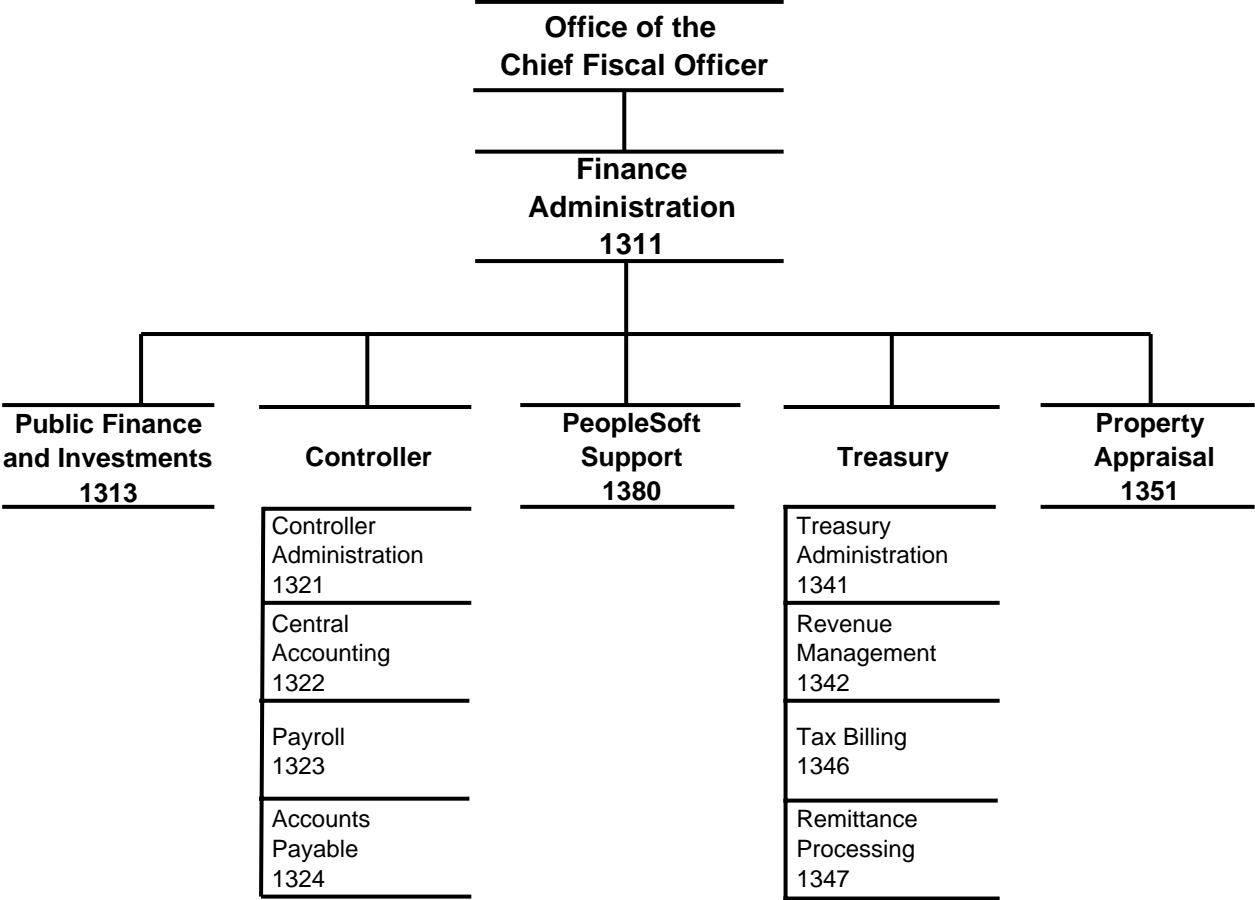

FINANCE



2005 Resource Plan

Department: Finance

Division	Financial Summary		Personnel Summary							
	2004	2005	2004 Revised				2005 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Public Finance & Cash Mgmt	339,960	341,660	3			3	3			3
Controller	2,232,819	2,418,220	27			27	27			27
Treasury	2,313,756	2,440,470	27			27	27			27
Property Appraisal	4,031,075	4,247,890	51			51	54			54
PeopleSoft	0	1,160,390				0	12			12
Operating Cost	8,917,610	10,608,630	108	0	0	108	123	0	0	123
Add Debt Service	0	0								
Direct Organization Cost	8,917,610	10,608,630								
Charges From/(To) Others, excluding charges from overhead units	(1,030,330)	(2,689,810)								
Function Cost	7,887,280	7,918,820								
Less Program Revenues	(3,713,650)	(3,624,300)								
Net Program Cost	4,173,630	4,294,520								

2005 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Public Finance & Invest	308,640	1,800	41,170		351,610
Controller	2,254,080	19,300	210,430	6,250	2,490,060
Treasury	1,865,330	19,300	600,750	15,960	2,501,340
Property Assessment	4,088,490	26,380	267,630		4,382,500
PeopleSoft	1,179,910	2,000	16,770		1,198,680
Operating Cost	9,696,450	68,780	1,136,750	22,210	10,924,190
Less Vacancy Factor	(315,560)				(315,560)
Add Debt Service					0
Total Direct Organization Cost	9,380,890	68,780	1,136,750	22,210	10,608,630

* Travel budgeted by this department within the Other Services category is \$72,850

RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 APPROVED BUDGET
--

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2004 REVISED BUDGET:	\$ 8,917,610	108		
2004 ONE-TIME REQUIREMENTS:				
- None				
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- PeopleSoft Division from CFO	1,194,540	12		
DEBT SERVICE CHANGES:				
CHANGES IN EXISTING PROGRAMS FOR 2005:				
- Salaries and benefits adjustment	545,820			
- Additional appraisal staff	249,060	3		
CONTINUATION LEVEL FOR 2005:	<u>\$ 10,907,030</u>	<u>123</u>	<u>0</u>	<u>0</u>
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
2005 PROGRAMMATIC CHANGES:				
- Procurement savings	(52,970)			
- Health care savings *	(196,000)			
2005 PROPOSED BUDGET:	<u>\$ 10,658,060</u>	<u>123</u>	<u>0</u>	<u>0</u>
2005 AMENDMENTS:				
- Adjust vacancy factor to align with vacancy methodology	(49,430)			
2005 APPROVED BUDGET:	<u><u>\$ 10,608,630</u></u>	<u><u>123</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

* Includes effect of AMEA negotiated contract savings and Plumbers & Pipefitters projected contract savings.

RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 APPROVED BUDGET
--

DEPARTMENT: FINANCE

	<u>REVENUES</u>
2004 REVISED BUDGET:	\$ 3,713,650
CHANGES:	
- Increased revenue for admin fees for managing Municipal investments	83,290
- Reduced revenues from Data Access Fee for queries of CAMA	(40,000)
- Appraisal filing fee for appeals	(149,000)
- Fee-sharing from permit fees for appraisals	18,000
- Additional collection revenue	40,000
- Increased revenue from hotel/motel tax enforcement costs	22,100
- Miscellaneous decreases	(3,500)
2005 PROPOSED BUDGET:	<u>\$ 3,684,540</u>
2005 AMENDMENTS:	
- Adjust investment and cash management revenues appropriated	(60,240)
2005 APPROVED BUDGET:	<u><u>\$ 3,624,300</u></u>

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2005 P R O G R A M P L A N

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DEPARTMENT: FINANCE

DIVISION: FINANCE ADMINISTRATION

PROGRAM: Administration

PURPOSE:

To provide policy guidance, direction and assistance to Finance divisions.

2004 PERFORMANCES:

2005 PERFORMANCE OBJECTIVES:

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
 TOTAL DIRECT COST:	\$		0	\$		0	\$		0

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

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Controller Administration

PURPOSE:

The Controller manages professional accounting staff to provide detailed analysis, interpretation and presentation of the Municipality's financial results and operations through financial reporting and oversight.

2004 PERFORMANCES:

- Provided guidance and review to ensure timely publication of the Comprehensive Annual Financial Report (CAFR).
- Directed professional accounting staff analysis and financial reporting.
- Provided monthly financial reports to the Assembly.
- Managed Controller Division resources to ensure timely completion of annual financial audit.

2005 PERFORMANCE OBJECTIVES:

- Provide timely and accurate financial reporting to Assembly.
- Ensure timely and accurate publication of Comprehensive Annual Financial Report (CAFR).
- Direct accounting staff in providing analytical reviews, operational analysis, and financial reporting.
- Manage Controller Division resources to ensure timely completion of annual financial audit.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	130,508		\$	108,770		\$	107,290	
SUPPLIES			73		1,800			1,800	
OTHER SERVICES			6,700		20,900			18,150	
TOTAL DIRECT COST:	\$	137,281		\$	131,470		\$	127,240	

WORK MEASURES:

- | | | | |
|---------------------------------------|----|----|---|
| - Management letter comments | 8 | 5 | 3 |
| - Adjusting journal entries processed | 12 | 10 | 8 |

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

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Accounts Payable

PURPOSE:

The Accounts Payable Unit of the Controller's Division is responsible for maintenance of the Municipality's vendor database, processing utility payments, ensuring all accounts payable transactions are processed, travel reports are processed, and year-end 1099-Misc reporting is timely.

2004 PERFORMANCES:

- Provided training to Purchasing Department on setting up vendors with withholding/W-9 information.
- Completed revisions of P&P 68-1 (Travel), 68-3 (Business Meals), and 76-1 (Reimbursement for Vehicle) and provided Municipal-wide training on the revised policies.
- Proposed, assisted testing, and implemented several PeopleSoft system modifications and enhancements.
- Utilized IRS Taxpayer Identification Number (TIN) matching to reduce 2003 1099-Misc reporting penalties to \$100. 2002 was \$1050 and 2001 was \$2750.
- Completed accurate and timely reporting of 1099-Misc information returns.
- Processed all travel expense reports and utility payments in the most efficient and timely manner possible.
- Ran daily pay cycles timely as required.

2005 PERFORMANCE OBJECTIVES:

- Eliminate IRS 1099-Misc information return penalties via TIN matching.
- Simplify procurement card 1099-Misc reporting via pulling in additional information from MasterCard and by use of IRS proposed regulations regarding the use of Merchant Category Codes if available.
- Process travel advance requests and reconcile travel advance accounts in a timely manner.
- Process utility payments and reconcile utility clearing account in the most efficient and timely manner.
- Process vendor setup requests efficiently, timely, and accurate.
- Begin clean up efforts on the Municipality's vendor database to include elimination of duplicate vendors.
- Complete accurate year-end accrual of all applicable accounts payable transactions.
- Implement proposed new and more efficient filing methodology for payment queries.

