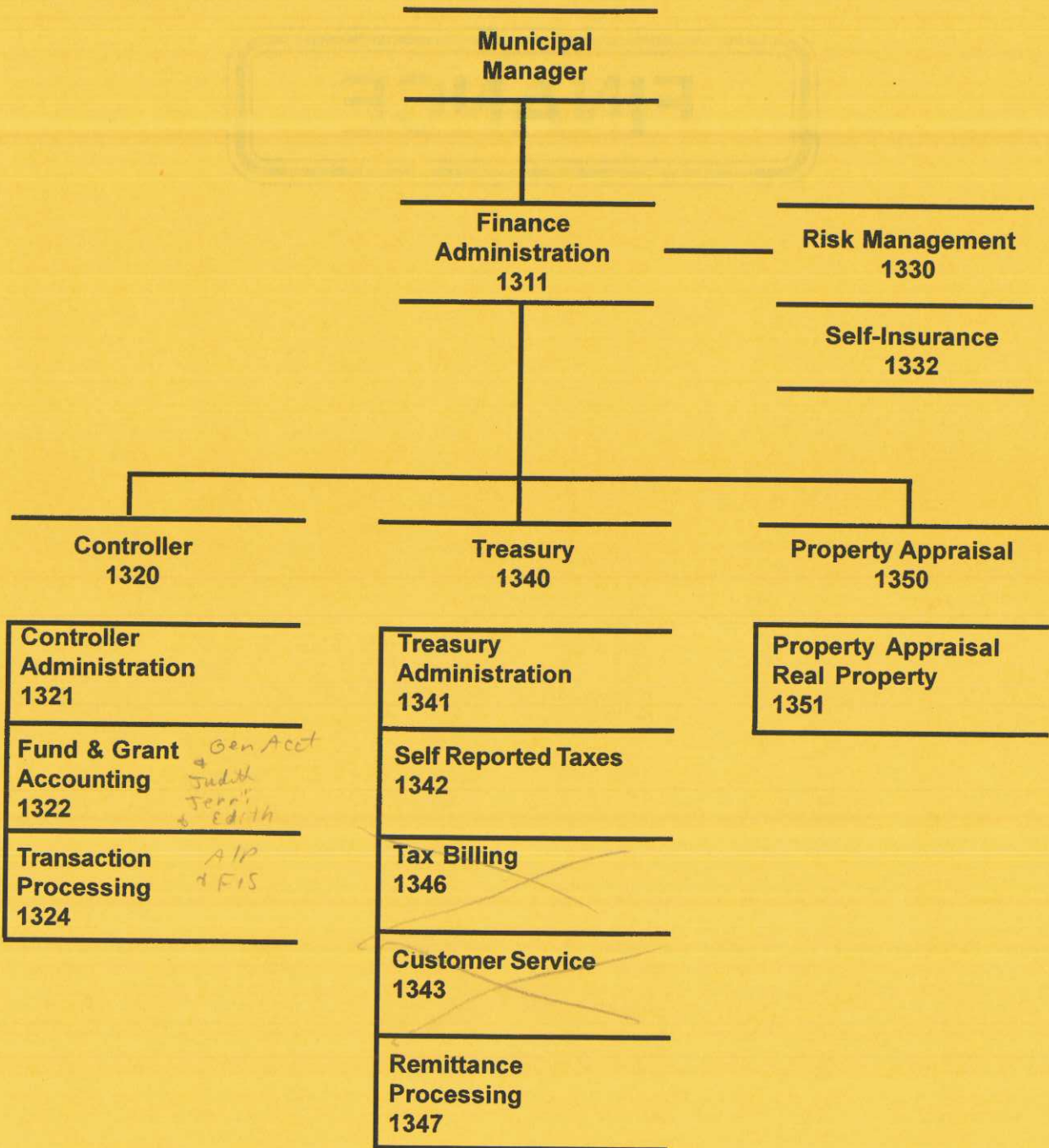


FINANCE

FINANCE



DEPARTMENT SUMMARY

Department

FINANCE

Mission

To manage the overall financial operations of the Municipality, ensure the fiscal integrity of the Municipality and provide an environment for efficient and effective business practices.

