

# FINANCE

## FINANCE

Mayor

Finance  
Administration  
1311

Risk Management  
1312

Self Insurance  
1332

Controller  
1320

Treasury  
1340

Property Appraisal  
1350

Controller  
Administration  
1321

General  
Accounting  
1322

Payroll  
1323

Accounts Payable  
1324

Enterprise  
Accounting  
1325

Financial Information  
Systems  
1326

Grants  
Accounting  
1327

Treasury  
Administration  
1341

Cash Management  
1342

Delinquent  
Collections  
1345

Taxes  
1346

Remittance  
Processing  
1347

Property Appraisal  
Administration  
1351

Customer Service  
and Records  
1352

Real Property  
1353

Personal Property  
1354

## DEPARTMENT SUMMARY

### DEPARTMENT

### FINANCE

### MISSION

To ensure the fiscal integrity of the Municipality and to provide quality support services to the public and to Municipal agencies.

### MAJOR PROGRAMMING HIGHLIGHTS

- Provide accounting support to general government, utilities, and grants; process invoices and pay personnel, vendors and payroll taxes in a timely manner.
- Process all cash receipts; bill, collect, and maintain accounts receivable for property taxes; collect hotel-motel tax; reduce delinquent accounts receivable; bill and collect for Emergency Medical Services; and process all payments for utility services.
- Provide fair market value assessments on real and personal property; maintain customer service records for real and personal property; update records to keep a valid assessment roll; and operate a public service counter for property assessments.
- Assist all Municipal agencies and utilities in procuring financing for capital projects.
- Invest all Municipal funds to yield the highest revenues to the Municipality consistent with financial security.
- Administer the risk management program for the Municipality to provide claims administration and adequate liability and workers' compensation insurance coverage.

### RESOURCES

	1988	1989
Direct Costs	\$12,511,440	\$12,495,030
Program Revenues	\$ 32,900	\$ 33,500
Personnel	60FT 69PT	64FT 64PT

1989 R E S O U R C E P L A N

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	443,630	339,770	6	1		7	5			5
CONTROLLER	1,849,180	1,762,500	11	28		39	12	24		36
TREASURY	1,696,000	1,891,860	36			36	40			40
PROPERTY ASSESSMENT	2,531,430	2,509,700	7	40		47	7	40		47
SELF INSURANCE	5,991,200	5,991,200								
	-----	-----	---	---	---	---	---	---	---	---
OPERATING COST	12,511,440	12,495,030	60	69		129	64	64		128
			=====							
ADD DEBT SERVICE	0	0								
	-----	-----								
DIRECT ORGANIZATION COST	12,511,440	12,495,030								
ADD INTRAGOVERNMENTAL CHARGES	6,612,310	6,052,750								
CHARGES FROM OTHERS										
	-----	-----								
TOTAL DEPARTMENT COST	19,123,750	18,547,780								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	13,825,681	12,385,540								
	-----	-----								
FUNCTION COST	5,298,069	6,162,240								
LESS PROGRAM REVENUES	32,900	33,500								
	-----	-----								
NET PROGRAM COST	5,265,169	6,128,740								

1989 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	316,080	7,650	16,040		339,770
CONTROLLER	1,691,820	19,080	78,790	13,320	1,803,010
TREASURY	1,600,840	40,000	253,710	27,730	1,922,280
PROPERTY ASSESSMENT	2,379,120	33,660	140,830	3,810	2,557,420
SELF INSURANCE			5,991,200		5,991,200
	-----	-----	-----	-----	-----
DEPT. TOTAL WITHOUT DEBT SERVICE	5,987,860	100,390	6,480,570	44,860	12,613,680
LESS VACANCY FACTOR	118,650				118,650
ADD DEBT SERVICE					
	-----	-----	-----	-----	-----
TOTAL DIRECT ORGANIZATION COST	5,869,210	100,390	6,480,570	44,860	12,495,030

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET
---

DEPARTMENT: FINANCE

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1988 REVISED BUDGET:	\$12,511,440	60FT	69PT	
Amount Required to Continue Existing Programs in 1989:	(77,040)			
REDUCTIONS TO EXISTING PROGRAMS:				
- Risk Management clerical support	(31,880)	(1FT)		
- Accounts Payable staff	(86,390)		(3PT)	
- Financial Information staff	(41,660)		(1PT)	
- Treasury clerical support	(32,530)	(1FT)		
- Remittance Processing staff	(28,430)	(1FT)		
- Property Appraisal clerical staff	(27,540)		(1PT)	
- Property Appraisal appraiser staff	(44,650)		(1PT)	
- General Accounting staff reorganization	9,320	1FT	(1PT)	
EXPANSIONS IN EXISTING PROGRAMS:				
- Increase collection effort for personal property taxes	206,330	6FT		
- Increase audit of personal property	109,990		2PT	
NEW PROGRAMS:				
None				
MISCELLANEOUS INCREASES (DECREASES):				
- Court costs for criminal fines collection	21,000			
- Capital outlay to enhance collection of delinquent receivables and analysis and reporting of financial data	44,410			
- Supplies and other services and charges	(37,340)			
1989 BUDGET	\$12,495,030	64FT	64PT	

# 1989 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Administration

DIVISION: FINANCE ADMINISTRATION

## PURPOSE:

To provide policy guidance, direction and assistance to Finance divisions.

## 1988 PERFORMANCES:

- Continue the same level of financial services to municipal departments.
- Explore alternative methods of capital financing in order to secure funds at the lowest possible cost to the municipality.
- File all of the new reports and monitor all programs required by the Tax Reform Act of 1986.

