

**FINANCE**

**FINANCE**

Mayor

Finance  
Administration  
1311

Risk Management  
1330

Self-Insurance  
1332

Controller  
1320

Treasury  
1340

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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**

	1992	1993
Direct Costs	\$14,224,750	\$14,595,890
Program Revenues	\$ 50,020	\$ 153,550
Personnel	126FT 4PT	121FT 8PT

1993 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1992 REVISED	1993 BUDGET	1992 REVISED				1993 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	185,080	192,850	2			2	2			2
CONTROLLER	2,054,490	2,167,670	36			36	35			35
RISK MANAGEMENT	278,570	295,800	4			4	4			4
TREASURY	2,189,520	2,304,440	39	4		43	35	8		43
PROPERTY ASSESSMENT	2,822,450	3,025,130	45			45	45			45
SELF INSURANCE	6,694,640	6,610,000								
OPERATING COST	14,224,750	14,595,890	126	4		130	121	8		129
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	14,224,750	14,595,890								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	6,381,820	5,736,900								
TOTAL DEPARTMENT COST	20,606,570	20,332,790								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	12,353,430	12,241,700								
FUNCTION COST	8,253,140	8,091,090								
LESS PROGRAM REVENUES	50,020	153,550								
NET PROGRAM COST	8,203,120	7,937,540								

1993 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	175,410	1,000	10,690	5,750	192,850
CONTROLLER	2,119,570	13,740	62,480	12,390	2,208,180
RISK MANAGEMENT	281,570	3,700	10,130	400	295,800
TREASURY	2,092,570	29,750	206,690	12,970	2,341,980
PROPERTY ASSESSMENT	2,886,210	31,000	154,440	1,200	3,072,850
SELF INSURANCE			6,610,000		6,610,000
DEPT. TOTAL WITHOUT DEBT SERVICE	7,555,330	79,190	7,054,430	32,710	14,721,660
LESS VACANCY FACTOR	125,770				125,770
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	7,429,560	79,190	7,054,430	32,710	14,595,890

<b>RECONCILIATION FROM 1992 REVISED TO 1993 BUDGET REQUEST</b>
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**DEPARTMENT: FINANCE**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
<b>1992 REVISED BUDGET:</b>	\$14,224,750	126	4	0
<b>1992 ONE-TIME REQUIREMENTS:</b>				
- None				
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1993:</b>				
- Salaries and Benefits Adjustment	521,780			
- Non-Personal Services Inflation Adjustment	253,570			
	<hr/>			
<b>1992 CONTINUATION LEVEL:</b>	\$15,000,100			
<b>TRANSFERS TO/FROM OTHER DEPARTMENTS:</b>				
- None.				
<b>REDUCTIONS IN COSTS OF EXISTING PROGRAMS:</b>				
- General Accounting - Accountant	(56,480)	(1)		
- Self-Insurance - Catastrophe Loss Insurance	(84,640)			
- Remittance Processing - Accounting Clerk I	(31,760)	(4)	4	
- Remittance Processing - Accounting Clerk II	(9,520)	(1)	1	
- Remittance Processing - Accounting Clerk II	(7,460)		(1)	
<b>EXPANSIONS IN EXISTING PROGRAMS:</b>				
- None				
<b>NEW PROGRAMS:</b>				
- Indigent Defense Judgment Collection	55,470	1		
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- Miscellaneous Account Changes	(16,250)			
- Non-Personal Services Inflation Absorption	(253,570)			
	<hr/>			
<b>1993 BUDGET REQUEST</b>	<u>\$14,595,890</u>	<u>121FT</u>	<u>8PT</u>	<u>0T</u>

1993 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.

1992 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.

1993 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:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	140,770		\$	167,640		\$	175,410	
SUPPLIES		1,000			1,000			1,000	
OTHER SERVICES		8,840			10,690			10,690	
CAPITAL OUTLAY		760			5,750			5,750	
TOTAL DIRECT COST:	\$	151,370		\$	185,080		\$	192,850	

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 26

1993 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.

1992 PERFORMANCES:

- 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.

1993 OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 3300 employees and issue approximately 85,000 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:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	571,030		\$	624,080		\$	673,620	
SUPPLIES		4,480			4,810			4,810	
OTHER SERVICES		15,210			14,340			14,340	
CAPITAL OUTLAY		16,500			1,000			1,000	
TOTAL DIRECT COST:	\$	607,220		\$	644,230		\$	693,770	

PERFORMANCE MEASURES:

- Manual payroll checks written	1,400	1,400	1,350
- Payroll data base transactions	9,000	9,000	9,200
- Biweekly checks/advices	85,278	84,100	85,000
- Accounts payable checks issued	28,200	29,600	29,600
- Vouchers paid	39,100	42,500	42,500
- Invoices paid	123,200	124,500	124,500
- Manual checks, leave adj leave dontns, adjsting wrksht input transactn.	20,786	21,500	22,300

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
6, 7, 19, 30, 35, 49, 60

# 1993 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.

## 1992 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 Financial Information System (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.

## 1993 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.



1993 PROGRAM PLAN

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	23	0	0	23	0	0	22	0	0
PERSONAL SERVICES	\$ 1,239,860			\$ 1,341,000			\$ 1,405,440		
SUPPLIES	8,650			8,950			8,930		
OTHER SERVICES	51,090			49,430			48,140		
CAPITAL OUTLAY	10,580			10,880			11,390		
TOTAL DIRECT COST:	\$ 1,310,180			\$ 1,410,260			\$ 1,473,900		
PROGRAM REVENUES:	\$ 4,800			\$ 4,800			\$ 0		
PERFORMANCE MEASURES:									
- Input documents reviewed	1,600			1,625			1,000		
- Reports prepared	8,842			8,500			5,000		
- Funds verified	1,200			1,200			1,100		
- Transactions input	544,860			599,346			599,346		
- Grants accounted for in single audits (state and federal)	450			415			500		
- Funds Managed	81			95			95		
- Individual grant revenue confirmations completed	600			550			510		

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
2, 8, 9, 10, 27, 31, 32, 33, 45, 46, 47, 55, 56, 59, 66



1993 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Tax Billing and Collection

DIVISION: TREASURY

PURPOSE:

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

1992 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.