Major Department Highlights

- Launch "A Framework for Improvement" which will update the Municipality's business practices and improve the system-based tools used to provide financial management information to the public, the Assembly and the Mayor.
- Provide a fair and equitable tax assessment roll on real and personal property.
- Invest all Municipal funds to yield the highest revenues consistent with investment policies.
- Administer the Risk Management function for the Municipality, concentrating on education and negotiation and administration of claims to reduce the Municipality's financial exposure.
- Manage and administer all financing activities for the Municipality.
- Process all revenue and expenditure activities through the Municipality's accounting systems.

RESOURCES

	2000	2001
Direct Costs	\$ 12,951,970	\$ 11,903,990
Program Revenues	\$ 461,620	\$ 324,550
Personnel	114 FT 1 PT	100 FT 2 PT

2001 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	2000 REVISED	2001 BUDGET	2000 REVISED		2001 BUDGET	
			FT	PT	T	TOTAL
FINANCE ADMINISTRATION	180,110	479,840	2		2	5
CONTROLLER	1,873,580	1,979,338	30		30	31
RISK MANAGEMENT	196,060	219,690	3		3	3
TREASURY	2,868,900	1,341,760	41	1	42	21
PROPERTY ASSESSMENT	2,454,140	2,829,182	38		38	40
SELF INSURANCE	5,379,180	5,054,180				
OPERATING COST	12,951,970	11,903,990	114	1	115	100
ADD DEBT SERVICE	0	0				2
DIRECT ORGANIZATION COST	12,951,970	11,903,990				102
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	7,641,160	6,147,450				
TOTAL DEPARTMENT COST	20,593,130	18,051,440				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	12,523,180	10,215,630				
FUNCTION COST	8,069,950	7,835,810				
LESS PROGRAM REVENUES	461,620	324,550				
NET PROGRAM COST	7,608,330	7,511,260				

2001 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	412,640	3,730	16,970	51,500	484,840
CONTROLLER	1,830,690	12,670	186,128		2,029,488
RISK MANAGEMENT	209,930	3,350	10,490	540	224,310
TREASURY	1,270,690	14,050	84,460	1,500	1,370,700
PROPERTY ASSESSMENT	2,494,360	30,760	283,360	60,192	2,868,672
SELF INSURANCE			5,054,180		5,054,180
DEPT. TOTAL WITHOUT DEBT SERVICE	6,218,310	64,560	5,635,588	113,732	12,032,190
LESS VACANCY FACTOR	128,200				128,200
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	6,090,110	64,560	5,635,588	113,732	11,903,990

RECONCILIATION FROM 2000 REVISED BUDGET TO 2001 APPROVED BUDGET
--

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
2000 REVISED BUDGET:	\$ 12,951,970	114	1	
2000 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 2001:				
- Salaries and benefits adjustment	185,530			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- Foreclosure position transferred to Heritage Land Bank	(164,900)	(1)		
- Payroll budget transferred to Employee Relations	(175,790)			
MISCELLANEOUS INCREASES (DECREASES):				
- Insurance decrease	(9,000)			
2001 CONTINUATION LEVEL:	\$ 12,787,810	113	1	0
PROGRAMMATIC BUDGET CHANGES:				
- Updating business practices with Version 7.5 PeopleSoft, Pro-Cards and decentralizing accounting functions	\$ (705,540)	(10)	1	
- Updating appeals process in property appraisal Consolidating customer service activities	(178,280)	(3)		
2001 APPROVED BUDGET:	<u>\$ 11,903,990</u>	<u>100</u>	<u>2</u>	<u>0</u>

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: FINANCE ADMINISTRATION

PROGRAM: Office of the Chief Fiscal Officer

PURPOSE:

Oversee all financial operations and activities of the Municipality.