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Accounts Payable

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	11	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	704,549		\$	294,510		\$	331,520	
SUPPLIES		3,283			7,500			3,500	
OTHER SERVICES		13,079			23,830			24,340	
CAPITAL OUTLAY		666			0			1,250	
TOTAL DIRECT COST:	\$	721,577		\$	325,840		\$	360,610	

WORK MEASURES:

- Accounts Payable checks issued	21,978	21,000	22,000
- Invoices paid	38,483	38,000	38,000
- Manual checks	1	0	0
- Travel settlements processed	685	750	700

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
18, 24, 29, 34, 38

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and MOA Trust Fund

PURPOSE:

To oversee and manage billing, collecting and auditing of Municipality's revenues. Monitor and report on MOA Trust Fund Performance to Municipal Administration, Investment Advisory Commission and the Assembly.

2004 PERFORMANCES:

- Supervised and administered the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Monitored compliance of MOA Trust Fund with Municipal Code and Charter.
- Completed RFP for investment consultant to serve MOA Trust Fund.
- Coordinated and enforced the collection of funds due the Municipality.
- Re-organized Division to focus on revenue management and added new staff to increase revenue collections.

2005 PERFORMANCE OBJECTIVES:

- Supervise and administer the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Monitor compliance of MOA Trust Fund with Municipal Code and Charter.
- Interface with investment consultant and Investment Advisory Commission to ensure due diligence and prudent decision making process with regard to administration of MOA Trust Fund.
- Coordinate and enforce the collection of funds due the Municipality.
- Analyze and audit all major Municipal revenues to validate budgeted numbers and to monitor departments' success in realizing their revenues.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	134,900		\$	140,120		\$	163,770	
SUPPLIES		1,400			900			900	
OTHER SERVICES		23,380			5,900			4,980	
CAPITAL OUTLAY		2,150			300			300	
TOTAL DIRECT COST:	\$	161,830		\$	147,220		\$	169,950	

WORK MEASURES:

- MOA Trust Fund	125,000	130,000	135,000
portfolio valuation			
(\$000)			

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

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Customer Service

PURPOSE:

Interface with the public and provide exceptional customer service for the functional areas of tax collection and adjustments, property appraisal and appeals, and cash receipts and disbursements. Board of Board of Equalization Clerk.

2004 PERFORMANCES:

- Provided customer service to all public inquiries concerning property appraisal, tax exemption programs and deed transfers.
- Acted as Board of Equalization Clerk for all hearings.
- Processed all paperwork for Board of Equalization hearings.
- Provided cash management handling services to public and internal clients.

2005 PERFORMANCE OBJECTIVES:

- Provide customer service to all public inquiries concerning property appraisal, tax exemption programs and deed transfers.
- Act as Board of Equalization Clerk for all hearings.
- Process all paperwork for Board of Equalization hearings.
- Provide cash management handling services to public and internal clients.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	10	0	0	10	0	0	10	0	0
PERSONAL SERVICES	\$	563,540		\$	597,920		\$	629,470	
TOTAL DIRECT COST:	\$	563,540		\$	597,920		\$	629,470	

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

36

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Tax Billing and Collection

PURPOSE:

Bill, collect and process all property taxes; maintain taxes receivable; issue tax certificates; provide tax information to the public; administer aircraft registration and collect registration tax; maintain property tax website for electronic exchange of tax account information and payments.

2004 PERFORMANCES:

- Billed and collected both real and personal property taxes.
- Issued tax certificates.
- Provided professional service and information to the public.
- Administered aircraft tax registration and collection.
- Established link between property tax website and Assessor website.
- Offered new E-check payment option with lower fees to the taxpayer.

2005 PERFORMANCE OBJECTIVES:

- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Provide professional service and information to the public.
- Administer aircraft tax registration and collection.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	4	0	0
PERSONAL SERVICES	\$	196,080		\$	182,280		\$	249,910	
SUPPLIES		8,300			7,300			7,300	
OTHER SERVICES		97,910			102,250			100,830	
CAPITAL OUTLAY		1,050			250			250	
TOTAL DIRECT COST:	\$	303,340		\$	292,080		\$	358,290	
PROGRAM REVENUES:	\$	0		\$	10,800		\$	10,800	

WORK MEASURES:

- Tax bills issued	109,500	111,000	112,500
- Property tax payments processed (\$000)	317,298	320,000	335,000
- Tax certificates issued	251	350	325
- Aircraft tax collected	198,559	198,000	198,000
- Credit card/E-check payments	1,740,000	1,790,000	0

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

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Revenue Management

PURPOSE:

Administer Tobacco, Hotel-Motel, Rental Vehicle Program taxes; collect E-911 surcharge; process payments; audit cash receipts; manage misc accts receivable and delinquent criminal/civil fine & fees (DCF) receivables.

2004 PERFORMANCES:

- Administered and enforced the Tobacco Tax, Hotel/Motel Tax and Rental Vehicle Tax programs.
- Collected Enhanced 911 Surcharge.
- Completed RFP process used to select 3 new external collection agencies.
- Added requirement for several hundred small B&B's to begin collecting room tax.
- Verified all MOA cash receipts and supporting documentation.
- Promoted control and security of all Municipal cash collections through numerous cashier training classes.

2005 PERFORMANCE OBJECTIVES:

- Identify and register taxpayers subject to code requirements.
- Receive, record and report tax returns and remittances.
- Audit tax returns for accuracy and adequacy.
- Administer & enforce the Tobacco, Hotel/Motel, Rental Vehicle and Personal Property Taxes; and collect the Enhanced E-911 Surcharge.
- Manage PeopleSoft accounts receivable module.
- Manage delinquent criminal/civil fines & fees (DCF) receivable.
- Manage 3 external collection agency contracts.
- Regularly monitor, analyze, audit and report on departments' performance in fully realizing revenues.
- Continue focus on increased in-house collection efforts.
- Coordinate with various agencies to change laws, regulations, policies, practices, approaches, etc. to more efficiently and effectively collect Municipal revenues.

