

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

	1993	1994
Direct Costs	\$14,595,530	\$14,426,920
Program Revenues	\$ 153,550	\$ 163,140
Personnel	121FT 8PT	119FT 7PT

1994 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1993 REVISED	1994 BUDGET	1993 REVISED		1994 BUDGET					
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	192,850	188,820	2			2	2			2
CONTROLLER	2,158,430	2,144,740	35			35	35			35
RISK MANAGEMENT	295,800	294,080	4			4	4			4
TREASURY	2,328,890	2,241,730	35	8		43	34	7		41
PROPERTY ASSESSMENT	3,009,560	2,947,550	45			45	44			44
SELF INSURANCE	6,610,000	6,610,000								
OPERATING COST	14,595,530	14,426,920	121	8		129	119	7		126
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	14,595,530	14,426,920								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	5,732,030	5,579,580								
TOTAL DEPARTMENT COST	20,327,560	20,006,500								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	12,199,470	8,705,030								
FUNCTION COST	8,128,090	11,301,470								
LESS PROGRAM REVENUES	153,550	163,140								
NET PROGRAM COST	7,974,540	11,138,330								

1994 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	171,380	1,000	10,690	5,750	188,820
CONTROLLER	2,089,520	13,400	61,540	20,790	2,185,250
RISK MANAGEMENT	279,850	3,500	10,530	200	294,080
TREASURY	1,991,810	29,550	251,920	5,990	2,279,270
PROPERTY ASSESSMENT	2,789,210	31,340	171,990	2,730	2,995,270
SELF INSURANCE			6,610,000		6,610,000
DEPT. TOTAL WITHOUT DEBT SERVICE	7,321,770	78,790	7,116,670	35,460	14,552,690
LESS VACANCY FACTOR	125,770				125,770
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	7,196,000	78,790	7,116,670	35,460	14,426,920

RECONCILIATION FROM 1993 REVISED BUDGET TO 1994 BUDGET REQUEST

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1993 REVISED BUDGET:	\$14,595,530	121	8	0
1993 ONE-TIME REQUIREMENTS:				
- Advertising of Foreclosure List	(24,450)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1994:				
- Salaries and Benefits Adjustment	(96,130)			
- Non-Personal Services Inflation Adjustment	18,920			
1993 CONTINUATION LEVEL:	<u>\$14,493,870</u>			
UNFUNDED CURRENT SERVICE LEVELS:				
- Delinquent Collections	(46,880)	(1)		
- Remittance Processing	(26,760)		(1)	
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Customer Service, Property Appraisal	(33,470)	(1)		
- Personnel Adjustments, Reclass	7,260			
- Supplies	(640)			
- Other Services and Charges	37,290			
- Capital Outlay	(3,750)			
1994 BUDGET REQUEST:	<u>\$14,426,920</u>	<u>119FT</u>	<u>7PT</u>	<u>0T</u>

1994 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.

1993 PERFORMANCES:

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

1994 PERFORMANCE 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:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	167,640		\$	175,410		\$	171,380	
SUPPLIES		1,000			1,000			1,000	
OTHER SERVICES		10,690			10,690			10,690	
CAPITAL OUTLAY		5,750			5,750			5,750	
TOTAL DIRECT COST:	\$	185,080		\$	192,850		\$	188,820	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 27

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Check Issuance

DIVISION: CONTROLLER

PURPOSE:

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

1993 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 3200 employees and issued approximately 83,200 checks/advices annually.
- Provided required payroll reports to regulatory agencies in a timely manner.
- Continued timely payments to vendors to take advantage of all possible discounts offered to the Municipality.
- Processed required Federal reporting on vendors in a timely manner.

1994 PERFORMANCE OBJECTIVES:

- Process bi-weekly payrolls for approximately 3120 employees and issue approximately 81,120 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.
- Process required Federal reporting on vendors in a timely manner.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	624,080		\$	669,940		\$	651,910	
SUPPLIES		4,810			2,810			4,290	
OTHER SERVICES		14,340			16,340			15,980	
CAPITAL OUTLAY		1,000			1,000			7,000	
TOTAL DIRECT COST:	\$	644,230		\$	690,090		\$	679,180	

WORK MEASURES:

- Manual payroll checks written	1,562	1,350	1,450
- Payroll data base transactions	9,306	9,200	9,800
- Biweekly checks/advices	84,287	83,200	81,120
- Accounts payable checks issued	31,100	32,300	32,300
- Vouchers paid	43,700	46,400	46,400
- Invoices paid	131,900	133,500	133,500
- Manual checks, leave adj leave dontns, adjsting wrksht input transactn.	22,080	23,800	23,800

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
6, 7, 19, 20, 35, 50, 61, 72

1994 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.

1993 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and fairly timely manner.
- Provided monthly financial reports in most effective format in an accurate and fairly timely manner.
- Provided training to FIS computerized monthly report users in regards to preparing input documents, reading and understanding reports, and using on line inquiry.
- Controlled expenditure of funds based on Assembly appropriation.
- Processed grant reports, requests and financial transactions in a timely manner.

1994 PERFORMANCE 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 preparing input documents, reading and understanding reports, and using on line inquiry.
- Control expenditure of funds based on Assembly appropriation.
- Process grant reports, requests and financial transactions in a timely manner.
- Draft accounting policies and procedures manual.
- Put in place procedures, programming changes for automated distribution of monthly financial and labor distribution reports.

