

FINANCE

FINANCE

FINANCE

Mayor

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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 and tobacco 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

	1990	1991
Direct Costs	\$12,924,850	\$13,720,230
Program Revenues	\$ 39,680	\$ 43,840
Personnel	130FT 1PT 1T	129FT 2PT

1991 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1990 REVISED	1991 BUDGET	1990 REVISED				1991 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	223,910	154,080	3			3	2			2
CONTROLLER	1,789,450	1,848,920	34			34	35			35
RISK MANAGEMENT	217,660	244,890	4			4	4			4
TREASURY	2,218,890	2,111,230	44	1	1	46	43	2		45
PROPERTY ASSESSMENT	2,620,830	2,633,110	45			45	45			45
SELF INSURANCE	5,854,110	6,728,000								
OPERATING COST	12,924,850	13,720,230	130	1	1	132	129	2		131
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	12,924,850	13,720,230								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	6,323,200	6,534,970								
TOTAL DEPARTMENT COST	19,248,050	20,255,200								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	12,402,890	12,127,660								
FUNCTION COST	6,845,160	8,127,540								
LESS PROGRAM REVENUES	606,480	43,840								
NET PROGRAM COST	6,238,680	8,083,700								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	139,800	1,000	12,520	760	154,080
CONTROLLER	1,794,900	13,130	70,130	11,270	1,889,430
RISK MANAGEMENT	228,820	3,900	11,170	1,000	244,890
TREASURY	1,849,470	34,250	251,570	6,360	2,141,650
PROPERTY ASSESSMENT	2,420,550	32,980	143,250	84,050	2,680,830
SELF INSURANCE			6,728,000		6,728,000
DEPT. TOTAL WITHOUT DEBT SERVICE	6,433,540	85,260	7,216,640	103,440	13,838,880
LESS VACANCY FACTOR	118,650				118,650
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	6,314,890	85,260	7,216,640	103,440	13,720,230

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET

DEPARTMENT: FINANCE

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1990 REVISED BUDGET:	\$12,924,850	130FT	1PT	1T
Amount Required to Continue Existing Programs in 1991:	174,750		1PT	(1T)
Less: One Time 1990 Authorization	(48,830)			
REDUCTIONS TO EXISTING PROGRAMS:				
- Treasury - Delinquent Collector	(44,060)	(1FT)		
- Finance Administration - Special Administration Assistant	(78,550)	(1FT)		
- Controller Administration - Office Associate	(33,260)	(1FT)		
EXPANSIONS IN EXISTING PROGRAMS:				
- Controller Administration - Senior Staff Accountant	58,700	1FT		
- Controller Division - FIS Accounting Clerk	31,920	1FT		
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Personnel Adjustments	33,360			
- Capital Outlay	37,750			
- Supplies	(5,200)			
- Other Services and Charges	(1,000)			
- Allowance for Inflation	(25,980)			
- Increase in Self-Insurance	880,000			
- Projected 2% Contract Reduction	(9,700)			
- Projected Benefit Reduction	(155,370)			
- Projected Wage Adjustment	(19,150)			
1991 BUDGET	\$13,720,230	129FT	2PT	-0-

1991 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.

1990 PERFORMANCES:

- Continue to provide municipal departments with the same level of financial services currently administered.
- Seek alternative methods of capital financing in order to secure funds at the lowest possible cost to the Municipality.

1991 OBJECTIVES:

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

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	2	0	0
PERSONAL SERVICES	\$	197,560		\$	209,840		\$	139,800	
SUPPLIES		2,650			1,350			1,000	
OTHER SERVICES		9,290			12,720			12,520	
CAPITAL OUTLAY		0			0			760	
TOTAL DIRECT COST:	\$	209,500		\$	223,910		\$	154,080	

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

1

1991 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Risk Management

DIVISION: RISK MANAGEMENT

PURPOSE:

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

1990 PERFORMANCES:

- Identify and minimize 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.

