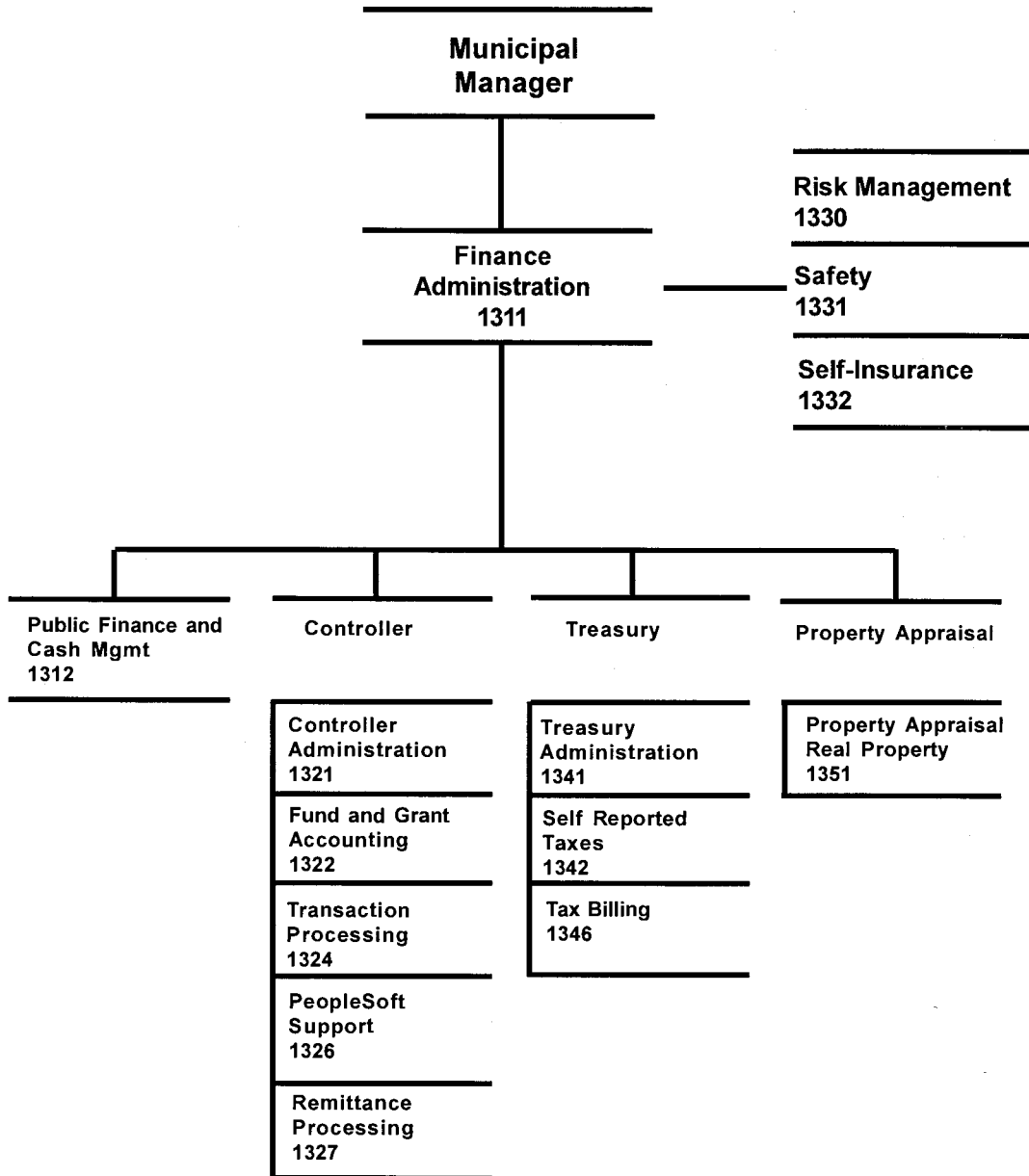


FINANCE

FINANCE



FINANCE DEPARTMENT

Strategic Framework

Customers Served:

Mission:

Goals:

Objectives:

Performance Measures

Measures:

Framework not Submitted

2002 Resource Plan

Department: Finance

Division	Financial Summary		Personnel Summary							
	2001	2002	2001 Revised				2002 Proposed			
	Revised	Proposed	FT	PT	Temp	Total	FT	PT	Temp	Total
Administration	1,057,840	184,160	5			5	2			2
Public Finance & Cash Mgmt		383,600				0	4			4
Controller	2,245,730	2,395,240	34	1		35	37			37
Risk Management	244,690	223,130	3			3	3			3
Safety		92,890	1			1	1			1
Treasury	1,651,760	1,583,290	21	1		22	23			23
Property Assessment	3,063,160	2,697,020	40			40	36			36
Self Insurance	5,054,180	6,013,030				0				0
Operating Cost	13,317,360	13,572,360	104	2	0	106	106	0	0	106
Add Debt Service	0	0								
Direct Organization Cost	13,317,360	13,572,360								
Charges From/(To) Others	(4,362,140)	(7,697,450)								
Function Cost	8,955,220	5,874,910								
Less Program Revenues	(374,550)	(1,009,770)								
Net Program Cost	8,580,670	4,865,140								

2002 Resource Costs by Category

Division	Personal Services	Supplies	Other Services	Capital Outlay	Total Direct Cost
Finance Administration	174,720	3,640	10,800		189,160
Public Finance & Cash Mgmt	346,120	2,000	35,480		383,600
Controller	2,285,030	23,420	133,290	5,600	2,447,340
Risk Management	206,530	3,350	13,250		223,130
Safety	92,890				92,890
Treasury	1,413,520	25,550	175,120		1,614,190
Property Assessment	2,527,690	33,560	175,770		2,737,020
Self Insurance			6,013,030		6,013,030
Operating Cost	7,046,500	91,520	6,556,740	5,600	13,700,360
Less Vacancy Factor	(128,000)				(128,000)
Add Debt Service					0
Total Direct Organization Cost	6,918,500	91,520	6,556,740	5,600	13,572,360

RECONCILIATION FROM 2001 REVISED BUDGET TO 2002 PROPOSED BUDGET
--

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2001 REVISED BUDGET:	\$ 13,317,360	104	2	
2001 ONE-TIME REQUIREMENTS:				
- Implementation of GASB 34	(100,000)			
- Low income housing settlement	(453,000)			
- Contracting tax return processing	(60,000)			
- Retention of additional accounting staff	(40,000)			
- Overtime for annual audit	(60,000)			
- Interns	(15,000)			
- IAAO management audit	(40,000)			
- Up-front programming costs for MLS	(5,000)			
- PeopleSoft support computer costs	(15,000)			
- PeopleSoft support capital costs	(25,000)			
- Replacement study for CAMA system	(100,000)			
- Contractual appraisers	(50,000)			
- Update business personal property system	(200,000)			
CHANGES FOR CONTINUATION OF EXISTING PROGRAMS IN 2002:				
- Salaries and benefits adjustment for continuing employees	166,160			
- AMEA/Non-rep wage increase	345,240			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- Foreclosure costs transferred to Real Estate	(51,800)			
MISCELLANEOUS INCREASES (DECREASES):				
- Self-insurance	958,850			
- Insurance	(450)			
2002 PROGRAMMATIC BUDGET CHANGES:				
- Convert two part-time positions to full-time		2	(2)	
2002 PROPOSED BUDGET:	<u>\$ 13,572,360</u>	<u>106</u>	<u>0</u>	<u>0</u>

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: FINANCE ADMINISTRATION

PROGRAM: Office of the Chief Fiscal Officer

PURPOSE:

The Chief Fiscal Officer of the Municipality of Anchorage is responsible for developing professional personnel and financial systems that provide accurate & timely financial information for strategic planning, operational management & decision support to elected officials and the public.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	5	0	0	2	0	0
PERSONAL SERVICES	\$	161,010		\$	407,640		\$	169,720	
SUPPLIES		1,320			3,730			3,640	
OTHER SERVICES		11,710			16,970			10,800	
CAPITAL OUTLAY		6,070			76,500			0	
TOTAL DIRECT COST:	\$	180,110		\$	504,840		\$	184,160	