1993 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:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	246,950		\$	248,450		\$	270,090	
SUPPLIES		8,500			12,700			9,000	
OTHER SERVICES		81,270			82,100			79,730	
CAPITAL OUTLAY		400			420			420	
TOTAL DIRECT COST:	\$	337,120		\$	343,670		\$	359,240	
PROGRAM REVENUES:	\$	1,000		\$	1,000		\$	3,500	

PERFORMANCE MEASURES:

- Tax bills issued	120,761	125,120	126,820
- Assessor adjustments	3,734	3,735	3,735
- Replats processed	97	101	90
- Foreclosures	1,845	1,845	1,845
- Tax payments processed on a timely basis	143,318	145,540	145,540
- Tax certificates issued	471	620	480

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
12, 34, 38



1993 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Delinquent and Miscellaneous Collections

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	13	0	0	14	0	0
PERSONAL SERVICES	\$	604,750		\$	653,670		\$	721,770	
SUPPLIES		4,250			4,600			5,100	
OTHER SERVICES		64,570			51,950			55,910	
CAPITAL OUTLAY		400			720			10,480	
TOTAL DIRECT COST:	\$	673,970		\$	710,940		\$	793,260	
PROGRAM REVENUES:	\$	0		\$	0		\$	110,500	
PERFORMANCE MEASURES:									
- Receivables reduced (in \$000's)		13,509			12,328			13,500	
- Small Claims Court cases filed		250			175			250	
- Bankruptcy cases coordinated		30			30			20	
- Court fines/Perm Fund Div executions (in \$)		139,376			145,000			200,000	
- Recoveries (in \$)		197,152			275,000			197,000	
- Ambulance services billed		6,623			7,500			7,000	
- Insurance claims processed for EMS		3,610			3,000			3,600	
- Indigent defense fees/ Perm Fund assignments (in \$)		0			0			100,000	

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
13, 20, 39, 51, 63, 67, 70, 74

1993 PROGRAM PLAN

DEPARTMENT: FINANCE DIVISION: TREASURY  
 PROGRAM: Cash Management & Misc Tax Collection

PURPOSE:

To collect and account for all monies received by the Municipality and disburse accounts payable and payroll checks. To maintain security of all revenue collections and check disbursements. To administer and enforce the Tobacco Tax and Hotel/Motel Tax collection systems.

1992 PERFORMANCES:

- Verify all MOA cash receipts and supporting documentation prior to Financial Information System (FIS) recording in general ledger.
- Provide accountability for the municipal cash flow.
- Maintain control and security of all municipal cash collections.
- Maintain control of disbursements of municipal checks.
- Administer and enforce the Tobacco Tax and Hotel/Motel Tax collection systems.

1993 OBJECTIVES:

- Verify all MOA cash receipts and supporting documentation prior to FIS recording in general ledger.
- Provide accountability for the municipal cash flow.
- Maintain control and security of all municipal cash collections.
- Maintain control of disbursements of municipal checks.
- Administer and enforce the Tobacco Tax and Hotel/Motel Tax collection systems.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	245,650		\$	270,130		\$	287,880	
SUPPLIES		3,550			3,100			2,750	
OTHER SERVICES		21,960			13,690			13,960	
CAPITAL OUTLAY		1,700			720			720	
TOTAL DIRECT COST:	\$	272,860		\$	287,640		\$	305,310	
PROGRAM REVENUES:	\$	0		\$	0		\$	10,000	

PERFORMANCE MEASURES:

- Cash receipts processed		27,350		27,350		27,350
- Checks and advices disbursed		120,300		120,500		113,000
- Revenue deposits verified		17,000		17,000		17,000
- Tobacco tax collected	2,414,710		2,911,150		2,989,700	
- Hotel/Motel tax collected	5,817,380		6,035,000		6,035,000	

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 11, 22, 40

1993 P R O G R A M P L A N

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.

1992 PERFORMANCES:

- Process 1,572,000 utility payments throughout the year.
- Prepare an average daily deposit of \$785,000.
- Monitor and process all returned checks for collection.
- Process exception items as required.
- Process tax collections through remittance processor machine.

1993 OBJECTIVES:

- Process 1,572,000 utility payments throughout the year.
- Prepare an average daily deposit of \$785,000.
- Monitor and process all returned checks for collection.
- Process exception items as required.
- Process tax collections through remittance processor machine.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	2	0	9	4	0	4	8	0
PERSONAL SERVICES	\$	420,260		\$	427,310		\$	398,800	
SUPPLIES		6,900			9,100			8,500	
OTHER SERVICES		37,750			37,520			43,580	
CAPITAL OUTLAY		9,350			4,130			630	
TOTAL DIRECT COST:	\$	474,260		\$	478,060		\$	451,510	

PERFORMANCE MEASURES:

- Remittances prepared and processed	1,534,700	1,572,000	1,572,000
- Returned/NSF checks processed	4,908	4,500	4,500

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
14, 21, 37, 50, 62, 68

# 1993 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.

## 1992 PERFORMANCES:

- Assess 86,800 parcels of real property within the Municipality.
- Certify seven (7) 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 MOA.
- 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.