2000 PERFORMANCES:

- Continue to provide same level of financial services to Municipal departments.
- Continue to seek alternative methods of capital financing in order to secure funds at the lowest possible cost to the Municipality.

2001 PERFORMANCE OBJECTIVES:

- Develop financial reporting practices that provide meaningful and reliable financial data to the public, the Assembly, the Mayor and the Municipality's operating agencies and departments.
- Explore methods and propose changes to expand the Municipality's revenue base.
- Offer experienced general business advice to the Mayor and Municipality departments to enhance the efficiency and effectiveness of Municipal operations.
- Ensure methods of capital financing result in the lowest possible cost of borrowing.
- Participate in long term planning initiatives to lower the cost of government.
- Supervise the activities associated with the Municipal-wide ERP System, PeopleSoft.

RESOURCES:

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	5	0	0
PERSONAL SERVICES	\$	159,670		\$	161,010		\$	407,640	
SUPPLIES		1,320			1,320			3,730	
OTHER SERVICES		11,710			11,710			16,970	
CAPITAL OUTLAY		6,070			6,070			51,500	
TOTAL DIRECT COST:	\$	178,770		\$	180,110		\$	479,840	

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 8, 18

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Transaction Processing

DIVISION: CONTROLLER

PURPOSE:

To ensure all transactions processed through the Municipality are properly classified, accounted for and reported.

2000 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 2800 employees.
- Provided required payroll reports to regulatory agencies in a timely manner.
- Continued timely payments to vendors to take advantage of all possible discounts offered to the Municipality.
- Processed required Federal reporting on vendors in a timely manner.

2001 PERFORMANCE OBJECTIVES:

- Process, classify and reconcile all cash receipts transactions which flow through the Municipality of Anchorage from tax revenues and grants to pool fees.
- Process, classify and reconcile all cash disbursement transactions which are generated from Municipal budgeted expenditures, capital project activities, debt repayment, tax refunds and adjustments, & miscellaneous cash payment activities that occur in the normal course of Municipal business.

RESOURCES:

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	11	1	0	11	1	0	15	1	0
PERSONAL SERVICES	\$	583,060		\$	583,130		\$	816,660	
SUPPLIES		4,610			4,400			3,150	
OTHER SERVICES		18,270			18,540			103,590	
CAPITAL OUTLAY		7,190			7,190			0	
TOTAL DIRECT COST:	\$	613,130		\$	613,260		\$	923,400	
PROGRAM REVENUES:	\$	0		\$	0		\$	125,000	

WORK MEASURES:

- Biweekly checks/advices	76,000	71,000	71,000
- Accounts payable checks issued	38,500	38,500	38,500
- Invoices paid	140,735	140,735	140,735
- Manual checks	18,000	18,000	18,000
- Cash receipts processed	32,000	32,000	32,000
- Checks and advices disbursed	115,000	115,000	115,000

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 11, 12

2001 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Fund Accounting

DIVISION: CONTROLLER

PURPOSE:

To ensure the Municipality's fiscal integrity through proper accumulation and classification of Municipal asset, liability, revenue and expenditure accounts between the Municipality's 115 fund accounts.

2000 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provided monthly financial reports in the most effective format in an accurate and timely manner.
- Provided training to CPS computerized monthly report users in regards to preparing input documents, reading and understanding reports, and using on line queries.
- Controlled expenditures of funds based on Assembly appropriation.
- Processed grant reports, requests and financial transactions in a timely manner.
- Updated Municipal accounting guide.
- Provided support for the new Human Resources/Payroll/Financial Information system.

2001 PERFORMANCE OBJECTIVES:

- Provide annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provide monthly financial reports in the most effective format in an accurate and timely manner.
- Provide training to CPS computerized monthly report users in regards to preparing input documents, reading and understanding reports, and using on-line queries.
- Control expenditures of funds based on Assembly appropriation.
- Process grant reports, requests and financial transactions in a timely manner.
- Update Municipal accounting guide.
- Provide support for the new HR/Payroll/FIS system.