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Financial Record Management
 RESOURCES:

DIVISION: CONTROLLER

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	23	0	0	22	0	0	22	0	0
PERSONAL SERVICES	\$ 1,341,000			\$ 1,399,880			\$ 1,397,100		
SUPPLIES		8,950			8,930			9,110	
OTHER SERVICES		49,430			41,640			45,560	
CAPITAL OUTLAY		10,880			17,890			13,790	
TOTAL DIRECT COST:	\$ 1,410,260			\$ 1,468,340			\$ 1,465,560		
PROGRAM REVENUES:	\$ 4,800			\$ 0			\$ 0		
WORK MEASURES:									
- Input documents reviewed		1,625			1,600			1,600	
- Reports prepared		8,431			8,500			8,500	
- Funds verified		1,240			1,100			1,150	
- Transactions input		572,103			599,346			600,710	
- Grants accounted for in single audits (state and federal)		495			500			550	
- Funds Managed		95			95			99	
- Individual grant revenue confirmations completed		555			510			560	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 8, 9, 10, 28, 31, 32, 33, 45, 46, 47, 48, 57, 58, 65,
 70

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE DIVISION: TREASURY
 PROGRAM: Division Admin and Management of Funds

PURPOSE:

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

1993 PERFORMANCES:

- Supervised and administered the functions of the Treasury Division in accordance with all applicable laws, policies and regulations
- Invested municipal funds as provided by Municipal Code.
- Monitored cash flow and ensured availability of funds to cover daily expenditures.

1994 PERFORMANCE 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:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	350,640		\$	376,490		\$	373,520	
SUPPLIES		4,350			4,400			4,400	
OTHER SERVICES		13,050			13,510			13,520	
CAPITAL OUTLAY		1,170			720			720	
TOTAL DIRECT COST:	\$	369,210		\$	395,120		\$	392,160	
PROGRAM REVENUES:	\$	23,720		\$	13,500		\$	22,340	

WORK MEASURES:

- Investment bids issued 94 94 94

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 30, 41, 59, 62

1994 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.

1993 PERFORMANCES:

- Billed and collected both real and personal property taxes.
- Issued tax certificates.
- Proceeded with foreclosures as necessary.
- Provided professional service and information to the public.

1994 PERFORMANCE 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:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	248,450		\$	270,090		\$	270,290	
SUPPLIES		12,700			9,000			8,800	
OTHER SERVICES		82,100			104,180			107,030	
CAPITAL OUTLAY		420			420			980	
TOTAL DIRECT COST:	\$	343,670		\$	383,690		\$	387,100	
PROGRAM REVENUES:	\$	1,000		\$	3,500		\$	2,500	

WORK MEASURES:

- Tax bills issued	112,200	112,200	112,200
- Assessor adjustments	3,426	3,430	3,430
- Replats processed	118	90	90
- Foreclosures	1,448	1,366	1,400
- Tax payments opened & batched on a timely basis	142,760	142,760	142,760
- Tax certificates issued	439	440	440
- Bankruptcy cases coordinated	427	700	700
- Taxpayer inquiries processed	35,440	35,440	35,440
- Tax deposits prepared	600	600	600

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 12, 34, 38, 53

1994 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.

1993 PERFORMANCES:

- Collected delinquent personal property tax revenues.
- Collected miscellaneous accounts receivable.
- Billed and collected Emergency Medical Service fees.
- Collected unpaid criminal fines & fees through attachment of Permanent Fund Dividends.
- Collected judgements granted for indigent defense fees through assignment of PFD's and other collection methods.

1994 PERFORMANCE OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service fees.
- Collect unpaid criminal fines & fees through attachment of Permanent Fund Dividends.
- Collect judgements granted for indigent defense fees through assignment of PFD's and other collection methods.

1994 P R O G R A M P L A N

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

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	14	0	0	13	0	0
PERSONAL SERVICES	\$	653,670		\$	721,770		\$	668,690	
SUPPLIES		4,600			5,100			5,100	
OTHER SERVICES		51,950			55,910			59,820	
CAPITAL OUTLAY		720			10,480			2,590	
TOTAL DIRECT COST:	\$	710,940		\$	793,260		\$	736,200	
PROGRAM REVENUES:	\$	0		\$	110,500		\$	115,000	
WORK MEASURES:									
- Receivables reduced (in \$000's)		14,660			14,660			14,364	
- Small Claims Court cases filed		298			300			300	
- Court fines/Perm Fund Div executions (in \$)		225,000			225,000			225,000	
- Recoveries (in \$)		422,000			197,000			197,000	
- Ambulance services billed		8,080			8,080			8,300	
- Insurance claims processed for EMS		3,800			3,600			3,600	
- Indigent defense fees/ Perm Fund assignments (in \$)		0			100,000			100,000	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 13, 21, 39, 52, 64, 66, 68

1994 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.

1993 PERFORMANCES:

- Verified all MOA cash receipts and supporting documentation prior to FIS recording in general ledger.
- Provided accountability for the municipal cash flow.
- Maintained control and security of all municipal cash collections.
- Maintained control of disbursements of municipal checks.
- Administered and enforced the Tobacco Tax and Hotel/Motel Tax collection systems.

