

Assembly Budget and Finance Committee Work Plan

2009

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Assembly Budget and Finance Committee Work Plan

MISSION

The Assembly Budget and Finance Committee deliberate and make recommendations on matters relating to the financial management and policies of the Municipality and its agents. These matters include the annual operating budgets of General Government, the Utilities and the Anchorage School District. During 2009, the Committee will implement AR 2008-165 which adopts processes and procedures for the ongoing review and oversight of Municipal budgets and department operations, and AR 2008-333 which designates the Committee as the entity responsible for reviewing and making recommendations on the Administration's monthly financial status.

GOAL

Implement process and procedure for the ongoing review and oversight of municipal budgets and department operations, and report monthly on the Municipality's financial status.

OBJECTIVES AND PLAN OF ACTION TO ACCOMPLISH THE COMMITTEE'S GOALS

1. PROVIDE OVERSIGHT OF MUNICIPAL BUDGET AND DEPARTMENT OPERATIONS.

Plan of Action:

Prior to a regularly scheduled Assembly meeting, Assembly Budget Staff will review agenda items (resolutions and action items) to ensure correct fund certifications, that items are within the approved budget, and identify supplemental appropriations. Assemblymembers will be advised of any discrepancies prior to the meeting.

2. ANNUAL REVIEW OF THE ANCHORAGE SCHOOL DISTRICT (ASD) PROPOSED BUDGET.

Plan of Action:

Assembly Budget Staff, with support from the ASD Administration and the Education and Workforce Development Commission, will review and analyze the annual ASD budget and make recommendations to the Committee. The Committee will share these recommendations to the Assembly prior to approval.

3. QUARTERLY REVIEW OF ALL DEPARTMENTAL OPERATING AND CAPITAL BUDGETS, INCLUDING ENTERPRISE ACTIVITIES.

Plan of Action:

Assembly Budget Staff, working with PeopleSoft and other financial tools, and working with the Administration, will report each Department's original, amended, and

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approved budgets as well as year-to-date expenditures, fund balance projections, including overtime and funded but unfilled positions.

4. ENSURE THE VACANCY FACTOR IS SUFFICIENT.

Plan of Action:

Assembly Budget Staff, working with the Administration, will assess the feasibility of the current vacancy factor calculations on a quarterly basis and recommend changes if needed.

5. ANNUAL REVIEW OF LABOR AGREEMENTS AND POLICY GUIDELINES. AMEND AS RECOMMENDED BY THE COMMITTEE WITH CONCURRENCE OF THE ASSEMBLY. ENSURE NO CHANGES ARE MADE DURING LABOR NEGOTIATIONS.

Plan of Action:

Assembly Budget Staff will review prior resolutions to determine if revisions are necessary and applicable and will provide recommendations to the Committee.

6. SEMI-ANNUAL REVIEW OF PERS/TRS AND POTENTIAL IMPACTS.

Plan of Action:

Semi-annually, Assembly Budget Staff will work with the Administration to determine any required changes to the contributions.

7. IMPROVE OPERATING EFFICIENCIES WITHIN THE MUNICIPALITY.

Plan of Action:

Assembly Budget Staff will work with the Administration and department directors to identify ways to save money. During the monthly Budget and Finance Committee meeting, a recurring agenda item will be to discuss identified savings.

8. ASSURE THAT FINANCIAL REPORTING DOCUMENTS AND THE STATE OF THE CITY'S FINANCIAL POSITION ARE REPORTED MONTHLY.

Plan of Action:

Assembly Budget Staff will work with the Budget and Finance Committee and/or Assemblymembers to review the Administration's monthly financial status reports. The Administration's reports will include investment yields, financial status of revenues and expenditures, and any other information that will assist the Committee in evaluating

and providing recommendations to the Assembly on the Municipality's financial status and presented by the Administration...

9. OBTAIN FUNDING TO LOWER PROPERTY TAXES THROUGH CONTINUED MUNICIPAL ASSISTANCE, AND DETERMINE ADDITIONAL WAYS TO FIND PROPERTY TAX RELIEF.

Plan of Action:

Work with the Legislative Committee and state legislators to maintain or increase the level of funding for Municipal Assistance. Assembly Budget Staff will provide the Committee with legislation supporting the State's continued contribution if necessary. The Committee will present this legislation to the Assembly prior to approval.

10. CONTINUE TO HOLD MONTHLY ASSEMBLY BUDGET AND FINANCE COMMITTEE MEETINGS.

Plan of Action:

Assembly Budget and Finance Committee meeting agendas will include, not limited to, monthly financial status reports from the Administration including investment yields and discussion, financial status of revenues and expenditures, and any other information that will assist the Assembly in evaluating the financial health of the Municipality of Anchorage. The Committee, with assistance from the Assembly Budget Staff, will review monthly reports submitted by the Administration, and share comments and/or recommendations submitted by the Budget Advisory Commission.

11. RESEARCH IDEAS AND BEST PRACTICES IMPLEMENTED BY OTHER GOVERNMENTS.

Plan of Action:

The Assembly Budget Staff will research, collect data, analyze, and provide written reports to the Committee to assist Assemblymembers in making decisions and recommendations on "how to do business better."

12. CONTINUE TO WORK WITH THE BUDGET ADVISORY COMMISSION (BAC) AND SEEK ITS INPUT ON THE 2009 COMMITTEE GOAL.

Plan of Action:

Assembly Budget Staff will work with the Budget Advisory Commission (BAC) to solicit comments and recommendations from the BAC on the monthly reports submitted to the Committee for review. The work with the BAC will include all aspects of the Municipality's finances. The Assembly Budget Staff will also work with the BAC and its various ad hoc committees to identify additional ways to save tax dollars. Assembly Budget Staff will attend and participate at monthly BAC meetings.

Note:

The results of each objective's activities will be included in the Assembly Budget and Finance Committee's monthly report to the Anchorage Assembly.

The Assembly Budget and Finance Committee Work Plan is subject to amendments, as needed, and will be updated annually.