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Fund Accounting
 RESOURCES:

DIVISION: CONTROLLER

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	19	0	0	19	0	0	16	0	0
PERSONAL SERVICES			\$ 1,208,160			\$ 1,165,190			\$ 963,880
SUPPLIES			13,900			13,700			9,520
OTHER SERVICES			70,830			69,240			82,538
CAPITAL OUTLAY			12,190			12,190			0
TOTAL DIRECT COST:			\$ 1,305,080			\$ 1,260,320			\$ 1,055,938
WORK MEASURES:									
- Reports prepared/ reviewed			7,600			7,600			488
- Transactions classified & reconciled			523,559			523,559			523,559
- Grants accounted for in single audits (State and Federal)			637			637			739
- Funds managed			102			101			101
- Individual grant revenue confirmations completed			275			283			173

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 10, 13

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and Management of Funds

PURPOSE:

To collect and account for all monies received by the Municipality, invest funds to obtain maximum interest earnings consistent with safety of principal; bill and collect all Municipal taxes. Monitor and report on MOA Trust Fund Performance to IAC, Assembly & Municipal Administration.

2000 PERFORMANCES:

- Supervised and administered the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Invested Municipal funds as provided by the Municipal Code.
- Monitored cash flow and ensured availability of funds to cover daily expenditures.
- Coordinated and enforced the collection of funds due the Municipality.
- Monitored compliance of MOA Trust Fund with Municipal Code and Charter. Interfaced with investment consultant and Investment Advisory Commission to ensure due diligence and prudent decision making process with regard to administration of MOA Trust Fund.

2001 PERFORMANCE OBJECTIVES:

- Supervise and administer the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Invest Municipal funds as provided by the Municipal Code.
- Monitor cash flow and ensure availability of funds to cover daily expenditures.
- Coordinate and enforce the collection of funds due the Municipality.
- 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.

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and Management of Funds

RESOURCES:

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	2	1	0
PERSONAL SERVICES	\$	376,750		\$	380,310		\$	193,110	
SUPPLIES		4,540			4,540			4,600	
OTHER SERVICES		35,460			36,610			30,880	
CAPITAL OUTLAY		2,500			2,500			0	
TOTAL DIRECT COST:	\$	419,250		\$	423,960		\$	228,590	
PROGRAM REVENUES:	\$	38,400		\$	39,760		\$	27,200	

WORK MEASURES:

- Investment pieces bid		130		130		125
- Average daily investment balance (\$000)		365,000		350,000		0
- Real & personal property taxes billed (\$000)		227,420		230,000		0
- Investment & collateral items recorded on JEs & tracked on database		880		880		880
- Total dollar value of investment pieces bid (\$000)		665,000		650,000		250,000
- MOA Trust Fund portfolio valuation (\$000)		128,000		152,000		156,000

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 21

2001 PROGRAM PLAN

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.

2000 PERFORMANCES:

- Verified all MOA cash receipts and supporting documentation prior to FIS recording in general ledger.
- Provided accountability for the Municipal cash flow.
- Maintained control and security of all Municipal cash collections.
- Maintained control of disbursements of Municipal checks.
- Administered and enforced the Tobacco Tax and Hotel/Motel Tax programs.
- Administered and enforced the Enhanced 911 Surcharge program.
- Processed 729,000 utility payments throughout the year.
- Prepared and averaged daily deposit of \$429,700.
- Monitored and processed 2,800 returned checks for collection.
- Processed exception items as required.
- Machine processed 45,000 property tax payments.

2001 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 administer and enforce the Enhanced E-911 Surcharge.