1994 PERFORMANCE 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.

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Cash Management & Misc Tax Collection

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	270,130		\$	287,880		\$	294,720	
SUPPLIES		3,100			2,750			2,750	
OTHER SERVICES		13,690			13,960			24,210	
CAPITAL OUTLAY		720			720			720	
TOTAL DIRECT COST:	\$	287,640		\$	305,310		\$	322,400	
PROGRAM REVENUES:	\$	0		\$	10,000		\$	11,300	
WORK MEASURES:									
- Cash receipts processed		29,150			29,150			29,150	
- Checks and advices disbursed		123,890			124,000			124,000	
- Revenue deposits verified		17,000			17,000			17,000	
- Tobacco tax collected		2,746,100			2,816,670			2,887,390	
- Hotel/Motel tax collected		6,171,450			6,280,920			6,280,920	
- Penalties & Interest collected		24,500			21,020			21,020	
- Miscellaneous fees collected		11,300			11,300			11,300	
- Tobacco tax audit findings/collections		44,500			45,800			46,950	
- Hotel/Motel tax audit findings/collections		82,750			81,440			81,440	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
11, 23, 40, 69

1994 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.

1993 PERFORMANCES:

- Processed 1,609,760 utility payments throughout the year.
- Prepared an average daily deposit of \$785,000.
- Monitored and processed all returned checks for collection.
- Processed exception items as required.
- Processed 17,810 tax collections through remittance processor machine.

1994 PERFORMANCE OBJECTIVES:

- Process 1,609,760 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 17,810 tax collections through remittance processor machine.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	9	4	0	4	8	0	4	7	0
PERSONAL SERVICES	\$	427,310		\$	398,800		\$	347,050	
SUPPLIES		9,100			8,500			8,500	
OTHER SERVICES		37,520			43,580			47,340	
CAPITAL OUTLAY		4,130			630			980	
TOTAL DIRECT COST:	\$	478,060		\$	451,510		\$	403,870	

WORK MEASURES:

- Utility remittances opened and batched	1,609,760	1,609,760	1,609,760
- Returned/NSF checks processed	4,500	4,500	4,500
- Tax remittances machine processed	17,810	17,810	17,810
- Utility remittances machine processed	1,545,360	1,545,360	1,545,360

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
14, 22, 37, 51, 63, 67

1994 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.

1993 PERFORMANCES:

- Identified and minimized exposure to loss.
- Managed worker's compensation and liability claims.
- Administered insurance/self-insurance program.
- Collected damages to general government and utilities.
- Maintained comprehensive property insurance program for all municipal real and personal property.

1994 PERFORMANCE 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.
- Reduce the cost of workers compensation claims.
- Return injured Municipal workers to duty as soon as possible utilizing modified work policy.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	264,340		\$	281,570		\$	279,850	
SUPPLIES		3,700			3,700			3,500	
OTHER SERVICES		6,704,370			6,620,130			6,620,530	
CAPITAL OUTLAY		800			400			200	
TOTAL DIRECT COST:	\$	6,973,210		\$	6,905,800		\$	6,904,080	

WORK MEASURES:

- Damage claims recovered (\$)	500,000	610,000	610,000
- Municipal contracts reviewed	550	600	600
- Worker's compensation claims reduced	500	450	550
- General liability claims reduced	300	200	265
- Auto liability claims controlled	150	160	160
- Safety meeting held	0	0	40
- Safety building inspection	0	0	35

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 18, 29, 36, 73

1994 PROGRAM PLAN

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.

1993 PERFORMANCES:

- Assessed 86,459 parcels of real property within the Municipality.
- Certified seven (7) real and personal/business property rolls.
- Reviewed and acted upon exemption requests for Sr. Cit/Dis Vets, farm use, religious, charitable, and educational considerations.
- Further enhanced the division training program.
- Assessed personal/business property within the Municipality.
- Maintained ownership and legal descriptions for properties in the MOA.
- Systematically reviewed 14,500 commercial and residential properties.
- Responded to about 150,000 inquiries for information on real and personal/business properties.
- Researched and resolved real and personal/business property valuation protests at the administrative level.
- Implemented a computerized system for all personal/business property records.
- Researched and prepared formal appeals to the Board of Equalization.
- Instituted a computerized real property cartographics system.

1994 PERFORMANCE OBJECTIVES:

- Assess 87,000 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, farms 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 the costing of all personal/business property records.
- Research and prepare formal appeals to the Board of Equalization.
- Implement computerized real property cartographics within A.G.I.S system.

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	45	0	0	45	0	0	44	0	0
PERSONAL SERVICES	\$ 2,632,600			\$ 2,822,920			\$ 2,741,490		
SUPPLIES	29,110			31,000			31,340		
OTHER SERVICES	147,610			154,440			171,990		
CAPITAL OUTLAY	13,130			1,200			2,730		
TOTAL DIRECT COST:	\$ 2,822,450			\$ 3,009,560			\$ 2,947,550		
PROGRAM REVENUES:	\$ 20,500			\$ 16,000			\$ 12,000		
WORK MEASURES:									
- Certify rolls (includes coordination and preparation)	7			7			7		
- Process exemption requests. (incl. Sr. Citizens & Veterans).	14,450			16,750			17,295		
- Public/MOA inquiries, customer contacts	121,251			149,885			154,035		
- Maintain property/ownership records	95,500			120,625			124,625		
- Valuation of personal/business property returns	22,500			22,500			22,500		
- Revaluation of real property (includes admin processing)	86,800			86,459			86,995		
- Input real/business/personal property data	113,700			74,500			86,500		
- Business property discovery program (expressed as a %)	30			35			35		
- Add new commercial construction to roll. (inc. admin process)	320			339			492		
- Conduct on-site physical reinventories. (inc. admin process)	7,675			3,970			6,310		
- Prepare appeals to the Board of Equalization (inc. admin review)	3,376			3,030			3,725		
- Add residential new construction/remodels to assessment roll.	1,000			875			980		
- Coordinate Real Property Appeals' Process.	3,875			3,875			3,500		
- Business/Personal Property Audit Program	300			275			275		