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Revenue Management

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	16	0	0	20	0	0	19	0	0
PERSONAL SERVICES	\$ 1,074,300			\$ 1,238,970			\$ 1,281,760		
SUPPLIES	15,250			8,970			6,100		
OTHER SERVICES	175,720			464,250			447,770		
CAPITAL OUTLAY	8,250			0			14,960		
TOTAL DIRECT COST:	\$ 1,273,520			\$ 1,712,190			\$ 1,750,590		
PROGRAM REVENUES:	\$ 103,500			\$ 2,487,500			\$ 2,546,100		

WORK MEASURES:

- Vehicle rental tax collected (\$000)	4,400	4,200	4,100
- Tobacco tax collected (\$000)	4,900	5,100	5,300
- Hotel/Motel Tax collected (\$000)	11,000	10,400	10,600
- Penalties & interest collected - all program taxes	131,000	100,000	75,000
- Enhanced 911 surcharges (\$000)	1,920	1,920	1,920
- Personal property receivable balance at year end	2,311	2,300	2,250
- PeopleSoft accounts receivable balance at year end	1,090	1,000	900

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
12, 15, 32

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Municipal Payroll

PURPOSE:

To issue complete and accurate payroll checks to Municipal employees on time and process all associated taxes, employers contributions and employee deduction payments and reports.

2004 PERFORMANCES:

- Collected, processed, balanced, and reviewed payroll data to issue payroll and direct deposit payments to approximately 3,000 employees for each of the 26 biweekly payroll cycles.
- Maintained records of time reported by employees and the associated earnings, taxes, and deductions calculated for each employee.
- Prepared unscheduled payments to employees for corrections to pay, terminations, leave cashed in, merit awards, grievance settlements, and other pay activity.
- Calculated and made payments on employee and employer payroll taxes, retirement contributions, deferred compensation, union dues and assessments garnishments, and other amounts withheld from employee pay.
- Reconciled payroll activity, then prepared and submitted various accounting reports, including IRS Form 941 payroll tax returns and SSA Form W-2 earnings and tax statements.

2005 PERFORMANCE OBJECTIVES:

- Collect, process, balance, and review payroll data to issue payroll checks and direct deposit payments to approximately 3,000 Municipal employees for each of the 26 biweekly payroll cycles.
- Maintain records of time reported by employees and associated earnings, taxes, & deductions calculated for each employee during each pay period.
- Prepare off-cycle payments to correct employee's pay, for terminations, leave cashed in, merit awards, grievance settlements, and other pay.
- Calculate and make payments on employee and employer payroll taxes, retirement contributions, deferred compensation, union dues and assessments garnishments, and other amounts withheld from employee pay.
- Reconcile payroll activity, prepare and submit various accounting reports, including IRS Form 941 payroll tax returns and SSA Form W-2 earnings and tax statements.
- Enhance training opportunities for departmental payroll clerks on various payroll topics and Time and Labor issues.
- Implement an automated timecard system for entire Municipality.

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Municipal Payroll

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	4	0	0
PERSONAL SERVICES	\$	199,654		\$	249,140		\$	299,020	
SUPPLIES		2,146			14,000			5,000	
OTHER SERVICES		9,152			54,780			14,090	
TOTAL DIRECT COST:	\$	210,952		\$	317,920		\$	318,110	

WORK MEASURES:

- Manual payroll checks written	2,200	2,300	2,000
- Bi-weekly check advices	75,250	78,175	81,250
- Manual adjustments-leave donations, earnings & deductions	17,500	17,500	17,500

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
7, 13

DEPARTMENT: FINANCE

DIVISION: PROPERTY ASSESSMENT

PROGRAM: Property Appraisal

PURPOSE:

Prepare a mass appraisal of Anchorage's personal and real taxable property annually. Manage the public process of property valuation appeals and work with the Board of Equalization to arrive at a fair and equitable valuation at full value.

2004 PERFORMANCES:

- Provided high level of customer service response to all inquiries regarding appraisal process.
- Provided timely appeal responses and informal review to the public concerning property valuation process.
- Captured all new construction activity to add to annual valuation process.
- Performed annual re-inventory process per State of Alaska mandate.
- Performed valuation of all property within the Municipality of Anchorage on an annual basis in a fair and equitable manner.

2005 PERFORMANCE OBJECTIVES:

- Provide high level of customer service response to all inquiries regarding property appraisal process.
- Provide timely appeal responses and informal review to public concerning property valuation process.
- Capture all new construction activity to add to annual valuation process.
- Perform annual re-inventory process per State of Alaska mandate.
- Perform valuation of all property within the Municipality of Anchorage on an annual basis in a fair and equitable manner.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	25	0	6	41	0	0	44	0	0
PERSONAL SERVICES	\$ 1,941,970			\$ 3,079,955			\$ 3,324,410		
SUPPLIES	32,550			26,380			26,380		
OTHER SERVICES	174,330			286,510			267,630		
CAPITAL OUTLAY	0			40,310			0		
TOTAL DIRECT COST:	\$ 2,148,850			\$ 3,433,155			\$ 3,618,420		
PROGRAM REVENUES:	\$ 0			\$ 729,000			\$ 558,000		

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

4, 5, 25, 31, 35

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Central Accounting

PURPOSE:

The Central Accounting Unit of the Controller's Division is responsible for maintaining accurate and timely financial records, meeting regulatory reporting requirements, preparing the Comprehensive Annual Financial Report and reconciliation of the Municipality's operating funds and grants.

