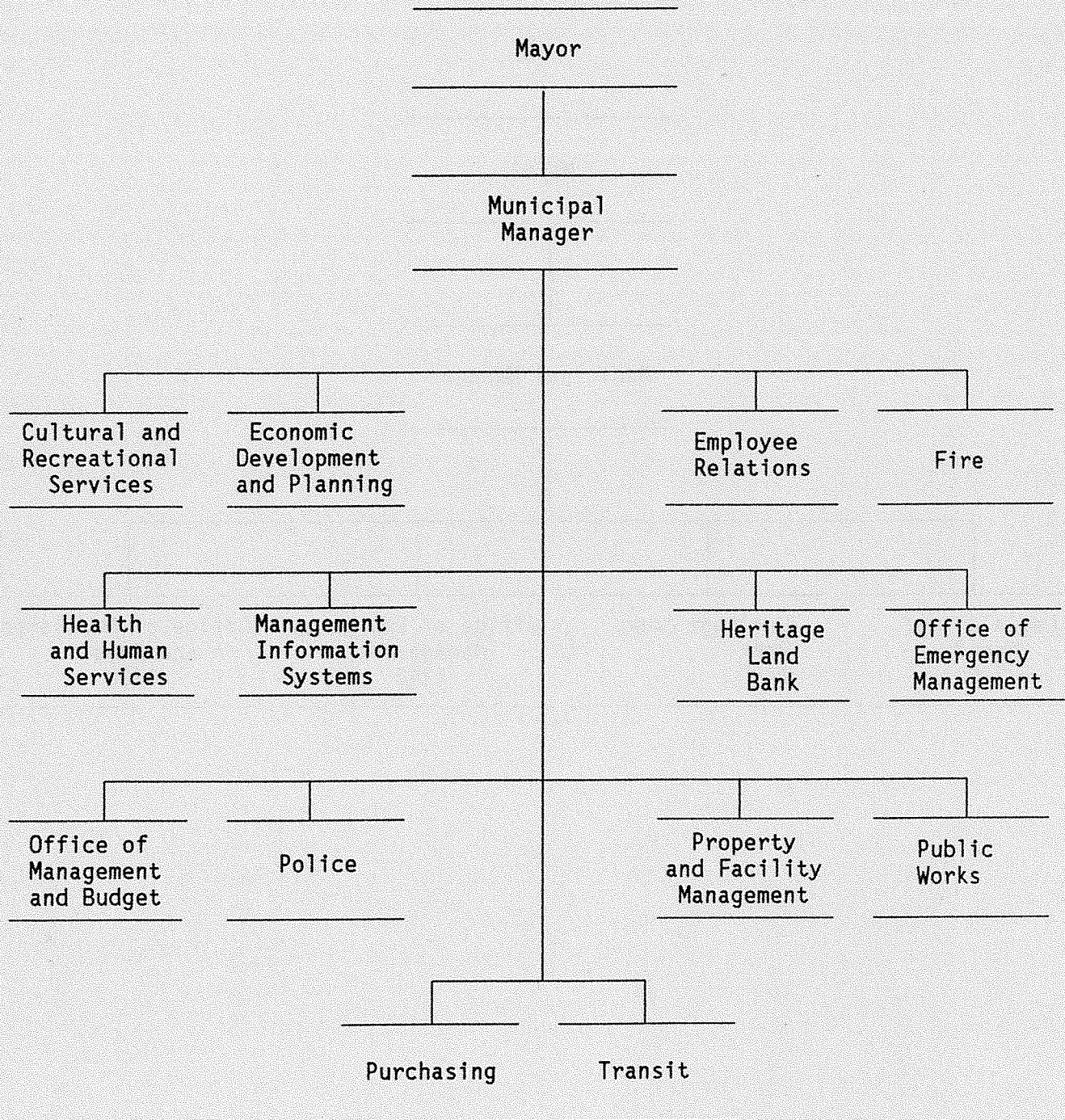


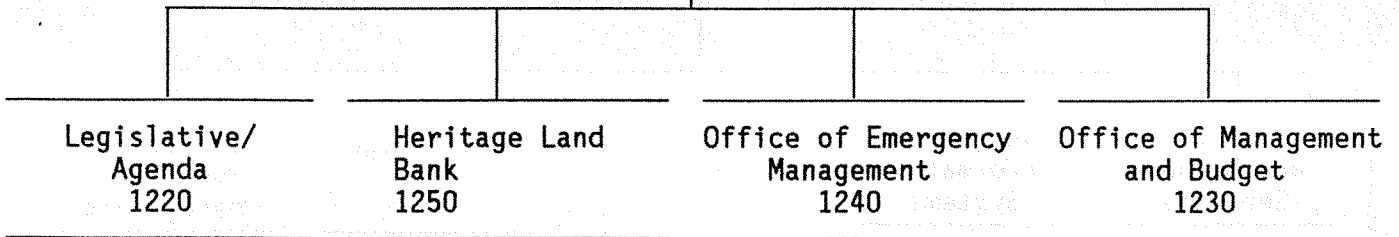
# MUNICIPAL MANAGER



**MUNICIPAL MANAGER**

Mayor

Municipal Manager



**DEPARTMENT SUMMARY**

**DEPARTMENT**

**MUNICIPAL MANAGER**

**MISSION**

To provide executive administration of the municipal agencies of Anchorage Fire Department, Anchorage Police Department, Cultural and Recreational Services, Economic Development and Planning, Employee Relations, Health and Human Services, Management Information Systems, Property and Facility Management, Public Works, Purchasing and Transit; provide executive direction and coordination to the Office of Management and Budget and the Office of Emergency Management; provide liaison for the Municipality with other governmental agencies, legislative bodies and organizations; and support Assembly agenda coordination.

**MAJOR PROGRAMMING HIGHLIGHTS**

- Provide executive administration to Anchorage Fire Department, Anchorage Police Department, Cultural and Recreational Services, Economic Development and Planning, Employee Relations, Health and Human Services, Management Information Systems, Property and Facility Management, Public Works, Purchasing and Transit.
- Provide executive direction and coordination to the Office of Management and Budget, Office of Emergency Management and Heritage Land Bank.
- Coordinate all agenda and correspondence items to be submitted to the Assembly from all departments, including utilities.
