2,273	4,570	7,130	7,130		
5200	Facilities Expenses	233	250	300	300		
5300	Professional Services	-0-	-0-	-0-	-0-		
5400	Other Expenses	2,744	2,140	780	780		
5500	Contractual Services	371	500	500	500		
5600	Intragovernmental Charges	18,376	15,880	28,340	32,740		
5700	Construction Costs	837	-0-	-0-	-0-		
5800	Bonded Debt Service	-0-	-0-	-0-	-0-		
5900	Capital Expenditures	303	200	550	550		
5951	Other appropriations	-0-	-0-	-0-	-0-		
	Total Expenditures	116,028	97,428	114,210	124,670		
	Less Reimbursable Charges	43,412	97,428	114,210	124,670		
	Net Expenditures	72,616	-0-	-0-	-0-		
REVENUE GENERATED							
	REVENUES						
	TOTAL REVENUES	-0-	-0-	-0-	-0-		
	NET REQUIREMENTS	72,616	-0-	-0-	-0-		
COMMENTARY							

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT		DIVISION		SECTION		BUDGET CODE		PAGE	
Assessment & Management		Right of Way		Acquisition		01-34-01		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> DETAIL </div> <div style="margin-left: 10px;"> B </div>	
								221	
ACCOUNT NO	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			APPROVED		
				PROPOSED	RECOMMENDED				
	<u>Employee Services</u>								
5001	Salaries	75,700	63,786	63,160	63,160		63,160		
5003	Overtime	20	500	1,000	1,000		880		
	Total Current Salaries	75,720	64,286	64,160	64,160		64,040		
	Less Vacancy Factor	-0-	1,812	1,790	1,790		6,320		
5010	Accrued Leave	674	744	760	760		760		
	Total Salary Costs	76,394	63,218	63,130	63,130		58,480		
5015	Contributions-Employee Retirement	4,428	3,650	4,420	4,420		5,260		
5020	Social Security	3,789	3,000	3,120	3,120		3,120		
5030	Workmans Compensation	3,379	670	620	620		790		
5040	Group Insurance	2,901	3,350	5,160	5,320		5,320		
5051	Employee Services Reserve	-0-	-0-	-0-	-0-		9,700		
	Total Employee Services	90,891	73,888	76,450	76,610		82,670		
	<u>General & Administrative Expenses</u>								
5105	Advertising other than Legal	-0-	-0-	250	250		250		
5110	Dues & Subscriptions	363	240	460	460		460		
5115	Employee Bonding Expense	34	50	-0-	-0-		-0-		
5125	Equipment Repair - Office	51	100	150	150		150		
5130	Liability Insurance	-0-	2,830	3,540	3,540		3,540		
5145	Printed Material	-0-	-0-	100	100		100		
5150	Professional Development	889	700	1,780	1,780		1,780		
5160	Supplies - Office	936	600	750	750		750		
5165	Training Aids	-0-	50	100	100		100		
	Total General & Administrative Expenses	2,273	4,570	7,130	7,130		7,130		
	<u>Facilities Expense</u>								
5202	Building Rent	233	-0-	-0-	-0-		-0-		
5225	Moving & Storage	-0-	250	300	300		300		
	Total Facilities Expense	233	250	300	300		300		
	<u>Other Expenses</u>								
5451	Recorders Office Information	60	-0-	100	100		100		
5465	Small Tools	-0-	180	100	100		100		
5474	Supplies -Other	378	200	250	250		250		
5483	Travel - Mileage Expense	2,297	1,660	3,180	-0-		-0-		
5499	Miscellaneous Expense	9	100	330	330		330		
	Total Other Expenses	2,744	2,140	3,960	780		780		