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Self Reporting Tax Revenue
 RESOURCES:

DIVISION: TREASURY

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	15	0	0
PERSONAL SERVICES	\$	302,030		\$	302,630		\$	888,020	
SUPPLIES		2,890			2,890			3,550	
OTHER SERVICES		24,350			24,350			21,600	
CAPITAL OUTLAY		3,000			3,000			0	
TOTAL DIRECT COST:	\$	332,270		\$	332,870		\$	913,170	
PROGRAM REVENUES:	\$	27,160		\$	11,300		\$	17,200	
WORK MEASURES:									
- Vehicle rental tax collected (\$)			0			0		2,900,000	
- Vehicle rental tax returns processed			0			0		320	
- Vehicle rental tax audit findings/collections (\$)			0			0		140,000	
- Tobacco tax collected (\$)		5,080,000			5,000,000			8,200,000	
- Hotel/Motel tax collected (\$)		10,000,000			10,000,000			10,350,000	
- Penalties & Interest collected (\$)		44,000			70,000			94,000	
- Tobacco tax audit findings/collections (\$)		200,000			150,000			350,000	
- Hotel/Motel tax audit finding/collections (\$)		95,000			125,000			350,000	
- Enhanced 911 Surcharges		1,070,000			1,070,000			1,070,000	
- Hotel/Motel Tax returns processed		480			480			480	
- Tobacco Tax returns processed		300			300			300	

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

2001 PROGRAM PLAN

DEPARTMENT: FINANCE
PROGRAM: Remittance Processing

DIVISION: TREASURY

PURPOSE:

To process all utility payments received daily for prompt credit to customer accounts and deposit to bank; to collect, control, and transmit utility payment data to the three Municipal utilities daily.

2000 PERFORMANCES:

- Processed 894,000 utility payments throughout the year.
- Prepared and averaged daily deposit of \$429,700.
- Monitored and processed 2,100 returned checks for collection.
- Processed exception items as required.
- Machine processed 39,050 property tax payments.

2001 PERFORMANCE OBJECTIVES:

- Process 729,000 utility payments throughout the year.
- Prepare and average daily deposit of \$429,700.
- Monitor and process 2,000 returned checks for collection.
- Process exception items as required.
- Machine process 35,000 property tax payments.

RESOURCES:

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	2	1	3	2	1	4	0	0
PERSONAL SERVICES	\$	182,320		\$	209,620		\$	160,620	
SUPPLIES		6,100			6,100			5,900	
OTHER SERVICES		37,900			36,750			31,980	
CAPITAL OUTLAY		1,000			1,000			1,500	
TOTAL DIRECT COST:	\$	227,320		\$	253,470		\$	200,000	

WORK MEASURES:

- Utility remittances opened and batched	729,000	729,000	700,000
- Returned/NSF checks processed	2,800	2,800	2,000
- Tax remittances machine processed	45,000	45,000	35,000
- Utility remittances machine processed	729,000	729,000	729,000

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 20

2001 PROGRAM PLAN

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.

2000 PERFORMANCES:

2001 PERFORMANCE OBJECTIVES:

- Assess most taxable real property within the Municipality.
- Certify seven (7) real and personal/business property rolls.
- Complete reinventory on 9000 real property parcels.
- Review and resolve property valuation protests.
- Review and complete appeal responses to the Board of Equalization.
- Assess most taxable business property in the Municipality.
- Complete uncoupling of remaining parcels to support GIS efforts.

2001 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	40	0	0
PERSONAL SERVICES	\$		0	\$		0	\$		2,454,870
SUPPLIES			0			0			30,760
OTHER SERVICES			0			0			283,360
CAPITAL OUTLAY			0			0			60,192
TOTAL DIRECT COST:	\$		0	\$		0	\$		2,829,182
PROGRAM REVENUES:	\$		0	\$		0	\$		155,150
WORK MEASURES:									
- Certify, coordinate & prepare rolls			7			7			7
- Valuation of personal/business property returns			31,500			31,500			31,500
- Revaluation of real property			87,876			89,801			89,801
- Business property discovery program (expressed as a %)			90			100			100
- Conduct onsite physical reinventories			9,617			9,675			9,675
- Prepare appeals to the Board of Equalization (incl admin review)			4,425			7,275			7,275
- Add residential new construction/remodels to assessment roll			1,200			1,700			1,700
- Coordinate real property appeals process			2,900			3,400			3,400
- Business property audit program			450			450			450
- Business property random sample audits			50			100			100

