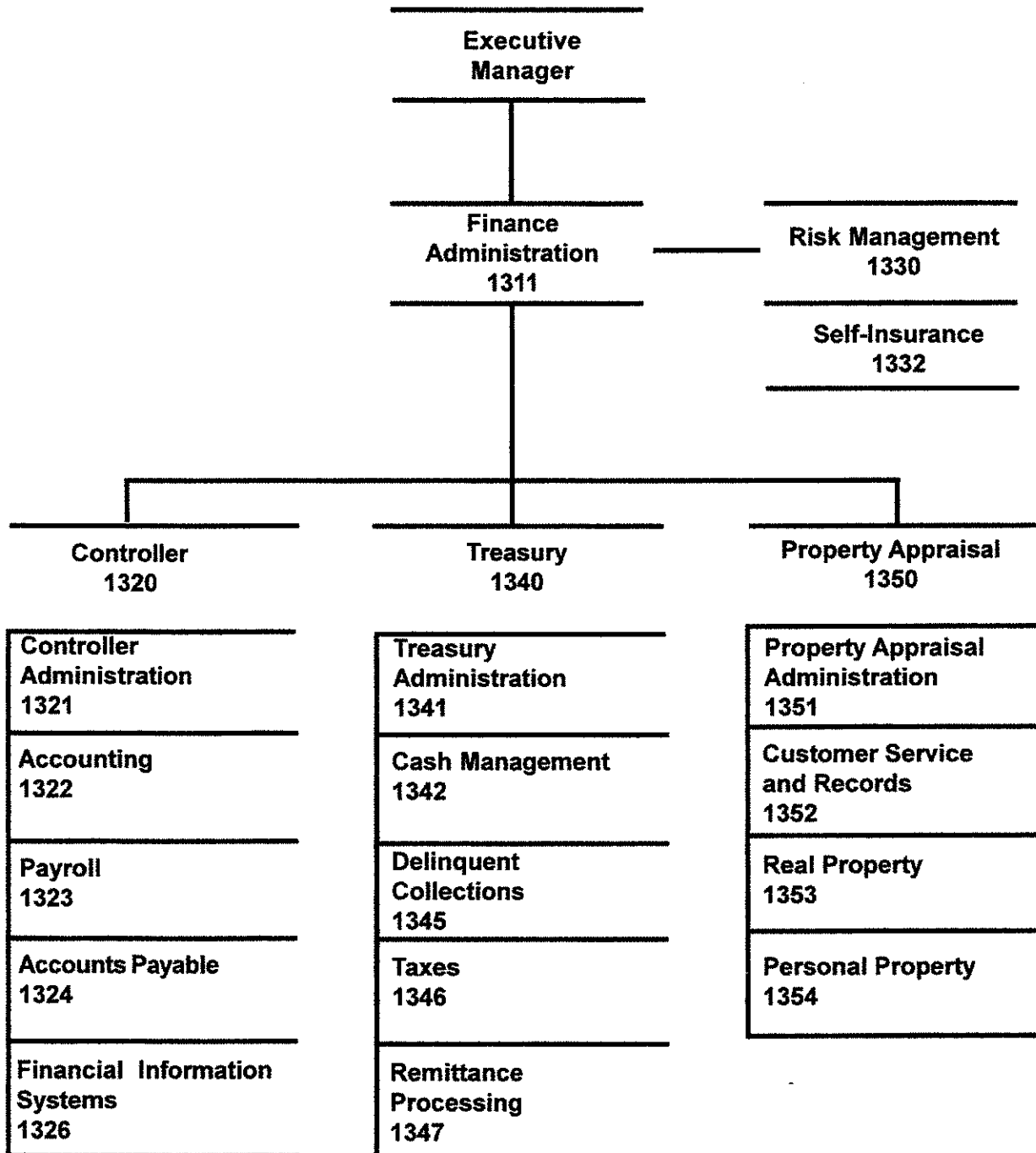


FINANCE

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 This new system will replace outdated systems and allow for elimination of multiple independent shadow files and provide better access to information.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.
- Maintain case files and collect default judgments for traffic tickets and other minor offenses.
- 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

	1998	1999
Direct Costs	\$13,717,070	\$13,288,840
Program Revenues	\$ 443,590	\$ 1,044,770 *
Personnel	114FT 7PT 8T	120FT 3PT

* \$564,000 of these revenues will actually be credited to the Police Department.

1999 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1998 REVISED	1999 BUDGET	1998 REVISED				1999 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	181,680	178,770	2			2	2			2
CONTROLLER	1,910,060	1,918,210	30	1		31	30	1		31
RISK MANAGEMENT	208,810	209,750	3			3	3			3
TREASURY	2,251,540	2,222,670	31	6		37	33	2		35
PROPERTY ASSESSMENT	3,463,590	3,380,260	48		8	56	52			52
SELF INSURANCE	5,701,390	5,379,180								
OPERATING COST	13,717,070	13,288,840	114	7	8	129	120	3		123
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	13,717,070	13,288,840								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	6,557,200	8,170,670								
TOTAL DEPARTMENT COST	20,274,270	21,459,510								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	9,968,590	13,416,550								
FUNCTION COST	10,305,680	8,042,960								
LESS PROGRAM REVENUES	443,590	1,044,770								
NET PROGRAM COST	9,862,090	6,998,190								

