

FINANCE

FINANCE

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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

| | 1991 | 1992 |
|------------------|--------------|--------------|
| Direct Costs | \$13,638,540 | \$13,878,260 |
| Program Revenues | \$ 1,045,000 | \$ 1,051,170 |
| Personnel | 130FT 2PT | 123FT 4PT |

1992 RESOURCE PLAN

DEPARTMENT: FINANCE

| DIVISION | FINANCIAL SUMMARY | | PERSONNEL SUMMARY | | | | | | | |
|---|-------------------|-------------|-------------------|----|---|-------|-------------|----|---|-------|
| | 1991 REVISED | 1992 BUDGET | 1991 REVISED | | | | 1992 BUDGET | | | |
| | | | FT | PT | T | TOTAL | FT | PT | T | TOTAL |
| FINANCE ADMINISTRATION | 151,370 | 184,610 | 2 | | | 2 | 2 | | | 2 |
| CONTROLLER | 1,917,400 | 1,962,340 | 36 | | | 36 | 33 | | | 33 |
| RISK MANAGEMENT | 243,750 | 276,060 | 4 | | | 4 | 4 | | | 4 |
| TREASURY | 2,125,250 | 2,168,420 | 43 | 2 | | 45 | 39 | 4 | | 43 |
| PROPERTY ASSESSMENT | 2,616,770 | 2,815,390 | 45 | | | 45 | 45 | | | 45 |
| SELF INSURANCE | 6,584,000 | 6,471,440 | | | | | | | | |
| OPERATING COST | 13,638,540 | 13,878,260 | 130 | 2 | | 132 | 123 | 4 | | 127 |
| ADD DEBT SERVICE | 0 | 0 | | | | | | | | |
| DIRECT ORGANIZATION COST | 13,638,540 | 13,878,260 | | | | | | | | |
| ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS | 6,550,080 | 6,591,940 | | | | | | | | |
| TOTAL DEPARTMENT COST | 20,188,620 | 20,470,200 | | | | | | | | |
| LESS INTRAGOVERNMENTAL CHARGES TO OTHERS | 12,062,840 | 12,195,400 | | | | | | | | |
| FUNCTION COST | 8,125,780 | 8,274,800 | | | | | | | | |
| LESS PROGRAM REVENUES | 1,045,000 | 1,051,170 | | | | | | | | |
| NET PROGRAM COST | 7,080,780 | 7,223,630 | | | | | | | | |

1992 RESOURCES BY CATEGORY OF EXPENSE

| DIVISION | PERSONAL SERVICES | SUPPLIES | OTHER SERVICES | CAPITAL OUTLAY | TOTAL DIRECT COST |
|----------------------------------|-------------------|----------|----------------|----------------|-------------------|
| FINANCE ADMINISTRATION | 167,170 | 1,000 | 10,690 | 5,750 | 184,610 |
| CONTROLLER | 1,913,440 | 13,760 | 63,770 | 11,880 | 2,002,850 |
| RISK MANAGEMENT | 263,630 | 3,700 | 7,930 | 800 | 276,060 |
| TREASURY | 1,982,540 | 33,850 | 182,410 | 7,160 | 2,205,960 |
| PROPERTY ASSESSMENT | 2,673,260 | 29,110 | 147,610 | 13,130 | 2,863,110 |
| SELF INSURANCE | | | 6,471,440 | | 6,471,440 |
| DEPT. TOTAL WITHOUT DEBT SERVICE | 7,000,040 | 81,420 | 6,883,850 | 38,720 | 14,004,030 |
| LESS VACANCY FACTOR | 125,770 | | | | 125,770 |
| ADD DEBT SERVICE | | | | | |
| TOTAL DIRECT ORGANIZATION COST | 6,874,270 | 81,420 | 6,883,850 | 38,720 | 13,878,260 |

| |
|--|
| RECONCILIATION FROM 1991 REVISED TO 1992 BUDGET REQUEST |
|--|

DEPARTMENT: FINANCE

| | <u>DIRECT COSTS</u> | <u>POSITIONS</u> | | |
|---|---------------------|------------------|------------|-----------|
| | | FT | PT | T |
| 1991 REVISED BUDGET: | \$13,638,540 | 130 | 2 | |
| 1991 ONE-TIME REQUIREMENTS: | | | | |
| - None | | | | |
| AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1992: | | | | |
| - Salaries and Benefits Adjustment | 658,890 | | | |
| - Non-Personal Services Inflation Adjustment | 288,130 | | | |
| TRANSFERS TO/FROM OTHER DEPARTMENTS: | | | | |
| - Tort Litigation Services to Municipal Attorney | (81,210) | | | |
| REDUCTIONS IN EXISTING PROGRAMS: | | | | |
| - Controller Admin. - Sr. Staff Account | (65,370) | (1) | | |
| - Accounts Payable - Sr. Accounting Clerk | (36,450) | (1) | | |
| - Financial Info. Sys. - Accounting Clerk | (32,390) | (1) | | |
| - Delinquent Collections - Tax Collector | (49,790) | (1) | | |
| - Remittance Processing | (48,380) | (3) | 2 | |
| - Self-Insurance | (77,350) | | | |
| - Safekeeping Services for Securities | (26,000) | | | |
| - Non-Personal Services Inflation Absorption | (288,130) | | | |
| EXPANSIONS IN EXISTING PROGRAMS: | | | | |
| - None | | | | |
| NEW PROGRAMS: | | | | |
| - None | | | | |
| MISCELLANEOUS INCREASES (DECREASES): | | | | |
| - Personnel Adjustments | 17,090 | | | |
| - Supplies | (3,840) | | | |
| - Other Services and Charges | 10,130 | | | |
| - Capital Outlay | (25,610) | | | |
| 1992 BUDGET REQUEST | <u>\$13,878,260</u> | <u>123FT</u> | <u>4PT</u> | <u>0T</u> |

1992 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.

