

DEPARTMENT SUMMARY

DEPARTMENT

FINANCE

MISSION

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

MAJOR PROGRAMMING HIGHLIGHTS

- Provide accounting support to general government, utilities, and grants; process invoices and pay personnel, vendors and payroll taxes in a timely manner.
- Process all cash receipts; bill, collect, and maintain accounts receivable for property taxes; collect hotel-motel tax and tobacco tax; reduce delinquent accounts receivable; bill and collect for Emergency Medical Services; and process all payments for utility services.
- Provide fair market value assessments on real and personal property; maintain customer service records for real and personal property; update records to keep a valid assessment roll; and operate a public service counter for property assessments.
- Assist all Municipal agencies and utilities in procuring financing for capital projects.
- Invest all Municipal funds to yield the highest revenues to the Municipality consistent with financial security.
- Administer the risk management program for the Municipality to provide claims administration and adequate liability and workers' compensation insurance coverage.

RESOURCES

	1989	1990
Direct Costs	\$12,690,200	\$12,712,030
Program Revenues	\$ 143,500	\$ 39,680
Personnel	129FT 2T	130FT 1PT 1T

1990 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1989 REVISED	1990 BUDGET	1989 REVISED				1990 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	370,920	426,110	6			6	6			6
CONTROLLER	1,764,320	1,789,450	34			34	34			34
TREASURY	2,021,430	2,218,890	42		2	44	45	1	1	48
PROPERTY ASSESSMENT	2,577,330	2,620,830	47			47	45			45
SELF INSURANCE	5,956,200	5,656,750								
OPERATING COST	12,690,200	12,712,030	129		2	131	130	1	1	132
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	12,690,200	12,712,030								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	6,069,860	6,334,110								
TOTAL DEPARTMENT COST	18,760,060	19,046,140								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	12,501,590	12,401,050								
FUNCTION COST	6,258,470	6,645,090								
LESS PROGRAM REVENUES	143,500	39,680								
NET PROGRAM COST	6,114,970	6,605,410								

1990 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	392,590	7,050	19,770	6,700	426,110
CONTROLLER	1,739,560	13,760	67,250	9,390	1,829,960
TREASURY	1,911,410	33,810	270,980	33,110	2,249,310
PROPERTY ASSESSMENT	2,480,990	35,560	147,960	4,040	2,668,550
SELF INSURANCE			5,656,750		5,656,750
DEPT. TOTAL WITHOUT DEBT SERVICE	6,524,550	90,180	6,162,710	53,240	12,830,680
LESS VACANCY FACTOR	118,650				118,650
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	6,405,900	90,180	6,162,710	53,240	12,712,030

RECONCILIATION FROM 1989 REVISED TO 1990 BUDGET

DEPARTMENT: FINANCE

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1989 REVISED BUDGET:	\$12,690,200	129FT		2T
Amount Required to Continue Existing Programs in 1990:	368,330		1PT	(1T)
REDUCTIONS TO EXISTING PROGRAMS:				
- Property Appraisal appraiser staff	(106,900)	(2FT)		
- Savings due to addition of loss control position in 1989	(299,450)			
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- Administration of tobacco tax	180,000	3FT		
MISCELLANEOUS INCREASES (DECREASES):				
- Duties of handling receivables in bankruptcy to be performed by Municipal Attorney's Office	(110,000)			
- Personnel adjustments	(21,710)			
- Capital outlay	7,160			
- Supplies	(12,190)			
- Other services and charges	16,590			
1990 BUDGET	\$12,712,030	130FT	1PT	1T

1990 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.

1989 PERFORMANCES:

- Continue the same level of financial services provided to municipal departments.
- Explore alternative methods of capital financing in order to secure funds at the lowest possible cost to the municipality.

1990 OBJECTIVES:

- Continue to provide municipal departments with the same level of financial services currently administered.
- Seek alternative methods of capital financing in order to secure funds at the lowest possible cost to the Municipality.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	1	0	3	0	0	3	0	0
PERSONAL SERVICES			\$ 220,790			\$ 197,560			\$ 209,840
SUPPLIES			3,250			2,650			1,350
OTHER SERVICES			9,880			9,290			12,720
TOTAL DIRECT COST:			\$ 233,920			\$ 209,500			\$ 223,910

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 31

1990 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Risk Management

DIVISION: FINANCE ADMINISTRATION

PURPOSE:

To protect the municipality's assets which include property, employees, and monies by reducing the frequency and severity of accidental loss.

1989 PERFORMANCES:

- Identify and treat exposure to loss.
- Manage worker's compensation and liability claims.
- Administer insurance/self-insurance program.
- Collect damages to general government and utilities.
- Maintain comprehensive property insurance program for all municipal real and personal property.