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT		DIVISION		SECTION		BUDGET CODE		PAGE
Assessment & Management		Right of Way		Acquisition		01-34-01	DETAIL	222
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76				
				PROPOSED	RECOMMENDED	APPROVED		
5550	Contractual Services							
	Mapping Systems Maintenance	371	500	500	500	500		
	<u>Intragovernmental Charges</u>							
5602	Mayor - Internal Audit	94	-0-	-0-	-0-	-0-		
5612	Administration - Operations	14,356	8,990	9,890	9,660	13,290		
5614	Administration - Personnel	-0-	1,210	1,400	1,430	1,350		
5622	Finance - Controller	1,824	-0-	-0-	-0-	-0-		
5631	Property Assessment & Management							
	Administration	-0-	4,510	6,880	6,790	7,260		
5650	Legal	437	-0-	2,640	2,610	2,800		
5684	Service Pool-Construction-Survey	-0-	-0-	3,350	3,170	3,360		
5689	Equipment Pool	1,665	1,170	3,120	4,680	4,680		
	Construction Cost	18,376	15,880	27,280	28,340	32,740		
5700	Contract Costs	837	-0-	-0-	-0-	-0-		
	<u>Capital Expenditures</u>							
5930	Office Equipment	303	200	550	550	550		
	Total Expenditures	116,028	97,428	116,170	114,210	124,670		
	Less Reimbursable Charges	43,412	97,428	116,170	114,210	124,670		
	Net Expenditures	72,616	-0-	-0-	-0-	-0-		

GREATER ANCHORAGE AREA BOROUGH													
DEPARTMENT Property Assessment & Management		DIVISION Right of way		SECTION Acquisition		BUDGET CODE 01-34-01		PERSONNEL C		PAGE 223			
CLASSIFICATION				RANGE AND STEP		EMPLOYEES CURRENT *BUDGET		1975-76					
								* PROPOSED		* RECOMMENDED	* APPROVED		
Senior Right of Way Agent				23 F		1		1	22,554	1	22,554	1	22,554
Right of Way Agent II (1)				21 A - B		1		1	15,712	1	15,712	1	15,712
Right of Way Agent I (2)				19 B - C		1		1	14,844	1	14,844	1	14,844
Secretary				10 C - D		1		1	10,045	1	10,045	1	10,045
TOTAL						4		4	63,155	4	63,155	4	63,155

* THIS COLUMN USED FOR NUMBER OF EMPLOYEES IN EACH CLASS.

COMMENTARY

(1) Reclassification from Range 20

(2) Reclassification from Range 18

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT	Property	DIVISION	SECTION	BUDGET CODE	COMMENTARY	D	PAGE
Assessment & Management		Right of Way	Acquisition	01-34.01			224

		Department Request	Mayor Recommends	Assembly Approved
5003	Overtime 50 hours Assembly Meetings, 50 hours Rush Projects upon request from other departments.	1,000	1,000	880
5105	Advertising Other than Legal Advertising of major acquisition projects and or advertising to clear right of way of encroachments.	250	250	250
5110	Dues and Subscriptions American Right of Way Association 4 at \$50 Society of Real Estate Appraisers 1 at \$205 Just Compensation Resume 1 at \$50	460	460	460
5125	Equipment Repair - Office Repair of typewriter, calculator or cameras	150	150	150
5145	Printed Material Books - Valuation for Eminent Domain 1 at \$25 Principles of Right of Way Acquisition 4 at \$15 Management and Organization 2 at \$7.50	100	100	100
5150	Professional Development 1. American Right of Way Association International Educational Seminar \$800 2. American Right of Way Principles of Right of Way Acquisition 225 3. American Right of Way Relocation Assistance 125 4. American Right of Way Managing the Right of Way Organization 150 5. American Right of Way Communications and Interpersonal Relations. 200 6. Real Estate Law, Community College 2 at 75 7. Civil Service Commission Educational Course 75 8. Alaska Surveying & Mapping Convention Short Course 50	1,780	1,780	1,780
		1,780		