1999 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	161,670	1,320	11,710	6,070	180,770
CONTROLLER	1,839,730	18,510	89,100	19,380	1,966,720
RISK MANAGEMENT	200,370	3,350	10,490	540	214,750
TREASURY	1,834,570	30,950	381,340	13,350	2,260,210
PROPERTY ASSESSMENT	3,100,290	37,810	299,150		3,437,250
SELF INSURANCE			5,379,180		5,379,180
DEPT. TOTAL WITHOUT DEBT SERVICE	7,136,630	91,940	6,170,970	39,340	13,438,880
LESS VACANCY FACTOR	150,040				150,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	6,986,590	91,940	6,170,970	39,340	13,288,840

RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1998 REVISED BUDGET:	\$ 13,717,070	114	7	8
1998 ONE-TIME REQUIREMENTS:				
- Reappraisal of Captain Cook Hotel	(95,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1999:				
- Salaries and Benefits Adjustment	49,440			
MISCELLANEOUS INCREASES (DECREASES):				
- Property Appraisal Reorganization	0	4		(8)
- Self-Insurance Services to ATU Deleted	(322,210)			
- Remittance Processing Services to ATU Deleted	(108,790)	1	(4)	
- Miscellaneous	750			
1998 CONTINUATION LEVEL:	<u>\$ 13,241,260</u>	<u>119</u>	<u>3</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- <i>Delinquent Collections - Process Default Judgments Transferred from the Alaska Court System (results in \$564,000 additional revenues)</i>	47,580	1		
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
1999 BUDGET:	<u>\$ 13,288,840</u>	<u>120 FT</u>	<u>3 PT</u>	<u>0 T</u>

1999 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.

1998 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.

1999 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:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	169,970		\$	162,580		\$	159,670	
SUPPLIES		1,280			1,320			1,320	
OTHER SERVICES		11,370			11,710			11,710	
CAPITAL OUTLAY		5,900			6,070			6,070	
TOTAL DIRECT COST:	\$	188,520		\$	181,680		\$	178,770	

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

1999 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.

1998 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 2900 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.

1999 PERFORMANCE OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 2800 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:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	0	0	11	1	0	11	1	0
PERSONAL SERVICES	\$ 596,310			\$ 547,200			\$ 583,060		
SUPPLIES	4,470			4,610			4,610		
OTHER SERVICES	17,420			18,270			18,270		
CAPITAL OUTLAY	7,300			7,190			7,190		
TOTAL DIRECT COST:	\$ 625,500			\$ 577,270			\$ 613,130		

WORK MEASURES:

- Manual payroll checks written	1,100	1,000	1,000
- Payroll database transactions	7,800	8,000	8,000
- Biweekly checks/advices	72,800	76,000	71,000
- Accounts payable checks issued	37,500	38,500	38,500
- Invoices paid	139,500	140,735	140,735
- Manual checks, leave adjustments/donations worksheet adjustments	20,000	18,000	18,000

75 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
6, 7, 20, 21, 35, 49, 62

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

PURPOSE:

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

1998 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.
- Responded to FIS computerized monthly report users inquiries 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.
- Updated Municipal accounting guide.
- Provided support for the new HR/Payroll/FIS implementation project.

1999 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/Payroll/FIS implementation project.

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	19	2	0	19	0	0	19	0	0
PERSONAL SERVICES	\$ 1,281,730			\$ 1,235,870			\$ 1,208,160		
SUPPLIES	13,190			13,900			13,900		
OTHER SERVICES	64,440			70,830			70,830		
CAPITAL OUTLAY	11,840			12,190			12,190		
TOTAL DIRECT COST:	\$ 1,371,200			\$ 1,332,790			\$ 1,305,080		

WORK MEASURES:

- Input documents reviewed	2,500	2,600	2,600
- Reports prepared/reviewed	7,400	7,600	7,600
- Funds verified	820	820	820
- Transactions input	662,621	748,762	523,559
- Grants accounted for in single audits (state and federal)	617	637	637
- Funds managed	101	101	102
- Individual grant revenue confirmations completed	250	275	275

75 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 8, 9, 29, 32, 33, 45, 46, 47, 56, 60

1999 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.

1998 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 flows and ensured availability of funds to cover daily expenditures.
- Coordinated and enforced the collection of funds due the Municipality.

1999 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.

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and Management of Funds

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	359,540		\$	362,780		\$	376,750	
SUPPLIES		4,540			4,540			4,540	
OTHER SERVICES		12,700			34,460			35,460	
CAPITAL OUTLAY		17,870			7,500			2,500	
TOTAL DIRECT COST:	\$	394,650		\$	409,280		\$	419,250	
PROGRAM REVENUES:	\$	25,770		\$	30,000		\$	38,400	
WORK MEASURES:									
- Investment pieces bid		122			125			125	
- Average daily investment balance (\$000)		390,330			400,000			360,000	
- Real & personal property taxes billed (\$000)		223,990			223,990			223,990	
- Average monthly balance Misc. accts receivable (\$000)		6,080			6,080			6,080	
- Average monthly balance delinquent fines & fees (\$000)		5,890			5,890			5,890	
- Utility payments (\$000)		236,700			236,700			128,680	
- Investment & collateral items recorded on JEs & tracked on database		907			880			850	
- Total dollar value of investment pieces bid (\$000)		743,700			750,000			675,000	

75 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
4, 31, 41, 57, 70

1999 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.