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 15, 16, 17, 24, 25, 26, 42, 43, 44, 49, 54, 55, 56, 60,
 71, 74, 75, 76, 77, 78, 79, 80

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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
1994 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
0438-Administration OF all requests for information pass to/
SOURCE OF FUNDS, THIS SVC LEVEL: 2 from Finance Department to the Administration and other organizations.
TAX SUPPORT
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	108,430	1,000	10,690	0	5,750	125,870

2 1321-CONTROLLER ADMINISTRATION CB 1 To provide accounting services to all
0042-Financial Record Manageme OF organizations.
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	84,840	2,650	16,020	0	1,050	104,560

3 1330-RISK MANAGEMENT CB 1 Continue qualifying as self-insured
0439-Risk Management OF entity by applying Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL: 4 principles to losses.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	94,920	2,600	8,150	0	200	105,870

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	83,320	4,400	11,980	0	210	99,910

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	77,210	800	3,710	0	0	81,720

6 1323-PAYROLL CB 1 Process, review and balance payroll data
0044-Check Issuance OF for approximately 3120 employees. Res-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 possible for the issuance of approxi-
IGC SUPPORT mately 50,000 bi-weekly payroll checks/
advices annually. Provide service to
process payroll liabilities i.e.: chil.
support, wage attachments/levies, union
dues/assessments, credit union deduc-
tions, direct deposit.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	57,400	620	11,120	0	0	69,140

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: 5 purchase orders, receiving reports, ven-
IGC SUPPORT dor invoices, and other accounts payable
documents will be received and filed.
There is no time to process payments at
this level.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	269,370	2,400	4,190	0	6,740	282,700

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RANK PROGRAM

SL SVC
CODE LVL

8 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Managem
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide data entry, report and fiche
OF distribution. Request changes to FIS
5 Systems programs. Provide timely proces-
sing of financial statements and other
reports.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	263,290	2,500	670	0	1,200	267,660

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

CB 1 To provide monthly and annual financial
OF reports with supporting documentation;
5 provide essential accounting support to
general, pension and trust funds. To
provide computer systems support to the
section/division. Account and record all
capitalizable Municipal fixed assets in
the general funds into the MSFAMS. To
oversee the development and analyze the
status of the Fin. Dept. annual budget.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	315,250	3,050	10,040	0	6,940	335,280

10 1327-GRANTS ACCOUNTING
0042-Financial Record Managem
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide reports and billings to granting
OF agencies and Municipal concerns. Main-
5 tain readily accessible centralized
grant records. Establish the accounting
forms and structures for new grants
awarded to the Municipality. Coordinate
and support the audits of State and
Federal grants.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	59,880	200	9,650	0	2,340	72,070

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

11 1342-CASH MANAGEMENT CB 1 To supervise cash management activities
0661-Cash Management & Misc Ta OF and provide accountability for the
SOURCE OF FUNDS, THIS SVC LEVEL: 4 municipal cash flow. To provide train-
IGC SUPPORT 4 ing to cashiers, reconcile all MOA cash
receipts to supporting documentation,
and disburse all MOA accounts payable
and payroll checks. To maintain secur-
ity of all check disbursements and reve-
nue collections. To administer the To-
bacco and Hotel/Motel tax systems.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	151,400	2,050	12,880	0	510	166,840

12 1346-TAXES CB 1 To supervise and maintain property
0444-Tax Billing and Collectio OF tax billings & collections, receive and
SOURCE OF FUNDS, THIS SVC LEVEL: 4 process tax payments and requests for
TAX SUPPORT tax information. To balance Tax Receiv-
PROGRAM REVENUES 2,500 able System with FIS daily. To input
adjustments and payments to the Tax
System. To provide information to the
public regarding property taxes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	145,780	8,800	106,490	0	980	262,050

13 1345-DELINQUENT COLLECTIONS CB 1 To supervise and plan: collection and
0443-Delinquent and Miscellane OF rebilling activities for delinquent
SOURCE OF FUNDS, THIS SVC LEVEL: 8 personal & business property taxes,
TAX SUPPORT collection activities for utility & gen-
IGC SUPPORT eral government bills for collection
(BFC's), billing and collection activi-
ties for Emergency Medical Service (EMS)
transport fees, small claims process-
ing, delinquent criminal fines, and
indigent defense fees.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	69,440	500	1,990	0	400	72,330

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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
7 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	1	0	119,650	500	2,550	0	770	123,470

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

CB 1 Maintain current Real Property legal
OF descriptions, sizes, ownerships,
4 tax districts, Personal and Real Prop-
erty valuations (including) adjustments.
Administer Real Property Appeals pro-
cessing and Sen. Cit./Veteran exemption
program. maintain Religious, charitable,
etc, exemption statuses. Execute carto-
graphics' mapping and research. Provide
timely response to Public inquiries.

