

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 Program 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

	1994	1995
Direct Costs	\$14,375,190	\$13,937,090
Program Revenues	\$ 163,140	\$ 254,120
Personnel	118FT 9PT	114FT 9PT

1995 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1994 REVISED	1995 BUDGET	1994 REVISED				1995 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	184,580	189,120	2			2	2			2
CONTROLLER	2,134,690	1,977,650	34	2		36	32	2		34
RISK MANAGEMENT	292,200	296,050	4			4	4			4
TREASURY	2,222,470	2,191,870	34	7		41	32	7		39
PROPERTY ASSESSMENT	2,931,250	2,972,400	44			44	44			44
SELF INSURANCE	6,610,000	6,310,000								
	-----	-----	---	---	---	---	---	---	---	---
OPERATING COST	14,375,190	13,937,090	118	9		127	114	9		123
			=====							
ADD DEBT SERVICE	0	0								
	-----	-----								
DIRECT ORGANIZATION COST	14,375,190	13,937,090								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	5,580,850	5,989,190								
	-----	-----								
TOTAL DEPARTMENT COST	19,956,040	19,926,280								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	8,699,210	10,923,270								
	-----	-----								
FUNCTION COST	11,256,830	9,003,010								
LESS PROGRAM REVENUES	163,140	254,120								
	-----	-----								
NET PROGRAM COST	11,093,690	8,748,890								
	-----	-----								

1995 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	171,120	1,000	11,250	5,750	189,120
CONTROLLER	1,919,140	14,100	64,180	20,740	2,018,160
RISK MANAGEMENT	282,410	3,500	9,940	200	296,050
TREASURY	1,956,310	30,250	238,550	4,300	2,229,410
PROPERTY ASSESSMENT	2,806,470	31,100	181,200	1,350	3,020,120
SELF INSURANCE			6,310,000		6,310,000
	-----	-----	-----	-----	-----
DEPT. TOTAL WITHOUT DEBT SERVICE	7,135,450	79,950	6,815,120	32,340	14,062,860
LESS VACANCY FACTOR	125,770				125,770
ADD DEBT SERVICE					
	-----	-----	-----	-----	-----
TOTAL DIRECT ORGANIZATION COST	7,009,680	79,950	6,815,120	32,340	13,937,090

RECONCILIATION FROM 1994 REVISED BUDGET TO 1995 BUDGET

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1994 REVISED BUDGET:	\$ 14,375,190	118	9	0
1994 ONE-TIME REQUIREMENTS:				
- None				
1994 BUDGET REDUCTIONS (1995 IMPACT):	(300,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1995:				
- Salaries and Benefit Adjustment	51,880			
- Non-Personal Services Inflation Adjustment	21,310			
1994 CONTINUATION LEVEL:	<u>\$ 14,148,380</u>	<u>118</u>	<u>9</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
UNFUNDED CURRENT SERVICE LEVELS:				
- Accounts Payable Accounting Clerk I/II	(20,620)	(1)	1	
- Delinquent Collections - Accounting Clerk I	(35,710)	(1)		
- Remittance Processing - Accounting Clerk II	(9,140)	(1)	1	
- Remittance Processing - Accounting Clerk I	(27,800)		(1)	
- Grants - Senior Staff Accountant	(65,560)	(1)		
MISCELLANEOUS INCREASES (DECREASES):				
- Payroll - Accounting Clerk III (from FT to PT)	(22,190)	(1)	1	
- Personal Services Changes	(20,760)	1	(2)	
- Supplies	1,760			
- Other Services and Charges - Miscellaneous	(5,750)			
- Capital Outlay	(5,520)			
1995 BUDGET:	<u>\$ 13,937,090</u>	<u>114FT</u>	<u>9PT</u>	<u>0T</u>

1995 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.

1994 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.

1995 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:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	175,410		\$	170,440		\$	171,120	
SUPPLIES		1,000			1,000			1,000	
OTHER SERVICES		10,690			10,690			11,250	
CAPITAL OUTLAY		5,750			2,450			5,750	
TOTAL DIRECT COST:	\$	192,850		\$	184,580		\$	189,120	

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

1995 PROGRAM PLAN

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.

1994 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provided monthly and special financial reports in most effective format in an accurate and 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.
- Drafted portions of accounting guide.
- Put in place procedures, programming changes for automated distribution of monthly financial and labor distribution reports.

1995 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 expenditures of funds based on Assembly appropriation.
- Process grant reports, requests and financial transactions in a timely manner.
- Draft accounting guide.

1995 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	22	0	0	21	2	0	21	1	0
PERSONAL SERVICES	\$ 1,399,880			\$ 1,382,580			\$ 1,311,090		
SUPPLIES	8,930			8,510			10,080		
OTHER SERVICES	41,640			51,560			47,730		
CAPITAL OUTLAY	17,890			17,690			13,740		
TOTAL DIRECT COST:	\$ 1,468,340			\$ 1,460,340			\$ 1,382,640		

WORK MEASURES:

- Input documents reviewed	1,600	1,600	1,424
- Reports prepared	8,500	8,500	7,400
- Funds verified	1,100	1,150	1,000
- Transactions input	599,346	630,680	642,760
- Grants accounted for in single audits (state and federal)	500	550	575
- Funds Managed	95	99	101
- Individual grant revenue confirmations completed	510	560	582

81 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, 61, 65

1995 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.