## 1989 OBJECTIVES:

- Continue the same level of financial services provided to municipal departments.
- Explore alternative methods of capital financing in order to secure funds at the lowest possible cost to the municipality.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	3	1	0	3	0	0
PERSONAL SERVICES	\$	332,490		\$	220,790		\$	199,870	
SUPPLIES		3,250			3,250			2,650	
OTHER SERVICES		18,180			9,880			9,290	
TOTAL DIRECT COST:	\$	353,920		\$	233,920		\$	211,810	

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 30

# 1989 PROGRAM PLAN

DEPARTMENT: FINANCE  
PROGRAM: Risk Management

DIVISION: FINANCE ADMINISTRATION

## PURPOSE:

To protect the municipality's assets which include property, employees, and monies by reducing the frequency and severity of accidental loss.

## 1988 PERFORMANCES:

- Identify and treat exposure to loss.
- Manage worker's compensation.
- Administer insurance/self insurance program.
- Collect damages to general government and utilities.
- Maintain comprehensive property insurance program for all municipal real and personal property.

## 1989 OBJECTIVES:

- Identify and treat exposure to loss.
- Manage worker's compensation and liability claims.
- Administer insurance/self-insurance program.
- Collect damages to general government and utilities.
- Maintain comprehensive property insurance program for all municipal real and personal property.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	3	0	0	2	0	0
PERSONAL SERVICES	\$ 197,720			\$ 199,950			\$ 116,210		
SUPPLIES	7,620			4,440			5,000		
OTHER SERVICES	5,247,840			5,996,300			5,997,950		
CAPITAL OUTLAY	220			220			0		
TOTAL DIRECT COST:	\$ 5,453,400			\$ 6,200,910			\$ 6,119,160		

## PERFORMANCE MEASURES:

- Damage claims recovered (\$)	500,000	500,000	200,000
- Municipal contracts reviewed	550	550	400
- Worker's compensation claims reduced	576	550	400
- General liability claims reduced	325	315	275
- Auto liability claims controlled	160	160	150

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
21, 25, 27

# 1989 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

## PURPOSE:

To provide accounting support for all municipal departments, maintain essential accounting records and provide financial information as requested.

## 1988 PERFORMANCES:

- Provide audit workpapers for the annual audit and prepare the consolidated annual financial report.
- Process grant requests and financial transactions in a timely manner.
- Continue to convert manual processing tasks to microcomputer systems.
- Maintain the integrity of financial data.

## 1989 OBJECTIVES:

To meet Code and Charter reporting requirements.

Provide required reports for 625 active State and Federal Grants.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	25	0	0	7	16	0	8	15	0
PERSONAL SERVICES	\$ 1,276,960			\$ 1,134,140			\$ 1,120,880		
SUPPLIES	16,960			16,450			12,390		
OTHER SERVICES	76,800			69,660			64,090		
CAPITAL OUTLAY	3,890			3,340			12,930		
TOTAL DIRECT COST:	\$ 1,374,610			\$ 1,223,590			\$ 1,210,290		
PROGRAM REVENUES:	\$ 8,200			\$ 0			\$ 7,010		

## PERFORMANCE MEASURES:

- Input documents reviewed	51,500	51,400	51,400
- Reports prepared	13,700	10,700	10,700
- Funds verified	6,300	6,200	6,200
- Transactions input	756,870	673,600	620,000
- Active Grants Processed	775	655	625

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
2, 9, 12, 13, 14, 20, 22, 31, 33, 40, 42, 44, 55



# 1989 PROGRAM PLAN

DEPARTMENT: FINANCE  
PROGRAM: Check Issuance

DIVISION: CONTROLLER

## PURPOSE:

To issue checks for payroll, process vouchers, issue checks to vendors and process all required reports and associated forms.

## 1988 PERFORMANCES:

- Process payroll checks/advices for approximately 3450 employees on a biweekly basis.
- Provide regulatory agencies required payroll reports.
- Continue timely vendor payments to take advantage of all possible discounts offered to the municipality.

## 1989 OBJECTIVES:

- Issue 1600 manual payroll checks.
- Process 26 bi-weekly payrolls for approximately 3450 employees. Issuing approximately 91,500 checks/advices annually.
- Provide regulatory agencies required payroll reports timely.
- Continue timely vendor payments to take advantage of all possible discounts offered to the Municipality.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	17	0	0	4	12	0	4	9	0
PERSONAL SERVICES	\$	675,920		\$	605,350		\$	530,430	
SUPPLIES		6,880			6,880			6,690	
OTHER SERVICES		12,770			12,970			14,700	
CAPITAL OUTLAY		750			390			390	
TOTAL DIRECT COST:	\$	696,320		\$	625,590		\$	552,210	

## PERFORMANCE MEASURES:

- Manual payroll checks written	2,100	1,620	1,600
- Payroll data base transactions	17,900	21,000	16,000
- Biweekly checks/advices for apx. 3450 employees	104,500	95,000	91,500
- Accounts payable checks issued	42,500	33,000	33,000
- Vouchers paid	58,500	46,000	46,000
- Invoices paid	161,000	132,800	132,800

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
10, 11, 48, 49, 52

# 1989 PROGRAM PLAN

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and Management of Funds

**PURPOSE:**

To collect and account for all monies received by the municipality,  
invest funds to obtain maximum interest earnings consistent with safety  
of principal and bill all property taxes due the municipality.

**1988 PERFORMANCES:**

- Supervise and administer the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Invest municipal funds as provided by Municipal Code.
- Monitor cash flow and ensure availability of funds to cover daily expenditures.
- Implement new automated revenue deposit reporting system.

1989 OBJECTIVES:

- Supervise and administer the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Invest municipal funds as provided by Municipal Code.
- Monitor cash flow and ensure availability of funds to cover daily expenditures.