## 1993 OBJECTIVES:

- Assess 86,459 parcels of real property within the Municipality.
- Certify seven (7) 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 MOA.
- Systematically review 14,500 commercial and residential properties.
- Respond to about 150,000 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 a computerized Real Property cartographics system.



1993 P R O G R A M P L A N

DEPARTMENT: FINANCE  
 PROGRAM: Property Appraisal  
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	45	0	0	45	0	0	45	0	0
PERSONAL SERVICES	\$ 2,418,280			\$ 2,632,600			\$ 2,838,490		
SUPPLIES	32,980			29,110			31,000		
OTHER SERVICES	140,680			147,610			154,440		
CAPITAL OUTLAY	24,830			13,130			1,200		
TOTAL DIRECT COST:	\$ 2,616,770			\$ 2,822,450			\$ 3,025,130		
PROGRAM REVENUES:	\$ 17,700			\$ 20,500			\$ 16,000		
PERFORMANCE MEASURES:									
- Certify rolls (includes coordination and preparation)	6			7			7		
- Process exemption requests. (incl. Sr. Citizens & Veterans).	14,450			14,450			16,750		
- Public/MOA inquiries, customer contacts	98,500			121,251			149,885		
- Maintain property records	85,000			95,500			120,625		
- Valuation of personal/business property returns	22,800			22,500			22,500		
- Revaluation of real property (includes admin processing)	84,500			86,800			86,459		
- Input real/business/personal property data	44,000			113,700			74,500		
- Business property discovery program	30			30			35		
- Add new commercial construction to roll. (inc. admin process)	485			320			339		
- Conduct on-site physical reinventories. (inc. admin process)	11,350			7,675			3,970		
- Prepare appeals to the Board of Equalization (inc. admin review)	1,400			3,376			3,030		
- Add residential new construction/remodels to assessment roll.	350			1,000			875		
- Coordinate Real Property Appeals' Process.	2,800			3,875			3,875		
- Business/Personal Property Audit Program	300			300			275		

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

5, 15, 16, 17, 23, 24, 25, 42, 43, 44, 48, 52, 53, 54, 58,  
 64, 65, 69, 71, 72, 73, 75, 76

1993 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.

1992 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.

1993 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:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	230,920		\$	264,340		\$	281,570	
SUPPLIES		3,900			3,700			3,700	
OTHER SERVICES		6,591,930			6,704,370			6,620,130	
CAPITAL OUTLAY		1,000			800			400	
TOTAL DIRECT COST:	\$	6,827,750		\$	6,973,210		\$	6,905,800	
PROGRAM REVENUES:	\$	0		\$	0		\$	0	

PERFORMANCE MEASURES:

- Damage claims recovered (\$)	500,000	600,000	600,000
- Municipal contracts reviewed	550	600	600
- Worker's compensation claims reduced	550	550	550
- General liability claims reduced	315	315	315
- Auto liability claims controlled	160	160	160

76 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
3, 18, 28, 36

BPAB010R  
09/22/92  
145033

MUNICIPALITY OF ANCHORAGE  
1993 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

1 1311-FINANCE ADMINISTRATION CB 1 Provide guidance to the Finance Department and act as a conduit through which all requests for information pass to/from Finance Department to the Administration and other organizations. (CB)  
0438-Administration OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 2  
TAX SUPPORT  
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	111,050	1,000	10,690	0	5,750	128,490

2 1321-CONTROLLER ADMINISTRATION CB 1 Provide accounting services to all organizations. (CB)  
0042-Financial Record Manageme OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 4  
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	87,000	2,650	16,020	0	1,050	106,720

3 1330-RISK MANAGEMENT CB 1 Continue qualifying as self-insured entity by applying Risk Management principles to losses. (CB)  
0439-Risk Management OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 3  
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	137,890	2,500	8,050	0	400	148,840

4 1341-TREASURY ADMINISTRATION CB 1 To insure fiscal integrity of the Municipality by meeting performance objectives and administering the functions of the Treasury Division in compliance with applicable Municipal policies, ordinances and State Statutes. (CB)  
0047-Division Admin and Manage OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 5  
IGC SUPPORT  
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	84,070	4,400	11,970	0	210	100,650

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5 1351-PROPERTY APPRAISAL ADMIN CB 1 To certify seven (7) assessment rolls  
 0049-Property Appraisal OF and submit these rolls to Treasury.  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 To provide administration of the  
 TAX SUPPORT 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. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	86,700	300	2,880	0	0	89,880

6 1323-PAYROLL CB 1 Process, review and balance payroll data  
 0044-Check Issuance OF for approximately 3300 employees. Issue  
 SOURCE OF FUNDS, THIS SVC LEVEL: 2 approximately 85,000 bi-weekly payroll  
 IGC SUPPORT checks/advices annually. Provide service  
 to process payroll liabilities i.e:  
 child support, wage attachments/lev:  
 union dues/assessments, credit union de-  
 ductions, direct deposit. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	110,060	810	9,430	0	0	120,300

7 1324-ACCOUNTS PAYABLE CB 1 Provide accounts payable services to all  
 0044-Check Issuance OF Municipal departments. At this level  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 purchase orders, receiving reports,  
 IGC SUPPORT vendor invoices, and other accounts  
 payable documents will be received and  
 filed. There is no time to process  
 payments at this level. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	279,010	2,800	1,900	0	740	284,450

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8 1326-FINANCIAL INFO SYSTEMS CB 1 For the Municipal Financial Information  
 0042-Financial Record Manageme OF System, FIS provides data entry, report  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 and fiche distribution. Request change  
 IGC SUPPORT 5 to FIS System programs. Timely process-  
 ing of financial statements. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	269,260	2,330	900	0	1,140	273,630