WORK MEASURES:

See Strategic Framework

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

1

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: PUBLIC FINANCE & CASH MGT

PROGRAM: Debt & Investment Management

PURPOSE:

To ensure the Municipality debt and investments are properly managed, retired and accounted for

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	4	0	0
PERSONAL SERVICES	\$		0	\$		0	\$	346,120	
SUPPLIES			0			0		2,000	
OTHER SERVICES			0			0		35,480	
TOTAL DIRECT COST:	\$		0	\$		0	\$	383,600	
PROGRAM REVENUES:	\$		0	\$		0	\$	167,220	

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

2

DEPARTMENT OF FINANCE – PROPERTY APPRAISAL DIVISION

Strategic Framework

Customers Served:

Residents, Property Taxpayers, Real Estate Professionals, Municipal Departments, Assembly, Media

Purpose:

To estimate property valuations, providing a basis for taxation, in accordance with public policy, law, professional appraisal standards, and Division practices.

Goal:

- ❑ Discover and list all newly constructed real property within the Municipality of Anchorage to ensure equitable taxation.

Objective:

- ❑ Conduct vacant lot surveys and acquire known permit information to locate possible new construction to achieve 99% accuracy of lot and 95% accuracy of improvement acquisition.

Performance Measures:

All indications from public works to the news media suggest that this year will see approximately 12% increase in the amount of new construction. With this level of construction, it is typical for platting activity to be at a high rate as well. We anticipate additional effort to capture this inventory.

Measures:

- ❑ Percent of new construction and plat activity captured.

Services Provided:

Direct Services:

1. Produce notices of assessed valuation for taxable property
2. Provide informal review period for explanation and/or adjustment of individual values.
3. Provide exemptions and deferments to qualified applicants.
4. Maintain data base of property related information that is available to property owners and other Agencies.
5. Produce spatial representations of property data.
6. Produce researched reports upon request from the public, the assembly, and other Municipal agencies.

Performance Measures Dictionary

Department/Division: Finance/Property Appraisal

Measure Title: Percent of new construction and plat activity captured

Type: Effectiveness

Goal Supported: Discover and list all newly constructed real property within the Municipality of Anchorage to ensure equitable taxation.

Definition: This measure reports the percentage of new construction and platted lot changes that are added to Property Appraisal's database. An acquisition ratio of 99% or higher for platted lots and 95% or higher for new construction minimally achieves expectations.

Method: Through audit of permit records and plat activity a random sample of 10% of properties with issued permits will be field checked by an appraisal analyst who will verify what activity has taken place. The analyst will then check the Property Appraisal database to confirm whether or not the new construction data has been acquired. A 10% sample will be selected from Property Appraisal GIS plat activity reports. Selected plats will be compared to the Computer Assisted Mass Appraisal record to confirm whether or not the plat information has been acquired.

Frequency: The Measurement will be performed each January.

Measured By: Appraisal analysts within the commercial and residential valuation teams. Data will be stored and compiled in an Excel spreadsheet by the Deputy Assessor by January 31st of each year.

Reporting: The Deputy Assessor will create and maintain an annual report in Excel that will display the information both numerically and graphically.

Used By: The Assessor will use the report to determine the effectiveness of the effort. Resources may be reallocated as necessary. The report will be presented to the Chief Fiscal Officer and to the Municipal Manager.