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 6, 9

2001 PROGRAM PLAN

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 severity of losses to the Municipality

2000 PERFORMANCES:

- Identified, minimized exposure to loss; managed worker's compensation and liability claims; administered insurance/self-insurance program.
- Maintained comprehensive property insurance program for Municipal real and personal property at a reasonable insurance premium.
- Continued to reduce the cost of worker's compensation claims.
- Returned injured Municipal workers to duty as soon as possible utilizing modified work policy to reduce cost.
- Continued reducing the cost of legal services by use of in-house attorney and cost control litigation program.
- Recovered twice the risk management operating budget by collection of subrogated tort damage claims for general government and the utilities.
- Continued to administer strong Municipal-wide safety program to reduce the cost of worker's compensation and tort liability claims and suits.
- Assisted all Municipal departments in administering and understanding Federal OSHA and environmental unfunded mandates.
- Provided 3 seminars monthly in conjunction w/ the "Insights" 3 year plan.

2001 PERFORMANCE OBJECTIVES:

- Identify and minimize exposure to loss; manage worker's compensation and liability claims; administer insurance/self-insurance program.
- Maintain comprehensive property insurance program for all Municipal real and personal property at a reasonable insurance premium.
- Continue to reduce the cost of worker's compensation claims.
- Return injured Municipal workers to duty as soon as possible utilizing modified work policy to reduce cost.
- Continue reducing the cost of legal services by use of in-house attorney and cost control litigation program.
- Recover twice the risk management operating budget by collection of subrogated tort damage claims for general government and the utilities.
- Continue to administer strong Municipal-wide safety program to reduce the cost of worker's compensation and tort liability claims and suits.
- Assist all Municipal departments in administering and understanding Federal OSHA and environmental unfunded mandates.
- Provide 3 seminars monthly in conjunction w/ the "Insights" 3 year plan.

2001 PROGRAM PLAN

DEPARTMENT: FINANCE
 PROGRAM: Risk Management
 RESOURCES:

DIVISION: RISK MANAGEMENT

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	195,370		\$	181,680		\$	205,310	
SUPPLIES		3,350			3,350			3,350	
OTHER SERVICES		5,389,670			5,389,670			5,064,670	
CAPITAL OUTLAY		540			540			540	
TOTAL DIRECT COST:	\$	5,588,930		\$	5,575,240		\$	5,273,870	
WORK MEASURES:									
- Damage claims recovered (\$)		861,000			861,000			861,000	
- Municipal contracts reviewed		625			625			625	
- Workers' compensation claims reduced		454			454			454	
- General liability claims reduced		238			238			238	
- Auto liability claims controlled		120			120			120	
- Safety meetings held		45			45			45	
- Safety building inspections		40			40			40	

21 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 14, 15, 16, 17, 19

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12/08/00
172023

MUNICIPALITY OF ANCHORAGE
2001 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

1 1311-FINANCE ADMINISTRATION
0438-Office of the Chief Fisce
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

CB 1 To provide meaningful, reliable and
OF relevant financial information in
3 support of Municipal goals. Supervise
the Divisions of Treasury, Accounting,
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
1	0	0	107,640	3,230	6,520	0	51,500	168,890

2 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

98,0 1 Prepare a mass appraisal of Anchorage's
OF 98,000Prepare a mass appraisal of Anchor
4 commer98,000 parcels of residential and
the pucommercial property annually. Mana
the public process of property val
Equaliappeals and work with the Board of
equitaEqualization to arrive at a fair a
equitable valuation at full value.