9 1322-GENERAL ACCOUNTING CB 1 To provide monthly and annual financial  
 0042-Financial Record Manageme OF reports with supporting documentation;  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 provide essential accounting support to  
 IGC SUPPORT 6 Municipal utilities, general funds and  
 internal service funds. Account and  
 record all capitalizable Municipal fixed  
 assets in the general funds into the  
 MSFAMS. Oversees the development and  
 analyzes the status of the Finance  
 Department annual budget. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	385,260	2,300	9,310	0	7,940	404,810

10 1327-GRANTS ACCOUNTING CB 1 Provide reports and billings to granting  
 0042-Financial Record Manageme OF agencies and Municipal concerns. Maintair  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 readily accessible centralized grant  
 IGC SUPPORT 5 records. Establish the accounting forms  
 and structures for new grants awarded to  
 the Municipality. Coordinate and support  
 the audits of State and Federal grants.  
 (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	78,740	250	13,220	0	0	92,210

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11 1342-CASH MANAGEMENT  
0661-Cash Management & Misc Ta  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

CB 1 To supervise cash management activities  
OF and provide accountability for the  
3 municipal cash flow. To provide training 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. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	146,950	2,050	12,880	0	510	162,390

12 1346-TAXES  
0444-Tax Billing and Collectio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
  
PROGRAM REVENUES 3,500

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	181,710	9,000	79,360	0	420	270,490

13 1345-DELINQUENT COLLECTIONS  
0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	67,700	500	1,610	0	300	70,110

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14 1347-REMITTANCE PROCESSING  
0445-Remittance Processing  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	1	0	139,150	500	2,550	0	210	142,410

15 1352-CUSTOMER SERVICE/RECORDS  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
  
PROGRAM REVENUES 16,000

CB 1 Maintain current real property legal  
OF descriptions, sizes, tax districts,  
5 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.(CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	0	358,660	2,900	2,150	0	400	364,110

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

CB 1 Assessment rolls 2&3 would be delayed  
OF by 2 months resulting in a delay of the  
6 billing cycle for \$1 billion of value.  
Rolls 4,5,6,&7 would be incomplete.Cus-  
tomer service would be minimized due to  
roll production requirements. Mobile  
home valuation, tax certificates, and  
senior/veteran program would be severely  
impacted. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	245,140	12,200	34,840	0	800	292,980

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17	1353-REAL PROPERTY	CB	1	Reevaluation of 28% of existing inventoried properties by Mar 15, 1994. Recalibration of current cost and 28% of land-pricing tables. Creation of new residential-improved valuation models for 24% of properties. Manual determination of 11,000 condominium valuations. 1665 Appeals/Administrative Reviews processed. (CB)
	0049-Property Appraisal		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	
	TAX SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
16	0	0	1,189,820	12,000	102,860	0	0	1,304,680

18	1332-SELF INSURANCE	CB	1	To fulfill legal requirements of a certified self-insurer, maintain a fund of adequate claims reserves, provide excess worker's compensation insurance, assure equitable claims adjustment, provide insurance coverage to the Municipal in the event of a catastrophic loss.(CB)
	0439-Risk Management		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	
	IGC SUPPORT			
	PROGRAM REVENUES			0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	6,610,000	0	0	6,610,000

19	1324-ACCOUNTS PAYABLE	CO	2	Provide accounts payable services to all Municipal departments. At this level purchase orders, receiving reports, vendor invoices, and other A/P documents will be received, filed and maintained with only a limited number of accounts being processed for payment. The backlog of unpaid invoices will increase geometrically until additional staffing is available to process payments. (CO)
	0044-Check Issuance		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	40,030	300	180	0	260	40,770



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20	1345-DELINQUENT COLLECTIONS	CO	2	To pursue collection of delinquent
	0443-Delinquent and Miscellane		OF	personal property and business personal
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	property taxes. (CO)
	TAX SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	148,830	3,000	14,780	0	210	166,820

21	1347-REMITTANCE PROCESSING	CO	2	To process utility & tax payments on th
	0445-Remittance Processing		OF	Unisys remittance processing system.
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	To transmit data to the four utilities.
	IGC SUPPORT			To ensure proper posting to customer
				accounts. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,210	6,800	39,610	0	0	87,620

22	1342-CASH MANAGEMENT	CO	2	To administer and enforce the Tobacco
	0661-Cash Management & Misc Ta		OF	Tax and Hotel/Motel Tax collection
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	systems. To verify accuracy of all
	TAX SUPPORT			returns. To perform audits of records
				of reporting entities and collect the
				tax as outlined in the Anchorage Muni-
				pal Code. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	101,550	450	520	0	210	102,730

23	1352-CUSTOMER SERVICE/RECORDS	CO	2	Provide timely response to phone and
	0049-Property Appraisal		OF	public counter inquiries. Augment input
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	of ownership and address changes.
	TAX SUPPORT			Provide filing of real property record
				cards. Support to real property appeals
				processing and senior citizen/veteran
				exemptions program. (CO)

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,240	0	50	0	0	37,290

24 1354-PERSONAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

CO

2 OF 6 Assessment rolls 2,3,4,&5 would be de-  
layed. Rolls 6&7 could probably not be  
produced and billed in the current year.  
Mobile home program would be functional.  
Customer service to the taxpayers and  
other divisions would be about 70% of  
the 1992 levels. No audit program or  
property discovery program. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,480	0	0	0	0	37,480

25 1353-REAL PROPERTY  
0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

CO

2 OF 10 900 Residential-improved  
properties re-inventoried. 8% of  
Additional Appeals processed. Add  
125 residential new construction/  
remodel units to Assessment roll. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	67,070	0	150	0	0	67,220

26 1311-FINANCE ADMINISTRATION  
0438-Administration  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

