

FINANCE

BPAB010R
10/10/00
192812

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 Fisca
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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
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
3 commer98,000 parcels of residential and
the pucommercial property annually. Mana
appealthe 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
13	0	0	931,950	20,160	205,930	0	39,210	1,197,250

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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	140,280	4,600	9,650	0	0	154,530

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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: 2 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					
1	0	0	95,140	2,270	16,950	0	0	114,360

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					
1	0	0	86,490	2,400	9,050	0	540	98,480

6 1341-TREASURY ADMINISTRATION CO 3 Supervise the Municipalities tax-derived
0047-Division Admin and Manage OF revenue functions of property appraisal,
SOURCE OF FUNDS, THIS SVC LEVEL: 4 tax billing, tax audit and customer
IGC SUPPORT service. Explore alternative revenue
sources to ensure a fair & equitable
sharing of the tax burden, work with
Municipal commissions and interface with
the public and the Assembly on tax
revenue matters

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	95,510	0	260	0	0	95,770

7 1311-FINANCE ADMINISTRATION CO 2 Prepare monthly and quarterly financial
0438-Office of the Chief Fisca OF reports which monitor the Municipality's
SOURCE OF FUNDS, THIS SVC LEVEL: 3 financial progress through the fiscal
TAX SUPPORT year. Manage the MOA's PeopleSoft
IGC SUPPORT FIS system and help departments maximize
their knowledge and effective use of
PeopleSoft.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	283,000	500	10,450	0	0	293,950

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
2 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	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
10	0	0	569,080	3,550	21,600	0	0	594,230

9 1346-TAX BILLING
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB

1 To supervise and maintain property
OF tax billings & collections; receive and
2 process tax payments and requests for
tax information. To balance tax receiv-
able system with FIS daily; input
adjustments and payments to the tax
system; and provide information to the
public regarding property taxes.

PROGRAM REVENUES 5,900

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	145,670	7,600	70,700	0	2,600	226,570

10 1322-CENTRAL ACCOUNTING SECTN
0042-Fund Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

CB

1 Responsible for all fund accounting
OF activities within the Municipality,
2 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

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	386,990	5,250	38,580	0	0	430,820

11 1324-CENTRAL PROCESSING SECTN
0044-Transaction Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB

1 Perform cash disbursement for MOA's
OF \$200 million annual expenditures, plus
3 expenditures for all bond payments, all
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					
6	0	0	278,280	2,560	405,070	0	0	685,910

12 1324-CENTRAL PROCESSING SECTN
0044-Transaction Processing
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

2 Record in MOA's financial records all
OF Cash Receipt transactions, including all
3 property tax, Federal and State grant,
special assessment, fines and fee
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.

IGC SUPPORT
PROGRAM REVENUES 125,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
5	0	0	256,690	590	23,520	0	0	280,800

13 1322-CENTRAL ACCOUNTING SECTN
0042-Fund Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

2 Responsible for financial recordkeeping
OF reporting for the Federal and State
2 grants issued to & by the Municipality.
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.

IGC SUPPORT

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	231,690	2,000	13,210	0	0	246,900

14 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

2 Ensure fiscal integrity of the
OF Municipality by providing investment
4 & related services and performing the
following functions: prepare documenta-
tion to account for new & matured invest-
ments & transfers of funds, maintain in-
vestment database, prepare reports for
Fiscal Off, maintain collateral deposit-
ory receipt documentation & perform cash
flow and investment activities.

IGC SUPPORT
PROGRAM REVENUES 27,200

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,390	0	20,970	0	0	93,360

15 1330-RISK MANAGEMENT
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

3 Continue recovering \$400,000 to
OF \$1,000,000 annually from persons
3 damaging Municipal property. Reduce
worker's compensation and tort claims
against the Municipality.