- Provide coordination between the Municipality and the State legislature.
- Establish a working relationship with the Municipality and the Washington, D.C., lobbyist on federal legislation, appropriations and administrative actions affecting Anchorage.
- Evaluate municipal services and programs and assure they are effectively and efficiently provided.

**RESOURCES**

	1990	1991 *
Direct Costs	\$ 1,825,530	\$ 2,177,200
Program Revenues	\$ 43,000	\$ 829,380
Personnel	18FT 1PT	21FT 1PT

\* Heritage Land Bank Transferred-in

1991 RESOURCE PLAN

DEPARTMENT: MUNICIPAL MANAGER

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1990 REVISED	1991 BUDGET	1990 REVISED		1991 BUDGET	
			FT	PT	T	TOTAL
MUNI MANAGER ADMIN	262,890	273,380	4			4
LEGISLATIVE/AGENDA	112,830	114,080	2			2
OFFICE MANAGEMENT/BUDGET	1,293,600	1,301,420	10	1		11
EMERGENCY MANAGEMENT	156,210	139,500	2			2
HERITAGE LAND BANK	1,223,960	335,750	4			3
OPERATING COST	3,049,490	2,164,130	22	1		23
ADD DEBT SERVICE	13,510	13,070				
DIRECT ORGANIZATION COST	3,063,000	2,177,200				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	936,470	630,680				
TOTAL DEPARTMENT COST	3,999,470	2,807,880				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	635,753	587,870				
FUNCTION COST	3,363,717	2,220,010				
LESS PROGRAM REVENUES	950,770	829,380				
NET PROGRAM COST	2,412,947	1,390,630				