1990 OBJECTIVES:

- Identify and treat exposure to loss.
- Manage worker's compensation and liability claims.
- Administer insurance/self-insurance program.
- Collect damages to general government and utilities.
- Maintain comprehensive property insurance program for all municipal real and personal property.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	2	0	0	3	0	0
PERSONAL SERVICES	\$	199,950		\$	147,670		\$	182,750	124,680
SUPPLIES		4,440			7,000			5,700	
OTHER SERVICES		5,996,300			5,962,950		5,663,800		7,050 = 7
CAPITAL OUTLAY		220			0			6,700	200
TOTAL DIRECT COST:	\$	6,200,910		\$	6,117,620		\$	5,858,950	
PERFORMANCE MEASURES:									5656,
- Damage claims recovered (\$)		500,000		200,000			800,000		
- Municipal contracts reviewed		550		400			850		
- Worker's compensation claims reduced		550		400			1,050		
- General liability claims reduced		315		275			610		
- Auto liability claims controlled		160		150			320		

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 42, 43, 44

1990 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Financial Record Management

DIVISION: CONTROLLER

PURPOSE:

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

1989 PERFORMANCES:

- To meet Code and Charter reporting requirements
- To provide required reports for 625 active State and Federal grants.

1990 OBJECTIVES:

- Provide accurate and timely comprehensive annual financial report with supporting audit workpapers.
- Provide accurate and timely monthly financial reports in most effective format.
- Respond to user requests on a timely basis.
- Control expenditure of funds based on Assembly appropriation.
- Process grant requests and financial transactions in a timely manner.
- Enhance processing tasks through direct interface of subsystems with the general ledger.
- Enhance processing tasks through use of mainframe application systems.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	7	16	0	8	15	0	22	0	0
PERSONAL SERVICES	\$ 1,134,140			\$ 1,132,880			\$ 1,160,640		
SUPPLIES	16,450			12,390			9,310		
OTHER SERVICES	69,660			64,090			54,160		
CAPITAL OUTLAY	3,340			12,930			8,500		
TOTAL DIRECT COST:	\$ 1,223,590			\$ 1,222,290			\$ 1,232,610		
PROGRAM REVENUES:	\$ 0			\$ 7,010			\$ 4,800		

PERFORMANCE MEASURES:

- Input documents reviewed	1,730	1,600	1,675
- Reports prepared	9,115	8,600	8,800
- Funds verified	1,310	1,300	1,250
- Transactions input	673,600	620,000	631,400
- Grants accounted for in single audits (state and federal)	263	270	290
- Funds Managed	95	102	102
- Individual grant revenue confirmations completed	653	615	590

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 23, 24, 25, 26, 40, 41, 49, 54

1990 P R O G R A M P L A N

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.

1989 PERFORMANCES:

- Process 26 bi-weekly payrolls for approximately 3450 employees and issue approximately 91,500 checks/advices annually.
- Prepare and submit required payroll reports to regulatory agencies.
- Review vendor invoices and efficiently process vendor payments to insure that all possible discounts allowed the Municipality are taken.

1990 OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 3450 employees and issue approximately 84,500 checks/advices annually.
- Provide regulatory agencies required payroll reports in a timely manner.
- Continue timely vendor payments to take advantage of all possible discounts offered to the Municipality.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	12	0	4	9	0	12	0	0
PERSONAL SERVICES	\$	605,350		\$	520,250		\$	538,410	
SUPPLIES		6,880			6,690			4,450	
OTHER SERVICES		12,970			14,700			13,090	
CAPITAL OUTLAY		390			390			890	
TOTAL DIRECT COST:	\$	625,590		\$	542,030		\$	556,840	

PERFORMANCE MEASURES:

- Manual payroll checks written	1,620	1,600	1,400
- Payroll data base transactions	21,000	16,000	9,000
- Biweekly checks/advices for apx. 3450 employees	95,000	91,500	84,500
- Accounts payable checks issued	31,400	29,000	30,500
- Vouchers paid	43,800	41,000	43,000
- Invoices paid	125,000	115,000	121,000

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
9, 22, 39, 50

1990 P R O G R A M P L A N

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

PURPOSE:

To rebill and collect delinquent personal and business property taxes; to collect utility and general government bills for collection (BFC's); to bill and collect Emergency Medical Service (EMS) transport fees; and to administer hotel/motel tax collections.

1989 PERFORMANCES:

- Collect the maximum amount of delinquent personal property tax accounts possible.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service and Hotel/Motel taxes.
- Improve efficiency through automation where possible.

