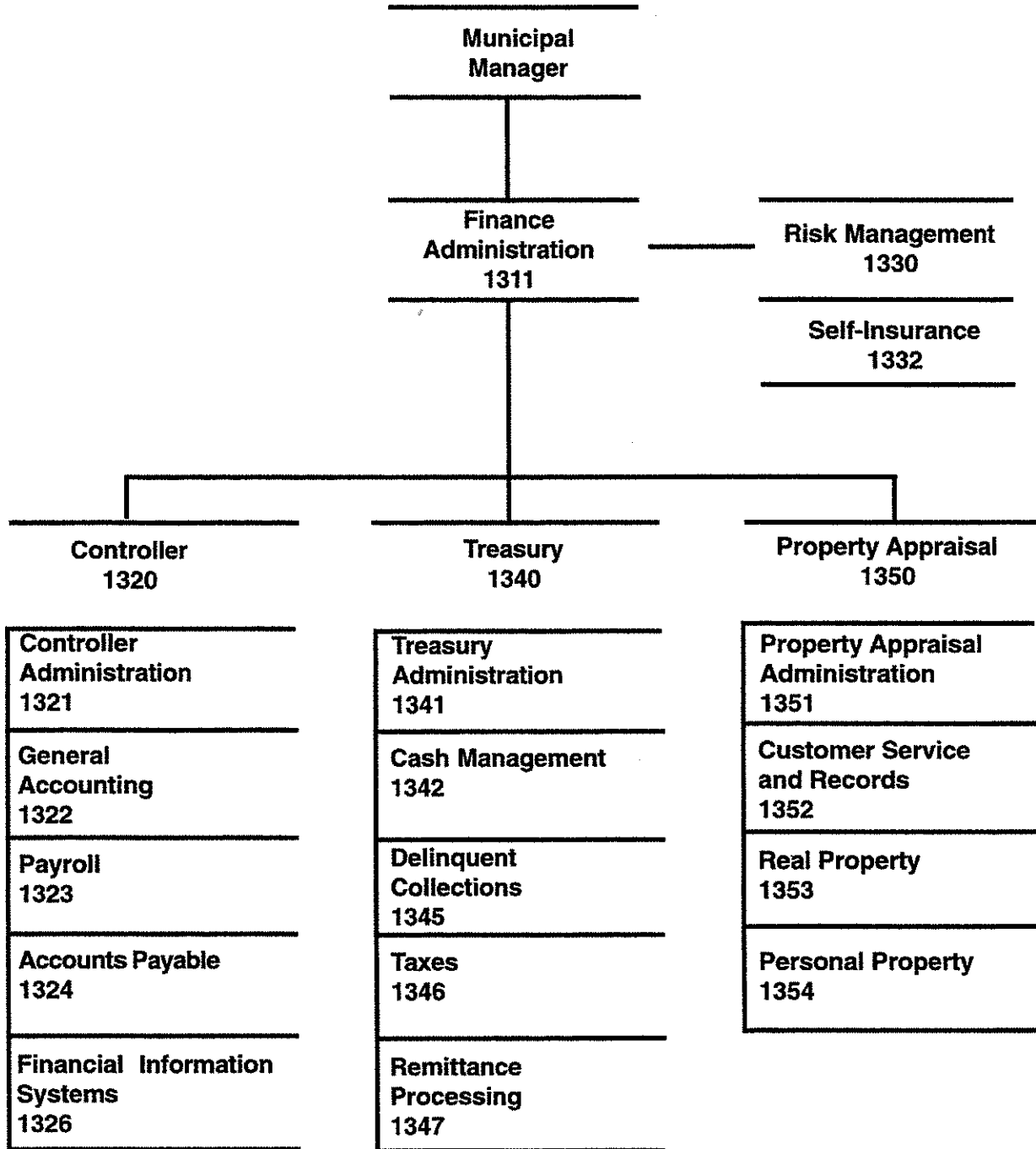


FINANCE

FINANCE



DEPARTMENT SUMMARY

Department

FINANCE

Mission

To ensure the fiscal integrity of the Municipality by maintaining an itemized account of money received, disbursed, and invested in accordance with standards set by the Governmental Accounting Standards Board (GASB) and generally accepted accounting procedures. To provide quality support services to the public and to Municipal agencies.

Major Program Highlights

- Working with MISD and Employee Relations, implement a new Financial Information/Human Resources/Payroll System. This new system will replace outdated systems and allow for elimination of multiple independent shadow files and provide better access to information.
- 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

	1997	1998
Direct Costs	\$13,827,990	\$13,622,070
Program Revenues	\$ 438,080	\$ 443,590
Personnel	115FT 9PT 7T	114FT 7PT 8T

1998 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY								
	1997	REVISED	1998	1997 REVISED				1998 BUDGET			
			BUDGET	FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	188,520		181,680	2			2	2			2
CONTROLLER	1,996,700		1,910,060	31	2		33	29	3		32
RISK MANAGEMENT	219,580		208,810	3			3	3			3
TREASURY	2,268,760		2,251,540	31	7		38	31	6		37
PROPERTY ASSESSMENT	3,294,430		3,368,590	48		7	55	48		8	56
SELF INSURANCE	5,860,000		5,701,390								
OPERATING COST	13,827,990		13,622,070	115	9	7	131	113	9	8	130
ADD DEBT SERVICE	0		0								
DIRECT ORGANIZATION COST	13,827,990		13,622,070								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	6,318,970		6,465,800								
TOTAL DEPARTMENT COST	20,146,960		20,087,870								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	9,794,940		9,968,350								
FUNCTION COST	10,352,020		10,119,520								
LESS PROGRAM REVENUES	438,080		443,590								
NET PROGRAM COST	9,913,940		9,675,930								

1998 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	164,580	1,320	11,710	6,070	183,680
CONTROLLER	1,831,580	18,510	89,100	19,380	1,958,570
RISK MANAGEMENT	199,430	3,600	10,240	540	213,810
TREASURY	1,861,470	35,380	372,230	20,000	2,289,080
PROPERTY ASSESSMENT	3,135,290	32,740	231,290	26,260	3,425,580
SELF INSURANCE			5,701,390		5,701,390
DEPT. TOTAL WITHOUT DEBT SERVICE	7,192,350	91,550	6,415,960	72,250	13,772,110
LESS VACANCY FACTOR	150,040				150,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	7,042,310	91,550	6,415,960	72,250	13,622,070