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management		DIVISION Right of Way	SECTION Acquisition	BUDGET CODE 01-34.01	COMMENTARY	D	PAGE 225
				Department Request	Mayor Recommends	Assembly Approved	
5160	Office Supplies			750	750	750	
	Office and desk supplies and film for cameras.						
5165	Training Aids			100	100	100	
	For films, records or publications.						
5225	Moving and Storage			300	300	300	
	To move the section to another location if necessary.						
5451	Recorders Office Information			100	100	100	
	To provide for copies of documents and information from the recorder's office.						
5465	Small Tools			100	100	100	
	Small tools and tape measures, etc.						
5474	Supplies - Other			250	250	250	
	Supplies not covered in office supplies - maps, etc.						
5499	Miscellaneous Expenses			330	330	330	
	For miscellaneous items not covered elsewhere in the budget and for notary fees and bonds for three employees.						
5550	Mapping Systems Maintenance			500	500	500	
	Replacement of complete set of City Grid Maps twice a year.						
5930	Office Equipment			550	550	550	
	One 35 MM Camera		\$150				
	One 4 Drawer file cabinet-legal size		190				
	One Storage Cabinet		210				
			550				

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment & Management	DIVISION Right of Way	SECTION Acquisition	BUDGET CODE 01-34-01	COMMENTARY	D	PAGE 226
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Reimbursable Charges to OthersDepartment
RequestMayor
RecommendsAssembly
Approved

The costs of this section is allocated to those functions requiring services during the year as follows:

<u>Fund</u>	<u>Department</u>	<u>Percentage</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
01	<u>General</u>				
	65.02 Current Planning - Subdivision	1%	1,160	1,140	1,250
11	<u>Service Area 30</u>				
	76.02 Building Safety - Building	1%	1,160	1,140	1,250
	86.02 Public Works - Landfill	.5%	580	570	620
	97.01 Park Design and Development	1%	1,160	1,140	1,250
15	<u>Service Area 35</u>				
	87 Roads and Drainage				
	03 Traffic	.5%	580	570	620
	04 Operations	12%	13,940	13,710	14,960
31	<u>Sewer Capital Improvement Program</u>				
	84 Construction	40%	46,470	45,680	49,860
32	<u>Roads and Drainage Capital Improvement Program</u>				
	88 General	36%	41,820	41,120	44,880
33	<u>Parks & Recreation Capital Improvement Program</u>				
	97 Park Acquisition	1%	1,160	1,140	1,250
45	<u>Sewer Utility Enterprise</u>				
	85.02 Engineering	3%	3,490	3,430	3,740
	85.03 Operations	1%	1,160	1,140	1,250
	Sub-Total	97%	112,680	110,780	120,930
	School District	3%	3,490	3,430	3,740
	Total	100%	116,170	114,210	124,670

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment and Management		DIVISION Right of Way	SECTION Utility Coordination	BUDGET CODE 01-34.02	DETAIL	B	PAGE 228
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76			
				PROPOSED	RECOMMENDED	APPROVED	
	<u>Employee Services</u>						
5001	Salaries		28,472	29,990			
5003	Overtime		400	480			
	Total Current Salaries		28,872	30,470			
	Less Vacancy Factor		473	850			
5010	Accrued Leave		336	360			
	Total Salary Costs		28,735	29,980			
5010	Contributions-Employee Retirement		1,538	2,100			
5020	Social Security		1,498	1,640			
5030	Workmen's Compensation		492	200			
5040	Group Insurance		1,815	2,570			
	Total Employee Services	-0-	34,078	36,490	-0-	-0-	
	<u>General & Administrative Expenses</u>						
5105	Advertising		-0-	150			
5110	Dues and Subscriptions		80	100			
5115	Bonding		20	-0-			
5125	Equipment Repair		50	50			
5130	Liability Insurance		120	130			
5145	Printed Material		-0-	50			
5150	Professional Development		150	450			
5160	Supplies - Office		300	300			
	Total General & Administrative Expenses	-0-	720	1,230	-0-	-0-	
	<u>Facilities Expenses</u>						
5225	Moving & Storage	-0-	30	300	-0-	-0-	
	<u>Other Expenses</u>						
5465	Small Tools		80	50			
5474	Supplies - Other		50	50			
5483	Travel Mileage		900	2,040			
5484	Travel		-0-	850			
5499	Miscellaneous Expenses		100	50			
	Total Other Expenses	-0-	1,130	3,040	-0-	-0-	
	<u>Contractural Services</u>						
%%	Mapping Systems Maintenance	-0-	500	500	-0-	-0-	