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNI MANAGER ADMIN	259,990	2,800	10,590		273,380
LEGISLATIVE/AGENDA	90,550	1,250	22,280		114,080
OFFICE MANAGEMENT/BUDGET	666,590	4,200	629,320	11,800	1,311,910
EMERGENCY MANAGEMENT	125,200	750	10,850	2,700	139,500
HERITAGE LAND BANK	195,090	500	140,160		335,750
DEPT. TOTAL WITHOUT DEBT SERVICE	1,337,420	9,500	813,200	14,500	2,174,620
LESS VACANCY FACTOR	10,490				10,490
ADD DEBT SERVICE					13,070
TOTAL DIRECT ORGANIZATION COST	1,326,930	9,500	813,200	14,500	2,177,200

<b>RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET</b>
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**DEPARTMENT: MUNICIPAL MANAGER**

	DIRECT COSTS	POSITIONS		
		FT	PT	T
<b>1990 REVISED BUDGET:</b>	\$ 1,825,530	18FT	1PT	
<b>Amount Required to Continue Existing Programs in 1991:</b>	80,330			
<b>REDUCTIONS TO EXISTING PROGRAMS:</b>				
- Earthquake Plan	(10,000)			
- Heritage Land Bank Planner	(69,570)	(1FT)		
<b>EXPANSIONS IN EXISTING PROGRAMS:</b>				
- Transfer Heritage Land Bank from Mayor	424,970	4FT		
<b>NEW PROGRAMS:</b>				
- None				
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- Allowance for Inflation	(28,600)			
- Projected 2% Contract Reduction	(15,530)			
- Projected Benefit Reduction	(29,930)			
<b>1991 BUDGET</b>	\$ 2,177,200	21FT	1PT	

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

DEPARTMENT: MUNICIPAL MANAGER  
PROGRAM: Administration

DIVISION: MUNI MANAGER ADMIN

PURPOSE:

Responsible for the overall executive management of the municipal operating agencies.

1990 PERFORMANCES:

- Provide overall executive management of the municipal operating agencies: Cultural and Recreation Services, Economic Development and Planning, Employee Relations, Fire, Health and Human Services, Management Information Systems, Police, Property and Facility Management, Public Works, Purchasing and Transit
- Evaluate municipal services.
- Improve the efficiency and effectiveness of municipal operations through consolidation and other structural reorganizations, staffing reviews, performance measures, code revisions, policy directives, and employee cost saving ideas.
- Identify community issues and needs.
- Assure that municipal programs and services are effectively provided.
- Provide direct management of the Offices of Management and Budget, Emergency Management and Legislative/Agenda.

1991 OBJECTIVES:

- Continue to provide overall executive management of the municipal operating agencies: Cultural & Recreation Services, Economic Development and Planning, Employee Relations, Fire, Health and Human Services, Management Information Systems, Police, Property and Facility Management, Public Works, Purchasing and Transit.
- Continue to provide direct management of the Offices of Management and Budget, Emergency Management and Legislative/Agenda.
- Continue to evaluate municipal services and identify community issues and needs.
- Continue to improve the efficiency and effectiveness of municipal organizations, staffing reviews, performance measures, code revisions, policy directives, and employee cost saving ideas.
- Continue to assure that municipal programs and services are effectively provided.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	246,150		\$	249,450		\$	259,990	
SUPPLIES		2,250			2,590			2,800	
OTHER SERVICES		10,580			10,850			10,590	
TOTAL DIRECT COST:	\$	258,980		\$	262,890		\$	273,380	
PROGRAM REVENUES:	\$	1,000		\$	1,000		\$	1,000	

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 4, 12

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

DEPARTMENT: MUNICIPAL MANAGER                      DIVISION: LEGISLATIVE/AGENDA  
PROGRAM: Legislative/Agenda Support

### PURPOSE:

To provide liaison for the municipality with other governmental agencies, legislative bodies, and organizations regarding a range of policy issues and specific projects, and provide Assembly agenda coordination with all municipal departments, the administration and the Clerk's Office.