1994 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 3120 employees and issued approximately 81,120 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.

1995 PERFORMANCE OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 3100 employees and issue approximately 83,200 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:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	11	1	0
PERSONAL SERVICES	\$	669,940		\$	647,080		\$	567,540	
SUPPLIES		2,810			4,290			4,020	
OTHER SERVICES		16,340			15,980			16,450	
CAPITAL OUTLAY		1,000			7,000			7,000	
TOTAL DIRECT COST:	\$	690,090		\$	674,350		\$	595,010	

WORK MEASURES:

- Manual payroll checks written	1,350	1,450	1,500
- Payroll data base transactions	9,200	9,800	9,850
- Biweekly checks/advices	83,200	81,120	80,600
- Accounts payable checks issued	32,300	32,300	32,900
- Vouchers paid	46,400	46,400	45,000
- Invoices paid	133,500	133,500	134,000
- Manual checks, leave adj leave dontns, adjsting wrksht input transactn.	23,800	23,800	23,800

81 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
6, 7, 19, 20, 35, 50, 67, 75

1995 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.

1994 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.

1995 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:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	376,490		\$	371,170		\$	373,630	
SUPPLIES		4,400			4,400			4,400	
OTHER SERVICES		13,510			13,520			12,690	
CAPITAL OUTLAY		6,520			720			720	
TOTAL DIRECT COST:	\$	400,920		\$	389,810		\$	391,440	
PROGRAM REVENUES:	\$	13,550		\$	22,340		\$	28,570	

WORK MEASURES:

- Investment bids issued 94 94 94

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

1995 PROGRAM PLAN

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Delinquent and Miscellaneous Collections

PURPOSE:

To rebill & collect personal and business property taxes, general government and utility bills for collection (BFC's), and bill & collect Emergency Medical Service (EMS) transport fees, and to collect municipal criminal, minor offense & civil judgements and liquor license related tax payments.

1994 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.

1995 PERFORMANCE OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service fees.
- Collect criminal fine judgements, indigent defense fees, and minor offense judgements through attachment of permanent fund dividends.
- Collect fines imposed by MOA Hearing Officer under AMC Title 14.
- Collect current and delinquent business personal property taxes due from applicants for liquor license transfers & renewals.

1995 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Delinquent and Miscellaneous Collections

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	13	0	0	12	0	0
PERSONAL SERVICES	\$	691,770		\$	662,590		\$	638,580	
SUPPLIES		5,100			5,100			5,800	
OTHER SERVICES		50,810			59,820			60,370	
CAPITAL OUTLAY		6,520			2,590			900	
TOTAL DIRECT COST:	\$	754,200		\$	730,100		\$	705,650	
PROGRAM REVENUES:	\$	110,500		\$	115,000		\$	200,000	
WORK MEASURES:									
- Receivables reduced (in \$000's)		14,660			14,364			13,868	
- Small Claims Court cases filed		300			300			350	
- Court fines/Perm Fund Div executions (in \$)		225,000			115,000			225,000	
- Recoveries (in \$)		197,000			197,000			207,000	
- Ambulance services billed		8,080			8,300			7,775	
- Insurance claims processed for EMS		3,600			3,600			4,000	
- Indigent defense fees/Perm Fund assignments (in \$)		100,000			100,000			175,000	
- Minor offenses collections (in \$)		0			100,000			100,000	
- Collection of hearing officer decisions under AMC Title 14 (in \$)		0			0			10,000	
- Tax collections from liquor license protests (in \$)		0			0			90,000	

81 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
13, 21, 39, 52, 64, 66, 68, 70

1995 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.

1994 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.

1995 PERFORMANCE OBJECTIVES:

- Verify all MOA cash receipts and supporting documentation prior to FIS recording in the 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.

1995 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Cash Management & Misc Tax Collection

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	287,880		\$	291,900		\$	303,520	
SUPPLIES		7,850			2,750			2,750	
OTHER SERVICES		46,870			22,410			26,710	
CAPITAL OUTLAY		1,130			2,520			720	
TOTAL DIRECT COST:	\$	343,730		\$	319,580		\$	333,700	
PROGRAM REVENUES:	\$	10,000		\$	11,300		\$	11,300	
WORK MEASURES:									
- Cash receipts processed		29,150			30,000			30,000	
- Checks and advices disbursed		124,000			124,000			124,000	
- Revenue deposits verified		17,000			18,250			18,250	
- Tobacco tax collected		2,816,670			2,887,390			2,887,390	
- Hotel/Motel tax collected		6,280,920			6,280,920			6,280,920	
- Penalties & Interest collected		21,020			21,020			21,020	
- Miscellaneous fees collected		11,300			11,300			11,300	
- Tobacco tax audit findings/collections		45,800			46,950			46,950	
- Hotel/Motel tax audit findings/collections		81,440			81,440			81,440	

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

1995 PROGRAM PLAN

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 and; to administer aircraft registration & collect registration tax.