2004 PERFORMANCES:

- Published audited Comprehensive Annual Financial Report within deadlines set by bond covenants.
- Provided monthly financial reports to the Assembly.
- Published audited Schedule of Expenditures of Federal Awards, Schedule of State Financial Assistance and Required Federal Information in accordance with Federal and State requirements.
- Provided training to end users and staff on Asset Management system, PeopleSoft queries and journal load.
- Prepared timely and accurate grant reports in accordance with State and Federal grant regulations.
- Updated Municipal accounting guide and finance department policies and procedures.
- Provided accounting support and guidance to Municipal departments.
- Continued implementation of infrastructure reporting in accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34)

2005 PERFORMANCE OBJECTIVES:

- Publish audited Comprehensive Annual Financial Report within deadlines set by bond covenants.
- Provide timely monthly financial reports to the Assembly.
- Publish audited Schedule of Expenditures of Federal Awards, Schedule of State Financial Assistance and Required Federal Information in accordance with Federal and State requirements.
- Provide training to end users and staff on accounting systems and procedures.
- Prepare timely and accurate grant reports in accordance with State and Federal requirements.
- Continue implementation of infrastructure reporting in accordance with GASB 34.
- Coordinate performance of road condition assessment survey in accordance with requirements of GASB 34.

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Central Accounting

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	18	0	0	17	0	0	17	0	0
PERSONAL SERVICES	\$ 1,324,985			\$ 1,371,649			\$ 1,444,410		
SUPPLIES	5,126			10,000			9,000		
OTHER SERVICES	11,340			70,940			153,850		
CAPITAL OUTLAY	560			5,000			5,000		
TOTAL DIRECT COST:	\$ 1,342,011			\$ 1,457,589			\$ 1,612,260		

WORK MEASURES:

- Funds managed	78	78	78
- Grant reports filed	800	880	900
- Journal entries processed	8,308	8,500	8,300
- Bank reconciliations completed	222	222	222
- Capital projects completed and closed	205	125	75

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

6, 14, 16, 17, 19, 20, 21, 22, 23, 26, 27, 28, 30, 33

DEPARTMENT: FINANCE

DIVISION: PEOPLESOFT

PROGRAM: PeopleSoft Support

PURPOSE:

The PeopleSoft Support Unit is responsible for providing PeopleSoft application and business process support for Municipal agencies while maintaining an expert level of knowledge about Municipal business to include financial and employee relations operations.

2004 PERFORMANCES:

- Developed, coordinated and implemented new functionality in the PeopleSoft system.
- Streamlined business processes by leveraging existing system functionality.
- Improved access to the system through the use of web-based technology.
- Resolved trouble calls and work orders as quickly as possible.
- Administered system programming and the PeopleSoft application.

2005 PERFORMANCE OBJECTIVES:

- Develop, coordinate and implement new functionality in the PeopleSoft system.
- Streamline business processes by leveraging existing system functionality.
- Improve access to the system through the use of web-based technology.
- Provide technical support for all PeopleSoft users.
- Resolve trouble calls and work orders as quickly as possible to maintain department utilization of the system.
- Responsible for multi-platform systems programming and administration for the PeopleSoft applications.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	12	0	0	12	0	0
PERSONAL SERVICES	\$	251,720		\$	1,090,160		\$	1,141,620	
SUPPLIES		1,200			2,290			2,000	
OTHER SERVICES		19,600			19,600			16,770	
TOTAL DIRECT COST:	\$	272,520		\$	1,112,050		\$	1,160,390	

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

DEPARTMENT: FINANCE

DIVISION: PUBLIC FINANCE & INVEST

PROGRAM: Debt and Investment Management

PURPOSE:

Management of bonds from pre-issuance to final maturity. Management of cash and investment to obtain maximum interest earnings consistent with safety of principle.

2004 PERFORMANCES:

- Supervised and administered the functions of the Public Finance and Cash Management Division in accordance with all applicable laws, policies and procedures, and regulations.
- Invested Municipal funds for maximum return as provided by the Municipal Code and Federal regulations.
- Monitored cash flow and ensured availability of funds to cover daily expenditures.
- Coordinated all bond sales to provide the Municipality the needed funds for required projects at the lowest cost.

2005 PERFORMANCE OBJECTIVES:

- Supervise and administer the functions of the Public Finance and Cash Management Division in accordance with all applicable laws, policies and procedures, and regulations.
- Invest Municipal funds in order to provide the Municipality with the maximum returns as allowed by Municipal Code and Federal regulations.
- Monitor cash flow and ensure the availability of funds to cover daily expenditures.
- Coordinate all bond sales conducted by the Municipality for designated projects.

DEPARTMENT: FINANCE

DIVISION: PUBLIC FINANCE & INVEST

PROGRAM: Debt and Investment Management

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	269,538		\$	293,160		\$	298,690	
SUPPLIES		743			1,800			1,800	
OTHER SERVICES		41,260			45,000			41,170	
TOTAL DIRECT COST:	\$	311,541		\$	339,960		\$	341,660	
PROGRAM REVENUES:	\$	377,873		\$	486,350		\$	509,400	

WORK MEASURES:

- Investments of cash		1,060		1,059		1,060
- Journal entry lines created to record cash & investment activities		10,236		10,200		10,200
- Total dollar value of investment pieces bid (\$000)		1,237,904		1,237,904		1,237,904
- Value of bonds under management (\$000)		1,435,035		1,435,035		1,435,035
- Dollar value of bonds issued (\$000)		161,770		183,365		200,000

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

1, 9, 10

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Remittance Processing

PURPOSE:

Process all property tax and utility payments received daily for prompt credit to customer accounts and deposit to bank; collect, control and transmit payment data to the appropriate receivable databases daily.