1991 PERFORMANCES:

- 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.

1992 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:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 3 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | 0 |
| PERSONAL SERVICES | \$ | 209,840 | | \$ | 140,770 | | \$ | 167,170 | |
| SUPPLIES | | 1,350 | | | 1,000 | | | 1,000 | |
| OTHER SERVICES | | 12,720 | | | 8,840 | | | 10,690 | |
| CAPITAL OUTLAY | | 0 | | | 760 | | | 5,750 | |
| TOTAL DIRECT COST: | \$ | 223,910 | | \$ | 151,370 | | \$ | 184,610 | |

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

1992 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.

1991 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.

1992 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:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|-----------|---|--------------|-----------|---|-------------|-----------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 4 | 0 | 0 | 4 | 0 | 0 | 4 | 0 | 0 |
| PERSONAL SERVICES | \$ | 198,210 | | \$ | 230,920 | | \$ | 263,630 | |
| SUPPLIES | | 5,700 | | | 3,900 | | | 3,700 | |
| OTHER SERVICES | | 5,861,160 | | | 6,591,930 | | | 6,479,370 | |
| CAPITAL OUTLAY | | 6,700 | | | 1,000 | | | 800 | |
| TOTAL DIRECT COST: | \$ | 6,071,770 | | \$ | 6,827,750 | | \$ | 6,747,500 | |
| PROGRAM REVENUES: | \$ | 0 | | \$ | 1,019,190 | | \$ | 1,001,160 | |

PERFORMANCE MEASURES:

| | | | |
|--|---------|---------|---------|
| - Damage claims recovered (\$) | 800,000 | 500,000 | 600,000 |
| - Municipal contracts reviewed | 850 | 550 | 600 |
| - Worker's compensation claims reduced | 1,050 | 550 | 550 |
| - General liability claims reduced | 610 | 315 | 315 |
| - Auto liability claims controlled | 320 | 160 | 160 |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 11, 22, 62

1992 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.

1991 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/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.

1992 OBJECTIVES:

- Assess 86,800 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 properties within the M.O.A.
- Systematically review 14,500 commercial and residential properties.
- Respond to about 125,000 inquiries for information on real and personal/business properties.
- Research and resolve real and personal/business property valuation protests at the administrative level.
- Implement a computerized system for all personal/business property records
- Research and prepare formal appeals to the Board of Equalization.
- Institute an automated real property cadastral mapping system.

1992 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Property Appraisal
RESOURCES:

DIVISION: PROPERTY ASSESSMENT

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--|--------------|----|---|--------------|----|---|--------------|----|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 45 | 0 | 0 | 45 | 0 | 0 | 45 | 0 | 0 |
| PERSONAL SERVICES | \$ 2,433,270 | | | \$ 2,418,280 | | | \$ 2,625,540 | | |
| SUPPLIES | 35,560 | | | 32,980 | | | 29,110 | | |
| OTHER SERVICES | 147,960 | | | 140,680 | | | 147,610 | | |
| CAPITAL OUTLAY | 4,040 | | | 24,830 | | | 13,130 | | |
| TOTAL DIRECT COST: | \$ 2,620,830 | | | \$ 2,616,770 | | | \$ 2,815,390 | | |
| PROGRAM REVENUES: | \$ 17,050 | | | \$ 17,700 | | | \$ 20,500 | | |
| PERFORMANCE MEASURES: | | | | | | | | | |
| - Certify rolls (includes coordination and preparation) | 6 | | | 6 | | | 7 | | |
| - Process exemption requests. (incl. Sr. Citizens & Veterans). | 13,500 | | | 14,450 | | | 14,450 | | |
| - Public/MOA inquiries, customer contacts | 96,050 | | | 98,500 | | | 121,251 | | |
| - Maintain property records | 85,000 | | | 85,000 | | | 95,500 | | |
| - Valuation of personal/business property returns | 22,800 | | | 22,800 | | | 22,500 | | |
| - Revaluation of real property (includes admin processing) | 79,050 | | | 84,500 | | | 86,800 | | |
| - Input real/business/personal property data | 44,000 | | | 44,000 | | | 113,700 | | |
| - Business property discovery program | 35 | | | 30 | | | 30 | | |
| - Add new commercial construction to roll. (inc. admin process) | 400 | | | 485 | | | 320 | | |
| - Conduct on-site physical reinventories. (inc. admin process) | 10,150 | | | 11,350 | | | 7,675 | | |
| - Prepare appeals to the Board of Equalization (inc. admin review) | 1,850 | | | 1,400 | | | 3,376 | | |
| - Add residential new construction/remodels to assessment roll. | 350 | | | 350 | | | 1,000 | | |
| - Coordinate Real Property Appeals' Process. | 3,200 | | | 2,800 | | | 3,875 | | |
| - Business/Personal Property Audit Program | 300 | | | 300 | | | 300 | | |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
5, 17, 18, 19, 20, 21, 33, 34, 35, 36, 37, 46, 47, 48, 58,
60, 61

1992 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

PURPOSE:

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

1991 PERFORMANCES:

- 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.