1998 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.

1999 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.

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Cash Management & Misc Tax Collection

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	313,310		\$	302,550		\$	302,030	
SUPPLIES		2,840			2,890			2,890	
OTHER SERVICES		19,520			17,480			24,350	
CAPITAL OUTLAY		3,520			3,000			3,000	
TOTAL DIRECT COST:	\$	339,190		\$	325,920		\$	332,270	
PROGRAM REVENUES:	\$	11,300		\$	11,300		\$	27,160	
WORK MEASURES:									
- Cash receipts processed		32,000			32,000			28,000	
- Checks and advices disbursed		115,000			120,000			120,000	
- Revenue deposits verified		19,600			19,500			17,100	
- Tobacco tax collected (\$)		5,524,980			4,979,000			4,979,000	
- Hotel/Motel tax collected (\$)		7,929,740			8,400,000			9,000,000	
- Penalties & Interest collected (\$)		67,000			60,000			60,000	
- Tobacco tax audit findings/collections (\$)		91,100			120,000			120,000	
- Hotel/Motel tax audit finding/collections (\$)		112,000			154,000			154,000	
- Enhanced 991 surcharges		982,000			983,500			983,500	
- Hotel/Motel Tax Returns Processed		420			460			475	
- Tobacco Tax Returns Processed		315			320			320	

75 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
10, 24, 40, 63

1999 P R O G R A M P L A N

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.

1998 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.

1999 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 costs 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.

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Delinquent and Miscellaneous Collections

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	11	0	0	11	0	0	12	0	0
PERSONAL SERVICES	\$	599,580		\$	586,120		\$	641,930	
SUPPLIES		8,800			8,360			9,820	
OTHER SERVICES		62,700			69,700			81,930	
CAPITAL OUTLAY		1,230			2,000			5,850	
TOTAL DIRECT COST:	\$	672,310		\$	666,180		\$	739,530	
PROGRAM REVENUES:	\$	195,000		\$	195,000		\$	772,850	
WORK MEASURES:									
- Receivables reduced (in \$000's)		28,694			28,694			28,694	
- Small Claims Court cases filed		350			350			350	
- Criminal fines collected (in \$)		950,000			473,000			473,000	
- Collections from litigation support (in \$)		166,848			166,800			166,800	
- Ambulance services billed		8,400			8,400			8,400	
- Insurance claims processed for EMS		4,475			6,155			6,155	
- Indigent defense fees collected (in \$)		310,000			186,000			186,000	
- Minor offenses/traffic fines collected (in \$)		190,350			129,000			693,000	
- Tax collections from liquor license protests (in \$)		150,600			109,000			109,000	
- Costs of imprisonment collected (in \$)		295,153			174,000			174,000	
- Collected from small claims process (in \$)		116,168			116,000			116,000	

75 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
12, 22, 39, 51, 59, 61, 71, 73

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Tax Billing and Collection

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.

1998 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.

1999 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:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	285,850		\$	283,400		\$	294,000	
SUPPLIES		11,730			12,090			7,600	
OTHER SERVICES		178,880			184,710			201,700	
CAPITAL OUTLAY		0			1,000			1,000	
TOTAL DIRECT COST:	\$	476,460		\$	481,200		\$	504,300	
PROGRAM REVENUES:	\$	80,250		\$	80,250		\$	80,250	

WORK MEASURES:

- Tax bills issued	115,220	115,220	115,220
- Tax foreclosed parcels	1,200	1,200	1,200
- Property tax payments processed (\$ 000)	227,420	227,420	227,420
- Tax certificates issued	430	430	430
- Bankruptcy cases maintained	425	425	425
- Taxpayer inquiries serviced	35,000	35,000	35,000
- Tax deposits processed	810	810	810
- Aircraft tax collected (in \$)	206,000	206,000	206,000

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

1999 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.

1998 PERFORMANCES:

- Processed 1,567,000 utility payments throughout the year.
- Prepared an average daily deposit of \$927,335.
- Monitored and processed 3,550 returned checks for collection.
- Processed exception items as required.
- Machine processed 39,050 property tax payments.

1999 PERFORMANCE OBJECTIVES:

- Process 894,000 utility payments throughout the year.
- Prepare an average daily deposit OF \$429,700.
- Monitor and process 2,100 returned checks for collection.
- Process exception items as required.
- Machine process 39,050 property tax payments.

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	7	0	3	6	0	4	2	0
PERSONAL SERVICES	\$	301,910		\$	289,080		\$	182,320	
SUPPLIES		7,700			7,500			6,100	
OTHER SERVICES		75,530			53,130			37,900	
CAPITAL OUTLAY		1,010			19,250			1,000	
TOTAL DIRECT COST:	\$	386,150		\$	368,960		\$	227,320	

WORK MEASURES:

- Utility remittances opened and batched	1,567,000	1,567,000	894,000
- Returned/NSF checks processed	3,550	3,550	2,100
- Tax remittances machine processed	39,050	39,050	39,050
- Utility remittances machine processed	1,584,670	1,584,670	878,000

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

1999 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.