IGC SUPPORT

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

16 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:

CO

2 Continue to fulfill legal requirements
OF of a certified self-insurer. Provide
3 for payment of liability exposures for
the Municipality, maintain a fund of
adequate claims reserves and assure
equitable claims adjustment.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	1,603,890	0	0	1,603,890

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17 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO 3 Continue to fulfill legal requirements
OF of a certified self-insurer. Provide
3 contracted legal services for Workers'
Compensation and General Liability
claims.

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

18 1332-SELF INSURANCE
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT
PROGRAM REVENUES

CB 1 Continue to fulfill legal requirements
OF of a certified self-insurer. To provide
3 workers' compensation for Municipal
employees and to provide insurance
coverage to the Municipality in the
event of a catastrophic loss.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	2,725,290	0	0	2,725,290

19 1311-FINANCE ADMINISTRATION
0438-Office of the Chief Fisca
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CB 3 Provide executive support to the Chief
OF Fiscal Officer, expediting contracts,
3 grants, Assembly Memos through the
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					
1	0	0	65,360	0	0	0	0	65,360

20 1346-TAX BILLING
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
PROGRAM REVENUES

CO 2 Administer aircraft registration program
OF and collect aircraft tax.
2 Coordinate real & personal property
bankruptcy cases with MDA attorneys,
involving property taxes owed to
Municipality.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	39,940	0	0	0	0	39,940

21 1343-CUSTOMER SERVICE
0049-Customer Service
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB

1 Respond to all public inquiries and requests. Create and maintain all
1 CADASTRAL mapping and GIS functions. Input and maintain: property conveyance documents, address changes, exemption programs, appeals processes and valuation adjustments. File, maintain, scan and archive real property records and legal conveyance documents.

PROGRAM REVENUES 6,250

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
6	0	0	310,480	3,000	13,650	0	8,380	335,510

22 1330-RISK MANAGEMENT
0439-Risk Management
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO

2 Provide secretarial and clerical support to the Risk Management Division.
3 Collect, produce claim documents and collection documents that produce revenue for the Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	53,360	950	1,090	0	0	55,400

23 1347-REMITTANCE PROCESSING
0445-Remittance Processing
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT

1 Receive, open and separate AWWU, SWS & ML&P bills into batches required for remittance processing. Input manual 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					
4	0	0	160,620	5,900	31,980	0	1,500	200,000

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SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
72	0	0	4,356,990	64,560	5,478,710	0	103,730	10,003,990

----- DEPARTMENT OF FINANCE

FUNDING LINE

 10,003,990

24 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: 3 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	
17	0	0	1,030,540	0	500,000	0	0	1,530,540

25 1341-TREASURY ADMINISTRATION CR 4 Treasury Administration support
 0047-Division Admin and Manage OF functions
 SOURCE OF FUNDS, THIS SVC LEVEL: 4
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	1	315,710	0	0	0	0	315,710

26 1342-SELF-REPORTED TAXES CO 2 Prepare deposits, prepare & control
 0661-Self Reporting Tax Revenu OF mailings, maintain document files and
 SOURCE OF FUNDS, THIS SVC LEVEL: 2 record payments. Issue licenses and
 generate statistical reports. Support
 IGC SUPPORT functions to field and desk auditors.
 PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	169,250	0	0	0	0	169,250

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27 1324-CENTRAL PROCESSING SECTN
0044-Transaction Processing
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

CO 3 Provide accounts payable services to all
OF Municipal departments. At this level
3 purchase orders, receiving reports, ven-
dor invoices, and other A/P documents
will be received, filed and maintained
with only a limited number of accounts
being processed for payment. The backlog
of unpaid invoices will increase until
additional staffing is available to
process payments.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
8	0	0	320,580	50	0	0	0	320,630

28 1321-CONTROLLER ADMINISTRATION
0042-Fund Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

2 Provide secretarial support services
OF to the controller.
2

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	47,030	0	0	0	0	47,030

999 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
IGC SUPPORT

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
12	0	0	603,940	0	0	0	0	603,940

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
117	0	1	6,844,040	64,610	5,978,710	0	103,730	12,991,090