RECONCILIATION FROM 1997 REVISED BUDGET TO 1998 BUDGET

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1997 REVISED BUDGET:	\$ 13,827,990	115	9	7
1997 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1998:				
- Salaries and Benefits Adjustment	(4,060)			
- Non-Personal Services Inflation Adjustment	24,840			
- Reduction in Budgeted Costs of Programs and Services	(113,710)			
MISCELLANEOUS INCREASES (DECREASES):				
- None				
1997 CONTINUATION LEVEL:	\$ 13,735,060	115	9	7
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- <i>Geographic Information System (GIS) Parcel Uncoupling</i>	38,740			1
UNFUNDED CURRENT SERVICE LEVELS:				
- <i>Self-Insurance Savings</i>	(50,000)			
<i>The Following Items Were Taken in Lieu of a Reduction in Budgeted Costs of Programs and Services:</i>				
- <i>Financial Information Systems Position</i>	(50,520)		(1)	
- <i>Accounts Payable Position</i>	(32,250)	(1)		
- <i>Remittance Processing Position</i>	(12,610)		(1)	
- <i>Self-Insurance Savings</i>	(6,350)			
1998 BUDGET:	\$ 13,622,070	114 FT	7 PT	8 T

1998 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.

1997 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.

1998 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:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	169,610		\$	169,970		\$	162,580	
SUPPLIES		1,000			1,280			1,320	
OTHER SERVICES		11,250			11,370			11,710	
CAPITAL OUTLAY		5,750			5,900			6,070	
TOTAL DIRECT COST:	\$	187,610		\$	188,520		\$	181,680	

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 28

1998 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.

1997 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 2800 employees.
- 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.

1998 PERFORMANCE OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 2700 employees.
- 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:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	1	0	12	0	0	11	1	0
PERSONAL SERVICES	\$	572,530		\$	596,310		\$	547,200	
SUPPLIES		4,220			4,470			4,610	
OTHER SERVICES		17,000			17,420			18,270	
CAPITAL OUTLAY		7,100			7,300			7,190	
TOTAL DIRECT COST:	\$	600,850		\$	625,500		\$	577,270	

WORK MEASURES:

- Manual payroll checks written		1,200		1,100		1,000
- Payroll database transactions		7,800		7,800		8,000
- Biweekly checks/advices		79,850		72,800		71,000
- Accounts payable checks issued		36,900		35,900		36,900
- Invoices paid		140,750		140,750		140,735
- Manual checks, leave adjustments/donations worksheet adjustments		20,000		20,000		18,000

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 6, 7, 20, 21, 35, 49, 63

1998 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.

1997 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provided monthly financial reports in the 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 expenditures of funds based on Assembly appropriation.
- Processed grant reports, requests and financial transactions in a timely manner.
- Completed Municipal accounting guide.

1998 PERFORMANCE OBJECTIVES:

- Provide annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provide monthly financial reports in the 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.
- Update Municipal accounting guide.
- Provide support for the new HR/FIS implementation project.

1998 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

RESOURCES:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	20	1	0	19	2	0	19	1	0
PERSONAL SERVICES	\$ 1,321,000			\$ 1,281,730			\$ 1,235,870		
SUPPLIES	10,030			13,190			13,900		
OTHER SERVICES	50,300			64,440			70,830		
CAPITAL OUTLAY	12,250			11,840			12,190		
TOTAL DIRECT COST:	\$ 1,393,580			\$ 1,371,200			\$ 1,332,790		

WORK MEASURES:

- Input documents reviewed	1,470	1,425	1,415
- Reports prepared/reviewed	7,210	7,200	7,000
- Funds verified	975	960	1,640
- Transactions input	634,087	662,621	662,621
- Grants accounted for in single audits (state and federal)	575	560	530
- Funds managed	101	101	101
- Individual grant revenue confirmations completed	570	540	515

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 8, 9, 29, 32, 33, 45, 46, 47, 56, 61

1998 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.

1997 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.
- Coordinated and enforced the collection of funds due the Municipality.

1998 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.
- Coordinate and enforce the collection of funds due the Municipality.

1998 P R O G R A M P L A N

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

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	367,600		\$	359,540		\$	362,780	
SUPPLIES		4,400			4,540			4,540	
OTHER SERVICES		12,490			12,700			14,460	
CAPITAL OUTLAY		720			17,870			12,500	
TOTAL DIRECT COST:	\$	385,210		\$	394,650		\$	394,280	
PROGRAM REVENUES:	\$	33,470		\$	25,770		\$	30,000	

WORK MEASURES:

- Investment pieces bid		150		150		150
- Average daily investment balance (\$000)		400,140		400,140		400,000
- Real & personal property taxes billed (\$000)		210,727		237,330		237,330
- Average monthly balance Misc. accts receivable (\$000)		4,700		5,500		5,500
- Average monthly balance delinquent fines & fees (\$000)		4,300		4,300		4,300
- Utility payments (\$000)		233,800		236,800		236,800
- Investment & collateral items recorded on JEs & tracked on database		825		825		825

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 31, 41, 57, 71

1998 P R O G R A M P L A N

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, Hotel/Motel Tax programs and Enhanced 911 Surcharges.

1997 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, hotel/motel tax programs and Enhanced 911 surcharges.

1998 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, Hotel/Motel Tax programs and Enhanced 911 surcharges.

1998 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Cash Management & Misc Tax Collection

RESOURCES:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	306,520		\$	313,310		\$	302,550	
SUPPLIES		2,750			2,840			2,890	
OTHER SERVICES		27,710			19,520			22,480	
CAPITAL OUTLAY		720			3,520			3,000	
TOTAL DIRECT COST:	\$	337,700		\$	339,190		\$	330,920	
PROGRAM REVENUES:	\$	11,300		\$	11,300		\$	11,300	

WORK MEASURES:

- Cash receipts processed		31,000			31,000			31,000	
- Checks and advices disbursed		120,000			120,000			120,000	
- Revenue deposits verified		19,500			19,500			19,500	
- Tobacco tax collected (\$)	5,418,000			5,524,980			4,979,000		
- Hotel/Motel tax collected (\$)	7,852,000			7,929,740			8,400,000		
- Penalties & Interest collected (\$)		50,000			60,000			60,000	
- Tobacco tax audit findings/collections (\$)		107,000			120,000			120,000	
- Hotel/Motel tax audit finding/collections (\$)		89,000			154,000			154,000	
- Enhanced 991 surcharges		989,400			983,500			983,500	

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
10, 24, 40, 64

1998 PROGRAM PLAN

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

PURPOSE:

To enforce collection of personal and business property taxes and government and utility bills for collection (BFC's). To bill & collect Emergency Medical Service (EMS) transport fees, and to collect delinquent fees and fines.