2004 PERFORMANCES:

- Machine processed 73,000 property tax payments.
- Processed 560,000 utility payments throughout the year.
- Prepared and averaged daily deposit of \$300,000.
- Monitored and processed 2,100 returned checks for collection.
- Processed exception items as required.

2005 PERFORMANCE OBJECTIVES:

- Timely, accurate processing of all property tax and Municipal utility payments through the year.
- Prepare to use high speed equipment to process electronic bill pay transactions.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	98,930		\$	100,920		\$	109,020	
SUPPLIES		5,450			5,450			5,000	
OTHER SERVICES		50,900			55,900			47,170	
CAPITAL OUTLAY		0			0			450	
TOTAL DIRECT COST:	\$	155,280		\$	162,270		\$	161,640	

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

37

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL
CODE SVC
LVL

1 1313-PUBLIC FINANCE & INVEST 1 Provide leadership and technical
0848-Debt and Investment Manag OF expertise related to bond issuance
SOURCE OF FUNDS, THIS SVC LEVEL: 3 and management, cash management and
investment management.
IGC SUPPORT
PROGRAM REVENUES 509,400

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	100,870	1,800	41,170	0	0	143,840

2 1321-CONTROLLER ADMINISTRATION CB 1 Supervise and direct the compilation of
0042-Controller Administration OF financial transactions for all Municipal
SOURCE OF FUNDS, THIS SVC LEVEL: 1 funds. Oversee the annual audit,
preparation of the Comprehensive
IGC SUPPORT Annual Financial Report (CAFR),
Detail Statements and Schedules,
and Schedules of Federal and State
Financial Assistance.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	107,290	1,800	18,150	0	0	127,240

3 1341-TREASURY ADMINISTRATION CB 1 Ensure fiscal integrity of the
0047-Division Admin and MOA Tr OF Municipality by meeting performance
SOURCE OF FUNDS, THIS SVC LEVEL: 1 objectives and administering the
TAX SUPPORT functions of the Treasury Division in
IGC SUPPORT compliance with applicable Municipal
policies, ordinances and State statutes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	163,770	900	4,980	0	300	169,950

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL
CODE SVC
LVL

4 1351-PROPERTY APPRAISAL CB 1 Provide foundation level services to
0822-Property Appraisal OF meet State and Municipal mandated
SOURCE OF FUNDS, THIS SVC LEVEL: 6 property appraisal requirements for
TAX SUPPORT 93,000 commercial and residential
IGC SUPPORT properties. Provide personnel and
PROGRAM REVENUES 40,000 program oversight and quality and
quantity review. Certify assessment
rolls. Provide assessment projections
to Office of Management and Budget.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	170,540	16,380	127,180	0	0	314,100

5 1351-PROPERTY APPRAISAL CB 2 Provide valuation estimates for
0822-Property Appraisal OF Anchorage's 93,000 improved residential
SOURCE OF FUNDS, THIS SVC LEVEL: 6 and commercial property utilizing mass
TAX SUPPORT appraisal techniques. Resolves
valuation questions and brings cases
to the Board of Equalization to arrive
at a fair and equitable valuation at
full market value. Tracks ownership
transfers of real property and provides
property information to public.

PROGRAM REVENUES 518,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
10	0	0	839,410	1,080	26,960	0	0	867,450

6 1322-CENTRAL ACCOUNTING 1 1 Coordinate and complete annual audit,
0837-Central Accounting OF annual single audit and financial
SOURCE OF FUNDS, THIS SVC LEVEL: 14 statement preparation. Conduct special
project for Controller. Oversee
IGC SUPPORT implementation of new governmental
accounting standards.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	58,330	9,000	153,850	0	5,000	226,180

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL
CODE SVC
LVL

7 1323-PAYROLL CB 1 Ensure fiscal integrity of payroll
0802-Municipal Payroll OF functions. Ensure proper accounting of
SOURCE OF FUNDS, THIS SVC LEVEL: 2 disbursement/collections in reference
to payroll. Comply with all State,
IGC SUPPORT Federal and local payroll regulations.
Responsible for issuing approximately
69,000 payroll checks/advices each year.
Issues W-2's. Provides training/assis-
tance to approximately 40 payroll
clerks. Supervises payroll employees.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	82,610	5,000	14,090	0	0	101,700

8 1380-PEOPLESOF QT 1 Provide functional and technical
0838-PeopleSoft Support OF expertise for the maintenance of the
SOURCE OF FUNDS, THIS SVC LEVEL: 1 PeopleSoft systems. Provide testing for
PeopleSoft upgrades, fixes and patches.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
12	0	0	1,141,620	2,000	16,770	0	0	1,160,390

9 1313-PUBLIC FINANCE & INVEST 2 Responsible for ongoing debt
0848-Debt and Investment Manag OF management and assistance with bond
SOURCE OF FUNDS, THIS SVC LEVEL: 3 issuance. Acts as backup to the Cash
Manager/Investment Officer.
IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	102,070	0	0	0	0	102,070

10 1313-PUBLIC FINANCE & INVEST 3 Responsible for ongoing cash and
0848-Debt and Investment Manag OF investment management.
SOURCE OF FUNDS, THIS SVC LEVEL: 3
IGC SUPPORT
PROGRAM REVENUES 0