1991 OBJECTIVES:

- Identify and minimize 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:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	147,670		\$	198,210		\$	228,820	
SUPPLIES		7,000			5,700			3,900	
OTHER SERVICES		5,962,950			5,861,160			6,739,170	
CAPITAL OUTLAY		0			6,700			1,000	
TOTAL DIRECT COST:	\$	6,117,620		\$	6,071,770		\$	6,972,890	

PERFORMANCE MEASURES:

- Damage claims recovered (\$)	200,000	800,000	500,000
- Municipal contracts reviewed	400	850	550
- Worker's compensation claims reduced	400	1,050	550
- General liability claims reduced	275	610	315
- Auto liability claims controlled	150	320	160

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
4, 31, 40, 54

1991 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.

1990 PERFORMANCES:

- 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.
- Assess Personal and Business Property within the Municipality.
- Maintain ownership and legal descriptions for property in the MOA.
- Systematically review 14,500 commercial and residential properties.
- Respond to about 80,000 inquiries for information on Real, Personal, and Business properties.
- 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.
- Institute an automated Real Property mapping system.

1991 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.
- Assess Personal/Business property within the Municipality.
- Maintain ownership and legal descriptions for property in the M.O.A.
- Systematically review 14,500 Commercial and Residential properties.
- Respond to about 80,000 inquiries for information on Real and Personal/Business properties.
- 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.
- Institute an automated Real Property Mapping System.

1991 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	7	40	0	45	0	0	45	0	0
PERSONAL SERVICES	\$ 2,399,030			\$ 2,433,270			\$ 2,372,830		
SUPPLIES	33,660			35,560			32,980		
OTHER SERVICES	140,830			147,960			143,250		
CAPITAL OUTLAY	3,810			4,040			84,050		
TOTAL DIRECT COST:	\$ 2,577,330			\$ 2,620,830			\$ 2,633,110		
PROGRAM REVENUES:	\$ 16,490			\$ 17,050			\$ 17,700		
PERFORMANCE MEASURES:									
- Certify rolls (includes coordination and preparation)	6			6			6		
- Process exemption requests. (incl. Sr. Citizens & Veterans).	6,250			6,750			7,225		
- Public/MOA inquiries, customer contacts	74,550			96,050			98,500		
- Maintain property records	85,000			85,000			85,000		
- Valuation of personal/business property returns	22,800			22,800			22,800		
- Revaluation of real property (includes admin processing)	73,950			79,050			84,500		
- Input real/business/personal property data	92,000			44,000			44,000		
- Business property discovery program	30			35			30		
- Add new commercial construction to roll. (inc. admin process)	400			400			485		
- Conduct on-site physical reinventories. (inc. admin process)	10,490			10,150			11,350		
- Prepare appeals to the Board of Equalization (inc. admin review)	1,500			1,850			1,400		
- Add residential new construction/remodels to assessment roll.	350			350			350		
- Coordinate Real Property Appeals' Process.	1,500			3,200			2,800		
- Business/Personal Property Audit Program	120			300			300		

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 6, 7, 13, 14, 15, 24, 25, 29, 35, 46, 48, 50, 51, 52

1991 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Financial Record Management

DIVISION: CONTROLLER

PURPOSE:

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

1990 PERFORMANCES:

- Provide accurate and timely comprehensive annual financial report with supporting audit workpapers.
- Provide accurate and timely monthly financial reports in most effective format.
- Respond to user requests on a timely basis.
- Control expenditure of funds based on Assembly appropriation.
- Process grant requests and financial transactions in a timely manner.
- Enhance processing tasks through use of mainframe application systems.

1991 OBJECTIVES:

- Provide annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provide monthly financial reports in most effective format in an accurate and timely manner.
- Provide training to FIS computerized monthly report users in regards to input document preparation, reading and understanding reports, and the use of on line inquiry.
- Control expenditure of funds based on assembly appropriation.
- Process grant requests and financial transactions in a timely manner.
- Enhance processing tasks through use of mainframe application systems.
- Draft accounting policies and procedures manual.