PROGRAM REVENUES 12,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	0	351,920	2,500	2,340	0	1,900	358,660

16 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB 1 Reevaluation of 34% of existing invento-
OF ried properties by Mar 15, 1995. Recali-
10 bration of current cost and 34% of land-
pricing tables. Creation of new residen-
tial-improved valuation models for 20%
of properties. Manual determination of
11,000 condominium valuations. 2050
Appeals/Administrative Reviews process-
ed. 3970 commercial and residential
properties re-inventoried.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
17	0	0	1,224,560	12,000	104,980	0	0	1,341,540

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

17 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB 1 Assessment rolls 2&3 will be completed
OF in August; certified rolls to Treasury
6 Division in September. Rolls 4,5,6,&7
will be completed by December. Customer
service function will be at 50% of nor-
mal levels. Turnaround time on request
for information for tax certificates,
senior/veteran exemptions, and value
information will be four days during
assessment roll production periods.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	238,770	12,200	35,300	0	830	287,100

18 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT
PROGRAM REVENUES

CB 1 To fulfill legal requirements of a cer-
OF tified self-insurer, maintain a fund of
1 adequate claims reserves, provide excess
worker's compensation insurance, assure
equitable claims adjustment, provide
insurance coverage to the Municipality
in the event of a catastrophic loss.

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

CO 2 Process, review and balance payroll data
OF for approximately 3120 employees. Res-
4 ponsible for the issuance of approxi-
mately 31,120 bi-weekly payroll checks/
advices annually. Provide service to
process payroll liabilities i.e.: child
support, wage attachments/levies, union
dues/assessments, credit union deduc-
tions, direct deposit.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	51,000	190	350	0	0	51,540

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MUNICIPALITY OF ANCHORAGE
1994 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

20	1324-ACCOUNTS PAYABLE	CO	2	provide accounts payable services to all
	0044-Check Issuance		OF	Municipal departments. At this level
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	purchase orders, receiving reports, ven-
	IGC SUPPORT			tor 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 geome-
				trically until additional staffing is
				available to process payments.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	40,900	270	80	0	260	41,510

21	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.
	TAX SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	150,630	3,000	18,380	0	1,070	173,080

22	1347-REMITTANCE PROCESSING	CO	2	To process utility (ANWU, ML&P and Solic
	0445-Remittance Processing		OF	Waste) and tax payments on the Unisys
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	remittance processing system. To trans-
	IGC SUPPORT			mit data to these three 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	42,130	6,800	42,870	0	0	91,800

23	1342-CASH MANAGEMENT	CO	2	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:		4	and contractors. To report and resolve
	IGC SUPPORT			discrepancies involving revenues which
				were collected and deposited.

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	40,270	250	460	0	210	41,190

24 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	37,720	0	80	0	0	37,800

25 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 2 Assessment rolls 2 & 3 could be complet-
OF ed in July, and certified to Treasury
6 Div. in August. Rolls 4,5,6,8,7 will be
completed and certified to Treasury by
year end. Mobile home program will be
functional. Customer service to the tax-
payers and other Divisions will be about
75% of 1993 levels. Assessment roll
production requirements will take prec-
edence over other functions & services.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	38,340	0	0	0	0	38,340

26 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 2 180 commercial-improved
OF properties re-inventoried. 3% of
10 additional Appeals processed. Add
80 commercial new construction/
remodel units to Assessment roll.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,550	0	300	0	0	66,850

27 1311-FINANCE ADMINISTRATION CO 2 Provide secretarial and clerical support
0438-Administration OF to the Chief Fiscal Officer. Process all
SOURCE OF FUNDS, THIS SVC LEVEL: 2 materials or documents that would come
TAX SUPPORT to/from the Chief Fiscal's Office .
IGC SUPPORT Screen calls and write down messages,
keep track of Officer's daily schedule.

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

28 1321-CONTROLLER ADMINISTRATION CO 2 To provide accounting services to all
0042-Financial Record Manageme OF organizations.
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	87,400	0	0	0	0	87,400

29 1330-RISK MANAGEMENT CO 2 Provide secretarial and clerical support
0439-Risk Management OF to the Risk Management Division. Collect,
SOURCE OF FUNDS, THIS SVC LEVEL: 4 produce claim documents and collection
IGC SUPPORT documents that produce revenue for the
Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,660	900	1,500	0	0	44,060

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CODE LVL

30 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 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 22,340

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	87,940	0	510	0	210	88,660

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

CO 2 To provide monthly and annual financial
OF reports with supporting documentation,
5 provide essential accounting support to
Municipal enterprise funds and internal
service funds.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	74,100	150	950	0	1,380	76,580

32 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 2 Provide report and fiche distribution.
OF Request changes to FIS Systems programs.
5 Timely processing of monthly financial
reports. However at this level data will
be delayed 60 to 75 days and year-end
processing for financial statements will
be approximately March 1.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,550	0	0	0	0	66,550

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DEPT: 12 --FINANCE
DEPT BUDGET UNIT/
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33 1327-GRANTS ACCOUNTING CO 2 Provide complex reports and billings to
0042-Financial Record Manageme OF granting agencies & Municipal concerns.
SOURCE OF FUNDS, THIS SVC LEVEL: 5 Maintain readily accessible centralized
IGC SUPPORT grant records. Develop and establish
the accounting forms and structures for
new grants awarded to the Municipality.
Control, coordinate and support the
audits of State and Federal grants.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	76,910	100	3,130	0	0	80,140