1994 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.

1995 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.
- Administer aircraft tax registration and collection.

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	270,090		\$	267,480		\$	279,760	
SUPPLIES		9,000			8,800			8,800	
OTHER SERVICES		104,180			107,030			92,290	
CAPITAL OUTLAY		420			980			980	
TOTAL DIRECT COST:	\$	383,690		\$	384,290		\$	381,830	
PROGRAM REVENUES:	\$	3,500		\$	2,500		\$	3,250	

WORK MEASURES:

- Tax bills issued	108,946	112,200	112,200
- Assessor adjustments	2,704	3,430	3,430
- Replats processed	149	90	90
- Foreclosures	1,151	1,400	1,400
- Tax payments opened & batched on a timely basis	141,297	142,760	142,760
- Tax certificates issued	519	550	500
- Bankruptcy cases coordinated	717	775	700
- Taxpayer inquiries processed	36,688	35,440	35,440
- Tax deposits prepared	600	600	600
- Aircraft registrations	0	0	1,800
- Aircraft tax collected	0	0	180,000

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

1995 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Remittance Processing

DIVISION: TREASURY

PURPOSE:

To process all utility payments received daily for prompt credit to customer accounts and deposit to bank; to collect, control, and transmit utility payment data to the four municipal utilities daily.

1994 PERFORMANCES:

- Processed 1,614,600 utility payments throughout the year.
- Prepared an average daily deposit of \$855,240.
- Monitored and processed all returned checks for collection.
- Processed exception items as required.
- Processed 41,820 tax collections through remittance processor machine.

1995 PERFORMANCE OBJECTIVES:

- Process 1,614,600 utility payments throughout the year.
- Prepare an average daily deposit of \$855,240.
- Monitor and process all returned checks for collection.
- Process exception items as required.
- Process 41,820 tax collections through remittance processor machine.

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	8	0	4	7	0	3	7	0
PERSONAL SERVICES	\$	398,800		\$	341,870		\$	323,280	
SUPPLIES		8,500			8,500			8,500	
OTHER SERVICES		39,440			47,340			46,490	
CAPITAL OUTLAY		4,710			980			980	
TOTAL DIRECT COST:	\$	451,450		\$	398,690		\$	379,250	

WORK MEASURES:

- Utility remittances opened and batched	1,614,600	1,614,600	1,614,600
- Returned/NSF checks processed	4,465	4,470	4,470
- Tax remittances machine processed	41,820	41,820	41,820
- Utility remittances machine processed	1,614,600	1,614,600	1,614,600

81 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
14, 22, 37, 51, 63, 72, 73

1995 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.

1994 PERFORMANCES:

- Identified and minimized exposure to loss.
- Managed workers' compensation and liability claims.
- Administered insurance/self-insurance program.
- Recovered damages for general government and utilities.
- Maintained comprehensive property insurance program for all municipal real and personal property.
- Reduced the cost of workers' compensation claims.
- Returned injured Municipal workers to duty as soon as possible utilizing modified work policy.

1995 PERFORMANCE OBJECTIVES:

- Identify and minimize exposure to loss.
- Manage workers' compensation and liability claims.
- Administer insurance/self-insurance program.
- Maintain comprehensive property insurance program for all municipal real and personal property at a reasonable insurance premium.
- Continue to reduce the cost of workers' compensation claims.
- Return injured Municipal workers to duty as soon as possible utilizing modified work policy to reduce cost.
- Continue reducing the cost of legal by use of in-house attorney and cost-control litigation program.
- Recover twice the Risk Management operating budget by collection of subrogated tort damage claims for general government and the utilities.
- Continue to administer strong Municipal wide safety program to reduce the cost of workers' compensation and tort liability claims and suits.
- Assist all Municipal departments in administering and understanding Federal OSHA and Environmental unfunded mandates.

1995 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Risk Management
RESOURCES:

DIVISION: RISK MANAGEMENT

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	281,570		\$	277,970		\$	282,410	
SUPPLIES		3,700			3,500			3,500	
OTHER SERVICES		6,620,130			6,620,530			6,319,940	
CAPITAL OUTLAY		400			200			200	
TOTAL DIRECT COST:	\$	6,905,800		\$	6,902,200		\$	6,606,050	
WORK MEASURES:									
- Damage claims recovered (\$)		610,000			610,000			610,000	
- Municipal contracts reviewed		600			600			600	
- Workers' compensation claims reduced		450			550			550	
- General liability claims reduced		200			265			265	
- Auto liability claims controlled		160			160			160	
- Safety meetings held		0			40			40	
- Safety building inspections		0			35			35	

81 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 18, 29, 36, 81

1995 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.

1994 PERFORMANCES:

- Assessed 87,000 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, farms 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 within 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 the costing of all personal/business property records.
- Researched and prepared formal appeals to the Board of Equalization.
- Implemented computerized real property cartographics w/in A.G.I.S system.