1990 OBJECTIVES:

Same as 1989.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	9	0	0	15	0	0	15	0	0
PERSONAL SERVICES	\$	386,510		\$	577,840		\$	636,620	
SUPPLIES		7,340			6,000			4,680	
OTHER SERVICES		13,370			146,950			50,770	
CAPITAL OUTLAY		1,080			26,340			750	
TOTAL DIRECT COST:	\$	408,300		\$	757,130		\$	692,820	
PROGRAM REVENUES:	\$	5,000		\$	0		\$	0	

PERFORMANCE MEASURES:

- Hotel/Motel Tax collected (in \$)	3,493,120	3,493,120	3,934,140
- Receivables reduced (in \$000's)	14,650	15,370	12,530
- Small Claims Court cases processed	100	100	175
- Bankruptcy cases coordinated	700	700	550
- Court fines/Perm Fund Div executions (in \$)	250,000	251,000	200,000
- Liquor license protest collections (in \$)	210,000	210,000	283,765
- Ambulance services billed	8,073	8,073	6,700
- Insurance claims processed for EMS	2,500	2,500	2,500

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 13, 17, 19, 32, 38, 45, 46

1990 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 tax payments; to maintain taxes receivable; to issue tax certificates; to provide tax information to the public; and to provide for annual foreclosure for unpaid taxes.

1989 PERFORMANCES:

- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Proceed with foreclosures as necessary.
- Provide professional service to the public.

1990 OBJECTIVES:

Same as 1989.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	228,700		\$	226,450		\$	244,230	
SUPPLIES		22,900			19,000			8,500	
OTHER SERVICES		104,630			133,830			111,320	
CAPITAL OUTLAY		9,600			600			0	
TOTAL DIRECT COST:	\$	365,830		\$	379,880		\$	364,050	
PROGRAM REVENUES:	\$	2,200		\$	0		\$	1,000	

PERFORMANCE MEASURES:

- Tax bills issued	155,000	120,000	120,000
- Assessor adjustments	5,800	5,800	5,800
- Replats processed	125	125	125
- Foreclosures processed	2,300	2,300	2,300
- Tax Payments processed	140,000	140,000	140,000
- Tax Certificates issued	300	300	300
- Maintenance input (# records updated)	15,000	15,000	32,500

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
12, 18, 21, 35

1990 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Remittance Processing

DIVISION: TREASURY

PURPOSE:

To process all 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.

1989 PERFORMANCES:

- Process 1,620,000 utility payments throughout the year.
- Prepare an average daily deposit of \$750,000.
- Monitor and collect all returned checks.
- Research an average of 50 utility accounts per day.
- Research and process all bank deposit corrections as required.
- Provide support for tax collections.

1990 OBJECTIVES:

- Process 1,500,000 utility payments throughout the year.
- Same as above.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	11	0	0	10	0	0	12	1	1
PERSONAL SERVICES	\$	331,610		\$	358,910		\$	424,040	
SUPPLIES		13,050			10,000			10,450	
OTHER SERVICES		36,310			26,980			30,770	
CAPITAL OUTLAY		14,440			1,540			350	
TOTAL DIRECT COST:	\$	395,410		\$	397,430		\$	465,610	

PERFORMANCE MEASURES:

- Remittances prepared and processed	1,620,000	1,390,000	1,500,000
- Returned/NSF checks processed	3,500	3,500	3,500
- Bank deposits reconciled	250	250	250
- Customer accounts researched	8,750	7,500	7,500

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
16, 33, 36, 37, 48, 53, 55

1990 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Property Appraisal

DIVISION: PROPERTY ASSESSMENT

PURPOSE:

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

1989 PERFORMANCES:

- Assess 85,000 parcels of real property within the Municipality.
- Certify six (6) real and personal/business property rolls.
- Review and act upon exemption requests for Sr. Cit/Dis Vets, farm use, religious, charitable, and educational considerations.
- Further enhance the Division training program and participate in the A.A.A.O certification program.
- Assess personal and business property within the Municipality.
- Maintain ownership and legal descriptions for property in the MOA.
- Systematically review 28,500 commercial and residential properties.
- Respond to about 80,000 inquiries for information on real, personal and business property.
- Receive, research, and resolve real and personal/business property valuation protests at the administrative level.
- Research and prepare formal appeals to the Board of Equalization.
- Institute a computerization of all personal/business records.
- Develop a personal/business property audit program.

1990 OBJECTIVES:

- Assess 85,000 parcels of real property within the Municipality.
- Certify six (6) Real and Personal/Business Property rolls.
- Review and act upon exemption requests for Sr. Cit/Dis Vets., farm use, religious, charitable, and educational considerations.
- Further enhance the Division training program.
- Assess Personal and Business Property within the Municipality.
- Maintain ownership and legal descriptions for property in the MOA.
- Systematically review 14,500 commercial and residential properties.
- Respond to about 80,000 inquiries for information on Real, Personal, and Business properties.
- Receive, research, and resolve Real and Personal/Business Property valuation protests at the administrative level.
- Research and prepare formal appeals to the Board of Equalization.
- Institute a computerization of all Personal Business records.
- Develop a Personal/Business property audit program.
- Institute an automated Real Property mapping system.