1991 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	8	15	0	22	0	0	23	0	0
PERSONAL SERVICES	\$ 1,132,880			\$ 1,160,640			\$ 1,219,440		
SUPPLIES		12,390			9,310			8,650	
OTHER SERVICES		64,090			54,160			57,470	
CAPITAL OUTLAY		12,930			8,500			9,770	
TOTAL DIRECT COST:	\$ 1,222,290			\$ 1,232,610			\$ 1,295,330		
PROGRAM REVENUES:	\$ 7,010			\$ 4,800			\$ 4,800		
PERFORMANCE MEASURES:									
- Input documents reviewed		1,560		1,675			1,600		
- Reports prepared		8,700		8,800			8,842		
- Funds verified		1,780		1,250			1,200		
- Transactions input		467,763		504,500			544,860		
- Grants accounted for in single audits (state and federal)		435		290			450		
- Funds Managed		102		100			81		
- Individual grant revenue confirmations completed		688		590			600		

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 16, 17, 18, 26, 27, 28, 38, 49, 53

1991 P R O G R A M P L A N

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.

1990 PERFORMANCES:

- Process 26 bi-weekly payrolls for approximately 3256 employees and issue approximately 84,500 checks/advices annually.
- Provide regulatory agencies required payroll reports in a timely manner.
- Continue timely vendor payments to take advantage of all possible discounts offered to the Municipality.

1991 OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 3256 employees and issue approximately 84,500 checks/advices annually.
- Provide required payroll reports to regulatory agencies in a timely manner.
- Continue timely payments to vendors to take advantage of all possible discounts offered to the Municipality.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	9	0	12	0	0	12	0	0
PERSONAL SERVICES	\$	520,250		\$	538,410		\$	534,950	
SUPPLIES		6,690			4,450			4,480	
OTHER SERVICES		14,700			13,090			12,660	
CAPITAL OUTLAY		390			890			1,500	
TOTAL DIRECT COST:	\$	542,030		\$	556,840		\$	553,590	

PERFORMANCE MEASURES:

- Manual payroll checks written	1,677	1,400	1,400
- Payroll data base transactions	9,762	9,000	9,000
- Biweekly checks/advices for apx. 3256 employees	88,560	84,500	84,500
- Accounts payable checks issued	27,800	29,000	29,600
- Vouchers paid	40,500	41,700	42,500
- Invoices paid	115,500	122,000	124,500
- Manual checks, leave adj leave dontns, adjsting wrkshst input transactn.	22,615	21,500	21,500

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
5, 8, 36, 37, 39

1991 P R O G R A M P L A N

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.

1990 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.

1991 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:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	9	0	0	11	0	0	11	0	0
PERSONAL SERVICES	\$	425,590		\$	576,100		\$	558,100	
SUPPLIES		5,000			10,180			10,000	
OTHER SERVICES		55,950			78,120			54,920	
CAPITAL OUTLAY		450			32,010			4,960	
TOTAL DIRECT COST:	\$	486,990		\$	696,410		\$	627,980	
PROGRAM REVENUES:	\$	10,000		\$	16,830		\$	20,340	

PERFORMANCE MEASURES:

- Investment bids issued		94		94		94
- Cash receipts processed		26,077		26,000		26,000
- Checks and advices dispersed		121,193		120,150		120,150
- Revenue Deposits verified		15,600		18,000		18,000
- Tobacco tax collected		0		2,586,350		0
- Hotel/Motel tax collected		3,935,140		4,386,220		4,386,220

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 11, 19, 20, 22, 43

1991 P R O G R A M P L A N

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;

1990 PERFORMANCES:

- Collect the maximum amount of delinquent personal property tax accounts possible.
- Collect miscellaneous accounts receiveable.
- Bill and collect Emergency Medical Service fees.
- Improve efficiency through automation where possible.