1997 PERFORMANCES:

- Collected delinquent personal property tax revenues.
- Collected miscellaneous accounts receivable.
- Billed and collected emergency medical service (EMS) fees.
- Collected judgements for unpaid criminal fines, indigent defense fees, minor offense/traffic fines and costs of imprisonment through attachment of permanent fund dividends.
- Collected fines imposed by MOA Hearing Officer under AMC TITLE 14.
- Collected current and delinquent business personal property taxes due from applicants for liquor license transfers and renewals.

1998 PERFORMANCE OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect emergency medical service (EMS) fees.
- Collect judgements for unpaid criminal fines, indigent defense fees, minor offense/traffic fines and const of imprisonment 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 and renewals.

1998 PROGRAM PLAN

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

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	11	0	0	11	0	0	11	0	0
PERSONAL SERVICES	\$	582,540		\$	599,580		\$	586,120	
SUPPLIES		5,800			8,800			8,360	
OTHER SERVICES		61,760			62,700			69,700	
CAPITAL OUTLAY		1,190			1,230			2,000	
TOTAL DIRECT COST:	\$	651,290		\$	672,310		\$	666,180	
PROGRAM REVENUES:	\$	200,000		\$	195,000		\$	195,000	
WORK MEASURES:									
- Receivables reduced (in \$000's)		17,799			32,000			32,000	
- Small Claims Court cases filed		160			350			350	
- Criminal fines collected (in \$)		473,059			473,000			473,000	
- Collections from litigation support (in \$)		143,628			100,000			100,100	
- Ambulance services billed		8,433			8,400			8,400	
- Insurance claims processed for EMS		4,477			4,400			4,400	
- Indigent defense fees collected (in \$)		186,033			186,000			186,000	
- Minor offenses/traffic fines collected (in \$)		129,341			129,000			129,000	
- Tax collections from liquor license protests (in \$)		78,441			78,000			78,000	
- Costs of imprisonment collected (in \$)		174,802			174,000			174,000	
- Collected from small claims process (in \$)		107,445			180,000			180,000	

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 12, 22, 39, 51, 60, 62, 72

1998 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; to administer aircraft registration & collect registration tax.

1997 PERFORMANCES:

- Billed and collected both real and personal property taxes.
- Issued tax certificates.
- Proceeded with foreclosures as provided by AS 29.45.
- Provided professional service and information to the public.
- Administered aircraft tax registration and collection.

1998 PERFORMANCE OBJECTIVES:

- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Proceed with foreclosures as provided by AS 29.45.
- Provide professional service and information to the public.
- Administer aircraft tax registration and collection.

RESOURCES:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	284,980		\$	285,850		\$	283,400	
SUPPLIES		11,380			11,730			12,090	
OTHER SERVICES		147,780			178,880			184,710	
CAPITAL OUTLAY		980			0			1,000	
TOTAL DIRECT COST:	\$	445,120		\$	476,460		\$	481,200	
PROGRAM REVENUES:	\$	55,750		\$	80,250		\$	80,250	

WORK MEASURES:

- Tax bills issued		94,700		99,500		99,500
- Tax foreclosed parcels		1,230		1,200		1,200
- Property tax payments processed (\$ 000)		210,720		217,400		238,590
- Tax certificates issued		350		450		450
- Bankruptcy cases maintained		410		400		400
- Taxpayer inquiries serviced		31,980		32,000		32,000
- Tax deposits processed		948		1,100		1,100
- Aircraft tax collected (in \$)		205,990		206,000		206,000

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
11, 34, 38, 52

1998 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.

1997 PERFORMANCES:

- Processed 1,600,000 utility payments throughout the year.
- Prepared an average daily deposit of \$895,750.
- Monitored and processed 3,930 returned checks for collection.
- Processed exception items as required.
- Machine processed 37,750 property tax payments.

1998 PERFORMANCE OBJECTIVES:

- Process 1,600,000 utility payments throughout the year.
- Prepare an average daily deposit OF \$927,335.
- Monitor and process 3,930 returned checks for collection.
- Process exception items as required.
- Machine process 37,500 property tax payments.

RESOURCES:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	7	0	3	7	0	3	6	0
PERSONAL SERVICES	\$	307,500		\$	301,910		\$	289,080	
SUPPLIES		8,500			7,700			7,500	
OTHER SERVICES		47,830			75,530			80,880	
CAPITAL OUTLAY		980			1,010			1,500	
TOTAL DIRECT COST:	\$	364,810		\$	386,150		\$	378,960	

WORK MEASURES:

- Utility remittances opened and batched	1,594,050	1,600,000	1,600,000
- Returned/NSF checks processed	3,510	3,930	3,930
- Tax remittances machine processed	37,540	37,750	37,750
- Utility remittances machine processed	1,520,700	1,520,700	1,520,700

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
13, 23, 37, 50, 59

1998 PROGRAM PLAN

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.

1997 PERFORMANCES:

- Identified and minimized exposure to loss.
- Managed workers' compensation and liability claims.
- Administered insurance/self-insurance program.
- Maintained comprehensive property insurance program for all Municipal real and personal property at a reasonable insurance premium.
- Continued to reduce the cost of workers' compensation claims.
- Returned injured Municipal workers to duty as soon as possible utilizing modified work policy to reduce cost.
- Continued reducing the cost of legal services by use of in-house attorney and cost control litigation program.
- Recovered twice the Risk Management operating budget by collection of subrogated tort damage claims for general government and the utilities.
- Continued to administer strong Municipal-wide safety program to reduce the cost of workers' compensation and tort liability claims and suits.
- Assisted all Municipal departments in administering and understanding Federal OSHA and Environmental unfunded mandates.

1998 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 services 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.

1998 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Risk Management
 RESOURCES:

DIVISION: RISK MANAGEMENT

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES			\$ 204,780			\$ 205,520			\$ 194,430
SUPPLIES			3,500			3,500			3,600
OTHER SERVICES			5,932,300			5,870,040			5,711,630
CAPITAL OUTLAY			200			520			540
TOTAL DIRECT COST:			\$ 6,140,780			\$ 6,079,580			\$ 5,910,200
WORK MEASURES:									
- Damage claims recovered (\$)			525,000			610,000			610,000
- Municipal contracts reviewed			615			625			625
- Workers' compensation claims reduced			420			400			325
- General liability claims reduced			160			195			175
- Auto liability claims controlled			90			115			120
- Safety meetings held			40			40			45
- Safety building inspections			35			35			40

78 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 17, 18, 19, 30, 36

1998 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.