1992 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.

1992 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

RESOURCES:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|---|--------------|---------|---|--------------|---------|---|--------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 22 | 0 | 0 | 23 | 0 | 0 | 21 | 0 | 0 |
| PERSONAL SERVICES | \$ 1,160,640 | | | \$ 1,239,860 | | | \$ 1,273,130 | | |
| SUPPLIES | | 9,310 | | | 8,650 | | | 8,950 | |
| OTHER SERVICES | | 54,160 | | | 51,090 | | | 49,430 | |
| CAPITAL OUTLAY | | 8,500 | | | 10,580 | | | 10,880 | |
| TOTAL DIRECT COST: | \$ 1,232,610 | | | \$ 1,310,180 | | | \$ 1,342,390 | | |
| PROGRAM REVENUES: | \$ 4,800 | | | \$ 4,800 | | | \$ 4,800 | | |
| PERFORMANCE MEASURES: | | | | | | | | | |
| - Input documents reviewed | | 1,675 | | | 1,600 | | | 1,625 | |
| - Reports prepared | | 8,800 | | | 8,842 | | | 8,500 | |
| - Funds verified | | 1,250 | | | 1,200 | | | 1,200 | |
| - Transactions input | | 504,500 | | | 544,860 | | | 599,346 | |
| - Grants accounted for in single audits (state and federal) | | 290 | | | 450 | | | 415 | |
| - Funds Managed | | 100 | | | 81 | | | 95 | |
| - Individual grant revenue confirmations completed | | 590 | | | 600 | | | 550 | |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 8, 9, 10, 23, 24, 25, 38, 40, 41, 49

1992 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.

1991 PERFORMANCES:

- 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.

1992 OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 3240 employees and issue approximately 84,100 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:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 12 | 0 | 0 | 13 | 0 | 0 | 12 | 0 | 0 |
| PERSONAL SERVICES | \$ | 538,410 | | \$ | 571,030 | | \$ | 599,800 | |
| SUPPLIES | | 4,450 | | | 4,480 | | | 4,810 | |
| OTHER SERVICES | | 13,090 | | | 15,210 | | | 14,340 | |
| CAPITAL OUTLAY | | 890 | | | 16,500 | | | 1,000 | |
| TOTAL DIRECT COST: | \$ | 556,840 | | \$ | 607,220 | | \$ | 619,950 | |

PERFORMANCE MEASURES:

| | | | |
|--|---------|---------|---------|
| - Manual payroll checks written | 1,400 | 1,400 | 1,400 |
| - Payroll data base transactions | 9,000 | 9,000 | 9,000 |
| - Biweekly checks/advices | 84,500 | 84,500 | 84,100 |
| - Accounts payable checks issued | 29,000 | 29,600 | 29,600 |
| - Vouchers paid | 41,700 | 42,500 | 42,500 |
| - Invoices paid | 122,000 | 124,500 | 124,500 |
| - Manual checks, leave adj leave dontns, adjsting wrksh input transactn. | 21,500 | 21,500 | 21,500 |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
6, 7, 26, 27, 39

1992 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 and collect all municipal taxes.

1991 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.

1992 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:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 11 | 0 | 0 | 11 | 0 | 0 | 11 | 0 | 0 |
| PERSONAL SERVICES | \$ | 576,100 | | \$ | 562,400 | | \$ | 619,090 | |
| SUPPLIES | | 10,180 | | | 10,000 | | | 7,450 | |
| OTHER SERVICES | | 78,120 | | | 62,540 | | | 26,740 | |
| CAPITAL OUTLAY | | 32,010 | | | 4,960 | | | 1,890 | |
| TOTAL DIRECT COST: | \$ | 696,410 | | \$ | 639,900 | | \$ | 655,170 | |
| PROGRAM REVENUES: | \$ | 16,830 | | \$ | 20,340 | | \$ | 23,710 | |

PERFORMANCE MEASURES:

| | | | | | | |
|--------------------------------|-----------|---------|-----------|---------|-----------|---------|
| - Investment bids issued | | 94 | | 94 | | 94 |
| - Cash receipts processed | | 28,380 | | 28,500 | | 28,500 |
| - Checks and advices dispersed | | 120,500 | | 120,500 | | 120,500 |
| - Revenue Deposits verified | | 16,800 | | 17,000 | | 17,000 |
| - Tobacco tax collected | 1,295,291 | | 2,586,350 | | 2,638,080 | |
| - Hotel/Motel tax collected | 5,242,636 | | 5,150,000 | | 5,569,700 | |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
4, 12, 13, 43, 44, 52, 59

1992 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 personal and business property taxes; general government bills for collection (BFC's); and Emergency Medical Service (EMS) transport fees.