1995 PERFORMANCE OBJECTIVES:

- Assess 88,196 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 15,000 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.

1995 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Property Appraisal
RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	45	0	0	44	0	0	44	0	0
PERSONAL SERVICES	\$ 2,822,920			\$ 2,725,190			\$ 2,758,750		
SUPPLIES	31,000			31,340			31,100		
OTHER SERVICES	154,440			171,990			181,200		
CAPITAL OUTLAY	1,200			2,730			1,350		
TOTAL DIRECT COST:	\$ 3,009,560			\$ 2,931,250			\$ 2,972,400		
PROGRAM REVENUES:	\$ 16,000			\$ 12,000			\$ 11,000		
WORK MEASURES:									
- Certify rolls (includes coordination and preparation)	7			7			7		
- Process exemption requests. (incl. Sr. Citizens & Veterans).	16,750			17,295			20,985		
- Public/MOA inquiries, customer contacts	149,885			104,734			69,331		
- Maintain property/ownership records	120,625			124,625			123,124		
- Valuation of personal/business property returns	22,500			22,500			22,500		
- Revaluation of real property (includes admin processing)	86,459			86,995			88,200		
- Input real/business/personal property data	74,500			86,500			65,157		
- Business property discovery program (expressed as a %)	35			35			35		
- Add new commercial construction to roll. (inc. admin process)	339			492			432		
- Conduct on-site physical reinventories. (inc. admin process)	3,970			6,310			4,980		
- Prepare appeals to the Board of Equalization (inc. admin review)	3,030			3,725			4,050		
- Add residential new construction/remodels to assessment roll.	875			980			882		
- Coordinate Real Property Appeals' Process.	3,875			3,500			4,050		
- Business/Personal Property Audit Program	275			275			275		

81 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, 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
1995 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 Depart-
0438-Administration OF ment and act as a conduit through which
SOURCE OF FUNDS, THIS SVC LEVEL: 3 all requests for information pass to/
TAX SUPPORT from Finance Department to the Adminis-
IGC SUPPORT tration and other organizations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	107,510	1,000	11,250	0	5,750	125,510

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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	84,160	2,650	17,600	0	1,050	105,460

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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	94,490	2,600	8,130	0	200	105,420

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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	83,160	4,400	11,150	0	210	98,920

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1995 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL
CODE LVL

5 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB 1 To certify seven (7) assessment rolls
OF and submit these rolls to Treasury.
4 To provide administration of the
Property Appraisal Division. To review/
act upon real and personal property
exemption requests. To prepare and
maintain Division policies and proce-
dures. To prepare Division budget.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	76,670	800	4,540	0	0	82,010

6 1323-PAYROLL
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CB 1 Process, review and balance payroll data
OF for approximately 3200 employees. Res-
3 possible for the issuance of approxi-
mately 52,000 bi-weekly payroll checks/
advices annually. Provide service to
process payroll liabilities i.e.: c
support, wage attachments/levies, union
dues/assessments, credit union deduc-
tions, direct deposit.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	57,620	600	11,510	0	0	69,730

7 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CB 1 Provide accounts payable services to all
OF municipal departments. At this level
6 purchase orders, receiving reports, ven-
dor invoices, and other accounts payable
documents will be received and filed.
Only limited payment processing will
occur.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
6	0	0	253,990	2,400	3,960	0	6,740	267,090

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

8 1326-FINANCIAL INFO SYSTEMS CB 1 To provide below minimum level of data
0042-Financial Record Manageme OF entry work.
SOURCE OF FUNDS, THIS SVC LEVEL: 5

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
4	0	0	184,970	1,870	1,010	0	840	188,690

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

IGC SUPPORT

1 To provide somewhat accurate/timely
OF monthly, special and annual financial
5 reports as required w/ minimal support-
ing ledgers; provide some control of ex-
penditure of funds based on Assembly
appropriation; make somewhat accurate/
timely debt service payments; provide
minimal/essential acctng. support to
gen. gov't. and util; assist w/ develop-
ment and analysis of the Fin Dept budget

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
4	0	0	302,430	3,050	10,190	0	6,890	322,560

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

IGC SUPPORT

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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	56,610	200	5,420	0	2,340	64,570

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1995 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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
4 municipal cash flow. To provide train-
ing to cashiers, reconcile all MOA cash
receipts to supporting documentation,
and disburse all MOA accounts payable
and payroll checks. To maintain securi-
ty of all check disbursements and reve-
nue collections. To administer the To-
bacco and Hotel/Motel tax systems.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	155,700	2,050	15,380	0	510	173,640

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

PROGRAM REVENUES 3,250

CB 1 To supervise and maintain property
OF tax billings & collections, receive and
4 process tax payments and requests for
tax information. To balance Tax Receiv-
able System with FIS daily. To impr+
adjustments and payments to the Tax
System. To provide information to the
public regarding property taxes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	151,730	8,800	91,670	0	980	253,180