1997 PERFORMANCES:

- Assessed all taxable real property within the Municipality.
- Certified seven (7) real and personal/business property rolls.
- Completed reinventory on 9,000 real property parcels.
- Reviewed and resolved property valuation protests.
- Reviewed and completed appeal responses to the Board of Equalization.
- Reviewed and completed administrative decisions on exemption requests for Sr. Citizens/Disabled Veterans, educational, religious, charitable and farm deferment considerations.
- Assessed all taxable business property in the Municipality.
- Maintained ownership and legal descriptions for property in the MOA.
- Completed uncoupling of 400 parcels to support GIS efforts.
- Completed discovery of approximately 9,000 taxable business properties.
- Reviewed and completed administrative decisions on 300 additional exemption requests as result of business personal property discovery program.
- Responded to approximately 150,000 inquiries for information on real and business properties.

1998 PERFORMANCE OBJECTIVES:

- Assess all taxable real property within the Municipality.
- Certify seven (7) real and personal/business property rolls.
- Complete reinventory on 9000 real property parcels.
- Review and resolve property valuation protests.
- Review and complete appeal responses to the Board of Equalization.
- Review and complete administrative decisions on exemption requests for Senior Citizens/Disabled Veterans, educational, religious, charitable and farm deferment considerations.
- Assess all taxable business property in the Municipality.
- Maintain ownership and legal descriptions for property in the MOA.
- Complete uncoupling of 600 parcels to support GIS efforts.
- Complete discovery of approximately 7,500 taxable business properties.
- Review and complete administrative decisions on 150 additional exemption requests as a result of business personal property discovery program.
- Respond to approximately 150,000 inquiries for information on real and business properties.

1998 PROGRAM PLAN

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	45	0	7	48	0	7	48	0	8
PERSONAL SERVICES	\$ 2,877,300			\$ 3,026,270			\$ 3,078,300		
SUPPLIES	31,380			32,210			32,740		
OTHER SERVICES	200,550			207,060			231,290		
CAPITAL OUTLAY	3,360			28,890			26,260		
TOTAL DIRECT COST:	\$ 3,112,590			\$ 3,294,430			\$ 3,368,590		
PROGRAM REVENUES:	\$ 10,700			\$ 125,760			\$ 127,040		
WORK MEASURES:									
- Certify rolls (includes coordination and preparation)	7			7			7		
- Process exemption requests (incl. Sr. Citizens & Veterans)	22,190			15,600			18,300		
- Public/MOA inquiries, customer contacts	87,897			100,315			91,225		
- Maintain property/ownership records	123,744			123,880			78,975		
- Valuation of personal/business property returns	18,000			20,000			25,500		
- Revaluation of real property (includes admin processing)	86,200			87,100			87,876		
- Input real/business property data	57,064			63,500			52,400		
- Business property discovery program (expressed as a %)	80			80			90		
- Add new commercial construction to roll (inc. admin process)	324			279			318		
- Conduct on-site physical reinventories (inc. admin process)	7,766			9,617			9,617		
- Prepare appeals to the Board of Equalization (inc. admin review)	4,050			4,425			4,425		
- Add residential new construction/remodels to assessment roll	792			729			791		
- Coordinate real property appeals process	4,050			4,050			2,900		
- Business property audit program	475			375			450		
- Business property random sample audits	0			0			350		

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

5, 14, 15, 16, 25, 26, 27, 42, 43, 44, 48, 53, 54, 55, 58,
 65, 66, 67, 68, 69, 70, 73, 74, 75, 76, 77, 78

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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
 1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
1	1311-FINANCE ADMINISTRATION 0438-Administration SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT	CB	1 OF 3	Provide guidance to the Finance Department and act as a conduit through which all requests for information pass to/ from Finance Department to the Administration and other organizations. (SL Reduced \$2,000)

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	100,170	1,320	11,710	0	6,070	119,270

2	1321-CONTROLLER ADMINISTRATION 0042-Financial Record Manageme SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	1 OF 3	Provide accounting services to all organizations.
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PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	86,080	2,270	21,150	0	2,780	112,280

3	1330-RISK MANAGEMENT 0439-Risk Management SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	1 OF 3	Continue qualifying as self-insured entity by applying Risk Management principles to losses. (SL Reduced \$5,000)
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PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	85,870	2,600	8,730	0	0	97,200

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

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	83,380	4,540	13,130	0	8,500	109,550

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1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

5 1351-PROPERTY APPRAISAL ADMIN CB 1 Certify seven (7) assessment rolls
0049-Property Appraisal OF and submit these rolls to Treasury.
SOURCE OF FUNDS, THIS SVC LEVEL: 4 To provide administration of the
TAX SUPPORT Property Appraisal Division. Review/
act upon real and personal property
exemption requests. Prepare and
maintain Division policies and proce-
dures. Prepare Division budget.
Continue support and processes to
facilitate a GIS system.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	84,010	920	5,830	0	600	91,360

6 1323-PAYROLL CB 1 Insure fiscal integrity of Municipal
0044-Check Issuance OF payroll function. Insure proper account-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 ing of disbursements/collections per-
IGC SUPPORT taining to payroll. Comply with all
applicable state, federal and local
payroll regulations. Responsible for the
issuance of approximately 69,160 bi-
weekly payroll checks/advices annually.
Assist 40 departmental payroll clerks.
(Separate ATU P/R syst. beg. mid 1996).