### 1990 PERFORMANCES:

- Provide coordination between the Municipality and the state legislature during the 1990 legislative session.
- Establish a working relationship with other communities in Alaska on issues of mutual concern, e.g. Railbelt Coalition.
- Coordinate a working relationship with the municipality and the D.C. lobbyist on federal legislation, appropriations and administrative actions affecting Anchorage.
- Provide assistance to all departments, including utilities, with Assembly agenda items.
- Coordinate all agenda items to be submitted to the Assembly with municipal departments, the administration and the Clerk's office.

### 1991 OBJECTIVES:

- Continue to provide coordination between the Municipality and the state legislature during the 1991 session.
- Continue to establish a working relationship with other communities in Alaska on issues of mutual concern, e.g. Railbelt Coalition.
- Continue to coordinate a working relationship with the municipality and the D.C. lobbyist on federal legislation, appropriations and administrative actions affecting Anchorage.
- Continue to provide assistance to all departments, including utilities, with Assembly agenda items.
- Continue to coordinate all agenda items to be submitted to the Assembly with municipal departments, the administration and the Clerk's office.

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

DEPARTMENT: MUNICIPAL MANAGER  
 PROGRAM: Legislative/Agenda Support  
 RESOURCES:

DIVISION: LEGISLATIVE/AGENDA

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	83,690		\$	88,740		\$	90,550	
SUPPLIES		1,000			1,000			1,250	
OTHER SERVICES		84,440			23,090			22,280	
TOTAL DIRECT COST:	\$	169,130		\$	112,830		\$	114,080	

PERFORMANCE MEASURES:

- General Government agenda items.		0		612		650
- Utility agenda items		0		257		260
- Requests for review of legislative bills from utilities.		11		50		50
- Request for review of legislative bills from Gen'l. Govt.		108		177		180

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 8, 10, 13



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

DEPARTMENT: MUNICIPAL MANAGER  
PROGRAM: Emergency Management

DIVISION: EMERGENCY MANAGEMENT

## PURPOSE:

Provide emergency management capabilities to the municipality through mitigation, preparedness, response and recovery activities.

## 1990 PERFORMANCES:

- Upgrade the Emergency Operations Center for a minimum capability in emergency operations.
- Implement hazardous materials plan through multi-agency agreements.
- Provide public preparedness presentations and disaster information with emphasis on hazardous materials.
- Conduct public awareness program to encourage volunteer participation in the emergency management program.
- Develop and maintain hazardous materials data base in accordance with Federal laws (SARA, Title III).
- Conduct two major disaster exercises for enhanced training and preparedness.
- Continue the phased development of a new Emergency Operations Plan using the multi-hazard approach to planning and procedures.
- Involve the Hazardous Materials Commission (local emergency planning committee) in emergency planning and mitigation.

## 1991 OBJECTIVES:

- Continue to upgrade the Emergency Operations Center for a minimum capability in emergency operations.
- Continue to implement hazardous materials plan through multi-agency agreements.
- Continue to provide public preparedness presentations and disaster information with emphasis on hazardous materials.
- Continue to conduct public awareness program to encourage volunteer participation in the emergency management program.
- Continue to develop and maintain hazardous materials data base in accordance with federal laws (SARA, Title III).
- Continue to conduct two major disaster exercises for enhanced training and preparedness.
- Continue the phased development of a new Emergency Operations Plan using the multi-hazard approach to planning and procedures.
- Continue to involve the Hazardous Materials Commission (local emergency Planning committee) in emergency planning and mitigation.

