

MUNICIPAL MANAGER

BPAB010R
10/10/00
192808

M U N I C I P A L I T Y O F A N C H O R A G E
2001 DEPARTMENT RANKING

DEPT: 10 -MUNICIPAL MANAGER

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
1	1210-MUNI MANAGER ADMIN 0210-Administration SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT PROGRAM REVENUES 200	CB	1 Provide overall administration, OF leadership, and direction for 3 Municipal operating departments and utilities. Direct management of the Municipal Manager's Office, Office of Management and Budget, Office of Emergency Management, & Transportation Inspection Office.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	242,280	3,640	13,690	0	0	259,610

2	1230-OFFICE MANAGEMENT/BUDGET 0547-Municipal Budgeting SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT	CB	1 Provide minimum essential operating, OF capital and utility budget preparation 6 and maintenance. Develop 6-year fiscal and capital improvement plans and intragovernmental charge system. Provide minimum maintenance of capital and grant budgets.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	344,690	4,690	3,460	0	900	353,740

3	1242-OFFICE EMERGENCY MGMT 0794-Emergency Management Oper SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES 64,000	CB	1 Provide basic emergency management OF services and on-call response. Limited 6 EOC procedures updates, inter/intra- governmental liaison. Limited representation in the State planning programs, coordination of training, and public awareness program. Manage EOC general obligation bond upgrade project.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	121,140	1,900	7,530	0	0	130,570

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DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

4 1246-TRANSPORTATION INSPECTION
0795-Transportation Inspection
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Transportation Inspector manages the
OF T.I. Division and enforces the legal
5 requirements of Title 11 relating to
chauffeurs, permittees, vehicle owners
and dispatch companies. Manages and
administers the random, reasonable
cause, post-accident/post citation drug
and alcohol testing, and the semi-annual
vehicle inspection contracts.

PROGRAM REVENUES 211,500

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	78,210	3,280	27,720	0	0	109,210

5 1242-OFFICE EMERGENCY MGMT
0794-Emergency Management Oper
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

CB 3 Debt Service on General Obligation Bonds
OF passed April, 1996.
6

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	357,700	0	357,700

6 1210-MUNI MANAGER ADMIN
0210-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 2 Provide technical and professional
OF assistance to the Municipal Manager on
3 special projects and problems. This
provides the Municipal Manager with
the resources to be able to assist the
Mayor with special projects and resolve
problems in a more timely manner.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,890	750	1,500	0	0	75,140

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MUNICIPALITY OF ANCHORAGE
 2001 DEPARTMENT RANKING

DEPT: 10 -MUNICIPAL MANAGER

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

7	1242-OFFICE EMERGENCY MGMT 0794-Emergency Management Oper SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT	CO	2 OF 6	Planner position to develop CEMP table-top exercises, CEMP training, EOC operations guides, checklists, on-call rosters, grant packages for Muni-wide preparedness and support for public awareness program. Develop/update an Emergency Management information service.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,750	100	1,850	0	0	58,700

8	1246-TRANSPORTATION INSPECTION 0795-Transportation Inspection SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CB	2 OF 5	Sr Office Assoc administers & verifies license & permit issuance, assists with random, reasonable cause, post-accident/post citation drug & alcohol testing procedures, compiles status reports & provides Commission support. Acts as office manager and provides clerical support to the division.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,680	0	150	0	0	43,830

9	1246-TRANSPORTATION INSPECTION 0795-Transportation Inspection SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CO	4 OF 5	Code Enforce. Off. provides part-time enforcement of Title 11 regs concerning chauffeurs, permittees, vehicle owners & dispatch companies. Carries out random drug testing requirements. Performs on-street inspections. Investigates complaints & issues citations. Issues fix-it tickets & verbal warnings for minor offenses. Participates in appeal of citation hearings.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	17,890	0	0	0	0	17,890

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DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
10	1230-OFFICE MANAGEMENT/BUDGET 0547-Municipal Budgeting SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT	CO	2 6	Fund the existing fourth budget analyst OF (PCN 1230-0003) to monitor capital and utility budgets. Also offers computer support within the department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	79,020	280	390	0	150	79,840

11	1230-OFFICE MANAGEMENT/BUDGET 0547-Municipal Budgeting SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT	CO	3 6	Fund the existing Junior Administrative Officer (PCN 1230-0006) to monitor the OMB budget, track Assembly items and budget revisions, produce graphs and charts for the budget books, Fiscal Trends report and various presentations.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,620	40	200	0	150	56,010