1991 OBJECTIVES:

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

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	15	0	0	15	0	0	14	0	0
PERSONAL SERVICES	\$	577,840		\$	636,620		\$	599,750	
SUPPLIES		6,000			4,680			4,250	
OTHER SERVICES		146,950			50,770			59,170	
CAPITAL OUTLAY		26,340			750			400	
TOTAL DIRECT COST:	\$	757,130		\$	692,820		\$	663,570	

PERFORMANCE MEASURES:

- Receivables reduced (in \$000's)	15,370	12,530	18,472
- Small Claims Court cases filed	75	300	175
- Bankruptcy cases coordinated	550	510	350
- Court fines/Perm Fund Div executions (in \$)	202,000	195,000	190,000
- Liquor license protest collections (in \$)	100,000	100,000	100,000
- Ambulance services billed	8,073	8,100	8,100
- Insurance claims processed for EMS	2,500	2,500	2,500

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 12, 23, 33, 34, 41, 42, 47

1991 P R O G R A M P L A N

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.

1990 PERFORMANCES:

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

1991 OBJECTIVES:

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

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	226,450		\$	244,230		\$	244,930	
SUPPLIES		19,000			8,500			8,500	
OTHER SERVICES		133,830			111,320			96,940	
CAPITAL OUTLAY		600			0			400	
TOTAL DIRECT COST:	\$	379,880		\$	364,050		\$	350,770	
PROGRAM REVENUES:	\$	0		\$	1,000		\$	1,000	

PERFORMANCE MEASURES:

- Tax bills issued	125,000	125,000	125,000
- Assessor adjustments	3,500	3,500	3,500
- Replats processed	64	75	75
- Foreclosures processed	2,420	1,850	1,900
- Tax payments processed on a timely basis	140,000	140,000	140,000
- Tax certificates issued	755	750	750

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
9, 10

1991 P R O G R A M P L A N

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.

1990 PERFORMANCES:

- Process 1,510,000 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.
- Process tax collections through remittance processor machine.

1991 OBJECTIVES:

- Process 1,510,000 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.
- Process tax collections through remittance processor machine.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	0	0	12	1	1	12	2	0
PERSONAL SERVICES	\$	358,910		\$	424,040		\$	416,270	
SUPPLIES		10,000			10,450			11,500	
OTHER SERVICES		26,980			30,770			40,540	
CAPITAL OUTLAY		1,540			350			600	
TOTAL DIRECT COST:	\$	397,430		\$	465,610		\$	468,910	

PERFORMANCE MEASURES:

- Remittances prepared and processed	1,510,000	1,510,000	1,510,000
- Returned/NSF checks processed	4,000	4,000	4,000
- Customer accounts researched	7,500	7,500	7,500

54 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
21, 30, 32, 44, 45

BPAB010R
09/21/90
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M U N I C I P A L I T Y O F A N C H O R A G E
1991 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

<p>1 1311-FINANCE ADMINISTRATION 0438-Administration SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT</p>	<p>1 Provide guidance to the Finance Department and act as a conduit through which OF all requests for information pass to/ 2 from Finance Department to the Administration and other organizations.</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	OUTLAY	TOTAL
2 0 0	139,800	1,000	12,520	0	760
					154,080

<p>2 1321-CONTROLLER ADMINISTRATION 0042-Financial Record Managemen SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT</p>	<p>1 Provide accounting services to all OF organizations. 3</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	OUTLAY	TOTAL
3 0 0	193,080	2,500	13,920	0	950
					210,450

<p>3 1341-TREASURY ADMINISTRATION 0047-Division Admin and Manage SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT PROGRAM REVENUES</p>	<p>1 To insure fiscal integrity of the OF Municipality by meeting performance 3 objectives and administering the functions of the Treasury Division in compliance with applicable Municipal policies, ordinances and State Statutes</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	OUTLAY	TOTAL
2 0 0	115,520	5,750	15,160	0	3,010
					139,440

<p>4 1330-RISK MANAGEMENT 0439-Risk Management SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT</p>	<p>1 Continue qualifying as self-insured OF entity by applying Risk Management 3 principles to losses.</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	OUTLAY	TOTAL
2 0 0	116,090	3,100	7,640	0	0
					126,830