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: 4 by Alaska Statute 29.45. To coordinate
TAX SUPPORT real property bankruptcy cases with MOA
attorneys. To process tax payments
and provide information to the public.
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,540	0	200	0	0	41,740

35 1324-ACCOUNTS PAYABLE CO 3 Insure the integrity of the Accounts Pa-
0044-Check Issuance OF yable function. Responsible for the au-
SOURCE OF FUNDS, THIS SVC LEVEL: 5 dit and payment of bills as well as the
IGC SUPPORT development, coordination and implemen-
tation of A/P policy and procedures so
as to provide full compliance with regu-
latory requirements to include IRS 1099
reporting.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	79,340	270	80	0	0	79,690

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36 1330-RISK MANAGEMENT CO 3 To continue recovering \$400,000 to
0439-Risk Management OF \$1,000,000 annually from persons
SOURCE OF FUNDS, THIS SVC LEVEL: 4 damaging Municipal property. To reduce
worker's compensation and tort claims
against the Municipality.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,930	0	880	0	0	64,810

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: 7 To transmit data to ATU. To ensure
proper posting to customer accounts.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,040	0	0	0	0	43,040

38 1346-TAXES CO 3 To issue tax payment certificates on
0444-Tax Billing and Collectio OF mobile homes as required by AMC Title
SOURCE OF FUNDS, THIS SVC LEVEL: 4 12, research ownership and tax payment
TAX SUPPORT history on mobile homes, process
tax payments and provide information to
the public.
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,040	0	170	0	0	43,210

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.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,520	0	290	0	100	55,910

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40 1342-CASH MANAGEMENT
0661-Cash Management & Misc Ta
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 11,300

CO 3 To collect, process and record all
OF Hotel/Motel Tax and Tobacco Tax pay-
4 ments. To verify accuracy and complete-
ness of all Hotel/Motel and Tobacco
Tax returns, payments, H/M certificates
of registration and Tobacco licences and
permits.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	44,540	450	10,560	0	0	55,550

41 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 3 To insure fiscal integrity of the
OF Municipality by providing investment
5 & related services and to perform the
following functions: budget preparation
& monitoring, purchasing & receiving,
contract administration, personal com-
puter coordination, records & property
management, and office safety.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,530	0	520	0	300	67,350

42 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

CO 3 Reevaluation of additional 13,080 exist-
OF ing inventoried properties.
10 Recalibration of additional 15% of
land pricing tables. 450 additional
residential-improved properties Re-
inventoried. 9% additional Appeals pro-
cessed. Add 140 residential new
construction/remodel units to Assess-
ment roll. Creation of new res. models
for additional 20% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,440	1,000	2,250	0	0	66,690

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43 1352-CUSTOMER SERVICE/RECORDS CO 3 100% of all ownership and address
0049-Property Appraisal OF changes will be electronically
SOURCE OF FUNDS, THIS SVC LEVEL: 4 documented. Provide Real Property with
TAX SUPPORT mass electronic CAMA entry support.
Augments support to Public inquiries
(phone and walk-in).

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,410	0	80	0	0	37,490

44 1354-PERSONAL PROPERTY CO 3 Audit program will function at initial
0049-Property Appraisal OF levels for selective audits. Property
SOURCE OF FUNDS, THIS SVC LEVEL: 6 Discovery Program will be limited. This
TAX SUPPORT level of service for audit & property
discovery should add approximately 20
million in value to the assessment
rolls. Production for all assessment
rolls should be completed by deadlines.
Service to the public & other divisions
will be delayed during peak production.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,990	0	1,100	0	0	65,090

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 typing the annual
financial report. Responsible for duties
of payroll clerk for the division.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,920	0	0	0	0	43,920

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46	1322-GENERAL ACCOUNTING	CO	3	To provide monthly and annual financial
	0042-Financial Record Manageme		OF	reports with supporting documentation,
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	provide essential accounting support to
	IGC SUPPORT			the Municipal utilities. Responsible for
				accounting of all Municipal assessments
				and long-term debts.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	63,340	150	810	0	580	64,880

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 on
				hold until some later date.

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

48	1327-GRANTS ACCOUNTING	CO	3	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 individual grants
				awarded to the Municipality.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	56,880	80	230	0	0	57,190

49	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.

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To prepare all payroll data.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,800	300	300	0	0	47,400

50	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:					5	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 avai-	
							lable to research and resolve problems.	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	38,990	276	80	0	0	39,340

51	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:					7	tance processing. To input manual	
	IGC SUPPORT						batches. To research problem payments.	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	2	0	54,720	1,200	1,740	0	210	57,870

52	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			15,000			ruptcy and civil litigation for collec-	
							tions, liquor license protests, and	
							collections for leasehold taxes.	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	153,090	500	36,700	0	510	190,800

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53 1346-TAXES
 0444-Tax Billing and Collectio
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 PROGRAM REVENUES 0

CO 4 Receives tax payments and deposits the
 OF revenue. Researches checks received
 4 which are not accompanied with tax
 payment advice slips. Provides informa-
 tion to the public regarding property
 taxes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,930	0	170	0	0	40,100