CO

2 OF 2 Provide secretarial and clerical support  
to the Chief Fiscal Officer. Process all  
materials or documents that would come  
to/from the Chief Fiscals Office.  
Screens calls and writes down messages,  
keeps track of Officer's daily schedule.  
(CO)

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	64,360	0	0	0	0	64,360

27 1321-CONTROLLER ADMINISTRATION CO 2 Provide accounting services to all orga  
 0042-Financial Record Manageme OF nizations. (CO)  
 SOURCE OF FUNDS, THIS SVC LEVEL: 4

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	89,460	0	0	0	0	89,460

28 1330-RISK MANAGEMENT CO 2 To continue recovering \$400,000 to  
 0439-Risk Management OF \$1,000,000 annually from persons  
 SOURCE OF FUNDS, THIS SVC LEVEL: 3 damaging Municipal property. (CO)

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	62,510	1,200	1,500	0	0	65,210

29 1341-TREASURY ADMINISTRATION CO 2 Invest Municipal funds in accordance  
 0047-Division Admin and Manage OF with Municipal Code. Perform ongoing  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 cash flow analysis to assure funds  
 IGC SUPPORT availability for daily expenditures.  
 PROGRAM REVENUES 13,550 Provide assistance to all Municipal  
 agencies in the issuance of long-term  
 debt and maintain records regarding  
 debt service payments. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	88,700	0	510	0	210	89,420

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30 1323-PAYROLL CO 2 Insure fiscal integrity of Municipal  
0044-Check Issuance OF payroll function. Insure proper account-  
SOURCE OF FUNDS, THIS SVC LEVEL: 2 ting of disbursements/collections per-  
IGC SUPPORT taining to payroll. Comply with all app-  
licable State, Federal and local payroll  
regulations. Assist 50 departmental pay-  
roll clerks. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	81,170	0	2,040	0	0	83,210

31 1322-GENERAL ACCOUNTING CO 2 Provides computer systems support to the  
0042-Financial Record Manageme OF section and occassionally to the rest of  
SOURCE OF FUNDS, THIS SVC LEVEL: 6 the division to achieve a more accurate  
IGC SUPPORT and timely financial reports and more  
efficient, better quality accounting  
support. Also handles the accounting  
general liability-workmens compensation,  
medical-dental-life insurance and unem-  
ployment compensation. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,020	900	2,050	0	1,260	76,230

32 1326-FINANCIAL INFO SYSTEMS CO 2 For the Municipal Financial Information  
0042-Financial Record Manageme OF System, FIS provides data entry, report  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 and fiche distribution. Request changes  
IGC SUPPORT 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. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	68,100	0	0	0	0	68,100

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33 1327-GRANTS ACCOUNTING CO 2 Provide accounting support to administe  
0042-Financial Record Managemen OF ring MOA agencies in establishing and  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 maintaining required financial records.  
(CO)  
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	53,180	0	0	0	0	53,180

34 1346-TAXES CO 2 To conduct annual foreclosure on delin-  
0444-Tax Billing and Collectio OF quent Real Property taxes as required  
SOURCE OF FUNDS, THIS SVC LEVEL: 3 by Alaska Statute 29.45. To process tax  
TAX SUPPORT 3 payments and provide information to the  
public. (CO)  
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	44,470	0	200	0	0	44,670

35 1324-ACCOUNTS PAYABLE CO 3 Provide accounts payable services to all  
0044-Check Issuance OF Municipal departments. At this level  
SOURCE OF FUNDS, THIS SVC LEVEL: 6 purchase orders, receiving reports, ven-  
IGC SUPPORT 6 dor invoices, and other A/P documents  
will be received, filed and maintained.  
Accounts will be processed on a 60 to 90  
day schedule. Unmatched items will be  
retained in file until staffing is avai-  
lable to research and resolve problems.  
(CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	88,700	300	170	0	0	89,170

36 1330-RISK MANAGEMENT CO 3 To continue a program of loss control  
0439-Risk Management OF from the Municipal Risk Management  
SOURCE OF FUNDS, THIS SVC LEVEL: 3 office to reduce the cost of public  
IGC SUPPORT 3 liability and workers compensation  
claims and suits. Continuation of 1991  
level. (CO)

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	81,170	0	580	0	0	81,750

37 1347-REMITTANCE PROCESSING CO 3 To process ATU utility payments on the  
 0445-Remittance Processing OF Unisys remittance processing system.  
 SOURCE OF FUNDS, THIS SVC LEVEL: 9 To transmit data to ATU. To ensure  
 proper posting to customer accounts.(CO)  
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	38,330	0	0	0	0	38,330

38 1346-TAXES CO 3 To issue tax payment certificates on  
 0444-Tax Billing and Collectio OF mobile homes as required by AMC Titl-  
 SOURCE OF FUNDS, THIS SVC LEVEL: 3 12, research ownership and tax paym  
 TAX SUPPORT history on mobile homes, process  
 tax payments and provide information to  
 the public. (CO)  
 PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,910	0	170	0	0	44,080

39 1345-DELINQUENT COLLECTIONS CO 3 To pursue collection of bills for  
 0443-Delinquent and Miscellane OF collection (BFC's) for the Utilities,  
 SOURCE OF FUNDS, THIS SVC LEVEL: 8 Police, Fire, Public Works, Transit and  
 TAX SUPPORT other general government agencies. (CO)  
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,910	0	290	0	0	56,200

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40 1342-CASH MANAGEMENT CO 3 To verify the accuracy of funds reported  
0661-Cash Management & Misc Ta OF and deposited by all municipal agencies  
SOURCE OF FUNDS, THIS SVC LEVEL: 3 and contractors. To report and resolve  
discrepancies involving revenues which  
IGC SUPPORT were collected and deposited. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,380	250	560	0	0	40,190

