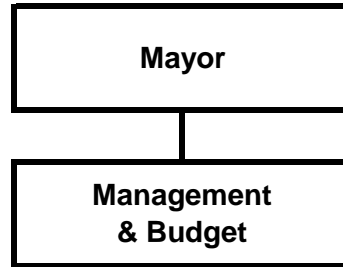


# Management & Budget



## 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**

- 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).
- 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

## Management & Budget Department Summary

	2017 Actuals	2018 Revised	2019 Approved	19 v 18 % Chg
<b>Direct Cost by Division</b>				
Management & Budget	959,562	1,106,804	1,076,969	(2.70%)
<b>Direct Cost Total</b>	<b>959,562</b>	<b>1,106,804</b>	<b>1,076,969</b>	<b>(2.70%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(984,668)	(1,106,805)	(1,076,972)	(2.70%)
<b>Function Cost Total</b>	<b>(25,106)</b>	<b>(1)</b>	<b>(3)</b>	<b>248.41%</b>
<b>Net Cost Total</b>	<b>(25,106)</b>	<b>(1)</b>	<b>(3)</b>	<b>248.41%</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	830,145	807,790	802,955	(0.60%)
Supplies	1,460	2,761	2,761	-
Travel	312	-	-	-
Contractual/Other Services	118,597	296,253	271,253	(8.44%)
Debt Service	-	-	-	-
Equipment, Furnishings	9,047	-	-	-
<b>Direct Cost Total</b>	<b>959,562</b>	<b>1,106,804</b>	<b>1,076,969</b>	<b>(2.70%)</b>
<b>Position Summary as Budgeted</b>				
Full-Time	7	5	5	-
Part-Time	-	-	-	-
<b>Position Total</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>-</b>

2017 Positions: end-of-year count is 6 due to 1 FT position being eliminated July 1, 2017 due to SAP go-live.

## Management & Budget Reconciliation from 2018 Revised Budget to 2019 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2018 Revised Budget</b>	1,106,804	5	-	-
<b>2018 One-Time Requirements</b>				
- Remove 2018 Prop - ONE TIME - Contracted services for evaluation of departments' operations and costs	(100,000)	-	-	-
- Remove 2018 1Q - ONE-TIME - Contractual services for AWWU rate case work charged to AWWU via IGC	(30,000)	-	-	-
<b>Changes in Existing Programs/Funding for 2019</b>				
- Salaries and benefits adjustments	(4,835)	-	-	-
<b>2019 Continuation Level</b>	<b>971,969</b>	<b>5</b>	<b>-</b>	<b>-</b>
<b>2019 One-Time Requirements</b>				
- Contractual services for AWWU rate case work charged to AWWU via IGC	30,000	-	-	-
<b>2019 Proposed Budget Changes</b>				
- Increase professional services contracting budget	75,000	-	-	-
<b>2019 Approved Budget</b>	<b>1,076,969</b>	<b>5</b>	<b>-</b>	<b>-</b>

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

	2017 Actuals	2018 Revised	2019 Approved	19 v 18 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	830,145	807,790	802,955	(0.60%)
Supplies	1,460	2,761	2,761	-
Travel	312	-	-	-
Contractual/Other Services	118,597	296,253	271,253	(8.44%)
Equipment, Furnishings	9,047	-	-	-
<b>Manageable Direct Cost Total</b>	<b>959,562</b>	<b>1,106,804</b>	<b>1,076,969</b>	<b>(2.70%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>959,562</b>	<b>1,106,804</b>	<b>1,076,969</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(984,668)	(1,106,805)	(1,076,972)	(2.70%)
<b>Function Cost Total</b>	<b>(25,106)</b>	<b>(1)</b>	<b>(3)</b>	<b>248.41%</b>
<b>Net Cost Total</b>	<b>(25,106)</b>	<b>(1)</b>	<b>(3)</b>	<b>248.41%</b>

**Position Summary as Budgeted**

Full-Time	7	5	5	-
<b>Position Total</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>-</b>