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Property Appraisal

DIVISION: PROPERTY ASSESSMENT

PURPOSE:

Prepare a mass appraisal of Anchorage's 98,000 parcels of residential and commercial property annually. Manage the public process of property valuation appeals and work with the Board of Equalizations to arrive at a fair and equitable valuation at full value.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	40	0	0	26	0	0
PERSONAL SERVICES	\$		0	\$ 2,478,850			\$ 1,914,630		
SUPPLIES			0		30,760			33,560	
OTHER SERVICES			0		493,360			175,770	
CAPITAL OUTLAY			0		60,192				0
TOTAL DIRECT COST:	\$		0	\$ 3,063,162			\$ 2,123,960		
PROGRAM REVENUES:	\$		0	\$ 155,150			\$ 703,000		

WORK MEASURES:

See Strategic Framework

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 7, 28, 33

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Controller Admin

DIVISION: CONTROLLER

PURPOSE:

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

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	19	0	0	16	0	0	5	0	0
PERSONAL SERVICES	\$ 1,165,190			\$ 1,215,770			\$ 362,900		
SUPPLIES	13,700			24,520			3,770		
OTHER SERVICES	69,240			102,038			41,320		
CAPITAL OUTLAY	12,190			0			0		
TOTAL DIRECT COST:	\$ 1,260,320			\$ 1,342,328			\$ 407,990		

WORK MEASURES:

See Strategic Framework 0 0 0

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
4, 21

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Fund Accounting

DIVISION: CONTROLLER

PURPOSE:

The Fund Accounting Unit of the Controller's Division is responsible for maintaining accurate and timely financial records, meeting regulatory reporting requirements, preparing the annual CAFR and reconciliation of MOA's 115 operating funds and 600 grant programs.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	16	0	0
PERSONAL SERVICES	\$		0	\$		0	\$	1,038,460	
SUPPLIES			0			0		7,200	
OTHER SERVICES			0			0		17,110	
CAPITAL OUTLAY			0			0		5,600	
TOTAL DIRECT COST:	\$		0	\$		0	\$	1,068,370	

WORK MEASURES:

See Strategic Framework

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
9, 13, 15

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Financial Processing

DIVISION: CONTROLLER

PURPOSE:

The Financial Processing Unit of the Controller's Division is responsible for financial reporting at the transaction level. MOA processes thousands of individual cash receipts, checks, refunds, invoices each year and the Financial Processing Unit ensures each is properly processed and reported.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	11	1	0	15	1	0	13	0	0
PERSONAL SERVICES	\$	583,130		\$	796,660		\$	690,930	
SUPPLIES		4,400			3,150			6,900	
OTHER SERVICES		18,540			103,590			33,280	
CAPITAL OUTLAY		7,190			0			0	
TOTAL DIRECT COST:	\$	613,260		\$	903,400		\$	731,110	
PROGRAM REVENUES:	\$	0		\$	125,000		\$	125,000	

WORK MEASURES:

See Strategic Framework

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
10, 11

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Remittance Processing

PURPOSE:

The Remittance Processsing Unit processes millions of dollars annaully of tax and cash receipts; to collect control, and transmit ML&P, AWWU and SWS payments and to summarize daily cash receipts to bank deposits through an automated processing machine.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	3	0	0
PERSONAL SERVICES	\$		0	\$		0	\$	140,640	
SUPPLIES			0			0		5,550	
OTHER SERVICES			0			0		41,580	
TOTAL DIRECT COST:	\$		0	\$		0	\$	187,770	

WORK MEASURES:

See Strategic Framework

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

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Risk Management

DIVISION: RISK MANAGEMENT

PURPOSE:

To protect the Municipality from loss by developing and enforcing policies and procedures which will reduce the frequency and sverity of Losses to the Municipality.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	181,680		\$	230,310		\$	206,530	
SUPPLIES		3,350			3,350			3,350	
OTHER SERVICES		5,389,670			5,064,670			6,026,280	
CAPITAL OUTLAY		540			540			0	
TOTAL DIRECT COST:	\$	5,575,240		\$	5,298,870		\$	6,236,160	

WORK MEASURES:

See Strategic Framework

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
6, 16

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: Safety Division

DIVISION: SAFETY DIVISION

PURPOSE:

To protect the Municipality from loss by developing and enforcing policies and procedures which will reduce the frequency and sverity of Losses to the Municipality.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	1	0	0
PERSONAL SERVICES	\$		0	\$		0	\$		92,890
TOTAL DIRECT COST:	\$		0	\$		0	\$		92,890