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	70,630	990	12,480	0	290	84,390

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: 4 purchase orders, receiving reports, ven-
IGC SUPPORT dor invoices, and other accounts payable
documents will be received and filed.
Only limited payment processing will
occur. (SL Reduced \$5,000)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	266,300	2,770	5,070	0	6,900	281,040

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MUNICIPALITY OF ANCHORAGE
 1998 DEPARTMENT RANKING

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: 4

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	121,840	4,050	3,120	0	790	129,800

9 1322-GENERAL ACCOUNTING CB 1 Provide somewhat accurate/timely monthly
 0042-Financial Record Manageme OF special & annual financial reports as
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 required w/ minimal supporting ledgers;
 IGC SUPPORT provide some control of exp. of funds
 based on Assembly approp; make somewhat
 accurate/timely debt srvc. paymnts; pro-
 vide minimal/essential acctng. support
 to gen. gov't, utilities, grants; provide
 complex reports/billings to Grant Agencs
 Assist w/ devlpmnt/analysis of Fin Budgt

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
5	0	0	382,330	4,800	28,300	0	7,000	422,430

10 1342-CASH MANAGEMENT CB 1 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. Train cashiers,
 IGC SUPPORT reconcile all MOA cash receipts to sup-
 porting documentation, disburse accounts
 payable and payroll checks. Maintain
 security of all check disbursements and
 revenue collections. Administer Tobacco
 & Hotel/Motel taxes and Enhanced 911
 surcharges.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	146,580	1,940	8,430	0	1,500	158,450

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1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

11 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 3,250 able system with FIS daily; input
adjustments and payments to the tax
system; and 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	147,720	12,090	72,590	0	1,000	233,400

12 1345-DELINQUENT COLLECTIONS CB 1 Supervise and plan the collection and
0443-Delinquent and Miscellane OF rebilling activities for: delinquent
SOURCE OF FUNDS, THIS SVC LEVEL: 7 personal & business property taxes;
TAX SUPPORT utility & general government bills for
IGC SUPPORT collection (BFC's); Emergency Medical
Srcv (EMS) transport fees; small claims
processing; delinquent criminal fines;
minor offenses; indigent fees; and fines
imposed by Administrative Hearing
Officers.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	71,290	1,000	5,850	0	500	78,640

13 1347-REMITTANCE PROCESSING CB 1 Supervise, control and monitor the
0445-Remittance Processing OF collection activities and processing of
SOURCE OF FUNDS, THIS SVC LEVEL: 5 all utility payments. Provide account-
IGC SUPPORT ability for revenue received. Prepare
deposits, control reports and process
returned checks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	95,010	500	9,450	0	1,000	105,960

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 1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
14	1352-CUSTOMER SERVICE/RECORDS 0049-Property Appraisal	CB	1	Provide timely response to all inquiries and requests. Create, execute and maintain Cadastral mapping functions. Input and maintain real property legal conveyance documents, address changes, all exemption programs, real property appeals process, and real and personal property valuation adjustments. File and maintain real property record cards and sale of real property records.
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		4	
	PROGRAM REVENUES			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
7	0	0	344,600	3,000	12,900	0	4,300	364,800

15	1353-REAL PROPERTY 0049-Property Appraisal	CB	1	Reevaluation of 51% of existing inventoried properties by Jan 17, 1999. Recalibration of current cost and 50% of landpricing tables. Creation of new residential-improved valuation models for 64% of properties. Manual determination of 10,000 condominium valuations. 2000 appeals/administrative reviews processed. 2040 commercial and residential properties reinventoried.
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		11	

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
17	0	0	1,188,110	13,730	113,630	0	1,200	1,316,670

16	1354-PERSONAL PROPERTY 0049-Property Appraisal	CB	1	Production requirement increases for 1998 are result of Discovery program. Roll 3 can be completed and certified by late December. Roll 587 cannot be completed. Customer service will be impacted. Assessment function will have priority over other tasks. (SL Reduced \$2,710)
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		8	

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
3	0	0	174,490	12,100	56,380	0	7,820	250,790

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DEPT: 12 -FINANCE

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

17 1332-SELF INSURANCE CB 1 Continue to fulfill legal requirements
0439-Risk Management OF of a certified self-insurer. To provide
SOURCE OF FUNDS, THIS SVC LEVEL: 3 workers' compensation for Municipal
employees and to provide insurance
IGC SUPPORT coverage to the Municipality in the
PROGRAM REVENUES 0 event of a catastrophic loss.
(SL Reduced \$158,610)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	3,386,390	0	0	3,386,390

18 1332-SELF INSURANCE CO 2 Continue to fulfill legal requirements
0439-Risk Management OF of a certified self-insurer. Provide
SOURCE OF FUNDS, THIS SVC LEVEL: 3 for payment of liability exposures for
the Municipality, maintain a fund of
adequate claims reserves and assure
equitable claims adjustment.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	2,065,000	0	0	2,065,000

19 1332-SELF INSURANCE CO 3 Continue to fulfill legal requirements
0439-Risk Management OF of a certified self-insurer. Provide
SOURCE OF FUNDS, THIS SVC LEVEL: 3 contracted legal services for Workers'
Compensation and General Liability
claims.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	250,000	0	0	250,000

20 1323-PAYROLL CO 2 Process, review and balance payroll data
0044-Check Issuance OF for approximately 2660 employees. Pro-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 vide service to process payroll liabili-
ties, i.e., child support, wage attach-
IGC SUPPORT ments/levies, union dues/assessments,
credit union deductions, direct deposit.
(Separate Payroll System for ATU
began in mid 1996.)

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MUNICIPALITY OF ANCHORAGE
 1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	53,980	210	550	0	0	54,740

21 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 A/P
 4 reports, invoices, and documents will be
 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.
 (Sl Reduced \$32,250)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,100	320	80	0	0	34,500

22 1345-DELINQUENT COLLECTIONS
 0443-Delinquent and Miscellane
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

CO 2 Pursue collection of delinquent
 OF personal property and business property
 7 taxes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	107,960	2,540	11,480	0	1,500	123,480

23 1347-REMITTANCE PROCESSING
 0445-Remittance Processing
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CO 2 Process utility & tax payments on the
 OF Unisys remittance processing system.
 5 Transmit data to Utilities. Ensure
 proper posting to customer accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,050	3,000	35,500	0	500	76,050

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M U N I C I P A L I T Y O F A N C H O R A G E
1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

24	1342-CASH MANAGEMENT	CO	2	Verify the accuracy of funds reported and deposited by all Municipal agencies and contractors. Report and resolve discrepancies involving revenues which were collected and deposited.
	0661-Cash Management & Misc Ta		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,840	440	1,350	0	500	44,130

25	1352-CUSTOMER SERVICE/RECORDS	CO	2	Provide timely response to public and other government agency inquiries and requests. File and maintain 25% of real property record cards and prior year legal conveyance documents, and sale of real property records. Process 100% of sales inquiry letters.
	0049-Property Appraisal		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	

TAX SUPPORT

PROGRAM REVENUES 630

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,600	0	280	0	0	34,880

26	1354-PERSONAL PROPERTY	CO	2	With substantial overtime, assessment rolls 2&3 completed and certified by October. Rolls 4&5 completed by year end. Mobile home production will be functional. Customer service will be at 75% of normal level. Assessment function will take precedence over other functions.
	0049-Property Appraisal		OF	
	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	39,050	0	0	0	0	39,050