### RESOURCES:

	1987	REVISED	1988	REVISED	1989	BUDGET
	FT	PT	T	FT	PT	T
PERSONNEL:	10	0	0	10	0	0
PERSONAL SERVICES	\$	448,990		\$	453,520	
SUPPLIES		4,900			6,200	
OTHER SERVICES		46,060			66,180	
CAPITAL OUTLAY		3,950			560	
TOTAL DIRECT COST:	\$	503,900		\$	526,460	
PROGRAM REVENUES:	\$	0		\$	10,000	

### PERFORMANCE MEASURES:

- |   |         |         |         |
|---|---------|---------|---------|
| - Investment bids issued  | 94      | 94      | 94      |
| - Cash receipts processed<br>(method of counting re-<br>ceipts revised in 1988) | 55,600  | 48,760  | 29,520  |
| - Checks and advices<br>dispersed   | 161,800 | 145,340 | 134,230 |
| - Cashier training<br>sessions provided   | 25      | 35      | 35      |
| - Revenue Deposits veri-<br>fied  | 20,880  | 15,600  | 15,600  |

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
3, 23, 24, 34, 38, 51

# 1989 PROGRAM PLAN

DEPARTMENT: FINANCE DIVISION: TREASURY  
PROGRAM: Delinquent and Miscellaneous Collections

## PURPOSE:

To rebill and collect delinquent personal and business property taxes; to collect utility and general government bills for collection (BFC's); to bill and collect Emergency Medical Service (EMS) transport fees; and to administer hotel/motel tax collections.

## 1988 PERFORMANCES:

- Collect the maximum amount of delinquent personal property tax accounts possible.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service and Hotel/Motel taxes.
- Improve efficiency through automation where possible.

## 1989 OBJECTIVES:

- Collect the maximum amount of delinquent personal property tax accounts possible.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service and Hotel/Motel taxes.
- Improve efficiency through automation where possible.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	8	0	0	9	0	0	15	0	0
PERSONAL SERVICES	\$	374,360		\$	386,510		\$	589,400	
SUPPLIES		8,090			7,340			6,000	
OTHER SERVICES		11,000			13,370			36,950	
CAPITAL OUTLAY		4,530			1,080			26,340	
TOTAL DIRECT COST:	\$	397,980		\$	408,300		\$	658,690	
PROGRAM REVENUES:	\$	0		\$	5,000		\$	0	

## PERFORMANCE MEASURES:

- Hotel/Motel Tax collected (in \$)	3,493,120	3,493,120	3,493,120
- Receivables reduced (in \$000's)	13,703	14,650	15,370
- Small Claims Court cases processed	70	100	100
- Bankruptcy cases coordinated	650	700	700
- Court fines/Perm Fund Div executions (in \$)	0	250,000	251,000
- Liquor license protest collections (in \$)	100,000	210,000	210,000
- Ambulance services billed	8,073	8,073	8,073
- Insurance claims processed for EMS	2,500	2,500	2,500

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

17, 18, 32, 36, 45, 46, 47, 57

# 1989 PROGRAM PLAN

DEPARTMENT: FINANCE  
PROGRAM: Tax Billing and Collection

DIVISION: TREASURY

## PURPOSE:

To bill, collect, and process all tax payments; to maintain taxes receivable; to issue tax certificates; to provide tax information to the public; and to provide for annual foreclosure for unpaid taxes.

## 1988 PERFORMANCES:

- Implement new automated tax receiveable system for greater operational efficiency.
- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Proceed with foreclosures as necessary.
- Provide professional service to the public.

## 1989 OBJECTIVES:

- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Proceed with foreclosures as necessary.
- Provide professional service to the public.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	228,230		\$	228,700		\$	231,090	
SUPPLIES		20,550			22,900			19,000	
OTHER SERVICES		85,180			104,630			133,830	
CAPITAL OUTLAY		760			9,600			600	
TOTAL DIRECT COST:	\$	334,720		\$	365,830		\$	384,520	
PROGRAM REVENUES:	\$	2,200		\$	2,200		\$	0	

## PERFORMANCE MEASURES:

- Tax bills issued	155,000	155,000	120,000
- Assessor adjustments	5,800	5,800	5,800
- Replats processed	125	125	125
- Foreclosures processed	2,300	2,300	2,300
- Deeded property processed	100	100	100
- Tax Payments processed	140,000	140,000	140,000
- Tax Certificates issued	300	300	300
- Maintenance input (# records updated)	15,000	15,000	15,000

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
8, 29, 35, 39

# 1989 PROGRAM PLAN

DEPARTMENT: FINANCE  
PROGRAM: Remittance Processing

DIVISION: TREASURY

## PURPOSE:

To process all payments received daily for prompt credit to customer accounts and deposit to bank; to collect, control and transmit utility payment data to the four municipal utilities daily; and to provide daily maintenance of the utilities' accounts receivable systems.

## 1988 PERFORMANCES:

- Process 1,620,000 utility payments throughout the year.
- Prepare an average daily deposit of \$750,000.
- Monitor and collect all returned checks.
- Research an average of 50 utility accounts per day.
- Research and process all bank deposit corrections as required.
- Provide support for tax collections.

## 1989 OBJECTIVES:

- Process 1,620,000 utility payments throughout the year.
- Prepare an average daily deposit of \$750,000.
- Monitor and collect all returned checks.
- Research an average of 50 utility accounts per day.
- Research and process all bank deposit corrections as required.
- Provide support for tax collections.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	0	0	11	0	0	10	0	0
PERSONAL SERVICES	\$	384,260		\$	331,610		\$	317,410	
SUPPLIES		1,700			13,050			10,000	
OTHER SERVICES		4,450			36,310			26,980	
CAPITAL OUTLAY		3,320			14,440			340	
TOTAL DIRECT COST:	\$	393,730		\$	395,410		\$	354,730	

## PERFORMANCE MEASURES:

- Remittances prepared for timely processing	1,620,000	1,620,000	1,390,000
- Returned/NSF checks processed	3,500	3,500	3,500
- Bank deposits reconciled	250	250	250
- Remittances processed	1,620,000	1,620,000	1,620,000
- Customer accounts researched	8,750	8,750	7,500

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
19, 37, 41, 43, 50

## 1989 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Property Appraisal

DIVISION: PROPERTY ASSESSMENT

### PURPOSE:

To assess all real property within the jurisdiction of the municipality. To assess all filed personal and business property. To conduct audits of personal and business property and identify unreported items. To provide services to customers on appraisal related matters and records information.