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	95,750	0	0	0	0	95,750

11 1346-TAX BILLING
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 10,800

1 Bill, collect and manage MOA property
OF tax receivables; receive and process
1 tax payments and requests for tax
information. Balance tax receivable
system with G/L system daily; enter
adjustments and refunds into the tax
system; and provide information to the
public regarding property taxes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
4	0	0	249,910	7,300	100,830	0	250	358,290

12 1342-REVENUE MANAGEMENT
0661-Revenue Management
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 121,100

CB 1 Analyze & audit City's revenue sources
OF according to pre-established criteria.
3 Audit & administer program tax revenues
centralized within Treasury (i.e.,
hotel/motel, rental vehicle and tobacco)
as well as E911 surcharge. Promote best
practices city-wide related to billing,
collecting and cash handling through
regularly issued reports and general and
tailored training sessions with depts.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	381,620	2,050	440-	0	0	383,230

13 1323-PAYROLL
0802-Municipal Payroll
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

N 2 Three full-time payroll accounting staff
OF positions. Ensure fiscal integrity of
2 payroll functions. Process bi-weekly
payroll in accordance with all State,
Federal, local and union requirements.
Provide training assistance to Municipal
payroll clerks.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	216,410	0	0	0	0	216,410

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

14 1322-CENTRAL ACCOUNTING 2 Funding for overtime for annual audit
0837-Central Accounting OF to meet Municipal Charter requirement
SOURCE OF FUNDS, THIS SVC LEVEL: 14 that the audit be completed within
90 days after year end. Overtime is
IGC SUPPORT also required to issue the Comprehensive
Annual Financial Report by the
June 30 deadline required by bond
covenants.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	60,000	0	0	0	0	60,000

15 1342-REVENUE MANAGEMENT CB 2 Pursue collection of delinquent mobile
0661-Revenue Management OF home and business property taxes and
SOURCE OF FUNDS, THIS SVC LEVEL: 3 delinquent leasehold taxes, as well as
other various delinquent accounts
IGC SUPPORT receivable. Administer outside
collection agency contracts and monitor
PROGRAM REVENUES 2,380,000 collections contract and monitor
performance relative to revenue recovery
and commission expense.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	423,800	1,750	403,310	0	1,960	830,820

16 1322-CENTRAL ACCOUNTING 3 Supervise financial reporting activities
0837-Central Accounting OF including monthly financial reports,
SOURCE OF FUNDS, THIS SVC LEVEL: 14 annual financial statements and audit
work paper preparation. Implement
IGC SUPPORT pronouncements of the Governmental
Accounting Standards Board and ensure
Municipal compliance with regulatory
requirements.
Review and monitor all bank account and
PeopleSoft subsystem reconciliations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	96,700	0	0	0	0	96,700

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

17 1322-CENTRAL ACCOUNTING 4 Supervise financial record keeping and
0837-Central Accounting OF reporting of all infrastructure and
SOURCE OF FUNDS, THIS SVC LEVEL: 14 capital projects. Oversee monitoring
and recording of capital project and
IGC SUPPORT infrastructure activity in accordance
with governmental accounting standards.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	101,000	0	0	0	0	101,000

18 1324-ACCOUNTS PAYABLE 1 Supervise central accounts payable
0044-Accounts Payable OF functions including printing checks.
SOURCE OF FUNDS, THIS SVC LEVEL: 5 Ensure year end training of over 100
Municipal accounts payable clerks.
IGC SUPPORT Oversee 1099reporting and Municipal
compliance with IRS 1099 regulations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	77,340	3,500	24,340	0	1,250	106,430

19 1322-CENTRAL ACCOUNTING 13 Oversee financial record keeping and
0837-Central Accounting OF reporting for all Municipal grants.
SOURCE OF FUNDS, THIS SVC LEVEL: 14 Coordinate and oversee preparation of
the Municipality's annual single audit.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	96,700	0	0	0	0	96,700

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

20 1322-CENTRAL ACCOUNTING 7 Responsible for financial reporting for
0837-Central Accounting OF all Federal and State grants received by
SOURCE OF FUNDS, THIS SVC LEVEL: 14 the Municipality. Coordinate with and
train department grant managers and
IGC SUPPORT fiscal personnel on grant reporting
requirements. Assist in preparation of
the annual single audit. Prepare annual
audit workpapers for State and Federal
grants funds.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	162,130	0	0	0	0	162,130

21 1322-CENTRAL ACCOUNTING 5 Responsible for financial accounting,
0837-Central Accounting OF reporting and audit work paper
SOURCE OF FUNDS, THIS SVC LEVEL: 14 preparation for 34 general funds.
Initiate and review transactions for all
IGC SUPPORT general funds in accordance with
governmental accounting standards.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	86,780	0	0	0	0	86,780

22 1322-CENTRAL ACCOUNTING 6 Responsible for financial accounting,
0837-Central Accounting OF reporting and audit workpaper
SOURCE OF FUNDS, THIS SVC LEVEL: 14 preparation for all Municipal capital
projects funds. Responsible for
IGC SUPPORT accounting and reporting all Municipal
infrastructure in accordance with
governmental accounting standards.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	172,140	0	0	0	0	172,140

23 1322-CENTRAL ACCOUNTING 8 Perform maintenance and setups on People
0837-Central Accounting OF Soft chartfields. Run labor
SOURCE OF FUNDS, THIS SVC LEVEL: 14 distribution processes. Responsible for
running monthly allocations and closing
IGC SUPPORT processes. Monitor and ensure that all
transactions post to the general ledger.