41 1341-TREASURY ADMINISTRATION CA 3 To insure fiscal integrity of the  
0047-Division Admin and Manage OF Municipality by providing investment  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 & related services and to perform the  
IGC SUPPORT following functions: budget preparation  
& monitoring, purchasing & receiving,  
contract administration, personal com-  
puter coordination, records & property  
management, and office safety. (CA)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	68,020	0	520	0	300	68,840

42 1353-REAL PROPERTY CO 3 Reevaluation of additional 5,115 exist-  
0049-Property Appraisal OF ing inventoried properties.  
SOURCE OF FUNDS, THIS SVC LEVEL: 10 Recalibration of additional 6% of  
TAX SUPPORT Land Pricing Tables. 150 additional  
IGC SUPPORT commercial-improved properties re-  
inventoried. 3% additional Appeals pro-  
cessed. Add 43 commercial new  
construction/remodel units to Assess-  
ment roll. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	68,100	1,000	2,100	0	0	71,200

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43 1352-CUSTOMER SERVICE/RECORDS CO 3 Provide timely response to phone and  
0049-Property Appraisal OF public counter inquiries. Process sales  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 inquiry letters, providing essential  
TAX SUPPORT 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. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	36,900	0	50	0	0	36,950

44 1354-PERSONAL PROPERTY CO 3 Assessment rolls produced after estab-  
0049-Property Appraisal OF lished deadlines would impact tax bill  
SOURCE OF FUNDS, THIS SVC LEVEL: 6 cycles. Audit program would function at  
TAX SUPPORT minimal level for selective audits. Cus-  
tomer response time would be delayed and  
would be curtailed during peak prod  
tion times. Limited property discovery  
program. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	62,620	0	0	0	0	62,620

45 1321-CONTROLLER ADMINISTRATION CO 3 Primary responsibility is to provide  
0042-Financial Record Manageme OF clerical support to the Controller and  
SOURCE OF FUNDS, THIS SVC LEVEL: 4 Accounting Officer. Also provide support  
IGC SUPPORT to the other Controller sections by pro-  
cessing MARS billings, distributing cash  
receipt books and general secretarial  
support including the annual financial  
report. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,030	0	0	0	0	43,030



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46 1322-GENERAL ACCOUNTING CO 3 To provide accounting support to all  
 0042-Financial Record Manageme OF Municipal Capital Work in Progress fun  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 and other miscellaneous funds includin  
 IGC SUPPORT financial reporting for these funds.(C)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,670	300	950	0	0	62,920

47 1326-FINANCIAL INFO SYSTEMS CO 3 To meet our minimum level of service at  
 0042-Financial Record Manageme OF our current level of staffing, the data  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 entry workload has been distributed up  
 IGC SUPPORT 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 or  
 hold until some later date. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,510	0	0	0	0	34,510

48 1351-PROPERTY APPRAISAL ADMIN CO 3 To accomplish activities relating to  
 0049-Property Appraisal OF personnel administration.  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 To prepare and monitor documents for  
 TAX SUPPORT the purchase of supplies and equipment.  
 To respond to inquiries from the  
 public and Municipal agencies.  
 To coordinate the administrative  
 activities of the Division. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	47,750	300	300	0	0	48,350

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49 1324-ACCOUNTS PAYABLE CO 4 Provide accounts payable services to all  
0044-Check Issuance OF Municipal departments. At this level A/P  
SOURCE OF FUNDS, THIS SVC LEVEL: 6 reports, invoices, and documents will be  
IGC SUPPORT received, filed and maintained. Accounts  
will be processed on a 30 to 60 day  
schedule. Unmatched items will be re-  
tained in file until staffing is avail-  
able to research and resolve problems.  
(CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	38,180	300	450	0	0	38,930

50 1347-REMITTANCE PROCESSING CO 4 To receive, open and separate utility  
0445-Remittance Processing OF bills into batches required for remit-  
SOURCE OF FUNDS, THIS SVC LEVEL: 9 tance processing. To input manual  
IGC SUPPORT batches. To research problem payments.  
(CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	3	0	90,950	1,200	1,240	0	420	93,810

51 1345-DELINQUENT COLLECTIONS CO 4 To pursue collection of delinquent  
0443-Delinquent and Miscellane OF accounts through the small claims court  
SOURCE OF FUNDS, THIS SVC LEVEL: 8 and resolve disputed billings in more  
IGC SUPPORT difficult cases. To coordinate bank-  
PROGRAM REVENUES 10,500 ruptcy and civil litigation for collec-  
tions, liquor license protests, and  
collections for leasehold taxes. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	158,900	500	36,900	0	210	196,510

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52 1352-CUSTOMER SERVICE/RECORDS CO 4 100% of all ownership and address  
 0049-Property Appraisal OF changes will be electronically  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 documented. Provide real property with  
 TAX SUPPORT mass electronic data entry support. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	36,620	0	360	0	0	36,980

53 1353-REAL PROPERTY CO 4 Reevaluation of additional 14,260 exist-  
 0049-Property Appraisal OF ing inventoried properties. Recali-  
 SOURCE OF FUNDS, THIS SVC LEVEL: 10 bration of an additional 16% of Land-  
 TAX SUPPORT pricing tables. 600 additional  
 residential-improved properties re-  
 inventoried. 8% additional Appeals  
 processed. Add 125 residential new  
 construction/remodel units to Assess-  
 ment roll. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,670	0	0	0	0	61,670

54 1354-PERSONAL PROPERTY CO 4 Assessment rolls 2&3 produced by dead-  
 0049-Property Appraisal OF lines, rolls 4,5,6&7 may be delayed.  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 Audit program and property discovery  
 TAX SUPPORT would be functional. Lease tracking and  
 business license tracking programs could  
 operate at initial phases on the auto-  
 mated personal property system. Customer  
 service would be at normal levels. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,260	0	0	0	0	61,260