WORK MEASURES:

See Strategic Framework

	0	0	0
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25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

17

2002 PROGRAM PLAN

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and Management of Funds

PURPOSE:

To collect and account for all monies received by the Municipality; bill and collect all Municipal taxes. Monitor and report on MOA Trust Fund Performance to IAC, Assembly & Municipal Administration.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000	REVISED	2001	REVISED	2002	BUDGET
	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	2	1	0
PERSONAL SERVICES	\$	370,310	\$	193,110	\$	133,050
SUPPLIES		4,540		4,600		1,400
OTHER SERVICES		36,610		30,880		13,750
CAPITAL OUTLAY		2,500		2,500		0
TOTAL DIRECT COST:	\$	413,960	\$	231,090	\$	148,200
PROGRAM REVENUES:	\$	39,760	\$	27,200	\$	0

WORK MEASURES:

See Strategic Framework

0

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

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE
PROGRAM: CUSTOMER SERVICE

DIVISION: TREASURY

PURPOSE:

To 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.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	49	0	0	0	0	0	10	0	0
PERSONAL SERVICES	\$ 2,927,280			\$ 0			\$ 573,060		
SUPPLIES	37,810			0			0		
OTHER SERVICES	289,330			0			0		
TOTAL DIRECT COST:	\$ 3,254,420			\$ 0			\$ 573,060		
PROGRAM REVENUES:	\$ 126,110			\$ 0			\$ 0		

WORK MEASURES:

See Strategic Framework 0 0 0

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
32

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Self Reporting Tax Revenue

PURPOSE:

Administer Self Assessed & Self Reported Tax Codes:
Administer Tobacco, Hotel-Motel, Rental Vehicle & Personal Property Taxes;
and E-911 Surcharge. To identify & assess all business & personal property
Conduct compliance audits & provide services to customers.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	15	0	0	16	0	0
PERSONAL SERVICES	\$	294,630		\$	888,020		\$	1,011,720	
SUPPLIES		3,890			3,550			16,350	
OTHER SERVICES		50,300			81,600			91,260	
CAPITAL OUTLAY		13,000			200,000			0	
TOTAL DIRECT COST:	\$	361,820		\$	1,173,170		\$	1,119,330	
PROGRAM REVENUES:	\$	11,300		\$	17,200		\$	11,300	

WORK MEASURES:

See Strategic Framework	0	0	0
See Strategic Framework	0	0	0
See Strategic Plan	0	0	0

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
8, 12, 14

2002 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Tax Billing and Collection

PURPOSE:

To bill, collect, and process all property taxes; to maintain taxes receivable; provide tax information to the public; administer aircraft registration & collect registration tax.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	0	0	0	5	0	0
PERSONAL SERVICES	\$	290,340		\$		0	\$	237,850	
SUPPLIES		7,600				0		7,800	
OTHER SERVICES		179,960				0		70,110	
CAPITAL OUTLAY		1,000				0			0
TOTAL DIRECT COST:	\$	478,900		\$		0	\$	315,760	
PROGRAM REVENUES:	\$	52,270		\$		0	\$	3,250	

WORK MEASURES:

See Strategic Framework

0 0 0

25 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
18, 19, 20

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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
2002 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

1 1311-FINANCE ADMINISTRATION CB 1 To provide meaningful, reliable and
0438-Office of the Chief Fisca OF relevant financial information in
SOURCE OF FUNDS, THIS SVC LEVEL: 1 support of Municipal goals. Supervise
TAX SUPPORT the Divisions of Treasury, Accounting,
IGC SUPPORT Property Appraisal and Risk Management.
Be responsible for MOA's financing
activities and support MOA agencies
and departments with prudent advice
on business activities.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	169,720	3,640	10,800	0	0	184,160