1991 PERFORMANCES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service fees.
- Collect unpaid criminal fines & fees thru attachment of Permanent Fund Dividends.

1992 OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service fees.
- Collect unpaid criminal fines & fees thru attachment of Permanent Fund Dividends.

RESOURCES:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 15 | 0 | 0 | 14 | 0 | 0 | 13 | 0 | 0 |
| PERSONAL SERVICES | \$ | 636,620 | | \$ | 604,750 | | \$ | 651,910 | |
| SUPPLIES | | 4,680 | | | 4,250 | | | 4,600 | |
| OTHER SERVICES | | 50,770 | | | 64,570 | | | 36,050 | |
| CAPITAL OUTLAY | | 750 | | | 400 | | | 720 | |
| TOTAL DIRECT COST: | \$ | 692,820 | | \$ | 673,970 | | \$ | 693,280 | |

PERFORMANCE MEASURES:

| | | | |
|--|---------|---------|---------|
| - Receivables reduced (in \$000's) | 18,575 | 12,796 | 12,328 |
| - Small Claims Court cases filed | 300 | 163 | 175 |
| - Bankruptcy cases coordinated | 510 | 75 | 75 |
| - Court fines/Perm Fund Div executions (in \$) | 195,000 | 144,000 | 0 |
| - Recoveries (in \$) | 0 | 223,000 | 223,000 |
| - Ambulance services billed | 8,100 | 7,500 | 7,500 |
| - Insurance claims processed for EMS | 2,500 | 2,500 | 2,500 |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
16, 28, 50, 51, 53, 54, 57

1992 PROGRAM PLAN

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Tax Billing and Collection

PURPOSE:

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

1991 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.

1992 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:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 6 | 0 | 0 | 6 | 0 | 0 | 6 | 0 | 0 |
| PERSONAL SERVICES | \$ | 244,230 | | \$ | 246,950 | | \$ | 247,830 | |
| SUPPLIES | | 8,500 | | | 8,500 | | | 12,700 | |
| OTHER SERVICES | | 111,320 | | | 81,270 | | | 82,100 | |
| CAPITAL OUTLAY | | 0 | | | 400 | | | 420 | |
| TOTAL DIRECT COST: | \$ | 364,050 | | \$ | 337,120 | | \$ | 343,050 | |
| PROGRAM REVENUES: | \$ | 1,000 | | \$ | 1,000 | | \$ | 1,000 | |

PERFORMANCE MEASURES:

| | | | |
|--|---------|---------|---------|
| - Tax bills issued | 132,165 | 132,000 | 132,000 |
| - Assessor adjustments | 4,486 | 4,500 | 4,500 |
| - Replats processed | 88 | 90 | 90 |
| - Foreclosures | 1,844 | 1,845 | 1,845 |
| - Tax payments processed on a timely basis | 139,730 | 140,000 | 140,000 |
| - Tax certificates issued | 840 | 850 | 850 |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
14, 15, 45

1992 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Remittance Processing

DIVISION: TREASURY

PURPOSE:

To process all utility 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.

1991 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.

1992 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:

| | 1990 REVISED | | | 1991 REVISED | | | 1992 BUDGET | | |
|--------------------|--------------|---------|---|--------------|---------|---|-------------|---------|---|
| | FT | PT | T | FT | PT | T | FT | PT | T |
| PERSONNEL: | 12 | 1 | 1 | 12 | 2 | 0 | 9 | 4 | 0 |
| PERSONAL SERVICES | \$ | 424,040 | | \$ | 420,260 | | \$ | 426,170 | |
| SUPPLIES | | 10,450 | | | 11,500 | | | 9,100 | |
| OTHER SERVICES | | 30,770 | | | 41,350 | | | 37,520 | |
| CAPITAL OUTLAY | | 350 | | | 1,150 | | | 4,130 | |
| TOTAL DIRECT COST: | \$ | 465,610 | | \$ | 474,260 | | \$ | 476,920 | |

PERFORMANCE MEASURES:

| | | | |
|--------------------------------------|-----------|-----------|-----------|
| - Remittances prepared and processed | 1,571,793 | 1,572,000 | 1,572,000 |
| - Returned/NSF checks processed | 4,352 | 4,400 | 4,400 |
| - Customer accounts researched | 7,500 | 7,500 | 7,500 |

62 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
29, 30, 31, 32, 42, 55, 56

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

Funding Line at Rank # 62

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
1 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 | 167,170 | 1,000 | 10,690 | 0 | 5,750 | 184,610 |

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

 IGC SUPPORT

1 Provide accounting services to all
OF organizations.
4

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 3 | 0 | 0 | 206,810 | 2,500 | 11,730 | 0 | 950 | 221,990 |

3 1330-RISK MANAGEMENT
 0439-Risk Management
 SOURCE OF FUNDS, THIS SVC LEVEL:

 IGC SUPPORT

1 Continue qualifying as self-insured
OF entity by applying Risk Management
4 principles to losses.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 2 | 0 | 0 | 130,220 | 2,900 | 7,680 | 0 | 0 | 140,800 |