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

CO 4 Verifies all ownership and legal
 OF description information on conveyance
 4 documents to be electronically inputted
 into CAMA. Augments customer service
 support.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,290	0	80	0	0	37,370

55 1353-REAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

CO 4 180 additional commercial-improved
 OF properties re-inventoried.
 10 3% additional Appeals processed.
 Add 80 commercial new construction/
 remodel units to Assessment roll.
 All leaseholds (350) valued.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	62,060	0	150	0	0	62,210

56 1354-PERSONAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

CO 4 Audit and Property Discovery Programs
 OF will be functional. Lease tracking and
 6 business license tracking programs will
 operate at initial phases on the auto-
 mated personal property system. customer
 service should be at normal levels. This
 level of service should add an additonal
 \$20 million in value to the rolls for
 the audit function. Property discovery

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and tracking will add additional revenue

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	62,590	0	1,100	0	0	63,690

57 1322-GENERAL ACCOUNTING CO 4 To provide accounting support to all
0042-Financial Record Manageme OF Municipal Capital Work in Progress funds
SOURCE OF FUNDS, THIS SVC LEVEL: 5 and other miscellaneous funds including
financial reporting for these funds.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,010	150	510	0	300	63,970

58 1326-FINANCIAL INFO SYSTEMS CO 4 To provide additional data entry support
0042-Financial Record Manageme OF to alleviate the FIS Supervisor, Senior
SOURCE OF FUNDS, THIS SVC LEVEL: 5 Accountant and the Senior Administrative
Officer from the routine task of data
entry so they can perform their regular
tasks effectively.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	38,590	0	0	0	0	38,590

59 1341-TREASURY ADMINISTRATION CO 4 To provide secretarial and clerical
0047-Division Admin and Manage OF services to the Treasury Division inclu-
SOURCE OF FUNDS, THIS SVC LEVEL: 5 ding payroll preparation, personnel re-
cord administration and the purchasing
of office supplies and equipment. Secre-
tary to the Investment Advisory Commit-
tee.

IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,800	0	240	0	0	47,040

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60 1351-PROPERTY APPRAISAL ADMIN C0 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	3,800	0	0	3,800

61 1324-ACCOUNTS PAYABLE C0 5 Provide accounts payable services to all
0044-Check Issuance OF Municipal departments. At this level A/F
SOURCE OF FUNDS, THIS SVC LEVEL: 5 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	35,570	270	80	0	0	35,920

62 1341-TREASURY ADMINISTRATION C0 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	88,930	0	270	0	0	89,200

63 1347-REMITTANCE PROCESSING C0 5 To receive, open and separate ATU
0445-Remittance Processing OF bills into batches required for remit-
SOURCE OF FUNDS, THIS SVC LEVEL: 7 tance processing. To input manual
IGC SUPPORT batches. To research problem payments.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	3	0	80,790	0	180	0	0	80,970

64 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 medical
IGC SUPPORT insurance claims and enforce collection
through delinquent collection methods.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	138,150	600	890	0	300	139,940

65 1327-GRANTS ACCOUNTING CO 4 Provide accounting support to administer-
0042-Financial Record Manageme OF ring MOA agencies in establishing and
SOURCE OF FUNDS, THIS SVC LEVEL: 5 maintaining required financial records.
IGC SUPPORT Review and evaluate compliance by Muni-
cipal Agencies to Grant terms and condi-
tions. Develop necessary accounting
sub-systems to meet grant requirements
where necessary.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	65,770	80	50	0	0	65,900

66 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,520	0	140	0	0	55,660

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67 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 6 To receive, open and separate utility
OF bills into batches required for remit-
7 ance processing. This is a part-time
position to cover vacations & illness
within the section.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	1	0	6,720	0	0	0	0	6,720

68 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

PROGRAM REVENUES 100,000

CO 7 Collect judgements granted for indigent
OF defense fees. Coordinate with Office of
8 the Prosecutor, Court, OMB, & Alaska
Permanent Fund to effect collection of
fees thru PFD assignments. Maintain
case files and monitor payment plans &
other collection arrangements establish-
ed with debtors.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,340	500	1,430	0	210	48,480

69 1342-CASH MANAGEMENT
0661-Cash Management & Misc Ta
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 4 To verify accuracy of all Tobacco Tax
OF and Hotel/Motel Tax reported by perform-
4 ing audits of records of reporting
entities and enforcing the tax as out-
lined in the Anchorage Municipal Code.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	58,510	0	310	0	0	58,820

70 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 5 Funds reserved to meet payment of audit
OF requirements and other accounting profes-
5 sional services.

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

71 1353-REAL PROPERTY CO 9 Refurbish portion of vehicle fleet.
0049-Property Appraisal OF
SOURCE OF FUNDS, THIS SVC LEVEL: 10
TAX SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	11,000	0	0	11,000

72 1323-PAYROLL CO 3 Insure fiscal integrity of Municipal
0044-Check Issuance OF payroll function. Insure proper account-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 ting of disbursements/collections per-
IGC SUPPORT 4 taining to payroll. Comply with all app-
licable State, Federal and Local payroll
regulations. Assist 50 departmental pay-
roll clerks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	79,340	0	0	0	0	79,340

73 1330-RISK MANAGEMENT CO 4 Direct the Municipal Loss Control and
0439-Risk Management OF Safety Program from the Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL: 4 Office. Address public safety exposures
IGC SUPPORT 4 and various environmental exposures.
Prevent losses in the worker's compensa-
tion and tort liability programs. It is
viewed as a necessity by the State OSHA
Department.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	79,340	0	0	0	0	79,340

