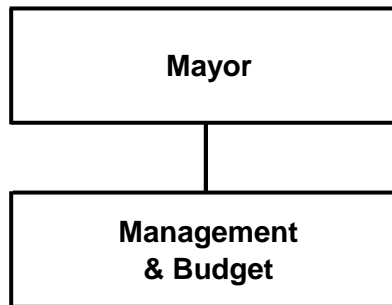


Management & Budget



Management & Budget

Description

The mission of Management & Budget Department is to implement sound financial and management policies through development and administration of municipal budgets.

Department Services

- Administer development, implementation, and monitoring of the general government and utility operating and capital budgets
- Establish and enforce policy for budget documentation format and content
- Review and process budget transfers, Assembly documentation, project set-up forms, grant-related documentation, and personnel changes
- Facilitate a city-wide performance measure/accountability program

Department Goals that Contribute to Achieving the Mayor's Mission:



Administration – Make city government more efficient, accessible, transparent, and responsive to the citizens of Anchorage

- Improve the quality of the budget-related information provided citizens and decision-makers by continuing to receive the “Distinguished Budget Presentation Award” from Government Finance Officers Association (GFOA).
- Implement the Mayor’s “Performance. Value. Results” performance-based management initiative.
- Improve departments understanding of Intra-governmental charge (IGC) system.

Management & Budget Department Summary

	2014 Actuals	2015 Revised	2016 Proposed	16 v 15 % Chg
Direct Cost by Division				
Management & Budget	744,951	1,074,668	1,099,866	2.34%
Direct Cost Total	744,951	1,074,668	1,099,866	2.34%
Intragovernmental Charges				
Charges by/to Other Departments	(727,842)	(1,074,668)	(1,099,865)	2.34%
Function Cost Total	17,109	-	1	157.63%
Program Generated Revenue	(690)	-	-	-
Net Cost Total	16,419	-	1	157.63%
<hr/>				
Direct Cost by Category				
Salaries and Benefits	531,281	926,783	998,474	7.74%
Supplies	2,549	2,805	2,805	-
Travel	2,391	-	-	-
Contractual/Other Services	206,372	145,080	98,587	(32.05%)
Debt Service	-	-	-	-
Equipment, Furnishings	2,358	-	-	-
Direct Cost Total	744,951	1,074,668	1,099,866	2.34%
<hr/>				
Position Summary as Budgeted				
Full-Time	6	8	7	(12.50%)
Part-Time	-	-	-	-
Position Total	6	8	7	(12.50%)

Management & Budget

Reconciliation from 2015 Revised Budget to 2016 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2015 Revised Budget	1,074,668	8	-	-
2015 One-Time Requirements				
- Remove - ONE-TIME - Central Services Cost Allocation Plan	(25,000)	-	-	-
Changes in Existing Programs/Funding for 2016				
- Salary and benefits adjustments	20,856	-	-	-
- Adjust vacancy factor for filled director position and for vacant SAP Budget Analyst II through March 2016.	146,216	-	-	-
2016 Continuation Level	1,216,740	8	-	-
2016 Proposed Budget Changes				
- Miscellaneous non-labor savings	(21,493)	-	-	-
- Reduce operating budget to reflect movement of SAP dedicated position to be funded directly from capital project.	(95,381)	(1)	-	-
2016 Proposed Budget	1,099,866	7	-	-

Management & Budget
Division Summary
Management & Budget
(Fund Center # 139179, 139100)

	2014 Actuals	2015 Revised	2016 Proposed	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	531,281	926,783	998,474	7.74%
Supplies	2,549	2,805	2,805	-
Travel	2,391	-	-	-
Contractual/Other Services	206,372	145,080	98,587	(32.05%)
Equipment, Furnishings	2,358	-	-	-
Manageable Direct Cost Total	744,951	1,074,668	1,099,866	2.34%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	744,951	1,074,668	1,099,866	-
Intragovernmental Charges				
Charges by/to Other Departments	(727,842)	(1,074,668)	(1,099,865)	2.34%
Function Cost Total	17,109	-	1	157.63%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	690	-	-	-
Program Generated Revenue Total	690	-	-	-
Net Cost Total	16,419	-	1	157.63%
Position Summary as Budgeted				
Full-Time	6	8	7	(12.50%)
Position Total	6	8	7	(12.50%)

Management & Budget
Division Detail
Management & Budget
(Fund Center # 139179, 139100)