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

DEPARTMENT: MUNICIPAL MANAGER  
 PROGRAM: Emergency Management  
 RESOURCES:

DIVISION: EMERGENCY MANAGEMENT

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	133,450		\$	133,830		\$	125,200	
SUPPLIES		650			1,400			750	
OTHER SERVICES		8,430			10,980			10,850	
CAPITAL OUTLAY		0			0			2,700	
TOTAL DIRECT COST:	\$	142,530		\$	146,210		\$	139,500	
PROGRAM REVENUES:	\$	20,000		\$	20,000		\$	20,000	
PERFORMANCE MEASURES:									
- Disaster exercises			2			2			2
- Information requests answered			100			100			100
- Community awareness briefings			12			20			0
- Perform vulnerability/risk analysis as required by law.			0			1			1
- Provide training classes for MOA employees.			0			15			0

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 5, 14

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

DEPARTMENT: MUNICIPAL MANAGER  
PROGRAM: Heritage Land Bank

DIVISION: HERITAGE LAND BANK

## PURPOSE:

To establish and maintain a comprehensive management system for municipal lands. These lands are reserved for future public uses, surplus lands are disposed of in an orderly manner and revenues resulting from those actions are used to acquire lands for future public needs.

## 1990 PERFORMANCES:

- Work with the State of Alaska to finalize patent of selected lands.
- Develop map of all Municipally owned properties.
- Develop marketing plans and strategy for disposal of lands previously identified as appropriate for disposal.
- Work with the Economic Development & Planning Dept. on potential for development, enhancement and/or disposal of lands.
- Continue to process special requests for acquisition of Heritage Land Bank property in an expeditious manner.
- Promote more community input in the disposal planning process.
- Perform master planning on major parcels.
- Maintain active lease and permit management.
- Perform periodic site inspections of HLB properties.
- Review agency plans & budgets as to their affect on HLB lands or funds.
- Perform periodic review of agency land requirements.
- Develop RFP to market a 4-Seasons Destination Resort at Winner Creek, along with proposed golf course.

## 1991 OBJECTIVES:

- Work with the State of Alaska to finalize patent of selected lands.
- Develop map of all Municipally owned properties.
- Develop marketing plans and strategy for disposal of lands previously identified as appropriate for disposal.
- Work with Economic Development & Planning Dept. on potential for development, enhancement and/or disposal of lands.
- Continue to process special requests for acquisition of HLB property in an expeditious manner.
- Promote more community input in the disposal planning process.
- Perform master planning on major parcels.
- Maintain active lease and permit management.
- Perform periodic site inspections of HLB properties.
- Review agency plans & budgets as to their effect on HLB lands or funds.
- Perform periodic review of agency land requirements.
- Develop RFP to market a 4-Seasons Destination Resort at Winner Creek, along with proposed golf course.

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

DEPARTMENT: MUNICIPAL MANAGER  
 PROGRAM: Heritage Land Bank  
 RESOURCES:

DIVISION: HERITAGE LAND BANK

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	189,240		\$	191,990		\$	195,090	
SUPPLIES		500			500			500	
OTHER SERVICES		152,300			149,400			140,160	
DEBT SERVICE		13,360			13,510			13,070	
TOTAL DIRECT COST:	\$	355,400		\$	355,400		\$	348,820	
PROGRAM REVENUES:	\$	927,500		\$	907,770		\$	796,380	
PERFORMANCE MEASURES:									
Maintain HLB inventory of parcels of land			426			426			426
Perform Master Planning			1			0			0

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 15

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

DEPARTMENT: MUNICIPAL MANAGER  
PROGRAM: Municipal Budgeting

DIVISION: OFFICE MANAGEMENT/BUDGET

PURPOSE:

To coordinate and monitor the municipal operating, capital and utility budgets and to coordinate the grants for general government.

1990 PERFORMANCES:

- Improved fiscal projections and impact data to facilitate informed budget decisions.
- Provided municipal departments and utilities with the latest budget management information.
- Reviewed the intragovernmental charge system for fairness and accuracy.
- Ensured user fees and related charges met the fee policy requirements.