2 1312-PUBLIC FINANCE & CASH MGT CB 1 Manage all municipal bond financing
0848-Debt & Investment Managem OF activities, including all school district
SOURCE OF FUNDS, THIS SVC LEVEL: 1 bond initiatives. Also manage all cash
investment activities, cash projections
and analysis for MOA and ASD. Maintain
compliance with all bond covenants,
perform arbitrage calculations, provide
financing & investing advice to Mayor,
Utilities, Assembly and public. Total
debt = \$1.3 billion, investments = \$500M

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
4	0	0	346,120	2,000	35,480	0	0	383,600

3 1351-PROPERTY APPRAISAL CB 2 Provide valuation estimates for
0822-Property Appraisal OF Anchorage's 90,000 improved residential
SOURCE OF FUNDS, THIS SVC LEVEL: 5 and commercial property utilizing mass
TAX SUPPORT appraisal techniques. Resolves
valuation questions and prepares cases
for 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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	1,004,680	0	0	0	0	1,004,680

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09/26/01
191421

M U N I C I P A L I T Y O F A N C H O R A G E
2002 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

4 1321-CONTROLLER ADMINISTRATION CB 1 Supervise and direct the compilation of
0042-Controller Admin OF Municipal financial transactions,
SOURCE OF FUNDS, THIS SVC LEVEL: 1 through 115 different operating funds.
IGC SUPPORT Oversee the completion of the annual
audit, Comprehensive Annual Financial
Audit, and single audit.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	141,260	2,270	21,650	0	0	165,180

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	133,050	1,400	13,750	0	0	148,200

6 1330-RISK MANAGEMENT CB 1 Continue qualifying as self-insured
0439-Risk Management OF entity by applying Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL: 1 principles to losses.
IGC SUPPORT Continue recovering \$400,000 to
\$1,000,000 annually from persons
damaging Municipal property. Reduce
worker's compensation and tort claims
against the Municipality.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	206,530	3,350	13,250	0	0	223,130

7 1351-PROPERTY APPRAISAL CB 3 Meets mandates under statute and
0822-Property Appraisal OF ordinance to review inventory on a
SOURCE OF FUNDS, THIS SVC LEVEL: 5 cyclical basis. Discovers and lists
IGC SUPPORT new construction. Provides mass
appraisal value estimates for land
parcels.

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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
2002 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
9	0	0	659,970	0	32,010	0	0	691,980

8 1342-SELF-REPORTED TAXES
0661-Self Reporting Tax Revenue
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB

1 Verify the sufficiency, of all Tobacco,
OF Hotel/Motel, Rental Vehicle, & Personal
3 Property Tax returns submitted by
businesses subject to Municipal Code.
Perform audits of business records of
reporting entities. Identify and
register tax payers. Verify and account
for tax returns and payments.

PROGRAM REVENUES 11,300

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
5	0	0	306,580	2,450	2,660	0	0	311,690

9 1322-FUND ACCOUNTING
0837-Fund Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

CB

1 Responsible for all fund accounting
OF activities within the Municipality,
3 including monthly and annual recon-
ciliations. Compile the annual CAFR
report; prepare all workpapers for the
external audit. Implement new
pronouncements of the GASB, attend
educational conferences to ensure
Municipal compliance with regulatory
requirements.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
7	0	0	470,050	4,200	15,900	0	3,200	493,350

10 1324-FINANCIAL PROCESSING
0044-Financial Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

CB

1 This section performs Municipal-wide
OF transaction processing for all MOA cash
2 receipts and cash disbursements, 1099s
This section also maintains vendor
relationships, assists MOA agencies and
departments in processing transactions
and provides internal controls assurance
over the \$300 Million of MOA cash
disbursements annually.