### 1988 PERFORMANCES:

- Assess 85,000 real property parcels within the Municipality.
- Certify six (6) real and personal/business property rolls.
- Review and act upon exemption requests for Sr Cit/Dis Vets, farm use, religious, charitable, educational and hospital purposes.
- Further enhance the division training program and participate in the state certification program.
- Assess personal and business property within the municipality.
- Respond to about 45,000 inquiries for information on real, personal and business property.
- Maintain ownership and legal descriptions for property in the MOA.
- Systematically review 24,800 parcels of residential and 3,500 parcels of commercial property as the second part of the six-year cycle.
- Receive, research and resolve real and personal/business property valuation protests at the administrative level.
- Research and prepare formal appeals to the Board of Equalization.
- Develop a personal/business property audit program.

### 1989 OBJECTIVES:

- Assess 85,000 parcels of real property within the Municipality.
- Certify six (6) real and personal/business property rolls.
- Review and act upon exemption requests for Sr. Cit/Dis Vets, farm use, religious, charitable, and educational considerations.
- Further enhance the Division training program and participate in the A.A.A.O certification program.
- Assess personal and business property within the Municipality.
- Maintain ownership and legal descriptions for property in the MOA.
- Systematically review 28,500 commercial and residential properties.
- Respond to about 45,000 inquiries for information on real, personal and business property.
- Receive, research, and resolve real and personal/business property valuation protests at the administrative level.
- Research and prepare formal appeals to the Board of Equalization.
- Institute a computerization of all personal/business records.
- Develop a personal/business property audit program.

# 1989 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Property Appraisal  
RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	48	0	0	7	40	0	7	40	0
PERSONAL SERVICES	\$ 2,252,340			\$ 2,338,610			\$ 2,331,400		
SUPPLIES	37,300			33,640			33,660		
OTHER SERVICES	137,080			152,360			140,830		
CAPITAL OUTLAY	5,900			6,820			3,810		
TOTAL DIRECT COST:	\$ 2,432,620			\$ 2,531,430			\$ 2,509,700		
PROGRAM REVENUES:	\$ 27,800			\$ 15,700			\$ 16,490		
PERFORMANCE MEASURES:									
- Certify rolls (includes coordination and preparation)	6			6			6		
- Process exemption requests. (incl. Sr. Citizens & Veterans).	5,700			6,000			6,250		
- Public/MOA inquires, customer contacts	64,800			77,300			74,550		
- Maintain property records	81,500			85,000			85,000		
- Personnel admin for division staff	48			48			48		
- Valuation of personal/business property returns	24,500			24,000			22,800		
- Revaluation of real property (includes admin processing)	85,000			85,000			73,950		
- Input real/business/personal property data	100,000			125,000			92,000		
- Business property discovery program	65			50			30		
- Add new commercial construction to roll. (inc. admin process)	670			680			400		
- Conduct on-site physical reinventories. (inc. admin process)	18,780			28,300			10,490		
- Prepare appeals to the Board of Equalization (inc. admin review)	1,008			1,500			1,500		
- Add residential new construction/remodels to assessment roll.	1,000			1,100			350		
- Edit & balance personal & bus. rolls for value & tax certification.	10			10			10		
- Coordinate Real Property Appeals' Process.	7,500			3,200			1,500		

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

4, 5, 6, 7, 15, 16, 26, 28, 53, 54, 56

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

Funding Line at Rank 55

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

1   1311-FINANCE ADMINISTRATION  
    0438-Administration  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT  
    IGC SUPPORT

1   Provide guidance to the Finance Depart-  
OF   ment and act as a conduit through which  
2   all requests for information pass to/  
    from Finance Department to the  
    Administration and other organizations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	126,810	2,650	9,290	0	0	138,750

2   1321-CONTROLLER ADMINISTRATION  
    0042-Financial Record Manageme  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
  
    IGC SUPPORT

1   Provide accounting services to all org-  
OF   anizations.  
3

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	178,390	5,850	13,100	0	0	197,340

3   1341-TREASURY ADMINISTRATION  
    0047-Division Admin and Manage  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
  
    IGC SUPPORT

1   To insure fiscal integrity of the  
OF   Municipality by meeting performance  
4   objectives and administering the  
    functions of the Treasury Division in  
    compliance with applicable Municipal  
    policies, ordinances and State Statutes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	180,870	4,500	42,910	0	0	228,280

4   1351-PROPERTY APPRAISAL ADMIN  
    0049-Property Appraisal  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

1   To certify six (6) assessment rolls  
OF   and submit these rolls to Treasury.  
4   To provide administration of the  
    Property Appraisal Division.  
    To review/act upon real and  
    personal property exemption requests.  
    To prepare and maintain Division  
    policies and procedures.  
    To prepare Division budget.



BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	72,660	250	1,750	0	460	75,120

---

5 1351-PROPERTY APPRAISAL ADMIN  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 To provide technical administration  
OF of the Property Appraisal Division.  
4 To develop a Division technical  
training program.  
To determine CAMA enhancement needs.  
To respond to public and Municipal  
agency inquiries.  
To research/act upon real and  
personal property exemption requests.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	81,110	250	250	0	0	81,610

---

6 1351-PROPERTY APPRAISAL ADMIN  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

3 To accomplish activities relating to  
OF personnel administration.  
4 To prepare and monitor documents for  
the purchase of supplies and equipment.  
To respond to inquiries from the  
public and Municipal agencies.  
To coordinate the administrative  
activities of the Division.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	39,520	300	200	0	220	40,240

---

7 1353-REAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

1 Revaluation of 62% of existing  
OF inventoried properties by Feb 15, 1990.  
5 Recalibration of current cost and land-  
pricing tables. Creation of new resi-  
dential-improved valuation models. Reso-  
lution of 1200 appeals. Manual determina-  
tion of values for 19,500 condominiums,  
zero-lotlines, and patio homes. Revalu-  
ation of all leaseholds. Conduct on e  
inspections of 8,840 properties.