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
9 personal & business property taxes,
collection activities for utility & gen-
eral government bills for collection
(BFC's), billing and collection activi-
ties for Emergency Medical Service (EMS)
transport fees, small claims process-
ing, delinquent criminal fines, minor
offenses and indigent defense fees.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	71,370	1,100	1,990	0	0	74,460

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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 of
10 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	1	0	81,780	500	1,700	0	770	84,750

15 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
PROGRAM REVENUES 11,000

CB 1 Maintain real property ownerships, legal
OF descriptions, sizes, addresses, and tax
4 districts. Personal and real property
values and adjustments. Real property
appeals process. Senior Citizen/Disabled
Veteran Exemption Program, religious,
charitable, etc. status. Execute carto-
graphics mapping and research. Provide
timely response to public queries. File
and maintain real property record cards.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
7	0	0	355,130	3,300	5,500	0	600	364,530

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

CB 1 Reevaluation of 33% of existing invento-
OF ried properties by Jan 22, 1996. Recali-
10 bration of current cost and 41% of land-
pricing tables. Creation of new residen-
tial-improved valuation models for 30%
of properties. Manual determination of
11,000 condominium valuations. 1522
Appeals/Administrative Reviews process-
ed. 1560 commercial and residential
properties reinventoried.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
16	0	0	1,155,590	12,000	106,290	0	0	1,273,880

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DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
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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
7 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
4	0	0	236,190	11,900	41,010	0	750	289,850

18 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT
PROGRAM REVENUES 0

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 Municipal
in the event of a catastrophic loss.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	6,310,000	0	0	6,310,000

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 3200 employees. Res-
3 ponsible for the issuance of approxi-
mately 31,200 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	1	0	28,690	210	550	0	0	29,450

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1995 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

20 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 2 Provide accounts payable services to all
OF municipal departments. At this level
6 purchase orders, receiving reports, ven-
dor 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 until
additional staffing is available to
process payments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,140	270	290	0	260	39,960

21 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 2 To pursue collection of delinquent
OF personal property and business property
9 taxes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	1	0	98,460	3,000	18,820	0	0	120,280

22 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 2 To process utility (ANWU, ML&P and Solid
OF Waste) and tax payments on the Unisys
10 remittance processing system. To trans-
mit data to these three utilities. To
ensure proper posting to customer
accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	33,900	6,800	19,630	0	0	60,330

23 1342-CASH MANAGEMENT
0661-Cash Management & Misc Ta
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 2 To verify the accuracy of funds reported
OF and deposited by all municipal agencies
4 and contractors. To report and resolve
discrepancies involving revenues which
were collected and deposited.

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1995 DEPARTMENT RANKING

DEPT: 12 -FINANCE
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CODE LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	42,000	250	460	0	0	42,710

24	1352-CUSTOMER SERVICE/RECORDS	CO	2	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
	TAX SUPPORT			appraisers with mass electronic CAMA
				entry support. Augments support to
				public inquiries (phone and walk-in).

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	38,380	0	80	0	0	38,460

25	1354-PERSONAL PROPERTY	CO	2	Assessment rolls 2 & 3 could be complet-
	0049-Property Appraisal		OF	ed in July, and certified to Treasury
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	Div. in August. Rolls 4,5,6,&7 will be
	TAX SUPPORT			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 1994 levels. Assessment roll
				production requirements will take prece-
				dence over other functions & services.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	39,140	0	0	0	0	39,140

26	1353-REAL PROPERTY	CO	2	540 Residential-improved properties
	0049-Property Appraisal		OF	reinventoried. 10% additional Appeals
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	processed. 126 new residential construc-
				tion/remodel units added to assessment
				roll. Reevaluation of additional 10,055
				existing inventoried properties. Recal-
				ibration of an additional 14% of la
				pricing tables. Creation of new res
				dential valuation models for additional
				14% of properties.

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1995 DEPARTMENT RANKING

DEPT: 12 -FINANCE
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CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	65,560	0	140	0	0	65,700

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:		3	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	63,610	0	0	0	0	63,610

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	82,640	0	200	0	0	82,840

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	43,040	900	1,160	0	0	45,100

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DEPT: 12 -FINANCE
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RANK PROGRAM

SL
CODE SVC
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 28,570

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	87,860	0	510	0	300	88,670

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

CO 2 To provide fairly accurate/timely re-
OF ports as required with adequate support-
5 ing ledgers; provide improved control of
expenditure of funds; make fairly accu-
rate/timely debt service payments; pro-
vide adequate accounting support to
gov't. and utilities; coordinate the
Finance Department annual budget;
reconcile bank accounts and record
special assessment activity monthly.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	64,900	150	960	0	1,380	67,390

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

CO 2 Provide minimum level of data entry;
OF maintenance of daily sub-system balanc-
5 ing and distribution of financial
reports.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	1	0	55,510	600	0	0	360	56,470

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RANK PROGRAM

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CODE LVL

33 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 2 Provide complex reports and billings to
OF granting agencies & Municipal concerns.
5 Maintain readily accessible centralized
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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	76,400	100	2,510	0	0	79,010