	2014 Actuals	2015 Revised	2016 Proposed	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	531,281	926,783	998,474	7.74%
Supplies	2,549	2,805	2,805	-
Travel	2,391	-	-	-
Contractual/Other Services	206,372	145,080	98,587	(32.05%)
Equipment, Furnishings	2,358	-	-	-
Manageable Direct Cost Total	744,951	1,074,668	1,099,866	2.34%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	744,951	1,074,668	1,099,866	2.34%
Intragovernmental Charges				
Charges by/to Other Departments	(727,842)	(1,074,668)	(1,099,865)	2.34%
Program Generated Revenue				
408380 - Prior Year Expense Recovery	690	-	-	-
Program Generated Revenue Total	690	-	-	-
Net Cost				
Direct Cost Total	744,951	1,074,668	1,099,866	2.34%
Charges by/to Other Departments Total	(727,842)	(1,074,668)	(1,099,865)	2.34%
Program Generated Revenue Total	(690)	-	-	-
Net Cost Total	16,419	-	1	157.63%

Position Detail as Budgeted

	2014 Revised		2015 Revised		2016 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	-	-	1	-	1	-
Budget Analyst II	3	-	4	-	3	-
Director	1	-	1	-	1	-
Executive Assistant II	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
Position Detail as Budgeted Total	6	-	8	-	7	-

Anchorage: Performance. Value. Results

Management & Budget

Anchorage: Performance. Value. Results.

Mission

Implementation of sound fiscal and management policies through development and administration of municipal budgets

Core Services

- Administer development, implementation, and monitoring of the general government and utility operating and capital budgets
- Establish and enforce policy for budget documentation format and content
- Review and process budget transfers, Assembly documentation, project set-up forms, grant-related documentation, and personnel changes
- Facilitate a city-wide performance measure/accountability program

Accomplishment Goals

- Improve the quality of budget-related information provided citizens and decision-makers by attaining the “Distinguished Budget Presentation Award” from Government Finance Officers Association (GFOA) by 2013
- Improve accuracy of Assembly documents prepared by departments
- Implement the Mayor’s “Performance. Value. Results” performance-based management initiative
- Improve departments understanding of Intra-governmental charge (IGC) system
- Ensure departments are satisfactorily served

Performance Measures

Progress in achieving goals will be measured by:

<u>Measure #1:</u> Receipt of Government Finance Officers Association (GFOA) Budget Award in 2015.

Office of Management and Budget submitted the 2015 approved budget to GFOA in January for evaluation in meeting Distinguished Budget Presentation criteria. We received the award on July 31, 2015.

Measure #2: Percent of department-prepared Assembly documents rejected due to formatting and accounting errors.

Year to Date Change in Percent of Rejected PACE Documents

Department	2013 Total # Rec'd	2013 Total # Rej'd	2013 Total % Rej'd	2014 Total # Rec'd	2014 Total # Rej'd	2014 Total % Rej'd	2015 1st Qtr # Rec'd	2015 1st Qtr # Rej'd	2015 1st Qtr % Rej'd	2015 2nd Qtr # Rec'd	2015 2nd Qtr # Rej'd	2015 2nd Qtr % Rej'd
AWWU	24	5	21%	15	3	20%	1	-	0%	2	1	50%
Chief Fiscal Officer	24	4	17%	16	1	6%	10	3	30%	1	-	0%
Community Development	21	2	10%	29	1	3%	8	1	13%	11	-	0%
Employee Relations	11	1	9%	11	5	45%	1	-	0%	-	-	0%
Finance	2	-	0%	3	0	0%	4	1	25%	-	-	0%
Fire	11	2	18%	6	0	0%	-	-	0%	2	1	50%
Health	38	6	16%	36	1	3%	11	5	45%	7	1	14%
Information Technology	-	-	0%	2	14	700%	1	1	100%	-	-	0%
Internal Audit	-	-	0%	-	0	0%	-	-	0%	-	-	0%
Library	16	5	31%	24	0	0%	11	4	36%	3	2	67%
Management & Budget	10	-	0%	19	10	53%	8	2	25%	13	-	0%
Mayor	-	-	0%	-	0	0%	-	-	0%	1	-	0%
Merrill Field	1	-	0%	1	0	0%	1	1	100%	2	1	50%
Municipal Light & Power	1	-	0%	0	0	0%	-	-	0%	1	-	0%
Municipal Attorney	3	-	0%	9	0	0%	-	-	0%	2	-	0%
Municipal Manager	9	2	22%	10	2	20%	6	1	17%	-	-	0%
Parks & Recreation	18	4	22%	16	4	25%	5	1	20%	11	4	36%
Police	9	2	22%	17	3	18%	2	-	0%	4	-	0%
Port	9	3	33%	1	5	500%	-	-	0%	3	-	0%
Public Transportation	25	15	60%	28	0	0%	4	-	0%	4	2	50%
Public Works	41	14	34%	44	7	16%	22	8	36%	3	1	33%
Purchasing	-	-	0%	-	13	0%	-	-	0%	-	-	0%
Real Estate	47	11	23%	36	0	0%	4	-	0%	9	-	0%
Solid Waste Services	3	1	33%	1	9	900%	-	-	0%	-	-	0%
Totals	323	77	24%	324	78	24%	99	28	28%	79	13	16%

Measure #3: Department performance measures that are reporting data.