1998 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.

1999 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.
- Provide 3 seminars monthly in conjunction w/ the "Insights" 3 year plan.

1999 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Risk Management
RESOURCES:

DIVISION: RISK MANAGEMENT

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	205,520		\$	194,430		\$	195,370	
SUPPLIES		3,500			3,600			3,350	
OTHER SERVICES		5,870,040			5,711,630			5,389,670	
CAPITAL OUTLAY		520			540			540	
TOTAL DIRECT COST:	\$	6,079,580		\$	5,910,200		\$	5,588,930	
WORK MEASURES:									
- Damage claims recovered (\$)		610,000			610,000			861,000	
- Municipal contracts reviewed		625			625			625	
- Workers' compensation claims reduced		400			400			454	
- General liability claims reduced		195			225			238	
- Auto liability claims controlled		115			120			120	
- Safety meetings held		40			45			45	
- Safety building inspections		35			40			40	

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

1999 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Property Appraisal

DIVISION: PROPERTY ASSESSMENT

PURPOSE:

To assess all real property within the jurisdiction of the Municipality. To assess all filed personal and business property. To conduct audits of personal and business property and identify unreported items. To provide services to customers on appraisal related matters and records information.

1998 PERFORMANCES:

- Assessed all taxable real property within the Municipality.
- Certified seven (7) real and personal/business property rolls.
- Completed reinventory on 9000 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 Senior Citizens/Disabled Veterans, educational, religious, charitable and farm deferment considerations.
- Assessed all discovered taxable business property in the Municipality.
- Maintained ownership and legal descriptions for property in the MOA.
- Completed uncoupling of 600 parcels to support GIS efforts.
- Completed discovery of approximately 10,000 taxable business properties.
- Completed transfer of 5000 property cards to electronic file by scanning.
- Populated electronic data file with 5000 photo images, 3000 sketches.
- Responded to approximately 150,000 inquiries for information on real and business properties.

1999 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 remaining parcels to support GIS efforts.
- Complete transfer of 15000 property cards to electronic file by scanning.
- Populate electronic data file with 15000 photo images, 5000 sketches.
- Respond to approximately 150,000 inquiries for information on real and business properties.

1999 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Property Appraisal
RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	48	0	7	48	0	8	52	0	0
PERSONAL SERVICES	\$ 3,026,270			\$ 3,078,300			\$ 3,043,300		
SUPPLIES	32,210			32,740			37,810		
OTHER SERVICES	207,060			326,290			299,150		
CAPITAL OUTLAY	28,890			26,260			0		
TOTAL DIRECT COST:	\$ 3,294,430			\$ 3,463,590			\$ 3,380,260		
PROGRAM REVENUES:	\$ 125,760			\$ 127,040			\$ 126,110		

WORK MEASURES:

- Certify rolls (includes coordination and preparation)	7	7	7
- Process exemption requests (incl. Sr. Citizens & Veterans)	15,600	18,300	16,600
- Public/MOA inquiries, customer contacts	89,435	91,225	102,460
- Maintain property/ownership records/ Digitize records	78,185	78,975	89,801
- Valuation of personal/business property returns	20,000	25,500	31,500
- Revaluation of real property (includes admin processing)	87,100	87,876	89,801
- Input real/business property data	51,870	52,400	71,550
- Business property discovery program (expressed as a %)	80	90	100
- Add new commercial construction to roll (incl admin process)	279	318	120
- Conduct onsite physical inventories and digitize photo/sketch	9,617	9,617	9,675
- Prepare appeals to the Board of Equalization (incl admin review)	4,425	4,425	7,275
- Add residential new construction/remodels to assessment roll	729	1,200	1,700
- Coordinate real property appeals process	2,564	2,900	3,400
- Business property audit program	375	450	450
- Business property random sample audits	0	50	100

75 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,
64, 65, 66, 67, 68, 69, 72, 74, 75

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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
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	96,030	1,320	11,710	0	6,070	115,130

2 1321-CONTROLLER ADMINISTRATION CB 1 Provide accounting services to all
0042-Financial Record Manageme OF organizations.
SOURCE OF FUNDS, THIS SVC LEVEL: 3
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	84,230	2,270	21,150	0	2,780	110,430

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: 3 principles to losses.
(SL reduced \$5,000)
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	88,220	2,400	8,980	0	540	100,140

4 1341-TREASURY ADMINISTRATION CB 1 Ensure 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
functions of the Treasury Division in
compliance with applicable Municipal
policies, ordinances and state statutes.
IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	85,940	4,540	14,430	0	500	105,410

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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
1999 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 and Approve Div. Budget.
Continue support and processes to
facilitate a GIS system.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	85,090	1,500	4,890	0	0	91,480

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: 3 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	76,280	990	12,480	0	290	90,040

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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
6	0	0	272,140	2,770	5,070	0	6,900	286,880

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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
1999 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	126,860	4,050	3,120	0	790	134,820

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;
provide some control of exp. of funds
IGC SUPPORT 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 agencies
Assist w/ devlpmt/analysis of Fin Budget

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
5	0	0	375,160	4,800	28,300	0	7,000	415,260