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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
2005 DEPARTMENT RANKING

PAGE 8

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
2	0	0	146,570	0	0	0	0	146,570

24 1324-ACCOUNTS PAYABLE
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

2 Responsible for researching and
OF resolving PeopleSoft accounts payable
5 system and user problems. Assist
accounts payable clerks with PeopleSoft
accounts payable issues. Assist with
system testing for PeopleSoft accounts
payable upgrades and fixes and patches.
Responsible for issuing IRS 1099-Misc.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	71,060	0	0	0	0	71,060

25 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

6 Responsible for assessment of business
OF inventory and equipment and valuation
6 of all taxable personal property.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
10	0	0	668,940	3,800	71,550	0	0	744,290

26 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

9 Perform monthly reconciliations of all
OF major Municipal bank accounts.
14 Responsible for PeopleSoft subsystem to
general ledger reconciliations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	151,270	0	0	0	0	151,270

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

27 1322-CENTRAL ACCOUNTING 10 Monitor and maintain PeopleSoft fixed
0837-Central Accounting OF asset module. Responsible for general
SOURCE OF FUNDS, THIS SVC LEVEL: 14 government fixed asset reporting. Train
all Municipal fixed asset custodians on
IGC SUPPORT PeopleSoft fixed asset module and
Municipal fixed assets policy and
procedures. Responsible for all
accounting and reporting for Municipal
self insurance funds.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	87,910	0	0	0	0	87,910

28 1322-CENTRAL ACCOUNTING 11 Responsible for financial reporting for
0837-Central Accounting OF all capital grants received by the
SOURCE OF FUNDS, THIS SVC LEVEL: 14 Municipality. Coordinate with and train
department personnel on capital grant
reporting requirements. Assist in
IGC SUPPORT preparation of the annual single audit.
Assist with preparation of annual audit
work papers for capital projects funds.

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

29 1324-ACCOUNTS PAYABLE 3 Responsible for utility vendor payments.
0044-Accounts Payable OF Reconcile various utility payment
SOURCE OF FUNDS, THIS SVC LEVEL: 5 accounts. Perform vendor setup and
maintenance. Responsible for requesting
IGC SUPPORT and updating vendor taxpayers
information.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	62,740	0	0	0	0	62,740

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

30 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:
14 Responsible for coordinating with
OF utility and enterprise activity
14 accountants on preparation of annual
audit work papers. Prepare and record
debt service payments. Record and
reconcile special assessments activity.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	82,050	0	0	0	0	82,050

31 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
CB 3 Meet mandates under statute and
OF ordinance to review inventory on a
6 cyclical basis. Discover and list
new construction. Provide mass
appraisal value estimates for land
parcels.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
9	0	0	772,100	5,120	41,940	0	0	819,160

32 1342-REVENUE MANAGEMENT
0661-Revenue Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT
PROGRAM REVENUES 45,000
CB 3 Centrally manage misc. accounts receiv-
OF able module within PeopleSoft environ-
3 ment, as well as the delinquent Criminal
/Civil Fines & Fees (DCF) receivable.
Perform centralized input of general
government cash receipts. Audit cash
receipts on selective basis for
timeliness, accuracy and general compli-
ance with policies and procedures;
provide constructive feedback to depts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	0	476,340	2,300	44,900	0	13,000	536,540

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL
CODE SVC
LVL

33 1322-CENTRAL ACCOUNTING 12 Maintain files and provide support for
0837-Central Accounting OF accountants. Maintain all grant files,
SOURCE OF FUNDS, THIS SVC LEVEL: 14 ensuring that all required documentation
and agreements are properly on file for
each grant.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,620	0	0	0	0	55,620

34 1324-ACCOUNTS PAYABLE 4 Process all Municipal travel expense
0044-Accounts Payable OF reports. Review all travel reports for
SOURCE OF FUNDS, THIS SVC LEVEL: 5 compliance with Municipal travel policy
and procedures. Process travel payments
Reconcile travel advance accounts.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	57,910	0	0	0	0	57,910

35 1351-PROPERTY APPRAISAL cb 5 Perform reinventory on a six-year cycle
0822-Property Appraisal OF for commercial and residential property
SOURCE OF FUNDS, THIS SVC LEVEL: 6 in compliance with State regulatory
requirements.
TAX SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
12	0	0	873,420	0	0	0	0	873,420

36 1351-PROPERTY APPRAISAL CB 4 Interface with the public and provide
0049-Customer Service OF exceptional customer service for the
SOURCE OF FUNDS, THIS SVC LEVEL: 6 combined functions of tax collection,
property appraisal, tax exemptions and
CAMA processing. Board of Equalization
Clerk for appeal hearings.
TAX SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
10	0	0	629,470	0	0	0	0	629,470

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

37 1347-REMITTANCE PROCESSING 1 Process property tax and Municipal
0893-Remittance Processing OF utility payments into batches required
SOURCE OF FUNDS, THIS SVC LEVEL: 1 using remittance processing. Input
manual batches. Transmit data to
IGC SUPPORT applicable databases. Ensure proper
posting to customer accounts.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	109,020	5,000	47,170	0	450	161,640

38 1324-ACCOUNTS PAYABLE 5 Perform vendor setup and maintenance.
0044-Accounts Payable OF Responsible for requesting, receiving
SOURCE OF FUNDS, THIS SVC LEVEL: 5 and updating vendor taxpayer information
Assist with cash receipts entry and
IGC SUPPORT audit.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	62,470	0	0	0	0	62,470

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
123	0	0	9,380,890	68,780	1,136,750	0	22,210	10,608,630

----- DEPARTMENT OF FINANCE FUNDING LINE -----
. 10,608,630

TOTALS FOR DEPARTMENT OF FINANCE , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
123	0	0	9,380,890	68,780	1,136,750	0	22,210	10,608,630

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