1990 PROGRAM PLAN

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

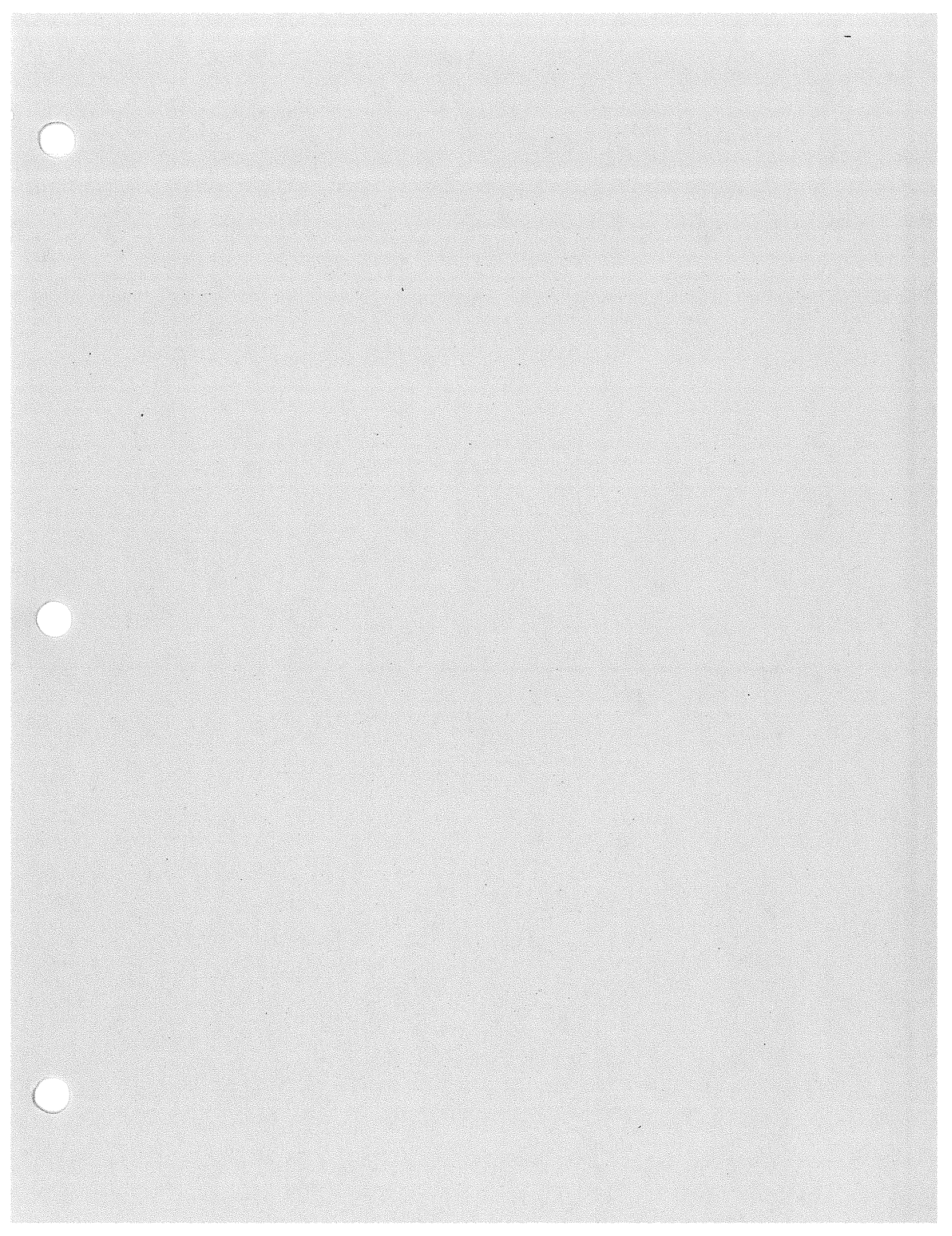
	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	7	40	0	7	40	0	45	0	0
PERSONAL SERVICES	\$ 2,338,610			\$ 2,399,030			\$ 2,433,270		
SUPPLIES	33,640			33,660			35,560		
OTHER SERVICES	152,360			140,830			147,960		
CAPITAL OUTLAY	6,820			3,810			4,040		
TOTAL DIRECT COST:	\$ 2,531,430			\$ 2,577,330			\$ 2,620,830		
PROGRAM REVENUES:	\$ 15,700			\$ 16,490			\$ 17,050		

PERFORMANCE MEASURES:

- Certify rolls (includes coordination and preparation)	6	6	12
- Process exemption requests. (incl. Sr. Citizens & Veterans).	6,000	6,250	6,750
- Public/MOA inquiries, customer contacts	77,300	74,550	96,050
- Maintain property records	85,000	85,000	85,000
- Valuation of personal/business property returns	24,000	22,800	22,800
- Revaluation of real property (includes admin processing)	85,000	73,950	79,050
- Input real/business/personal property data	125,000	92,000	44,000
- Business property discovery program	50	30	35
- Add new commercial construction to roll. (inc. admin process)	680	400	400
- Conduct on-site physical reinventories. (inc. admin process)	28,300	10,490	10,150
- Prepare appeals to the Board of Equalization (inc. admin review)	1,500	1,500	1,850
- Add residential new construction/remodels to assessment roll.	1,100	350	350
- Coordinate Real Property Appeals' Process.	3,200	1,500	3,200
- Business/Personal Property Audit Program	0	120	300