34 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 2 To conduct annual foreclosure on delin-
OF quent Real Property taxes as required
4 by Alaska Statute 29.45. To coordinate
real property bankruptcy cases with MOA
attorneys. To process tax payments and
provide information to the public. To
administer Aircraft registration program
and collect Aircraft tax and to charge
and collect penalties from violators.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	43,310	0	280	0	0	43,590

35 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 3 Insure the integrity of the Accounts
OF Payable function. Responsible for the
6 audit and payment of bills as well as
the development, coordination and imple-
mentation of A/P policy and procedures
so as to provide full compliance with
regulatory requirements to include IRS
1099 reporting.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	78,830	270	50	0	0	79,150

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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
IGC SUPPORT against the Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	66,050	0	650	0	0	66,700

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
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: 9 Police, Fire, Public Works, Transit and
TAX SUPPORT other general government agencies.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	55,340	0	290	0	0	55,630

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

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 licenses and
permits.

PROGRAM REVENUES 11,300

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	44,930	450	560	0	210	46,150

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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	66,200	0	520	0	210	66,930

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

CO 3 240 commercial-improved properties re-
OF inventoried. 5% of additional appeals
10 processed. Add 72 commercial new con-
struction/remodel units to assessment
roll. Reevaluation of 2,911 existing
inventoried properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	65,560	1,500	2,290	0	0	69,350

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43 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 3 Provide timely response to phone and
OF public counter inquiries. Process sales
4 inquiry letters, which provide essential
sales information to real property
appraisers developed thru correspondence
with buyers. Verification of input of
address changes is implemented.
Maintenance of real property record
cards is augmented.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	35,540	0	80	0	0	35,620

44 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 3 Audit program will function at initial
OF levels for selective audits. Property
7 Discovery Program will be limited. This
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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	65,560	0	1,240	0	0	66,800

45 1321-CONTROLLER ADMINISTRATION
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO 3 Primary responsibility is to provide
OF clerical support to the Controller and
4 Accounting Officer. Also provide 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	45,680	0	0	0	0	45,680

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46 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 3 To provide accurate and timely reports
OF as required with complete supporting
5 ledgers; provide good control of expen-
diture of funds; make accurate and time-
ly debt service payments; provide good
accounting support to general government
and utilities.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	73,000	150	800	0	580	74,530

47 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 3 To manage and control year-end process-
OF ing; balance each sub-system from old to
5 new year; support and balance Budget
Preparation system.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	78,830	500	0	0	0	79,330

48 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	58,590	80	80	0	0	58,750

49 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 3 To accomplish activities relating to
OF personnel administration. To prepare
4 and monitor documents for the purchase
of supplies and equipment. To respond
to inquiries from the public and munici-
pal agencies. To coordinate the admin-
istrative activities of the Division.
To prepare all payroll data.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,740	300	230	0	0	47,270

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:		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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	36,890	270	90	0	0	37,250

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:		10	tance processing. To input manual
	IGC SUPPORT			batches. To research problem payments.
				To prepare daily deposit of utility rev-
				enue & provide reporting & data control-
				services for utility payments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	1	0	70,650	1,200	1,740	0	210	73,800

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:		9	and resolve disputed billings on diffi-
	IGC SUPPORT			cult accounts. To coordinate bankruptcy
	PROGRAM REVENUES	25,000		and civil litigation for collections;
				monitor adherence to AS Title 4 through
				liquor license protests & collection of
				debts; collect leasehold taxes.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	159,390	500	34,700	0	0	194,590

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

CO 4 Receive tax payments and deposit reve-
OF nue. Research checks received which are
4 not accompanied with tax payment advice
slips. Provide information to the pub-
lic regarding property taxes.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,680	0	170	0	0	41,850

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

CO 4 Provide timely response to phone and
OF public counter inquiries. Filing of real
4 property record cards. Execute sale of
microfiched real property records to the
public. Filing of all legal conveyance
documents.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	35,440	0	50	0	0	35,490

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

CO 4 Reevaluation of additional 10,055 exist-
OF ing inventoried properties. Recalibra-
10 tion of additional 10% of land pricing
tables. 540 additional residential-im-
proved properties reinventoried. 10%
additional appeals processed. Add 126
residential new construction/remodel
units to assessment roll. Creation of
new residential models for additional
14% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	65,340	0	2,240	0	0	67,580

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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
7 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 additional
\$20 million in value to the rolls for
the audit function. Property discovery
and tracking will add additional revenue

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	64,460	0	1,240	0	0	65,700

57 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO 4 To provide computer system support to
OF the section and division; follow current
5 trends in data processing, recommend and
implement the most suitable hardware/
software to meet the needs identified;
provide for general fixed asset
accounting.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	62,140	150	410	0	300	63,000

58 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO 4 To maintain integrity of financial re-
OF ports by weekly, monthly balancing; bal-
5 ance labor distribution to payroll; pre-
pare error correction documents, rejects
and key errors; balance cash pool funds.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	65,560	500	0	0	0	66,060

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

CO 4 To provide secretarial and clerical
OF services to Treasury Division including
5 payroll preparation, personnel record
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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,740	0	240	0	0	46,980

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

CO 10 Refurbish portion of vehicle fleet.
OF
10

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	7,550	0	0	7,550

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

CO 5 To provide maximum level of data entry
OF support to alleviate the FIS Supervisor,
5 Senior Staff Accountant and the Senior
Administrative Officer from the routine
task of data entry so they can perform
their regular tasks effectively. The
other half of this position is in
Accounts Payable(org 1324).