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,
TAX SUPPORT reconcile all MOA cash receipts to sup-
IGC SUPPORT porting documentation, print and dis-
burse accounts payable, payroll checks
and advices. Maintain security of all
check disbursements and revenue collec-
tions. Administer Tobacco & Hotel/Motel
taxes and Enhanced 911 surcharges

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	151,820	1,940	10,300	0	3,000	167,060

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1999 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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	152,750	7,600	92,060	0	500	252,910

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: 8 personal & business property taxes;
TAX SUPPORT utility & general government bills for
IGC SUPPORT collection (BFC's); Emergency Medical
Srvc (EMS) transport fees; small claims
processing; delinquent criminal fines;
minor offenses; indigent fees; and fines
imposed by Administrative Hearing
Officers.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	72,580	1,000	1,960	0	0	75,540

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: 4 all utility payments. Provide account-
IGC SUPPORT ability for revenue received. Prepare
deposits, control reports and process
returned checks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
2	0	0	97,430	400	11,160	0	1,000	109,990

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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
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

14 1352-CUSTOMER SERVICE/RECORDS CB 1 PROVIDE TIMELY RESPONSE TO ALL INQUIRIES
0049-Property Appraisal OF AND REQUESTS. CREATE AND MAINTAIN ALL
SOURCE OF FUNDS, THIS SVC LEVEL: 4 CADASTRAL MAPPING AND GIS FUNCTIONS.
TAX SUPPORT INPUT AND MAINTAIN REAL PROP. CONVEYANCE
DOCUMENTS, ADDRESS CHANGES, EXEMPTION
PROGRAM REVENUES 5,200 PROGRAMS, REAL PROP. APPEALS PROCESS AND
REAL AND PERSONAL VALUE ADJUSTMENTS.
FILE, MAINTAIN, SCAN AND ARCHIVE 25% OF
REAL PROP. RECORDS AND PRIOR YEARS LEGAL
CONVEYANCES. SALE OF REAL PROP RECORDS.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
7	0	0	355,580	3,000	13,120	0	0	371,700

15 1353-REAL PROPERTY CB 1 Reevaluation of 47030 existing invento-
0049-Property Appraisal OF ried properties by Jan 17, 1999. Recali-
SOURCE OF FUNDS, THIS SVC LEVEL: 10 bration of current cost and 50% of land-
TAX SUPPORT pricing tables. Creation of new residen-
tial-improved valuation models for 64%
of properties. Manual determination of
10,000 condominium valuations. 3500
appeals/administrative reviews process-
ed. 3900 properties reinventoried. 820
new construction/remodels listed.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
18	0	0	1,212,130	16,710	181,150	0	0	1,409,990

16 1354-PERSONAL PROPERTY CB 1 Rolls 2 & 3 certified by late August.
0049-Property Appraisal OF Rolls 4,5,6,7 certified by November.
SOURCE OF FUNDS, THIS SVC LEVEL: 6 Minimal amount of audit work due to
TAX SUPPORT assessment function priority. Appeals
and amendment processing delayed until
completion of all assessment rolls.
Customer service will be impacted.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
6	0	0	338,580	12,100	64,580	0	0	415,260

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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
1999 DEPARTMENT RANKING

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			OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL	
0	0	0	0	0	3,225,290	0	0	3,225,290	

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
IGC SUPPORT adequate claims reserves and assure
equitable claims adjustment.

PERSONNEL			PERSONAL			OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL	
0	0	0	0	0	1,903,890	0	0	1,903,890	

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
IGC SUPPORT claims.

PERSONNEL			PERSONAL			OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL	
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: 3 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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M U N I C I P A L I T Y O F A N C H O R A G E
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,190	210	550	0	0	55,950

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		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	37,240	320	80	0	0	37,640

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
8 taxes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	110,380	1,410	26,120	0	1,500	139,410

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.
4 Transmit data to Utilities. Ensure
proper posting to customer accounts.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	40,510	5,300	26,090	0	0	71,900

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M U N I C I P A L I T Y O F A N C H O R A G E
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	43,030	440	4,050	0	0	47,520

25 1352-CUSTOMER SERVICE/RECORDS CO 2 PROVIDE TIMELY RESPONDE TO PUBLIC AND
0049-Property Appraisal OF OTHER GOVERNMENT AGENCY INQUIRIES AND
SOURCE OF FUNDS, THIS SVC LEVEL: 4 REQUESTS. FILE, MAINTAIN, SCAN AND
TAX SUPPORT ARCHIVE 25% OF REAL PROPERTY RECORD
PROGRAM REVENUES 750 CARDS AND PRIOR YEARS LEGAL CONVEYANCE
DOCUMENTS. PROCESS 100% OF REAL
PROPERTY SALES INQUIRY LETTERS. PREPARE
WEEKLY PETTY CASH REPORT, DISTRIBUTE
DIVISION'S DAILY REPORTS, AND CONDUCT
SALE OF REAL PROPERTY RECORDS.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	36,220	0	300	0	0	36,520