57 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 6, 7, 8, 10, 11, 27, 28, 29, 30, 51, 52, 56

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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
1990 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

1 1311-FINANCE ADMINISTRATION
0438-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

1 Provide guidance to the Finance Depart-
OF ment and act as a conduit through which
2 all requests for information pass to/
from Finance Department to the
Administration and other organizations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	136,130	1,350	12,720	0	0	150,200

2 1312-RISK MANAGEMENT
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

1 Identify and treat exposure to loss.
OF Management of worker's compensation and
2 liability claims. Administer insurance/
self-insurance program. Collect
damages to general government and
utilities.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	124,680	5,700	7,050	0	200	137,630

3 1321-CONTROLLER ADMINISTRATION
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

1 Provide accounting services to all
OF organizations.
2

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	182,510	3,000	16,370	0	0	201,880

4 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

1 To insure fiscal integrity of the
OF Municipality by meeting performance
3 objectives and administering the
functions of the Treasury Division in
compliance with applicable Municipal
policies, ordinances and State Statutes.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	190,090	5,750	43,950	0	180	239,970

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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
1990 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

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

1 To certify six (6) assessment rolls
OF and submit these rolls to Treasury.
4 To provide administration of the
Property Appraisal Division.
To review/act upon real and
personal property exemption requests.
To prepare and maintain Division
policies and procedures.
To prepare Division budget.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	73,350	250	1,550	0	150	75,300

6 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 To provide technical administration
OF of the Property Appraisal Division.
4 To develop a Division technical
training program.
To determine CAMA enhancement needs.
To respond to public and Municipal
agency inquiries.
To research/act upon real and
personal property exemption requests.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	85,040	250	250	0	0	85,540

7 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 To accomplish activities relating to
OF personnel administration.
4 To prepare and monitor documents for
the purchase of supplies and equipment.
To respond to inquiries from the
public and Municipal agencies.
To coordinate the administrative
activities of the Division.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	40,800	300	200	0	0	41,300

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09/19/89
092506

MUNICIPALITY OF ANCHORAGE
1990 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

8 1351-PROPERTY APPRAISAL ADMIN
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 To travel to professional conferences
OF and seminars to discuss and exchange
4 ideas relating to the assessment and
administration of real, personal and
business property.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	3,620	0	0	3,620

9 1323-PAYROLL
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

1 Insure fiscal integrity of Municipal
OF payroll function. Process, review and
2 balance payroll data for approximately
3300 employees. Issue approximately
85,000 bi-weekly payroll check/advices
annually. Insure proper accounting of
disbursements/collections pertaining to
payroll. Comply with all applicable State
Federal & local payroll regulations.
Assist 50 departmental payroll clerks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	117,390	450	9,970	0	0	127,810

10 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 Implement real property account numbers
OF Research property legals & taxing
3 districts. Research and keep real
property value current after roll is
certified. Administration of the appeal
process for real property. Cartographics
Research and implement all types of
exemptions including senior citizen and
veterans state exemption program.

PROGRAM REVENUES 17,050

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
9	0	0	389,340	3,750	780	0	2,470	396,340

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DEPT: 12 -FINANCE
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11 1353-REAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

1 Revaluation of 53% of existing
 OF inventoried properties by Feb 15, 1991.
 6 Recalibration of current cost and land-
 pricing tables. Creation of new resi-
 dential-improved valuation models. Reso-
 lution of 1400 appeals. Manual determina-
 tion of values for 19,500 condominiums,
 zero-lotlines, and patio homes. Revalu-
 ation of all leaseholds.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
21	0	0	1,294,080	16,000	98,600	0	540	1,409,220

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

1 To supervise the maintenance of all tax
 OF receivables, the billing, collection &
 5 processing of all tax payments, the
 issuance of tax certificates, the pro-
 vision of tax information to the public
 and foreclosure activities and moni'
 tax deeded parcels.

PROGRAM REVENUES 1,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,780	8,000	89,830	0	0	153,610

13 1345-DELINQUENT COLLECTIONS
 0443-Delinquent and Miscellane
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 IGC SUPPORT

1 To supervise and plan: collection and
 OF rebilling activities for delinquent
 7 personal & business property taxes,
 collection activities for utility & gen-
 eral government bills for collection
 (BFC's), billing and collection activi-
 ties for Emergency Medical Service (EMS)
 transport fees and small claims process-
 ing, and to administer hotel/motel tax
 collections.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,650	250	1,150	0	750	58,800

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14 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 To supervise cash management activities.
0F To ensure fiscal integrity by providing
5 accountability for the daily municipal
cash flow. To provide ongoing training
to municipal cashiers and contractors or
collecting, securing, depositing and re-
porting revenues. To maintain security
and oversee disbursement of all munici-
pal and utility accounts payable and
payroll checks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,370	400	9,380	0	150	56,300