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
2	20	0	1,226,390	16,680	98,840	0	1,050	1,342,960

8 1346-TAXES  
0444-Tax Billing and Collectio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

PROGRAM REVENUES 0

1 To supervise the maintenance of all tax  
OF receivables, the billing, collection &  
4 processing of all tax payments, the  
issuance of tax certificates, the pro-  
vision of tax information to the public  
and foreclosure and deed sale activi-  
ties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	52,950	18,500	62,700	0	300	134,450

9 1322-GENERAL ACCOUNTING  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT  
PROGRAM REVENUES 7,010

1 To provide accounting support to Muni-  
OF cipal Agencies and to maintain essential  
4 government accounting records, prepare,  
review and examine source documents, ver-  
ify fund availability and prepare only  
the most necessary manual reports.  
Simplify the fixed asset accounting  
system.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	4	0	270,890	3,440	6,410	0	0	280,740

10 1323-PAYROLL  
0044-Check Issuance  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

1 Insure fiscal integrity of Municipal  
OF payroll function. Process, review and  
2 balance payroll data for approximately  
3450 employees. Issue approximately  
91,500 bi-weekly payroll check/advices  
annually. Insure proper accounting of  
disbursements/collections pertaining to  
payroll. Comply with all applicable State  
Federal & local payroll regulations.  
Assist 50 departmental payroll clerks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
2	0	0	87,350	450	10,450	0	0	98,250

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

11   1324-ACCOUNTS PAYABLE  
     0044-Check Issuance  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
  
     IGC SUPPORT

1   Provide accounts payable services to all  
OF   Municipal departments.  
6   Pay vendors on 60 to 75 day schedule.  
     Pay reimbursements and refunds on a 40  
     to 50 day schedule.  
     Maintain central A/P files with records  
     microfilmed by Records Management  
     Department.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	7	0	298,540	4,080	4,250	0	390	307,260

12   1325-ENTERPRISE ACCOUNTING  
     0042-Financial Record Manageme  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT  
     IGC SUPPORT

1   To account for proprietary funds in  
OF   accordance with generally accepted  
1   accounting principles and governmental  
     accounting and financial reporting  
     standards.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	2	0	95,460	1,350	3,680	0	0	100,490

13   1326-FINANCIAL INFO SYSTEMS  
     0042-Financial Record Manageme  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
  
     IGC SUPPORT

1   For the Municipal Financial Information  
OF   System, FIS provides data entry, report  
4   and fiche distribution. Request changes  
     to FIS System programs. Timely process-  
     ing of financial statements. However, at  
     this level data will be delayed for 75  
     to 90 days and year-end processing for  
     financial statements will be March 15,  
     or later.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	5	0	246,070	4,000	8,680	0	260	259,010

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

14   1327-GRANTS ACCOUNTING  
     0042-Financial Record Manageme  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
  
     IGC SUPPORT

1   Provide reports and billings to granting  
OF agencies and Municipal concerns. Maintain  
2   readily accessible centralized grant  
     records. Establish the accounting forms  
     and structures for new grants awarded  
     to the Municipality. Coordinate and  
     support the audits of state and  
     federal grants.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	1	0	113,830	1,300	40,220	0	130	155,480

15   1352-CUSTOMER SERVICE/RECORDS  
     0049-Property Appraisal  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT

1   Implement real property account numbers  
OF Research property legals & taxing  
5   districts. Research and keep real  
     property value current after roll is  
     certified. Administration of the appeal  
     process for real property. Cartographics  
     Research and implement all types of  
     exemptions including senior citizen and  
     veterans state exemption program.  
     Respond to public queries in-person only

     PROGRAM REVENUES     16,490

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	8	0	351,720	3,670	780	0	1,500	357,670

16   1354-PERSONAL PROPERTY  
     0049-Property Appraisal  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT

1   This level would result in the elimina-  
OF tion of the mobile home assessment pro-  
5   gram and a loss of assessed value to the  
     municipality of \$120,000,000. Legal re-  
     quirements of Alaska statutes and muni-  
     cipal code would be violated. Revenue  
     sharing from the State of Alaska would  
     be reduced due to the unequitable assess-  
     ment of property. Office hours reduced  
     due to part time work.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	3	0	185,490	6,300	28,300	0	0	220,090

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

17 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

1 To supervise and plan: collection and  
OF rebilling activities for delinquent  
8 personal & business property taxes,  
collection activities for utility & gen-  
eral government bills for collection  
(BFC's), billing and collection activi-  
ties for Emergency Medical Service (EMS)  
transport fees and small claims process-  
ing, and to administer hotel/motel tax  
collections.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	51,260	1,000	2,010	0	4,800	59,070

18 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 To pursue collection of delinquent  
OF personal property and business personal  
8 property taxes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	121,240	0	4,730	0	14,040	140,010

19 1347-UTILITY/MISC COLLECTIONS  
0445-Remittance Processing  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

1 To supervise utility collection activi-  
OF ties & processing of all payments re-  
6 ceived daily for prompt credit to cus-  
tomer accounts and deposit to bank. To  
provide fiscal integrity by providing  
accountability for revenue received.  
To oversee reporting and data control  
for all utility payments received.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	41,500	500	1,250	0	0	43,250

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

20 1321-CONTROLLER ADMINISTRATION  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:

2 Provide accounting services to all org-  
OF nizations.  
3

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	4,180	4,180

21 1312-RISK MANAGEMENT  
0439-Risk Management  
SOURCE OF FUNDS, THIS SVC LEVEL:

1 Identify and treat exposure to loss.  
OF Management of worker's compensation and  
2 liability claims. Administer insurance/  
self-insurance program. Collect  
damages to general government and  
utilities.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	116,210	5,000	6,750	0	0	127,960

22 1327-GRANTS ACCOUNTING  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:

2 To maintain the level of reporting after  
OF implementing 1988 reduction of staff  
2 hours to 35 hours per week.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	4,180	4,180

23 1342-CASH MANAGEMENT  
0047-Division Admin and Manage  
SOURCE OF FUNDS, THIS SVC LEVEL:

1 To supervise cash management activities.  
OF To ensure fiscal integrity by providing  
4 accountability for the daily municipal  
cash flow. To provide ongoing training  
to municipal cashiers and contractors or  
collecting, securing, depositing and re-  
porting revenues. To maintain security  
and oversee disbursement of all munici-  
pal and utility accounts payable and  
payroll checks.