1991 OBJECTIVES:

- Improve fiscal projections and impact data to facilitate informed budget decisions.
- Continue to provide municipal departments with the latest budget management information.
- Ensure user fees and related charges meet the fee policy requirements.
- Continue to review the intragovernmental charge system for fairness and accuracy.
- Provide preliminary budgeting information.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	10	0	0	9	1	0	9	1	0
PERSONAL SERVICES	\$	557,170		\$	567,220		\$	581,910	
SUPPLIES		1,900			3,180			4,100	
OTHER SERVICES		6,910			4,460			4,460	
CAPITAL OUTLAY		1,900			9,100			11,800	
TOTAL DIRECT COST:	\$	567,880		\$	583,960		\$	602,270	

PERFORMANCE MEASURES:

- Operating grants coordinated		50		52		52
- Indirect cost rate proposals prepared for grants		3		3		3
- Budget transfers processed		247		390		400
- Supplemental appropriations processed		157		160		160
- Capital grants maintained and monitored		275		330		330
- Capital projects maintained and monitored		275		225		225

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
2, 7, 9, 11

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

DEPARTMENT: MUNICIPAL MANAGER  
PROGRAM: Management Services

DIVISION: OFFICE MANAGEMENT/BUDGET

PURPOSE:

Increase the efficiency and effectiveness of municipal operations to better meet public service requirements and reduce costs.

1990 PERFORMANCES:

- Conducted management, organization and staffing reviews.
- Provided management assistance to municipal agencies with emphasis on organization structure, staffing, internal management controls, service delivery, automation and revenue enhancement.
- Conducted cost saving reviews of agency expenditures.
- Coordinated the development and annual review of municipal policies and procedures.
- Coordinated the MUNI HOTLINE for reporting efficiencies, waste and abuse.

1991 OBJECTIVES:

- Conduct management, organization, and staffing reviews.
- Continue to provide management assistance to municipal agencies.
- Continue to develop and implement municipal-wide cost saving measures.
- Continue to coordinate and assist special task groups assigned to analyze municipal-wide issues.
- Continue to coordinate the development and annual review/revision of municipal policies and procedures.
- Continue to coordinate the MUNI HOTLINE for reporting inefficiencies, waste and abuse.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	61,420		\$	71,230		\$	74,190	
SUPPLIES		100			100			100	
OTHER SERVICES		800			500			300	
TOTAL DIRECT COST:	\$	62,320		\$	71,830		\$	74,590	

PERFORMANCE MEASURES:

- |   |     |     |     |
|---|-----|-----|-----|
| - Major management assistance projects      | 4   | 4   | 4   |
| - Short-term management assistance projects | 16  | 16  | 16  |
| - Policies and procedures reviewed/revise   | 100 | 100 | 100 |
| - MUNI HOTLINE calls received/follow-up     | 150 | 200 | 150 |

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

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

DEPARTMENT: MUNICIPAL MANAGER  
PROGRAM: Indigent Defense

DIVISION: OFFICE MANAGEMENT/BUDGET

PURPOSE:

Provide legal services for indigents charged with municipal violations.

1990 PERFORMANCES:

- Managed the indigent defense contract in a cost effective manner.
- Developed further means of reducing costs and increasing repayments.

1991 OBJECTIVES:

- Manage the indigent defense contract in a cost effective manner.
- Develop further means of reducing costs and increasing repayments.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			672,730			637,810			624,560
TOTAL DIRECT COST:	\$		672,730	\$		637,810	\$		624,560
PROGRAM REVENUES:	\$		31,500	\$		12,000	\$		12,000

PERFORMANCE MEASURES:

- Indigent defense cases		2,836		2,950		3,000
- Net cost per case		212		212		212

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

3

BPAB010R  
09/21/90  
085112

Funding Line at Rank 15

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: 10 -MUNICIPAL MANAGER

EPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

<p>1 1210-MUNI MANAGER ADMIN 0210-Administration SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES            1,000</p>	<p>1 OF 3</p>	<p>Provide overall administration, leadership, and direction for the municipal operating agencies. Direct administration of the Offices of Management and Budget, Emergency Management and Legislative/Agenda.</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	TOTAL
FT PT T	SERVICE	SUPPLIES	SERVICE	OUTLAY	
2 0 0	145,420	1,800	8,840	0	156,060