15 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 To insure fiscal integrity of the Muni-
0F cipality by controlling the operational
3 functions and supporting the investment
function of the Treasury Division.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	119,170	0	1,150	0	170	120,490

16 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 To supervise utility collection activi-
0F ties & processing of all payments re-
8 ceived daily for prompt credit to cus-
tomer accounts and deposit to bank. To
provide fiscal integrity by providing
accountability for revenue received.
To oversee reporting and data control
for all utility payments received.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	44,120	670	3,430	0	0	48,220

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17 1345-DELINQUENT COLLECTIONS 2 To pursue collection of delinquent
0443-Delinquent and Miscellane OF personal property and business personal
SOURCE OF FUNDS, THIS SVC LEVEL: 7 property taxes.
TAX SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	243,150	3,750	24,290	0	0	271,190

18 1346-TAXES 2 To monitor tax receivable system on a
0444-Tax Billing and Collectio OF daily basis to ensure that it is in bal-
SOURCE OF FUNDS, THIS SVC LEVEL: 5 ance and reconcile system balances with
TAX SUPPORT the FIS system. To provide tax infor-
mation to the public.
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	45,060	500	330	0	0	45,890

19 1345-DELINQUENT COLLECTIONS 3 To pursue collection of bills for
0443-Delinquent and Miscellane OF collection (BFC's) for Public Works,
SOURCE OF FUNDS, THIS SVC LEVEL: 7 Fire, Police, Transit and other general
TAX SUPPORT government agencies.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	41,030	0	740	0	0	41,770

20 1342-CASH MANAGEMENT 2 To review and verify all Municipal
0047-Division Admin and Manage OF cash receipts and supporting documen-
SOURCE OF FUNDS, THIS SVC LEVEL: 5 tation prepared by municipal agencies
IGC SUPPORT and contractors for Financial Informa-
tion System (FIS) input. To record and
report revenue collected and processed.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	31,950	250	350	0	180	32,730

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21 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 To provide for annual foreclosure of
OF delinquent real property. To monitor
5 and maintain tax foreclosed and deeded
parcels. To provide foreclosure and
related tax information to the public.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	37,010	0	20,380	0	0	57,390

22 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

1 Provide accounts payable services to all
OF Municipal departments.
3 Pay vendors on a 45 to 60 day schedule.
Pay reimbursements and refunds on a 30
to 40 day schedule.
Maintain central A/P files with records
prepared and microfilmed by MIS
Department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
8	0	0	319,160	4,000	3,120	0	890	327,170

23 1322-GENERAL ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT
PROGRAM REVENUES 4,800

1 To provide monthly and annual financial
OF reports with supporting documentation;
3 and provide essential accounting support
to Municipal agencies.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	341,880	3,310	11,040	0	4,750	360,980

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24 1326-FINANCIAL INFO SYSTEMS
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

1 For the Municipal Financial Information
 OF System, FIS provides data entry, report
 3 and fiche distribution. Request changes
 to FIS System programs. Timely process-
 ing of financial statements.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	259,950	2,000	1,200	0	300	263,450

25 1327-GRANTS ACCOUNTING
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

1 Provide reports and billings to granting
 OF agencies and Municipal concerns. Maintain
 2 readily accessible centralized grant
 records. Establish the accounting forms
 and structures for new grants awarded
 to the Municipality. Coordinate and
 support the audits of state and
 federal grants.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	114,750	500	22,870	0	0	138,120

26 1325-ENTERPRISE ACCOUNTING
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 IGC SUPPORT

1 To provide essential accounting support
 OF to Municipal enterprises.
 1

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
2	0	0	123,260	500	2,680	0	800	127,240

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

2 Revaluation of additional 18% of exist-
OF ing properties by Feb 15, 1991. Resolu-
6 tion of 400 appeals.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	50,070	0	0	0	0	50,070

28 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

3 Revaluation of 12% of existing
OF properties by Feb 15, 1991 to include
6 re-inspections of 4,250 additional
properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	54,240	2,500	2,250	0	0	58,990

29 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 Revaluation of 10% of existing
OF properties by Feb. 15, 1991.
6 Physical re-inventory of an additional
4,250 properties.
Add new residential and commercial
construction.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,890	0	0	0	0	55,890

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30 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 Provide for mobile home assessment pro-
OF gram resulting in assessed valuation of
4 \$70,000,000 for the Municipality. Meet
legal requirements of Alaska statues and
municipal code. Provide customer
service to the publiid.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	299,880	12,510	33,710	0	880	346,980

31 1311-FINANCE ADMINISTRATION
0438-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

2 Provide assistance to the Chief Fiscal
OF Officer and Finance Division Managers in
2 accomplishing the daily operations of
the department. Coordinate special
projects required to solve problems and
enhance the operation of the departr .