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MUNICIPALITY OF ANCHORAGE
 1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

27 1353-REAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

CO 2 300 commercial-improved properties
 OF reinventoried. 5% additional appeals
 11 processed. 12 new commercial construc-
 tion/remodel units added to assessment
 roll. Reevaluation of additional 3,000
 existing inventoried properties. Recal-
 ibration of an additional 5% of land-
 pricing tables.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,360	0	950	0	0	62,310

28 1311-FINANCE ADMINISTRATION
 0438-Administration
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 IGC SUPPORT

CO 2 Provide secretarial and clerical support
 OF to the Chief Fiscal Officer. Process all
 3 materials or documents that would come
 to/from the Chief Fiscal's Office.
 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	62,410	0	0	0	0	62,410

29 1321-CONTROLLER ADMINISTRATION
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CO 2 Provide accounting services to all
 OF organizations.
 3

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	88,880	0	600	0	0	89,480

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DEPT: 12 -FINANCE

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
30	1330-RISK MANAGEMENT 0439-Risk Management SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	2	Provide secretarial and clerical support to the Risk Management Division.
			OF	
			3	Collect, produce claim documents and collection documents that produce revenue for the Municipality.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	44,010	1,000	1,160	0	0	46,170

31	1341-TREASURY ADMINISTRATION 0047-Division Admin and Manage SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT PROGRAM REVENUES	CO	2	Invest Municipal funds in accordance with Municipal Code. Perform ongoing 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.
			OF	
			5	
	30,000			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	86,050	0	570	0	1,000	87,620

32	1322-GENERAL ACCOUNTING 0042-Financial Record Manageme SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	2	Provide fairly accurate/timely reports as required w/ adequate supprting ledgrs; provide improved control of expend. of funds; make fairly accurate/timely debt srvc. pymnts; provide adequate acctng. support to gen. gov't, utilities, grants; provide reports/billings to grant agncs; maintain readily accessible centralized records; reconcile bank accounts & rec. special assessment activity monthly.
			OF	
			4	

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
3	0	0	195,010	1,650	3,060	0	1,320	201,040

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DEPT BUDGET UNIT/
 RANK PROGRAM

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33 1326-FINANCIAL INFO SYSTEMS CO 2 Provide just above minimum level of
 0042-Financial Record Manageme OF data entry support. Provide mainte-
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 nance of daily sub-system balancing and
 distribution of financial reports.
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	39,770	0	2,500	0	0	42,270

34 1346-TAXES CO 2 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. Coordinate
 TAX SUPPORT real property bankruptcy cases with MOA
 attorneys. Process tax payments and
 PROGRAM REVENUES 77,000 provide information to the public.
 Administer aircraft registration program
 and collect aircraft tax.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	52,000	0	109,420	0	0	161,420

35 1324-ACCOUNTS PAYABLE CO 3 Provide accounts payable services to all
 0044-Check Issuance OF Municipal departments. At this level
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 purchase orders, receiving reports, ven-
 IGC SUPPORT 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. 1/2 of position in FIS.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	1	0	20,380	320	90	0	0	20,790
1	(2)							

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	64,550	0	350	0	540	65,440

37 1347-REMITTANCE PROCESSING CO 3 Receive, open and separate AWWU, SWS,
0445-Remittance Processing OF & ML&P bills into batches required for
SOURCE OF FUNDS, THIS SVC LEVEL: 5 remittance processing. Input manual
batches. Research problem payments.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	2	0	52,920	400	930	0	0	54,250

38 1346-TAXES CO 3 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
PROGRAM REVENUES 0 tax payments and provide information to
the public.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,840	0	1,350	0	0	43,190

39 1345-DELINQUENT COLLECTIONS CO 3 Pursue the collection of delinquent ac-
0443-Delinquent and Miscellane OF counts through small claims process and
SOURCE OF FUNDS, THIS SVC LEVEL: 7 filing writs on civil litigation judge-
ments; to monitor bankruptcy case files
IGC SUPPORT collect outstanding taxes and delinquent
PROGRAM REVENUES 25,000 debts through liquor license protests in
accordance with AS Title 4; pursue col-
lection of delinquent leasehold taxes
and bills for collection for the Utility
and General Government agencies.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	100,930	500	25,380	0	0	126,810

40 1342-CASH MANAGEMENT CO 3 Collect, process and record all
 0661-Cash Management & Misc Ta OF hotel/motel tax and tobacco tax pay-
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 ments. Verify accuracy and complete-
 TAX SUPPORT ness of all hotel/motel and tobacco
 tax returns, payments, h/m certificates
 PROGRAM REVENUES 11,300 of registration, tobacco licenses and
 permits and perform discovery pro-
 cedures.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	49,580	510	1,350	0	500	51,940

41 1341-TREASURY ADMINISTRATION CO 3 Ensure fiscal integrity of the
 0047-Division Admin and Manage OF Municipality by directing and coordi-
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 nating the billing & collection of
 IGC SUPPORT current & delinquent revenues due
 the Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	88,340	0	260	0	1,000	89,600

42 1353-REAL PROPERTY CO 3 435 residential improved properties re-
 0049-Property Appraisal OF inventoried. 10% of additional appeals
 SOURCE OF FUNDS, THIS SVC LEVEL: 11 processed. 245 new residential con-
 TAX SUPPORT struction/remodel units added to assess-
 ment roll. Reevaluation of additional
 10,157 existing inventoried properties.
 Recalibration of an additional 12% of
 land-pricing tables. Creation of new
 residential land valuation models for
 additional 14% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	59,600	1,680	3,180	0	0	64,460

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43 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
PROGRAM REVENUES 620

CO 3 Provide timely response to public and other government agency inquiries and requests. File and maintain 25% of real property record cards and prior year legal conveyance documents, and sale of real property records. Edit and file 100% of current year legal conveyance documents and tax maps.
OF 4

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	34,500	0	290	0	0	34,790

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

CO 3 Roll 2&3 completed and certified by late August. Roll 4,5,6,7 completed and certified by November. Audit program restricted by assessment function priority. Customer service delayed during peak production period.
OF 8

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	65,120	0	1,200	0	6,000	72,320

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

CO 3 Primary responsibility is to provide clerical support to the Controller and Accounting Officer. Also provide support to the other Controller sections by processing 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.
OF 3

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	43,550	0	0	0	0	43,550

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

CO 3 Provide accurate and timely reports
 OF as required with complete supporting
 4 ledgers; provide better control of
 expenditure of funds; make accurate and
 timely debt service payments; provide
 better accounting support to general
 government and utilities.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	71,160	1,130	2,550	0	300	75,140