<p>2 1230-OFFICE MANAGEMENT/BUDGET 0547-Municipal Budgeting SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT</p>	<p>1 OF 7</p>	<p>Provide minimum essential operating, capital and utility budget preparation and maintenance. Develop 6-year fiscal and capital improvement plans and intragovernmental charge system. Provide minimum maintenance of capital and grant budgets.</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	TOTAL
FT PT T	SERVICE	SUPPLIES	SERVICE	OUTLAY	
7 0 0	414,850	3,500	3,460	0	433,610

<p>3 1230-OFFICE MANAGEMENT/BUDGET 0549-Indigent Defense SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT  PROGRAM REVENUES            12,000</p>	<p>2 OF 7</p>	<p>Continue 1989 level of contracted services to individuals charged with municipal violations who are unable to pay for defending themselves.</p>
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PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL	TOTAL
FT PT T	SERVICE	SUPPLIES	SERVICE	OUTLAY	
0 0 0	0	0	624,560	0	624,560

<p>4 1210-MUNI MANAGER ADMIN 0210-Administration SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT</p>	<p>2 OF 3</p>	<p>Provide secretarial support to the Municipal Manager and assist the Mayor's office with telephones and visitors.</p>
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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: 10 -MUNICIPAL MANAGER

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	46,710	600	1,100	0	0	48,410

5 1240-EMERGENCY MANAGEMENT  
0570-Emergency Management  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT  
PROGRAM REVENUES 20,000

1 Provide basic emergency management  
OF for the municipality, to include: a  
4 limited level of inter/intra-governmen-  
tal liaison; emergency operations plan,  
maintenance and administration of the  
hazardous materials program and the  
emergency operations center; and staff  
and technical support for the Hazardous  
Materials Commission.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	74,160	750	10,850	0	2,700	88,460

6 1230-OFFICE MANAGEMENT/BUDGET  
0548-Management Services  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

3 Provide strategic and long-range  
OF management planning. Perform manage-  
7 ment reviews and assist departments  
with problem evaluation and service  
improvements. Conduct impact/cost  
analyses for proposed organizational  
and policy changes. Coordinate MUNI  
HOTLINE. Maintain MOA policies and  
procedures.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	74,190	100	300	0	0	74,590

7 1230-OFFICE MANAGEMENT/BUDGET  
0547-Municipal Budgeting  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

4 Provide analysis of the capital budget,  
OF coordinate capital budget development  
7 with Community Councils and Anchorage  
Legislators, maintain and monitor state  
capital grants. Provide fiscal projec-  
tion and input data to facilitate  
informed budget decisions.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	67,860	500	1,000	0	0	69,360

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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: 10 -MUNICIPAL MANAGER

EPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

8	1220-LEGISLATIVE/AGENDA	1	Provide support to the Assembly agenda
	0461-Legislative/Agenda Suppor	OF	function. Provide backup support to
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	the Municipal Manager's and Mayor's
	TAX SUPPORT		office.
	IGC SUPPORT		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,010	750	2,710	0	0	44,470

9	1230-OFFICE MANAGEMENT/BUDGET	5	Provide analysis of utility budgets.
	0547-Municipal Budgeting	OF	Coordinate preparation of utility
	SOURCE OF FUNDS, THIS SVC LEVEL:	7	capital and operating budgets. Acts
	IGC SUPPORT		as liaison with utilities on all issues
			impacting utility fiscal status.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	74,190	100	0	0	0	74,290

10	1220-LEGISLATIVE/AGENDA	2	Funds to provide supplies and
	0461-Legislative/Agenda Suppor	OF	services to support the
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	legislative function.
	TAX SUPPORT		
	IGC SUPPORT		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	500	19,320	0	0	19,820