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	73,710	0	0	0	0	73,710

32 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

4 To pursue collection of delinquent
OF accounts through the small claims court
7 and resolve disputed billings in more
difficult cases. Small claims cases
pursued represent approximately 40% of
the cases referred to this service level
for resolution. To coordinate bankrupt-
cy referrals, court fine executions and
liquor license protests due to delin-
quent debts.

IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	128,950	680	23,330	0	0	152,960

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33 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 To balance and prepare daily deposit of
OF utility revenue. To process utility
8 payments collected at local banks. To
research and process deposit corrections
and to maintain a log of all utility
revenue collections.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	36,480	2,500	80	0	0	39,060

34 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 To provide security for and distributor
OF of all Municipal and Anchorage Telephone
5 Utility accounts payable and payroll
checks. To report on all checks
disbursed.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	32,560	0	180	0	0	32,740

35 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 To collect and process all tax payments,
OF issue tax certificates and provide tax
5 information to the public.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	106,380	0	780	0	0	107,160

36 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 To collect on checks returned to the
OF Municipality due to non-sufficient
8 funds and other reasons. To prepare
State and Federal remittances for
processing.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	31,750	0	80	0	0	31,830

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MUNICIPALITY OF ANCHORAGE
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37 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 To process utility payments on the
OF Unisys remittance processing system.
8 To transmit data to the four utilities.
To ensure proper posting to customer
accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	63,260	5,780	26,200	0	0	95,240

38 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

5 To pursue collection of miscellaneous
OF delinquent utility A/R and resolve
7 disputed billings on behalf of the
utilities.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	52,890	0	280	0	0	53,170

39 1323-PAYROLL
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Provide service to process payroll
OF liabilities ie: child support, wage
2 attachments/levies, union dues/
assessments, credit union deductions,
direct deposit. Without this position,
other positions within the controller
division will assume these duties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	40,800	0	0	0	0	40,800

40 1327-GRANTS ACCOUNTING
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

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

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	44,070	0	0	0	0	44,070

41 1321-CONTROLLER ADMINISTRATION
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Provide support for accounting sections
OF by processing MARS billing, distributing
2 cash receipt books & general secretarial
support including the annual financial
report.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,220	0	0	0	0	34,220

42 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 To fulfill legal requirements of a
OF certified self-insurer, maintain a fund
3 of adequate claims reserves, provide
excess worker's compensation insurance,
assure equitable claims adjustment.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	5,956,750	0	0	5,956,750

43 1312-RISK MANAGEMENT
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Develop and coordinate Municipal safety
OF programs and loss control efforts.
2

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	58,070	0	0	0	6,500	64,570

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44 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

2 To identify and treat exposure to loss.
OF Without this position, property and life
3 safety inspection would not occur,
increasing risk to the city.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	300,000-	0	0	300,000-

45 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

6 To bill fees for Emergency Medical
OF Service (EMS) transport.
7

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,390	0	480	0	0	37,870

46 1345-DELINQUENT COLLECTIONS
0443-Delinquent and Miscellane
SOURCE OF FUNDS, THIS SVC LEVEL:

7 To collect fees for Emergency Medical
OF Service (EMS) transports; facilitate
7 collection through filing medical
insurance claims and enforce collection
through delinquent collection methods.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	76,560	0	500	0	0	77,060

47 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

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

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	33,050	0	1,130	0	0	34,180

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48 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	0	219,930	1,500	980	0	350	222,760

49 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 For the Municipal Financial Information
OF System, FIS provides data entry, report
3 and fiche distribution. Request changes
to FIS Systems programs. Timely process-
ing of monthly financial reports. How-
ever at this level data will be delayed
60 to 75 days and year-end processing
for financial statements will be approx-
imately March 1.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	60,000	0	0	0	0	60,000

50 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Provide accounts payable services to all
OF Municipal departments.
3 Pay vendors on a 35 day schedule.
Pay reimbursements and refunds on a 15
day schedule.
Maintain central A/P files with records
prepared and microfilmed by MIS
Department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,060	0	0	0	0	61,060

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51 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Assessment rolls produced after estab-
OF lished deadlines. Aircraft canvass.
4 Conduct selective audit program and
initiate random sample audit program.
Customer service to the taxpayers and
other departments at normal levels.
Automated personal property system will
be implemented at initial phase but
operation will be impacted by lack of
keypunch function.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	30,160	0	0	0	0	30,160

52 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Provide response to Public counter and
OF phone inquiries. Sales inquiry letters
3 will be processed. Augment input of
ownership and mailing address changes.
Provide filing of real property record
cards. Provide computer input for Re
Property assessment roll. Edit and
balance Real Property assessment roll
for value and tax certification.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	60,420	0	0	0	0	60,420

53 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

6 To receive, open and separate utility
OF bills into batches required for remit-
8 ance processing. This is a temporary
position to cover vacations & extended
illness within the section.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	1	17,620	0	0	0	0	17,620