26 1354-PERSONAL PROPERTY CO 2 Rolls 2 & 3 certified by August. Rolls
0049-Property Appraisal OF 4,5,6,7 certified by mid October. Resp-
SOURCE OF FUNDS, THIS SVC LEVEL: 6 onse time on appeals will be decreased.
TAX SUPPORT Additional assessment help will free up
analyst and auditor to begin initial
phases of audit program and assessment
base analysis.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	48,300	0	530	0	0	48,830

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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
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

27 1353-REAL PROPERTY CO 2 300 commercial-improved properties
0049-Property Appraisal OF reinventoried. 350 additional appeals
SOURCE OF FUNDS, THIS SVC LEVEL: 10 processed. 20 new commercial construc-
TAX SUPPORT 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		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	63,200	800	2,950	0	0	66,950

28 1311-FINANCE ADMINISTRATION CO 2 Provide secretarial and clerical support
0438-Administration OF to the Chief Fiscal Officer. Process all
SOURCE OF FUNDS, THIS SVC LEVEL: 2 materials or documents that would come
TAX SUPPORT to/from the Chief Fiscal's Office.
IGC SUPPORT Screen calls and write down messages,
keep track of Officer's daily schedule.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	63,640	0	0	0	0	63,640

29 1321-CONTROLLER ADMINISTRATION CO 2 Provide accounting services to all
0042-Financial Record Manageme OF organizations.
SOURCE OF FUNDS, THIS SVC LEVEL: 3
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	89,980	0	600	0	0	90,580

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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
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	41,370	950	1,160	0	0	43,480

31 1341-TREASURY ADMINISTRATION CO 2 Invest Municipal funds in accordance
0047-Division Admin and Manage OF with Municipal Code. Perform ongoing
SOURCE OF FUNDS, THIS SVC LEVEL: 5 cash flow analysis to assure funds
availability for daily expenditures.
IGC SUPPORT Provide assistance to all Municipal
PROGRAM REVENUES 38,400 agencies in the issuance of long-term
debt and maintain records regarding
debt service payments.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	88,650	0	570	0	500	89,720

32 1322-GENERAL ACCOUNTING CO 2 Provide fairly accurate/timely reports
0042-Financial Record Manageme OF as required w/ adequate supprting ledgrs;
SOURCE OF FUNDS, THIS SVC LEVEL: 4 provide improved control of expend. of
funds; make fairly accurate/timely debt
IGC SUPPORT srv. 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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	202,810	1,650	3,060	0	1,320	208,840

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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
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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
IGC SUPPORT distribution of financial reports.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	41,880	0	2,500	0	0	44,380

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		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,190	0	109,640	0	500	165,330

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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	37,970	320	90	0	0	38,380

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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		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	65,780	0	350	0	0	66,130

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: 4 remittance processing. Input manual
batches. Research problem payments.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	35,490	400	650	0	0	36,540

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
tax payments and provide information to
PROGRAM REVENUES 0 the public.

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

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: 8 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	103,560	500	15,100	0	750	119,910

40 1342-CASH MANAGEMENT CO 3 Collect, process and record all
0661-Cash Management & Misc Ta OF Hotel/Motel Tax, Tobacco tax and E-911
SOURCE OF FUNDS, THIS SVC LEVEL: 4 payments. 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	50,770	510	0	0	0	51,280

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	91,420	0	260	0	500	92,180

42 1353-REAL PROPERTY CO 3 1955 residential improved properties re-
0049-Property Appraisal OF inventoried. 700 additional appeals/re-
SOURCE OF FUNDS, THIS SVC LEVEL: 10 views processed. 400 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 10% of
land-pricing tables. Creation of new
residential land valuation models for
additional 12% of properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	109,260	800	1,720	0	0	111,780

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43 1352-CUSTOMER SERVICE/RECORDS CO 3 PROVIDE TIMELY RESPONSE TO PUBLIC AND
0049-Property Appraisal OF OTHER GOVERNMENT AGENCY INQUIRIES AND
SOURCE OF FUNDS, THIS SVC LEVEL: 4 REQUESTS. FILE, MAINTAIN, SCAN, AND
TAX SUPPORT ARCHIVE 25% OF REAL PROPERTY RECORD
CARDS AND PRIOR YEARS LEGAL CONVEYANCE
DOCUMENTS. FILE 100% OF CURRENT YEAR
LEGAL CONVEYANCE DOCUMENTS, AND TAX MAP
UPDATES. CONDUCT SALE OF REAL PROPERTY
RECORDS.
PROGRAM REVENUES 750

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	34,850	0	300	0	0	35,150

44 1354-PERSONAL PROPERTY CO 3 Roll 283 certified by July. Roll 4,5,6,
0049-Property Appraisal OF & 7 certified by mid October. Audit pro-
SOURCE OF FUNDS, THIS SVC LEVEL: 6 gram functional for selective audits.
TAX SUPPORT Audits add approximately \$25 million to
the assessment rolls. Analyst can begin
quality control of audits and calibra-
tion of depreciation schedules.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	55,780	0	1,750	0	0	57,530

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,700	0	0	0	0	46,700

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

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 grants,
general government and utilities.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,780	1,130	2,550	0	300	59,760

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

CO 3 Manage and control year-end process-
OF ing; balance each sub-system from old to
4 new year; support and balance budget
preparation system. Insure the integrity
of the FIS function.
(SL Reduced \$59,870)