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

CO 3 Provide minimum level of data entry;
 OF maintenance of daily sub-system balanc-
 4 ing and distribution of financial
 reports. One position split (50/50)
 between A/P and FIS.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	1	0	54,670	0	1,050	0	0	55,720

48 1351-PROPERTY APPRAISAL ADMIN
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

CO 3 Accomplish activities relating to
 OF personnel administration. Prepare
 4 and monitor documents for the purchase
 of supplies and equipment. Respond
 to inquiries from the public and Muni-
 cipal agencies. Coordinate the admin-
 istrative activities of the division.
 Prepare all payroll data.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	43,290	320	780	0	0	44,390

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49 1324-ACCOUNTS PAYABLE CO 4 Insure the integrity of the Accounts
0044-Check Issuance OF Payable function. Responsible for the
SOURCE OF FUNDS, THIS SVC LEVEL: 4 audit and payment of bills as well as
IGC SUPPORT 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	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	77,130	0	0	0	0	77,130

50 1347-REMITTANCE PROCESSING CO 4 Receive, open and separate ATU
0445-Remittance Processing OF bills into batches required for remit-
SOURCE OF FUNDS, THIS SVC LEVEL: 5 tance processing. Input manual
IGC SUPPORT batches. Research problem payments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	3	0	75,780	600	0	0	0	76,380

51 1345-DELINQUENT COLLECTIONS CO 4 Bill and collect fees for Emergency
0443-Delinquent and Miscellane OF Medical Service (EMS) transports; facil-
SOURCE OF FUNDS, THIS SVC LEVEL: 7 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					
3	0	0	133,090	620	4,160	0	0	137,870

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52 1346-TAXES CO 4 Receive tax payments and deposit
 0444-Tax Billing and Collectio OF revenue. Provide information to the
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 public regarding property taxes.
 TAX SUPPORT

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,840	0	1,350	0	0	43,190

53 1352-CUSTOMER SERVICE/RECORDS CO 4 Provide timely response to public and
 0049-Property Appraisal OF other government agency inquiries and
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 requests. File and maintain 25% of real
 TAX SUPPORT property record cards and prior year
 legal conveyance documents, and sale of
 real property records. Edit and file
 100% of address change input, and
 distribution of division's daily
 reports.

PROGRAM REVENUES 630

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,450	0	180	0	0	34,630

54 1353-REAL PROPERTY CO 4 Reevaluation of additional 3,000 exist-
 0049-Property Appraisal OF ing inventoried properties. Recalibra-
 SOURCE OF FUNDS, THIS SVC LEVEL: 11 tion of additional 5% of land pricing
 TAX SUPPORT tables. 300 additional commercial-
 IGC SUPPORT improved properties reinventoried. 10%
 additional appeals processed. Add 12
 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	58,430	0	3,180	0	0	61,610

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55 1354-PERSONAL PROPERTY CO 4 Roll 2&3 completed and certified by
0049-Property Appraisal OF August 1. Roll 4,5,6,7 completed and
SOURCE OF FUNDS, THIS SVC LEVEL: 8 certified by mid October. Audit program
TAX SUPPORT functional at initial levels for selec-
tive audits. Audits to add approximat-
ely \$10 million in assessments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	65,120	0	1,200	0	0	66,320

56 1326-FINANCIAL INFO SYSTEMS CO 4 Manage and control year-end process-
0042-Financial Record Manageme OF ing; balance each sub-system from old to
SOURCE OF FUNDS, THIS SVC LEVEL: 4 new year; support and balance budget
IGC SUPPORT preparation system. Insure the integrity
of the FIS function.
(SL Reduced \$59,870)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	152,580	0	0	0	0	152,580

57 1341-TREASURY ADMINISTRATION CO 4 Provide secretarial and other ser-
0047-Division Admin and Manage OF vices to Treasury Division including
SOURCE OF FUNDS, THIS SVC LEVEL: 5 payroll & personnel records administra-
IGC SUPPORT tion, transaction processing, office
PROGRAM REVENUES 0 supplies & equipment maintenance and
debt collection procedures.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	45,050	0	0	0	1,000	46,050

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58	1353-REAL PROPERTY	CO	9	Replace portion of vehicle fleet.
	0049-Property Appraisal		0F	
	SOURCE OF FUNDS, THIS SVC LEVEL:		11	
	TAX SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	14,040	0	0	14,040

59	1347-REMITTANCE PROCESSING	CO	5	Process ATU payments on the
	0445-Remittance Processing		0F	Unisys remittance processing system.
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	Transmit data to ATU and ensure
	IGC SUPPORT			proper posting to customer accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	28,320	3,000	35,000	0	0	66,320

60	1345-DELINQUENT COLLECTIONS	CO	6	Collect fees for Emergency Medical
	0443-Delinquent and Miscellane		0F	Service (EMS) transports and enforce
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	collection through delinquent collection
	IGC SUPPORT			methods.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	53,980	0	1,350	0	0	55,330

61	1322-GENERAL ACCOUNTING	CO	4	Funds reserved to meet payment of audit
	0042-Financial Record Manageme		0F	requirements and other accounting
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	professional services.
	IGC SUPPORT			

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PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	8,500	0	0	8,500

62 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 5
OF 7

Set up & maintain case files and judgments received from Alaska Court System for collection. Coordinate and prepare data for annual execution against Permanent Fund Dividends and process funds received. Reconcile data received from Municipal & outside agencies. Set up & maintain files received from and collect fees & fines imposed by the Admin Hearings Officer under Title 14.

PROGRAM REVENUES 170,000

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	45,500	3,700	8,840	0	0	58,040

63 1323-PAYROLL
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 3
OF 4

Process, review and balance payroll data for approximately 2660 employees. Provide service to process payroll liabilities, i.e., child support, wage attachments/levies, union dues/assessments, credit union deductions, direct deposit. (Separate Payroll System for ATU began in mid 1996).