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5 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
3300 employees. Issue approximately
85,000 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	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	119,280	480	9,570	0	0	129,330

6 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 request
To prepare and maintain Division
policies and procedures.
To prepare Division budget.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	73,830	250	2,050	0	0	76,130

7 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	85,590	250	250	0	0	86,090

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8 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 Provide accounts payable services to all
OF Municipal departments. Pay vendors on a
4 45 to 60 day schedule. Pay reimburse-
ments and refunds on a 30 to 40 day
schedule. Maintain central A/P files
with records prepared and microfilmed in
MIS Department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
7	0	0	308,460	3,200	2,670	0	0	314,330

9 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 To supervise and accomplish the main-
OF tenance of all tax billings and collec-
3 tions; process all tax payments and re-
quests for tax information. To balance
Tax Receivable System with FIS daily.
To collect and process all tax payments
and issue tax certificates. To provide
for annual foreclosure of Delinquent
Real Property. To provide information
to the public regarding property taxes.

PROGRAM REVENUES 1,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
5	0	0	213,140	8,500	96,800	0	400	318,840

10 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 To collect and process approximately
OF one third of all tax payments and
3 provide tax information to the public,
lending institutions & title companies.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	31,790	0	140	0	0	31,930

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11 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 To supervise cash management activities.
0F To provide accountability for the municipal cash flow. To provide training to cashiers. To verify all municipal cash receipts and supporting documentation for FIS input. To report revenue collected. To disburse all MOA & ATU accounts payable and payroll checks. To maintain security of all check disbursements and revenue collections.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	116,080	3,000	12,510	0	800	132,390

12 1345-DELINQUENT COLLECTIONS
0043-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

1 To supervise and plan: collection and rebilling activities for delinquent personal & business property taxes, collection activities for utility & general government bills for collection (BFC's), billing and collection activities for Emergency Medical Service (EMS) transport fees and small claims processing.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	57,040	300	1,250	0	0	58,590

13 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 To accomplish activities relating to personnel administration.
0F
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	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	41,010	300	200	0	0	41,510

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14 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	3,560	0	9,720	13,280

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

1 Maintain current real property legal
OF descriptions, sizes, tax districts,
3 personal and real property valuations
including adjustments. Administer real
property appeals processing and Senior
Citizen/Veteran Exemptions Program.
Maintain religious, charitable, govern-
ment exemption statuses. Execute carto-
graphics, mapping and research.

PROGRAM REVENUES 17,700

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
9	0	0	386,510	2,970	860	0	180	390,520

16 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

1 For the Municipal Financial Information
OF System, FIS provides data entry, report
4 and fiche distribution. Request change
to FIS System programs. Timely process-
ing of financial statements.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	257,100	2,000	400	0	300	259,800

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17 1322-GENERAL ACCOUNTING
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:

1 To provide monthly and annual financial
 OF reports with supporting documentation;
 3 provide essential accounting support to
 Municipal agencies.

IGC SUPPORT
 PROGRAM REVENUES 4,800

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	291,280	3,000	10,080	0	6,000	310,360

18 1327-GRANTS ACCOUNTING
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:

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.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	117,280	350	20,520	0	0	138,150

19 1341-TREASURY ADMINISTRATION
 0047-Division Admin and Manage
 SOURCE OF FUNDS, THIS SVC LEVEL:

2 Invest Municipal funds in accordance
 OF with Code to achieve maximum yield.
 3 Maintain ongoing cash flow analysis to
 allow funds to be invested for the maxi-
 mum length of time while assuring their
 availabliliy for daily expenditures.
 Provide assistance to all agencies in
 the issuance of long-term debt and main-
 tain records regarding debt service
 payments.