12	1230-OFFICE MANAGEMENT/BUDGET 0548-Management Services SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT	CO	4 6	Provides funds to train in how to develop, use, and report performance measures by which the effectiveness and efficiency of Municipal programs can be evaluated. Also provides funds to further promote citizens' understanding of the Municipal budget by increased use of technology and other educational and communication tools.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	23,450	0	0	23,450

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MUNICIPALITY OF ANCHORAGE
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DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL MANAGER

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	1	0	1,112,170	14,680	79,940	357,700	1,200	1,565,690

----- DEPARTMENT OF MUNICIPAL MANAGER FUNDING LINE -----
 1,565,690

13 1210-MUNI MANAGER ADMIN ND 3 Provide executive support to Muni Mgr.
 0210-Administration OF Functions include project/program co-
 SOURCE OF FUNDS, THIS SVC LEVEL: 3 ordination/direction, research/analysis,
 IGC SUPPORT recommednations and advocacy on issues
 impacting the Municipality and Dept.
 Assesses problems of a time responsive
 nature involving personnel sensitive
 issues and capable of discerning politi-
 cal sensitive issues. Assists develop-
 ment of "Team Management" approach.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	89,440	360	3,130	0	0	92,930

14 1242-OFFICE EMERGENCY MGMT CO 4 Annual EIS Support and Enhancement Plan
 0794-Emergency Management Oper OF for EIS/WIN - LAN unlimited license.
 SOURCE OF FUNDS, THIS SVC LEVEL: 6 Provides automatic upgrades of EIS soft-
 TAX SUPPORT ware packages as they become available
 IGC SUPPORT and provides telephonic technical
 support for the EOC EIS system for both
 day-to-day operations and on a 24-hour
 basis during disasters.

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

15 1246-TRANSPORTATION INSPECTION CO 3 Code Enforce. Off. provides part-time
 0795-Transportation Inspection OF enforcement of Title 11 regs concerning
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 chauffeurs, permittees, vehicle owners
 TAX SUPPORT & dispatch companies. Performs on-street
 inspections. Investigates complaints &
 issues citations. Issues fix-it tickets
 & verbal warnings for minor offenses.
 Participates in appeal of citation hear-
 ings.

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PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	1	0	16,180	0	0	0	0	16,180

16 1230-OFFICE MANAGEMENT/BUDGET CO 5 Travel to support a trip to Juneau to
0547-Municipal Budgeting OF meet with legislators on the capital
SOURCE OF FUNDS, THIS SVC LEVEL: 6 and operating budgets, and AML business.
TAX SUPPORT
IGC SUPPORT

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	2,040	0	0	2,040

17 1246-TRANSPORTATION INSPECTION CO 5 Sr. Office Assist. acts as receptionist
0795-Transportation Inspection OF & aids in the issuance of chauffeur
SOURCE OF FUNDS, THIS SVC LEVEL: 5 licenses which include verifying drug &
TAX SUPPORT 5 alcohol test results, running background
updates & consolidates office files.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	1	0	20,220	0	150	0	0	20,370

18 1242-OFFICE EMERGENCY MGMT CO 5 Provide supplies to keep the EOC
0794-Emergency Management Oper OF functional to support utilization for
SOURCE OF FUNDS, THIS SVC LEVEL: 6 over 60 personnel; purchase of GIS
TAX SUPPORT maps license for 30 EOC workstations;
IGC SUPPORT purchase EIS/GEM license.

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

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19	1242-OFFICE EMERGENCY MGMT 0794-Emergency Management Oper	CR	6	Professional services contract used to produce additional printed educational material for distribution to the public.
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	
	TAX SUPPORT			
	IGC SUPPORT			

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

999	1230-OFFICE MANAGEMENT/BUDGET 0548-Management Services	CO	6	Provides additional funds to train in how to develop, use, and report performance measures by which the effectiveness and efficiency of Municipal programs can be evaluated. Also provides funds to further promote citizens' understanding of the Municipal budget by increased use of technology and other educational and communication tools.
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	
	TAX SUPPORT			
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	33,440	0	0	33,440

TOTALS FOR DEPARTMENT OF MUNICIPAL MANAGER , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
16	3	0	1,238,010	16,040	120,500	357,700	7,200	1,739,450