IGC SUPPORT

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	1	0	24,680	0	0	0	0	24,680

64 1342-CASH MANAGEMENT
0661-Cash Management & Misc Ta
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 4
OF 4

Verify the accuracy of all Tobacco Taxes and Hotel/Motel Taxes by performing audits of records of reporting entities.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	64,550	0	11,350	0	500	76,400

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65	1351-PROPERTY APPRAISAL ADMIN 0049-Property Appraisal	CO	4	Travel to professional conferences and seminars to discuss and exchange ideas relating to the assessment and administration of real, personal and business property. Attend seminars on topics critical to the improvement of assessment practices, policies, and procedures.
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		4	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	5,630	0	0	5,630

66	1351-PROPERTY APPRAISAL ADMIN 0049-Property Appraisal	CO	2	Provide technical administration of the Property Appraisal Division. Develop a division technical training program. Determine CAMA enhancement needs. Respond to public and Municipal agencies' technical inquiries. Develop and maintain appropriate property valuation processes for real property. Review and approve real property appeal responses for the division.
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		4	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	106,540	320	990	0	0	107,850

67	1353-REAL PROPERTY 0049-Property Appraisal	CO	5	Reevaluation of additional 3,000 existing inventoried properties. Recalibration of additional 5% of land-pricing tables. 300 additional commercial-improved properties reinventoried. 5% additional appeals processed. Add 12 commercial new construction/remodel units to assessment roll.
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		11	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
T	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	58,040	0	950	0	0	58,990

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68	1353-REAL PROPERTY 0049-Property Appraisal SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CO	6 OF 11	Reevaluation of additional 10,157 exist- ing inventoried properties. Recalibra- tion of an additional 5% of land-pricing tables. 435 additional residential improved properties reinventoried. 5% additional appeals processed. Add 245 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	57,260	0	950	0	0	58,210

69	1353-REAL PROPERTY 0049-Property Appraisal SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CO	7 OF 11	Reevaluation of additional 10,157 exist- ing properties. Recalibration of addi- tional 12% of land-pricing tables, 435 additional residential improved properties reinventoried. 10% additional appeals processed. Add 245 new residen- tial 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	57,170	0	2,150	0	0	59,320

70	1353-REAL PROPERTY 0049-Property Appraisal SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CO	8 OF 11	300 commercial-improved properties reinventoried. 10% additional appeals processed. 12 new commercial construc- tion/remodel units added to assessment roll. Reevaluation of additional 10,123 existing inventoried properties. Recalibration of an additional 12% of land-pricing tables.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,520	570	950	0	0	57,040

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71 1341-TREASURY ADMINISTRATION
 0047-Division Admin and Manage
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CO 5 Ensure fiscal integrity of the
 OF Municipality by providing investment
 5 & related services and 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	59,960	0	500	0	1,000	61,460

72 1345-DELINQUENT COLLECTIONS
 0043-Delinquent and Miscellane
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 IGC SUPPORT
 PROGRAM REVENUES

CO 7 Pursue the collection of delinquent
 OF accounts through small claims process
 7 and filing writs on civil litigation
 judgements; monitor bankruptcy case
 files; collect outstanding taxes and
 delinquent debts through liquor license
 protests in accordance with AS Title 4.
 Pursue collection of delinquent leashold
 taxes & bills for collection for the
 utilities & general government agencies.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	73,370	0	12,640	0	0	86,010

73 1353-REAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

CO 10 Augment parcel re-inventory as required
 OF by A.S. 29.45.150 to assure conformity
 11 with 6 year re-inventory cycle as
 specified by Anchorage Resolution.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	7	165,340	80	0	0	0	165,420

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74	1354-PERSONAL PROPERTY 0049-Property Appraisal	CO	5	Expand the business property discovery programs and enhance the audit program.
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	
	TAX SUPPORT		8	Provide positive revenue enhancement by the addition of escaped property to the assessment rolls and increase the integrity of the tax base through increased audit capability. With overtime, Roll 2&3 completed by mid June. Roll 4,5,6,7 by November.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	116,270	0	5,650	0	0	121,920

75	1354-PERSONAL PROPERTY 0049-Property Appraisal	CO	6	Position added during 1997 budget year due to new businesses identified during
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	Discovery project. Will augment assessment function relieving auditors to concentrate more on audits. Additional \$10 million in assessment as result of increase in audit and discovery programs. Overtime required to produce assessment rolls reduced. Customer service fully functional except during peak periods.
	TAX SUPPORT		8	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	54,550	0	0	0	0	54,550

76	1354-PERSONAL PROPERTY 0049-Property Appraisal	CO	7	Enable development and implementation of random sample audit program. Random sample audit program was a requirement in the findings of both the Internal Audit report and the IAAD Management Review study. Increase the integrity of tax base and taxpayer compliance. Assist in processing assessment rolls reducing requirement for overtime.
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	
	TAX SUPPORT		8	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	54,550	0	0	0	0	54,550

BPAB010R
 1/16/97
 13514

M U N I C I P A L I T Y O F A N C H O R A G E
 1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

77 1354-PERSONAL PROPERTY 8 Position added during 1997 budget year.
 0049-Property Appraisal OF Provide clerical support for increased
 SOURCE OF FUNDS, THIS SVC LEVEL: 8 assessment activity. Perform research
 TAX SUPPORT and support for ongoing discovery pro-
 ject. Supplement increased customer ser-
 vice requirements to assure timely
 response.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	33,950	0	0	0	0	33,950

78 1353-REAL PROPERTY ND 11 The MOA GIS requires unique parcel
 0049-Property Appraisal OF identification numbers. Historically,
 SOURCE OF FUNDS, THIS SVC LEVEL: 11 adjacent parcels in common ownership
 TAX SUPPORT were given a single tax id number. Now
 these parcels need to be "uncoupled".
 Existing staff can complete this in
 5-10 years. This additional position
 will allow the project to be completed
 in 1998.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	1	32,380	20	0	0	6,340	38,740

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
113	9	8	7,042,310	91,550	6,415,960	0	72,250	13,622,070

114 7
 ----- DEPARTMENT OF FINANCE FUNDING LINE -----
 13,622,070

79 1323-PAYROLL ND 4 Provide additional hours for the part
 0044-Check Issuance OF time employee to maintain the current
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 level of service while the Payroll
 IGC SUPPORT Supervisor serves as functional lead
 for the new HRIS/Payroll System imple-
 mentation

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	14,840	0	0	0	0	14,840

BPAB010R
 09/16/97
 163514

M U N I C I P A L I T Y O F A N C H O R A G E
 1998 DEPARTMENT RANKING

DEPT: 12 -FINANCE
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

80 1311-FINANCE ADMINISTRATION ND 3 Provide for in-depth studies and
 0438-Administration OF special projects as directed by the
 SOURCE OF FUNDS, THIS SVC LEVEL: 3 Chief Fiscal Officer.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,050	0	0	0	2,380	68,430

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
114	9	8	7,123,200	91,550	6,415,960	0	74,630	13,705,340
115	7							