IGC SUPPORT
 PROGRAM REVENUES 20,340

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	76,450	0	25,480	0	200	102,130

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20 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	122,510	0	730	0	750	123,990

21 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 To supervise, control and monitor the
OF collection activities and processing
6 of all utility payments. To prepare an
balance daily deposit of utility reve-
nue. To collect on returned checks. T
process state and federal remittances.
To process utility payments at local
banks. To provide accountability for
revenue received. To oversee reporting
& data control for all utility payments

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	122,270	3,250	2,310	0	200	128,030

22 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 To administer and enforce the Tobacco
OF Tax and Hotel/Motel Tax collection
3 systems. To issue licenses and exemp-
tion cards. To verify correctness of
all returns. To perform audits of
records of reporting entities and col-
lect the tax as outlined in the
Anchorage Municipal Code.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	94,330	750	480	0	200	95,760

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23 1345-DELINQUENT COLLECTIONS 2 To pursue collection of delinquent
0443-Delinquent and Miscellane OF personal property and business personal
SOURCE OF FUNDS, THIS SVC LEVEL: 8 property taxes.
TAX SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	206,590	2,650	24,590	0	200	234,030

24 1353-REAL PROPERTY 1 Reevaluation of 53% of existing invento-
0049-Property Appraisal OF ried properties by Feb 28, 1991. Recali-
SOURCE OF FUNDS, THIS SVC LEVEL: 6 bration of current cost and 53% of land-
TAX SUPPORT 6 pricing tables. Creation of new residen-
tial-improved valuation models for 50%
of properties. Manual determination of
values for 19,500 condominiums, zero-
lotlines, and patio homes. Reevaluation
of all leaseholds.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
18	0	0	1,115,560	15,000	100,230	0	11,760	1,242,550

25 1353-REAL PROPERTY 2 Reevaluation of additional 12% of exist-
0049-Property Appraisal OF ing inventoried properties by Feb. 28,
SOURCE OF FUNDS, THIS SVC LEVEL: 6 1991. Recalibration of additional 12% of
TAX SUPPORT 6 land-pricing tables. Creation of new
residential-improved valuation models
for additional 12% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	108,270	0	250	0	0	108,520

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26 1322-GENERAL ACCOUNTING
 0042-Financial Record Managem
 SOURCE OF FUNDS, THIS SVC LEVEL:

2 To provide more accurate and timely
 OF financial reports and more efficient,
 3 better quality accounting support.

IGC SUPPORT
 PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	119,650	750	7,600	0	1,620	129,620

27 1327-GRANTS ACCOUNTING
 0042-Financial Record Managem
 SOURCE OF FUNDS, THIS SVC LEVEL:

2 To provide required financial reports
 OF and billings on active grants. Review
 2 and prepare required audit schedules,
 reconciliations, transaction documents
 and statements on grants awarded to the
 Municipality.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	43,700	50	2,230	0	470	46,450

28 1326-FINANCIAL INFO SYSTEMS
 0042-Financial Record Managem
 SOURCE OF FUNDS, THIS SVC LEVEL:

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. How-
 ever at this level data will be delayed
 60 to 75 days and year-end processing
 for financial statements will be approx
 imately March 1.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	59,710	0	500	0	430	60,640

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29 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 Incomplete assessment rolls could be
OF produced. Mobile Home Assessment Program
4 would be curtailed resulting in the loss
of over \$50,000,000 in assessed value.
Customer service would be impacted.
Legal requirements of Alaska Statutes
and Municipal Code would be violated.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	286,800	12,210	33,850	0	0	332,860

30 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	64,010	6,750	33,820	0	0	104,580

31 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
2 of adequate claims reserves, provide
excess worker's compensation insurance,
assure equitable claims adjustment.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	6,728,000	0	0	6,728,000

32 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

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

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	0	212,970	1,500	4,410	0	400	219,280

33 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	42,840	0	310	0	0	43,150

34 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT
PROGRAM REVENUES

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. To coordinate bankrupt
cy referrals and liquor license protest
due to delinquent debts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	130,920	800	13,440	0	200	145,360

35 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

3 Reevaluation of additional 16% of exist
OF ing inventoried properties by Feb. 28,
6 1991. Recalibration of current cost and
additional 16% of land-pricing tables.
Creation of new residential-improved
valuation models for additional 16% of
properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	93,270	1,500	2,000	0	9,700	106,470