IGC SUPPORT

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	44,200	250	710	0	450	45,610

24 1341-TREASURY ADMINISTRATION  
0047-Division Admin and Manage  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 To insure fiscal integrity of the Muni-  
OF cipality by controlling the operational  
4 functions and supporting the investment  
function of the Treasury Division.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	112,560	0	990	0	0	113,550

25 1332-SELF INSURANCE  
0439-Risk Management  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 To fulfill legal requirements of a  
OF certified self-insurer, maintain a fund  
3 of adequate claims reserves, provide  
excess worker's compensation insurance,  
assure equitable claims adjustment.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	5,716,200	0	0	5,716,200

26 1354-PERSONAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 Customer service hours will be reduced  
OF by the shortened work week. Service to  
5 the tax section, delinquent collection,  
and other municipal departments will be  
reduced. Aircraft canvass and other re-  
venue producing functions will not be  
completed or will be severely curtailed  
by part time workweek. Estimated loss in  
value to the assessment rolls of  
\$25,000,000.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	27,390	750	500	0	580	29,220

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

27 1332-SELF INSURANCE  
0439-Risk Management  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

2 Provide automobile liability insurance  
OF coverage for buses, police vehicles,  
3 fire vehicles, and vehicles used by the  
utilities and general government  
organizations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	275,000	0	0	275,000

28 1351-PROPERTY APPRAISAL ADMIN  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

4 To travel to professional conferences  
OF and seminars to discuss and exchange  
4 ideas relating to the assessment and  
administration of real, personal and  
business property.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	3,500	0	0	3,500

29 1346-TAXES  
0444-Tax Billing and Collectio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 To monitor tax receivable system on a  
OF daily basis to ensure that it is in bal-  
4 ance and reconcile system balances with  
the FIS system. To provide tax infor-  
mation to the public.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	43,300	500	300	0	0	44,100

30 1311-FINANCE ADMINISTRATION  
0438-Administration  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

2 Provide assistance to the Chief Fiscal  
OF Officer and Finance Division Managers in  
2 accomplishing the daily operations of  
the department. Coordinate special  
projects required to solve problems and  
enhance the operation of the department.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	73,060	0	0	0	0	73,060



BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

31 1322-GENERAL ACCOUNTING  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:

2 To maintain level of reporting after  
OF implementing 1988 reduction of staff  
4 hours to 35 hours per week.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	4,180	4,180

32 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

3 To pursue collection of bills for  
OF collection (BFC's) for Public Works,  
8 Fire, Police, Transit and other general  
government agencies.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	39,330	0	320	0	1,500	41,150

33 1322-GENERAL ACCOUNTING  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

3 Develop spreadsheet applications to  
OF improve efficiency in accounting and  
4 financial reporting.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	54,380	0	0	0	0	54,380

34 1342-CASH MANAGEMENT  
0047-Division Admin and Manage  
SOURCE OF FUNDS, THIS SVC LEVEL:

2 To review and verify all Municipal  
OF cash receipts and supporting documen-  
4 tation prepared by municipal agencies  
and contractors for Financial Informa-  
tion System (FIS) input. To record and  
report revenue collected and processed  
for all Municipal receivables including  
miscellaneous revenue.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	30,740	250	5,930	0	0	36,920

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

35   1346-TAXES  
     0444-Tax Billing and Collectio  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT

3   To provide information to the public on  
OF foreclosures and deeds of property  
4   acquired through non-payment of propert  
taxes. To provide for sale of deeds.  
To provide tax information to the pub-  
lic.

PROGRAM REVENUES                      0

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	34,440	0	70,180	0	0	104,620

36   1345-DELINQUENT COLLECTIONS  
     0443-Delinquent and Miscellane  
     SOURCE OF FUNDS, THIS SVC LEVEL:

4   To pursue collection of delinquent  
OF accounts through the small claims court  
8   and resolve disputed billings in more  
difficult cases. Small claims cases  
pursued represent approximately 40% of  
the cases referred to this service leve  
for resolution. This service level als  
coordinates bankruptcy referrals, court  
fine executions and liquor license pro-  
tests because of delinquent debts.

IGC SUPPORT  
PROGRAM REVENUES                      0

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	51,110	0	28,810	0	1,500	81,420

37   1347-UTILITY/MISC COLLECTIONS  
     0445-Remittance Processing  
     SOURCE OF FUNDS, THIS SVC LEVEL:

2   To balance and prepare daily deposit of  
OF utility revenue. To process utility  
6   payments collected at local banks. To  
research and process deposit correction  
and to maintain a log of all utility  
revenue collections.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	33,390	0	80	0	170	33,640

38   1342-CASH MANAGEMENT  
     0047-Division Admin and Manage  
     SOURCE OF FUNDS, THIS SVC LEVEL:

3   To provide security for and distribution  
OF of all Municipal and Anchorage Telephone  
4   Utility accounts payable and payroll  
checks. To report on all Municipal  
revenue disbursed.