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55 1327-GRANTS ACCOUNTING CO 3 Provide reports and billings to granting agencies and Municipal concerns. Maintain 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. (CO)  
0042-Financial Record Manageme OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 5  
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,050	150	5,500	0	0	66,700

56 1326-FINANCIAL INFO SYSTEMS CO 4 To provide additional data entry support to alleviate the FIS Supervisor, Senior Accountant and the Senior Administrative Officer from the routine task of data entry so they can perform their regular task effectively. (CO)  
0042-Financial Record Manageme OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 5  
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	35,890	0	0	0	0	35,890

57 1341-TREASURY ADMINISTRATION CO 4 To provide secretarial and clerical services to the Treasury Division including payroll preparation, personnel record administration and the purchasing of office supplies and equipment. Secretary to the Investment Advisory Committee. (CO)  
0047-Division Admin and Manage OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 5  
IGC SUPPORT  
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	47,750	0	240	0	0	47,990

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58 1351-PROPERTY APPRAISAL ADMIN CO 4 To travel to professional conferences  
0049-Property Appraisal OF and seminars to discuss and exchange  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 ideas relating to the assessment and  
TAX SUPPORT administration of real, personal and  
business property. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	3,900	0	0	3,900

59 1327-GRANTS ACCOUNTING CO 4 To provide required financial reports  
0042-Financial Record Manageme OF and billings on active grants. Review  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 and prepare required audit schedules,  
IGC SUPPORT reconciliations, transaction documents  
and statements on grants awarded to the  
Municipality. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,590	50	190	0	0	55,830

60 1324-ACCOUNTS PAYABLE CO 5 Provide accounts payable services to all  
0044-Check Issuance OF Municipal departments. At this level A/P  
SOURCE OF FUNDS, THIS SVC LEVEL: 6 reports, invoices, and documents will be  
IGC SUPPORT received, filed and maintained. Accounts  
will be processed for payment in accor-  
dance with terms of contracts and as re-  
quired by law. Unmatched items will be  
research and problems resolved monthly.  
(CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	36,470	300	170	0	0	36,940

61 1341-TREASURY ADMINISTRATION CO 5 To insure fiscal integrity of the  
0047-Division Admin and Manage OF Municipality by managing, controlling,  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 supervising & maintaining productivity  
IGC SUPPORT for the Taxes, Delinquent Collections &  
Remittance Processing Sections. To pro-  
vide for continuity of operations in the  
Treasurer's absence. (CO)

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	87,950	0	270	0	0	88,220

62 1347-REMITTANCE PROCESSING CO 5 To receive, open and separate ATU  
0445-Remittance Processing OF bills into batches required for remit-  
SOURCE OF FUNDS, THIS SVC LEVEL: 9 tance processing. To input manual  
IGC SUPPORT batches. To research problem payments.  
(CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	3	0	82,050	0	180	0	0	82,230

63 1345-DELINQUENT COLLECTIONS CO 5 To bill and collect fees for Emergency  
0443-Delinquent and Miscellane OF Medical Service (EMS) transports; facil-  
SOURCE OF FUNDS, THIS SVC LEVEL: 8 itate collection through filing med.  
IGC SUPPORT insurance claims and enforce collection  
(CO) through delinquent collection methods.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	137,930	600	890	0	0	139,420

64 1353-REAL PROPERTY CO 5 Reevaluation of additional 14,260 exist-  
0049-Property Appraisal OF ing inventoried properties. Recali-  
SOURCE OF FUNDS, THIS SVC LEVEL: 10 bration of an additional 16% of Land-  
TAX SUPPORT pricing tables. 600 additional  
IGC SUPPORT residential-improved properties re-  
inventoried. 8% additional Appeals  
processed. Add 125 residential new  
construction/remodel units to Assess-  
ment roll. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	62,080	1,000	2,000	0	0	65,080

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65 1352-CUSTOMER SERVICE/RECORDS CO 5 Assure that all ownership information is  
0049-Property Appraisal OF accurately recorded within the division  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 files. (CO)  
TAX SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	36,510	0	50	0	0	36,560

66 1327-GRANTS ACCOUNTING CA 5 Provide accounting support to administe-  
0042-Financial Record Manageme OF ring MOA agencies in establishing and  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 maintaining required financial records.  
IGC SUPPORT (CA)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	X	0	10,680	0	0	0	0	10,680
1	(1)							

67 1345-DELINQUENT COLLECTIONS CO 6 To collect fees for Emergency Medical  
0443-Delinquent and Miscellane OF Service (EMS) transports and enforce  
SOURCE OF FUNDS, THIS SVC LEVEL: 8 collection through delinquent collection  
IGC SUPPORT methods. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	54,250	0	140	0	0	54,390

68 1347-REMITTANCE PROCESSING CO 6 To receive, open and separate utility  
0445-Remittance Processing OF bills into batches required for remit-  
SOURCE OF FUNDS, THIS SVC LEVEL: 9 ance processing. This is a part-time  
IGC SUPPORT position to cover vacations & illness  
within the section. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	7,110	0	0	0	0	7,110

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69 1353-REAL PROPERTY 0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

CO 6 6 Reevaluation of additional 14,260 exist-  
OF ing properties. Recalibration of  
10 additional 16% of Land-pricing tables.  
Creation of new residential-improved  
valuation models for additional 25% of  
properties. 600 additional residential  
properties reinventoried. 8% additional  
Appeals processed. Add 125 residential  
new construction/remodel units to  
Assessment roll. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,570	0	1,050	0	0	62,620

70 1345-DELINQUENT COLLECTIONS 0443-Delinquent and Miscellane  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

CO 7 To collect delinquent personal property  
OF and business personal property taxes.  
8 (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	54,340	0	0	0	0	54,340

71 1353-REAL PROPERTY 0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

CO 7 350 leaseholds re-valued. 260  
OF commercial-improved properties  
10 re-inventoried. 3% additional Appeals  
processed. Add 74 new commercial  
construction/remodel added to Assessment  
roll. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	60,740	1,000	0	0	0	61,740

72 1353-REAL PROPERTY 0049-Property Appraisal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

CO 8 260 commercial-improved properties  
OF re-inventoried. 3% additional Appeals  
10 processed. 74 new commercial  
construction/remodel added to Assessment  
roll. (CO).