4 1341-TREASURY ADMINISTRATION
 0047-Division Admin and Manage
 SOURCE OF FUNDS, THIS SVC LEVEL:

 IGC SUPPORT
 PROGRAM REVENUES 0

1 To insure fiscal integrity of the
OF Municipality by meeting performance
5 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 |
| 2 | 0 | 0 | 125,190 | 4,350 | 12,340 | 0 | 210 | 142,090 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

5 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.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 82,270 | 300 | 2,680 | 0 | 0 | 85,250 |

6 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 | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 2 | 0 | 0 | 132,880 | 810 | 11,370 | 0 | 0 | 145,060 |

7 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
5 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 by
 MIS Department.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 7 | 0 | 0 | 344,740 | 3,200 | 2,710 | 0 | 400 | 351,050 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

8 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
5 and fiche distribution. Request changes
 to FIS System programs. Timely process-
 ing of financial statements.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 5. | 0 | 0 | 247,860 | 2,000 | 400 | 0 | 1,000 | 251,260 |

9 1322-GENERAL ACCOUNTING
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 4,800

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

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 5 | 0 | 0 | 361,650 | 2,950 | 10,300 | 0 | 6,060 | 380,960 |

10 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
3 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 |
| 2 | 0 | 0 | 130,810 | 300 | 11,450 | 0 | 500 | 143,060 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

11 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
4 damaging Municipal property.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 57,110 | 800 | 0 | 0 | 0 | 57,910 |

12 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

2 Invest Municipal funds in accordance
OF with Municipal Code. Perform ongoing
5 cash flow analysis to assure funds
availability for daily expenditures.
Provide assistance to all Municipal
agencies in the issuance of long-term
debt and maintain records regarding
debt service payments.

IGC SUPPORT
PROGRAM REVENUES 23,710

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 84,860 | 0 | 0 | 0 | 210 | 85,070 |

13 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 3 | 0 | 0 | 131,900 | 2,200 | 12,880 | 0 | 510 | 147,490 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

14 1346-TAXES
 0444-Tax Billing and Collectio
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

PROGRAM REVENUES 1,000

1 To supervise and maintain all property
OF tax billings & collections and process
4 all tax payments and requests for tax
 information. To balance Tax Receivable
 System with FIS daily. To provide
 information to the public regarding
 property taxes.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 4 | 0 | 0 | 173,300 | 12,700 | 81,740 | 0 | 420 | 268,160 |

15 1346-TAXES
 0444-Tax Billing and Collectio
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

PROGRAM REVENUES 0

2 To conduct annual foreclosure on delin-
OF quent Real Property taxes as required
4 by Alaska Statute 29.45. To process tax
 payments and provide information to the
 public.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 39,180 | 0 | 190 | 0 | 0 | 39,370 |

16 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
9 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.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 63,300 | 500 | 1,250 | 0 | 300 | 65,350 |

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1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

17 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 | 96,220 | 300 | 200 | 0 | 0 | 96,720 |

18 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 | 45,570 | 300 | 300 | 0 | 0 | 46,170 |

19 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 20,500

1 Maintain current real property legal
OF descriptions, sizes, tax districts,
4 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-
graphic, mapping and research. Provide
timely response to public inquiries.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 8 | 0 | 0 | 373,680 | 3,000 | 2,150 | 0 | 830 | 379,660 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

20 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Provide timely response to phone and
OF public counter inquiries. Process sales
4 inquiry letters, providing essential
sales information to real property
appraisers developed thru correspondence
with buyers. Augment input of ownership
and address changes. Provide filing of
real property record cards. Execute sale
of microfiched real property records to
the public.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 33,580 | 0 | 50 | 0 | 0 | 33,630 |

21 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 100% of all ownership and address
OF changes will be electronically
4 documented. Provide real property with
mass electronic data entry support.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 33,330 | 0 | 50 | 0 | 0 | 33,380 |

22 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 | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|-----------|---------|---------|-----------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 6,471,440 | 0 | 0 | 6,471,440 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

23 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 0

2 To provide accounting support to muni-
OF cial utilities and the accounting of
6 long term debt, special assessments,
payroll liability and other miscella-
neous funds.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 1 | 0 | 0 | 56,480 | 400 | 3,700 | 0 | 1,270 | 61,850 |

24 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

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

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 1 | 0 | 0 | 50,700 | 100 | 2,250 | 0 | 700 | 53,750 |

25 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
5 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.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 1 | 0 | 0 | 64,950 | 150 | 500 | 0 | 130 | 65,730 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

26 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 SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 1 | 0 | 0 | 49,710 | 0 | 100 | 0 | 0 | 49,810 |

27 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
5 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 SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 1 | 0 | 0 | 36,440 | 800 | 160 | 0 | 600 | 38,000 |

28 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
9 property taxes.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|---------|
| FT | PT | T | SERVICE | | | | | |
| 3 | 1 | 0 | 172,250 | 2,850 | 21,030 | 0 | 210 | 196,340 |

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1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