IGC SUPPORT

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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
2002 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
11	0	0	584,110	4,700	24,690	0	0	613,500

11	1324-FINANCIAL PROCESSING	CO	2	This two-person unit processes and
	0044-Financial Processing		OF	collects over \$3.5 million annually in
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	criminal fines, traffic citations and
				other fines assessed by the Police, MOA
	IGC SUPPORT			prosecutors office and District Court.
	PROGRAM REVENUES	125,000		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	106,820	2,200	8,590	0	0	117,610

12	1342-SELF-REPORTED TAXES	CB	2	Pursue collection of delinquent
	0661-Self Reporting Tax Revenue		OF	personal property taxes, business pro-
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	perty taxes and delinquent leasehold
	TAX SUPPORT			taxes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	180,240	4,700	25,010	0	0	209,950

13	1322-FUND ACCOUNTING	CO	2	Responsible for financial recordkeeping
	0837-Fund Accounting		OF	reporting for the Federal and State
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	grants issued to & by the Municipality.
				Compile the Municipality's annual Single
	IGC SUPPORT			Audit report; prepare all workpapers for
				external audit. Review grant activity
				and reporting to ensure compliance with
				grant requirements. Allocate overhead
				costs to grant activities.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
5	0	0	320,630	3,000	1,210	0	1,200	326,040

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14	1342-SELF-REPORTED TAXES	CB	3	To identify & assess all business and
	0661-Self Reporting Tax Revenue		OF	personal property. Certify six (6)
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	personal & business property rolls.
	TAX SUPPORT			Review & resolve property valuation
				protests & appeals. Ongoing discovery
				of assessable business property. Input
				business/personal property data. Main-
				tain records, respond to public inquiry,
				conduct audits for compliance by taxpaye
				& ensure integrity of assessment roll.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
8	0	0	524,900	9,200	63,590	0	0	597,690

15	1322-FUND ACCOUNTING	cb	3	Responsible for reconciliation of all
	0837-Fund Accounting		OF	MOA bank Accounts, and accounts
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	receivalbe and accounts payable sub-
	IGC SUPPORT			ledger reconciliation. Also monitoring
				and maintaining all clearing accounts

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
4	0	0	247,780	0	0	0	1,200	248,980

16	1332-SELF INSURANCE	CB	1	Costs associated with administering all
	0439-Risk Management		OF	aspects of Self Insurance Program,
	SOURCE OF FUNDS, THIS SVC LEVEL:		1	workers' compensation for Municipal
	IGC SUPPORT			employees and to provide insurance
	PROGRAM REVENUES			coverage to the Municipality and ASD in
				the event of casastrophic loss.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	6,013,030	0	0	6,013,030

M U N I C I P A L I T Y O F A N C H O R A G E
2002 DEPARTMENT RANKING

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	92,890	0	0	0	0	92,890

PERSONNEL			PERSONAL	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY
2	0	0	101,460	7,800	70,110	0	0
							179,370

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	50,910	0	0	0	0	50,910

20	1346-TAX BILLING	cb	3	Issue tax payment certificates on mobile
	0444-Tax Billing and Collectio		OF	homes as required by AMC Title 12;
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	research ownership and tax payment
	TAX SUPPORT			history on mobile homes; process tax
	IGC SUPPORT			payment and provide information to the
				public.

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2002 DEPARTMENT RANKING

DEPT: 12 -FINANCE

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
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24 1351-PROPERTY APPRAISAL CB 4 To interface with the public and provide
0049-CUSTOMER SERVICE OF exceptional customer service for the
SOURCE OF FUNDS, THIS SVC LEVEL: 5 combined functions of tax collection
TAX SUPPORT property appraisal, tax exemptions and
CAMA processing.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
10	0	0	573,060	0	0	0	0	573,060

25 1351-PROPERTY APPRAISAL CB 1 Provides foundation level services to
0822-Property Appraisal OF meet state and municipal mandated
SOURCE OF FUNDS, THIS SVC LEVEL: 5 property appraisal requirements for
TAX SUPPORT 90,000 commercial and residential
properties. Provides personnel and
PROGRAM REVENUES 0 program oversight and quality and
quantity review. Certifies assessment
rolls. Provides 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	249,980	33,560	143,760	0	0	427,300

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
106	0	0	6,918,500	91,520	6,556,740	0	5,600	13,572,360

----- DEPARTMENT OF FINANCE FUNDING LINE -----
. 13,572,360

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
106	0	0	6,918,500	91,520	6,556,740	0	5,600	13,572,360