2017 Positions: end-of-year count is 6 due to 1 FT position being eliminated July 1, 2017 due to SAP go-live.

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

	2017 Actuals	2018 Revised	2019 Approved	19 v 18 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	830,145	807,790	802,955	(0.60%)
Supplies	1,460	2,761	2,761	-
Travel	312	-	-	-
Contractual/Other Services	118,597	296,253	271,253	(8.44%)
Equipment, Furnishings	9,047	-	-	-
<b>Manageable Direct Cost Total</b>	<b>959,562</b>	<b>1,106,804</b>	<b>1,076,969</b>	<b>(2.70%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>959,562</b>	<b>1,106,804</b>	<b>1,076,969</b>	<b>(2.70%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(984,668)	(1,106,805)	(1,076,972)	(2.70%)
<b>Net Cost</b>				
Direct Cost Total	959,562	1,106,804	1,076,969	(2.70%)
Charges by/to Other Departments Total	(984,668)	(1,106,805)	(1,076,972)	(2.70%)
<b>Net Cost Total</b>	<b>(25,106)</b>	<b>(1)</b>	<b>(3)</b>	<b>248.41%</b>

**Position Detail as Budgeted**

	2017 Revised		2018 Revised		2019 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	2	-	1	-	1	-
Budget Analyst II	3	-	2	-	2	-
Mgmt & Budget Director	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>7</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>

2017 Positions: end-of-year count is 6 due to 1 FT position being eliminated July 1, 2017 due to SAP go-live.

*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 2012 and in each successive year.
- Ensure departments are satisfactorily served
  - Improve departments understanding of Intra-governmental charge (IGC) system
  - Improve accuracy of Assembly documents prepared by departments
  - Implement “Performance. Value. Results” performance-based management initiative

### Performance Measures

Progress in achieving goals will be measured by:

<b>Measure #1: Receipt of Government Finance Officers Association (GFOA) Budget Award in 2018.</b>
--

Office of Management and Budget (OMB) submitted the 2018 approved budget to GFOA in February for evaluation in meeting the Distinguished Budget Presentation criteria. In July 2018, OMB was notified it had successfully been awarded the GFOA Budget Award for the 6<sup>th</sup> consecutive year.



**Measure #2: Percent of departments that provide a satisfactory rating regarding timeliness, responsiveness, helpfulness**  
*(Performance Survey conducted in 1Q 2018 for previous year (2017) activities; 28 respondents.)*

↑ ↓ Direction of Percentage Change in Responses Compared To Previous Year

Please rate the following:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
OMB clearly communicates its directions, expectations, and time lines	8 28.57% ↑	13 46.43% ↑	3 10.71% ↓	2 7.14% ↓	2 7.14% ↓	28
Turnaround time on documents is timely	6 21.43% ↑	13 46.43% ↑	4 14.29% ↓	4 14.29% ↓	1 3.57% ↓	28
OMB team is knowledgeable and helpful	13 46.43% ↑	10 35.71% NC	2 7.14% ↓	0 0.00% ↓	3 10.71% ↑	28
OMB responsiveness to questions or issues is handled quickly and efficiently	8 28.57% ↑	7 25.00% ↓	7 25.00% ↑	4 14.29% ↑	2 7.14% ↓	28
Training and reference materials provided by OMB are useful and relevant	8 28.57% ↑	11 39.29% ↑	5 17.86% ↓	3 10.71% ↑	1 3.57% ↓	28
The information OMB provides helps with my understanding of our budget	10 35.71% ↑	10 35.71% ↑	4 14.29% ↓	2 7.14% ↓	2 7.14% ↓	28

**Rate your understanding of IGCs**

Excellent	1 3.57% ↓
Good	9 32.14% ↑
Adequate	11 39.29% ↑
Poor	6 21.43% ↓
Unacceptable	1 3.57% NC
Total	28

Change in Departments' Understanding of Intergovernmental Charges (IGCs)

	2017	2016	2015	2014	2013
Excellent or Good	36%	40%	34%	32%	40%
Adequate	39%	34%	37%	24%	40%
Poor or Unacceptable	25%	26%	29%	44%	20%

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

Excellent	9 32.14% ↑
Good	10 35.71% ↑
Adequate	5 17.86% ↓
Poor	3 10.71% ↓
Unacceptable	1 3.58% ↓
Total	28

**Overall, is our performance...**

Getting much better	3 10.71% ↓
Getting better	11 39.29% ↑
Staying about the same level	11 39.29% ↑
Getting worse	1 3.57% ↓
Getting much worse	2 7.14% ↑
Total	28

	2018	2017	2016	2015	2014
<b>OMB Staffing Levels</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>6</b>
(1 staff 100% dedicated to SAP project 2016-2018)					

**PVR Measure WC: Managing Workers' Compensation Claims**

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.