29 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
9 of all utility payments. To prepare and
 balance daily deposit of utility reve-
 nue. To collect on returned checks. To
 process state and federal remittances.
 To provide accountability for revenue
 received. To oversee reporting & data
 control for all utility payments.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 3 | 0 | 0 | 140,190 | 650 | 2,290 | 0 | 3,710 | 146,840 |

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.
9 To transmit data 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 | 37,320 | 7,250 | 33,790 | 0 | 0 | 78,360 |

31 1347-REMITTANCE PROCESSING
 0445-Remittance Processing
 SOURCE OF FUNDS, THIS SVC LEVEL:

 IGC SUPPORT

3 To process ATU utility payments on the
OF Unisys remittance processing system.
9 To transmit data to ATU. To ensure
 proper posting to customer accounts.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 34,980 | 0 | 0 | 0 | 0 | 34,980 |

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

 IGC SUPPORT

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

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1992 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 |
| 2 | 1 | 0 | 100,410 | 1,200 | 1,260 | 0 | 420 | 103,290 |

33 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 Assure that all ownership information is
OF accurately recorded within the division
4 files.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 33,240 | 0 | 360 | 0 | 0 | 33,600 |

34 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 Assessment rolls #2,3,4,&5 would be
OF delayed. Rolls 6&7 could probably not
5 be produced and billed in the current
year. Audit program and mobile home pro-
gram would not be functional due to man-
power commitment to roll production.
Customer service would be severely
impacted. Loss of assessed value in
excess of \$75,000,000.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 5 | 0 | 0 | 272,330 | 12,210 | 33,410 | 0 | 1,680 | 319,630 |

35 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Incomplete assessment rolls could be
OF produced. Mobile Home Assessment Program
5 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 | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 53,290 | 0 | 0 | 0 | 0 | 53,290 |

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1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

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36 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 Assessment rolls produced after estab-
OF lished deadlines. Aircraft canvass.
5 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 functional at initial phase but
operation will be impacted by lack of
keypunch function.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT | CAPITAL | TOTAL |
|-----------|----|---|----------|----------|-------------------|---------|---------|--------|
| FT | PT | T | SERVICE | | | SERVICE | OUTLAY | |
| 1 | 0 | 0 | 34,100 | 0 | 0 | 0 | 0 | 34,100 |

37 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 Reevaluation of 53% of existing inventor-
OF ried properties by Feb 28, 1993. Recali-
8 bration of current cost and 53% of land-
pricing tables. Creation of new resident
-ial-improved valuation models for 50%
of properties. Manual determination of
11,000 Condominium valuations. 2,650
residential-improved and 455 Commercial-
improved properties re-inventoried.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT | CAPITAL | TOTAL |
|-----------|----|---|-----------|----------|-------------------|---------|---------|-----------|
| FT | PT | T | SERVICE | | | SERVICE | OUTLAY | |
| 16 | 0 | 0 | 1,106,070 | 11,000 | 106,160 | 0 | 10,620 | 1,233,850 |

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

IGC SUPPORT
PROGRAM REVENUES

3 Provides computer systems support to
OF the section and occassionally to the
6 rest of the division to achieve a more
accurate and timely financial reports
and more efficient, better quality
accounting support. Also handles the
accounting of general liability-workmens
compensation, medical-dental-life insu-
rance and unemployment compensation.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT | CAPITAL | TOTAL |
|-----------|----|---|----------|----------|-------------------|---------|---------|--------|
| FT | PT | T | SERVICE | | | SERVICE | OUTLAY | |
| 1 | 0 | 0 | 65,810 | 400 | 500 | 0 | 270 | 66,980 |

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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
5 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 | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 36,030 | 0 | 0 | 0 | 0 | 36,030 |

40 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
5 entry workload has been distributed up-
ward to the Senior Accountant, Senior
Administrative Officer 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.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 37,220 | 150 | 0 | 0 | 0 | 37,370 |

41 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 To provide services to reconcile all
OF major municipal bank accounts ie: pay-
6 roll, accounts payable, and investments.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 50,840 | 0 | 0 | 0 | 0 | 50,840 |

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42 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 2 | 1 | 0 | 93,840 | 0 | 180 | 0 | 0 | 94,020 |

43 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

3 To insure fiscal integrity of the Muni-
OF cipality by supporting the investment
5 function of the Treasury Division and to
provide administrative support for the
following functions: budget preparation
& monitoring, purchasing & receiving,
contract administration, personal com-
puter coordination, records & property
management, and office safety.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 65,030 | 0 | 450 | 0 | 750 | 66,230 |

44 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 verify accuracy of all
returns. To perform audits of records
of reporting entities and collect the
tax as outlined in the Anchorage Muni-
pal Code.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 2 | 0 | 0 | 98,810 | 580 | 340 | 0 | 210 | 99,940 |

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45 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 To issue tax payment certificates on
OF mobile homes as required by AMC Title
4 12, research ownership and tax payment
history on mobile homes, process
tax payments and provide information to
the public.