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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	60,530	0	0	0	0	60,530

73 1351-PROPERTY APPRAISAL ADMIN CA 2 To provide technical administration  
0049-Property Appraisal OF of the Property Appraisal Division.  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 To develop a Division technical  
TAX SUPPORT 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.  
To prepare division budget. (CA)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	87,280	300	200	0	0	87,780

74 1345-DELINQUENT COLLECTIONS NR 8 Collect judgements granted for indigent  
0443-Delinquent and Miscellane OF defense fees. Coordinate with Office of  
SOURCE OF FUNDS, THIS SVC LEVEL: 8 the Prosecutor, Court, OMB, & Alaska  
Permanent Fund to effect collection of  
fees thru PFD assignments. Maintain  
PROGRAM REVENUES 100,000 case files and monitor payment plans &  
other collection arrangements establish-  
ed with debtors. (NR)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,910	500	1,300	0	9,760	55,470

75 1351-PROPERTY APPRAISAL ADMIN CA 5 To provide technical administration of  
0049-Property Appraisal OF the Property Appraisal Division. To de-  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 velop a Division technical training pro-  
TAX SUPPORT gram. To determine CAMA enhancement  
needs. To respond to public and Muni-  
cipal agency inquiries. To research/act  
upon real and personal property exemp-  
tion requests. To prepare division bud-  
get. (CA)



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78 1332-SELF INSURANCE CL 2 To provide insurance coverage to the  
 0439-Risk Management OF Municipality in the event of a catas-  
 SOURCE OF FUNDS, THIS SVC LEVEL: 2 trophic loss. (CL)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	84,640	0	0	84,640

79 1347-REMITTANCE PROCESSING CO 7 To assist in opening and separating all  
 0445-Remittance Processing OF utility bills into batches required for  
 SOURCE OF FUNDS, THIS SVC LEVEL: 9 remittance processing. To assist in in-  
 IGC SUPPORT putting manual batches. To assist in  
 researching problem payments. (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	4	0	31,760	0	0	0	0	31,760

80 1347-REMITTANCE PROCESSING CO 8 To process returned checks. (CO)  
 0445-Remittance Processing OF  
 SOURCE OF FUNDS, THIS SVC LEVEL: 9  
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	9,520	0	0	0	0	9,520

81 1347-REMITTANCE PROCESSING CO 9 To process utility payments on the  
 0445-Remittance Processing OF Unisys remittance processing system.  
 SOURCE OF FUNDS, THIS SVC LEVEL: 9 To transmit data to the four utilities.  
 IGC SUPPORT To ensure proper posting to customer  
 accounts. This is an on-call position.  
 (CO)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	7,460	0	0	0	0	7,460

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DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
82	1324-ACCOUNTS PAYABLE 0044-Check Issuance	N	6	Computer printer and software needed to write, print and account for emergency checks issued outside the FIS system. An IBM PC is available for this requirement. (N)
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	
	IGC SUPPORT			

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

83	1353-REAL PROPERTY 0049-Property Appraisal	N	10	Refurbish portion of vehicle fleet. (N)
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	15,000	0	0	15,000

84	1354-PERSONAL PROPERTY 0049-Property Appraisal	N	5	Assessment rolls produced by established deadlines. Initial phase of the new automated personal property system will be functional and will not delay or impair assessment roll production due to the lack of data input function. (N)
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	
	TAX SUPPORT			

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

85	1321-CONTROLLER ADMINISTRATION 0042-Financial Record Manageme	N	4	Prepare and update accounting policies and procedures manual. Continuation of 1991 level. (N)
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	

IGC SUPPORT

BPAB010R  
 09/22/92  
 145033

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
 DEPT BUDGET UNIT/  
 RANK PROGRAM

SL SVC  
 CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	64,900	0	0	0	0	64,900

86 1322-GENERAL ACCOUNTING N 5 A 5-drawer filing cabinet to provide  
 0042-Financial Record Manageme OF more room and longer storage of journal  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 entries in the general accounting sec-  
 IGC SUPPORT tion. (N)

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

87 1322-GENERAL ACCOUNTING N 6 To provide additional funds for profe-  
 0042-Financial Record Manageme OF ssional accounting services contracted  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 to perform single projects, direct pro-  
 IGC SUPPORT grams or act as an advisor. (N)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	2,100	0	0	2,100

88 1354-PERSONAL PROPERTY N 6 Replace part time contractual keypunch  
 0049-Property Appraisal OF service with full time employee. Func-  
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 tions of the automated personal property  
 TAX SUPPORT 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. (N)

BPAB010R  
 09/22/92  
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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  
 1993 DEPARTMENT RANKING

DEPT: 12 -FINANCE  
 DEPT BUDGET UNIT/  
 RANK PROGRAM

SL SVC  
 CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	33,090	500	6,550-	0	0	27,040

89 1326-FINANCIAL INFO SYSTEMS N 5 Machinery and equipment needed to write  
 0042-Financial Record Manageme OF instructions and improve efficiency of  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 operations. (N)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	60,000	60,000

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
122	18	0	7,631,970	79,840	7,157,270	0	95,010	14,964,090