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	1	0	19,670	0	0	0	0	19,670

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62 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 5 To insure fiscal integrity of the
OF Municipality by managing, controlling,
5 supervising & maintaining productivity
for the Taxes, Delinquent Collections &
Remittance Processing Sections. To pro-
vide for continuity of operations in the
Treasurer's absence.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	89,670	0	270	0	0	89,940

63 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	3	0	86,100	0	180	0	0	86,280

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

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

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	139,730	600	1,000	0	0	141,330

65 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 4 Funds reserved to meet payment of audit
OF requirements and other accounting
5 professional services.

IGC SUPPORT

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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	80	8,550	0	0	8,630

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: 9 collection through delinquent collection
methods.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,340	0	140	0	0	55,480

67 1323-PAYROLL CO 3 Insure fiscal integrity of Municipal
0044-Check Issuance OF payroll function. Insure proper account-
SOURCE OF FUNDS, THIS SVC LEVEL: 3 ing of disbursements/collections per-
taining to payroll. Comply with all
IGC SUPPORT applicable State, Federal and Local
payroll regulations. Assist 50 depart-
mental payroll clerks.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	58,740	0	0	0	0	58,740

68 1345-DELINQUENT COLLECTIONS CO 7 Receive criminal, minor offense & indi-
0443-Delinquent and Miscellane OF gent defense fee judgements from the
SOURCE OF FUNDS, THIS SVC LEVEL: 9 court. Set up and maintain both comput-
er & hard copy files for collection of
judgements through assignments or writs
of execution against PFD's. Reconcile
data received from the court, OMB, MOA
Hearing Officer and Permanent Fund Divi-
dend Office.
PROGRAM REVENUES 175,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	46,740	600	3,430	0	900	51,670

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69 1342-CASH MANAGEMENT CO 4 To verify accuracy of all Tobacco Tax
0661-Cash Management & Misc Ta OF and Hotel/Motel Tax reported by perform-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 ing audits of records of reporting
TAX SUPPORT entities and enforcing the tax as out-
lined in the Anchorage Municipal Code.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	60,890	0	10,310	0	0	71,200

70 1345-DELINQUENT COLLECTIONS CO 8 To pursue seasonal collection of delin-
0443-Delinquent and Miscellane OF quent personal property and business
SOURCE OF FUNDS, THIS SVC LEVEL: 9 property taxes.
TAX SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	12,210	0	0	0	0	12,210

71 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: 4 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	4,440	0	0	4,440

72 1347-REMITTANCE PROCESSING CO 8 Maintenance Agreement on Remittance
0445-Remittance Processing OF Processor Hardware & Software for the
SOURCE OF FUNDS, THIS SVC LEVEL: 10 period June 1, 1995 to December 31, 1995
IGC SUPPORT in the event that new RPS machine is not
purchased.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	23,240	0	0	23,240

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73 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-
10 ance processing. This is a part-time
position to cover vacations & illness
within the section.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	1	0	7,810	0	0	0	0	7,810

74 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 2 To provide technical administration of
OF the Property Appraisal Division. To
4 develop a Division technical training
program. To determine CAMA enhancement
needs. To respond to public and Municipi-
pal agencies' technical inquiries. To
continue development of GIS applications
for mapping and market analysis. To
prepare Division budget.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	108,200	300	280	0	0	108,780

75 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO 6 Provide accounts payable service to all
OF municipal departments. At this level all
6 purchase orders, receiving reports, ven-
dor invoices and other accounts payable
documents will be received and filed.
All payments will be made to the vendors
within a 30 day time frame. Voucher Re-
quests will routinely be processed in 5-
7 days. The other half of this position
is in FIS(org 1326).

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	1	0	13,640	0	0	0	0	13,640

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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
1995 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL
CODE LVL

76 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 5 193 additional commercial-improved
OF properties reinventoried. 5% addition-
10 al appeals processed. Add 72 commercial
new construction/remodel units to as-
essment roll. All leaseholds (350)
valued. Reevaluation of additional
2,911 existing inventoried properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,910	0	140	0	0	64,050

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

CO 6 Reevaluation of additional 2,911 exist-
OF ing inventoried properties. Recalibra-
10 tion of an additional 3% of land-pricing
tables. 240 additional commercial-im-
proved properties reinventoried. 5%
additional appeals processed. Add 72
commercial new construction/remodel
units to assessment roll.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,690	0	140	0	0	63,830

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

CO 7 Reevaluation of additional 10,055 exist-
OF ing properties. Recalibration of addi-
10 tional 10% of land-pricing tables.
Creation of new residential-improved
Valuation models for additional 14% of
properties. 540 additional residential
properties reinventoried. 9% additional
Appeals processed. Add 126 residential
new construction/remodel units to
assessment roll.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,760	0	1,940	0	0	63,700