PROGRAM REVENUES 0

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 35,350 | 0 | 170 | 0 | 0 | 35,520 |

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

2 900 additional residential-improved
OF properties re-inventoried. 8% of
8 additional Appeals processed.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 63,970 | 0 | 250 | 0 | 0 | 64,220 |

47 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

3 Reevaluation of additional 19,000 exist-
OF ing inventoried properties.
8 Recalibration of additional 22.5% of
Land-pricing tables. Creation of new
residential-improved valuation models
for additional 25% of properties.
600 additional residential-improved
properites re-inventoried. 8%
additional Appeals processed.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 61,680 | 1,500 | 2,000 | 0 | 0 | 65,180 |

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

4 Reevaluation of additional 1200 existing
OF inventoried properties. Recalibration of
8 an additional 2% of land-pricing tables.
150 additional commercial-improved
properties re-inventoried. 3% additional
Appeals processed.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 61,980 | 0 | 0 | 0 | 0 | 61,980 |

49 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Funds to support the single audit, and
OF to fully comply with all required grant
3 reporting and accounting.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|-------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 8,600 | 0 | 0 | 8,600 |

50 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 the Utilities,
9 Police, Fire, Public Works, Transit and
other general government agencies.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 59,740 | 0 | 290 | 0 | 0 | 60,030 |

51 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 0

4 To pursue collection of delinquent
OF accounts through the small claims court
9 and resolve disputed billings in more
difficult cases. Small claims cases
pursued represent approximately 40% of
the cases referred to this service level
for resolution. To coordinate bankrupt'
cy referrals and liquor license protes
due to delinquent debts.

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| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|---------|
| FT | PT | T | SERVICE | | | | | |
| 3 | 0 | 0 | 152,850 | 1,000 | 12,510 | 0 | 210 | 166,570 |

52 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 To verify the accuracy of funds reported
OF and deposited by all municipal agencies
3 and contractors. To report and resolve
discrepancies involving revenues which
were collected and deposited.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 1 | 0 | 0 | 38,710 | 320 | 470 | 0 | 0 | 39,500 |

53 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

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

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|---------|
| FT | PT | T | SERVICE | | | | | |
| 3 | 0 | 0 | 130,860 | 250 | 830 | 0 | 0 | 131,940 |

54 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

6 To assist in the collection of delin-
OF quent personal property and business
9 personal property taxes.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER SERVICES | DEBT SERVICE | CAPITAL OUTLAY | TOTAL |
|-----------|----|---|----------|----------|-------------------|-----------------|-------------------|--------|
| FT | PT | T | SERVICE | | | | | |
| 0 | 1 | 0 | 23,280 | 0 | 0 | 0 | 0 | 23,280 |

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55 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

6 To process utility payments on the
OF Unisys remittance processing system.
9 To transmit data to the four utilities.
To ensure proper posting to customer
accounts. This is an on-call position.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|-------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 1 | 0 | 6,480 | 0 | 0 | 0 | 0 | 6,480 |

56 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

7 To receive, open and separate utility
OF bills into batches required for remit-
9 ance processing. This is a part-time
position to cover vacations & illness
within the section.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 1 | 0 | 12,950 | 0 | 0 | 0 | 0 | 12,950 |

57 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

7 To assist in the collection of fees for
OF Emergency Medical Service (EMS) trans-
9 ports and enforce collection through
delinquent collection methods.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 49,630 | 0 | 140 | 0 | 0 | 49,770 |

58 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

5 900 additional residential-improved
OF properties re-inventoried. 8% additional
8 Appeals processed.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 53,640 | 500 | 0 | 0 | 0 | 54,140 |

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59 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

5 To insure fiscal integrity of the
OF Municipality by controlling and super-
5 vising the operational functions of the
Treasury Division.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 74,590 | 0 | 260 | 0 | 0 | 74,850 |

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

6 Reevaluation of additional 19,000 exist-
OF ing properties. Recalibration of
8 additional 22.5% of land-pricing tables.
Creation of new residential-improved
valuation models for additional 25% of
properties. 1500 additional residential
properties reinventoried. 16% additional
Appeals processed. Continuation of 1991
level.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 2 | 0 | 0 | 110,140 | 0 | 0 | 0 | 0 | 110,140 |

61 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

7 520 additional commercial-improved prop-
OF erties re-inventoried. 6% additional
8 Appeals processed. Continuation of 1991
level.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 2 | 0 | 0 | 110,450 | 0 | 0 | 0 | 0 | 110,450 |

62 1330-RISK MANAGEMENT
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

3 To continue a program of loss control
OF from the Municipal Risk Management
4 office to reduce the cost of public
liability and workers compensation
claims and suits. Continuation of 1991
level.