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36 1323-PAYROLL
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Provide service to process payroll
OF liabilities ie: child support, wage
2 attachments/levies, union dues/
assessments, credit union deductions,
direct deposit. Without this position,
other positions within the controller
division will assume these duties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	42,850	0	250	0	1,200	44,300

37 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Provide accounts payable services to all
OF Municipal departments. Pay vendors on a
4 35 day schedule. Pay reimbursements and
refunds on a 15 day schedule. Maintain
central A/P files with records prepared
and microfilmed by MIS Department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,920	800	170	0	300	36,190

38 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 0

3 To provide accounting support to muni-
OF cipal utilities and internal service
3 departments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	49,200	0	0	0	0	49,200

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39 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 A Senior Accounting clerk position is
OF required to maintain a large number of
4 difficult accounts. The additional
position will provide the time needed
for Accounts Payable to coordinate
with purchasing and other departments
to resolve problems and to provide
timely processing of accounts for
payment. Response time for inquiries
will be reduced.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	29,440	0	0	0	0	29,440

40 1330-RISK MANAGEMENT
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

2 To continue recovering \$400,000 to
OF \$1,000,000 annually from persons
3 damaging Municipal property.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	48,790	800	3,280	0	0	52,870

41 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	109,190	500	1,220	0	0	110,910

42 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	53,170	0	360	0	0	53,530

43 1342-CASH MANAGEMENT 3 To verify the accuracy of funds reported
0047-Division Admin and Manage OF and deposited by all municipal agencies
SOURCE OF FUNDS, THIS SVC LEVEL: 3 and contractors. To report and resolve
IGC SUPPORT discrepancies involving revenues which
were collected and deposited.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	33,210	500	560	0	0	34,270

44 1347-REMITTANCE PROCESSING 4 To process utility payments on the
0445-Remittance Processing OF Unisys remittance processing system
SOURCE OF FUNDS, THIS SVC LEVEL: 6 To transmit data to the four utilities.
IGC SUPPORT To ensure proper posting to customer
accounts. This is an on-call position.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	4,980	0	0	0	0	4,980

45 1347-REMITTANCE PROCESSING 5 To receive, open and separate utility
0445-Remittance Processing OF bills into batches required for remit-
SOURCE OF FUNDS, THIS SVC LEVEL: 6 ance processing. This is a part-time
IGC SUPPORT position to cover vacations & extended
illness within the section.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	12,040	0	0	0	0	12,040

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46 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 Reevaluation of additional 14% of exist
OF ing inventoried properties by Feb 28,
6 1991. Recalibration of current cost and
additional 14% of land-pricing tables.
Creation of new residential-improved
valuation models for an additional 16%
of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	48,430	0	0	0	360	48,790

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

7 To collect criminal court fines and
OF other judgements through attachment of
8 Permanent Fund Dividends. This level
represents the cost of postage and cour
fees required to execute judgements
against Permanent Fund Dividends.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	18,000	0	0	18,000

48 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

5 Reevaluation of additional 5% of exist-
OF ing properties by Feb. 28, 1991. Recali-
6 bration of current cost and additional
5% of land-pricing tables. Creation of
new residential-improved valuation
models for additional 6% of properties.
Re-inventory 6,250 residential-improved
and 850 commercial-improved properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	39,760	500	0	0	0	40,260

49 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

3 To meet our minimum level of service at
OF our current level of staffing, the data
4 entry workload has been distributed up-
ward to the two senior accountants and
the FIS supervisor creating a backlog
in those areas. The system can not be
balanced and the reports distributed
timely. Questions from the users must be
put on hold until some later date.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	30,980	0	0	0	0	30,980

50 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Assessment rolls produced after estab-
OF lished deadlines. Aircraft canvass.
4 Conduct selective audit program and
initiate random sample audit program.
Customer service to the taxpayers and
other departments at normal levels.
Automated personal property system will
be implemented at initial phase but
operation will be impacted by lack of
keypunch function.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	29,850	0	0	0	2,830	32,680

