

OFFICE OF MANAGEMENT & BUDGET

OFFICE OF
MANAGEMENT AND BUDGET

Mayor

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Management
Services

Office of
Management
and Budget
1180

DEPARTMENT SUMMARY

DEPARTMENT OFFICE OF MANAGEMENT AND BUDGET

MISSION

To promote efficient and effective management and control of municipal resources through development and administration of fiscal policies, fiscal plans and budgeting systems.

MAJOR PROGRAMMING HIGHLIGHTS

- Facilitate municipal financial planning and management through development and maintenance of budget systems.
- Maintain and apply long-range fiscal projection model.
- Monitor budget status and advise departments through budget analysis.
- Coordinate the development of operating and capital budgets for general government and Municipally-owned utilities.
- Research and analyze pending fiscal legislation to assist in obtaining legislation that is favorable to the Municipality.
- Conduct management reviews and provide assistance to departments in reorganizational matters.

RESOURCES

	1988	1989
Direct Costs	\$ 1,471,010	\$ 1,311,400
Program Revenues	\$ 20,000	\$ 31,500
Personnel	12FT 1PT	11FT

1989 RESOURCE PLAN

DEPARTMENT: OFFICE OF MGMT AND BUDGET

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
MANAGEMENT & BUDGET	1,471,010	1,311,400	12	1		13	11			11
OPERATING COST	1,471,010	1,311,400	12	1		13	11			11
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	1,471,010	1,311,400								
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	0	324,530								
TOTAL DEPARTMENT COST	1,471,010	1,635,930								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	189,860								
FUNCTION COST	1,471,010	1,446,070								
LESS PROGRAM REVENUES	20,000	31,500								
NET PROGRAM COST	1,451,010	1,414,570								

1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MANAGEMENT & BUDGET	637,550	2,000	680,440	1,900	1,321,890
DEPT. TOTAL WITHOUT DEBT SERVICE	637,550	2,000	680,440	1,900	1,321,890
LESS VACANCY FACTOR	10,490				10,490
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	627,060	2,000	680,440	1,900	1,311,400

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET

DEPARTMENT: OFFICE OF MANAGEMENT AND BUDGET

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1988 REVISED BUDGET:	\$ 1,471,010	12FT	1PT	
Amount Required to Continue Existing Programs in 1989:	(43,470)			
REDUCTIONS TO EXISTING PROGRAMS:				
- Fiscal Planning Officer	(51,300)		(1PT)	
- Administrative Officer	(47,830)	(1FT)		
- Travel	(3,600)			
EXPANSIONS IN EXISTING PROGRAMS:				
None				
NEW PROGRAMS:				
None				
MISCELLANEOUS INCREASES (DECREASES):				
- Indigent Defense	(14,110)			
- Supplies and services	700			
1989 BUDGET	\$ 1,311,400	11FT		

1989 PROGRAM PLAN

DEPARTMENT: OFFICE OF MGMT AND BUDGET DIVISION:
PROGRAM: Municipal Budgeting

PURPOSE:

To coordinate and monitor the municipal operating, capital and utility budgets and to coordinate the grants for general government.

1988 PERFORMANCES:

- Improved fiscal projections and impact data to facilitate informed budget decisions.
- Provided municipal departments with the latest budget management information.
- Reviewed the intragovernmental charge system for fairness and accuracy.
- Ensured user fees and related charges met the fee policy requirements.

1989 OBJECTIVES:

- Improve fiscal projections and impact data to facilitate improved budget decisions.
- Continue to provide municipal departments with the latest budget management information.
- Ensure user fees and related charges meet the fee policy requirements.
- Continue to review the intragovernmental charge system for fairness and accuracy.

RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	15	0	0	11	0	0	10	0	0
PERSONAL SERVICES	\$	728,810		\$	594,370		\$	564,870	
SUPPLIES		1,800			900			1,900	
OTHER SERVICES		6,010			4,560			6,910	
CAPITAL OUTLAY		6,900			1,900			1,900	
TOTAL DIRECT COST:	\$	743,520		\$	601,730		\$	575,580	

PERFORMANCE MEASURES:

- Operating grants coordinated	60	60	60
- Indirect cost rate proposals prepared for grants	3	3	3
- Budget transfers processed	300	300	300
- Supplemental appropriations processed	110	100	100
- Capital grants maintained and monitored	302	275	275
- Utility and special quality analyses	4	0	0

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 4, 6

1989 P R O G R A M P L A N

DEPARTMENT: OFFICE OF MGMT AND BUDGET DIVISION:

PROGRAM: Management Services

PURPOSE:

Increase the efficiency and effectiveness of municipal operations to better meet public service requirements and reduce costs.

1988 PERFORMANCES:

- Continue to provide management assistance to municipal agencies with emphasis on organization structure, staffing, program delivery, internal controls, and revenue enhancement.
- Develop and implement municipal-wide cost saving measures.
- Coordinate and assist special task groups assigned to analyze municipal wide issues, including the Mayor's Special Committee on Fiscal Policy.
- Coordinate the development and annual review of municipal policies and procedures.

1989 OBJECTIVES:

- Continue to provide management assistance to municipal agencies.
- Continue to develop and implement municipal-wide cost saving measures.
- Continue to coordinate and assist special task groups assigned to analyze municipal-wide issues.
- Continue to coordinate the development and annual review of municipal policies and procedures.
- Develop and implement a structured approach and process for cost containment, including performance reviews, cost saving suggestions, code and regulation reform and performance measurement.

RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	1	1	0	1	0	0
PERSONAL SERVICES	\$	208,540		\$	169,730		\$	62,190	
SUPPLIES		700			100			100	
OTHER SERVICES		14,300			1,550			800	
TOTAL DIRECT COST:	\$	223,540		\$	171,380		\$	63,090	

PERFORMANCE MEASURES:

- | | | | |
|---|-----|-----|-----|
| - Major management assistance projects | 5 | 7 | 4 |
| - Short-term management assistance projects | 20 | 20 | 16 |
| - Policies and procedures reviewed | 100 | 100 | 100 |

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

3

1989 P R O G R A M P L A N

DEPARTMENT: OFFICE OF MGMT AND BUDGET DIVISION:

PROGRAM: Indigent Defense

PURPOSE:

Provide legal services for indigents charged with municipal violations.

1988 PERFORMANCES:

- Managed the indigent defense contract in a cost effective manner.
- Developed further means of reducing costs and increasing repayments.

1989 OBJECTIVES:

- Manage the indigent defense contract in a cost effective manner.
- Develop further means of reducing costs and increasing repayments.

RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			650,000			697,900			672,730
TOTAL DIRECT COST:	\$		650,000	\$		697,900	\$		672,730
PROGRAM REVENUES:	\$		0	\$		20,000	\$		31,500

PERFORMANCE MEASURES:

- Indigent defense cases		2,500		2,700		2,700
- Net cost per case		260		253		253

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 5

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M U N I C I P A L I T Y O F A N C H O R A G E
1989 DEPARTMENT RANKING

Funding Line at Rank 6

DEPT: 08 -OFFICE OF MGMT AND BUDGET

DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

1 1180-MANAGEMENT & BUDGET
 0500-Municipal Budgeting
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 IGC SUPPORT

1 Provide minimum essential operating,
OF capital and utility budget preparation
8 and maintenance. Develop 6-year fiscal
 and capital improvement plans and
 intragovernmental charge system. Provid
 minimum maintenance of capital and
 grant budgets.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
7	0	0	394,540	1,900	4,410	0	1,900	402,750

2 1180-MANAGEMENT & BUDGET
 0502-Indigent Defense
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

2 Provide 1987 level of contracted
OF services to individuals charged with
8 municipal violations who are unable
 to pay for defending themselves.

PROGRAM REVENUES 31,500

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	670,000	0	0	670,000

3 1180-MANAGEMENT & BUDGET
 0501-Management Services
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

3 Provide strategic and long-range
OF management planning. Perform
8 management reviews and assist
 departments with problem evaluation
 and service improvements. Conduct
 impact/cost analyses for proposed
 organizational and policy changes.
 Review and maintain MOA policies and
 procedures.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	62,190	100	800	0	0	63,090

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M U N I C I P A L I T Y O F A N C H O R A G E
1989 DEPARTMENT RANKING

DEPT: 08 -OFFICE OF MGMT AND BUDGET

DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

4 1180-MANAGEMENT & BUDGET
 0500-Municipal Budgeting
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

4 Provide analysis of utility and
OF capital budgets, coordinate capital
8 budget development with Community
 Councils and Anchorage legislators,
 maintain and monitor state capital
 grants.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
2	0	0	99,740	0	0	0	0	99,740

5 1180-MANAGEMENT & BUDGET
 0502-Indigent Defense
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

5 Provide additional indigent defense
OF funds to meet projected case load based
8 on 1987 actual and 1988 year to date
 cases.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	17,730	0	0	17,730

6 1180-MANAGEMENT & BUDGET
 0500-Municipal Budgeting
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT

6 This service level provides for a
OF separate utility budget officer rather
8 than combining capital and utility
 responsibilities in one position as
 listed in service level 4.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
1	0	0	70,590	0	2,500	0	0	73,090

SUBTOTAL OF FUNDED SERVICE LEVELS, OFFICE OF MGMT AND BUDGET

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
11	0	0	627,060	2,000	695,440	0	1,900	1,326,400

----- DEPARTMENT OF OFFICE OF MGMT AND BUDGET FUNDING LINE -----

. 1,326,400

7 1180-MANAGEMENT & BUDGET
 0500-Municipal Budgeting
 SOURCE OF FUNDS, THIS SVC LEVEL:

7 This level provides for computer support
OF on all budgets. Specifically, providing
8 maintenance for the automated capital

TAX SUPPORT

budget system, the fiscal trends program
and subsystems of the operating budget.
Programming of special retrievals and

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M U N I C I P A L I T Y O F A N C H O R A G E
1989 DEPARTMENT RANKING

DEPT: 08 -OFFICE OF MGMT AND BUDGET

DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

reports, such as the Early Retirement
Program and Personnel Scenario
Projections.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	47,830	100	0	0	0	47,930

8 1180-MANAGEMENT & BUDGET
0501-Management Services
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

8 Provide additional strategic and long-
range management planning. Perform
OF management reviews and assist depart-
ments with program evaluation and
service improvements. Conduct impact/
cost analyses for proposed changes.
This service level returns OMB to 1987/
early 1988 levels.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	1	0	112,380	0	0	0	0	112,380

TOTALS FOR DEPARTMENT OF OFFICE OF MGMT AND BUDGET, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
13	1	0	787,270	2,100	695,440	0	1,900	1,486,710