PROGRAM REVENUES 148,900

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	63,720	20,160	205,930	0	39,210	329,020

3 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Ensure fiscal integrity of the
OF Municipality by meeting performance
4 objectives and administering the
functions of the Treasury Division in
compliance with applicable Municipal
policies, ordinances and State statutes.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	1	0	120,720	4,600	30,880	0	0	156,200

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MUNICIPALITY OF ANCHORAGE
2001 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-Fund Accounting 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	142,170	2,270	22,168	0	0	166,608

5 1330-RISK MANAGEMENT CB 1 Continue qualifying as self-insured
0439-Risk Management OF entity by applying Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL: 3 principles to losses.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	86,490	2,400	9,050	0	540	98,480

6 1351-PROPERTY APPRAISAL ND 2 Prepare a mass appraisal of Anchorage's
0822-Property Appraisal OF 98,000 parcels of residential and
SOURCE OF FUNDS, THIS SVC LEVEL: 4 commercial property annually. Manage
TAX SUPPORT 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
24	0	0	1,646,130	0	0	0	0	1,646,130

7 1342-SELF-REPORTED TAXES CB 1 Verify the sufficiency, of all Tobacco,
0661-Self Reporting Tax Revenue OF Hotel/Motel, Rental Vehicle, & Personal
SOURCE OF FUNDS, THIS SVC LEVEL: 2 Property Tax returns submitted by
TAX SUPPORT 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 17,200

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	0	0	888,020	3,550	21,600	0	0	913,170

8 1311-FINANCE ADMINISTRATION CO 2 Prepare monthly and quarterly financial reports which monitor the Municipality's financial progress through the fiscal year. Manage the MOA's PeopleSoft FIS system and help departments maximize their knowledge and effective use of PeopleSoft.

0438-Office of the Chief Fiscal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	234,640	500	10,450	0	0	245,590

9 1351-PROPERTY APPRAISAL 0003 3 This team is a consolidation of four different functions; tax billing, GIS services, public interface (counter & phone) and managing the data collection efforts for the CAMA system.

0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	0	0	745,020	10,600	77,430	0	20,982	854,032

10 1322-CENTRAL ACCOUNTING SECTN CB 1 Responsible for all fund accounting activities within the Municipality, including monthly and annual reconciliations. 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.

0042-Fund Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
10	0	0	583,620	5,250	47,160	0	0	636,030

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11 1324-CENTRAL PROCESSING SECTN CB 1 Perform cash disbursement for MOA's
0044-Transaction Processing OF \$200 million annual expenditures, plus
SOURCE OF FUNDS, THIS SVC LEVEL: 3 expenditures for all bond payments, all
IGC SUPPORT capital improvement initiatives, tax
refunds, and other misc payments made
throughout the course of normal MOA
operations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	329,990	2,560	80,070	0	0	412,620

12 1324-CENTRAL PROCESSING SECTN CO 2 Record in MOA's financial records all
0044-Transaction Processing OF Cash Receipt transactions, including all
SOURCE OF FUNDS, THIS SVC LEVEL: 3 property tax, Federal and State grant,
IGC SUPPORT special assessment, fines and fee
PROGRAM REVENUES 125,000 receipts that occur as part of MOA's
normal operations. Coordinate with
agencies and departments performing
remote cash receipts to ensure MOA cash
is properly accounted for as it moves
through the system to bank deposit.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
9	1	0	486,670	590	23,520	0	0	510,780

13 1322-CENTRAL ACCOUNTING SECTN CO 2 Responsible for financial recordkeeping
0042-Fund Accounting OF reporting for the Federal and State
SOURCE OF FUNDS, THIS SVC LEVEL: 2 grants issued to & by the Municipality.
IGC SUPPORT Compile the Municipality's annual Single
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. Attend
educational conferences.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	238,090	2,000	13,210	0	0	253,300

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14 1330-RISK MANAGEMENT CO 3 Continue recovering \$400,000 to
0439-Risk Management OF \$1,000,000 annually from persons
SOURCE OF FUNDS, THIS SVC LEVEL: 3 damaging Municipal property. Reduce
IGC SUPPORT 3 worker's compensation and tort claims
against the Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,430	0	350	0	0	46,780