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54 1322-GENERAL ACCOUNTING
 0042-Financial Record Manageme
 SOURCE OF FUNDS, THIS SVC LEVEL:

 IGC SUPPORT

2 To provide more accurate and timely
 OF financial reports and more efficient,
 3 better quality accounting support.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	2,650	2,650

55 1347-REMITTANCE PROCESSING
 0445-Remittance Processing
 SOURCE OF FUNDS, THIS SVC LEVEL:

 IGC SUPPORT

7 To process utility payments on the
 OF Unisys remittance processing system.
 8 To transmit data to the four utilities.
 To ensure proper posting to customer
 accounts. This is an on-call position.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	10,880	0	0	0	0	10,880

56 1354-PERSONAL PROPERTY
 0049-Property Appraisal
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

3 Assessment rolls produced by established
 OF deadlines. Initial phase of the new
 4 automated personal property system will
 be functional and will not delay or
 impair assessment roll production due to
 the lack of data input function.

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

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57 1342-CASH MANAGEMENT
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

5 To implement and administer a new
OF Tax Collection System for the pro-
5 posed tax on tobacco products handled
by wholesale distributors pending the
outcome of the October 1989 ballot
proposition.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	1	0	122,910	3,780	21,980	0	31,330	180,000

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
130	1	1	6,405,900	90,180	6,162,710	0	53,240	12,712,030

----- DEPARTMENT OF FINANCE FUNDING LINE -----
. 12,712,030

58 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Provide insurance coverage to the
OF Municipality in the event of a
3 catastrophe loss.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	500,000	0	0	500,000

59 1322-GENERAL ACCOUNTING
0042-Financial Record Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

3 To prepare and maintain Controller
OF division policy and procedures manual as
3 recommended by the independent auditors.
Also, to provide training and support to
various Municipal agencies as they
relate to Controller division
requirements.

IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	50,140	0	0	0	0	50,140

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

5 Revaluation of additional 5% of exist-
OF ing properties by Feb. 15, 1991.
6 Re-inventory 5,100 additional
properties.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	60,000	1,000	0	0	0	61,000

61 1352-CUSTOMER SERVICE/RECORDS
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

3 Develop automated mapping system to
OF replace archaic and inefficient
3 manual mapping system currently being
utilized for production of Real Property
appraisal maps. Automated system would
provide a greater visual assist to the
appraisal staff in their development of
equitable values and in their
discernment of inventory errors.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	15,000	15,000

62 1326-FINANCIAL INFO SYSTEMS
0042-Financial Record Manageme
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

3 - To meet our minimum level of service
OF at our current level of staffing, the
3 data entry workload has been distributed
upward to the 2 senior accountants and
the FIS supervisor creating a backlog
in those areas. The system can not be
balanced and the reports distributed
timely. Questions from the users
must be put on hold until some later
date.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,110	0	0	0	0	41,110

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63 1324-ACCOUNTS PAYABLE
0044-Check Issuance
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 A Senior Accounting clerk position is
OF required to maintain a large number of
3 difficult accounts. The additional
position will provide the time needed
for Accounts Payable to coordinate
with purchasing and other departments
to resolve problems and to provide
timely processing of accounts for
payment. Response time for inquiries
will be reduced.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	35,610	0	0	0	0	35,610

64 1354-PERSONAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 Part time contractual key punch service
OF replaced by full time employee. Function
4 of the automated personal property
system can now be utilized to track
leased equip., canvass State of Alaska
Business license list and other property
discovery programs. Addition of 10 m
lion in value to the assessment rolls.
Increase service to the treasury
division collection function.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	28,970	500	6,575-	0	720	23,615

65 1353-REAL PROPERTY
0049-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:

6 Bring reinventory of non-contract area
OF into qualitative parity with contract
6 area. 17% of residential-improved
properties require re-inventory along
with 58% of commercial-improved parcels.
Internal staff has not been sufficient to
complete this commensurate with contract
activity by end of 1989. Staff reduction
and reduced hours has made compliance
impossible. Maintain data integrity.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	2	0	83,620	0	0	0	0	83,620

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66 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Increase capability of gathering and
OF analyzing data required for management
3 analysis.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	8,220	8,220

67 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

8 The Unisys B25 Consolidator would
OF increase the amount of time available
8 to process remittances each day by
consolidating data while both remittance
processors are running. Currently each
machine must be shut down for 45 minutes
to allow transmission of data to the
utilities thus reducing time available
for processing-which is critical given
new penalties for late payment of bills.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	27,925	27,925

68 1346-TAXES
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

5 The stand-alone remittance processor
OF will allow clerk to process tax payments
5 using an optical character reader thus
eliminating the need to manually batch
and input payments and significantly
reducing the time required to process
payments. It would also greatly reduce
the probability of input error and
and resulting taxpayer complaints.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	23,200	23,200

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TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
135	4	1	6,705,350	91,680	6,656,135	0	128,305	13,581,470