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79	1353-REAL PROPERTY	CO	8	540 residential-improved properties
	0049-Property Appraisal		OF	reinventoried. 10% additional appeals
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	processed. 126 new residential con-
	TAX SUPPORT			struction/remodel units added to assess-
				ment roll. Reevaluation of additional
				10,055 existing inventoried properties.
				Recalibration of an additional 10% of
				land-pricing tables.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	58,090	500	890	0	0	59,480

80	1353-REAL PROPERTY	CO	9	540 residential-improved properties
	0049-Property Appraisal		OF	reinventoried. 9% additional appeals
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	processed. 126 new residential construc-
	TAX SUPPORT			tion/remodel units added to assessment
				roll. Reevaluation of additional 10,055
				existing inventoried properties. Recal-
				ibration of an additional 14% of land-
				pricing tables. Creation of new resi-
				dential valuation models for additional
				14% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	57,800	500	890	0	0	59,190

81	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			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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	78,830	0	0	0	0	78,830

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SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
112	13	0	7,009,680	79,950	6,815,120	0	32,340	13,937,090

----- DEPARTMENT OF FINANCE

FUNDING LINE -----
13,937,090

82 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

5 Provide accounts payable services to all
OF municipal departments. At this level A/P
6 reports, invoices, and documents will be
received, filed and maintained. Accounts
will be processed for payment in accord-
ance with terms of contracts and as re-
quired by law. Unmatched items will be
researched and problems resolved
monthly.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	33,940	270	50	0	0	34,260

83 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

ND

7 To purchase one (1) new remittance pro-
OF cessing machine to replace aging equip-
10 ment purchased in 1986.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	136,500	136,500

84 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

9 To provide additional support to Service
OF Level #4 in receiving, opening and sep-
10 arating utility bills into batches re-
quired for remittance processing, input-
ting manual batches, and, researching
problem payments.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	27,800	0	0	0	0	27,800

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85 1345-DELINQUENT COLLECTIONS CO 9 Provides clerical support for tax
0443-Delinquent and Miscellane OF collectors. Conducts skip tracing
SOURCE OF FUNDS, THIS SVC LEVEL: 9 research, processes payments and recon-
TAX SUPPORT ciles recovery payments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	35,710	0	0	0	0	35,710

86 1347-REMITTANCE PROCESSING CO 10 To process utility (AWWU, ML&P and Solid
0445-Remittance Processing OF Waste) payments on the Unisys remittance
SOURCE OF FUNDS, THIS SVC LEVEL: 10 processing system. To transmit data to
IGC SUPPORT these three utilities. To ensure proper
posting to customer accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	9,140	0	0	0	0	9,140

87 1354-PERSONAL PROPERTY ND 5 To provide travel funding for the com-
0049-Property Appraisal OF pletion of out of state business proper-
SOURCE OF FUNDS, THIS SVC LEVEL: 7 ty audits. Program will provide the cap-
TAX SUPPORT ability to review out of state companies
doing business in Anchorage with home
PROGRAM REVENUES 0 base acctng functions. Revenue produc-
tion from selective out of state audits
on an annual average basis should be a
minimum ratio of 5:1 compared to cost.
This program will produce addt'l revenue

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	10,280	0	0	10,280

88 1354-PERSONAL PROPERTY ND 6 Assessment rolls produced by established
0049-Property Appraisal OF deadlines. Initial phase of the new
SOURCE OF FUNDS, THIS SVC LEVEL: 7 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 would be added

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RANK PROGRAM

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CODE LVL

to the assessment rolls.

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

89	1354-PERSONAL PROPERTY	ND	7	Replace part time contractual keypunch
	0049-Property Appraisal		OF	service with full time employee. Func-
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	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.
				Additional value would be added to the
				assessments rolls.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	31,930	500	6,550-	0	0	25,880

90	1327-GRANTS ACCOUNTING	CL	5	Provide accounting support to adminis-
	0042-Financial Record Manageme		OF	tering 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	65,560	0	0	0	0	65,560

91	1322-GENERAL ACCOUNTING	ND	5	To provide an accounting guide and
	0042-Financial Record Manageme		OF	regular training for new accounting
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	staff in the agencies served by the
	IGC SUPPORT			division; provide records management
				for the division.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	48,300	150	630	0	3,800	52,880

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92 1321-CONTROLLER ADMINISTRATION ND 4 Prepare and update accounting policies
0042-Financial Record Manageme OF and procedures manual. This was last
SOURCE OF FUNDS, THIS SVC LEVEL: 4 provided in 1991.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	63,190	0	0	0	0	63,190

93 1311-FINANCE ADMINISTRATION ND 3 Perform in-depth studies and special
0438-Administration OF projects as directed by the Chief
SOURCE OF FUNDS, THIS SVC LEVEL: 3 Fiscal Officer.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	66,050	0	0	0	0	66,050

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
119	15	0	7,391,300	80,870	6,826,530	0	172,640	14,471,340