74 1351-PROPERTY APPRAISAL ADMIN CO 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
agencies' technical inquiries.
To continue development of GIS applica-
tions for mapping and market analysis.
To prepare Division budget.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	80,170	300	260	0	0	80,730

75 1353-REAL PROPERTY CO 5 Reevaluation of additional 2,659 exist-
0049-Property Appraisal OF ing inventoried properties. Recali-
SOURCE OF FUNDS, THIS SVC LEVEL: 10 bration of an additional 3% of land-
TAX SUPPORT pricing tables. 97 additional
IGC SUPPORT commercial-improved properties re-
inventoried. 1.5% additional Appeals
processed. Add 50 commercial new
construction/remodel units to Assess-
ment roll.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	32,900	0	160	0	0	33,060

76 1353-REAL PROPERTY CO 6 Reevaluation of additional 13,080 exist-
0049-Property Appraisal OF ing properties. Recalibration of
SOURCE OF FUNDS, THIS SVC LEVEL: 10 additional 15% of land-pricing tables.
TAX SUPPORT Creation of new residential-improved
Valuation models for additional 20% of
properties. 450 additional residential
properties reinventoried. 9% additional
Appeals processed. Add 140 residential
new construction/remodel units to
Assessment roll.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	59,980	0	1,200	0	0	61,180

77 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 7 450 residential-improved properties re-inventoried.
10 9% additional Appeals processed. 140 new residential construction/remodel units added to Assessment roll. Re-evaluation of additional 13,080 existing inventoried properties. Re-calibration of an additional 15% of land-pricing tables.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,380	1,000	150	0	0	57,530

78 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 8 450 residential-improved properties re-inventoried 9% additional Appeals processed. 140 new residential construction/remodel units added to Assessment roll. Re-evaluation of additional 13,080 Existing inventoried properties. Re-calibration of an additional 15% of land-pricing tables. Creation of new Res. valuation models for additional 20% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,690	0	1,650	0	0	57,340

79 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 10 Reevaluation of additional 2,266 existing inventoried properties. Recalibration of an additional 3% of land-pricing tables. 1.5% additional Appeals processed. Add 42 commercial new construction remodel units to Assessment roll.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	28,930	1,240	2,000	0	0	32,170

BPAB010R
09/10/93
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MUNICIPALITY OF ANCHORAGE
1994 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

80 1351-PROPERTY APPRAISAL ADMIN CO 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 Municipi-
pal agency inquiries. To research/act
upon real and personal property exemp-
tion requests. To prepare division bud-
get.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	18,790	0	0	0	0	18,790

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
117	11	0	7,196,000	78,790	7,116,670	0	35,460	14,426,920

----- DEPARTMENT OF FINANCE FUNDING LINE -----
14,426,920

81 1345-DELINQUENT COLLECTIONS CO 8 To collect delinquent personal property
0443-Delinquent and Miscellane OF and business personal property taxes.
SOURCE OF FUNDS, THIS SVC LEVEL: 8
TAX SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,800	0	80	0	0	46,880

82 1347-REMITTANCE PROCESSING CO 7 To receive, open and separate utility
0445-Remittance Processing OF bills into batches required for remit-
SOURCE OF FUNDS, THIS SVC LEVEL: 7 tance processing. To input manual
batches. To research problem payments.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	26,760	0	0	0	0	26,760

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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
 1994 DEPARTMENT RANKING

DEPT: 12 -FINANCE
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

83 1354-PERSONAL PROPERTY ND 5 Assessment rolls produced by established
 0049-Property Appraisal OF deadlines. Initial phase of the new
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 automated personal property system will
 TAX SUPPORT be functional. Data input effort will be
 shifted away from Appraisers and Proper-
 ty Assessment Examiners and allow them
 to complete more of their higher level
 duties. Additional value will be added
 to the assessment rolls.

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

84 1354-PERSONAL PROPERTY ND 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	32,450	500	6,550-	0	0	26,400

85 1322-GENERAL ACCOUNTING ND 5 To provide services to reconcile all
 0042-Financial Record Manageme OF major municipal bank accounts ie: pay-
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 roll, accounts payable, investments, etc
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	49,050	150	630	0	3,800	53,630

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MUNICIPALITY OF ANCHORAGE
 1994 DEPARTMENT RANKING

DEPT: 12 -FINANCE
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

86 1323-PAYROLL ND 4 IBM PS/2 57SX-049, color monitor, computer printer and software needed to write
 0044-Check Issuance OF ter printer and software needed to write
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 print and account for emergency checks issued, also needed to write instructions and improve efficiency of operations.
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	5,500	5,500

87 1326-FINANCIAL INFO SYSTEMS ND 5 Machinery and equipment- IBM PC's and
 0042-Financial Record Manageme OF the necessary components needed to write
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 instructions, improve efficiency of operations, and automate much of the required reconciliation processes.
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	48,000	48,000

88 1321-CONTROLLER ADMINISTRATION ND 4 Prepare and update accounting policies
 0042-Financial Record Manageme OF and procedures manual. Continuation of
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 1991 level.
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,480	0	0	0	0	63,480

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
121	12	0	7,414,540	79,440	7,117,830	0	92,760	14,704,570