51 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Provide response to Public counter and
OF phone inquiries. Sales inquiry letters
3 will be processed. Augment input of
ownership and mailing address changes.
Provide filing of real property record
cards. Provide computer input for Real
Property valuation records and balance
Real Property assessment roll for value
and tax certification. Effect Personal
Property adjustments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	63,950	0	0	0	0	63,950

52 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 Establish a G.I.S. mapping station to
OF provide for essential appraiser maps.
3 This would enhance utility and quality
of these maps as well as creating great-
er efficiency and accuracy in their pro-
duction.

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FT	PT	T	SERVICE					
0	0	0	0	0	0	0	49,500	49,500

53 1321-CONTROLLER ADMINISTRATION 2 Prepare and update accounting policies
0042-Financial Record Manageme OF and procedures manual.
SOURCE OF FUNDS, THIS SVC LEVEL: 3

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	57,460	0	2,220	0	0	59,680

54 1330-RISK MANAGEMENT 3 To continue a program of loss control
0439-Risk Management OF from the Municipal Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL: 3 office to reduce the cost of public
liability and workers compensation
claims and suits.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	63,940	0	250	0	1,000	65,190

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
129	2	0	6,314,890	85,260	7,216,640	0	103,440	13,720,230

----- DEPARTMENT OF FINANCE FUNDING LINE -----
 13,720,230

55 1332-SELF INSURANCE 2 Provide insurance coverage to the
0439-Risk Management OF Municipality in the event of a
SOURCE OF FUNDS, THIS SVC LEVEL: 2 catastrophe loss.

IGC SUPPORT

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	500,000	0	0	500,000

56 1324-ACCOUNTS PAYABLE
 0044-Check Issuance
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

4 Provide adequate level of staffing to
 OF improve internal accounting controls
 4 over invoice accuracy, account codes,
 and signature authorizations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	32,300	0	0	0	0	32,300

57 1347-REMITTANCE PROCESSING
 0445-Remittance Processing
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

6 The Unisys B25 Consolidator would
 OF increase the amount of time available
 6 to process remittances each day by
 consolidating data while both remittance
 processors are running. Currently each
 machine must be shut down for 45 minutes
 to allow transmission of data to the
 utilities thus reducing time available
 for processing-which is critical given
 new penalties for late payment of bills.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	27,500	27,500

58 1346-TAXES
 0444-Tax Billing and Collectio
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 PROGRAM REVENUES 0

3 The stand-alone remittance processor
 OF will allow clerk to process tax payments
 3 using an optical character reader thus
 eliminating input error and the need to
 manually batch and input payments.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	19,250	19,250

59 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 Assessment rolls produced by establishe
OF deadlines. Initial phase of the new
4 automated personal property system will
be functional and will not delay or
impair assessment roll production due t
the lack of data input function.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	7,000	0	0	7,000

60 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 Replace part time contractual keypunch
OF service with full time employee. Func-
4 tions of the automated personal propert
system can now be utilized to track
leased equip., canvass State of Alaska
Business license list, and implement
other property discovery programs. The
additional assessed value added to the
rolls would greatly exceed the cost of
the new position.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	28,490	500	6,570-	0	960	23,380

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

4 Machinery and equipment needed to write
OF instructions and improve efficiency of
4 operations.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	4,000	4,000

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62 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, distributing
3. cash receipt books & general secretarial
support including the annual financial
report.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	32,300	0	0	0	0	32,300

63 1311-FINANCE ADMINISTRATION
0438-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

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	77,040	0	0	0	0	77,040

64 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

8 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
1	0	0	42,850	0	0	0	0	42,850

65 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

6 Execute computerized drawing of commer-
OF cial improvements. Reinventory 9,150
6 residential-improved and 1,250
commercial-improved properties.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	87,400	0	0	0	8,220	95,620

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
136	2	0	6,615,270	85,760	7,717,070	0	163,370	14,581,470