Departments	Total Measures	Data Reported	No Data	% Data Reported	Date
Anchorage Water & Wastewater	6	6		100.00%	7/17/2015
Community Development					
Development Services	12	12		100.00%	7/15/2015
Planning	5	5		100.00%	7/15/2015
Employee Relations	9	9		100.00%	7/22/2015
Equal Rights Commission	4	4		100.00%	7/10/2015
Finance					
Controller	5	5		100.00%	7/15/2015
Property Appraisal	3	3		100.00%	7/7/2015
Public Finance	4	4		100.00%	7/17/2015
Treasury	9	9		100.00%	7/10/2015
Fire	6	6		100.00%	7/6/2015
Health & Human Services	7	7		100.00%	7/16/2015
Information Technology	8	8		100.00%	7/22/2015
Internal Audit	4	4		100.00%	7/7/2015
Library	5	5		100.00%	7/16/2015
Management & Budget	5	5		100.00%	7/27/2015
Merrill Field Airport	6	6		100.00%	7/14/2015
Municipal Attorney	11	11		100.00%	7/17/2015
Municipal Light & Power	10	10		100.00%	7/15/2015
Municipal Manager	1	1		100.00%	7/27/2015
Emergency Mgmt	1	0		0.00%	No Submission
Equal Opportunity	1	1		100.00%	7/24/2015
Risk Management	2	2		100.00%	7/10/2015
Transportation Inspection	2	2		100.00%	7/6/2015
Parks & Recreation	10	10		100.00%	7/13/2015
Police	11	11		100.00%	7/27/2015
Port	3	3		100.00%	7/16/2015
Public Transportation	10	10		100.00%	7/17/2015
Public Works					
Project Mgmt & Engineering	6	6		100.00%	7/14/2015
Maintenance & Operations	9	9		100.00%	7/14/2015
Traffic	3	3		100.00%	7/14/2015
Purchasing	3	3		100.00%	7/17/2015
Real Estate	2	2		100.00%	7/20/2015
Heritage Land Bank	2	2		100.00%	7/20/2015
Solid Waste Services	3	0		0.00%	No Submission

Measure #4: Percent of departments that provide a satisfactory rating regarding timeliness, responsiveness, helpfulness.

1 Please rate the following aspects of our									Strongly				Average	
	Agree		Agree		Neutral		Disagree		Disagree		Total	Rating		
OMB clearly communicates its directions, expectations, and time lines	7	21%	8	24%	10	29%	5	14%	4	12%	34	3.74		
Turnaround time on documents is timely	7	21%	8	24%	9	26%	6	18%	4	12%	34	3.71		
OMB team is knowledgeable and helpful	11	33%	13	38%	7	21%	2	6%	1	3	34	4.03		
OMB responsiveness to questions or issues is handled quickly and efficiently	8	24%	9	26%	6	18%	6	18%	5	15	34	3.86		
Training and reference materials provided by OMB are useful and relevant	4	12	5	15%	14	41%	6	18%	5	15%	34	3.50		
The information OMB provides helps with my understanding of IGCs	3	9	5	15%	11	32%	6	18%	9	26%	34	3.68		

2 Rate your understanding of IGCs

Excellent	6	17%
Good	5	15%
Adequate	8	24%
Poor	13	38%
Unacceptable	2	6%
Total	34	100%

3 Overall, how do you rate the quality of services we provide?

Excellent	9	26%
Good	6	18%
Adequate	6	18%
Poor	10	29%
Unacceptable	3	9%
Total	34	100%

4 Overall, our performance is...

Getting much better	5	15%
Getting better	10	29%
Staying about the same level	15	44%
Getting worse	4	12%
Getting much worse	0	0%
Total	34	100%

Next survey to be taken in 2015 1st quarter

Measure #5: Change in departments' understanding of Intragovernmental Charges (IGCs).
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	2015	2014
Excellent or Good	32%	40%
Adequate	24%	40%
Poor or Unacceptable	44%	20%

PVR Measure WC: Managing Workers' Compensation Claims
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Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