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	150,260	0	0	0	0	150,260

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 Municipi-
pal agencies. Coordinate the admin-
istrative activities of the division.
Prepare all payroll data. Prepare
visuals, letters, and documents related
to Division activities.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	41,230	200	820	0	0	42,250

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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	78,410	0	0	0	0	78,410

50 1347-REMITTANCE PROCESSING CO 4 Receive, open, separate and process ATU
0445-Remittance Processing OF bills required for remittance process-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 ing. Input manual batches, machine pro-
IGC SUPPORT cess ATU bills and research problem
payments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	2	0	8,890	0	0	0	0	8,890

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: 8 itate collection through filing medical
IGC SUPPORT insurance claims and enforce collection
through delinquent collection methods.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	139,230	0	860	0	0	140,090

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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					
1	0	0	43,030	0	0	0	0	43,030

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, MAINTAIN, SCAN, AND
TAX SUPPORT ARCHIVE 25% OF REAL PROPERTY RECORD
CARDS AND PRIOR YEARS LEGAL CONVEYANCE
DOCUMENTS. EDIT, FILE OR SCAN 100% OF
ADDRESS CHANGE INPUT; FILE MYLAR UPDATES
AND CONDUCT SALE OF REAL PROPERTY
RECORDS.

PROGRAM REVENUES 750

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	34,550	0	190	0	0	34,740

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: 10 tion of additional 5% of land pricing
TAX SUPPORT tables. 300 additional commercial-
IGC SUPPORT improved properties reinventoried. 350
additional appeals/reviews processed.
Add 20 commercial new construction/
remodel units to assessment roll.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	58,500	800	1,680	0	0	60,980

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55 1354-PERSONAL PROPERTY CO 4 Roll 2&3 certified by mid June. Rolls
0049-Property Appraisal OF 4,5,6,7 certified by mid October. Per-
SOURCE OF FUNDS, THIS SVC LEVEL: 6 form research and support for ongoing
TAX SUPPORT audit program. Assist in field inspec-
tions and business discovery. Free up
appraisers and auditors to improve re-
sponse time on appeals and amendments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,170	0	390	0	0	41,560

56 1326-FINANCIAL INFO SYSTEMS CO 4 Provide minimum level of data entry;
0042-Financial Record Manageme OF maintenance of daily sub-system balanc-
SOURCE OF FUNDS, THIS SVC LEVEL: 4 ing and distribution of financial
IGC SUPPORT reports.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,500	0	1,050	0	0	35,550

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		SERVICES	SERVICE	OUTLAY	
1	0	0	46,700	0	0	0	500	47,200

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58 1353-REAL PROPERTY CO 9 Replace portion of vehicle fleet.
0049-Property Appraisal OF
SOURCE OF FUNDS, THIS SVC LEVEL: 10
TAX SUPPORT

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

59 1345-DELINQUENT COLLECTIONS CO 5 Set up & maintain case files and judge-
0443-Delinquent and Miscellane OF ments received from Alaska Court System
SOURCE OF FUNDS, THIS SVC LEVEL: 8 for collection. Coordinate and prepare
data for annual execution against Perma-
nent 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 180,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	46,700	6,910	17,920	0	0	71,530

60 1322-GENERAL ACCOUNTING CO 4 Funds reserved to meet payment of audit
0042-Financial Record Manageme OF requirements and other accounting
SOURCE OF FUNDS, THIS SVC LEVEL: 4 professional services.

IGC SUPPORT

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

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61 1345-DELINQUENT COLLECTIONS CO 6 Collect fees for Emergency Medical
0443-Delinquent and Miscellane OF Service (EMS) transports and enforce
SOURCE OF FUNDS, THIS SVC LEVEL: 8 collection through delinquent collection
methods.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	55,190	0	860	0	0	56,050

62 1323-PAYROLL CO 3 Process, review and balance payroll data
0044-Check Issuance OF for approximately 2660 employees. Pro-
SOURCE OF FUNDS, THIS SVC LEVEL: 3 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).

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	1	0	25,830	0	0	0	0	25,830

63 1342-CASH MANAGEMENT CO 4 Verify the accuracy of all Tobacco
0661-Cash Management & Misc Ta OF Taxes and Hotel/Motel Taxes by
SOURCE OF FUNDS, THIS SVC LEVEL: 4 performing audits of records of
TAX SUPPORT reporting entities.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	56,410	0	10,000	0	0	66,410

64 1351-PROPERTY APPRAISAL ADMIN CO 4 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. Attend seminars
on topics critical to the improvement
of assessment practices, policies, and
procedures.