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT Property Assessment and Management		DIVISION Right of Way	SECTION Utility Coordination	BUDGET CODE 01-34.02	DETAIL		B	PAGE 229
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1973-74 ACTUAL	1974-75 REVISED BUDGET	1975-76				
				PROPOSED	RECOMMENDED	APPROVED		
	<u>Intragovernmental Services</u>							
5612	Administration-Operations		4,260	1,750				
5614	Administration-Personnel		240	700				
5631	Property Assessment & Management-Administration		3,940	2,500				
5683	Service Pool-Special Services-Buildings		-0-	4,530				
5683	Service Pool-Special Services-Grounds		-0-	4,020				
5684	Sergice Pool-Construction-Survey		1,000	-0-				
5689	Equipment Pool		1,170	390				
	Total Intragovernmental Charges	-0-	10,610	13,890	-0-	-0-		
	<u>Capital Expenditures</u>							
5930	Office Equipment	-0-	200	500	-0-	-0-		
	Total Expenditures	-0-	47,268	55,950	-0-	-0-		
	Less Reimbursable Charges	-0-	47,268	55,950	-0-	-0-		
	Net Expenditures	-0-	-0-	-0-	-0-	-0-		

DEPARTMENT Property Assessment & Management		DIVISION Right of Way	SECTION Utility Coordination	BUDGET CODE 01-34.02	PERSONNEL		C	PAGE 230	
CLASSIFICATION			RANGE AND STEP	EMPLOYEES CURRENT *BUDGET	1975-76				
					* PROPOSED	* RECOMMENDED	* APPROVED		
Administrative Assistant (Utility Coordinator)			20C-D	1	1	16,468	0	-0-	
Senior Engineering Technician (1)			17B-C	1	1	13,518	0	-0-	
TOTAL				2	2	29,986	0	-0-	0 -0-

* THIS COLUMN USED FOR NUMBER OF EMPLOYEES IN EACH CLASS.

COMMENTARY

(1) Reclassification from Range 15.

GREATER ANCHORAGE AREA BOROUGH

DEPARTMENT	Property	DIVISION	SECTION	BUDGET CODE	COMMENTARY	D	PAGE
Assessment & Management		Right of Way	Utility Coordination	01-34.02			231
				Department Request	Mayor Recommends	Assembly Approved	
5001	Utility Coordinator & Engineering Tech I existing Positions.			29,990	-0-	-0-	
5003	Overtime - 40 hours total. 10 hours for official meetings.			480	-0-	-0-	
5105	Advertising - Urging public to locate underground utilities prior to construction.			150	-0-	-0-	
5110	Dues and Subscriptions - two memberships to the American Right of Way Association.			90	-0-	-0-	
5150	Professional Development			450	-0-	-0-	
	American Right of Way Assoc. Course 301 (Dean Lewis)	150.00					
	American Right of Way Assoc. Course 501 (Dean Lewis)	125.00					
	American Right of Way Assoc. Course 201 (Sherry Fairbanks)	100.00					
	Alaska Survey and Mapping Convention (Dean Lewis)	75.00					
5145	Printed Material (Books)			50	-0-	-0-	
5225	Moving & Storage - To move section into new building when completed or if section is moved again to another location.			300	-0-	-0-	
5412	Motor Pool Contribution - One compact passenger vehicle			4,300	-0-	-0-	
5483	Travel Mileage Expense - One employee \$20.00 per month/25¢ per mile. This would be voided if Borough Vehicle under account 5412 is approved.			2,040	-0-	-0-	
5484	Travel - There is one trip scheduled to attend the Utility Coordinator Center in Houston, Texas to study and review their program.			850	-0-	-0-	
5550	Mapping System Maintenance - Replacement of city 100 scale grid maps twice a year.			500	-0-	-0-	
5930	Office Equipment			500	-0-	-0-	
	Vertical file system	200					
	Bookcase	130					
	Poloroid Camera	170					
		\$500					