11	1230-OFFICE MANAGEMENT/BUDGET	6	Provide peak-period secretarial/
	0547-Municipal Budgeting	OF	clerical support to the various
	SOURCE OF FUNDS, THIS SVC LEVEL:	7	budgeting and fiscal planning
	TAX SUPPORT		processes.
	IGC SUPPORT		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	25,010	0	0	0	0	25,010

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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: 10 -MUNICIPAL MANAGER

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

12	1210-MUNI MANAGER ADMIN	3	Provide executive support to the
	0210-Administration	OF	Municipal Manager including responsi-
	SOURCE OF FUNDS, THIS SVC LEVEL:	3	bility for the legislative program
	TAX SUPPORT		and special projects as assigned.
	IGC SUPPORT		
	PROGRAM REVENUES	0	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	67,860	400	650	0	0	68,910

13	1220-LEGISLATIVE/AGENDA	3	Funds to provide staff support to
	0461-Legislative/Agenda Support	OF	the legislative function.
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	
	TAX SUPPORT		
	IGC SUPPORT		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	49,540	0	250	0	0	49,790

14	1240-EMERGENCY MANAGEMENT	2	Support to the Director of Emergency
	0570-Emergency Management	OF	Management and the Hazardous Materials
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	Commission.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	51,040	0	0	0	0	51,040

15	1250-HERITAGE LAND BANK	1	Plan and oversee disposals of excess
	0416-Heritage Land Bank	OF	municipal real property. Oversee
	SOURCE OF FUNDS, THIS SVC LEVEL:	2	appropriation of HLB assets for
	PROGRAM REVENUES	796,380	acquisition of real property for
			municipal agency use. Oversee selection
			of state land under Municipal Entitle-
			ment Program. Advise on privately
			initiated requests for purchase/lease of
			excess municipal real property. Make
			MOA property leased to others.

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 1991 DEPARTMENT RANKING

DEPT: 10 -MUNICIPAL MANAGER

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	195,090	500	140,160	13,070	0	348,820

SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL MANAGER . . . . .

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
21	1	0	1,326,930	9,500	813,200	13,070	14,500	2,177,200

----- DEPARTMENT OF MUNICIPAL MANAGER FUNDING LINE -----  
 . . . . . 2,177,200

16	1250-HERITAGE LAND BANK	2	This level of service will allow for
	0416-Heritage Land Bank	OF	necessary planning and mapping services
	SOURCE OF FUNDS, THIS SVC LEVEL:	2	required to maximize the potential of
			Heritage Land Bank properties.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	69,920	1,500	0	0	0	71,420

17	1220-LEGISLATIVE/AGENDA	4	Contract lobbying services for 1991
	0461-Legislative/Agenda Support	OF	legislative session.
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	65,000	0	0	65,000

18	1240-EMERGENCY MANAGEMENT	3	Procure adequate number of radios
	0570-Emergency Management	OF	for Emergency Operations Center (EOC)
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	to provide communications with
	TAX SUPPORT		Anchorage Police Department (APD) and
			Anchorage International Airport (AIA).

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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: 10 -MUNICIPAL MANAGER

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	5,000	5,000

19	1240-EMERGENCY MANAGEMENT	4	Emergency communications and tele-
	0570-Emergency Management	OF	communications equipment for emer-
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	gency management organization.
	TAX SUPPORT		
	IGC SUPPORT		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	12,000	12,000

20	1230-OFFICE MANAGEMENT/BUDGET	7	Provide seasonal temporary staff to meet
	0547-Municipal Budgeting	OF	the Assembly's requirement for a
	SOURCE OF FUNDS, THIS SVC LEVEL:	7	preliminary budget.
	TAX SUPPORT		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	1	14,800	300	0	0	0	15,100

TOTALS FOR DEPARTMENT OF MUNICIPAL MANAGER , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
22	1	1	1,411,650	11,300	878,200	13,070	31,500	2,345,720