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FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	4,970	0	0	4,970

65	1351-PROPERTY APPRAISAL ADMIN	CO	2	Provide technical administration of the
	0049-Property Appraisal		OF	Property Appraisal Division. Develop
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	a division technical training program.
	TAX SUPPORT			Determine CAMA enhancement needs.
				Respond to public and Municipal
				agencies' technical inquiries. Develop
				and maintain appropriate property valu-
				ation processes for real property.
				Review and approve real property appeal
				responses for the division.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	107,860	300	1,240	0	0	109,400

66	1353-REAL PROPERTY	CO	5	Reevaluation of additional 3,000 exist-
	0049-Property Appraisal		OF	ing inventoried properties. Recalibra-
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	tion of additional 5% of land-pricing
	TAX SUPPORT			tables. 300 additional commercial-
				improved properties reinventoried. 5%
				additional appeals processed. Add 20
				commercial new construction/remodel
				units to assessment roll.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,690	800	1,100	0	0	57,590

67	1353-REAL PROPERTY	CO	6	Reevaluation of additional 10,157 exist-
	0049-Property Appraisal		OF	ing inventoried properties. Recalibra-
	SOURCE OF FUNDS, THIS SVC LEVEL:		10	tion of additional 10% of land-pricing
	TAX SUPPORT			tables. 435 additional residential
				improved properties reinventoried. 700
				additional appeals processed. Add 100
				residential new construction/remodel
				units to assessment roll. Creation of
				new residential land valuation models
				for additional 12% of properties.

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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	56,750	800	1,100	0	0	58,650

68 1353-REAL PROPERTY CO 7 Reevaluation of additional 10,157 exist-
0049-Property Appraisal OF ing properties. Recalibration of addi-
SOURCE OF FUNDS, THIS SVC LEVEL: 10 tional 10% of land-pricing tables,
TAX SUPPORT 435 additional residential improved
properties reinventoried. 700 additional
appeals processed. Add 100 new residen-
tial new construction/remodel units to
assessment roll. Creation of new resi-
dential land valuation models for addi-
tional 12% of properties.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	56,650	0	0	0	0	56,650

69 1353-REAL PROPERTY CO 8 300 commercial-improved properties
0049-Property Appraisal OF reinventoried. 350 additional appeals
SOURCE OF FUNDS, THIS SVC LEVEL: 10 processed. 20 new commercial construc-
TAX SUPPORT tion/remodel units added to assessment
roll. Reevaluation of additional
10,157 existing inventoried properties.
Recalibration of an additional 10% of
land-pricing tables.

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

70 1341-TREASURY ADMINISTRATION CO 5 Ensure fiscal integrity of the
0047-Division Admin and Manage OF Municipality by providing investment
SOURCE OF FUNDS, THIS SVC LEVEL: 5 & related services and perform the
IGC SUPPORT following functions: budget preparation
& monitoring, purchasing & receiving,
contract administration, personal com-
puter coordination, records & property
management, and office safety.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	64,040	0	20,200	0	500	84,740

71 1345-DELINQUENT COLLECTIONS CO 7 Pursue the collection of delinquent
0443-Delinquent and Miscellane OF accounts through small claims process
SOURCE OF FUNDS, THIS SVC LEVEL: 8 and filing writs on civil litigation
TAX SUPPORT judgements; monitor bankruptcy case
IGC SUPPORT files; collect outstanding taxes and
PROGRAM REVENUES 3,850 delinquent debts through liquor license
protests in accordance with AS Title 4.
Pursue collection of delinquent leasehold
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	74,620	0	14,800	0	0	89,420

72 1353-REAL PROPERTY CO 10 1,750 residential improved properties
0049-Property Appraisal OF reinventoried as required by A.S. 29.45.
SOURCE OF FUNDS, THIS SVC LEVEL: 10 150 to assure conformity with 6 year re-
TAX SUPPORT inventory cycle as specified by Anchor-
age Resolution. Add 300 new residential
construction/remodel units to assessment
roll. Provide sales research to improve
quality of assessment roll.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,500	0	0	0	0	46,500

73 1345-DELINQUENT COLLECTIONS NA 8 Maintain case files & collect judgements
0443-Delinquent and Miscellane OF transferred from the Alaska Court System
SOURCE OF FUNDS, THIS SVC LEVEL: 8 for minor offenses; coordinate & prepare
data for annual execution against Perma-
nent Fund dividends & process payments
received. Approximately 10,000 new cases
are anticipated annually.
PROGRAM REVENUES 564,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,670	0	4,310	0	3,600	47,580

BPAB010R
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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
1999 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

74 1354-PERSONAL PROPERTY CO 5 Expand the business property discovery
0049-Property Appraisal OF programs and enhance the audit program.
SOURCE OF FUNDS, THIS SVC LEVEL: 6 Provide positive revenue enhancement by
TAX SUPPORT the addition of escaped property to the
assessment rolls and increase the integ-
rity of the tax base through increased
audit capability. Due to addtl 10,000
accounts to work from Discovery, over-
time required to certify Rolls 2&3 by
mid June. Rolls 4 - 7 by mid October.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	93,750	0	1,780	0	0	95,530

75 1354-PERSONAL PROPERTY CO 6 Conduct random sample audit program.
0049-Property Appraisal OF Program was requirement of both Internal
SOURCE OF FUNDS, THIS SVC LEVEL: 6 Audit and IAAO Management Study. In-
TAX SUPPORT crease integrity of assessment base and
improve taxpayer compliance. Provide
additional support in processing assess-
ment rolls reducing requirement for over
time.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,970	0	550	0	0	56,520

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
120	3	0	6,986,590	91,940	6,170,970	0	39,340	13,288,840

----- DEPARTMENT OF FINANCE FUNDING LINE -----
. 13,288,840

TOTALS FOR DEPARTMENT OF FINANCE , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
120	3	0	6,986,590	91,940	6,170,970	0	39,340	13,288,840