IGC SUPPORT

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	31,620	0	5,330	0	0	36,950

39 1346-TAXES  
0444-Tax Billing and Collectio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

4 To collect and process all tax payments,  
OF issue tax certificates and provide tax  
4 information to the public.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	100,400	0	650	0	300	101,350

40 1322-GENERAL ACCOUNTING  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

4 Maintain the general fixed asset records  
OF of the municipality in accordance with  
4 generally accepted accounting princ s  
and governmental accounting and  
financial reporting requirements.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	66,970	0	0	0	0	66,970

41 1347-UTILITY/MISC COLLECTIONS  
0445-Remittance Processing  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

3 To collect on checks returned to the  
OF Municipality due to non-sufficient  
6 funds and other reasons. To prepare  
ATU remittances for processing.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	30,000	0	80	0	0	30,080

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

42 1321-CONTROLLER ADMINISTRATION  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

3 Provide support for accounting sections  
OF by processing MARS billing, distributin  
3 cash receipt books & general secretaria  
support including the annual financial  
report.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	28,380	0	0	0	0	28,380

43 1347-UTILITY/MISC COLLECTIONS  
0445-Remittance Processing  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

4 To process utility payments on the  
OF Unisys remittance processing system.  
6 To transmit tapes to the four utilities  
To ensure proper posting to customer  
accounts.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	30,230	8,000	24,690	0	0	62,920

44 1326-FINANCIAL INFO SYSTEMS  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

2 For the Municipal Financial Information  
OF System, FIS provides data entry, report  
4 and fiche distribution. Request changes  
to FIS Systems programs. Timely process-  
ing of monthly financial reports. However  
at this level data will be delayed 60  
to 75 days and year-end processing for  
financial statements will be approximate-  
ly March 1.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	28,700	0	0	0	0	28,700

45 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

5 To pursue collection of miscellaneous  
OF delinquent utility A/R and resolve  
8 disputed billings on behalf of the  
utilities.

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	49,090	0	320	0	1,500	50,910

46 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:

6 To bill fees for Emergency Medical  
OF Service (EMS) transport.  
8

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	33,190	5,000	310	0	1,500	40,000

47 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:

7 To collect fees for Emergency Medical  
OF Service (EMS) transports; facilitate  
8 collection through filing medical  
insurance claims and enforce collection  
through delinquent collection methods.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	37,850	0	450	0	1,500	39,800

48 1324-ACCOUNTS PAYABLE  
0044-Check Issuance  
SOURCE OF FUNDS, THIS SVC LEVEL:

2 Provide accounts payable services to all  
OF Municipal departments.  
6 Pay vendors on a 45 to 60 day schedule.  
Pay reimbursements and refunds on a 30  
to 40 day schedule.  
Maintain central A/P files with records  
microfiled by Records Management  
Department.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	29,550	0	0	0	0	29,550

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

49 1324-ACCOUNTS PAYABLE  
0044-Check Issuance  
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Pay vendors on a 30 to 45 day schedule.  
OF Pay reimbursements and refunds on a 15  
6 to 30 day schedule.  
Maintain central A/P files with records  
microfiled by Records Managements Depart-  
ment two to three years after issuance.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	54,140	0	0	0	0	54,140

50 1347-UTILITY/MISC COLLECTIONS  
0445-Remittance Processing  
SOURCE OF FUNDS, THIS SVC LEVEL:

5 To receive, open and separate utility  
OF bills into batches required for remit-  
6 tance processing. To input manual  
batches. To research problem payments.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	182,290	1,500	880	0	170	184,840

51 1342-CASH MANAGEMENT  
0047-Division Admin and Manage  
SOURCE OF FUNDS, THIS SVC LEVEL:

4 To verify the accuracy of funds reported  
OF and deposited by all municipal agencies  
4 and contractors. To assist in balancing  
and verifying reported revenues. To  
audit and report on all out-of-balance  
discrepancies involving revenues which  
were collected and deposited.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	32,530	0	80	0	0	32,610

52 1323-PAYROLL  
0044-Check Issuance  
SOURCE OF FUNDS, THIS SVC LEVEL:

2 Provide direction for payroll staff of 2  
OF for processing and balancing payroll  
2 system. Insure timely and proper payment  
of payroll liabilities. Provide guidance  
to departmental payroll clerks in proper  
utilization of payroll system. Without  
this position, other supervisors within  
the Controller Division will assume  
these duties.

IGC SUPPORT

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	63,010	0	0	0	0	63,010

53 1353-REAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 Revaluation of additional 25% of exist-  
OF ing properties by Feb. 15, 1990 to  
5 include on-site inspections of 1,650  
additional properties. These include  
new construction.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	4	0	192,830	0	0	0	0	192,830

54 1352-CUSTOMER SERVICE/RECORDS  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 Provide response to Public phone  
OF inquiries. Provide delayed computer  
5 input for Personal and Business rolls.  
Provide delayed computer input for  
ownerships and addresses. Provide all  
edits pertinent to computer input. Sales  
inquiry letters will be processed as  
time permits.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	2	0	56,470	0	0	0	0	56,470

55 1326-FINANCIAL INFO SYSTEMS  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

3 For the Municipal Financial Information  
OF System, FIS provides data entry, report  
4 and fiche distribution. Request changes  
to FIS system programs. Timely processing  
of financial statements.

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	26,260	0	0	0	0	26,260

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
58	62	0	5,555,670	96,320	6,481,860	0	44,860	12,178,710

DEPARTMENT OF FINANCE

FUNDING LINE

12,178,710

56 1332-SELF INSURANCE  
0439-Risk Management  
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Provide insurance coverage to the  
OF Municipality in the event of a  
3 catastrophe loss.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	525,000	0	0	525,000

57 1347-UTILITY/MISC COLLECTIONS  
0445-Remittance Processing  
SOURCE OF FUNDS, THIS SVC LEVEL:

6 To receive, open and separate utility  
OF bills into batches required for remit-  
6 ance processing. To research problem  
payments.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	28,430	0	0	0	0	28,430

58 1341-TREASURY ADMINISTRATION  
0047-Division Admin and Manage  
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Provide clerical support to functional  
OF units and support for secretarial and  
4 payroll clerk duties.