IGC SUPPORT

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| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 76,300 | 0 | 250 | 0 | 800 | 77,350 |

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|-----------|----------|-----------|---------|---------|------------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 122 | 6 | 0 | 6,874,270 | 81,420 | 6,883,850 | 0 | 38,720 | 13,878,260 |

----- DEPARTMENT OF FINANCE

FUNDING LINE

..... 13,878,260

63 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 320,000 | 0 | 0 | 320,000 |

64 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

4 To provide additional data entry support
OF to alleviate the FIS Supervisor, Senior
5 Accountant and the Senior Administrative
Officer from the routine task of data
entry so they can perform their regular
task effectively. Continuation of 1991
level.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 33,380 | 50 | 0 | 0 | 0 | 33,430 |

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65 1321-CONTROLLER ADMINISTRATION
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

2 Prepare and update accounting policies
OF and procedures manual. Continuation of
4 1991 level.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER | DEBT | CAPITAL | TOTAL |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | | SERVICES | SERVICE | OUTLAY | |
| 1 | 0 | 0 | 63,720 | 0 | 1,650 | 0 | 0 | 65,370 |

66 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

4 Provide adequate level of staffing to
OF improve internal accounting controls
5 over invoice accuracy, account codes,
and signature authorizations. Continuation
of 1991 level.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER | DEBT | CAPITAL | TOTAL |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | | SERVICES | SERVICE | OUTLAY | |
| 1 | 0 | 0 | 37,490 | 0 | 0 | 0 | 0 | 37,490 |

67 1345-DELINQUENT COLLECTIONS
0043-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

8 To pursue collection of delinquent
OF personal property and business personal
9 property taxes. Continuation of 1991
level.

| PERSONNEL | | | PERSONAL | SUPPLIES | OTHER | DEBT | CAPITAL | TOTAL |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | | SERVICES | SERVICE | OUTLAY | |
| 1 | 0 | 0 | 49,710 | 0 | 80 | 0 | 0 | 49,790 |

68 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

5 Microfiche Reader/Printer Canon PC80 to
OF replace old microfiche reader printer
6 which is becoming more expensive to
maintain due to frequent breakdowns.

IGC SUPPORT

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

69 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

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

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

70 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

5 Computer printer needed to write, print
OF and account for emergency checks issued
5 outside the FIS system. An IBM PC is
available for this.

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

71 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellaneous
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 15,900 | 0 | 0 | 15,900 |

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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
1992 DEPARTMENT RANKING

DEPT: 12 -FINANCE
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LVL

72 1341-TREASURY ADMINISTRATION
 0047-Division Admin and Manage
 SOURCE OF FUNDS, THIS SVC LEVEL:

 IGC SUPPORT
 PROGRAM REVENUES 0

4 To contract for a custodian to provide
OF independent safekeeping, clearing and
5 reporting services for investments,
 standardize safekeeping of portfolio
 investments and simplify the reconcilia-
 tion of safekeeping accounts.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 38,000 | 0 | 0 | 38,000 |

73 1346-TAXES
 0444-Tax Billing and Collectio
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

 PROGRAM REVENUES 0

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

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

74 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 | 4,160 | 0 | 0 | 4,160 |

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75 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

8 Bring re-inventory effort to a level
OF commensurate with the requirements of
8 current six year cycle. Maintain new
construction inventory in non-permit
areas on an annual cycle.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 4 | 0 | 0 | 212,400 | 0 | 0 | 0 | 0 | 212,400 |

76 1321-CONTROLLER ADMINISTRATION
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

3 Training travel to the west coast to
OF provide Accounting Officer with advanced
4 technical training and understanding of
the most current accounting and auditing
information.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|-------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 1,910 | 0 | 0 | 1,910 |

77 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

6 (1) Training travel to the west coast
OF to provide General Accounting Supervisor
6 with advanced technical training and
understanding of the most current accoun
ting and auditing information.
(2) Additional funds for software up-
grades.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|-------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 1,910 | 0 | 1,000 | 2,910 |

78 1321-CONTROLLER ADMINISTRATION
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

4 Provide support for accounting sections
OF by processing MARS billing, distributing
4 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 | 35,400 | 0 | 0 | 0 | 0 | 35,400 |

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79 1330-RISK MANAGEMENT
 0439-Risk Management
 SOURCE OF FUNDS, THIS SVC LEVEL:

4 Training travel to provide Risk Manage-
OF ment Manager with advanced technical
4 training in the most current Risk Mana-
 gement information.

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|-------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 2,070 | 0 | 0 | 2,070 |

80 1347-REMITTANCE PROCESSING
 0445-Remittance Processing
 SOURCE OF FUNDS, THIS SVC LEVEL:

8 The Unisys B25 Consolidator would
OF increase the amount of time available
9 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
 penalties for late payment of bills.

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|---------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 125,000 | 125,000 |

81 1347-REMITTANCE PROCESSING
 0445-Remittance Processing
 SOURCE OF FUNDS, THIS SVC LEVEL:

9 Replace the current Remittance Processor
OF dedicated to ATU with a new machine.
9

IGC SUPPORT

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 97,500 | 97,500 |

82 1354-PERSONAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

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

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RANK PROGRAM

SVC
LVL

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

83 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

5 Replace part time contractual keypunch
OF service with full time employee. Func-
5 tions of the automated personal property
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 | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|----------|----------|----------|---------|---------|--------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 1 | 0 | 0 | 31,280 | 500 | 6,570- | 0 | 0 | 25,210 |

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

| PERSONNEL | | | PERSONAL | | OTHER | DEBT | CAPITAL | |
|-----------|----|---|-----------|----------|-----------|---------|---------|------------|
| FT | PT | T | SERVICE | SUPPLIES | SERVICES | SERVICE | OUTLAY | TOTAL |
| 132 | 6 | 0 | 7,337,650 | 81,970 | 7,269,960 | 0 | 293,670 | 14,983,250 |