15 1332-SELF INSURANCE CO 2 Continue to fulfill legal requirements
0439-Risk Management OF of a certified self-insurer. Provide
SOURCE OF FUNDS, THIS SVC LEVEL: 3 for payment of liability exposures for
IGC SUPPORT 3 the Municipality, maintain a fund of
adequate claims reserves and assure
equitable claims adjustment.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	1,578,890	0	0	1,578,890

16 1332-SELF INSURANCE CO 3 Continue to fulfill legal requirements
0439-Risk Management OF of a certified self-insurer. Provide
SOURCE OF FUNDS, THIS SVC LEVEL: 3 contracted legal services for Workers'
IGC SUPPORT 3 Compensation and General Liability
claims.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	250,000	0	0	250,000

17 1332-SELF INSURANCE CB 1 Continue to fulfill legal requirements
0439-Risk Management OF of a certified self-insurer. To provide
SOURCE OF FUNDS, THIS SVC LEVEL: 3 workers' compensation for Municipal
IGC SUPPORT 3 employees and to provide insurance
PROGRAM REVENUES 0 coverage to the Municipality in the
event of a catastrophic loss.

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

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18 1311-FINANCE ADMINISTRATION CB 3 Provide executive support to the Chief
0438-Office of the Chief Fisca OF Fiscal Officer, expediting contracts,
SOURCE OF FUNDS, THIS SVC LEVEL: 3 grants, Assembly Memos through the
IGC SUPPORT Finance Department, coordinating meeting
schedules, preparing presentations,
and tracking the Chief Fiscal Officer's
weekly calendar.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	65,360	0	0	0	0	65,360

19 1330-RISK MANAGEMENT CO 2 Provide secretarial and clerical support
0439-Risk Management OF to the Risk Management Division.
SOURCE OF FUNDS, THIS SVC LEVEL: 3 Collect, produce claim documents and
IGC SUPPORT collection documents that produce
revenue for the Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,390	950	1,090	0	0	74,430

20 1347-REMITTANCE PROCESSING 1 Receive, open and separate AWWU, SWS &
0445-Remittance Processing OF ML&P bills into batches required for
SOURCE OF FUNDS, THIS SVC LEVEL: 1 remittance processing. Input manual
IGC SUPPORT batches. Process utility & tax payments
into the remittance processing system.
transmit data to utilities. Ensure
proper posting to customer accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	160,620	5,900	31,980	0	1,500	200,000

21 1341-TREASURY ADMINISTRATION CO 2 Ensure fiscal integrity of the
0047-Division Admin and Manage OF Municipality by providing investment
SOURCE OF FUNDS, THIS SVC LEVEL: 4 & related services and performing the
IGC SUPPORT following functions: prepare documenta-
PROGRAM REVENUES 27,200 tion to account for new & matured invest-
ments & transfers of funds, maintain in-
vestment database, prepare reports for
Fiscal Off, maintain collateral deposit-

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ory receipt documentation & perform cash
flow and investment activities.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	72,390	0	0	0	0	72,390

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
100	2	0	6,090,110	64,560	5,635,588	0	113,732	11,903,990

----- DEPARTMENT OF FINANCE

FUNDING LINE -----

11,903,990

22 1351-PROPERTY APPRAISAL 0004 4 Unfunded positions in 2001
0822-Property Appraisal OF
SOURCE OF FUNDS, THIS SVC LEVEL: 4

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
6	0	0	264,110	0	0	0	0	264,110

23 1324-CENTRAL PROCESSING SECTN CO 3 Unfunded Positions for Accounts Payable.
0044-Transaction Processing OF
SOURCE OF FUNDS, THIS SVC LEVEL: 3

IGC SUPPORT

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
2	0	0	77,400	50	0	0	0	77,450

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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
112	2	0	6,677,358	64,610	5,635,588	0	113,732	12,491,288