IGC SUPPORT



BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	32,530	0	230	0	0	32,760

---

59 1352-CUSTOMER SERVICE/RECORDS  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

3 Provide response to Public phone  
OF inquiries. Provide delayed computer  
5 input for Personal and Business rolls.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	27,540	0	0	0	0	27,540

---

60 1353-REAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

3 Revaluation of remaining 13% of existing  
OF properties by Feb 15, 1990 to include  
5 re-inspections of 720 additional  
properties.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	44,650	5,170	7,310	0	0	57,130

---

61 1326-FINANCIAL INFO SYSTEMS  
0042-Financial Record Manageme  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

4 Provide data entry, report & fiche  
OF distribution. Request changes to the  
4 FIS system programs. Timely processing  
of financial statements. However, at  
this level data will be delayed for  
40 to 60 days and year-end processing  
for financial statements will be approx-  
imately February 15.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	53,210	0	0	0	0	53,210

---

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

62   1312-RISK MANAGEMENT  
     0439-Risk Management  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
  
     IGC SUPPORT

2   Provide clerical support for Risk  
OF   Management functions. Provide backup  
2   clerical support for Chief Fiscal  
     Officer.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	31,880	0	100	0	0	31,980

63   1324-ACCOUNTS PAYABLE  
     0044-Check Issuance  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
  
     IGC SUPPORT

4   Provide accounts payable services to  
OF   all Municipal departments.  
6   Pay vendors on a 30 day schedule.  
     Pay reimbursements and refunds on a 15  
     day schedule.  
     Maintain central A/P files with records  
     microfilmed by Records Management  
     Department.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	27,390	0	0	0	0	27,390

64   1324-ACCOUNTS PAYABLE  
     0044-Check Issuance  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
  
     IGC SUPPORT

5   Provide accounts payable services to al  
OF   l Municipal departments.  
6   Pay vendors on a 30 day schedule.  
     Pay reimbursements and refunds on a 15  
     day schedule.  
     Maintain central A/P files with records  
     microfilmed by staff with MIS Departmen  
     provided equipment.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	28,420	0	0	0	0	28,420

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

65 1324-ACCOUNTS PAYABLE  
0044-Check Issuance  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

6 Provide accounts payable services to all  
OF Municipal departments.  
6 Pay vendors on a 30 day schedule.  
Pay reimbursements and refunds on a 15  
day schedule.  
Maintain central A/P files with records  
microfilmed by staff with MIS Department  
provided equipment.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	28,420	0	0	0	0	28,420

66 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

8 To reduce Emergency Medical Service  
OF delinquent writeoffs by an estimated  
8 \$240,000 through the addition of another  
collector.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	39,520	0	310	0	2,410	42,240

67 1341-TREASURY ADMINISTRATION  
0047-Division Admin and Manage  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

4 To provide system development and  
OF programming support for existing and  
4 future requirements in the areas of  
taxation and tax receivables. Current  
systems include real property, personal  
property, and hotel/motel taxes. A  
future system may include sales taxes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	61,340	0	8,000	0	9,760	79,100

68 1352-CUSTOMER SERVICE/RECORDS  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

4 Provide timely computer input for  
OF Personal and Business rolls, ownership  
5 and legal information. Sales inquiry  
documents would be processed timely.

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	1	18,520	0	0	0	0	18,520

69 1354-PERSONAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

3 Assessment rolls produced on or before  
OF deadlines. Conduct aircraft canvass.  
5 Business canvass not complete resulting  
in loss of addition in value to the tax  
rolls of \$15,000,000. Customer service  
will be performed at near normal level,  
some delays in service to other muni-  
cipal divisions will exist. This service  
level is 2 positions below IAAO study  
recommendations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	4	0	17,720	750	2,110	0	0	20,580

70 1353-REAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

4 Physical re-inventory of an additional  
OF 3,140 properties.  
5

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	2	25,680	0	0	0	1,200	26,880

71 1352-CUSTOMER SERVICE/RECORDS  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

5 Upgrade response to public regarding  
OF Real Property records, e.g., replats,  
5 ownership, legal description, mailing  
address, micro-fiche, zoning, exemptions  
etc.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	28,420	0	0	0	930	29,350

BPAB010R  
09/21/88  
102307

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

72   1354-PERSONAL PROPERTY  
     0049-Property Appraisal  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT

4   Customer service functions expanded  
OF with reduced turnaround response time.  
5   Increase available service to Treasury  
Div. with quicker response time. Addi-  
tional value to the tax rolls through  
completion of business canvass & other  
programs. Foster public relations pro-  
grams and initial prep for formal audit  
program. This level is 1 position below  
minimum recommendations in IAAO study.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	2	0	48,660	0	0	0	0	48,660

73   1353-REAL PROPERTY  
     0049-Property Appraisal  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT  
     IGC SUPPORT

5   Re-inventory 14,150 additional  
OF properties to bring cumulative total to  
5   33% of total appraisal database to  
assure that entire base is reinventoried  
prior to termination of first six-year  
cycle. A systems analyst is added to  
accelerate software production  
maintenance and design.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	4	143,480	0	0	0	0	143,480

74   1354-PERSONAL PROPERTY  
     0049-Property Appraisal  
     SOURCE OF FUNDS, THIS SVC LEVEL:  
     TAX SUPPORT

5   Establish a formal audit prgrm. Conduct  
OF audits on a selective basis for problem  
5   accts & on a random sample basis to de-  
termine integrity of assessment rolls.  
Create public relations interface by ex-  
planation of assessment procedures and  
legal requirements during on-site visits  
This program is a priority  
recommendation of IAAO study.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	109,660	3,000	6,200	0	0	118,860

BPAB010R  
09/26/88  
101521

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

999   1348-SALES TAX  
      0509-Sales Tax Program  
      SOURCE OF FUNDS, THIS SVC LEVEL:  
      TAX SUPPORT

1   Provide for the administration,  
OF collection, and enforcement of a retail  
1   sales tax program. Projected costs  
     assume a simple program which excludes  
     factors that could substantially  
     influence the costs.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
20	0	2	803,310	40,600	199,670	0	234,630	1,278,210

---

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
87	75	9	7,154,450	145,840	7,230,790	0	293,790	14,824,870

